

Risinghurst and Sandhills Parish Council

Minutes of the meeting of Risinghurst and Sandhills Parish Council held on Tuesday 07/01/20 from 7.00pm at the Community Centre, Kiln Lane, Risinghurst OX3 8HA

Councillors (Cllrs) present: Cllrs Naylor (Chair), Fuller, Derek Taylor, Smith, Drummond, Philpott, Liz Taylor, Adams, Amin, Merrit and Purbrick (left early).

Staff present: Bev Field (Parish Clerk)

Members of the public present: 2 - Cllrs Munkonge (Oxford City Council) and Phillips (Oxfordshire County Council).

Cllr Rush (Oxford City Council) sent an apology.

The meeting started at 7.05pm

Public participation: No questions from the public.

1/070120 Apologies: Apologies were received and accepted from Cllr Ham.

2/070120 Declaration of interests: Cllr Purbrick declared she lives close to the planning application for 80 Merewood Avenue. Cllr Smith declared she is a member of the East Area Planning Committee and did not participate in item 10/070120.

3/070120 New Parish Clerk: The new Parish Clerk was welcomed and introduced to members.

4/070120 Police report: None

5/070120 Approval of Minutes: the minutes of the meeting held on 03/12/19 were approved and signed as an accurate record.

06/070120 Matters Arising:

- a) **Verge damage:** Cllr Adams contacted a planning officer regarding this problem. While larger developments must submit construction traffic management plans, it is not done for small applications. There is no enforcement on this issue and the Parish could consider requesting repairs to the verge as a condition on every planning application.
- b) Cllrs Smith and Purbrick are to follow up the football room hire agreement.

07/070120 Play Area Reports:

- a) **Downside Dip:** Cllrs ~~Taylor and~~ Philpott have taken down and disposed of the faulty equipment, including filling in the holes to make the area safe. Replacement equipment needs to be researched; Oxford City Council have installed sturdy equipment at the Quarry and Ridgeway Rd. The original equipment was installed in Downside Dip by Oxford City Council. Wood frames have ongoing maintenance issues, so metal is preferred and the rubber base is still intact.
- b) **Olive Jacks Field:** Cllr Fuller reported no concerns this month.

Agreed: To investigate metal equipment and recommendations from Oxford City Council.

Person responsible: Cllr Smith

08/070120 Community Safety Report: No concerns reported.

09/070120 Reports from Outside Bodies:

- a) Cllr Phillips reported that South Oxfordshire and Vale of White Horse District Councils are working on a formal merger. This is likely to impact on development planning for Sandhills and Barton and may leave a window of opportunity for developers while the merger is resolved. The Kiln Lane junction traffic light controllers were damaged in a road traffic accident. The Highways Department are working to source parts for the repair. Cllr Constance is pressing for a consultation on 9 new controlled parking zones to include Sandhills, dates to be advised.
- b) Cllr Smith reported that temporary traffic lights have been requested for the Kiln Lane junction. She raised concern about pedestrian access particularly for those with mobility problems. Traffic updates can be checked on traffic.signals@oxfordshire.gov.uk. The "keep clear" sign in Collingwood Rd was not replaced when resurfacing work was done because the right turn is not in place now. There are plans for a zero emissions zone in the city centre. Headington festival will be on May 30 -31st along with 'Loneliness Week'. It will be called 'Connecting Communities' with activities all week, for example, lunch and afternoon tea with speakers, Headington Action Group will run an event for senior citizens on June 4th with a speaker on recycling. There is a 'Big Lunch' throughout the area including Sandhills and Wood Farm and the Parish could sponsor a lunch.

Agreed: To include information about the traffic lights on the Parish Council website.

Person responsible: Cllr Adams.

10/070120 Planning Applications:

- a) **80 Merewood Avenue** reference 19/03267/H42 for prior approval for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 7.8m, for which the maximum height would be 3m, and for which the height of the eaves would be 2.85m.

The construction of an 8 metre flat roof may be unsightly, no other concern.

Resolved: no objection

11/070120 Finances: The payment schedule was approved and signed.

The current balances are as follows:

- Current account £51,020.39
- Savings account: £11,392.07
- Savings Account: £40,361.86 (New Projects)

The bank accounts need the address changing once the new contact details are agreed. The balance sheet was incomplete, it was confirmed that the bank signatories are Cllrs Naylor, Derek Taylor and Fuller. The invoices should be checked prior to the meeting to reduce the time spent on approving invoices. For online banking, the RFO explained that more signatories can be added, the RFO can "create" payments and 2 signatories then log in and "authorize". The account can be "view only" so that all members can see the accounts for greater transparency. Payments are safer and quicker than by postal cheque.

Resolved: to move to online banking

Person responsible: RFO

Resolved: RFO to send copies of the invoices to the Finance Committee members prior to the next meeting.

Person responsible: RFO

12/070120 Correspondence: the correspondence was reviewed.

Agreed: The Clerk will not produce a correspondence list, but will forward relevant information to Cllrs and /or include it in the agenda and supporting documents. Paper copies are not required.

Person Responsible: Parish Clerk

13/070120 Grounds Maintenance Report: The hedge and verge cutting of Dr Jack's, Nielsen's and Thornhill Path will be brought in-house alongside the routine maintenance of the rest of the park. This would help to

keep wild flowers protected, overhanging branches dealt with, and hedge and verge cutting can be done when necessary, rather than waiting for a contractor's schedule.

The Groundsman is in contact with the contractor to start work on the area behind the pavilion, and can help with access for a kitchen flooring contractor. On behalf of himself, his wife and the arborist he thanked the outgoing Parish Clerk, Sonya Hill, for her help, advice and support over the past years.

It was noted that Jim Boyland contractor is leaving, as well as the cricket pitch and marking contractor. The Groundsman works beyond his duties and has volunteers, but he does not have a deputy. The various tasks could be combined and organised in a new way.

Resolved: To consult the Groundsman on what help is needed, review what work is required and consider options for the landscaping work.

People responsible: Cllrs Naylor, Liz Taylor and Drummond.

14/070120 Living Wage: A report from Oxford City Council was considered, and supporting this initiative means raising the minimum hourly rate to £10.02

Resolved: To participate in the 'Oxford Living Wage' accreditation scheme with immediate effect for all staff affected. .

Person responsible: Parish Clerk

15/070120 New Parking Area at the Pavilion: A quote for £4,250+VAT from Graham Honour was considered. Cllr Derek Taylor reported this is urgent, needs doing properly and is an extension to the previous contract for the car park. At the last Council meeting it was agreed to go ahead, but needed confirming as part of the published agenda tonight. There is further work to be done on the drainage which needs a survey and proposal because the football pitch has been unplayable for 2 months. The need for comparative quotes was discussed.

Resolved: To obtain quotes from Oxford Direct Services and Oxford and District Building Services, circulate and decide on a contractor by e-mail discussion.

Person responsible: Parish Clerk

16/070120 Pavilion Kitchen Floor Replacement: There is a long-term plan to replace the Pavilion, but the kitchen floor needs to useable in the meantime. The carpet tiles smell, are unsightly and difficult to clean.

Resolved: To purchase a hard wearing, waterproof floor covering from Howdens.

Person responsible: Cllr Smith.

17/070120 Firework Date for 2020: November 5th is on Thursday this year. There is concern for residents with dogs around this time. This display is run by professionals for safety reasons. If fireworks are being lit at other times the police can be called. There were unauthorised fireworks at Diwali on the playing field which was a safety concern.

a) **Resolved:** To renew the signs at the playing field to say "No fireworks" and also to change the contact details for the Parish Clerk.

Person Responsible: Parish Clerk/Groundsman

b) **Resolved:** to book Fantastic Fireworks for 14/11/20 with the option to change it to ensure it is a different date to the South Park event.

Person responsible: Parish Clerk

Cllr Purbrick left the meeting at 8.33pm

18/070120 New Parish Clerk Expenditure:

- a) **Phone:** The Parish Clerk provided 4 quotes for a mobile phone monthly contract through Vodafone for Business at £25.00 + £7.50 up front, Virgin for Business Samsung starting at £17.00, Business BT at £55.00 + £8.33 up front and Three at £36.67 plus £65.00 upfront. The option is to have a personal contract at £12.00 from Tesco or ID mobile at £15.00 or to buy a phone at £49.00 and have a pay-as-you-go bundle from £7.50 per month.
Virgin was not recommended due to poor reception, and Vodafone has better reception and service in the area.

Resolved: To arrange a Vodafone business mobile smart phone account business line.

Person responsible: Parish Clerk

- b) **Steel lockable cabinets for the paper archive:** These are quoted at £160-200.00 and two will be needed.

Agreed: Cllrs Adams, Fuller and Liz Taylor (if needed) offered to help the outgoing Parish Clerk to move equipment and papers to the Pavilion and recycling centre.

Resolved: To purchase 2 steel, fire proof cabinets to be stored at the Pavilion at a price of £200.00+VAT each plus delivery.

Person responsible: Sonya Hill.

- c) **Postal address:** Cllrs were concerned about advertising the Clerk's home address. A post-box was suggested at Council property. The Community Centre was preferred as a location to the Pavilion. Post-boxes cost £29.99 from Screwfix and £24.99 from Amazon plus delivery.

Resolved: To ask the trustees on 21/01/20 of the Community Centre if a post-box could be attached to the wall for the Parish Council.

Person responsible: Cllr Smith.

Resolved: To purchase a post-box from the cheapest provider.

Person responsible: Parish Clerk.

- d) **Training for Sage 50 accounts** via Advantage Services the workbooks cost £525.00 with no support or £716.00 with support. Classroom days cost £1480.00 at a January discount, or remote learning with tuition costs £830.00-1080.00.

QuickBooks was recommended by Cllr Amin, affirmed by Cllr Munkonge (OCC), and the RBS Rialtas package has been used previously by the new Parish Clerk. The options can be explored and the package that is easiest to work with is preferred. Cllr Adams will ask Old Marston Parish Clerk for a recommendation.

Resolved: To explore alternative software packages for accounting and obtain recommendations. To circulate suggestions and to purchase a package by e-mail agreement.

Person responsible: Parish Clerk

19/07020 Draft Parish Council Budget 2020/2021. A budget proposal was considered. Cllr Adams said that some changes need to be made to increase the PAYE in line with the Oxford Living Wage increase agreed earlier, actual spending on fireworks was included but budget sums should be rounded up. All expenditure sums would be needed with the 2018/19 budget and then a percentage increase added for the budget proposal so is not ready for approval tonight. Increases were suggested for website maintenance, room hire, training, subs, computer hardware, software support, office and computer software and a staff pension. Revenue and expenditure should be differentiated, and the actual expenditure costs to be clarified by the RFO.

Resolved: To increase the grants budget to £5,000.00 per year.

Agreed: To defer the budget for 2020/21 to the February meeting, in order to make the improvements suggested tonight.

Person responsible: Cllr Adams with the RFO.

20/070120 SLCC Membership 2020: The Society of Local Council Clerks provides support to Parish Clerks. The new Parish Clerk has benefitted from them in the past and the Oxfordshire Association for Local Councils (OALC) provides support to Councils with legal topic notes and guidance on meeting new legislation and good practice.

Resolved: To renew the subscription to the SLCC for £126.00 for 2020

Person responsible: Parish Clerk

21/070120 Any other business:

- a) Cllr Adams advised that the website hosting will cost £149+VAT from 2020
- b) Cllr Smith will pass responsibility for the Parish Council noticeboard to Cllr Merritt. Cllrs Fuller, Adams and Derek Taylor also manage a noticeboard each. It was confirmed that they cannot be used to advertise businesses.
- c) Cllr Drummond reported that the pond in the playing field has 12 inches of water in it and is concerned about the safety if it continues to fill, as it is dangerous. This will be on the agenda for the next meeting.
- d) Cllr Naylor will follow up the solicitors.
- e) Cllr Purbrick requested that the sport Pavilion cleaning is on the agenda for next month

22/070120 Next meeting: Tuesday 4th February at 7.30 pm at Risinghurst Community Centre.

The meeting closed at 9.36pm

Signed:



Date 4/2/20