

# MINUTES OF THE SOULDERN PARISH COUNCIL MEETING

## HELD IN THE VILLAGE HALL

On Thursday 23rd November 2017

### Present:

Nick Oakhill (NO) CHAIR  
Bruce May (BM)  
Kirsty Allpress (KA)  
Chris Rothero (CR)  
Cathy Fleet (CF) CLERK

### Members of the Public:

Diana Stephens  
Anne Prescott  
Barbara McGarry  
Mary May  
David Carlisle  
Lucy Cornish

#### 11.17.01 Apologies

No apologies had been received

#### 11.17.02 Declarations of interest

There were no declarations of interest

#### 11.17.03 Minutes of the last meeting

The minutes of the meeting held on 14th September 2017 were checked for accuracy and content, approved and signed by the chair.

#### 11.17.04 Public participation

Members of the public were invited to participate

#### 11.17.05 Clerks Report and Actions from previous meeting

| NO       | ACTION   | Update  | OWNER |
|----------|--|---|-------|
| 07.17.02 | NO to chase Clerk to Blackthorne re borrowing SID                            | Blackthorn's SID is broken and unavailable. Clerk to research possibility of hiring/borrowing | CF    |
| 07.17.04 | NO to obtain further quotes for treework                                     | One quote received . On-going   | NO    |
| 09.17.07 | CF to forward Notice regarding road closure to David Carlisle and The Malins | Completed   | CF    |
| 09.17.08 | KD to provide information regarding the defibrillator to the next meeting    | Completed - see below   | KD    |
| 09.17.11 | CF to send Annual Return to David Carlisle for the website                   | Completed   | CF    |

**Defibrillator** - KD had obtained quotes and contacted SCAS - Ian Jones is happy to talk/demonstrate. CF to invite him to next meeting, after which a decision will be made regarding possible purchase.

**ACTION** : CF to invite Ian Jones to next meeting

#### 11.17.06 Data Protection

In line with legislation, parish councils are required to appoint a Data Protection Officer. The clerk will undergo training in January and has been appointed DPO for Lower Heyford and Steeple Aston and will also act as DPO for Souldern.

**11.17.07 Leaking Bus Shelter Roof**

The bus shelter has been repaired in the past by Phil Mander and now requires some tiles to be replaced.

**ACTION** : NO to contact Phil Mander to see if he can carry out the repairs.

**11.17.08 Footpaths and Bridleways**

The diversion to the footpath has now taken place and is fully functional. Footpath 5 (church/sewage works) has a very high wobbly stile and a member of the public fell and broke her wrist. Council have been informed and landowner requested to repair the stile.

The Wharf Lane stile is wobbly

A tree past Stonecroft on the footpath is falling down. KD has reported to council and it has been Priority 1 since February but no action has been taken. KD to chase.

The Footpath map included in the Welcome Pack does not require updating

**ACTION** KD to investigate Wharf Lane stile and chase up the Council regarding the falling tree

**11.17.09 Changing Rooms**

Architect William Green had provided 3 options with regard to the change of use of the Changing Rooms in the village hall. These had been circulated to councillors and were shown on screen at the meeting. NO explained the benefits and disadvantages to each option. There followed considerable discussion and it was decided that all 3 options would be displayed on the website, noticeboards, newsletter and distributed via the village database inviting comment from the whole village.

**ACTION** : All 3 options would be displayed on the website, noticeboards, newsletter and distributed via the village database inviting comment .

**11.17.10 Co-option of Councillor**

A long standing resident of the village has expressed interest in becoming a parish councillor to fill the current vacancy

**ACTION** : NO to provide Clerk with contact details and Clerk to provide the interested party with relevant paperwork and invite him to the next PC meeting

**11.17.11 Updates**

**a) Playground Advisory Group**

Lucy Cornish informed the meeting that the swings have been replaced and that the fencing requires replacing, the assault course renewing and repairs carried out to the train, all of which will be done in spring/summer. Grants to the value of £5K have been applied for and there currently remains approx £2K to be spent this financial year..

**b) Nancy Bowles Wood Advisory Group**

Tim Vincent had circulated an email from the Woodland Trust which offers a free tree and plaque by signing up to their Tree charter. It was agreed that this should be done and all approved that Tim should proceed.

The hazels in the wood will continue to be pollarded.

**c) CDC**

No update available

**d) OCC**

No update available

**11.17.12 Planning**

**Applications awaiting decision with CDC :**

- 17/000414/TCA Souldern Court - treework
- 17/01686/F Souldern Manor - garage conversion
- 17/02024/F Beech House - new boundary wall and railings
- 17/01987/LB The Hermitage - re-pointing of gable and new window

The Conservation Area appraisal has now been adopted  
 No response has been received with regard to the possible Breach of Permission at Tower House. Clerk to chase

**11.17.13 Finance**

The following transactions have been made since the last meeting:

|                                 |            |         |               |
|---------------------------------|------------|---------|---------------|
| Grass cutting September         | 15.10.2017 | £348.00 | OSA 1906: s10 |
| Clerks Salary (September)       | 15.10.2017 | £82.00  |               |
| Christmas Entertainer (deposit) | 15.10.2017 | £90.00  |               |
| CDC Dog Bins                    | 30.10.2017 | £288.29 |               |

**Receipts**

|                         |            |         |  |
|-------------------------|------------|---------|--|
| OCC Grass Cutting Grant | 18.09.2017 | £440.85 |  |
|-------------------------|------------|---------|--|

**Bank balance** as at 3<sup>rd</sup> November £14190.76

CR proposed and KD seconded that these accounts be approved

Online and telephone banking with the existing Barclays account has now been set up and a meeting between NO, KD and CF will be held on 28th November to activate

**The meeting closed at 9.20pm**

**Date of next meetings :**

**PC meetings**

**Planning meetings**

|  |               |
|--|---------------|
| 18th January                                 | 15th February |
| 22nd March                                   | 19th April    |
| 24th May (preceded by Annual Parish meeting) | 28th June     |
| 26th July                                    | 23rd August   |
| 27th September                               | 25th October  |
| 22nd November                                |               |

**Signed .....**  
**Chair, Souldern Parish Council**

**Date .....**

### ACTION LIST SUMMARY

| <b>NO</b> | <b>ACTION</b>  | <b>OWNER</b> |
|-----------|--|--------------|
| 09.17.08  | CF to invite Ian Jones (SCAS) to next meeting  | CF           |
| 11.17.07  | NO to contact Phil Mander to see if he can carry out the repairs to the bus shelter  | NO           |
| 11.17.08  | KD to investigate Wharf Lane stile and chase up the Council regarding the falling tree   | <b>KD</b>    |
| 11.17.09  | All 3 options would be displayed on the website, noticeboards, newsletter and distributed via the village database inviting comment .            | <b>NO/CF</b> |
| 11.17.10  | NO to provide Clerk with contact details and Clerk to provide the interested party with relevant paperwork and invite him to the next PC meeting | <b>NO/CF</b> |
| 11.17.12  | Clerk to chase CDC regarding Tower House Breach of permission  | <b>CF</b>    |