



WOOTTON
PARISH COUNCIL
Minutes

*Minutes of the meeting of Wootton (Abingdon) Parish Council
held on 2nd April 2019 at 7:30pm at the Wootton and Dry Sandford Community Centre.*

Present:

Councillors Ludlow (Chair), Bristow, Brockliss, Langley, Manning, Raynor, Shaw, Werrell, Westell and White

1. To receive apologies for absence

None

2. To receive any Declarations of Interest from Councillors relating to items on the Agenda

Cllr White has notified the Clerk of his Personal Interest in planning application

3. Reports from District and County Councillors

None

4. To facilitate public participation with regard to items on the agenda

None

5. To confirm the Minutes of the previous meeting of 5th March 2019.

a. The Following amendments were made:

(1a) It was noted that Cllr Johnston paid tribute to Cllr Alex Parker for her dedicated service over many years to the Community up until her death in February.

(5b) The Footpath Wardens are to attend a Footpath Warden's Conference at the Community Centre.

6. To record any updates on progress in the following areas and determine actions required:

a. Community Centre update – Cllr Brockliss

Cllr Brockliss updated WPC on the situation with the Pre-school fence extension. WPC RESOLVED to express support for the 2-panel extension to the Pre-School Garden. It was also noted that an alteration to the fence outside F2 was required for safeguarding reasons.

It was RESOLVED to approach the Community Centre Board about renting the Police Office as a Parish Office.

b. Hedges and footpaths - Cllrs Langley/ Shaw

The Footpath Wardens attended the Path Warden's Conference held at the Community Centre and found the event useful and informative. The Rambler's have subsequently fixed one of the stiles between Orchard Lane and Old Boards Hill Road. The Ramblers are arranging a working party to manage the overgrowth on the path along the side of the reservoir.

It was noted that Landowners are responsible for maintaining stiles. The Clerk should be notified of any issues and contact the Landowners. If the repair is not actioned, the Clerk should then contact the County Council who will arrange for the work to be done and the Landowner will be billed.

It was agreed that Cllr Langley would cover the paths of the lower parts of the Village and Cllr Shaw would cover the Boars Hill area.

c. Highways and Expressway– Cllr Brockliss

The position of WPC in regard to the Cambridge Expressway was discussed and it was agreed that the Parish Council are not opposed to the road based on the current information and subject to the proposed route.

d. Playgrounds – Cllr Bristow/Ludlow

The playground at the Community Park is now complete and awaiting the approval of the inspector so that it can be opened.

It was RESOLVED to purchase a memorial bench and plaque and a tree in memory of Alex Parker.

e. Joint Neighbourhood Plan Update

A meeting will be held with the examiner on 3rd April 2019 and the NPSG will push for the publication of the Plan without delay.

f. Vale of White Horse District Council Local Plan Update

A response has been sent in response to the Local Plan to keep Shippon in the Green Belt.

7. Finance and administration/governance

a. To consider and approve invoices for payment itemised on the Payment Schedule

The payment Schedule was approved:



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Chq no	Details	Analysis	Inv Amt
DD Mar-1	Bank Charges	Bank Charges	-£ 11.25
DD Mar-2	Pension	Staff Costs	-£ 14.79
102308	litter picking & bridleway cutting	Litter Picking	-£ 326.36
102309	Playpark ground maintenance	Children's Play Area - Maintenance	-£ 292.34
102310	NPSG Minutes	Neighbourhood Plan - Out	-£ 90.00
102311	Dog Bin	Dog Bin Maintenance/Waste	-£ 83.42
102312	NI	Staff Costs	-£ 50.04
102313	Expenses	Clerk Expenses	-£ 100.00
102315	Pay	Staff Costs	-£ 814.33
102316	WADS Pre-school Grant	Grants and Donations	-£ 300.00
102317	South and Vale Carers	Grants and Donations	-£ 200.00
122318	South and Vale Citizens Advice	Grants and Donations	-£ 600.00
102319	Oxford Association for the Blind	Grants and Donations	-£ 100.00
112320	Junior Citizen's Trust	Grants and Donations	-£ 50.00
DD Apr-1	Bank Charges	Bank Charges	-£ 10.25

b. To review payments made between meetings as listed on the Payment Schedule

None

c. To formally record the appointment of the new clerk

It was RESOLVED to record the appointment of Mrs W Quigley as the Parish Clerk from 1st September 2018.

d. To formally adopt the contracts for grass cutting and litter picking

It was RESOLVED to adopt the contracts for Damien Wiskin to maintain the grounds at the Community Park and Village Green and for S T Grounds Maintenance to cut the grass on the Bridleway alongside the Community Centre Playing Field and to do the litter picking along the B4017 and in the Community Centre Car Park.

e. To consider applications for Grants

It was noted that the Vicar has asked the PCC Treasurer to supply accounts to WPC for consideration of the grant to help with the maintenance of the Churchyard.

f. To review and approve the Asset Register

It was agreed to review this at the May meeting.

g. To review and approve the revised Standing Orders, Financial Regulation and Code of Conduct

A working party was formed to review the Standing Orders and Code of Conduct ahead of the May meeting. The F&GP Committee is to review the FR's ahead of the May meeting.

h. To review the Internal Audit

The Internal Audit report was received and it was RESOLVED to approve the report.

The following items from the report were noted:

- The expenditure is published in the minutes.
- The responsibilities of Councillors are recorded in the APCM minutes
- A link will be added to the WPC website to the Register of Members' Interests held by the Vale of White Horse DC.

i. To agree SLCC membership

It was RESOLVED to join the SLCC

8. To adopt the policy for Casual Vacancies

The co-option policy is to be reviewed by the working party alongside the SO's and Code of Conduct ahead of May's meeting.

9. To review and note communications received

None

10. Planning Applications

- a. To consider all recent applications received from Vale of White Horse District Council on the attached schedule and any other planning applications received between the circulation of this agenda and the meeting

Date Registered	Reference	Location	Description	Comments/Decision
07-Mar-19	P19/V0591/HH	Elm Close Cottage Old Boars Hill Oxford OX1 5JJ	New Double Garage	Concerns over size of building noted
13-Mar-19	P19/V0635/HH	25A Home Close Wootton Abingdon OX13 6DB	Conversion of Roof Space to create 2 bedrooms and Bathroom Small Ground Floor Extension to create Playroom	Concerns of neighbour at 25 Home Close regards the windows on the rear elevation noted.
15-Mar-19	P19/V0658/HH	Old Bakery House 45 Wootton Village Boars Hill OX1 5PH	Convert residential store building into granny annex / studio flat	No objections, but concerns over parking provision noted.

- b. To note Decisions of the Local Planning Authority

Date	Reference	Location	Description	Decision
10-Dec-18	P18/V2959/HH	Winterbourne 57 Wootton Village Boars Hill Oxfordshire OX1 5HP	Retrospective application for variation of condition 2 (approved plans) and 7 (windows) of application P16/V0880/HH for change of position of garage and changes to gable window. Erection of a detached double garage.	Planning Permission
09-Jan-19	P18/V3112/FUL	Heron Wood Jarn Way Boars Hill Oxford OX1 5JF	Replacement dwelling with extended drive to provide rear parking	Planning Permission
24-Jan-19	P19/V0082/FUL	67 Home Close Wootton Abingdon OX13 6DD	Part existing dwelling to be demolished and erection of detached chalet-style dwelling with access, parking and amenity space	Planning Permission
24-Jan-19	P19/V0093/HH	184 Cumnor Road Boars Hill Oxford OX1 5JS	Amendments to roof and erection of rear extensions to provide additional bedroom and living spaces. Replace existing garage and storage building with new garage/store/utility.	Planning Permission
07-Jan-19	P19/V0210/LDP	149 Cumnor Road Boars Hill Oxford Oxfordshire OX1 5JS	Demolish existing rear conservatory. Formation of habitable room in roof space with rear dormer and gable build up	Certificate of Lawful Use or Development
18-Feb-19	P19/V0427/DIS	New Haven Old Boars Hill Oxford OX1 5JJ	Discharge on condition 5- tree protection on application P18/V1457/FUL. Demolition of existing bungalow; erection of a replacement dwelling including additional volume as P17/V2392/HH and P18/V0349/PDH	DIS Details Agreed

11. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 25th April 2019.



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- 12. Date of next meeting** – To confirm that the next meeting of the Council will be the APCM to be held on 7th May 2019 at 7:30pm at the Wootton and Dry Sandford Community Centre.
The Annual Parish Meeting will be held at 7pm on the 7th May at the Wootton and Dry Sandford Community Centre

DRAFT

Payment Schedule
May-19

Minutes	Chq no	Details	Inv Amt	
May-19	102321	Clerk's Year - Training	£	102.00
May-19	102322	Meeting Room Hire	£	78.00
May-19	102323	NPSG Meeting	£	45.00
May-19	102324	Staff Costs	£	847.56
May-19	102325	bal 7713 plus inv 7909	£	8,511.60
May-19	102326	Playpark Maintenance	£	292.34
May-19	102327	Grass Cutting and Litter Picking	£	529.00
May-19	102328	Clerk's Expenses	£	129.25
May-19	BAR-APR	bank charges	£	12.90
May-19	NES-APR	Employers Pension Contribution	£	11.10

Checked by.....

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