

MINUTES OF THE SOULDERN PARISH COUNCIL MEETING

HELD IN THE VILLAGE HALL

ON 28th July 2022

Present:

**Alan Smith (AS) [chair]
John Hoodless (JH)
Nick Oakhill (NO)
Neal Ship (NS)
Cathy Fleet (CF) CLERK**

Members of the Public:

**Norma Jones
Malcolm Sweetman**

- 07.22.01 Apologies**
No apologies had been received
- 07.22.02 Declarations of interest**
NO declared interest in Timber Cottage and NS declared interest in St Joseph's - Agenda Item 11
- 07.22.03 To receive the minutes of the last parish council meeting**
The minutes of the parish council meeting held on 30th June 2022 were checked for accuracy and content, agreed as a true record of the meetings and signed by the chair.
Proposed NO 2nd NS
- 07.22.04 Public participation**
Members of the public were invited to participate. Norma wished it to be noted that there was no PC information on the noticeboard. Notices of contact details to be updated and minutes and agendas to be placed on the board. She also wished to discuss the Pond. AS informed her that a working party will be formed and the pipe will be removed.
- 07.22.05 Clerks Report and Actions from previous meeting**
There were no actions from the previous meeting
- 07.22.06 Co-Option of Councillor**
AS has met with Heidi Dennison who has expressed interest in being co-opted to the PC. She was not able to attend this meeting and will be away in August, but will attend September's meeting. NO proposed and AS seconded that she should be co-opted. It was unanimously agreed that Heidi should be co-opted. NO passed on details of another potential co-optee – AS will contact her.
- 07.22.07 Code of Conduct**

The Code of Conduct adopted by CDC is recommended to be adopted by all town and parish councils. The documents has been circulated to all councillors. It was RESOLVED to adopt the new Code of Conduct.

07.22.08 Updates

a. **Playground Advisory Group**

No progress has been made with Kompan who was the preferred supplier for the equipment as they are no longer responding to email or phone calls. **AS will contact Kompan to find out what the situation is.** Planning permission has been granted for equipment over 4.8m. Viridor will fund the lowest quote up to £50K. It was suggested that the build should be split into sections, e.g Under 10s, Over 10s, Zip Wire and Running track, and proceed as soon as possible. Alternative grant funding will be sought. **AS to contact Jo Ballentine who is a professional fundraiser living in the village for advice**

b. **Nancy Bowles Wood Advisory Group**

No representation so no update available

c. **CDC**

No representation so no update available

d. **OCC**

No representation so no update available

07.22.09 Spending of 3 parishes money

£428 has been given to the PC due to the disbanding of the Three Parishes. The money has been split and returned to the parish to be spent in accordance with the aims and objectives of the Three Parishes. It was agreed that this money should be put into the Playground account.

07.22.10 Ramp outside village hall

NO had circulated a list of projects/job which need doing :

- 1) Pull up drainage pipe in front of Pond cottage - **Aim for autumn when ground is wetter – to be completed by Sept/Oct**
- 2) Trim lilac on village green, and generally tidy the area – **NO to lead, AS to assist – NO to arrange date**
- 3) Ramp outside of village hall – **AS to speak to Mike Walker to ask if he could assist**
- 4) Clear ivy from Churchyard wall – **Wall is owned by Jamie Rydell and needs repair – PC have agreed to clear the Ivy – AS to identify a Saturday in early September and ask for working party via WhatsApp**
- 5) Trim trees along roadside on playing field and lower branches in jubilee wood – **AS to obtain quotes from Nicholsons and KP Treecare**
- 6) Repaint village noticeboard – **AS to ask via WhatsApp for a volunteer**
- 7) trim ditch alongside Church Lane - **completed**
- 8) pollard willows at corner of Foxhill Lane – **Ownership of trees is unknown - OCC Highways to be asked to deal with the trees as dangerous - to be reviewed in September**

Parish Clerk : Cathy Fleet

Westfield Farm Cottage, Fenway, Steeple Aston, Bicester, Oxfordshire, OX25 4SS

Tel: 01869 347000

Mobile : 07989 398 838

9) replace tree at end of Bovewell – **NO** has agreed with Ben Williams that he will help remove the tree and replace with a new Flowering Cherry or similar.

10) 20 mph speed limit – **AS** to chase Kirsty Allpress regarding the application

07.22.11 Planning - The following planning documents had been received

22/01984/F	Fox Hill, Foxhill Lane	Single Storey Rear extension – no objection
22/02014/TCA	St Josephs, High Street	Fell 2 x Sycamore, Hawthorn, Goat Willow no objection
22/02051/LB	Timber Cottage	Loft accommodation over proposed bathroom, new doors and rooflights - CF to submit objection on grounds of invasion of privacy of neighbours because of rooflights
	Inkerman House	retrospective – No objection

07.22.12 Finance - the following accounts were approved for payment, proposed **NO**, seconded **AS**:

Paid by standing order in June/July

Payee	Detail	Total £s	VAT	Comments
Cathy Fleet	Clerk Salary (June)	85.20	0.0	Standing Order
HMRC	(re above)	16.80	0.0	Standing Order
Cathy Fleet	Clerk Salary (July)	85.20	0.0	Standing Order
HMRC	(re above)	16.80	0.0	Standing Order

Invoices to be approved

Payee	Detail	Total £s	VAT	Comments
Nigel Prickett	Grasscutting (April)	396.00	66.00	Paid
Nigel Prickett	Grasscutting (May)	396.00	66.00	Paid
Nigel Prickett	Grasscutting (June)	396.00	66.00	
Neal Ship	Expenses (John Lewis)	23.95	3.99	Book of condolence
Linda Maw	Jubilee Expenses	105.73		No Invoice – cannot claim back VAT
SSE	Electricity Bill – Changing rooms	109.79		Paid Need invoice for VAT claim back
Moore	Fixed Fee for reminder on AGAR	48.00	8.00	
Amanda Sharman	Jubilee - Gem Stickers	15.98	2.66	
Amanda Sharman	Jubilee – Bunting	99.80		No Invoice – cannot claim back VAT
Amanda Sharman	Jubilee – Paper Crown	29.99		No Invoice – cannot claim back VAT

Receipts received in May

	Detail	Total £s	VAT	Comments
31/05/2022	CDC	300.00	0.00	Contribution to Jubilee??
30/06/2022	Playground Interest	3.98	0.00	
	TOTAL:	303.98	0.00	

To approve year end Accounts

The accounts have not yet been audited so it was not possible to approve them

To approve Annual Governance Statement and Statement of Accounting

It was not possible to approve these documents due to the fact that the Internal Auditor has not carried out the audit

It was confirmed that NS will now act as RFO. He has the required access to Unity Bank and all relevant paperwork. The Internal Audit will take place this week and approval of all documentation will take place at the next meeting. Moore will be informed of the delay in submission to them.

Other Matters

Update on McDonalds drain/smell - It has been confirmed by McDonalds that it is McDonalds sewage causing the smell. The issue is that at certain temperatures and at a certain length of time the chemicals are not working properly. The only way this can be monitored is for Thames Water to put a monitor into the drain outside Turnpike Cottages. McDonalds have asked Thames Water to proceed. Thames Water have said it will take time and be expensive so McDonalds have asked for information on what is required and will carry out the work themselves. Joanne Jones, the McDonalds franchisee will keep NO informed as to progress

Camper on the Playing field - AS and JH had spoken to him and he left after a few days. He said that there is no notice saying no overnight camping. It is private land owned by the PC. New signage at the entrance to the playing field is required – to be discussed at the next meeting.

Date of next meetings

Dates for 2022 : last Thursday of the month	
PC meeting	Planning meeting
	25th August
29th September	27th October
24th November	29th December

Signed
Chair, Souldern Parish Council

Date

ACTION LIST SUMMARY

NO	ACTION	OWNER
July22.01	Playground - AS will contact Kompan to find out what the situation is	AS
July22.02	Playground - AS to contact Jo Ballentine who is a professional fundraiser living in the village for advice	AS
July22.03	NO to arrange date to trim Lilac tree	NO
July22.04	AS to speak to Mike Walker to ask if he could assist with the ramp outside the village hall	AS
July22.05	AS to identify a Saturday in early September to clear Ivy from churchyard wall and ask for working party via WhatsApp	AS
July22.06	AS to obtain quotes from Nicholsons and KP Treecare to trim trees on the playing field and jubilee wood	AS
July22.07	AS to chase Kirsty Allpress regarding the application for 20 mph limit	AS