

**Minutes of the Meeting of Uffington Parish Council
Monday 8th July 2024 at 6.30 pm
At Thomas Hughes Memorial Hall**

Present: Cllr Simon Jenkins, Cllr Fenella Oberman, Cllr Kat Foxhall, Cllr Richard Charles, Cllr Nigel Puddicombe

In Attendance: David Hatton (Clerk)

District Councillor: Cllr Sue Caul

County Councillor:

Members of the Public: 1

Minute	ITEM 1 – APOLOGIES FOR ABSENCE	Action
124/24	Apologies were received from Cllr Oldnall and Cllr Garwood.	
	ITEM 2 – DECLARATIONS OF INTEREST	
125/24	The were no interests to declare.	
	ITEM 3 – APPROVE AND SIGN THE MINUTES OF THE JUBILEE FIELD TRUST AGM HELD ON MONDAY 10TH JUNE 2024	
126/24	Minutes were accepted. Proposed Cllr Jenkins, Seconded Cllr Puddicombe. Minutes signed. RESOLVED.	
	ITEM 4 – APPROVE AND SIGN THE MINUTES OF THE UFFINGTON PARISH COUNCIL MEETING HELD ON MONDAY 10TH JUNE 2024	
127/24	Minutes were accepted. Proposed Cllr Foxhall, Seconded Cllr Oberman. Minutes signed. RESOLVED.	
	ITEM 5 – CLERKS REPORT	
128/24	The pilot Clerk’s report was noted. See Appendix A. It was agreed by all Cllrs that this was a useful tool going forward.	
	ITEM 6 – COUNTY COUNCILLORS REPORT	
129/24	None.	
	ITEM 7 – DISTRICT COUNCILLORS REPORT	
130/24	Cllr Caul advised: <ol style="list-style-type: none"> 1. The Playing Pitch and Leisure Strategy Consultation had received a number of responses, however due to the change in central government this was likely to be delayed until late 2025. 2. Timings for the new Local Plan will be delayed, because of changes to planning legislation anticipated from the new Government, which would also probably affect Neighbourhood Plans. 	
	ITEM 8 – OPEN FORUM	
131/24	Mr Rumble advised that bookings on the Hallmaster system were now being processed online.	
	ITEM 9 – PLANNING	
132/24	<ol style="list-style-type: none"> 1. New applications to be considered – None. 2. To consider new applications received since the publication of the agenda - None. 3. Update on outstanding planning applications: <ol style="list-style-type: none"> a. P22/V1042/FUL - Land North of Baulking Lane Baulking Lane Baulking SN7 8NR. Permission is sought for change of use of 	

	<p>land to residential, for one Gypsy Traveller family. The development to comprise one static caravan, one touring caravan, parking for two vehicles, associated hardstanding and infrastructure (retrospective). Under Appeal.</p> <p>b. P22/V1003/FUL - The Fairmile, Farm Land at Baulking Lane Baulking SN7 8NR. Retrospective change of use to 1 no. Gypsy/Traveller pitch, comprising 1 no. (static) caravan and 1no. (touring) caravan and associated works. Under Appeal.</p> <p>c. PV/V0912/LDP, 18 Patricks Orchard, Uffington. This application is for; To construct an extension to the rear of the property. Applicant has sought Permitted Development Rights. Awaiting Determination. APPROVED.</p> <p>d. P23/V1739/HH and P23/V1740/LB, Lilac Cottage, Woolstone Road, Uffington. This application is for; Two storey rear extension to create larger kitchen to ground floor and master bedroom with balcony to first floor. New information submitted. Awaiting Determination. APPROVED.</p> <p>e. PVV/V2630/NM, Moor Mill Farm, Uffington; Amended Plans. AWAITING DETERMINATION.</p>	
ITEM 10 – FINANCIAL MATTERS		
133/24	<ol style="list-style-type: none"> 1. Approve June payments – it was noted that an addition had been made to the distributed list for repairs conducted on the Jubilee Field Bridge for £225. Proposed Cllr Jenkins, Seconded Cllr Puddicombe. Approved. RESOLVED. Cllr Jenkins to approve bank payments. 2. Rialtas – following confirmation of costs it was agreed to move the accounting system to a cloud based system. Proposed Cllr Jenkins, Seconded Cllr Charles. Approved. RESOLVED. RFO to arrange transfer and clerk to arrange training once the new system is in place. 3. The clerk advised that a payment would be required to the National Allotment Society for the Annual Membership prior to the next monthly Council meeting, final membership details are being completed and the payment will be approximately £80. 4. It was agreed that the Council would follow the ‘Best Practice’ guidelines for Financial Transparency and a list of monthly payments would be attached to future minutes. See Appendix B. 	<p style="text-align: right;">SJ</p> <p style="text-align: right;">RFO/Clerk</p>
ITEM 11 – JUBILEE FIELD		
134/24	<ol style="list-style-type: none"> 1. Inspections - Inspections showed no unknown issues. 2. Seating Area (East) - DH to discuss possible options with Cllr Oldnall. 3. New Seating Area (Upper Common) – Cllr Jenkins is to write to the Quarterman Family in relation to the purchase of a new seating area. The purchase of a round, wheelchair accessible, picnic table made of Forest-Saver recycled plastic, and costing c£625, was approved. Cllr Oberman is to obtain a quotation for the installation of a concrete base area. 4. Sports Club Maintenance Quotation – Clerk to follow up. 5. Applications to use the field – None. 6. Upper Common Access Calming Measures – it was agreed that it would be impractical for any form of permanent traffic-calming measure to be put in place. Clerk to investigate a possible warning signage solution and contact the resident who raised the issue. 	<p style="text-align: right;">MO/DH SJ/FO</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p>

	<p>7. TOE Environment Grant – no current requirements.</p> <p>8. Wooden Footbridge – repairs to the footbridge have been made.</p> <p>9. It was noted that there is a large amount of regrowth on one of the recently felled trees. Cllr Jenkins to contact the contractor to discuss.</p> <p>10. There has been a large amount of growth alongside the path around the pond. Cllr Jenkins, Cllr Charles and DH to arrange maintenance.</p> <p>11. Following inspection of a tree in memory of Stefan Plant it has been agreed to arrange for a replacement later in the year. Cllr Oberman to organise.</p>	<p>SJ/RC/DH</p> <p>FO</p>
ITEM 12 – ONGOING PROJECTS		
135/24	Access to the Paddock – Cllr Jenkins has received a response from the District Council and it was agreed that this matter is now resolved and will require no further action. It was noted that there are outstanding legal costs which will require settlement and are provided for within the accounts. Cllr Jenkins to obtain final settlement details.	SJ
ITEM 13 – OSR		
136/24	Cllr Charles advised he had conducted a recent inspection and was arranging for a full survey to be conducted.	RC
ITEM 14 – ALLOTMENTS		
137/24	Provision of reinforcing the parking area was discussed and options are to be discussed with a view to implementation prior to the winter months. Clerk to obtain costs for options.	Clerk
ITEM 15 – POLICY/DOCUMENT REVIEWS		
138/24	<p>1. Film Policy – this will be moved to the October agenda to allow Cllr Foxhall additional time noting this will be a new policy.</p> <p>2. Allotment Code of Conduct – Proposed Cllr Puddicombe, Seconded Cllr Foxhall. Approved for adoption. ADOPTED.</p> <p>3. Allotment Tenancy Agreement – Proposed Cllr Puddicombe, Seconded Cllr Foxhall. Approved for adoption. ADOPTED.</p> <p>4. Burial Ground Fees – Proposed Cllr Oberman, Seconded Cllr Jenkins. Approved for adoption. ADOPTED.</p> <p>5. Burial Ground Policy – a question was raised by Cllr Foxhall in relation to ‘reserving’ a burial plot for future internment. This will be investigated and updated accordingly. It was agreed that the Responsible Officer should be listed as the Clerk and that Cllr Oberman would be shown as the Council representative. PENDING. Afternote: Completed on 9 July 2024.</p> <p>6. Roles and Responsibilities 2024/5 – Cllr Jenkins asked that Cllrs should look at the current list and consider, in due course, what roles they could take on currently allocated to him. PENDING.</p>	<p>KF</p> <p>SJ/FO/ Clerk</p> <p>ALL Cllrs</p>
ITEM 16 – VILLAGE UPKEEP		
139/24	Cllr Jenkins advised that the verge maintenance by BGG had commenced and he was in contact with the company regarding future schedules.	
ITEM 17 – VILLAGE UPKEEP		
140/24	<p>1. Village Shop/Post Office – no update available.</p> <p>2. OCC Highways Engagement Team – Cllr Jenkins and DH met with a representative of the new team and a number of issues were discussed. A follow up will be arranged for later in the year.</p> <p>3. Defibrillator Training – due to Cllr Garwood’s absence this will be moved to the August agenda.</p>	DG

ITEM 18 – MATTERS FOR THE AUGUST 2024 AGENDA		
141/24	Items not covered by the minutes to be considered for the August agenda should be received by the clerk no later than 31 st July 2024.	
ITEM 19 – DATE OF NEXT MEETING		
142/24	The next meeting will be held on Monday 12 th August at 6.30pm, to be held at the Thomas Hughes Memorial Hall (Small Hall).	

The meeting closed at 7.50pm

Appendix A: Clerk’s Report

Appendix B: Payments made

DRAFT

Appendix A

Clerks Report for the Uffington Parish Council Monthly Meeting 8th July 2024

I am pleased to be able to report the following:

Safety Notices on the Jubilee Field have been installed and the waste bin has been relocated to a more visual and accessible location (114/24, 122/24).

Bank account access and authority is still ongoing and the council will be advised as to when the requested amendments have taken effect (112/24, 122/24).

The Hall Master booking system for THMH is now operational and all Parish Council bookings up to and including May 2025 have been entered into the system (110/24).

The Summer 2024 Edition of the Courier is now in the editing/production stage and a review of the new supplier arrangements/production will be included in the August 2024 agenda (112/24).

The Digital Café training session in conjunction with the White Horse Medical Practice (Faringdon) has been agreed and a booking has been made at the THMH 12th September 2024 (110/24).

The Insurance Policy review/amendment will now be moved to the August 2024 agenda whilst clarification is obtained as to the correct values that should be insured (112/24, 122/24).

Due to the absence of Cllr Oldnall the update on the Neighbourhood Plan will be moved to the August 2024 agenda (122/24).

A review of the email facilities supplied by IONOS to the council has been conducted and this has led to a total saving of £114 over the next 12 months.

The OALC AGM and launch of the Oxfordshire Councils Charter is scheduled for Monday 15th July, 7.30pm at County Hall, Oxford, with a drinks reception from 6pm and the meeting starting at 7pm. If any Cllr would like to attend either online or in person, please advise me and I will make the necessary booking arrangements.

The annual renewal of the National Allotment Society membership is due 23/7/2024. A data accuracy exercise to ensure GDPR compliance of the membership details is currently being conducted.

Appendix B

Payments made:

Salaries	£813.50
Courier Production	£355.42
Uffington Primary School (Grant)	£500.00
IONOS (Website/Email Hosting)	£38.40
Kompan (New Play Equipment)	£32,613.96
Red Sky Creative (New Jubilee Field Signs)	£121.00
Matthew Orchard (Footbridge repairs)	£225.00

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