

**MINUTES OF THE SOULDERN PARISH COUNCIL MEETING  
HELD IN THE VILLAGE HALL  
ON 29<sup>th</sup> NOVEMBER 2012**

**Present:**

Mr A Martin (Chairman)  
Mrs S Barrett  
Mrs J Coleman  
Ms K Draper  
Mr C Rothero  
Mr R Deeley  
Mrs B McGarry (Clerk)  
Mrs J Martin (RFO)

**Also in attendance**

Clr Mike Kerford Byrne (CDC)  
Mr & Mrs D Summers  
Mr Lawrence Williams

**Apologies:**

Clr JJ Macnamara (CDC)  
Clr Ray Jelf (OCC)

**1 Minutes of previous meeting**

The minutes of the meeting held on 27<sup>th</sup> September 2012 were approved and signed  
Proposed: CR                      2<sup>nd</sup>: KD

**Matters arising:**

The work on the embankment on The Hill has been carried out by the PC grass cutting contractors for £50.00 and they will do it in the future for £10.00 a cut which will be billed to the Souldern United Charity.

The grit bins have been filled and the surplus has been stored in manageable bags in the small barn in Jane Thornton's field. It was suggested that some of these bags should be dropped off for use in Wharf Lane. AM

RD had investigated another source of grit and it was resolved that should we need more this would be purchased from Bagforce who are 25% cheaper than OCC.

Proposed KD; 2<sup>nd</sup> SB

**2 Declarations of interest from Councillors:**

SB declared an interest in planning application 12/01498/F should it be discussed

**3 Issues from the floor**

There were no issues from the floor

**4 Co-operation with the Parochial Church Council**

The Harvest Supper, which was always a hugely successful village event has been replaced by a Harvest Lunch for the past couple of years. Lawrence Williams attended tonight's meeting as a representative of the Parochial Church Council with a view to working together to organise future all inclusive village events, pool ideas and spread the workload. AM  
Other village organisations are happy to play their part. &  
It was resolved that the PC would take the lead and communicate to all. BM

**5 Updates:**

**Playground:** There is no advisory group at the present time although an inspection is due and needs to be booked with ROSPA. AM  
&

Some equipment needs either repairing or replacing but for the time being it will have to be taped off and not used unless someone volunteers to head the group and organise BM

working parties. This could mean the playground's imminent closure. A notice had been displayed throughout the summer but there had been no offers of help. It was therefore resolved to leave it till the weather gets better in the spring to make a final decision about its viability.

**Nancy Bowles Wood:**

A Report was submitted by Len Barrett (Chairman NBW).

"The wood was recently inspected and found to be in good order. A fence has been erected on the other side of the boundary fence adjacent to the glade by the farmer to prevent animals coming out of the wood onto his land and crops.

There was no noticeable Ash disease detected. The tree that leans appears stable and is being supported by other trees nearby.

The well is sound and the cover intact. The water level has risen which is to be expected with the recent high rainfall but is still a few feet below the top of the well."

Concern was raised about the flow of water down the lane and the excessive mud at the top, due to traffic turning into the field, as well as at the bottom.

It was resolved to investigate possible action to improve drainage down the bridleway.

RD &  
AM

**CDC:**

MKB reported that Cherwell District boundaries are to be reviewed which would probably result in more parishes in rural wards. No decision has been finalised as yet but parishes will be contacted between now and the end of January 2013.

The way in which Council Tax is derived is currently being finalised, which will include discounts for single occupancy and housing benefits, and CDC is currently in discussions with parishes with regard to the precept setting for 2013.

**OCC:**

OCC is currently being re-warded and the selection of candidates is ongoing.

**Jubilee Group:** Monies remaining from the Jubilee Weekend were used to fund a village social occasion with wine and nibbles and the displaying of photos from the weekend. The group is now disbanded.

**Website:** The framework of the website is in place and now the content needs to be agreed upon. Other village organisations have expressed a high interest of involvement and a meeting with Alan Rusher is planned for the 4<sup>th</sup> December at 7pm. CR offered to do any artwork needed for the site

KD  
SB  
AM

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**Finance:**

a) Transactions since last meeting were approved.

Payments

- 27<sup>th</sup> September 2012 SVH: hire for September £14.00
- 1<sup>st</sup> October 2012 BDO LLP: audit £198.00
- 1<sup>st</sup> October 2012 SVH: PO rent Jan - June £125.00
- 4<sup>th</sup> October 2012 Allsports Trophies £138.00
- 4<sup>th</sup> October 2012 M R Cross: mowing September £438.00
- 11<sup>th</sup> November 2012 OALC: postage for booklets £8.00
- 11<sup>th</sup> November 2012 S Barrett: jubilee event expenses £118.54
- 11<sup>th</sup> November 2012 J Martin: jubilee event expenses £46.53

Receipts

None

b) A draft budget was circulated by JM with a view to setting the precept for 2013/14 (Appendix A) The proposed budget being £5,500.00. This is to be finalised at the January meeting, but the final figure can only be set after discussions with CDC

7 **Planning:**

a) 12/00308/TCA (Arniel) Active

b) 12/01182/F (Clifford) Passed

c) 12/01498/F (Walker) Active

d) Community led plan: Aimee Evans (ORCC) is still very keen to be involved but we need some ideas on how to move forward. There is a small amount of funding available. It was resolved to put a draft plan together and consult with the village in the better weather.

8 **Administration:**

a) **Councillor's handbook** – should include the things that are relevant to Souldern Parish Council, including powers and rules, roles and responsibility. Standing orders, policies and anything else that is of use to us as individuals as well as councillors. AM & BM

It was resolved to compile a skeleton framework for the next meeting and to work to a time frame of 6 months.

b) **Risk assessment** - A draft risk assessment was circulated by JM and reviewed in detail by the Council.

It was resolved to add the maintenance of verges under section 3.1.

It was also noted that the employment status of the Clerk needs to be finalised. JM

It was resolved that the RFO can check invoices – Proposed CR; 2<sup>nd</sup> SB

4.1 Legal powers – what they are and how do we implement them. Advice to be sought from CDC and put on the agenda for the January meeting. AM

c) **Council policies, standing orders etc**

It was recognised that Standing orders and Financial Regulations need to be reviewed and adopted as a matter of priority. All

An asset register needs to be compiled JM

9 **Future Agenda Items:**

**Review of Contracts** –It was time to consider new tenders for grass cutting and it was resolved that we continue with Mr Cross as his reasonable costs and flexibility are much appreciated.

Proposed CR; 2<sup>nd</sup> RD.

10 **Any Other Business:**

a) **Transport Survey** – The No 81 bus service route is currently being reviewed and some discussion took place as to its viability and what the alternatives might be. It was resolved that **SB** would look into who uses the bus and whether it would be missed if it stopped. SB

b) **Community Connect** which is associated with CAB is a new service offering assistance to older people who have difficulty accessing information and services that they need. Discussion took place to decide how or if we should be involved. A surgery on Post Office day for people with problems was suggested and it was resolved to follow this up. AM & BM

- c) **Use of football pitch and changing rooms:**  
 The PC has been approached by a 2<sup>nd</sup> football club to use the football pitch and changing rooms. Discussion highlighted a number of pro's and con's and it was resolved to arrange a meeting with the Chairman of Souldern Football Club to discuss this further. It was resolved to produce a contract with the current football club, in order to formalise the current historical and informal arrangements
- d) **Newsletter:** Items to include are:
- to thank the village for their support
  - doggy bags
  - Community Connect
  - Anything else please let AM know
- e) Discussions took place with a representative from OCC Highways Dept at the recent CDC Parish Liaison Meeting about resurfacing the Hill. It was resolved that this is a priority and we should start discussions with OCC in the new year. It was also noted that resurfacing is needed in Back Lane.
- f) A letter from the PCC had been received expressing concerns over the willow tree in the churchyard, which is now considered to be a liability and needs to come down. A letter from the PC is to be written to Ann Gyrsting suggesting that the crown should be reduced or the whole tree removed. It was resolved to get quotes for both these actions to determine possible costs to the PC.

11 **Date of next meeting:**

The meeting ended at 9:55 The next meeting will be held on **17<sup>th</sup> January 2013 at 7:30**