

**MINUTES OF THE
MEETING OF SHRIVENHAM PARISH COUNCIL
HELD IN THE MEMORIAL HALL, SHRIVENHAM
ON MONDAY 5 SEPTEMBER 2011 AT 7.00PM**

PRESENT:

Councillor Mrs S Day (Chairman)
Councillor C Holman
Councillor Mrs C Dawson
Councillor K Downton (Vice-Chairman)
Councillor S Howell
Councillor D Pratt
Councillor Mrs P Mullin
Councillor P Saunders
Councillor B Watson

In attendance: Sarah Thacker-Pugsley, Asst Clerk, No members of the public were present

The Parish Council stood for a minute's silence to remember Graham Tidmarsh, who sadly passed away at the end of August.

2291: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor R Bartle and Councillor Mrs E Ware.

2292: DECLARATIONS OF INTEREST

None.

2293: MINUTES

RESOLVED

That the Minutes of the meeting held on 5 July 2011 be approved and signed as a correct record.

2294: MATTERS ARISING

2722 The fallen branch in Coppidthorne Meadow had now been cleared. The extra works required in the Cemetery had been sent for quotation but not yet received.

2295: PUBLIC PARTICIPATION

None.

2296: COMMUNICATIONS AS THE PERSON PRESIDEING MAY WISH TO LAY BEFORE THE COUNCIL

The Chairman and Councillors expressed their sorrow for the sad loss of Graham Tidmarsh who had been a Councillor in the Parish for 8 years. He fulfilled his role as Councillor, and a member of the Planning Committee,

with diligence and humour. He will be remembered for many things, including the singing of the prayers at the village dinner and was an all round thoroughly nice man and will be sorely missed. Cllr Pratt expressed the great assistance Graham had given him during his time as Clerk.

Congratulations to the Fete Committee for yet another wonderful day. It gets better every year.

2297: TO RECEIVE THE DRAFT ANNUAL PARISH ASSEMBLY HELD ON 23 MAY 2011

Minutes are fine but will formally accept them as a true record at the next AGM in 2012.

2298: FORMAT FOR ANNUAL PARISH ASSEMBLY, MONDAY 20 APRIL 2012

The Chair wished to propose an alternative format for the Parish Assembly. It was suggested that the Chairman of the Council along with the Chairmen of the Committees / sub-committees be in attendance and report directly to the assembly. Written reports from the organisation will continue to be available for the public, as well as available on the website, prior to the meeting. All Councillors were in agreement.

2299: REPORTS AND MINUTES OF COMMITTEES AND WORKING GROUPS

The Village Plan Group minutes were reported orally at the last meeting. There were no further questions. The quote from Ben Gristwood for other works identified by the Visiting Committee has not yet been received. The next meeting of the Village Projects Committee is on 19 September 2011 at 5.00pm.

2300: REPORTS FROM CLERK AND RFO

As contained in the Agenda for the meeting.

2301: EXTERNAL AUDIT FOR YEAR ENDED 31 MARCH 2011

It was reported by the Chairman that there were no matters that came to the attention of the external auditor.

RESOLVED

That the external audit report be approved and accepted.

2302: BALANCE SHEET AND FINANCE REPORT

The Cllrs wished to express their thanks to Tracy for the hard work and excellent reports she has produced since she started and especially for the transition between one accounts system to another.

RESOLVED

The balance sheet and finance report be accepted.

2303: ACCOUNTS PAID IN JULY AND AUGUST AND FOR PAYMENT TO BE MADE IN SEPTEMBER 2011.

RESOLVED

That the report on the accounts paid in July and August and for payment in September 2011 be adopted.

2304: REPORTS FROM COUNCILLORS ATTENDING MEETINGS ON BEHALF OF COUNCIL

The Council received and accepted the minutes from the Allotment holder's meeting which took place in August.

RESOLVED

- (a) Reinstate two taps on each water tanks and repair leaning tank.
 - (b) Provide small notice board.
 - (d) New agreement contracts to be sent out with rent invoices.
 - (e) Holders of unkempt allotments will be given 8 weeks to clear the weeds they will be given notice to make way for people on the waiting list.
 - (f) Sub-letting is not allowed. However, consideration will be made only in exceptional circumstances and by written request to the Parish Council.
 - (g) More visible signs requesting dogs be kept on a short lead at all times.
 - (h) To leave the gates as they are and replace when necessary
 - (i) Provide plot markers for easier identification.
 - (j) Possibility of having a reserved fund for allotment repairs
- Proposed by Cllr Pratt, Seconded by Cllr Holman. The vote was unanimous.

The Council received a verbal report from the Chairman about the International Students Event held in August at the College. The Chairman and Cllr Ware attended the event in which many of the "Something for Everyone" leaflets were taken.

RESOLVED

To ask for the possibility of a table at international day and the leaflets be included in students welcome pack.

The Council received a verbal report from Cllr Watson about the Highways Meeting between himself, Cllr Holman, Ian Jones and Laura Hutchins and Tony Currell from OCC Highways. Ian Jones, since the meeting, has conducted a detailed report of the condition on our parish roads. If anyone identifies any problems with the roads that are not on the report we need to let them know.

RESOLVED

Highways are to put an article in the NEWS and once received by the Parish Council we will forward to Cllr Ware.

2305: PLANNING

Applications:

- (a) 11/01706/FUL, 4 Cowleaze Close, Shrivenham.
No Objections but with recommended condition of 2 off street parking & Garage.
- (b) 11/01556/FUL, 10 Stallpits Road, Shrivenham.
No Objections
- (c) 11/01750/FUL, 6 Friars Close, Shrivenham
No Objections

2306: TREE WORKS

Cllr Pratt reviewing tree issues with George Reed on Tuesday.

2307: VOLUNTARY REGISTRATION OF LAND

Cllr Saunders explained that land owned by the Parish Council is not formally registered with the authorities. He had met with Simon Escreet, an expert in these matters, who estimated £300 - £400 to conduct the background work and submit the official forms for the Council

RESOLVED

The Council agreed to instruct Simon Escreet to officially register the Parish Council Land. Proposed by Cllr Mullin, Seconded by Cllr Pratt, vote was unanimous.

2308: HOUSING NEEDS SURVEY

The analysis of the survey had been received and the Chairman summarised the findings. The survey showed that there was still a requirement for affordable accommodation along with private accommodation for those in the retirement age bracket.

RESOLVED

The Council will contact potential developers to request how they would satisfy the needs identified in the survey.

2309: ELECTORAL REVIEW OF OXFORDSHIRE – DRAFT RECOMMENDATIONS

The review had been e-mailed to all Councillors prior to the meeting. Council agreed that it didn't affect our Parish.

2310: SALT BINS AND BAGS

Council maintained this was too expensive and the Parish doesn't have the man power to implement salt spreading during winter. Cllr Pratt proposed no action taken, Seconded by Cllr Downton, vote was unanimous.

2311: YOU ARE HERE NOTICE BOARD

The Chairman suggested that the Council consider providing a village "You are here" framed notice board to house a village map pin pointing various locations within the village. Village business could be approached regarding sponsorship in the form of a small advert around the map.

RESOLVED

Council agreed that the Chairman could collate information regarding costs, sponsorship and location of such a provision.

2312: BLUE PLAQUE SCHEME

Council agreed that this was not required.

2313: ARMED FORCES COMMUNITY COVENANT

The Chairman pointed out that this had already started with the International Students Event day she had attended with Cllr Ware. The Council will ensure military personnel can access information about the parish amenities, including the Website.

RESOLVED

To sign up to the Armed Forces Community Covenant.

2314: CONSULTATION ON DRAFT NATIONAL PLANNING POLICY FRAMEWORK

Campaign to Protect Rural England (CPRE) had contacted various Councils asking them to contact our MP's to say no to growth at any cost. The Council felt that this was too restrictive and could prevent natural growth which would provide the appropriate type of housing to villages. Cllr Saunders proposed the Council does nothing, seconded by Cllr Howell, the vote was unanimous.

2315: OXFORDSHIRE CARER'S FORUM

The Council had been approached asking for support via donations.

RESOLVED

The Council will contact Oxfordshire Carer's Forum asking how many people within Shrivenham have benefited from their support. We will then be in a position to see what donation would be appropriate.

2316: AOB

(a) Cllr Pratt pointed out that during his discussions with George Reed about the trees George had reminded him that the protective tubes which were installed at the time of planting the 1000 trees now need to come off. Cllr Howell suggested a follow up village working party to encourage those individuals who were involved with the initial planting to come and see how the trees are faring and to remove the tubes. There was a discussion about whether these tubes were recyclable.

RESOLVED

That Council will advertise in the NEWS a date sometime in November for this village working party. The Clerk will contact waste team see if they can help us out.

(b) Chairman' Community Aware Lunch – 15th October 2011. Last year Elaine Ware was nominated and had an enjoyable time. The deadline for

this year's nomination is the 12th September. Cllr Pratt put forward a name which was accepted by the Council.

2317: CONFIDENTIAL BUSINESS MOTION

RESOLVED

That in the view of the confidential nature of the work about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

2318 STAFF HOLIDAY ENTITLEMENT

The holiday pay situation was deferred for the Chairman to go into negotiations.

2319: DISCIPLINARY POLICY AND PROCEDURE AND GRIEVANCE PROCEDURE

The Council considered draft policies and procedures relating to Disciplinary and Grievances rules prepared by Barbi Bunce in 2010 and compared these to model documents supplied by the Society of Local Council Clerks.

RESOLVED

That the policies and procedures relating to Disciplinary and Grievances rules prepared by Barbi Bunce be adopted.

Meeting rose at 9.00pm