

**MINUTES OF THE MEETING OF SHRIVENHAM PARISH COUNCIL
HELD IN THE MEMORIAL HALL, SHRIVENHAM
ON MONDAY 6TH APRIL 2010 AT 7.30PM**

PRESENT:

Councillor R Bartle
Councillor Mrs C Dawson
Councillor Mrs S Day
Councillor K Downton
Councillor C Holman (Chairman)
Councillor S Howell
Councillor Mrs P Mullin
Councillor P Saunders
Councillor S Spencer
Councillor G Tidmarsh (Vice-Chairman)
Councillor B Watson

In attendance Mr P Anderson (Clerk), Mrs S Thacker-Pugsley (Assistant Clerk).

The Parish Council stood in silence for one minute as a mark of respect for Mr Vic Day, a former Parish Councillor, Chairman of the Parish Council and Chairman of the Vale of White Horse District Council, who had died recently. It was agreed that the Council's best wishes to Mrs Edna Day should be recorded.

PRESENTATION

Mr Roger Taylor of Hedleys Solicitors LLP gave a short presentation on the services offered by his Company to Town and Parish Councils. Hedleys were one of the largest firms in the country that specialised in Parish Council work. He gave details of Councils that they worked for, their staff composition and organisation, and response times to enquiries and charges. Mr Taylor was thanked for attending the meeting and advised that he would be informed of the Council's decision.

1971: PUBLIC COMMENTS AND REQUESTS: None.

1972: APOLOGIES FOR ABSENCE: None.

1973: DECLARATIONS OF INTEREST: Cllr Mrs S Day declared a Personal Interest in Agenda Item 9, Vic Day.

1974: MINUTES: The Minutes of the meeting held on the 1st March 2010 were approved and signed as a correct record.

1975: MATTERS ARISING.

1960/1948/1930/1914/1900/1882. Unauthorised sign, Rafu's Restaurant. It was reported that this sign had disappeared again.

1966: May Day Committee Minutes. It was reported that Mr Ed Vaizey had agreed to be next year's guest speaker at the Village Dinner.

1969: Annual Litter Pick. The Council recorded its thanks to everyone who had participated in the successful litter pick. It was noted that the Cub Scout Leaders had expressed an interest in being involved in future community events. Cllr Saunders reported that he had taken the waste that had been collected, including two tyres, to the tip but he had been charged for this. It was agreed that a letter of disappointment be sent to the Waste Management Officer at the County Council about this.

1976: ACCOUNTS: The Accounts for March and for payment in April were approved

1977: REPORTS FROM COUNCILLORS.

Cllr Downton reported on the meeting organised by the District Council on 30 March 2010 regarding the findings of officers' survey work for the new Waste Collection and Recycling Service which was due to come into effect on 4 October 2010. The revised arrangements for this service were reported. A display of the new bins was to take place in the Memorial Hall and at the village fete. The roll out of new bins was to commence throughout the District at the end of July. Cllr Downton and other Councillors were to attend a further meeting with District Council Officers on 17 May.

Cllr Watson reported on the meeting that had taken place with representatives of the County Council on 18 March 2010 regarding Shrivenham's roads. There could be no progress on the possible introduction of a 20mph speed limit in the High Street until the trials in Oxford were completed in about two year's time. It had been confirmed that street calming measures would be required as part of the scheme. In the meantime, the Parish Council needed to advise on the location for a monitoring box. It was also reported that the contract for road repairs had been re-negotiated and it was anticipated that benefits would result from this. The County Council had agreed to investigate the reinstatement of the crossing patrol for the local school and had no objection to the updating of the report on the state of the roads in the Parish.

Cllr Holman reported that he and other Councillors had attended the Community Led Planning Event held in Oxford by ORCC. It had not been a useful meeting from Shrivenham's point of view with regard to further progress on the Village Plan. However, some useful ideas had been noted regarding co-operation amongst Parish Councils to make representations regarding public transport provision and raising finance for the provision of local transport.

1978: CHAIRMAN'S ANNOUNCEMENTS.

The Chairman reported on the successful event that had been held to mark the retirement of David Pratt as Parish Clerk.

1979: VIC DAY: (Cllr Mrs S Day had declared a Personal Interest in this item. She left the room during the discussion of this item).

The Council considered the provision of a permanent reminder/memorial to the late Vic Day, in recognition of his great contribution to the Parish of Shrivenham,

the Vale of White Horse District Council and other local organisations. Councillors were unanimous in agreeing that this should take place and it was **RESOLVED**

- (a) that the small hall be re-named the Vic Day Room, with a photograph of Vic and a plaque to be provided in the room;
- (b) that the re-naming ceremony take place at the Annual Parish Assembly on 18 May 2010;
- (c) that other forms of commemoration be considered.

1980: ORGANISATION AND FINANCE WORKING GROUP

The Council received and considered the Minutes of the meeting held on 15 March 2010, which contained several recommendations. These were generally accepted apart from the recommendation regarding the name of the new Committee. It was agreed that it should be named the Village Projects Committee rather than the Village Development Committee. The Council's thanks to Cllrs Bartle and Watson for their work on this matter was recorded.

RESOLVED

- (a) the Village Plan Group shall be re-constituted as a Committee of the Parish Council with a different name – "Village Projects Committee";
- (b) the Committee shall consist of the four Parish Council Members and two or three co-opted members who are group leaders from the present VPG;
- (c) each member shall be responsible for a working group currently consisting of Community & Leisure, Environment, Economics & Health, Housing & Development and Transport & Highways;
- (d) the remit of the Committee shall be to co-ordinate the work of the working groups and report on a monthly basis to the Parish Council meeting;
- (e) any approaches to the external authorities that the working groups propose shall be de facto approaches by the Parish Council and as such will need the agreement of the Parish Council in advance.
- (f) the Working Groups shall take as their remit the objectives of the Village Plan. Any development of these objectives must be referred to the Parish Council;
- (g) one of the first actions of the new Committee shall be to go through the Plan and highlight any sensitive areas to be discussed by the full Parish Council;
- (h) actions not affecting the Parish Council but which are contentious must be approved by the Committee.
- (i) the Chairmen of the Working Groups must run the meetings in a manner which has been approved by the Parish Council, e.g. Standing Orders.

1981: ANNUAL PARISH ASSEMBLY. TUESDAY 18 MAY 2010

The Parish Council considered the arrangements for the Annual Parish Assembly which was to be held on 18 May 2010 at 7.30pm. Councillors were keen to introduce a different format to previous years, in the expectation that this would make the event more attractive for Parishioners to attend.

RESOLVED

- (a) that the Chairmen of the Parish Council and the Trust do give oral reports at the Parish Assembly on the work of those bodies during the previous year;
- (b) that the Councillors with responsibility for financial, planning and environmental matters submit written reports to the Parish Assembly, and be prepared to answer questions;

- (c) that local organisations in the Parish each be invited to submit a report by email of a maximum of 250 words on their activities in the previous year, and send a representative who would be willing to answer any questions to the Assembly;
- (d) that the written reports be amalgamated into one report and be made available on the web site and on the night;
- (e) that refreshments be provided for the public attending the Parish Assembly.

1982: ADMINISTRATIVE MATTERS

The Council received a report from the Clerk on administrative matters. The Clerk reported orally on a training course that he and Sarah Thacker-Pugsley had attended regarding the Council's financial management system.

RESOLVED

- (a) that the Organisation and Finance Working Group do meet to consider the new model Standing Orders issued by the National Association of Local Councils and make recommendations to Council;
- (b) that, with immediate effect, the three clear days between the date of the despatch of the Agenda and the date of the Council meeting shall not include the following:
 - (i) Sundays
 - (ii) a day of the Christmas break;
 - (iii) a day of the Easter break;
 - (iv) Bank Holidays; and
 - (v) days appointed for public thanksgiving or mourning;
- (c) that it be confirmed that the emailing of Agendas for meetings of the Council to all Parish Councillors is acceptable; and
- (d) that all supplementary reports be included in the Agenda document emailed to Councillors, with hard copies being made available at the meeting;
- (e) that the Agenda be published on the Council's web site.

1983: PLANNING COMMITTEE

Councillors recalled that at the meeting of the Council held on 1 March 2010 it had been agreed that the standing of the Planning Committee should be debated at this meeting of the Council. Members considered whether the current practice of circulating details of planning applications to Planning Committee members for comment should continue or whether all applications should be submitted to either Council or the Planning Committee, depending on time constraints, to comment.

RESOLVED

That the Chairman of the Planning Committee and the Clerk do consider this matter further and make a recommendation to the next meeting of Council.

1984: COUNCIL'S LEGAL REPRESENTATION

Councillor Saunders declared a Personal Interest in this matter, as he had known Mr D Quayle for many years. The Clerk also advised Council that he had known Mr Quayle for a similar period.

Following the receipt of presentations from Mr D Quayle and Mr RS Taylor, the Council considered who should be appointed as its legal representative in the future. It was agreed that both firms of Solicitors were appropriate to fulfil this role and it was

RESOLVED

That Mr D Quayle be invited to deal with the next project that requires legal advice or action and that an assessment of the situation be carried out after its completion.

1985: CEMETERY

Cllr Spencer reported on the poor state of the far side of the cemetery, which was being taken over by nettles. The Clerk reported that this area was due to be addressed as part of the new grass cutting arrangements. However, Councillors agreed that more action was necessary in order to bring this into a proper condition.

In response to a question from the Clerk it was agreed that the introduction of Cemetery Regulations should be investigated.

Further to previous consideration of the possible computerisation of the Cemetery Records, it was agreed that the two firms should be invited to make presentations to the Organisation and Finance Working Group, with other Councillors being informed of the arrangements so that they could attend if they wished.

1986: VILLAGE CHRISTMAS TREE

Cllr Howell declared a Personal Interest in this matter.

It was reported that a letter had been received from the Shrivenham Village Fete Committee enquiring whether it would be possible to set aside some Parish Council owned land on which to plant a succession of Christmas trees for the village. The Parish Council was sympathetic to the idea but was unable to identify any land within its ownership that could be used for this purpose. It was agreed that the Village Fete Committee should be asked whether it had any land in mind.

1987: WALKWAY BETWEEN CHARLBURY/FAIRTHORNE

Councillor Tidmarsh declared a Personal Interest in this matter.

It was reported that an email had been received from a local resident asking whether it would be possible to improve the walkway between Charlbury/Fairthorne (next to no. 3 Charlbury) and the fields at the back of the houses. It was agreed that such works were the responsibility of the County Council and therefore the request should be referred to that Authority.

1988: NEW LIGHT ON SANDY LANE

It was reported that a report had been received from a local resident regarding a new light in Sandy Lane which was intended to illuminate the entrance to Charlotte Close. There were already two on the north side and it was claimed

that the new light was out of keeping with those already in situ. It was agreed that the County Council should be asked to give a view on this matter.

1989: HIGHWAY MATTERS

It was reported that the pot holes in the Highworth Road were being attended to but there were many more that required attention. It was re-iterated that the new Contractor with responsibility for dealing with pot holes had just commenced their operations and an improvement in service was anticipated. It was agreed that the Council should find out who its Area Steward was for highway maintenance issues and that the attention of the County Council should be drawn to the pot hole by the traffic calming measure in Faringdon Road which had already caused damage to at least two vehicles.

1990: PLANNING MATTERS

A report setting out details of comments submitted by the Parish Council on planning applications and of decisions taken by the District Council on applications concerning Shrivenham Parish was received by the Council.

1991: A O B

Cllr Dawson reported that an incident had occurred on Monday night that was attended by two fire units.

Meeting rose at 9.30pm