

SHRIVENHAM PARISH COUNCIL

Minutes of meeting held on Monday 4th December 2017 at 7pm

Present: Cllr Richard Bartle, Chair (RB), Cllr David Pratt (DP), Cllr Olly Church (OC), Cllr Penny Hockley (Ph), Cllr Peter Saunders (PS), Cllr Julia Jones (JJ), Cllr John Lloyd (JL), Cllr Bjorn Watson (BW), Cllr Chris Hand (CH)

In Attendance: Julia Evans

County Councillor:

District Councillor: Cllr Elaine Ware

Public: None

17/223	APOLOGIES FOR ABSENCE Cllrs Clements, Jenkins, Howell and Constance sent their apologies.	Action:
17/224	DECLARATIONS OF INTEREST Cllrs Lloyd and Hockley declared an interest in agenda item 18a.	
17/225	MINUTES OF THE MEETINGS HELD ON 6th NOVEMBER 2017 Cllr Saunders proposed approving the minutes of the monthly meeting held on 6 th November 2017. Cllr Hockley seconded. Agreed unanimously. RESOLVED. The minutes were signed.	
17/226	MATTERS ARISING FROM LAST MEETING NOT ITEMISED ON THE AGENDA a) 17/205 (17/186 - 17/166 - 17/146 - 17/125 - 17/106 - 17/71 – 17/50 – 17/28 – 17/4 & 17/8 – 16/283) – Parking in the High Street. Cllr Pratt proposed setting up a working group to survey bus users. Cllr Saunders seconded. RESOLVED. Cllr Church suggests installing signs to advise people who park and ride that they should use Martens Road car park. Clerk to investigate the option of an agency agreement to enable parking restrictions on the High Street. b) 17/205 (17/186 - 17/166 – 17/146 - 17/127) – Highways Issues - The sites concerned have been assessed. Priority will be given to Highworth Road. OCC hopes to get the funding for the work included in next year's budget. c) 17/209 – Dignity at Work policy. Carried forward.	DP Clerk CLOSED Clerk
17/227	PUBLIC REPRESENTATION No members of the public present.	
17/228	COUNTY COUNCILLORS REPORT A written report was circulated and reviewed.	
17/229	DISTRICT COUNCILLORS REPORT Cllr Ware reported: Local Plan Part 2 – No strategic sites have been identified in the Western Vale. The Plan consultation period has now ended. It is anticipated that the Plan will be submitted to the Secretary of State in February 2018 with independent examination in the summer. Grants – Applications for the latest round of Capital and New Homes Bonus Grants are now being considered. Yellow Letter – Only 89% of residents has responded to this letter. It is a legal requirement and by not responding could lead to a £1,000 fine. To be publicised again. Vale4Business Awards – To recognise and reward the success of business in the Vale area we have launched the V4B Awards. There are eight categories – new business, innovation, small business, large business, social responsibility, business space of the year Employer of the Year and Business of the Year. Entries are open until 1 February.	

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	<p>Parliamentary Boundary Proposals – The deadline for comments is 11 December. There is little change proposed for the Wantage and Didcot Constituency.</p> <p>Cllr Ware was thanked for attending.</p>	
17/230	<p>CHAIRMAN’S ANNOUNCEMENTS:</p> <p>a) Cllr Bartle announced that a new Parish Council photograph was required and suggested doing this at the Parish Dinner. To be discussed again at the January meeting.</p> <p>b) Parish Dinner. The menus from Coleshill Catering and Hospitality Services were circulated and reviewed. Cllr Lloyd proposed appointing Hospitality Services. This was agreed unanimously. RESOLVED.</p> <p>c) Sale of Pennyhooks Lane. The lane is up for sale by auction on 12th December in Bristol. Cllr Bartle has taken legal advice on the title and has been informed that the vendor does not own the land. The Parish Council could serve an injunction to prevent the sale but the vendor is likely to retaliate through the courts. It was agreed that the Parish Council cannot fight the sale due to the lack of funds. Cllr Ware noted that there are other parcels of land involved. It was noted that the Vendor cannot change the use of the land but it was pointed out that ransom strips can be applied to new builds.</p>	Clerk (agenda)
17/231	<p>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND WORKING GROUPS</p> <p>a) Terms of Reference for the O&F Working Group. The revised Terms of Reference were circulated and approved. Cllr Pratt proposed adopting them. Cllr Hockley seconded. Agreed unanimously. RESOLVED.</p> <p>b) Minutes of the O&F Working Group – The minutes of the O&FWG meeting on 28th November were not available. Cllr Bartle raised the following matters which were not covered by the agenda:</p> <ol style="list-style-type: none"> 1) Software contracts. There are two pieces of Software that are paid for every year but are not used. Cancellation of these contracts is being considered. Cllr Lloyd requested that Maplink is retained, at least until the allotment map has been updated. 2) Land Registry. The Solicitor has now made all the submissions to the Land Registry. 	
17/232	<p>TO RECEIVE SUCH COMMUNICATIONS AS THE PERSON PRESIDING MAY WISH TO LAY BEFORE THE COUNCIL</p> <p>a) Website update. Clerk to circulate the link to the draft site. Approval was sought to go live at the end of the year accepting that there would be further work required. The meeting agreed to this course of action.</p>	Clerk
17/233	<p>TO RECEIVE REPORTS FROM COUNCILLORS ATTENDING MEETINGS ON BEHALF OF THE COUNCIL</p> <p>a) Report from King Alfred’s District Scouts presentation for the Stuart Rae Challenge. Cllr Hockley attended this event and reported that it was a pleasure to attend on behalf of the Parish Council to support the local scouts and their families.</p> <p>b) Report on AAA visit. Cllr Hockley attended and reported that Shrivenham PC was one of the very few councils to make a donation. The club meets on Wednesday afternoons and serves disabled youngsters in the Vale. The club used to be sponsored by the County but when funding was withdrawn Faringdon Town Council recognised the need and are now the major regular sponsor of the project. Support is also received from Rotary. It is the only such club in the Vale and is very popular. It is a very worthwhile venture.</p>	

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	<p>c) Defence Academy Liaison Meeting – Cllr Bartle attended and reported that the academy needs to make substantial savings in the next financial year and will be reviewing income generation. There is to be a large reduction of input from Cranfield. More universities will provide courses. Andi Cunningham presented a report from NAG1. Faringdon Academy of Schools reported that a meeting was required to discuss school spaces in Shrivenham and Watchfield. They also mentioned a potential merger with Eynsham Academy of schools.</p>	
17/234	<p>FINANCIAL MATTERS</p> <p>a) Finance Reports – October 2017 – The reports were presented. Cllr Saunders proposed approving them. Cllr Hand seconded. RESOLVED. The reports were signed.</p> <p>b) November Payments – Cllr Lloyd proposed ratifying the payments already made as set out at the end of the Agenda and approving the payments awaiting approval. Cllr Pratt seconded. RESOLVED.</p> <p>c) To review the second draft proposal for 2018/19 Budget – Cllr Bartle pointed out that a substantial increase in the precept was required. The reasons for the increase were discussed in detail. It was pointed out that costs have been pared back as far as possible. Cllr Saunders proposed accepting the proposed precept of £82,000. Cllr Hand seconded. Agreed unanimously. RESOLVED. Cllr Bartle to write a précis for The News to explain the increase. Cllr Lloyd suggested reiterating this toward the end of the financial year.</p>	RB
17/235	<p>PLANNING MATTERS - NEW APPLICATIONS None.</p> <p>PLANNING MATTERS – DECISIONS</p> <p>Deadline 23rd October - P17/V2662/HH - 22 Berens Road. Proposed replacement of extension and works. The Parish Council responded with no objections. Permission granted.</p> <p>Deadline 31st October - P17/V2692/HH - 7 Alexander Way. Permission for one wooden shed (Structure 1) at the Northern end of (Plot 34) and one Asgard Motorbike Shed (Structure 2) at the Southern end of the same plot. The Parish Council responded with No Objections. Permission granted.</p> <p>Deadline 31st October - P17/V2537/LB - 13 High Street. Make treatment room by adding stud partition. The Parish Council responded with No Objections. Permission granted.</p> <p>Deadline 15th November – P17/V2880/P18 – Compton Overbridge. Alterations to parapets and anti-climb works. Cllr Saunders proposed a response on No Objections. Cllr Jenkins seconded. Agreed unanimously. RESOLVED. Awaiting determination.</p> <p>Deadline 25th November – P17/V2750/O – Shrivenham Park Golf Course. Demolition of existing clubhouse. Erection of new clubhouse and extension to existing machinery store. Cllr Saunders pointed out that this was the same application that had received approval in 2005 with a condition preventing further residential development. The Parish Council responded with no objection but added some comments for consideration. Awaiting determination.</p> <p>PLANNING MATTERS – MAJOR DEVELOPMENTS</p> <p>Deadline 20th December – P17/V0800/RM – A revised plan for the Townsend Road development had been received today. Cllr Ware agreed to try and obtain an extension on consultation deadline.</p> <p>Issue with fencing adjacent to the Football Club. The fence that has</p>	EW

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	<p>been erected by the developer is not according to the agreed plans. This has been reported to the planning enforcement officer.</p> <p>Longcot Road – An archaeological survey has started. Some cables has been damaged – this has been reported to Virgin Media. Cllr Bartle noted that he had written to Thames Water but a reply had not yet been received.</p> <p>Yellow developer signs – Cllr Lloyd reported that some signs had been up for more than the permitted 6 months. Cllr Ware to ask Cllr Constance if the PC can remove them. The Clerk pointed out that generally signs could be removed if the owner of the signs was informed and the signs were not disposed of until the owner had been given an opportunity to collect them.</p>	EW
17/236	<p>LAND SURVEY</p> <p>Cllr Jones reported that she had been in touch with VWHDC and OCC and has walked around the Parish. She has identified some small parcels of land. She is going to follow up on these. Cllr Bartle allocated £20 from the Chairman's allowance for land registry searches.</p>	JJ
17/237	<p>UPDATE ON VEHICLE ACTIVATED SIGNS PROJECT</p> <p>Cllr Church reported that the VAS has been installed and the project came in under budget. He thanked Lee Turner from OCC for his help.</p>	CLOSED
17/238	<p>NEIGHBOURHOOD PLAN UPDATE</p> <p>Cllr Jones reported that the work to date has been sent to the Vale for review along with a new project plan and document structure. Current timescales indicate a referendum in the Autumn of 2018. Funding will need to be sought for the environment and character assessments. It has been agreed to approach consultants to help with this. Cllr Watson reported that he had already approached a number of consultants. Some have stated that time is too tight. At the next meeting he hopes to report that the grant has been applied for and the consultant selected. Cllr Lloyd requested a key points update at the next meeting. Cllr Watson suggested circulating the 4 completed document sections along with the new document structure and the project plan ahead of the January meeting.</p>	BW/JJ
17/239	<p>S106 FUNDING</p> <p>Cllr Hand reported that the developers of Colton Road have indicated that the remaining S106 funds are to be paid now. A meeting has been arranged with a S106 officer from the Vale on 7th December. This will discuss the Sports Pavilion project and also work required at the Memorial Hall. There are funds available for both projects. The aim of the meeting is to establish exactly what funding can be accessed for these projects. Some funding is required up front to progress the Sports Pavilion project. Cllr Hand stated that 5% of the project cost can be drawn down in order to get the project started.</p> <p>Cllr Ware asked is Sport England had been approached. Cllr Watson stated that they had been approached regarding planning. He reported that the Pre-Application advice from the Vale was positive, but the site and materials will need some consideration.</p> <p>Cllr Hand reported that a meeting is to be arranged with Abi Brown in the new year to consider potential Community Art projects. He also reported that there is money available for the play area and the MUGA.</p>	CH
17/240	<p>REPORT ON ENVIRONMENTAL MATTERS</p> <p>a) Allotment clear up. Cllr Lloyd reported that vacant plots have rubbish on them which needs to be cleared. He requested £50 to clear the rubbish from the plots which will then need to be collected and disposed</p>	Clerk(agenda)

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	of. To be carried forward to the January meeting. b) Bus Shelter cleaning. £60 per shelter for a deep clean has been included in our localities grant bid. c) Trading Standards. Stickers have been distributed to Colton Road and Highworth Road. Cllr Lloyd also suggested that new signs be installed.	
17/241	COMMUNITY EMERGENCY PLAN Cllr Lloyd that he had attended a workshop on 20 th November. He reported that it was a very good and positive presentation. He now has everything he needs to draft the emergency plan. The target completion date is the end of this financial year.	JL
17/242	ANY OTHER BUSINESS TO BE ADDED TO NEXT MONTHS AGENDA. Cllr Hockley reported that she had contacted the CoOp about the dripping gutter and the potential for ice on the pavement. They have agreed to deal with this. No action arising.	
17/243	DATE OF NEXT MEETING Tuesday 2 nd January at 7pm	

The meeting closed at 8.35pm