

**Minutes of the Parish Council Meeting held on Tuesday 7<sup>th</sup> May 2019 at 7.30 pm at Risinghurst Community Centre**

Present: Barbara Naylor, Derek Taylor, Liz Taylor, David Adams, Graham Drummond, Nadia Amin, Roz Smith, Michael Philpott  
 Chewe Munkonge, Jackie Merritt (Observer)

Apologies: Steve Fuller, Martyn Rush, Michelle Ham, PCSO Tom Tatford, Vicki Purbrick, 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 Derek Taylor and seconded by Michael Philpott. All Councillors unanimously agreed to the decision.</p>	
	<p><b>Declarations of Interest</b></p> <p>No declarations of interest.</p>	
	<p><b>Community Beat Police Officers Report</b></p> <p>There has been a 100% decrease in burglaries in Barton, Risinghurst and Sandhills so far this year.</p> <p>The team are continuing to hand out “Leave a light on” leaflets that give some basic burglary prevention advice.</p> <p>The team delivered a Burglary and Scam Prevention session at the Collinwood Road Church which was well attended.</p> <p>The team located and seized a stolen moped in Barton.</p> <p>PCSO Tatford and PCSO White located and assisted with the arrest of a wanted male in Barton.</p>	

**To Elect the officers of the Council, Committee Members and Representatives**

**Chair:** B Naylor  
**Vice Chair:** D Taylor

**Fireworks Committee**  
S Fuller, D Taylor, G Drummond, P Jacques

**Planning Representatives**  
Risinghurst: D Taylor  
Sandhills: D Adams  
Wood Farm & Quarry: L Taylor

**Play Area Inspectors**  
S Fuller  
M Philpott

**Press Contact**  
B Naylor

**Youth Affairs**  
L Taylor

**Transport Representative**  
R Smith

**Representative to Community Safety Group**  
D Taylor

**Playing Field Management**  
G Drummond, P Jacques, B Naylor, D Taylor, L Taylor

**Health & Safety**  
G Drummond

**City/Parish Meeting Representative**  
D Taylor  
D Adams

**Emergency Planning**  
D Adams  
R Smith  
L Taylor

**Website**  
D Adams, N Amin

	<p><b>Special Funds/Pavilion</b> G Drummond L Taylor N Amin B Naylor</p> <p><b>Employment</b> B Naylor S Fuller D Taylor L Taylor</p>	
	<p><b>To Confirm the Minutes of the Meeting held on the 2<sup>nd</sup> April 2019.</b></p> <p>The minutes were checked, amended and signed as accurate.</p>	
	<p><b>Matters Arising from the Minutes of 2<sup>nd</sup> April 2019.</b></p> <p>Clerk met with Anita Bradley, Monitoring Officer for the City Council. Anita said it could be useful to have an Employment Committee to enable staff to air any issues then hopefully sort them out.</p>	
	<p><b>Play area reports</b></p> <p>Clerk to contact Jim Boyland re. grass cutting. The van of another company has been seen carrying out the work whilst the children are playing in the park.</p>	
	<p><b>Community Safety Group</b></p> <p>No meeting has taken place. Awaiting a new date.</p>	
	<p><b>To Receive Report from Outside Bodies</b></p> <p>Chewe Munkonge is a Small Business Champion who will liaise between the businesses and the City Council. He will be making sure that the interests of the small businesses are being taking into account.</p> <p>Roz Smith reported:</p> <p>Headington Festival will be held on 1<sup>st</sup> &amp; 2<sup>nd</sup> of June.</p> <p>Red Bridge Recycling Centre will be closed on the 29<sup>th</sup> and 30<sup>th</sup> of May for a deep clean.</p> <p>A training course of “How your waste is used” is available. Roz Smith can be contacted for more information if required.</p>	

Headington Art Week will commence on the 4<sup>th</sup> to 12<sup>th</sup> May 2019.

Following the meeting to discuss Controlled Parking Zones, it was mentioned that Risinghurst and Sandhills residents were not in favour of it.

More research will take place in regards to the Sandhills Controlled Parking Zone.

Wood Farm currently have a Zone in situ.

If residents are interested in having “On Street Charging” for electric vehicles they can contact Roz Smith or Chewe Munkonge for more information.

In June a new Vicar will be starting in Trinity Church.

### **Planning Applications**

#### **19/00681/FUL**

Demolition of existing garage. Erection of a two storey side extension to create a 1 x 2 bed dwelling house (Use Class C3). Provision of car parking, bin and cycle store.

339 London Road  
Oxford

Ms J Siu

Comment: 25/4/19 – No Objection

#### **19/00826/FUL**

Demolition of front extension. Erection of single storey front and single storey side extension. Insertion of 1 no. window to side elevation.

1 The Larches  
Oxford

Mr & Mrs Murphy

Comment: 6/5/19 – No Objection

**19/00824/FUL**

Demolition of existing single storey rear extension. Erection of part single, part two storey rear extension and a two storey side extension. Insertion of 1no. rooflight to rear roofslope. Insertion of 1no. window to side elevation. Alterations to 1no. window to rear elevation

16 Downside Road  
Oxford

Mr & Mrs Hewitt

Comment: No Objection

**19/00878/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 4m, for which the maximum height would be 3m and for which the height of the eaves would be 3m.

59 Green Road  
Oxford

Mr & Mrs Wieczorek

Comment: 29/4/19 – No Objection

**1900907/FUL**

Erection of a first floor extension. Insertion of 2no. windows to the north west side elevation. Removal of 2no. rooflights and insertion of 2no. rooflights to the south west elevation.

17 Hosker Close  
Oxford

Miss T Sharp

Comment: No Objection

**19/01064/FUL**

Erection of 2 storey side extension, erection of front porch.

11 Forest Road  
Oxford

Mr E J Chai

Comment: 31/5/19 – No Objection

**1900973/FUL**

Demolition of existing extension. Erection of part single, part two storey rear extension. Formation of Front porch. Alterations to roof to form Hip to gable including installation of 1no. rear dormer and insertion of 2no. rooflights to front roofslope.

37 Merewood Avenue  
Oxford

Mr R Ryan

Comment: 20/5/19 – No Objection

**1900897/FUL**

Erection of a single storey 1 x 2-bed dwelling (Use Class C3). Provision of car parking and bin and cycle storage.

1-2 Land To The Rear Of  
Collinwood Close  
Oxford

Mr N Gorton

Comment: 22/5/19 – No Objection

**19/00895/FUL**

Demolition of existing green house. Erection of a two storey building to create a 1 x 2-bed dwelling (Use Class C3). Provision of car parking.

386 London Road  
Oxford

Mrs Milne

Comment: 26/5/19 - No Objection

**1901046/FUL**

Demolition of garage and existing single storey rear extension. Erection of a two storey side and rear extension and a single storey rear extension. Insertion of 3no. rooflights to rear roofslope and alterations to windows to front elevation.

19 Downside Road  
Oxford

Mr & Mrs Wetton

Comment: No Objection

**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:	£49851.68
Savings Acc:	£11392.07
Savings Acc: (New Projects)	£38679.15

## Correspondence Received

As per list provided.

A telephone call has been received by a local resident expressing concerns about damaged paths in Risinghurst, especially Downside Road. Clerk requested the details in an email if possible so it can be forwarded on to the local City Councillors.

## Allotments Community Orchard

The Chairman forwarded an email to all the Councillors for comment to a request received for having a Community Orchard on the Allotments site. It was confirmed that the area to be used was an unworkable plot and it would not be open to the public. It would be maintained by the Allotments Committee. A message was sent to say they could go ahead as no negative responses had been received.

## Downside Dip Play Area

The Clerk has been contacted by 65 Downside Road expressing concerns about subsidence. Clerk to ask them to put it in writing before it will be discussed again.

## Parish Council Insurance

The renewal for the insurance has been discussed. The renewal figure on the three year deal is £1821.47. It was proposed by Barbara Naylor and seconded by Derek Taylor. All Councillors unanimously agreed to the decision.

## Statement of Accounts 18/19

Total balances and reserves at the beginning of the year as recorded in the councils financial records. Value must agree to Box 7 of previous year.

31/3/18	£47663
31/3/19	£66436

Total amount of precept received in the year.

31/3/18	£47026
31/3/19	£47026

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

31/3/18	£11012
31/3/19	£14371

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.

31/3/18      £14142  
31/3/19      £14517

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

31/3/18      NIL  
31/3/19      NIL

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

31/3/18      £25123  
31/3/19      £38872

Total balances and reserves at the end of the year.

31/3/18      £66436  
31/3/19      £74443

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

31/3/18      £66436  
31/3/19      £74443

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.

31/3/18      £211234  
31/3/19      £214191

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

31/3/18      NIL  
31/3/19      NIL

Clerk will email the figures out to Councillors.

Clerk explained the bigger differences are as follows:

**Receipts**

£11012 - £14371 Due to CIL Payment

**Expenditure**

£25123 - £38872 Due to Tree Project £8985.28, Fertilizing Cricket Pitch £1437.90  
Noticeboard Repairs £2118.12, Grit Bins £2160.00.

All figures were approved. This was proposed by Barbara Naylor and seconded by Derek Taylor. All Councillors unanimously agreed to the decision.

**External Audit**

The date received from external audit is the 15<sup>th</sup> July 2019.

**Website**

David Adams has been updating the new website with information. More pictures and policies would be useful for the website.

Clerk

Clerk to contact the old website company to ask if they can organise a link to go from the old website to the new one.

**Groundsman Report**

A report from the Groundsman was distributed to all Councillors. After discussion it was decided that they would not consider a speed hump by the main gates to the playing field.

RS

It was mentioned that signage could be improved by the main gate to inform motorists that children are playing in the area.

The cost for the Ransomes mower repairs were discussed. The cost will be £241.00. It was unanimously agreed to go ahead with the purchase. This was proposed by Barbara Naylor and seconded by Derek Taylor.

It was mentioned that cycle racks for the playing field could be useful.

Clerk to put football charges on to the next agenda.

**Special Funds – Pavilion**

The Special Funds Pavilion Committee met recently with a contact from Oxford City Council. He advised that it would be useful to obtain public opinion on whether to have a new pavilion. Drawings for a similar building will be given to the Committee for perusal and discussion. Another meeting will be held in six weeks' time. It was mentioned that a general form could be organised and distributed at the Fete for residents' opinion on a new pavilion.

A Parish Council banner was discussed. David Adams will investigate further.

	<p><b>Equipment</b></p> <p>The Clerks printer has broken. A replacement printer will be £40.00. All Councillors unanimously agreed to the purchase. This was proposed by Barbara Naylor and seconded by David Adams.</p> <p><b>Newsletter</b></p> <p>A Newsletter is being organised by Liz Taylor. Concerns were raised over such a short/tight timescale to complete and distribute it. A vote was taken and it was decided to delay the newsletter.</p>	
	<p><b>AOB</b></p> <p>Barbara Naylor supplied Fete posters for distribution.</p> <p>A new contact has now been sourced for help with a Neighbourhood Plan.</p> <p>Meeting closed at 9.30 pm</p>	