

SWALCLIFFE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING OF 14th JANUARY 2019 AT 7.30PM IN SWALCLIFFE VILLAGE HALL

Councillors Present

Neil Urquhart (NU), Chairperson
Ben Benson (BB)
Ken Hodkinson (KH)
Lee McCallum (LMc)
Ryan Smith (RS)
Victoria Taylor (VT)
Christine Coles - Parish Clerk and two villagers

19/01. Apologies

Cllr Woolston (work)

19/02. Declarations of Interest

Cllr Smith declared an interest in the financial payment for the Christmas party.

19/03. To approve the minutes of the meeting held on 22nd November 2018

The minutes of the meeting were approved and signed as a true record.

19/04. Public participation session

There was nothing to discuss.

19/05. To note any matters arising from the minutes not included on this agenda for report only

Speedwatch - There was no further update.

Brick Row Culvert - This is ongoing.

Grass cutting contract from OCC – The new contract was received after the agenda had been issued and will be discussed at the next meeting.

19/06. To receive an update on the Swalcliffe Woodland Play Park

Mr Foley gave the following update:

- A page announcement update on the Woodlands project will appear in the February 2019 edition of "The Link".
- On Monday 7th January there was a full Management updating meeting that was also attended by Neil Urquhart and Tom Woolston on behalf of the SPC. The principle points on the Agenda were to: Update Playdale situation, CCTV Cameras, re-instating the wall beside the gate, signage, the website, the pathway, opening and a finance update.

Playdale Equipment update

- The play equipment has not been fully installed by Playdale. One damaged swing seat is to be replaced by them. Playdale will inform the Health and Safety Inspector when David McLindon is satisfied that all outstanding finishing jobs are completed. Until there is formal approval from the Inspector, the Woodland area will not be covered by SPC Insurance and therefore not open for public use.

CCTV Cameras

- The Management Committee will install CCTV Cameras.

Re-instating the boundary wall

- Work has now started on re-instating and making good the wall around the wooden gate entrance.

Signage

- The Management Committee has undertaken to commission various signage boards and install support posts. Signs will include No Dogs Allowed/Information/What trees and plants/Main Sponsors Board/ Lookup-Look down-Look under Boards.

Website

- This is in hand.

The pathway

- CDC gave approval one year ago for the pathway but then OCC asked for a commissioning payment of £1500.00. A site meeting took place last Friday afternoon 8th January with the Parish Clerk, David McLindon and Louise Wilson of Oxfordshire Highways. Louise totally agreed that Highways has failed in its understanding and apologised for the miscommunication by the Department. In recompense Louise agreed to refund the £110.00 original fee and gave an approval to the works without further costs or submissions. A vote of thanks was given to the Parish Clerk and David McLindon.
- Churchill (the contractors) will install the pathway and start work on Monday 4th February. It will take about a week to complete.

Opening Dates

- It was agreed at the last Management meeting that **Tuesday 12th March** will be the Official Opening day. VIP's, Sponsors, Contractors and Supporters will be invited to the Opening that will start at 11am. Swalcliffe Park School has offered to accommodate the catering and reception. The Marketing Committee is handling the event. SPC Councillors will be invited.

Official Public Opening

- It was agreed that the Official Public opening will take place on **Saturday 30th March**. This event will tie into the **"Spring into Swalcliffe"** Village event.

Finance

- It was agreed that three members of the Management Committee will meet with Christine to agree the financial situation to date.
- Tesco's have agreed to pay the donation of £1000 into the Bank Account.
- Thanks was given to Colin Hill for his kind donation from the last Swalcliffe Concert.
- Tadmerton PC have agreed to donate £250 following the presentation to their PC on Monday 3rd December.

Action at the Site

- There has been planting in the Spring/Grass seeding/Nettle and glass clearing.
- Planting of the Hawthorn Bushes took place on Saturday 8th December.
- There are a least four people who have expressed a wish to purchase Bird Boxes /Bugs Hotels/Owl Bores Bird Boxes and even a Bench or two.

AOB

- Work is underway to finalise the 25 year Lease.

19/07. A reminder by the Parish Clerk on protocols for Parish Councillors

The Parish Clerk reminded Councillors of general housekeeping rules. Councillors are to give a reason when giving apologies; agenda items must be notified to the Clerk in advance and should be specific in detail; financial matters or approval should be circulated before a meeting; Register of Interests forms are to be kept updated and it is up to each Councillor to check their own and advise the Clerk of any amendments. They are live documents and on the Cherwell District Council website.

Action: The Parish Clerk to get clear guidance on when to declare interests and leave the room.

19/08. To discuss improvements to the village hall

This matter was brought forward from the last meeting as quotes were circulated to replace the heating system which is old and out of date. From the floor Mrs Foley asked the Parish Council where they saw the Village Hall going into the future as it is not fit for purpose. Income received in 2018 was £3K and this money has come from regular hirers and village bookings. The hall could be promoted more if there was adequate heating. It was agreed the village hall is an asset and needed. There may be grant opportunities to look into and this could be the time to look at other improvements that need doing such as updating the kitchen area.

Action: Cllr Taylor to suggest a date for meeting to write up a wish list for funding. The detail can be presented at the Annual Parish Meeting in April.

19/09. To receive a presentation on social media

Cllr McCallum spoke about social media. Facebook already exists and works although it could be improved. Cllr McCallum has set up an Instagram page. It is mainly used for sharing photos. It was agreed that local businesses can advertise on Facebook but they have to advertise in the Link too. It was agreed to trial a Parish Council Whats App group.

Action: The Parish Clerk to set the group up.

19/10. To receive an update on the village map

The Chair has created a draft village map. It was agreed to add key locations such as the defibrillator and new Woodland Play Area to it. CDC have limited time funds to help with the design of the map. The Chair has subscribed to OS Public Sector Mapping which is a useful general facility. Councillors are to decide how to take this forward.

19/11. To receive an update on the garage lease

The lease has now been finalised and signed by all tenants. The Chair has put together a summary of key emails and history which will be stored in the filing cabinet in the village hall. All the rent has been paid. The outstanding easement for Mountside, Main Road will be discussed at the next meeting.

19/12. Financial Report

The following payments were approved under statutory powers:

- £110.00 to OCC Highways (path for new play area) * This will be refunded by OCC.
- £200.00 to Alison Smith (Christmas party for children)
- £1464.60 to Cherwell Fencing Ltd (fencing for new play area)
- £1832.40 to 4th Corner Ltd (bark for play area)
- £25.20 to ABC Advertising Partners Ltd (website)
- £498.75 to Hornton Parish Council (part purchase of Speedwatch equipment)
- £814.26 to Came & Company (insurance)

To set the precept for 2019/20

The Chair had circulated a draft budget sheet prior to the meeting. Estimated income for the coming year is £9244.00 and estimated spend is £7435.00. It was agreed to increase the precept by £200.00 to £7436.00.

Action: The Parish Clerk to notify CDC.

19/13. To receive an update on Planning

- 18/00304/TCA, Fell 1 Cyprus at St Peter and St Pauls Church, No further comments or objections.
- 18/00328/TCA, Tree work at Swalcliffe Park School. No further comments or objections.
- 18/02102/F, Single storey front extension comprising a new garage and covered ramped entrance porch, front garden enclosure and permeable tarmac drive at Park House, Park Lane. No objections.

19/14. To receive the following correspondence:

The following correspondence was received and circulated:

- OCC, North Area Operations Local Contacts
- Citizens Advice Bureau, Donation request

19/15. Councillors' Reports

A complaint has been received about vehicles leaving the school and not checking for oncoming traffic. Cllr Smith to raise the issue with the school.

One of the VAS batteries is out of charge. It was agreed the Parish Clerk should order two new batteries.

A complaint had been received about the highway patching which took place outside the pub. The work was of a poor standard and there were cars parked and in the way. The Parish Clerk to raise with Highways.

The wall at the Sibford crossroads has collapsed. The Parish Clerk to report to Sibford Ferris PC.

The poor condition of the Gated Road was noted. The Parish Clerk to report to Highways.

There being no other business the meeting closed at 10.00pm.

DRAFT