

## Filkins and Broughton Poggs Parish Council

Minutes of the Virtual Meeting of the Parish Council on 7<sup>th</sup> September 2020 at  
7.30 pm

	<p><u>Present</u> Cllr Irwin-Singer, Cllr Robbins, Cllr Jones, Cllr Ford, Cllr N Walsh, Cllr Tridgell Members of the Public: Cllr S Coul, R Martin</p>	
	Clerk reminded all present of the protocol for virtual meetings.	
30/21	<p>County &amp; District Councillors report 30.1 District Councillor – Suzi Coul reported District Council leader James Mills is moving away, this evening ballot was held for new Conservative leader who is now Michelle mead who should be come the new District Council Leader in October at the next Council meeting. Also, Community Grant is open and I have seen your application, Please let me know if you submit any other applications so I can support them. Post Office – I understand your post mistress is leaving. I have been told by the Post Office they are not planning to close but currently have not found a replacement. Before I chase further is there any insight. Cllr Ford replied in our March meeting we became aware that Ena Constable was retiring. Subsequently a notice was put in the village newsletter inviting residents to come forward as we value the service. They were asked to contact Ena direct. We were approached from 1 person, Agata Goward, in the village who spoke to the Area Manager and was awaiting documentation.- no further progress was made as she was informed Ena had to hand in her notice before it would progress. Another resident has also come forward recently and Cllr Walsh put out an email to our contact list asking for anyone to come forward. If Cllr Coul can assist, we would be grateful. Cllr Coul said she is very willing to help – the Post Office in Filkins is too vital to lose. She will go and make calls and emails to find what is happening – we do not want any Covid issues getting in the way of finding a replacement. Please ask if you need any help. Salt Cross Village- consultation open. Strongly recommend that views are put across. It is going to happen unfortunately – we need to ensure it does not impact to greatly on the residents in West Oxon A40 traffic, utilities, the impact will filter out. Also works will be done on A40 – dual carriageway to Eynsham for new park and ride and then a bus lane into Oxford. Planning issue in Filkins – enforcement are aware but they say they are not able to stop the works. What is being built is quite severe to the Conservation Area can you contact them on our behalf. Clerk to send details. 30.2 County Councillor – P Handley stated he could not use Zoom so could not attend.</p>	
31/21	<p>Adjournment for Public Participation 31.1 R Martin – Post Office if it is to be retained the Parish Council need to act immediately and start a campaign as it will close. It is unlikely to carry on unless there is a significant campaign. You are in the position to do it because you are the Landlord. Thank you for the offer for help we are persuing it and with Cllr Coul as well.</p>	
32/21	<p>Apologies for Absence: 32.1 None</p>	
33/21	<p>Declaration of Personal, Prejudicial and Pecuniary Interests 33.1 None</p>	
34/21	<p>Minutes 34.1 Minutes of the meeting 23<sup>rd</sup> July were accepted by a show of hands and signed. It was confirmed that the minutes were signed. 34.2 Matters arising: None</p>	
35/21	Planning, Cemetery & Highways:	

Signed:

Date:

	<p>This item has been moved up the agenda as members of the public attending usually want to listen to this item.</p> <p>35.1.1 20/01167/FUL – Prospect Cottage – this has been approved but with the restriction that it cannot be occupied as a separate dwelling and will be limited to holiday tenancies not to exceed 8 weeks and no person can occupy the accommodation in consecutive tenancy period.</p> <p>35.1.2 20/01328/LBC – The Old Bull- approved</p> <p>35.1.3 20/00048/PENF – Lane End House - Enforcement on piece of land which ha had the trees down and are now building a series of sheds.</p> <p>35.1.4 20/1849/HHD – Stable Cottage Broughton Poggs – we have no objections to but commented on the timber cladding and the size of the garage is imposing on the size of the site.</p> <p>35.1.5 Salt Cross Consultation – this has been circulated to all Councillors and placed on the website. We will submit a comment and urge others to do so.</p> <p>35.2 Planning Policy – Cllr Robbins and Irwin-Singer have been working on this. There is an amendment that has been circulated – after a duplication is deleted it was agreed these will be adopted and signed. Cllr Irwin-Singer asked for ease of reference the paragraphs should be numbered. On this basis the Clerk will re-draft and circulate for adoption at the next meeting.</p> <p>35.3 Cemetery- Gravel path &amp; trees – Cllr Jones reported he had spoken to a contractor regarding trimming the trees and gravelling pathway. He will put a quote to us but working 2-3 months behind. Groundworks are quite substantial. Cllr Walsh has a contact who can also quote and is not busy at the moment. This may need to be reviewed before the next meeting before we hit the winter weather. Cllr Jones will circulate when quotes received.</p>	
36/21	<p>Village Matters:</p> <p>36.1 Bund Maintenance – Cllr Robbins spoke to Ian Grey regarding initial height, he does not have any specification. Cllr Robbins carried out the summer maintenance on the grass bank and he suggested it may need to be looked at. If we had to heighten it the original grant from WODC would not cover the amount of topsoil we would need. A quote would be required for these works. Cllr Irwin Singer confirmed the original WODC grant was to cover summer maintenance not responsibility for the height. We should contact Lawrence King ref these works and ask to come and inspect regarding any settling/potential raising of height. Clerk will contact Lawrence King and arrange a meeting.</p> <p>36.2 CLP update – During lockdown Emma Keating – Chair- was a key worker so no pursued updates were able to happen. As things are returning to a more normal situation Emma was contacted to establish what actions were required to move the committee forward. Sadly has decided Emma that due to personal commitments she is no longer able to Chair the committee but will remain on it, an email has been sent to all committee members asking for any interest to take over as Chair. Cllr Ford and Tridgell will follow up and update at next meeting.</p> <p>36.3 Hardcastles Field storage – The smaller shed holding the chairs has been undermined by rabbits and rats. St Filica have been offered a small container the same size as the shed and they would like to replace the shed. It is falling down and they will take responsibility for the removal. This was agreed by the Council to take place as time was pressing.</p> <p>36.4 The cost of transportation is £450 – we have had several quotes. St Filica has not been able to raise funds this year so are asking the Parish Council to submit an application for funds to Hayes Palmer Trust to cover this expense. This was agreed by the council.</p>	

	<p>36.5 Telephone Box – The equipment has been removed but as yet no contract returned, however we have been told the Parish Council can now take possession. They have sent us a K2 refurbishment package which has been circulated – Cllr Jones will investigate this. We have also had a suggestion that it should be taken away and refurbished but we will need to look into costs of this. Cllr Jones hope to get a working party together and two people have come forward already. Inside would depend on the usage. The Book Club have suggested a library and two more people have suggested a book swap so the books come and go. Advert in newsletter asking for any other ideas to make a decision. Cllr Irwin Singer suggested we move the defibrillator there. Does it still have power, this has been disconnected but the supply is still there. We also would have costs to put right the village hall and make amends for the works carried out. All suggestions and costs will be reviewed at the next meeting.</p> <p>36.6 Grasscutting- The Gassons. As OCC have not cut this at all this year the Parish Council have undertaken this to maintain the appearance of the village, although this is not within the budget provision. The first cut was expensive as it was very long, Cllr Jones has since arranged a second cut which will be less. If we do want to keep this area maintained on a more regular basis we can add it to the areas we adopt and include it on the grant application. This would be a better option rather than waiting to see if OCC cut as a schedule it will cost less. OCC have been cutting junctions but only once a year. When they have been out this year they cut the A361 but nowhere else. Cllr Jones and Clerk need to meet and arrange the grant application. There are other areas we can apply for as well. Proposal to be discussed at next meeting.</p> <p>36.7 Village 3 year plan- This was mentioned at the last meeting that we need to develop and works hand in hand with CLP. For the moment Cllr Ford is drafting a discussion document. This will be presented at a later meeting.</p>	
37/21	<p>External Liaison:</p> <p>37.1 Gassons Allotment site – WODC lost their copy of our lease so we provided them with our copy after the lease expired. In due course they will produce another lease. For now we are carrying on under the old lease. No change to administration and governance. We are now operating under a Tenant at Will which means we carry on under the expired lease. We may hope for progress in 2021. We do not need to press the matter for conclusion.</p> <p>37.2 Gassons ramp – The ramp by The Old Bull up to The Gassons – Cllr Irwin Singer has written 4 times to WODC and asked if they think it is safe as they granted planning permission for it. All letters are acknowledged with the promise that someone will inspect. Cllr Irwin Singer will approach Cllr Coul and see if she can intervene and get it inspected to ensure there are no safety implications, we need to be aware of. We must keep pressing this matter and we need a conclusion. Another letter will be drafted and copied to Cllr Coul.</p> <p>37.3 Follow up meeting with ECT- this was due to held tomorrow, 8<sup>th</sup> September, but has been cancelled this evening. A new date will be arranged asap, ideally end of September/October as we are looking to them for funding for Village Centre. 2 ½ yrs since we met with them so we will have a walk round the village. Clerk – the willow at the environment pond has split can we contact them before the meeting so they can deal with this. Agreed. Cllr Robbins has drawn up extension to kick about field – this will be picked up at the meeting, Clerk has contacted Andrew Cripps.</p>	
38/21	<p>Groundsman:</p> <p>38.1 Cllr Robbins has investigated a mulching mower which was £819. It has a large engine and is very robust and mulches- it will last for many years. It was more money that we planned to spend but approval was sort by all councillors and it was decided</p>	

	<p>that it would be prudent in the long run to invest in a better machine. Cllr Robbins will put some added security into the shed. He has a chain and padlock which will be fixed to the floor. Groundsman is coming to the end of his initial contract but we are all very pleased with the job he is doing.</p>	
39/21	<p>Finance:</p> <p>39.1 Clerk has circulated the cheque list for 23<sup>rd</sup> July to 7<sup>th</sup> September and this has also been posted on the website. Clerk went through the list of expenses which included an extra payment to les Goward for a tax refund, McAfee live safe renewal on the laptop and OALC Training for the Chairmanship Course. Current account balance £19,749.46, deposit account £35,178.75 less uncashed cheques and allocated cash leaves a surplus of £25967.51 so far this year. Village Centre account only one payment for the new mower. COIF account £1382.65, current account £20,579.62 one uncashed cheque leaving a surplus so far this year of £12,724.27.</p> <p>39.2 Precept figures first draft – sheet was circulated and is also online. 3 year projection column for 2021/22. Proposed precept increase to £18500 for next year. Income stays very much the same – expenditure is stable – and has been incremented for 2021/22. Groundsman’s expenditure has been increased to allow for flexibility should we have additional projects for him to undertake or a new strimmer is required. This does indicate a deficit of £662 but it is unlikely all expenses probably will come to fruition. Clerk asked if Councillors could think about any other expenses for matters around the village that they would want included – kick about field etc, telephone box - may be other projects whether we fund this year or larger items we want to start putting money aside for next 2 years. Cllr Ford will collate ideas for any plans looking forward and will work with the Clerk. Thoughts by 19<sup>th</sup> October. Playground needs to be looked at.</p>	
40/21	<p>Action Plan</p> <p>40.1 We had an action plan that we were working to. Some actions have been undertaken and new actions included so we will update and circulate. Cllr Ford and Clerk will update.</p>	
41/21	<p>Matters relating to Parish Council &amp; Village Centre Trust properties:</p> <p>41.1 Grant application has been submitted to WODC and confirmed they have received. Cllr Coul has had a copy and will be supporting our application. In terms of the outcome we will hear in November, C Payne is still pursuing other avenues of funding on our behalf and progressing which come to fruition in February. WODC is the main application.</p> <p>41.2 Cllr Irwin Singer raised the Post Office. We have people who are trying to progress applications and are getting nowhere. Time is running on and we need to treat this urgently. We do not want to lose the Post Office. He is happy to take this on. Following on from R Martin and Cllr Coul we need to follow on and pick up with the post office straight away. He will draft a communication to them and follow up by telephone. It is a matter of urgency. Cllr Ford has followed up with Agata Goward. The Post Office have not listed Filkins as an available site so we need to follow that as well. Cllr Walsh added that E Constable is not on a franchisee but on an old contract system. Agata spoke to regional Manager – what he is suggesting will not be a full time job. We will also look for support from the Community. Cllr Walsh suggested Sally Peach was also interested, but we need to independently find out as landlords with this facility in place so it can continue to serve our community as we are outside the 3 mile range of any other post office. It was unanimously agreed we have a vested interest in ensuring the continuation for the benefit of our community. Cllr Walsh sent an email out to publicise the vacancy- approx. 19 got back in touch. 3 people were interested and talked to Ena Constable.</p>	

	<p>Anyone interested should talk direct to the Post Office as it is a new contract that will be granted. We need to confirm that the Post Office will continue to let it operate from there. Cllr Walsh to forward emails to Cllr Irwin-Singer. R Martin suggested he speak to Robert Courts and Witney Gazette if we are too late to save the Post Office. This was agreed.</p> <p>41.3 Re-opening the playground if we put up signs to use at your own risk. We have consulted again – none of the advice has changed and some remedial work needs to be carried out. With all the schools going back and the risk for young children is minimal, it just needs to look at the options. Alvescot playground has been opened – we have to think of it being used as a social gathering. Cllr Tridgell – there are plenty of playgrounds that have opened and we need to put responsibility back on the public using them. We should be able to open with guidance and look at risk assessments and agree on that basis. Cllr Tridgell can liaise concerning the risk assessment. If we had that all in place would we re-open the playground. Agreed. Look at costings of signs. Cllr Robbins and Jones can look at any remedial work that needs to be done. The playground will look to re-open by October half term. RoSPA report will also need to be looked at soon. Monkey bars need to be secured.</p>	
42/21	Next Meeting will be held on 4 <sup>th</sup> November, 2020. Please note this is a revised date.	