

Notice of  
Meeting of the Parish Council on

**Wednesday 13<sup>th</sup> June 2007**

**at 20:00 h**

in

**The Village Hall**

**DRAFT AGENDA**

(to be finalised nearer the meeting)

1. **Apologies for absence**
2. **Declarations of interest**
3. **Approve minutes of previous meeting**
4. **Matters arising**
5. **RAF – report from TA**
6. **Play area/pavilion – report from VM/MF**
7. **State of roads – report from DC**
8. **Parish plan – report from PL/PH**
9. **Health & Safety – any issues to raise**
10. **Planning**
11. **District/County Councillors' Reports**
12. **Correspondence**
13. **Accounts & administration**
14. **New items of interest**

Parish Clerk ( phone 01491 837441

Date of next meeting – Wednesday 18<sup>th</sup> July 2007 8pm

## Minutes of Annual Parish Council meeting held on Wednesday 16<sup>th</sup> May 2007

**Present** Peter Lemaire (PL), Vice Chair      David Cooper (DC)  
Vernon Miners (VM)                              Melissa Fletcher (MF)  
Paul Humphrey (PH)  
Sue Hill (SH)                                      6 residents  
Apologies – Theresa Arekion

### **Details**

### **Action**

1. **Election of Chairman** – DC proposed that PL be chairperson, MF seconded. No other proposals.  
RESOLVED - PL Chairperson
2. **Election of Vice chair** - DC proposed that VM be vice chairperson, PL proposed MF for vice chair, MF proposed PH for vice chair. PH seconded VM. No other member was seconded, declarations of acceptance of office signed.  
RESOLVED - VM Vice chairperson
3. **Responsibilities of councillors** –  
Councillors discussed the various responsibilities and suitable candidates. Despite PH offering to be responsible for school liaison, councillors were informed that there would not be an opportunity since the Board of Governors were in a fixed term and were no longer obliged to have a councillor on the board;  
RESOLVED - Watercress Beds – VM; RAF liaison – TA; Roads – DC; Grundons liaison – PL; Ewelme News – PL; Sports/pavilion area – VM/MF; Millstream – PL; Village Hall Management Committee – PH
4. **Code of Conduct** -  
Councillors discussed the model code of conduct. DC proposed that this be adopted including paragraph 12(2). PL seconded. All in favour.  
RESOLVED - Council resolved to adopt (a) the mandatory provisions in the Model Code of Conduct set out in Statutory Instrument 2007/1159 be adopted as the Ewelme Parish Council Code of Conduct, to be effective from 1 July 2007, subject to: (i) the inclusion of the “general principles” as an Annex to the Code, with a footnote to explain that it is not a part of the Code but is included as an Annex because of the requirement in paragraph 1(2) of the Code for members to have regard to the principles; and (ii) the addition of paragraph 12(2) of the Model Code, but excluding the words in brackets each as recommended by the Standards Board for England and South Oxfordshire District Council; and (b) the clerk be requested to notify the Monitoring Officer of South Oxfordshire District Council of the passing of the above resolution.
5. **Standing Orders** - DC had submitted some suggested changes: section 1 – second Wednesday “of each” month; section 2 – The statutory annual meeting shall be held on the “second Wednesday following” the ordinary day of elections; section 6 – “three” members shall constitute a quorum; section 6 – orders shall not be moved without “notice by a quorum of members”; section 20 – Members of the public may participate in the discussion at the discretion of the Chairman”. After discussion, all agreed the changes should be incorporated. All in favour of adoption.  
RESOLVED - Standing orders were adopted with described changes.
6. **Financial regulations** - Councillors discussed contracts and use of on-call contract for emergency work. All in favour of adopting financial regulations without change.  
RESOLVED - Financial regulations adopted without change.
7. **Risk assessment** - All in favour of adopting this unaltered. All agreed to reassess annually.  
RESOLVED - Risk assessment adopted without change and agreed to be assessed annually.
8. **Declaration of interests** – None aware of any

9. **Minutes –**  
RESOLVED – minutes of meeting held on 11<sup>th</sup> April were agreed to be a true record, approved and signed.
10. **Matters arising –**
- (a) Quote for churchyard cutting- councillors discussed frequency and quality of cuts, contractors and liaison with PCC in future.  
RESOLVED - All agreed that council contractor should cut every 3 weeks to keep tidy. SH to inform PCC. **SH**
- (b) Block booking of sports area – all in favour of amended terms and of free training sessions if pavilion not used.  
RESOLVED - New block booking terms and training usage adopted.
- (c) Aston Rowant CC had requested an apology in Ewelme News for misusing their name. All councillors agreed that the outstanding payment from Gary Condon continue to be sought. PL suggested that he be sent a registered letter via his place of work.  
RESOLVED - PL to print apology on Ewelme News. SH to send follow up on outstanding payment. **PL/SH**
10. **Current tasks**
- (a) **RAF –** **TA**  
RESOLVED - TA to make contact with relevant personnel.
- (b) **Play area/pavilion –**
- Swings – tyres needed replacing. SH had quotes of £200-300 for replacing with flat swings and new chains. It was generally felt that it would be better to replace like with like. **SH**  
RESOLVED - SH get quotes for replacing tyres
  - Moving football goal – discussions focused on where to move the goal to, how frequently it should be moved and how to fix it to the ground. **SH**  
RESOLVED - SH to seek advice from OFPA.
  - Reseeding – cannot be done before the goal is moved.
  - New equipment in pavilion – SH asked for permission to buy a new kettle and kitchen bin. Keith Fletcher offered to donate a spare kettle lead, councilors agreed. **SH**  
RESOLVED - SH purchase a new (low cost) kitchen bin.
  - Pavilion running costs – VM suggested that the Parish Council investigate the hot water system, low energy light bulbs and the urinal flush. **VM/MF**  
RESOLVED – VM/MF to look at and report back to council .
- (c) **State of roads –**
- SH summarised the SID trial and follow up. Data had proved a speeding problem. Possible way forward is to purchase a Vehicle Activated Sign (around £3000). Councillors felt that council should, in conjunction with Ewelme and RAF Benson schools (and maybe Icknield and Wallingford), apply for a grant (maybe Safer Routes to Schools Programme). DC suggested a chicane, but Tony Crabbe informed councillors these only work with constant traffic flow. **SH/DC**  
RESOLVED - look at grant application for Green Lane
  - Malcom Bowler, OCC had agreed to meet with councillors re the problem on Days corner and the Cat Lane footpath. **SH/DC**  
RESOLVED – SH/DC to meet with OCC re Cat Lane path and Day's corner
  - Road report. **SH/DC**  
RESOLVED – SH/DC to complete road survey report for submission to OCC.
- (d) **Parish plan –** About 70 residents had attended the Parish Plan meeting. PL was the councillor on the committee, PH offered to help on the committee.  
RESOLVED - PH to join parish plan committee. **PH**

(e) **Affordable Housing** – Nothing to report.

(f) **Health and safety** –

- Gang mower – RESOLVED - VM/MF to propose safe storage method for gang mower and report to next meeting.

VM/MF

## 11. **Planning** –

Decisions:

- 2 Levers Cottages – Replace front windows. Repair front door porch and garden wall. Permission granted by SODC.
- Grundons site – Redevelopment of the site/new waste transfer station building. Letter received from SODC in response to query.

RESOLVED – planning advice and letter noted.

## 12. **County Councillor's report** –

(a) Tony Crabbe-

- Libraries – OC replacing computers in local libraries. Money from government reward for meeting targets.
- Waste and minerals development framework – comments required on consultation document.
- Grundons waste transfer station – Planning meeting next week, lots of reasons to refuse. Councillors were asked to comment to Tony before Monday.

**District Councillor's Report -**

(b) Sue Cooper –

- First meeting due. 38 conservatives, 6 lib dem, 2 independents, 1 Henley resident, 1 Labour.
- SC had received complaints re the new telephone system at SODC.

RESOLVED – Both reports noted.

## 13. **Correspondence** -

Letters:

(a) 23 Apr Ewelme CC - Thank you letter. For info

RESOLVED – letter noted

(b) 23 Apr Millstream Day Centre - Thank you letter. For info

RESOLVED – letter noted

(c) 23 Apr OCC – Installation of new bus stops in Green Lane. After much discussion councillors agreed that bus stops would be moving away from the “stop anywhere” policy, which would be undesirable for residents. SH to respond.

RESOLVED - SH to respond to OCC re bus stops in Green Lane.

SH

(d) 3 May Neil Blake – Request for formal complaint re enforcement. SH to write to SODC re enforcement and application.

RESOLVED - SH to write to SODC re enforcement/change of use of Post Office

SH

(e) 11 May Thames Valley Police – Invite to Stakeholder Forum. DC to go if possible.

RESOLVED - DC to attend TVP Stakeholder Forum if available

DC

(f) 16 May Aston Rowant CC– Request for formal apology. Councillors agreed to place apology in Ewelme News.

RESOLVED - PL to place an apology to Aston Rowant CC in Ewelme News

PL

Meetings/Consultations/other

- 26 Apr OCC – Minerals site proposals and policies document – issues and options consultation. Needs comments before 15<sup>th</sup> June. SH to circulate.

RESOLVED - Comments to be passed to clerk for coordination before deadline

ALL

## 14. **Accounts & Administration** –

New income and expenditure including cheques signed as per the form attached to these minutes.

RESOLVED - All invoices paid to date.

ORCC subscription renewal had been sent.

RESOLVED - ORCC subscription to be renewed.

SH asked that new Bank of Ireland mandate forms be signed by councillors as they needed to be signatories.

RESOLVED - Change mandate for Bank of Ireland, all signed the mandate forms.

SH presented cheques for Parish plan expenses.

RESOLVED - Cheques for parish plan to be signed after the mandate forms had been returned.

SH reported that the donation to Ewelme CC will be placed under S19.

RESOLVED – SH to recode donation in SAGE.

SH informed council that the VAT refund of £450 had been sent in.

SH informed council of the new Commons Act 2006 and proposed that Neil Blake be co-opted to attend a workshop on this since it was felt that Neil had extensive knowledge of common. Councillors wanted the new council to learn this. MF offered to be responsible for understanding the common and its management and to contact Neil re mentoring.

RESOLVED - Neil Blake to be co-opted to attend Commons Act 2006 workshop.

MF to meet with NB to take over responsibility for understanding the common and its management.

**NB  
MF**

**15. Other issues raised for possible future discussion –**

(a) DC reminded councillors that Election Expenses forms (even if nil) needed to be returned before 2<sup>nd</sup> June.

RESOLVED – Councillors' election expense forms to be sent in ASAP

(b) MF proposed that there be a clear parking space left outside the village hall (at end of ramp) to aid traffic flow. Councillors suggested a white crossed area. SH to contact OCC.

RESOLVED – Provision for a parking space outside hall to go on agenda for next meeting for decision, SH to contact OCC re advice

(c) Dog bin in Green Lane to be placed between first and second trees. Brian Thompson had discussed with other residents who were in agreement.

RESOLVED – Noted that dog bin in Green Lane to be placed between first 2 trees near notice board.

**All**

**SH**

**SH**

Signed:

(Chairman)

Date:

Date of next meeting – **Wednesday 13<sup>th</sup> June 2007** at 8pm, village hall