



# Gosford and Water Eaton Parish Council

Meeting held at Exeter Hall, Kidlington  
on Tuesday 8<sup>th</sup> January 2019 at 7.00pm

## **MINUTES OF THE MEETING**

**Councillors Present** - Cllr C Stayt (Vice Chairman – Chair for this meeting), Cllr C Matheson, Cllr N Prestidge, Cllr M Smith, Cllr S Wilson-Higgins

**Also in Attendance** – Clerk to the Council (K East)

**To receive apologies for absence** – Cllr M Billington and Cllr E Walton were not present.

**19/374 Declarations of interest:-** none

**19/375 To confirm the minutes of the Gosford and Water Eaton Parish Council (GWEPC) meeting held on 4th December 2018:-**It was **RESOLVED** that the minutes were signed as a true record.

**19/378 Matters Arising from the minutes of 4 December 2018:-**

(19/378.01) The clerk has spoken to Highways regarding the yellow lines on Water Eaton Lane. They do not seem to be completed correctly but Highways believe they are. The clerk and Cllr Walton will take photographs and resubmit to Highways for investigation. The lines should be 'No waiting at any time' (double-yellow lines) on both sides from its junction with Bicester Road south-eastwards for 25 metres, and then, b) 'No Waiting Monday to Friday 9am to 5pm' (single-yellow lines) on both sides of the road for a further 355 metres. Cllr Prestidge will bring this up with Highways too. **AP. Cllr Walton / Clerk / Cllr N Prestidge**

(19/378.02) The clerk has requested a quote from Playground Supplies for a new surface at Bramley Close. We should have this after the February risk assessment inspection. This action is carried forward as ongoing. **AP. Clerk**

(19/378.03) No text has been submitted to Kidlington News yet. The clerk will take this action from Cllr Walton to move this forward to ensure text goes in the March issue as February deadline has been missed. This action is carried forward. **AP. Clerk**

(19/378.04) There is no update regarding the progress of the parish council newsletter as Cllr Walton is not present at this meeting. This action is carried forward. **AP. Cllr E Walton**

(19/378.05) There is no update regarding the sunken gully on Water Eaton Lane. Cllr Prestidge will bring this up with Highways. **AP. Cllr Prestidge**

**19/379 To consider the Clerk's Report and agree actions:-** The report was received and discussed by Councillors.

(19/379.01) Correspondence received from Mr Makepeace, this has been noted and forwarded to Thames Valley Police.



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(19/379.02) It was agreed to add the website weblink to Kidlington News to raise awareness of the website. **AP. Clerk**

(19/379.03) Courses with OALC have been circulated. At the moment there is no planning course available. Cllr Stayt recommended the Roles and Responsibilities for Councillors and Clerks course. If anyone would like to book on they should notify the clerk.

(19/379.04) To note dates of the next Gosford and Water Eaton Parish Council meetings:-

- Finance committee meeting 22nd Jan – 7pm Exeter Hall (Precept plan) – confirmed
- Full Council monthly regular meetings – **confirmed dates are below**, meeting rooms are booked (Exeter Hall – 7pm – All Tuesday meetings)

5th February 2019

5th March 2019

2nd April 2019

7th May 2019

4th June 2019

2nd July 2019

6th August (if required)

3rd September 2019

1st October 2019

5th November 2019

3rd December 2019

- Proposed dates for meetings. The clerk proposed the following dates for meetings:-

Recreation Committee meeting – 23 / 29th January 7pm

Placeholders for ad/hoc committee meetings – 20<sup>th</sup> February, 19 Mar, 16 April 2019

Placeholder for Annual Parish Meeting (APM): 14th May 2019

It was **agreed** to confirm the date of the recreational committee meeting as 23<sup>rd</sup> January 2019 to be held at Exeter Hall and it was **RESOLVED** that the Annual Parish Meeting will be held on 14<sup>th</sup> May. **AP. The clerk will book a meeting room for the APM at Edward Feild School.**

**It was agreed to confirm an interim planning meeting for council to discuss the inspectorate on 20<sup>th</sup> February 2019 – 7pm – Exeter Hall.**

## **19/380 Finance:-**

(19/380.01) To approve payment of cheques – It was **RESOLVED** to pay the accounts as presented in below:

Clerk expenses Nov £34.80 (home office, printing) – cheque number 102321

OALC – clerk courses - £366 – cheque number 102318

Kidlington Parish Council - £260 – Meeting room hire for 2019 – cheque number 102319

Kidlington Parish Council £20 – recharge for remembrance Sunday wreath – cheque number 102320

RFO charges Nov and Dec 2018 - £200 – cheque number 102322

Oxfordshire CC – Rental for recreational area at Cromwell way – Oct 16 to 30/9/19 (arrears and advance) - £2,100 – cheque number 102323

Moore Stephens – audit charges - £288 – cheque number 102324

Playground Supplies – park checks Dec - £60.00 – cheque number 102325



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Clerk expenses Dec - £33 (home office, printing) – cheque number 102326

Ady Podbury – grass cutting £117 – cheque number 102327

Zurich Annual insurance - £1215.44 – cheque number 102328

RFO Charges January 2019 - £100.00 – cheque number 102329

(19/380.02) Councillors were disappointed with the way KPC handled handover of the payroll. GWEPC need to approve bringing payroll in house at Gosford and Water Eaton Parish Council from January 2019. It was **RESOLVED** that the parish council agrees to bring payroll in house with effect from January 2019. It was also **RESOLVED** that the parish council agrees that any member of staff on the GWEPC payroll has access to the pension scheme **AP. The clerk will advise the RFO to move this forward transferring the payroll, pension etc. across from Kidlington Parish Council.**

(19/380.03) To approve the clerks new contract under Gosford and Water Eaton Parish Council. It was **RESOLVED** to TUPE Karen East contract, with continuous service from KPC from 1st January 2019 **AP. Clerk to finalise with RFO.**

(19/380.04) To discuss the expenses policy – It should be noted that the RFO would like the budget capped per expense and that a reasonable amount be requested in the budget. The RFO notes that circa £1,000 would be considered generous for a council of this size. Councillors discussed the expenses policy and agreed it should cover only allowable expenses such as mileage, travelling costs, reimbursements of essential stationary costs (with receipts). It was **agreed** that the expenses policy (primarily for mileage) will be adopted by GWEPC subject to the detail being finalised and at a cap of £500 per annum for the whole council (not per Councillor). This will be suggested to be added to the budget as a new line from April 1<sup>st</sup> 2019 at the next finance committee meeting. The clerk will advise the RFO of this and will finalise the expenses policy and will circulate to Councillors for approval of the detail at the February full council meeting. **AP. Clerk**

(19/380.04) The bank mandate needs updating. Councillors are asked to complete the paperwork to ensure several signatories are available. **AP. ALL Councillors. Cllr C Matheson will phone Barclays to initiate the process.**

## **19/390 Planning matters:-**

(19/390.01) No planning applications were submitted to us from CDC in this period.

(19/390.01) To note and consider the Cherwell Local Plan Examination - Cherwell District Council's Local Plan (Part 1) Partial Review. The Planning Inspector; Mr Paul Griffiths BSc (Hons) BArch IHBC will reconvene Hearing Sessions at 09.30am on Tuesday 5th February 2019 within the Council Chamber of Cherwell District Council Offices, Bodicote House, White Post Road, Bodicote, Banbury, OX15 4AA.

It was agreed that GWEPC will not pay for anyone to attend (i.e. a planning inspector / legal representative) as the council cannot afford to support this as a small parish. **AP. The clerk will ask Ian Kemp for a detailed agenda and will confirm we will send a written statement to the hearing. The clerk will attend some of this as a member of the public (non spoken) representative. Cllr C Matheson will also attend some of this. Cllr S Wilson-Higgins will collate a written statement from the Parish Council and will draft it to Councillors for comments. The clerk will submit this by 23<sup>rd</sup> January 2019. AP Cllr S Wilson-Higgins.**



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## 19/391 To receive reports from Councillors representing the Council on outside bodies and meetings:-

(19/391.01) Cllr M Billington's report was circulated via email. There were no additional comments.

(19/391.02) Cllr N Prestidge reported that the churned up verge on the Gosford Link Road has been escalated. The builders / resident have been spoken to be Oxford County Council. Anti Social behaviour enforcement at CDC have also been advised and will visit the resident concerned.

(19/391.03) Cllr N Prestidge reported that the trees on the Gosford Link road will be replaced this week.

(19/391.04) Cllr N Prestidge attended a sports provision meeting and has proposed informally that CDC take over the Stratfield Brake facility ongoing. Cllr Prestidge will keep bringing this up.

## 19/392 Any other business:-

(19/392.01) Cllr M Smith noted that the developers (Barwood) have annexed some of the gardens on Water Eaton Lane within the building boundary.

(19/392.02) The clerk noted that Barwood developers can attend a future meeting. The clerk will invite Barwood developers to the April meeting for an update. **AP. The clerk will also contact Savills and Turnberry (alternative developer) to attend a future meeting. AP. Cllr Prestidge to send Turnberry (Frieze Farm developers) contact details to the clerk. Cllr S Wilson-Higgins to send Savills contact details to the clerk.**

(19/392.03) Cllr M Smith does not want to have the minutes of the meeting on the website before approval or the clerks report. The clerk advised that for freedom of information act we do have to publish this data.

*The meeting closed at 20.25*

### Action Points summary

<u>Action</u>	<u>Who</u>	<u>By When / Status</u>
<b>Book a meeting room for the APM (14<sup>th</sup> May)</b>	Clerk	
<b>Chase highways re the yellow lines on Water Eaton Lane. Photographs to be sent to Highways.</b>	Clerk / Cllr Prestidge / Cllr Walton	Carried forward from Dec 2018 meeting
<b>The clerk will advise the RFO to move bringing payroll in house forward transferring the payroll, pension etc. across</b>	Clerk / RFO	Urgent action



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from Kidlington Parish Council.		
Finalise updated clerks employment contract which is moving in house	Clerk	Urgent action
Finalise the expenses policy and circulate to Councillors for approval of the detail at the next full council meeting. The clerk will ask the RFO to place £500 in the budget for 2019/20 to cover the allowance.	Clerk	
<b>Obtain playground supplies to quote for replacing surface at Bramley Close Park</b>	Clerk	Carried forward from Dec 2018 meeting
<b>Cllr Walton to look at what to put in newsletter to see if viable to put one out.</b>	Cllr Walton	Carried forward from Dec 2018 meeting
There is a sunken gully on Water Eaton Lane, which needs to be highlighted to Highways.	Cllr Prestidge	Carried forward from Dec 2018 meeting
<b>The bank mandate needs updating.</b>	Cllr Matheson	
<b>Cllr Emilie Walton to submit some text from the Council for February issue to Kidlington News including the GWEPC weblink.</b>	Cllr Walton / Clerk	Carried forward from Dec 2018 - The clerk will move this action forward and will send Kidlington News text.
Ask Ian Kemp for a detailed agenda for the planning inspectorate hearing. Draft	Clerk / Cllr S Wilson-Higgins	



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written statement to be written to inspectorate by Cllr S Wilson-Higgins and will be submitted by the clerk.		
<b>Invite planning developers to future meetings.</b>	Clerk	