

**Draft Minutes of a meeting of Filkins and Broughton Poggs Parish Council
Tuesday 13 March 2018**

Present: Cllr Jeremy Irwin-Singer (Chair), Cllr Julie Tridgell, Cllr Kym Ford, Cllr Roland Jones, Cllr Noelle Walsh (Deputy Chair) Cllr Kevin Robbins from item 6 onwards.

In attendance: Ann Tyldesley (Parish Clerk), T. Smallbone (Minute taker) Cris Hoad (RFO see 7.4) and members of the public L. Bennett, R Martin, T. Poole, I. Grey, M. Truman, G. Targett-Navarro, Kevin Robbins (for items 1-5).

1. There were no apologies for absence

2. There were no declarations of personal or prejudicial interest.

3. Public participation:

- G. Targett-Navarro offered some help with work to repair the playground.

ACTION: Thanked. To liaise with Cllr R. Jones

- L. Bennett and M. Truman requested £120 - £150 for stakes and ties for the trees planted on the Hadge ground in memory of Plute and Maureen Truman. Also reported that old cattle bridge there is rotten, and could be removed, and that debris and building rubble, including cement, have been dumped in the brook and could cause flooding problems. Chairman said this was not parish council but Ernest Cook Trust land.

ACTION: Both thanked for work there. Chair to raise maintenance with Ernest Cook Trust and request permission to install stakes and ties.

- Dog poo dumped in plastic bags is causing nuisance around the village, as is unbagged dog poo.

ACTION: All dog walkers asked to ensure that dog poo is bagged, collected and deposited in bins.

- In Broughton Poggs, some people are parking so as to block access for the waste collection and deliveries.

ACTION: BP residents to be asked to park more considerately.

4. Minutes of the last meeting were agreed and accepted. There were no matters arising.

5. Kevin Robbins was proposed by Jeremy Irwin-Singer and seconded by Kym Ford as Parish Councillor.

AGREED and he joined the PC.

6. There were no WODC or OCC Councillors' reports.

7.1 Current financial position is that there are total funds of £42,000 in the bank as of today available to the PC and the Village Centre Trust.

7.2 PC budgeted income is £17,275 for this year and expenditure so far is £16,049. Currently the parish council has a £1225 surplus in the year to date. The Village Centre Trust budgeted income is £12,395 for the current year and so far £6,461 has been spent, with a current surplus of £5,933.

7.3 Possible expenditure for next year that must be budgeted for includes:

- Annual inspection costs for ROSPA survey of pool and playground of £1,000 and of Vale Wood and bund £1,000, though neither inspection may actually be required

- B4477 Traffic sign. Estimated to cost £2,500 to fix. Clerk reported Cllr Handley at WODC may find funds to help, specifically the costly battery replacement. Cllr Ford reported that runway resurfacing at Brize Norton is wider context (see item 9.2).

ACTION: leave provisional cost in budget. Cllr Ford to liaise with WODC and Cllr Handley.

- Defibrillator new box is here and will be fitted tomorrow morning at cost of £300.

ACTION: Cllr Jones to report back when it's working.

- Increased groundsman's costs likely as village looked untidy last summer and we need to increase hours worked. Provisional sum is increased to £5,000 per annum.

- Paddock Maintenance Parish Council rents the paddock from the Fox Trust for £10 a year and some village events (2 this year) take place there. Parish Council pays for grass cutting and general ground maintenance. Nursery School sports also take place for notional rent of £5. Fox Trust has spent £475 this year on tree maintenance and clearing ivy and is charging this to the parish council. Unclear who has responsibility for wall maintenance and indeed who the walls belong to. PC agreed to pay £475 this year.

ACTION: Chairman to clarify lease terms and discuss with Fox Trust.

Parish Council to promote use of Paddock.

- Purchase of laptop, printer and scanner for use by Parish Clerk. Cllr Ford explained that changes in data protection law from the end of May 2018 require much higher standards of data security for personal information including any records of individuals such as swimming pool membership, allotment holders etc. Parish councillors and the clerk can no longer use their own computers to store this information (see also under item 10). We therefore need a laptop and secure cloud storage for these records. It is also proposed to store on it the list of deeds, documents, parish council responsibilities and rights that the Chairman is compiling so that this information is held centrally and securely. The cost will be £513. 58. There is a grant for this that must be spent by the end of the financial year.

Agreed.

- Village Centre Trust expenditure for the coming year concerns the building. Chairman reported that a survey has been carried out, but the report has not yet been received. The surveyor suggested roughly £10,000 might need to be spent on overhauling roofs, windows, gutters etc. Even basic cleaning of roof and valleys would help. Suggested budgeting £10,000 for this next year

Agreed

-Changing rooms and toilets in Village Centre. Proposal is to renovate these using some of the John Cambridge legacy, setting aside £7,500, on the basis that other organizations might contribute from their legacies. A firm set of proposals should be brought to the Annual Parish Meeting in May.

ACTION: Cllrs Robbins and Walsh to bring plan forward to APM after discussions with Ian Grey and other interested parties.

7.4 All the projects mentioned would cost circa £20,000, which is less than half the current funds held by the PC and the Village Centre Trust. The Chairman reported that Cris Hoad is

RFO for the time being as a result of the Clerk's resignation. She will also arrange for the audit of the accounts in April. Cllr Tridgell and the RFO could start now to prepare outline budgets for the next three years. Agreed that if necessary up to £20,000 could be spent on the above projects.

Gill Paget was proposed by the Chairman and seconded by Cllr Tridgell as the internal auditor

ACTION: Cllr Tridgell and the RFO.

8.1 War memorial requires work and Cllr Jones reported that he had received quotes varying from £3,000 to £6,000 depending on the stone to be used. Steam cleaning would be extra. Grants are available up to £30,000 from the War Memorial Trust but not guaranteed and it is not listed on their records. Pre-application for grants requires photos, 3 quotes and documentation on its history. Agreed to undertake the work subject to further discussion on available grants.

ACTION: Cllr Jones to go ahead with application using documentation supplied by Chairman from archive.

8.2 Clerk reported that BT is to retain telephone box as a working telephone. She has sent them photos of its current state, and they will now have to repair it, paint it and maintain it. It cannot therefore be used for community projects.

8.3 ROSPA report on playground is expected in April. Need to start process of applying for potential grants. Landfill Tax grants are found not available to us due to geographical restrictions. St Filica want to use their share of the Cambridge legacy to renovate the seats round the old pump house. This was Agreed.

ACTION: Cllrs Jones and Walsh to start grant application process.

9.1 No planning applications have been received.

9.2 Cllr Ford reported on a liaison meeting at RAF Brize Norton. The runway is being completely resurfaced in 2020-1, with the work taking place at night. Traffic speeds as well as construction lorries are a big issue, and the base is trying to ensure that all traffic for the re-surfacing will go to Burford and then down through the Shilton road, with signs warning constructors to follow this route and not divert through the villages. As they are keen to support us on this, it could be a good opportunity to push for permanent HGV restrictions. In the context of 15,000 aircraft movements last year, all non-operational flights are required to avoid Filkins. In addition, if pre-advised of major events the base will issue guidance to avoid the village.

ACTION: Cllr Ford will put the minutes of these meetings, once received, on the website.

9.3 The cemetery has now been cleared of tree debris. Noted that much of it comes from trees on adjoining Goodenough land and these are in a bad condition.

Maureen Lafford (Truman) has asked the PC if they can plant a tree in John Truman's memory with a plaque in the Hadge Ground. No objections from PC, but as pointed out, this is Ernest Cook land, and the PC do not maintain it. They will ask The Ernest Cook Trust. Chairman has written to Mr Whalley who has installed an unauthorised headstone in the cemetery requesting the fee of £85, but has had no response yet.

ACTION: Chairman and Cllr Jones to request Goodenough Estate do some work on its overhanging trees. Chairman to contact Ernest Cook Trust.

9.4 The new date for the installation of the replacement light at the B4477 junction is April 5. Parking restrictions have already been notified.

ACTION: Clerk will tell St Filica News.

9.5 Clerk reported that the police do not have time and resources to do a traffic survey. Cllr Ford will liaise with residents and see if we can do our own. Resolved to keep on agenda.

ACTION: Cllr Ford

9.6 Chairman reported that he has had no response to his email to WODC to inspect the new path outside The Gassons and will chase it up.

ACTION: Chairman.

10.1 Cllrs Walsh, Tridgell and Ford reported on their work to ensure PC are compliant with the new Data Protection Act. They have completed the action plan required by the Act and will start to implement key aspects such as getting written consent to hold information, providing copies of our privacy policy etc. There are seven recommendations:

- Councillors must read the NALC Guidance;
- There will be a training session for councillors after the APM;
- Data Controller will be the Chair of the Parish Council;
- Parish data processor is the Parish Clerk;
- The PC must appoint a Data Protection Officer – this could be as part of a consortium of parish councils or be out-sourced. To be decided at next meeting;
- A data breach should be added to the risk register, which the Chairman is preparing;
- A review of IT policy and procedures indicates that councillors should have dedicated parish council email addresses and the new laptop will facilitate this;
- They will bring all draft policies and procedures for approval at the meeting on 15 May.

ACTION: Cllrs Walsh, Tridgell and Ford. All Cllrs to read the NALC Guidance.

11. 1 There were no new procedures and policies to approve.

11.2 Chairman reported that he aimed to set up 6 parish council working groups with each councillor on at least two groups, for ease of business between meetings, and he will bring this proposal forward to the next meeting. Cllrs also should walk around the village regularly and hold surgeries in pairs to which members of the public would be invited

ACTION: Chairman

11.3 WODC local plan consultation has been extended to Aril 9th. Chairman urged councillors and anyone else to look at the summary and to comment on it as an individual. Also publicise it in St Filica News.

ACTION: Councillors and public. See www.westoxon.gov.uk/localplan2031

12. The Chairman thanked the Clerk Ann Tyldesley for her work as parish clerk over nearly two years. The PC wished her a happy retirement and made a small presentation. They then adjourned to discuss a confidential item.

13. Date of next meeting is 15 May, the Annual parish meeting, and thereafter on 10 July 2018.