

## Filkins and Broughton Poggs Parish Council

Minutes of the Meeting of the Parish Council on Thursday 6<sup>th</sup> December 2018 at  
7.30 pm at The Village Hall, Filkins

59/19	<p><u>Present</u> Cllr Irwin-Singer (Chairman), Cllr Robbins, Cllr Tridgell, Cllr Jones, Cllr Ford, Cllr N Walsh</p>	
60/19	<p>Open Forum 60.1 Reports from District &amp; County Councillors None 60.2 Adjournment for Public Participation None</p>	
61/19	<p>61.1 Apologies for Absence D McFarlane 61.2 Declarations of Pecuniary, Personal and Prejudicial Interest Cllr Irwin-Singer – Citizens Advice request</p>	
62/19	<p>Minutes 62.1 Minutes of the meeting 27<sup>th</sup> September were accepted and signed.  62.2 Matters arising: Cllr Irwin-Singer has received an email from Ernest Cook Trust with a plan that shows all land and property belonging to them. The boundary of their land near the bund is where the stream crosses the path under the small bridge. Therefore, all the trees and memorial benches are on their land.</p>	
63/19	<p>External Liaison 63.1 Water Day – Cllr Jones was not able to attend. The notes of the meeting have been sent by Thames Water. The Filkins SPS was noted as being analysed for flooding tripper levels. Monitors will be installed.  63.2 Councillors Village walk round 28<sup>th</sup> October- It was noted that we could install some more road signage to make places more identifiable. Rouses Lane- leading to Saxons Close, Hazells Lane – narrow lane/single carriageway, Broughton Poggs sign is misleading. Cllr Ford will have a look at this and see how it can be improved and also ask Highways about this and the extra signage. Street lighting – there seem to be two dark spots on the main road through Filkins, one between the Church and cross roads and the second opposite Bulls Close. There is no power supply at the Church but there is at Bulls Close. The sodium lights are now aging and will also need replacing. There have been some offers of funding – Clerk will investigate costs of a new light and replacement of the sodium lights. Clerk will contact Highways concerning re-painting the hatched lines at Bulls Close  63.3 Surgeries were held on 29<sup>th</sup> October and 4<sup>th</sup> December. We now have more time to publicise the dates. The committee room has been booked but Clerk will enquire if these can be held in The Five Alls. One date has been changed for Cllrs Irwin-Singer and Ford.  63.4 Notes from meeting with WODC and OCC were circulated. The teams attending were Highways, Community Transport, Live Well Oxon and Emergency Planning.</p>	<p>Cllr Ford</p> <p>Clerk</p>

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<p>The Council has managed to have a modest bus service restored. There has been an offer from the North Cotswolds Villages Community Bus who run a service between Broadwell/Burford/Shilton to Carterton/Witney, to extend this down to Filkins &amp; Broughton Poggs on Wednesdays. This is the only possibility as there is no funding from OCC only a one-year subsidy and we would have to take the considerable responsibility for operating the service. Cllr Ford will inform Lynne Little that we want to proceed, 28 days' notice is needed to start the service. Pick up would be about 9.15am which would go to Carterton and then Witney. Return would be 2 hours later. This would need to be advertised via the email list and the website.</p> <p>Cllr Ford has a meeting on Monday with Highways – it is recognised we do have a village traffic problem on the B4477; Highways do have some extra funding some of which will go to fixing potholes. Highways are committed that the A40 will be upgraded along with the B4477 north of Carterton. Do we want the south B4477 upgraded. This would not be suitable as there is no line of sight around the chicane at Anstruther. Cllr Ford will meet with Paul Wilson, Eric Stevens and Jackie Cox. We are pressing for OCC to invoke an HGV ban in Filkins.</p> <p>Emergency Planning – There is now a utility service which residents can register for so the Utility providers know who they needs help with emergencies such as a power outage. They will be treated as a priority. Cllr Ford has obtained packs for distribution with information on registering. She will attend the coffee morning, village lunch and Father Christmas event to distribute them. This can be re-visited in a couple of months to see if people need help registering.</p> <p>Cllrs Ford and Robbins will start work on the Emergency Plan for the village. One action could be to install a socket to power a generator if the electricity is down for a long period.</p> <p>Community Warden – OCC may give a grant for us to employ someone for 3 hours per week.</p> <p>Super User – Highways are piloting a scheme to have a superuser in each village who is able to access an internal system to manage and order certain Highway repairs. Clerk will send leaflet to Cllrs Ford and Walsh to see if they are able to go for training.</p> <p>63.5 Transport Group – as above</p> <p>63.6 Bund – Lawrence King of WODC rang Cllr Irwin-Singer and asked if the Council would take over responsibility for the Bund for £1k. The PC noted that the Bund is not on our land, not our responsibility and if anyone flooded it would be for WODC or OCC to intervene. It was an informal approach and Cllr Irwin-Singer will report back the PC's view that it is too risky for us to take on.</p> <p>63.7 PC Surgeries – Committee room has been booked and rota has been posted around the village and on the website.</p> <p>63.8 CLP progress – Cllr Tridgell circulated an update sheet as appendix to minutes. Some clarity is required as to start dates. Community First Oxfordshire have confirmed there is no funding available but CFO will help facilitate the plan. They are going to send a quote for their services as a more structured approach may be longer standing. Richard Martin has generously offered to lead on the plan and we had hoped he would</p>	<p>Cllr Walsh</p> <p>Cllr Ford</p> <p>Clerk</p> <p>Cllr Irwin-Singer</p>
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	<p>attend the meeting tonight for a further discussion but he did not. Last time the first meeting was convened by the Parish Council and a Committee volunteered from there. Cllr Tridgell will be representing the Parish Council on the Committee – some Council involvement is required as this may become our strategic plan. The most important part of the plan is that it should be supported by the village and represent the villages views and ideas. The first stage will be a public meeting. Cllrs Tridgell and Irwin-Singer will meet with RM and progress to a public meeting. Volunteers for the committee can then be taken from the meeting.</p>	<p>Cllrs Tridgell and Irwin Singer</p>
<p>64/19</p>	<p>Planning &amp; Cemetery</p> <p>64.1 18/01601/HHD Faircroft, Filkins – approved</p> <p>64.2 18/00974/HHD The Granary, Filkins – approved</p> <p>64.3 18/00975/LBC 1 Saxons Close, Filkins – approved</p> <p>64.4 18/02531/LBC Stable Cottage, Filkins – approved</p> <p>64.5 18/02782/HHD Tallet Cottage, Filkins – under consideration. Alteration to original plan has been made. There are no comments on this.</p> <p>64.6 18/03080/HHD Muffities – Comments were made on wood cladding being not in keeping and visible from the main road. No objections.</p> <p>64.7 18/03316/HHD Millers Cottage – Comments were made that the boundary wall is high and a tree was to be removed. No objections.</p> <p>64.8 Two applications have been received for headstones: Baker ashes Plot A2 and Lewis Plot 154. Both were agreed.</p> <p>Cllr Jones stated that he thought there could be some improvement to the Cemetery. It looks untidy although the grass is cut. He has some paint left from the War Memorial benches so will paint the gates as a start. Cllrs Jones and Irwin-Singer will walk round and put a plan together.</p>	<p>Cllrs Jones and Irwin-Singer</p>
<p>65/19</p>	<p>Finance</p> <p>65.1 Clerk circulated list of cheques paid and to be signed since the last meeting and account balances.</p> <p>£5000 has been received from the Hayes Palmer Trust for the proposed village centre refurbishment which will be transferred to the Village Centre account.</p> <p>Charity Commission return for 2017/18 has been filed.</p> <p>65.2 Precept figures were presented by Clerk to the Finance working group and then distributed to Councillors. These figures are based on the 3-year plan which was publicised earlier in the year. It was agreed the precept would rise to £17k for 2019/20. SSE will be approached reference changing the timing of the street lights. As the charge for electric is about to increase by 25% it was questioned as to whether they are needed between 12.30am and 04.30am.</p> <p>Clerk will submit precept.</p> <p>65.3 Village Centre repairs –</p> <p>3 quotes were received for refurbishing the guttering. The quote from Thames Valley Guttering was accepted.</p> <p>2 quotes were received for repairing the roof. Donald Puffitt’s quote was accepted. Works will start in early 2019 depending on the weather.</p> <p>Undertaking these two items will bring works up to date in accordance with the survey carried out earlier in the year. Works to be scheduled for next year include window panes, wiring and woodworm.</p>	<p>Clerk</p>

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	<p>65.4 Cllr Robbins reported they were waiting for a structural engineer to assess the cellar and it is acceptable to fix with a lean mix concrete. Ian Grey is working on the costings and schedule of works and quotes will be obtained for the February meeting. All works should be achievable by May.</p> <p>65.5 Funding – Public Works Loan Board will be applied to after quotes are received. Hayes Palmer Grant - £5k was received and transferred over to Village Centre Account. Village Hall have asked us to approve a request for £675 for works to be carried out on sound system/DVD/ projector. This was approved. Clerk will send application. Request from Citizens Advice for funding - £50 will be donated.</p>	<p>Cllr Robbins</p> <p>Clerk</p>
66/19	<p>Matters Relating to Parish Council and Village Centre matters</p> <p>66.1 War Memorial – Cllr Jones reported that works had been carried out. He has thanked both Richard and Grant on behalf of the Parish Council for their works and donated stone. Cllr Jones had the benches sand blasted and then repainted them. He returned them to the War Memorial, one of them is bolted down the other will be done early next week. He was thanked for his work. He will contact Richard Martin and check the roots for the Leylandii trees were cut off at the wall as they are encroaching on the memorial.</p> <p>66.2 Trees of Remembrance Project- Clerk has collected the trees. They are small sticks at the moment so will be kept and planted when a little bigger. There is an Oak and a Rowan. One will be planted to replace the tree that fell over at the Gassons. Concern has been expressed about the drainage across the green and tree roots. This will be investigated before planting.</p> <p>66.3 Gassons Allotments - Cllr Irwin Singer to chase with WODC and discuss the allotment lease renewal. He will be asking to renew the lease as all the allotments are now let. Update will be available for February meeting.</p>	<p>Cllr Jones</p> <p>Cllr Irwin-Singer</p>
67/19	<p>Website Cllr Tridgell has done 8 of the 14 policies. She will distribute the balance of 2 to each Councillor to review. Photos will also be uploaded to site.</p>	
68/19	<p>68.1 Clerk reported that the defibrillator was used by Colston tennis Club. It was reported that there was a delay with the ambulance service finding the code to open it. Jude Jones and the Clerk have both followed this up with SCAS and the box is confirmed as live, the problem is at their end. Jude Jones is in discussions with them. The pads that were used have been replaced. The Clerk has received an email from a lady in Broadwell who attended and they were very grateful that the defibrillator was available and they were able to give their player the greatest chance.</p> <p>68.2 Councillors would like to express their thanks to Rachel and Lee Avery with St Filica Society for arranging the open day on The Gassons in August. It was very well received. Also the Remembrance Day- thanks to the PCC for arranging an appropriate services and lunch. It was an enjoyable and rememberable day.</p>	
69/19	<p>Future Meetings Next meetings will take place on 6<sup>th</sup> February, 21<sup>st</sup> March and 21<sup>st</sup> May 2019</p>	

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**APPENDIX**  
**Notes on Liaison Meeting**  
**Notes on CLP update**

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**CLP Update for Filkins and Broughton Poggs Parish Council**  
**Thursday 6<sup>th</sup> December**

***Introduction (extract from Community First Oxfordshire website)***

Community Led Planning (CLP) is a step-by-step process that can empower your community to take action and make your local area a better place. CLP can be used by your community to address a range of different social, economic, environmental and cultural issues.

CLP offers a structured process for your community to research and identify the most important local issues and use this evidence to develop a detailed plan of action for bringing about specific improvements. It helps people to come together, develop a shared understanding and agree on a range of actions that can be delivered for the benefit of everyone locally. CLP is also the perfect way to prepare your community to take advantage of the 'rights' introduced in 2012 by the government, including Community Right to Buy and Neighbourhood Planning.

There are three core principles that define CLP and distinguish it from other methods of community engagement.

1. Plans are owned, managed and led by your community: Your community sets its own agenda to bring about positive change and leads on the management and delivery of a plan, working closely with
2. Everyone in your community should have an opportunity to get involved and have their say: To ensure that this happens, your community will need to attract interest in the plan's production, recruit volunteers to get things done, use a mix of consultation methods to speak to everyone locally and come to collective decisions about what actions should be pursued.
3. Actions are based on evidence and address a range of different issues important to your community

***Parish Council and CLP (extract from First Oxfordshire website)***

Ideally, your community should produce a Community Led Plan in close partnership with your parish or town council. Elected by your community and with a budget to spend for local benefit, they are in a good position to lend weight to your plan and mobilise resources to make things happen. Of course parish and town councils will also benefit from supporting your plan. It will allow them to improve their relationship with your community and become more responsive to meeting local needs and aspirations. Indeed, many parish and town councils go on to use the Community Led Plan as their business strategy for determining future work.

Support offered by parish and town councils can include:

1. Lending weight to your plan and increasing its status with external stakeholders
2. Helping with the management and administration of your plan
3. Contributing towards the costs of developing and implementing your plan, drawing on the parish precept where needed
4. Ensuring that your Community Led Plan continues to be delivered and held up as the vision for your community after it has been finalised or in instances where volunteer effort has waned.

**Our current position**

Richard Martin has generously offered to lead on the development of the CLP and our acceptance of this was minuted at our PC Meeting on 27.09.18. Cllr Tridgell has been in discussions with Mr Martin on starting the process of launching the CLP. As yet no dates for initial meetings have been diarised, however, Mr Martin has suggested that he starts work on assembling a plan committee

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**NOTE OF OXFORDSHIRE COUNTY COUNCIL MEETING FOR PARISH COUNCILLORS, WITNEY, 29 OCTOBER 2019**

Jeremy and Kym attended

1. The theme was OCC's plan to prevent demand for the use of public services to help deal with significantly reduced local authority income from central government. We were encouraged to read the OCC Corporate Plan 2018-2021. We should put an electronic version of the plan on our website.

Yvonne Rees is the new OCC Chief executive following Peter Clarke's retirement.

2. There were 4 sessions presented by OCC officers to provide information and help to OCC residents and Parish Councils. Plenty of literature on all these matters can be provided by OCC to Parish Clerks.

3. Lorraine Donachie demonstrated Live Well Oxfordshire. This is an online directory and a good source of information for people to discover a wide range of public and private services.

4. Sandra Pearce, the county transport manager, gave us a tiny bit of hope concerning the restoration of our bus service. OCC see the use of Uber services to fill the gap made by the closure of bus routes. Parish Councils are encouraged to raise funds (tens of thousands) to see if they can run community transport schemes in place of lost bus services. We should try and find a local resident to be the champion of such a scheme. Sandra Pearce offered to come and talk to us about what we might do.

5. Carol Mackay, county head of emergency planning, described a county scheme to have vulnerable residents register with OCC to receive priority help in the event of emergency events like a 5 day power cut or very severe weather. Vulnerable residents are those 65+, those parents with children under 5 or those with serious medical disabilities. Parish Councils are encouraged to help their residents register with OCC. OCC will then arrange for public utilities to provide priority assistance to such people, eg hotel accommodation in the event of emergencies.

Parish Councils are also encouraged to agree community emergency plans.

6. Andrew Vidic and Paul Wilson, county highways managers, explained that they now have more money to repair potholes and they intended to improve the standard of repairs to highways. They will shortly inform us of our new highways inspector and help us liaise with Mark Prestwood to see if we can put a business case together to have more traffic control on the B4477.

7. Later that evening, Kym and I had 2 hrs to discuss all this further, while we waited for nobody to come to the evening surgery.

We felt para 5, given the approach of winter, should be a priority and I will write a piece for the Dec St Filica news and Parish Pump.

Jeremy Irwin-Singer