



**Minutes of the meeting of Wootton (Abingdon) Parish Council  
on Tuesday 3<sup>rd</sup> May 2022 at 7.30pm  
in F1 of the Wootton and Dry Sandford Community Centre**

**Councillors Present:**

Councillors Bristow, Brockliss (Chair), Foster, Manning, Morgan, Parker, Pethick, Werrell

**Councillors Absent:**

Clifton, Shaw

**1. Election of Chair.**

- a. It was RESOLVED to elect Ian Bristow as Chairman
- b. The Chairman signed the Declaration of Office Form

**2. Election of Vice Chairman**

- a. It was RESOLVED to elect Laurence Brockliss as the Vice Chairman for the forthcoming year

**3. To receive apologies for absence**

- a. Cllr Clifton

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

None

**5. To receive reports from District and County Councillors**

**a. Cty Cllr Bob Johnston**

- i. Wootton to Abingdon Cycle Path. Broad support for this across all layers of local government. The bid by Cllr Johnston for £30K of funding for a feasibility study has been granted. It looks as though the cost of the Path will be £4 and £5 million.
- ii. Lodge Hill, still has not had a final decision. Assumes construction will start in autumn. 900 houses North Oxford can't proceed without this construction.
- iii. Grass cutting. If looking for satisfactory firm, talk to Kennington PC.

**b. District Cllr Val Shaw**

- i. Not present.

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

- a. None.

**7. To confirm the Minutes of the previous meeting *and any committee meetings held.***

It was RESOLVED to approve the minutes of the meeting of 5<sup>th</sup> April 2022.

**8. To review the current committee and group structure and to agree the allocation of areas of responsibility to each Councillor;**

- a. It was RESOLVED that any group which did not meet during the past year or more, be disbanded and in place of this Councillors are assigned to one or more areas of responsibility within the Parish. The Art Group was to be maintained.

Group	Lead	Members
Art Project	Manning	Parker Morgan

**9. To appoint members to committees including the election of a Chairman or lead Councillor:**

It is proposed that the following Committees continue with their existing terms of reference:

Committee	Min no*	meetings	Chair	Members
Parish Land Committee	4	2	Morgan	Bristow Clifton Parker
Finance and General Purposes	4		Bristow	Brockliss

Committee (including Parish Plan)				Foster Morgan Werrell
Personnel (Sub-Committee of F&GP)	3		Bristow	Foster Werrell
Planning Committee	4		Bristow	Brockliss Manning Pethick Werrell

#### 10. To agree individual Councillor Responsibilities:

i. Community Centre Liaison	Cllr Parker
ii. Community Park Overview	Cllrs Morgan & Clifton
iii. Cricket Club Liaison	Cllr Parker
iv. Defibrillators – checking & reporting	Cllr Manning
v. Transport – busses & bus stops	Cllr Pethick
vi. Emergency Planning	Cllr Brockliss
vii. Highways including SID sign overview & verges	Cllr Foster
viii. Footpaths	Cllr Shaw
ix. Bridleways	Cllr Manning
x. Neighbourhood Plan	Cllr Brockliss
xi. Website	Cllr Bristow
xii. Events incl Christmas Lights & Annual Parish Meeting	Cllr Pethick
xiii. Biodiversity & Climate	Cllr Bristow

#### 11. Finance and administration/governance

- a. It was RESOLVED to accept the Internal Audit report and the recommendations were noted. Finance and General Purposes Committee to meet to review reserves.
- b. It was RESOLVED to accept the 2021/22 Accounts.
- c. Section 1 of the Annual Governance and Accountability Return (AGAR) was completed and duly signed.
- d. Section 2 of the Annual Governance and Accountability Return (AGAR) was completed and duly signed.  
The dates for the Notice of Public Rights to run from 6<sup>th</sup> June 2022 to 15<sup>th</sup> July 2022 were NOTED.
- e. The redaction of signatures on the AGAR and other documents on the website was APPROVED.
- f. A separate copy of the Asset Register was requested for Councillors to check items and report back at the next Parish Council Meeting.
- g. It was RESOLVED to approve the Risk Assessment
- h. The insurance renewal which is in year 2 of a 3-year agreement was NOTED.
- i. It was RESOLVED to agree the subscription to the Oxfordshire Neighbourhood Plans Alliance at £50
- j. To consider and approve invoices for payment and to review payments made since the last meeting as itemised on the Payment Schedule

Ref no	Details	Payment Total
P437	Simply Waste - Rubbish Collection	£ 27.48
P438	Staff Salaries	
P439	Clerk's Expenses	£ 97.89
P440	LGPS - Pension Costs	£ 333.36
P441	SSE Cricket Club Electricity	£ 56.80
P442	WGM - Park & Village Green Maintenance	£ 396.00
P443	Wenn Townsend Payroll Fees	£ 852.00
P444	Oxfordshire Neighbourhood Plan Alliance	£ 50.00
P445	BHIB Insurance	£ 1,271.84
P446	O2 Telephone	£ 14.94

P447	WGM - Highways Verges	£	960.00
P448	Biffa Waste Collection	£	30.25
P449	Jane Olds - Internal Audit	£	230.00
P450	Castle Water Additional Charges	£	240.90

k. To note any receipts

Receipt Date	Details	Amount
08/04/2022	VoWH DC Precept 1st Half	£ 32,000.00
27/04/2022	VOWH DC CIL	£ 6,054.05

l. To consider any grant applications received – none.

**12. It was RESOLVED to plant the Jubilee Hornbeam Tree** received from Frosts Garden Centre at Millets on the grass triangle outside the Community Park together with a plaque and round seat.

**13. To receive updates on the action points from previous minutes which do not require further decision.**

Minute Ref:	Description:	Status:
2021-06-8a	Bus Shelter Refurbishment	Clerk has instructed D Foulks – still waiting for second one to be done
2021-07-7bii	Obtain quote for wilding	Update from Cllr Parker
2021-07-10	Purchase two additional bins	Further information provided to OPT No response. Clerk meeting with OPT in May
2021-08-13	Cllr Bristow investigating EV charging	No update
2022-21:8	Inclusion of piece in newsletter about rights of way	Complete
2022-1: 8cii	Community Park Repairs – Weed treatment on mound	Clerk – once weather is warmer
2022-1: 8civ	Community Park Repairs – Grip tape for wood	Cllr Morgan – June Agenda
2022-2:7ci	Ditch to be dug out	ODS contacted. Will tie into road repair works.
2022-2: 9	Trees for Community Park	Cllr Clifton
2022-2: 10	Liaise with Church over Operation London Bridge	Order condolence book
2022-2: 11	Apply for Climate Funding for wilding in Park	Clerk - Complete
2022-03 8cii	Table Tennis Grant	Clerk – awaiting details from M Varnom.
2022-03 8ciii	Litter Picking Equipment	Clerk/Brockliss – awaiting delivery

**14. To receive updates in the following areas:**

- a. Footpaths and Bridleways - Cllrs Shaw/Manning
- b. Road Safety and Speeding – Cllr Foster
  - i. Speed sign needs to be re-activated and moved.
- c. Community Park – Cllr Morgan
- d. Community Centre – Cllr Parker
- e. Art Project – The Art Group
  - i. Contract has been provided to Diana Bell but not signed.

**15. 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

Reference	Location	Description	Comments/ Decision
<a href="#">P22/V09 18/HH</a>	16 Manor Road Wootton Abingdon OX13 6DG	Single storey rear extension. Shallow pitch roof over with roofing tiles to match existing. Insertion of 4 Velux or similar rooflights and Including P21/V1385/HH garage conversion to ancillary accommodation to the main house	No objections

<a href="#">P22/V10 36/HH</a>	Oakline The Ridgeway Boars Hill Oxford OX1 5EZ	Proposed erection of an oak and timber framed garage/car port.	No objections
<a href="#">P22/V09 18/HH</a>	16 Manor Road Wootton Abingdon OX13 6DG	Single storey rear extension. Shallow pitch roof over with roofing tiles to match existing. Insertion of 4 Velux or similar rooflights and Including P21/V1385/HH garage conversion to ancillary accommodation to the main house	No objections

b. *To note Decisions of the Local Planning Authority*

<b>Refere nce</b>	<b>Location</b>	<b>Description</b>	<b>Comments/ Decision</b>
<a href="#">P21/V34 39/HH</a>	Pleasant Land The Ridgeway Boars Hill Oxford OX1 5EY	Proposed new metal shed located next to some existing garages. (As amended by location plan received 23rd February 2022.)	Planning Permission
<a href="#">P22/V01 00/HH</a>	2 Hawkins Way Wootton Abingdon OX13 6LB	Extension of existing dropped kerb to allow parking on recently block paved front.	Planning Permission
<a href="#">P22/V01 03/HH</a>	Blagrove Lodge Fox Lane Wootton OX13 6DE	Erection of a ancillary domestic building for the storage of logs	Planning Permission

Concerns over Swimming Pool being built on Cumnor Road were raised as to whether there is planning permission. This will be checked.

**16. To review and note communications received and to consider any responses if required.**

a. None

**17. Items for information only**

a. None

**18. Date of next meeting** – To confirm that the next meeting of the Council will be on 7<sup>th</sup> June 2022 at 7:30pm in F1 of Wootton and Dry Sandford Community Centre.

All items for the next agenda to be submitted to the Clerk by Wednesday 25<sup>th</sup> May 2022.

Chairman.....

Date.....