

The Parish Council of St. Helen Without

Present: Cllrs. G. Fitzgerald (in the Chair), M Page, C. Parkin, C Priestley, M. Russell and V. Talbot
In attendance: George Edmonds-Brown (Clerk), Mr Derek Kelso and District Cllr Catherine Webber.

1. Election of the Chairman

Cllr Parkin proposed Cllr Fitzgerald as Chairman. Cllr Talbot seconded the proposal and it was adopted unanimously.

2. Acceptance of Office

Cllr Fitzgerald confirmed his "Acceptance of Office" as Chairman.

3. Co-option of Members

Cllr Talbot proposed that Mr M Page, Mrs C Priestley and Ms M Russell be co-opted as Members of the Shippon Ward of the Council. This was seconded by Cllr Parkin and adopted unanimously.

4. Election of Vice Chairman

Cllr Priestley proposed Cllr Russell as Vice Chairman. Cllr Parkin seconded the proposal and it was adopted unanimously.

5. Apologies for absence

Apologies were received from Cllr K Houlden, Cllr M. Gilbert Cllr B Rogers, County Councillor Richard Webber and District Cllr Henry Spencer.

6. Declarations of Personal or Personal and Prejudicial Interests

None.

7. Matters raised by a) members of the public

Mrs Sheila Allen attended the meeting to discuss Planning Application P14/V2054/O in Church Lane, Dry Sandford which was going to Appeal. The Parish Council had already objected to the proposal on Green Belt grounds and not being in keeping with the area especially as it was situated between the old part of the village and the newer part which had contrasting architectural styles. Cllr Russell said that the Parish Council should be consistent when considering infilling in the Green Belt. There was, however, a distinction as the infilling in Shippon had been within the brown line. The Chairman agreed to consider whether the Parish Council should submit any further documentation to the Appeal.

GF

b) Attending Councillors and MOD

Mr Derek Kelso introduced himself as the Senior Staff Officer at Dalton Barracks. There were a number of problems with civilians using the airport which he would be addressing. This included dog walkers keeping to certain routes defined in the licence and the dumping of rubbish. Councillors mentioned a number of issues where they had been working with Dalton Barracks; these included the street lighting on Cholswell Road and the transit of HGVs through the village. The Guard Room had been redirecting contractors' traffic through the village.

DK

District Cllr Webber drew attention to concerns about vehicles cutting through Elm Tree Walk which posed a danger to children and to speeding on Barrow Road. Both these issues were on the agenda for the traffic meeting with Oxfordshire County Council.

8. Minutes of the Meeting held on 13th April 2015

The minutes of the meeting on 13th April were approved and signed by the Chairman.

9. Matters arising from the Minutes

a) The Jubilee bench

Mr Kelso said that the bench was safely locked away in the QM Department. There had been a problem with permission to install it on MOD land and a new contractor was now dealing with it. He undertook to follow-up to get it installed as soon as possible.

DK

b) Community website and newsletter

The new editor of newsletter was Ms Lucy McCormick newsletter@woottondrysandfordshippon.co.uk

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Additional copies of the newsletter had been requested for June now that it was collated. There was a need to link the newsletter and the website more closely and to increase coverage of Shippon and Dalton Barracks

c) Transport including No 4 Bus

Oxfordshire County Council has now removed the transport subsidy supporting the No. 4 bus service. The consequence of this is that the No. 4 bus was expected to suffer from a significant reduction in service, losing the mid-week evening and Sunday and Bank Holiday services. St Helen Without and Wootton Parish Councils had, however, been working closely with the Oxford Bus Company to look at alternative scenarios to avoid this reduction; As a consequence the evening, Sunday and Bank Holiday service will continue and a new service is being trialled (with buses up to every 30 minutes). Unfortunately, if the trial is unsuccessful and proves not to be commercial then the improved service will not be continued and the evening Sunday and Bank Holiday service will again be at risk. The two Parish Councils are running a campaign to encourage the use of the improved service to ensure its continuation.

GE-B/GF/MR/DK

d) Highways matters; Road Safety; Barrow Road and Cholswell Road; VAS

It was proposed that there should be a site meeting on Wednesday 10th June at 10am with Mr Lee Turner of Oxfordshire County Council to discuss traffic related issues in Shippon. Mr Geoff Barrell would join the meeting to discuss the £3,500 planning gain money which was available for the installation of VAS (A VAS would cost around £4,000)

All

e) Hitch Copse Cothill, Footpath Closures

Cllr Fitzgerald said that he would contact the Clerk in Marcham to follow up on a possible meeting with the landowner.

GF

f) New Clerk

Two applications had been received for the Clerk role. The Chairman said that he would set up interview meetings with them and report back to councillors. The interview panel would consist of the Chairman and one councillor from each of the two wards.

GF

g) Parish Transport Representative

The Chairman said that Cllr Rogers was unable to attend Parish Transport meetings as they were all held during the working day. It was resolved to ask Cllr Houlden and Cllr Gilbert if either of them was prepared to take on the role.

h) SHW Parish newsletter

It was resolved that St Helen Without Parish Council should continue to produce its annual newsletter. An outline programme and timetable was circulated.

All

10. Finance and Administrative Matters

a) 2014/15 Accounts and Audit

The 2014/15 had been passed by Internal Audit without significant comment. Details of the Account had been circulated to councillors for comment. Part 1 of the External Audit Form showed that the Account was in balance. The Chairman went through the questions in Part 2 of the Audit Form. Cllr Russell proposed that the 2014/15 be approved, including the Asset Register and the Risk Assessment. This was seconded by Cllr Priestley and approved unanimously. The Chairman and Responsible Finance Officer signed Parts 1 and 2 of the Audit Form and the Annual Bank Reconciliation.

b) 2015/6 Insurance Policy

Came Insurance initially quoted £771.38 for the renewal of the insurance policy. They reduced this to the 2013/14 level of £713.25 despite there being claims in 2013. They quoted a further discount to £677.59 fixed per annum if it was renewed for three year. Cllr Page proposed that the quote from Came for the renewal of the insurance at the three year rate be accepted. This was seconded by Cllr Fitzgerald and approved unanimously.

c) Accounts for payment

Payee	Purpose	Total	VAT
George Edmonds-Brown	Salary May 2015	£263.22	
George Edmonds -Brown	Expenses – May 2015	£50.84	
George Edmonds-Brown	Salary June 2015	£264.00	
George Edmonds-Brown	Expenses June 2015	£44.85	
BGG Garden & Tree Care	Grass cutting April	£240.00	£40.00
PCC Shippon	Room rental – 18.5.2015	£16.00	

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Wicksteed Leisure Ltd	Playground refurbishment	£2,269.20	£378.20
OALC	2015/16 Subscription	£337.39	£56.23
PCC of Dry Sandford	Grant for War Memorial	£500.00	
ST Grounds Maintenance	Bin emptying April	£20.00	
ORCC	2015/16 Subscription	£65.00	
RJS (IA) Ltd	Internal Audit fee	£180.00	
Brokers Network Ltd	Insurance premium 2015/6 3 year discount rate	£713.25 or £677.59	

It was resolved that the above payments should be made.

d) Applications for grants – None

11. Matters raised by members of the Council

Cllr Fitzgerald said that he had been approached by Dry Sandford Primary school with a request for a grant towards a new breakfast club. He agreed to find out more information for the next meeting.

GF

Cllr Russell raised the problem of fly tipping on the airfield.

Cllr Russell said that there was a problem with vehicles parked at the end of Old Faringdon Road some of which had been there for a long time. It was resolved to raise this with the PCSO.

GE-B

12. Planning

a) Decision Notices

Ref:	P15/V0289/HH
Date	19.2.2015
Description:	Proposed replacement of existing stone slate roof, replacement of two existing dormers and three new dormers, erection of new garden gate and store building and replace existing front porch with new oak timber framed porch
Address	The Old Manor, 35 Barrow Road, Shippon OX13 6JF
St Helen Without PC's comments	The Parish Council fully support this application for the following reasons – This building now has serious structural problems and requires extensive work by the new owner to ensure its continuing life as a viable home. This is appreciated by the Parish Council as the sympathetic planned reservations will retain and improve a very fine listed building which has historic and significant impact on the village scene of Shippon. The exterior changes are minimal resulting in the visible frontage remaining almost identical to the present. When the property is re-roofed, three smaller dormers will replace two larger dormers. The other changes requested are not felt to be detrimental to the appearance of the building. It is therefore hoped that the listed building consent can be granted for these alterations.
Decision	Permit 7.4.2015
Ref:	P15/V0615/HH
Date	24.3.2015
Description:	Single and two storey side extensions
Address	54 Besselsleigh Road, Wootton OX13 6DX
St Helen Without PC's comments	No objection
Decision	Permit 23.4.2015

It was resolved to note the Planning Authority's decisions

b) Applications dealt with between meetings

Ref:	P15/V0884/HH
Date	24.4.2015
Description:	Proposed loft conversion to form a chalet bungalow to include alterations to the conservatory including the replacement of the roof and relocation of the main entrance to the side.
Address	25 Lansdowne Road, Dry Sandford OX13 6EA
St Helen Without	No objections

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PC's comments	
Ref:	P15/V0964/LB
Date	29.4.2015
Description:	Reinstate the removed sections of the high level wall with original stone
Address	The Manor Preparatory School, Faringdon Road, Shippon OX13 6LN
Deadline	20 May 2015
Ref:	P15/V0932/FUL
Date	27.4.2015
Description:	Proposed extension to Dot com home shop area and canopy with new van parking
Address	Tesco stores Ltd, Marcham Road, Abingdon OX14 1TU
Deadline	18 May 2015

It was resolved to confirm the Planning Committee's action

13. Sandleigh Road Recreation Ground

a) Insp. report / June Cllr Gilbert

Cllr Bailey had been due to carry out the May inspection but had retired from the Council. Cllr Fitzgerald offered to carry out the May inspection.

GF/MG

b) The following inspection roster was proposed for 2015. Any requests for amendments should be sent to the Clerk.

All

June 2015	Cllr Martin Gilbert	November	Cllr Geoff Fitzgerald
July	Cllr Vicki Talbot	December	Cllr Caroline Parkin
August	Cllr Ken Houlden	January 2016	Brenda Rogers
September	Cllr Carole Priestley	February	Cllr Michael Page
October	Cllr Madeleine Russell		

c) Tree survey

A quote of £550 had been received from Wood Dragon Tree Surgery for Sandleigh Road Playing Fields to fell three trees and remove the timber and chippings.

As this was more competitive than the quote from Jenks (Oxford) Ltd it was resolved to accept it.

GE-B

d) Adult equipment

As there appeared to be a problem with external funding it was resolved that consideration should be given to a smaller project which could be funded within the existing budget and reserves.

KH

14. Correspondence

Cllr Fitzgerald went through the correspondence and it was resolved to note it and his comments.

Oxfordshire County Council

Mobile Library Service

The new service comes into effect on the 6th July based on 229 stops, with 7 mobile library vehicles.

Transport Review

Details of the revised county-wide bus services

Other

OALC – update for Members April 2015

- *Community-led Planning Workshop, 15th July, 7 – 9pm, Steventon Village Hall*
- *OLAC member councils – access to a HR/employment advisor, Bethan Osborne*
- *My Community – free advice and grants info – www.mycommunity.org.uk*

Clerks and Councils Direct – May 2015

15. Cllrs reports and items for future agendas

Grant for Dry Sandford Primary School Breakfast Club and Parish Transport Representative.

16. Date of next meeting

It was confirmed that the next meeting would be held on Monday 6th July 2015 at the Dry Sandford Primary School

There being no further business the Chairman closed the meeting at 9.45

Signed.....Date.....