

**Filkins & Broughton Poggs Parish Council Meeting
The Committee Room – Filkins & Broughton Poggs Village Hall
Tuesday 21st November 2017 at 7.30pm**

Unconfirmed Minutes

183

Present: Chairman Mr Jeremy Irwin Singer, Cllr Robert Bohm, Cllr Julie Tridgell,
Cllr Kym Ford

1. **Apologies for absence received from:** Cllr Roland Jones, Cllr Noelle Walsh
2. **Declarations of Personal or Prejudicial Interest:** None
3. **Appointment of Councillor:**
The Chairman proposed that Mrs Kym Ford should be co-opted to serve on Filkins and Broughton Poggs Parish Council. Cllr J Tridgell seconded the motion.
4. **Adjournment for Public Participation.**
 - 4.1 The proposed lamp at the B4477 junction of Anstruther and Bridge Cottage was discussed. Work on the installation of the new lamp at the junction, by SSE, is scheduled for December 15th. There were concerns whether shields could be fitted to the sides of the lantern and how effective they would be in screening light from the properties concerned. Cllr JIS confirmed that the PC would pay the additional cost of installing the lamp with side shields. The clerk commented that she had already requested information from SSE and would send to the concerned parties on receipt.
 - 4.2 A request was made to the Council for a traffic survey to be carried out at this busy junction. The Clerk will enquire of Thames Valley Police and report findings at the January meeting.
5. **The minutes** of the September meeting were agreed by all as correct and duly signed by the Chairman.
6. **Matters arising** from these minutes for information only : none
7. **WODC & OCC** councillors' report: None provided
8. **Finance Report**
 - 8.1 **Current Financial Position**

The clerk confirmed that the F&B **Business Current Account** was: £43K
Represented by:

 1. Parish Council Funds: £ 26.8k
 2. Village Centre Funds: £ 16.2k

The clerk requested payments to be agreed for:

 - British Legion £27.00
 - BDO LLP £168.00
 - Carter Institute 35.00

The clerk also confirmed that the F&B **Business Savings Account** was: £15,089.

Signed.....
Mr Jeremy Irwin Singer, Chairman

8.2

The clerk circulated a spend v budget worksheet detailing the overall monthly spend of the Council up to the 22nd of November and a projection of the spend to the year end. It was agreed that the Council will review and discuss at the January meeting. Meanwhile the clerk will prepare a draft budget for next year and send to Cllr J T

8.3

The clerk reported that the annual external Audit report had been returned from BDO. She noted that the Audit had commented on amount of funds held by the council. The Chairman stated that a large proportion of this is held as a contingency against repairs and renovations required to various properties. The PC will need to agree a repairs and renovations plan once the surveyors report is available.

9. Village Centre & Premises**9.1 Report concerning the building survey results on the Village Centre**

Cllr J IS reported that he had instructed a buildings surveyor, Mr Nick Owen of Propert Pathfinder Cirencester, to inspect report and advise the state of the properties.

Cllr JIS confirmed he would report progress at the January meeting when a definitive plan of works required and timescales would be agreed. The Clerk to provide a list of assets including properties.

9.2 Renewal of Hardcastle's Field Lease.

The Council unanimously agreed to renew the lease of Hardcastle's field to St Filica, for an additional term of three years. The existing terms and conditions would apply as before.

9.3 Filkins Swimming Club

It was agreed to meet with the Swimming Club to discuss and review the running of the club. Cllr JIS will attend the next meeting which is due in March.

9.4 Filkins Community Shop

Cllr J I S reported that the AGM of the Village shop had reported a small surplus for the year. The PC acknowledges the good work of the Filkins Community shop and encourages more local residents to support the shop, particularly by volunteering to help with various shop duties.

9.5 Footpath at the side of the Old Bull

The owner of the Old Bull had contacted the Council and had proposed to alter the concrete access footpath between Main Street and the Gassons, in accordance with the planning permission already obtained. The PC noted this and hoped that the work would improve the look of the footpath in that area.

9.6 War Memorial update

9.61 Quotations have been sought from three companies and the Council was awaiting proposals for the scope of work to repair the base of the memorial and appropriate costs.

Memorial wreath

9.62 It was agreed that the Council would provide two wreaths next year, one for Broughton Poggs and one for Filkins. These would be ordered and paid for by the Council and given to the appropriate Church Wardens.

9.7 Discussion concerning Gasson's Allotments

The Council instructed the Clerk to write to the resident who is using an allotment space without payment of rent and permission and inform him of his infringements. The resident is to clear the allotment of all his property and livestock.

Signed.....
Mr Jeremy Irwin Singer, Chairman

9.8 Village Telephone Box

185

The Chairman proposed that the telephone box should be adopted by the Parish Council. Cllr R Bohm seconded the motion. The PC discussed various possible uses for the phone box, if BT agrees, including housing the defibrillator there, having an information booth or a small library. The clerk is to discover from BT what their plan is.

10 Planning, Cemetery and Highways

10.1 Planning Applications update

Broctun House appeal for a new garage was upheld by the Planning Inspector.

10.2 Cemetery Issues

There was a discussion of actions required to be taken against the erection of a headstone of inappropriate materials. The clerk reported that she had not received a response to her latest letter. The Council agreed that the Chairman would write to the family detailing their obligations and likely costs that would be incurred if the family continue to ignore this letter.

10.3 Report on the status of the Bund including WODC review

The Clerk reported that Laurence King, WODC engineer responsible for supervising the building of the bund, had visited the site and concluded that the bund was in good working order. He agreed that WODC would schedule another review in Nov 2018.

In the meantime he recommended that a fence would not be appropriate and should not be built. He recommended that the Ernest Cook Trust should contact the tenant farmer to allow livestock to graze, twice yearly on the land, to keep the bund maintained.

The Clerk reported that she had spoken with the Ernest Cook Trust and the ECT Estates Manager had agreed to meet with his tenant farmer to discuss and agree.

Cllr Bohm suggested that it may be advantageous for a free standing Hydro brake to be installed that he would contact Mr King to discuss this. The PC would like to attend with Laurence King on his next inspection. The clerk to fix a date.

11 F & BP Policies and Procedures

11.1 Discussion of Data Protection Policy

A document had been received from OALC concerning the new legislative requirements and is under review by the Council.

11.2 Standing Order Policy

Cllr J T reported that she and Cllr N W were also reviewing the current Standing Order Policy for Filkins and Broughton Poggs and would bring their conclusions/comments to the next Parish Council Meeting in January.

11.3 It was agreed that the PC will review all our policies over 12 months and agree some each meeting. The newly adopted policies to be published on the website.

11.4 Cllr JT to consult with Cris Hoad about how to improve the PC section of the village website.

Signed.....
Mr Jeremy Irwin Singer, Chairman

12.1 Cllr JIS advised that he would report at the January meeting, the findings and conclusions of the Building Surveyor's visit.

He considered the main issues to be addressed were:

1. Continual water and damp problems at the Village Centre
2. The condition of the roof and windows on all properties
3. Clearing of loft space
4. Refurbishment of the changing rooms including the provision of toilets.

Cllr JIS recommended that at this point, with the correct information, the Council could formulate and prioritise a plan of action. It was agreed that the Village Centre would support some of the repairs from the funds.

12.2 The Council discussed that the letting terms of the first floor office need to be reviewed.

12.3 Cllr JIS to contact the tenant.

Date of next Parish Council Meetings: 8th January 2018

The meeting closed at 9.30pm

Signed.....

Mr Jeremy Irwin Singer, Chairman

Ann Tyldesley

Clerk to Filkins & Broughton Poggs Parish Council