

Shillingford Parish Council

Minutes of the meeting held on Monday 9th April 2018

Present: Cllrs Carr (Chairman), Turner, Stamp, Parrott, Howard, Miller & TDC Cllr Goodey, and 10 members of the public present. 13.

1. Apologies for absence – TDC Cllr Lake

2. Declarations of Interest – Cllr Miller declared and interest in item 7.

3. Open Forum – A member of the public requested an update on the planned highways maintenance in the parish. This was discussed at Item

4. Minutes of last Ordinary meeting 12 February 2018 & Planning meeting 5 March 2018 (circulated) – Signed as true records of the meetings.
Proposed Cllr Carr Seconded Cllr Turner. All Agreed.

5. County & District Councillors Reports – TDC Cllr Goodey stated that his update was in relation to Item 8 which the Chairman suggested was given later in the agenda.

6. Matters Arising

a) Ring & Ride Transport – The Clerk stated that we are still waiting for an update from the review of the routes to find out if it will be extended through the Parish. Once completed they had promised to update us on their decision.

7. Planning Application: 18/00424/FUL

Applicant: Marisco. Shillingford St George

Proposal: Single storey side and front extension

Applicant: Mr & Mrs Cooper

Due to a declared interest in this item, Cllr Miller left the meeting. Cllr Howard stated that a site visit had been conducted by himself and Cllr Carr. The proposed plans were explained and it was felt that they would enhance to current property and were in keeping with the area. Following discuss it was agreed that this application was to be supported.

Proposed Cllr Howard Seconded Cllr Carr All Agreed

Cllr Miller re joined the meeting for the remainder of the agenda.

8. The Village Green and Erection of Fence –

Current position - Cllrs Goodey stated that he and Cllr Lake had challenged the decision not to enforce this breach of planning and had had successfully taken the matter of enforcement to the TDC Planning Committee on 20 March 2018 where the 15 Councillors on the committee voted unanimously for enforcement. There is no right of appeal. A letter was sent to Mr McKenzie (Trustee) informing him of the Breach of Condition Notice and giving a further 7 days to take the fence down prior to the notice being served. Failure to comply within the 28 days makes Trustees liable for court action and the costs of the TDC contractor who will be engaged to remove the fence. The fence was not removed within the 7 days and therefore a BCN is being prepared for service on the Trustees. Martyn Bragg (Trustee) and Richard Titball on behalf of his mother Mavis (Trustee) intended to comply with the enforcement decision and remove the fence. However, they have been told by the other Trustees that they are legally challenging the decision of TDC and have threatened legal action against them if they remove the fence. The cost to the parish so far in research, correspondence and meetings is £882. The Clerk has not charged the parish for the updates given to the Open-Door café attendees, numerous phone calls and some research which she is happy to freely give her time for.

Public liability Insurance for the Village Green – Decision on request from

Trustees to reinstate. – The Chairman stated that this item had been put back on the agenda in the anticipation of the fence being removed so that the reinstatement of the

insurance could be reconsidered. In the light of recent developments this item will be deferred.

9. Rural Aid Scheme – The Parish Council successfully bid for this for the Village Hall toilet refurbishment last year. The fund is now open for bids up to £5k with a closing date of 30 April. The scheme is always over-subscribed so a strong bid would be needed with a realistic expectation of achieving half the maximum bid if successful. A discussion took place and it was felt that there were currently no projects to submit a bid for. Consideration should be given to preparing a project for a bid next year.

10. Freedom of Information Act Publication Scheme – The Clerk said that under this Act the Parish Council should have a publication scheme in place. A draft scheme was presented for discussion. It was agreed that this should be adopted and published on the Parish website.

Proposed Cllr Stamp Seconded Cllr Miller All Agreed

11. Computer and Parish Website – The Clerk said that the parish computer had suffered a critical failure of all Windows applications. Thankfully due to the Cloud storage, all files were backed up as they were lost in the failure. She has re imaged the computer at a cost of £28.95 and restored the files. It is now operating at an acceptable level. The Cloud storage is due for renewal and it is highly recommended that this is done. Regarding the parish website, the providers have changed their terms and conditions and you are only able to publish up to 5 pages on the package that the Parish Council had. The parish website has 21 pages and in order to keep it maintained the Clerk needed to upgrade to their premium package at a cost of £38.88. These costs are included in item 14 on the agenda for approval.

12. Audit Arrangements – Our Internal Auditor, Tracy Gould has agreed to conduct the Parish Council audit again this year for us. As a parishioner she gives her service free to the Parish for which we are very grateful. The Clerk is in the process of preparing the audit file for her. This is the first year of the new external audit arrangements. The auditors have been appointed and we are awaiting the Annual Governance and Accountability Returns forms. There will be a deadline for completion and submission which will incur a fine if missed. There is an option for the Parish Council to declare itself exempt from external audit. The criteria for this isn't yet available. If we don't qualify, the audit fee is now increased to £200.

13. Highways Issues

Request for non-contentious parking restrictions – The Clerk said that DCC had offered an opportunity for parishes to submit requests for double yellow line or restricted waiting orders. The response time did not allow for consultation. In view of the ongoing concerns with safety and parking issues around the area of the Forrest School, this has been suggested for consideration of double yellow lines.

Delay to Resurfacing Work on Main Road through Parish – Patch repairs and resurfacing are due to be started through Shillingford St George on 16th April- 4 May. Waybrooke Lane potholes are also due for repair. The poor condition of Markham Lane has been reported.

14. Finance

14.1 Report - Bank account balance - The Clerk reported the balance as £3358.18 as of 28th March 2018.

14.2 Clerks Salary – 1 Jan – 31 March 2018 £686.80.

14.3 HMRC - £232.18

14.4 Clerk Expenses – 25 miles @ 45p/mile, Broadband @ £5/month, working from home allowance £24.99 = £51.24

14.5 Website Upgrade - £38.88

14.6 Computer re Imaging - £28.95 & Cloud Storage Renewal - £100 for 5 years

Proposed Cllr Carr Seconded Cllr Howard. All Agreed.

15. Village Hall Report – The Chairman of the VHC reported a number of events that are due to take place. The Exchange is proving particularly popular and provides a good financial return. There are plans to upgrade the access ramp and fire doors and also to refurbish the gents' toilets. The new Audio-Visual equipment was used by the Parish Council for item 7. Cllr Goodey commended the VH Committee on the outstanding quality of the equipment.

16. TALC Update – Cllr Parrott said that the Secretary had offered resignation as he is no longer a serving Councillor. There were no other volunteers and those present felt that he should continue in the role if he so wished. DALC had also asked him to continue as their treasurer. The 2 visiting speakers failed to turn up. There was an input on Self Build. The main concerns from the meeting were around the new Data Protection regulations GDPR and the

17. Clerks Correspondence – None

18. Chairman's Remarks – The Chairman thanked the members of the public for their support and participation.

19. Date of Next Meeting – There will be an Annual Council meeting on Monday 14th May, followed by an Annual Parish Meeting. This will be a more informal meeting with cheese and wine and an opportunity for our parishioners to come and have their say. The next Ordinary meeting will be on Monday 11th June 2018.

The meeting closed at 8.55pm

_____ Chairman

