

Filkins and Broughton Poggs Parish Council

Minutes of the Meeting of the Parish Council on Wednesday 6 th February 2019 at 7.30 pm at The Village Hall, Filkins		
70/19	<p><u>Present</u> Cllr Irwin-Singer (Chairman), Cllr Robbins, Cllr Tridgell, Cllr Jones, Cllr Ford, Cllr N Walsh Members of the Public: C Mauder</p>	
71/19	<p>Open Forum 71.1 Reports from District & County Councillors None 71.2 Adjournment for Public Participation C Mauder asked if any work was to be carried out on kickabout field. It needs rabbit fencing, rolling and re-seeding. C Mauder also asked about the bus service.</p>	
72/19	<p>72.1 Apologies for Absence C Hoad 72.2 Declarations of Pecuniary, Personal and Prejudicial Interest None</p>	
73/19	<p>Minutes 73.1 Minutes of the meeting 6th December were accepted and signed. 73.2 Matters arising: Cllr Ford is waiting for highways to come back to her re traffic on B4477 (63.4 from last minutes). See appendix notes from Transport Group. Cllr Ford will also research costs of road signs. Clerk also to report on road signage costs (63.2 from last minutes), community warden and super users at next meeting. Re lighting, SSE want to meet on 15th February to discuss replacement lights and a new light at Bulls Close. Re village centre repairs, guttering work will begin on 11th February and waiting for a start date from the roofer.</p>	<p>Cllr Ford</p> <p>Clerk</p>
74/19	<p>External Liaison 74.1 A surgery was held at the village hall with Cllrs Jones and Robbins but no villagers turned up. The purpose of the surgeries is to highlight concerns/make suggestions to councillors outside of Parish Council meetings. Dates are posted in the village shop and on the website. 74.2 Cllr Ford met with Julian Alder of Filkins, Jackie Cox, Eric Stevens and Paul Wilson to look at the situation regarding the junction of Broughton Poggs and Filkins by the bridge. Jackie Cox knows the area well. The group could see the problems with safety arising from their tour; the feeling of the group was that HGVs did not need to use this route. Consultations at OCC are taking place this spring when another meeting on site would take place. See Julian Alder's report as appendix. Cllr Tridgell also pointed to the narrowing of the road by Pear Tree Farmhouse and the lack of signage as to that narrowing and the fact that Kings Lane is single lane traffic. Cllr Ford said she would bring that to the transport group's attention. 74.3 Bus route: Cllr Ford reported that The Villager bus was to be extended to take in Filkins and Broughton Poggs each Wednesday. The service would go to Carterton and Witney, leaving Filkins at 9.42 or 9.43 am depending on the bus stop and returning at 12.08 from Witney or 12.28 from Carterton. Cost would be £5 return to Witney, £3 return to Carterton (bus passes valid for use). If possible, the bus will drop passengers off on the home route as near to their house as possible. Cllr Irwin Singer proposed taking this up as soon as possible and contributing £150 pa to support the service, seconded by Cllr Robbins. Cllr Ford to give notice to the bus operators to begin in April. Cllr Ford was thanked for the success in getting a bus service partially restored.</p>	Cllr Ford

	<p>74.4 Community Led Plan (CLP) Progress: Cllr Tridgell thanked Community First Oxfordshire (CFO) for their support so far in setting up a community led plan which would involve the villagers in the driving seat. CFO is available from April to help with the foundation of the CLP at a daily rate which Cllr Tridgell recommended just for the first phase which would include a public meeting to ask for volunteers, including a volunteer chair. Cllr Tridgell advised that the CFO had already done all the templates for a successful CLP which could then be adjusted to suit Filkins and Broughton Poggs. It was suggested that a steering group be convened who would take the CLP to its first public meeting in April after which it was hoped 7 members would form the Advisory Committee, including two parish councillors. The Parish Council agreed to set a budget for the CLP committee which would be managed by the RFO. Cllr Tridgell's proposals, see below, were adopted, proposed by Cllr Irwin-Singer and seconded by Cllr Ford. It was agreed that the CLP steering committee would submit their report by the end of 2019.</p> <p>Proposals re CLP</p> <ol style="list-style-type: none"> 1. We, as a Parish Council, resolve to set up an Advisory Committee delegated to produce the Filkins and Broughton Poggs CLP 2. That we accept the draft TOR and Standing Orders for the running of the Advisory Committee subject to amendment at the meeting of the Parish Council minuted here. 3. We develop a timeline and associated publicity strategy to launch the plan in April with the support of Community First Oxfordshire. 	
75/19	<p>Planning & Cemetery</p> <p>75.1 18/02782/HHD Tallet Cottage, Filkins – approved</p> <p>75.2 18/03080/HHD Muffities – approved</p> <p>75.3 18/03316/HHD Millers Cottage – approved</p> <p>75.4 19/00065/HHD Walled Garden – awaiting decision. No comments</p> <p>75.5 18/03489/HHD Rectory Cottage – awaiting decision. Re submission as last planning expired. No comments</p> <p>75.6 Cemetery walk round. Cllrs Jones and Irwin-Singer walked round the cemetery and noted various improvements that might be made. This is a sensitive issue and suggestions/views ought to be sought from the village. One suggestion is that the Yew trees, which create considerable darkness, in the entrance be cut down – a tree surgeon has said that the trees are too far gone to be trimmed successfully; we will be left with brown branches only. These could be replaced by 8 native trees that would grow to 18ft-20ft. Other suggestions were a water supply in the corner of the cemetery to prevent people having to bring (and leave) plastic bottles; a walled rubbish area and the PC to pay for a garden rubbish bin so it is emptied regularly; a double gravel path to the 'obelisk' so people can walk without getting their feet wet; two benches at the far end with a tree in the middle to give shade; 8 ft laurel hedge to be planted along the roadside wall to offer more privacy and deaden the traffic noise. Public responses are requested. Email to the clerk. Drawing of the cemetery as appendix. PC will again consider possible works to the cemetery after we have heard views from residents.</p>	Cllr Jones
76/19	<p>Finance</p> <p>76.1 List of cheques paid and to be signed since the last meeting and account balances was circulated prior to the meeting. Balance in Parish Council account is £44643.85 and Village Centre account £19,204.61 as of end December 2018.</p> <p>76.2 Cllr Robbins reported that we are waiting for Fiona Cowburn to finish a spec in order to ask for quotes for the Village Centre refurbishment. It was agreed that work could not now commence before this year's swimming season so a start date of September 2019 was</p>	

	<p>suggested which would allow us to garner more quotes as it would be an inside winter job. Plan of proposed works as appendix</p> <p>76.3 Funding – this will wait until quotes are received.</p> <p>76.4 Income & Expenditure figures to end of January 2019 were circulated prior to the meeting. Compared to our budget set early in 2018 the Parish Council account is showing a possible surplus of £2760.19 by the end of this financial year and the Village Centre a surplus of £8354.20. The Village Centre figures are showing the £5500.00 grants that have been received towards the proposed works which has distorted the budget. The swimming pool also had a very good 2018 season which can never be predicted. Appendix as below.</p> <p>76.5 Street Lighting- The first meeting with David Page from SSE had to be postponed due to the snow. This has been re-arranged for 15th February at 2pm meeting at Bulls Close. We are asking for a quote for the new light at Bulls Close and then a programme of gradually replacing the remaining village lights with new LED which will be more efficient. The timing on the old lights cannot be changed for a “dark period” as the programme units are too old. It will be better to phase this in with the new lights.</p>	Cllr Irwin-Singer/ Clerk
77/19	<p>Matters Relating to Parish Council and Village Centre matters</p> <p>77.1 Village Centre: Cllr Irwin-Singer reported he had a meeting with Diane Blackett and Peter Grey regarding the museum moving out of the Village Centre when the works for the VC commence. They reported that they are in discussions with the Ernest Cook Trust re relocating. With the VC works now postponed, the museum moving out could now take place by end August 2019. Clerk will write to advise.</p> <p>77.2 War Memorial: Cllr Jones reported that the roots of the tree nearest to the war memorial in Abbeystones garden were now at the war memorial and would start affecting its stability in the near future. There are two options: take up the stones, cut the roots nearest to the wall and relay the stones or ask Gill Baxter if the tree can be cut down and the stump ground. Cllr Walsh to talk to Gill Baxter.</p> <p>77.3 Gassons allotments: The lease on the allotments ends shortly and they are now fully tenanted. It was agreed to leave the matter until it was brought up by the head leaseholder WODC.</p>	Clerk Cllr Walsh
78/19	<p>Website</p> <p>Cllr Tridgell had undertaken serious research into the documentation we need for the website and produced 7 policies which would mean information was available from Filkins and Broughton Poggs under the model publication scheme. Final policies will be uploaded to the website. Councillors were asked to bring a self-photo to the next meeting with a short biography to be put on the website.</p> <p>Cllr Walsh and Tridgell to place short summaries of the PC meetings, including dates of forthcoming surgeries, in St Filica newsletter and the Parish Pump after each meeting.</p>	Cllr Walsh/Cllr Tridgell
79/19	<p>Follow up on Action Plan for grass and verge cutting.</p> <p>Cllr Jones is compiling a map of Filkins and Broughton Poggs and which grass areas are currently cut which will be circulated to villagers for their comments/suggestions. Timeline: end of February for approval before next PC meeting.</p>	Cllr Jones
80/19	<p>Public Rights of Way Oxfordshire</p> <p>80.1 The Parish Council recently had a query raised by a local resident regarding the possibility of losing our local footpaths and rights of way. Cllr Ford having investigated, and her report follows. This does relate to rights of way across private land and not the footpaths along public roads and highways.</p> <p>Footpaths, bridleways, restricted byways, ways and the Definitive Map So that everyone - walker, rider, farmer and landowner alike - may know which paths are public rights of way, Parliament has required certain local authorities, known as surveying authorities to record those rights on special maps and statements, known as definitive maps and statements. The recording of a right of way on the definitive map is a legal record of its existence at the date of the map. This legal protection has both helped to preserve rights of</p>	

	<p>way and also provided the backing for action by local authorities to ensure that they are usable.</p> <p>Since the requirement to record began in 1949 over 117,000 miles of rights of way have been recorded on definitive maps in England. This information is used by the Ordnance Survey to show rights of way on its Explorer (1:25,000 scale) and Landranger (1:50,000 scale) maps. In 2000 there was a change to legislation that introduce a clause in the right to roam legislation stating that any pre 1949 rights of way must be recorded by 2026 or lost forever. The definitive maps that cover Filkins and Broughton Poggs, can be found on the covered on the Oxfordshire Council website:</p> <p>https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documnets/environmentandplanning/countryside/definitivemap/defmapPDFs/SP20SW.pdf</p> <p>and</p> <p>https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/environmentandplanning/countryside/definitivemap/defmapPDFs/SP20NW.pdf</p> <p>Having studied both these maps it would appear that all of the current rights of way we are aware of are identified. However, if any resident is aware of a right of way that is not shown, particularly any that may have existed pre 1949, please contact Cllr Ford or any other Councillor and we will look at the feasibility of reinstating and modifying the definitive map.</p> <p>80.2 Village Hall representative: Cllr Walsh reported, as the PC representative on the Village Hall committee, that the committee format was changing so that reps would meet perhaps twice a year and the Hall would be run by a small management committee on a day to day basis. With representatives having so little involvement now in the organisation of the village hall, she felt that her presence at the twice yearly meetings after decisions had been made and implemented, may not be necessary. Cllr Walsh is considering her position.</p>	
81/19	<p>Future Meetings</p> <p>Next meetings will take place on 21st March and APM 21st May 2019</p>	

Appendix 1

Report from Julian Alder re traffic

Well a lot of water has gone under the bridge since we met in July last year, and even more traffic over it! We have been remiss in not giving you an update on our progress sooner, but with considerable time and effort from Kym and Richard we are starting to get some real traction and recognition of the traffic issues that we face daily, by the powers that be. The following is a brief summary of our progress to date and highlights of traffic-related matters, since we met.

In August we received the results of the traffic survey which really served to confirm the concerns raised at the meeting. The primary issue being that of the large volume of through traffic which in no way benefits our villages. The survey recorded some 4500+ vehicle movements a day, of which upwards of 180 are HGV's. This represents an increase of about 30% in traffic volumes in the last 3 years (based on previous survey data). In addition the data showed that 39% of all traffic on the A361 turns onto the B4477 at Broughton Poggs. The majority of this traffic is heading for Carterton and beyond.

In the latter part of last year Kym and I carried out research and amassed evidence in support of the case to restrict, or ban, HGV access. This included reviewing the details of similar cases at Minster Lovell and more recently at Burford. We have captured photographic evidence showing HGV's straddling the white line at the pinch points either side of the bridge and at the junction; skid marks on the road where two HGV's have met on the blind corner; and cars and other vehicles being forced onto the pavements by larger vehicles. We have taken road measurements and collected photographic evidence of some of the recent road accidents in this same location (of which there have been 4 in the last year alone). Two of these accidents have resulted in vehicles being very seriously damaged and have caused damage to village property and structures – the latest being to the bridge. Fortunately to date no one has been seriously hurt! We have also looked in some detail at the alternatives for displaced traffic. Much of this work was carried out in preparation for later meetings (see below).

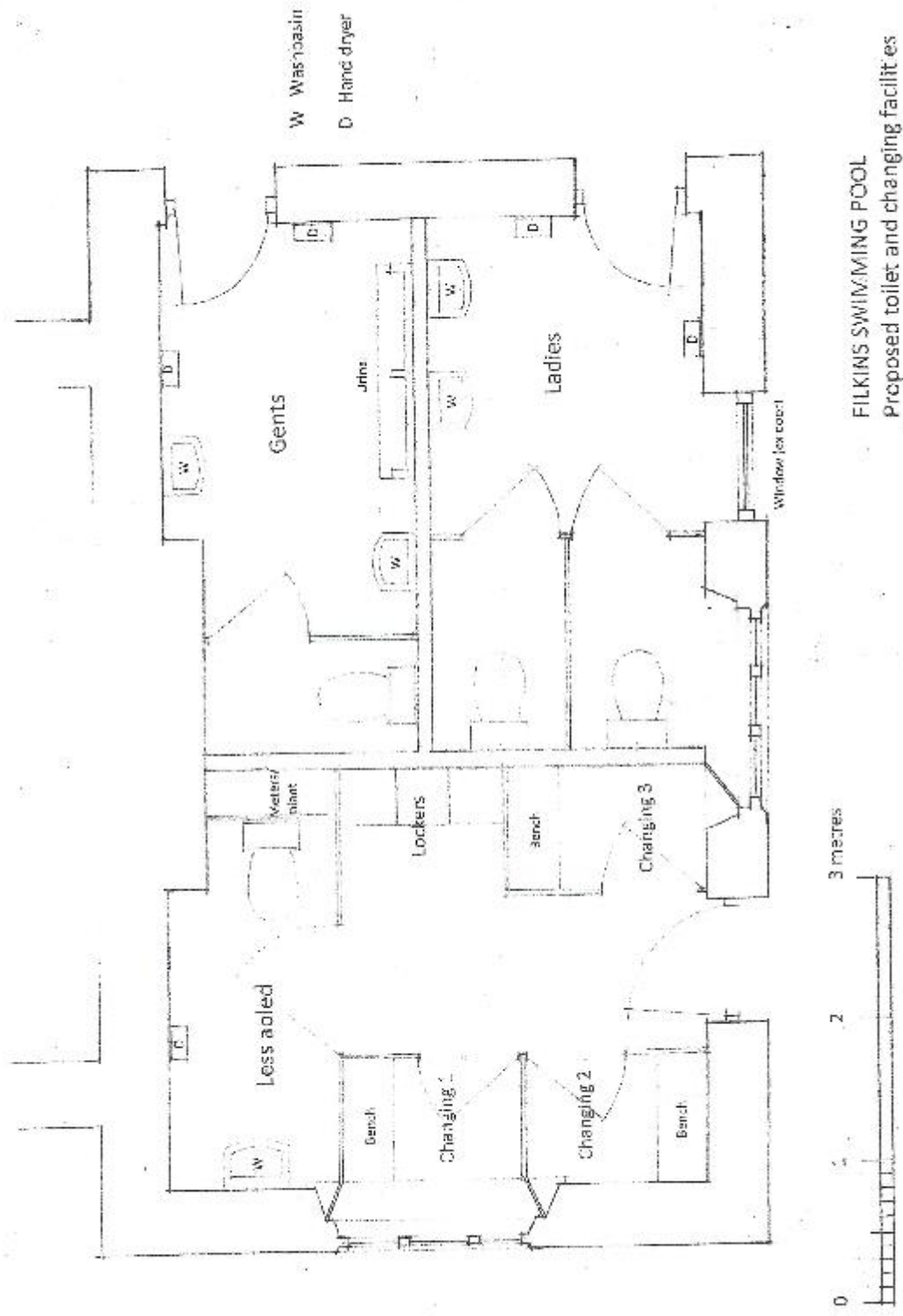
Richard has been working away in the background through his contacts James Mills and Susan Halliwell, OCC Director for Planning and Place, to apply pressure to include a review of the road network south and west of Carterton within the scope of the traffic alleviation works being undertaken by OCC (the roads north and links to the A40 were already in the OCC plan) with a view to funds being allocated to improve road links and reduce the impact of the increased traffic on surrounding communities. It is our understanding that we are now "within scope" and that there may well be funding.

In parallel Kym and I met with OCC traffic inspectors Jacqui Cox and Eric Stevens on December 11th to walk through the problems "on location" so that they could see firsthand the problems. They spent about an hour with us walking the B4477 through from Broughton Poggs and Filkins and through the village too. They clearly understood the problems and have a mandate to address these types of issues within their assigned geographic area. Jacqui specifically stated that in her opinion there is a safety issue at the junction and pinch points either side of the bridge. They also indicated that they would like to arrange a longer visit when they can view the traffic at peak times. A date has not yet been set for this second visit, but watch this space...

Whilst we expect this process to continue at a slow pace, we have been making some real progress and are encouraged by the results to date. Our goal is to make Filkins and Broughton Poggs a safer and more pleasant place to live and with your continued support we will strive to achieve this.

If anyone would like more information on the background research carried out to date, please let myself or Kym know.

Appendix 2
 Village Centre floor plan



DMC September 2018

Signed:

Date:

Appendix 3
Income & Expenditure Figures to end January 2019

2018/19 Budget				
	Income	Budget	To Date 2018/19	Variance
101	Allotments (Gassons)	20.00	20.00	-10.00
102	Paddock	15,550.00	15,817.00	-267.00
103	Handcastle Field	150.00	0.00	150.00
104	Cemetery	85.00	323.00	-238.00
105	Wayleave	38.00	7.61	30.39
107	VAT refund 2017/18	0.00	0.00	0.00
108	Paddock Fees	44.50	44.50	0.00
109	Interest	5.00	28.83	-23.83
110	SSG Refund	644	644	0.00
111	Grant		5,675.00	-5,675.00
	Total:	15,858.00	21,881.44	-348.44

VILLAGE CENTRE 2018/19				
	Income	Budget	To date 2018/19	Variance
101	Allotments Village Centre	325.00	325.00	0.00
102	1st Floor rent	4,500.00	3,325.00	1,175.00
103	Museum Rent (2017 rent)	400.00	400.00	0.00
104	Post Office Rent	260.00	265.00	65.00
105	Village Shop Rent	260.00	0.00	260.00
106	Swimming Pool Membership	6,000.00	8,113.50	-2,113.50
106	Interest	4.00	3.24	0.76
107	HSBC money reclaimed		200.00	-200.00
108	Grants		550	
	Total:	11,749.00	18,111.74	1,798.50

Expenditure				
	Budget	To Date 2018/19	Variance	
101	Salary and Expenses			
101A	Clerk	2,900.00	2,220.13	1,669.83
101B	Clerk (NI & PAYE)	650.00	692.40	-42.40
101C	Clerk's expenses	150.00	0.00	150.00
101D	Groundsmen (if contracted out)	5,300.00	2,432.70	2,867.30
101E	Groundsmen (NI & PAYE)	0.00	0.00	0.00
101F	RPO	1,000.00	644.00	356.00
101G	Payroll Administration (Shilton Acc)	160.00	165.00	-5.00
102	General, Fees and Insurances			
102A	Internal Audit	0.00	0.00	0.00
102A	Moore Stephens External Audit (should be zero)	200.00	0.00	200.00
102B	Data Protection	35.00	423.27	-388.27
102C	Website	100.00	0.00	100.00
102D	Insurance	700.00	620.15	79.85
102E	Subscriptions (OALC, CPRE & SLCC)	150.00	233.55	-83.55
102F	Stationery/Admin supplies	150.00	23.04	126.96
102G	Hall hire costs	100.00	74.00	26.00
102H	Village Expenses (Inspections etc) HMRC refund	100.00	1,548.46	-1,448.46
103	Utilities			
103A	SSG Street Lighting Maintenance Contract	370.00	122.19	247.81
103B	SSG non contract maintenance	170.00	181.46	-11.46
103C	SSG unmetered supply	600.00	496.78	103.22
103D	SSG New Lights	2,000.00	1,512.96	487.04
104	Grounds & Maintenance			
104A	Cemetery	0.00	0.00	0.00
104B	Dog Waste Bins	400.00	319.94	80.06
104C	War Memorial	350.00	0.00	350.00
104D	Paddock Rent/Expenses	10.00	475.00	-465.00
104E	Allotment- The Gassons Grass cutting	100.00	0.00	100.00
104F	Groundsmans Expenses	700.00	409.64	290.36
104G	WCCO Allotment Site rent	100.00	100.00	0.00
104H	Paddock Maintenance	500.00	0.00	500.00
104H	Tree Maintenance - Vale Wood	400.00	0.00	400.00
105	Miscellaneous			
105A	Donations	150.00	5,725.00	-5,575.00
105B	VAT	2,400.00	691.54	1,708.46
		20,945.00	19,131.25	1,813.75

Expenditure				
	Budget	To Date 2018/19	Variance	
101	Salary and Expenses			
101A	Caretaker	304.00	304.00	0.00
102	General, Fees and Insurances			
102A	Abstraction License	25.00	25.00	0.00
102B	Insurance	1,300.00	1,240.30	59.70
102C	VC Moore Allen Fee	648.00	486.00	162.00
102D	WCCO Business Rates	696.85	696.85	0.00
102E	Annual Inspection Fees (Pool/Playground)	200.00	0.00	200.00
102F	Survey	1,000.00	0.00	1,000.00
103	Utilities			
103A	Water Rates	270.00	331.96	-61.96
104	Grounds & Maintenance			
104A	Allotments VC	150.00	150.00	0.00
104B	Kick About Field rent	100	100.00	0.00
104C	Playground Equipment	5,000.00	96.40	4,903.60
104D	Playground Maintenance		987.18	-987.18
104E	Village Centre Building Maintenance	12000	0.00	12,000.00
105	Swimming Pool			
105A	Swimming Pool Electricity	700.00	1,003.63	-303.63
105B	Swimming Pool Chemicals	1,100.00	1,491.95	-391.95
105C	Swimming Pool Maintenance	250	277.2	-27.20
105D	Swimming Pool Reimbursement	2,000.00	2,776.87	-776.87
		25,039.85	9,757.54	15,279.31

2018/19 to date	
Income	18,111.74
Expenditure	9,757.54
Surplus / deficit on year	8,354.20

2018/19 to date	
Income	21,881.44
Expenditure	19,131.25
Surplus / deficit on year	2,750.19

Appendix 4

Cemetery Plan

Signed:

Date: