

**Minutes of the Parish Council Meeting held on Tuesday 1<sup>st</sup> May 2018 at 7.30 pm at Risinghurst Community Centre**

Present: Barbara Naylor, Derek Taylor, Steve Fuller, David Adams, Liz Taylor, Graham Drummond, Michael Philpott, Roz Smith

Apologies: Chewe Munkonge, Vicki Purbrick, Dee Sinclair, Glynis Phillips

Absent:

<p><b>Elect Chairman</b></p> <p>Barbara Naylor was proposed and seconded for the position of Chairman. This was proposed by Michael Philpott and seconded by Steve Fuller. All Councillors unanimously agreed to the decision.</p>	
<p><b>To Elect the officers of the Council, Committee Members and Representatives</b></p> <p><b>Chair:</b> Barbara Naylor <b>Vice Chair:</b> Derek Taylor</p> <p><b>Fireworks Committee</b> S Fuller, D Taylor, Graham Drummond, Peter Jacques</p> <p><b>Planning Representatives</b> Risinghurst: D Taylor Sandhills: Vicki Purbrick Wood Farm &amp; Quarry: R Smith</p> <p><b>Play Area Inspectors</b> S Fuller M Philpott</p> <p><b>Press Contact</b> Barbara Naylor</p> <p><b>Youth Affairs</b> Liz Taylor</p> <p><b>Transport Representative</b> B Naylor</p> <p><b>Representative to Community Safety Group</b> D Taylor</p>	

	<p><b>Playing Field Management</b> S Hill, G Drummond, P Jacques, Barbara Naylor, Derek Taylor, Liz Taylor</p> <p><b>Health &amp; Safety</b> G Drummond</p> <p><b>City/Parish Meeting Representative</b> D Taylor</p>	
	<p><b>Declarations of Interest</b></p> <p>Steve Fuller declared an interest in Item 17.</p>	
	<p><b>Community Beat Police Officers Report</b></p> <p>No report given.</p>	
	<p><b>To Confirm the Minutes of the Meeting held on the 3<sup>rd</sup> April 2018.</b></p> <p>The minutes were checked, amended and signed as accurate.</p>	
	<p><b>Matters Arising from the Minutes of 3<sup>rd</sup> April 2018.</b></p> <p>It was asked if any responses had been received from the absent Councillors' letters that have been sent to the individuals. Barbara explained that a message had been received from Bev O'Neill but nothing directly received from Julia Gasper.</p>	
	<p><b>Play area reports</b></p> <p>Steve Fuller said the ropes in Olive Jacks Play Area need attention. He will be looking into it shortly.</p> <p>Michael Philpott reported that some youths were in Downside Dip drinking on Monday evening.</p>	SF
	<p><b>Community Safety Group</b></p> <p>A meeting has now taken place. Priorities were discussed, which were general assaults, drugs, children, burglaries and exploitation.</p> <p>Derek Taylor reminded them at the meeting that a burglary had taken place in the Ampleforth Public House.</p> <p>A burglary was taking place in Green Road but fortunately was disturbed.</p> <p>Derek said it would be nice to see a Police presence on Risinghurst and Sandhills, especially if the Community Fete or the Firework Event is on.</p>	
	<p><b>To Receive Report from Outside Bodies</b></p> <p>The Access to Headington Project will be starting shortly.</p>	
	<p><b>Planning Applications</b></p>	

**1800720/H42**

Application for prior approval for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.0m, for which the maximum height would be 4m, and for which the height of the eaves would be 3m.

16 Grovelands Road  
Oxford  
OX3 8HZ

Ms Dring & Mr Lucas

Comment: 5/5/18

**18/00865/FUL**

Change of Use from dwelling house  
(Use Class C3) to a House  
Of Multiple Occupation (Use Class C4).

42 Collinwood Road  
Oxford

Mrs A Seaford

Comment: 22/5/18

**18/00790/FUL**

Alterations to roof to form hip to gable loft extension to create a 1 x 2-bed flat at second floor (Use Class C3).  
Erection of a first floor rear extension. Formation of 1 no. rear facing dormer. Formation of 4 No. front facing dormers. Provision of additional car parking space.

53 Stanway Road  
Oxford

Mr M Gandhi

Comment: 29/4/18

**18/01013/FUL**

Erection of a single storey

extension to front elevation.

13 Collinwood Road  
Oxford

Mr J Healey

Comment: 23/5/18

## **Finance**

### **Discuss & Agree Cheques for Payment**

The cheque list, bank reconciliation and Profit and Loss report were handed round to Councillors.

The bank balances were as follows:

Current Account: £46,358.90

Savings Acc: £11392.07

Savings Acc: £8546.52  
(New Projects)

### **Correspondence Received**

As per list provided.

Clerk explained a letter has been received from the City Council. This was updating the Council that a CIL Payment will be coming through shortly for the amount of £7966.90.

The Clerk has been contacted to let her know that fraudulent posters have been distributed onto cars in Sandhills saying they are from Sandhills & Risinghurst Parish Council. They have also had the City Council logo inserted on them. The poster contents says it is a "Notification of Parking".

The County Council have arranged a meeting to hear your priorities, plans and questions. Councillors have been invited. The nearest meeting to the Parish Council will be held in Wheatley on the 11<sup>th</sup> October 2018.

### **Salt Gritting**

The possibility of bins was discussed. The Clerk will ask if the route including Kiln Lane was supposed to say Netherwoods Road. David Adams will investigate whether it

Clerk

would be possible to have a bin installed in Roberts Close.

**Community First Oxfordshire**

The renewal for the Community First Oxfordshire membership is due. The cost is £70.00. It was discussed and voted on. All Councillors unanimously agreed to renew the membership. This was proposed by Roz Smith and seconded by Barbara Naylor.

**Tree Budget**

The tree report from the Groundsman was distributed.

Clerk said the budget of £4000 was previously agreed to start the tree work required. £2188.75 has been spent so far. With other quotations that have been received totalling £1040.00, if agreed it will then leave £771.25.

David Adams has asked if the Parish Council would consider work to be done on a Red Oak Tree in Hill View as he believes it could be a potential health and safety risk. The quotation from Mr Martin will be £130.00. All Councillors unanimously agreed to the work. This was proposed by Steve Fuller and seconded by Roz Smith.

Tree number forty on the report requires a decay test. This will cost £150.00. All Councillors agreed to go ahead with the quotation.

Leaning Willow Tree on the Thornhill Footpath requires attention to make it safe. The cost for the work will be £260.00. After discussion all Councillors unanimously agreed to go ahead with the work.

Roz Smith will investigate having a new information board inside the main gate of the Playing Field.

RS

**Netherwoods Tree**

A quotation has been received from Mr Martin for the work required on the tree in Netherwoods Road. The cost will be £500.00. This will include a one day chipper hire and twenty hours work. It was unanimously agreed to go ahead with the quotation. This was proposed by Barbara Naylor and seconded by Derek Taylor. Access to the Allotments' side of the tree will need to be arranged.

Clerk

**Oxfordshire Green Belt Network Membership**

The renewal has been received from Oxfordshire Green Belt Network. The cost for another year is £15.00. A vote was taken and it was unanimously agreed to renew for another year. This was proposed by Steve Fuller and seconded by Liz Taylor.

Roz Smith asked if the Oxford to Cambridge Corridor could go on the next Agenda.

**Noticeboard Update**

It was decided that the cheque to the City Council could now be released.

## **Oxfordshire Playing Fields Association Renewal – Deferred**

### **Parish Council Insurance**

The renewal for the insurance has been discussed. The cost for another year would be in the same region as last year. They will be confirming the figure at the end of the week. It was decided that, as long as there was a minimal difference, they would renew it on the three year deal that was offered. It was proposed by Steve Fuller and seconded by Barbara Naylor. All Councillors unanimously agreed to the decision.

### **Statement of Accounts 17/18**

Total balances and reserves at the beginning of the year as recorded in the council's financial records. Value must agree with Box 7 of previous year.

<b>31/3/17</b>	<b>£45714</b>
<b>31/3/18</b>	<b>£47663</b>

Total amount of precept received in the year.

<b>31/3/17</b>	<b>£45500</b>
<b>31/3/18</b>	<b>£47026</b>

Total receipts or income as recorded in the cashbook less the precept. Includes support, discretionary and revenue grants.

<b>31/3/17</b>	<b>£14748</b>
<b>31/3/18</b>	<b>£23558</b>

Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses.

<b>31/3/17</b>	<b>£14165</b>
<b>31/3/18</b>	<b>£14142</b>

Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).

<b>31/3/17</b>	<b>NIL</b>
<b>31/3/18</b>	<b>NIL</b>

Total expenditure or payments as recorded in the cashbook less staff costs and loan interest/capital repayments.

<b>31/3/17</b>	<b>£44134</b>
<b>31/3/18</b>	<b>£37720</b>

Total balances and reserves at the end of the year.

31/3/17        £47597  
31/3/18        £66436

The sum of all current and deposit bank accounts, cash holdings and short term investments held as at the 31 March – to agree with bank reconciliation.

31/3/17        £47597  
31/3/18        £66436

The recorded book value at 31 March of all fixed assets owned by the Council and any other long term assets e.g. loans to third parties.

31/3/17        £210131  
31/3/18        £211234

The outstanding capital balance as at 31 March of all loans from third parties.

31/3/17        NIL  
31/3/18        NIL

### **External Audit**

The date received from external audit is the 10<sup>th</sup> July 2018. The new auditors, Moore Stephens, are now in place.

### **Emergency Planning**

A template is currently being used and will be finalised next month.

Barbara Naylor has received notification that the Electrode Pads on the Defibrillator will need replacing soon. The cost of the pads will be £83.82. All Councillors agreed to the purchase. This was proposed by Steve Fuller and seconded by Derek Taylor. Derek Taylor/Liz Taylor will be carrying out ongoing checks on the Defibrillator.

First Aid training was discussed. It was decided that future training courses would be considered.

### **Playing Field/Pavilion**

Derek Taylor read through an email received from Philip Bonnier re. Solicitor. Costs from three to five thousand pounds were mentioned. It was suggested that we informed the solicitor the highest cost that would be allowed.

**AOB**

DA  
Clerk

No other business.

Meeting closed at 9.15 pm