

**MOULSFORD PARISH COUNCIL**  
**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY**  
**8<sup>th</sup> MAY 2019, AT 8:00pm IN THE PAVILION, MOULSFORD**

PRESENT: Cllr Powell (Outgoing Chair) Cllr Baker (Incoming Chair) Cllr Bryan  
Cllr Elvy Cllr Sachse Cllr Twibell  
Cllr Gray (OCC) Cllr Simpson (SODC) Mrs Bemis  
Mr Hayward Mr & Mrs Longden Mr & Mrs Stewart  
Ms Wilkins Mr G Twibell (Parish Clerk)

1.	<p><b>Election Of Chair And Vice Chair</b>  All new councillors having previously signed and had witnessed by the clerk declarations of acceptance of the office of councillor, Cllr Sachse proposed Cllr Baker as chair, seconded by Cllr Twibell. Cllr Elvy proposed Cllr Bryan as Vice Chair, seconded by Cllr Baker. Both duly elected.</p>	
2.	<p><b>Declarations Of Acceptance Of Office</b>  Cllrs Baker and Bryan signed Declarations of Acceptance of Office which were countersigned by the clerk. To be sent to the Monitoring Officer.</p>	Clerk
3.	<p><b>Codes Of Conduct, Registers Of Interest</b>  All councillors confirmed their agreement to the council's code of conduct which remains unchanged, and all similarly agreed to complete their entries on the register of interests within 28 days, whereupon they will be sent to the monitoring officer for recording.</p>	Clerk
4.	<p><b>Declarations Of Interest</b>  Cllr Elvy had, as required, previously notified the clerk of an interest in planning application P18/S2438/FUL and will not take part in discussions or voting on the council's decision.</p>	
5.	<p><b>Apologies For Absence</b>  Cllr Murphy (SODC).</p>	
6.	<p><b>Minutes Of The Previous Meeting</b>  Cllr Sachse proposed that, after further verbal clarification of point 11.1 by the clerk, the minutes of the meeting on 24<sup>th</sup> April 2019 be signed by the chair as a true record. Seconded by Cllr Twibell.</p>	
7.	<p><b>Planning Applications and Enforcement</b>  <b>P18/S2438/FUL Moultsford Prep. School, The Street, Moultsford, OX10 9HR</b>  Proposed erection of building for pre-preparatory school with associated outside teaching space, access, drop off and collection area, and landscaping. (As amended by drawing nos. J32-2644-PS-022 C, J32-2644-PS-025 C (Revised access and internal movement plan) and 5176-26-P6F and 5176-26-P14G (Updated site and block plans) and as clarified by updated landscape information accompanying Agent's letter dated 10 April 2019.  <i>MPC: Under consideration. SODC: Under consideration</i></p> <p>N.B. As this ongoing application is new to the incoming council, it expressed a wish for a site visit before reaching a decision. The clerk to contact the applicant to arrange.</p> <p><b>P19/S1248/HH Downlands, 13 Glebe Close, Moultsford, OX10 9JA</b>  Proposed ground and first floor front, side and rear extension.  <i>MPC: No strong views. SODC: Approved.</i></p> <p><b>P19/S0527/HH 38 Underhill, Moultsford, OX10 9JH</b>  Single storey rear extension and front porch.  <i>MPC: No strong views. SODC: Approved.</i></p>	Clerk
8.	<p><b>Matters from the Floor</b></p> <ul style="list-style-type: none"> <li>• Mr Hayward wished the new council the very best for its future endeavours on behalf of the village.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Newly-elected Cllr Simpson (SODC) introduced herself and promised her ongoing commitment and support for the village.</li> <li>• Mr Longden gave a vote of thanks for the outgoing council and their tireless work for the community.</li> <li>• Cllr Gray thanked the outgoing council and welcomed the new, and congratulated Cllr Simpson on her appointment.</li> <li>• Cllr Gray announced the closure for two days of six local recycling centres for cleaning.</li> <li>• Cllr Gray said that 93% of primary school children had been placed in their first choice of school for 2019. Cholsey school is being extended and by September there should be a further 15 places per year which may ease access for Moulsoford children. But after this no more expansion is possible.</li> <li>• Cllr Bryan queried the promises made but not delivered around the Cholsey Meadows development. Cllr Gray confirmed that shops would be opening in summer and that promised school improvements had been made.</li> <li>• Cllr Elvy queried the A329 traffic calming measures to the north and south of Cholsey. Cllr Gray said they were chosen by the community as the best option.</li> <li>• Cllr Baker mentioned the ongoing shortage of primary school places and said the problem was now one for secondary schools too as several Moulsoford children had found. Cllr Gray said OCC was aware and had provided places, though not always nearby. Cllr Bryan suggested a separate meeting with OCC officials to discuss schooling issues. Cllr Gray agreed and will try to organise with several other villages in a similar situation also attending.</li> <li>• Mr Stewart queried the process for reporting the use of local public footpaths by trail bikes. Clerk undertook to check the status of the path and respond, but said footpaths were outside the parish council's authority to act. Agreed to forward details of organisations that could. Cllr Gray also offered to intervene and will be forwarded details.</li> <li>• Mrs Bemis reported the ongoing safety problem of obstructive tree debris on the footway alongside the Great Meadow wall. When wet it becomes very slippery and much of it litters the roadside, blocking rainwater drains. Others and herself have repeatedly reported this issue to fixmystreet.com to no effect. The clerk mentioned the annual 'big clean' by SODC's contractor and this area will be highlighted for action. Alternate measures by the parish council would incur costs.</li> </ul>	<p style="text-align: right;">Cllr Gray</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p>
9.	<p><b>Actions From Previous Minutes</b></p> <p>Completed:</p> <ul style="list-style-type: none"> <li>• Clerk has sent promised OCC planning responses to Cllr Gray.</li> <li>• Allotment leases paid as requested. Allotment holders advised no rents payable 2019/20 as water supply suspended and imminent disruptive works associated with the adjacent sewage treatment plant.</li> <li>• Clerk has passed pavilion table supplier details (GoPak 01303 265751) to Ms Wilkins.</li> </ul> <p>Ongoing:</p> <ul style="list-style-type: none"> <li>• Ms Wilkins progressing playground Tree Top Walk post replacement under guarantee. Manufacturer has offered materials only, but an additional £900 for carriage and labour is deemed unsatisfactory as less than five years old. Cllr Baker thanked her for the progress so far, asked her to move to the next step (SODC lawyers) then handover to the new council representative to pursue.</li> <li>• Cllr Gray to arrange OCC Highways site meeting in Ferry Lane and in Underhill to review resurfacing and roadside parking respectively.</li> <li>• Clerk is making progress with new allotment lease. Site meeting to be arranged with new SODC estates manager.</li> <li>• Mr Hayward undertook to continue collecting evidence to support a definitive map modification request.</li> <li>• Mr Powell is organising a framed Ann Packer pictography for display in the pavilion lobby at cost expected to be £125.</li> <li>• Mr Powell agreed to continue pursuing the Pavilion builder Pinelog over its guarantee with regard to repairing a leak in the roof.</li> <li>• Clerk had received three 2019/20 insurance renewal quotes, the lowest being £1371.87 compared to £1369.11 the previous year. Agreeing a three-year lock-in with the broker would lower the cost to £1303.28. Meeting agreed to a lock-in period and to renew at £1303.28.</li> <li>• Ms Wilkins is obtaining details of and buying a tube socket for recessed playground bolts.</li> </ul>	<p style="text-align: right;">Cllr Baker</p> <p style="text-align: right;">Cllr Gray</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p>

	<ul style="list-style-type: none"> <li>• Overweight buses and coaches continue to turn in the car park entrance. Monitor and photograph infractions when possible.</li> <li>• Mr Powell and the clerk had investigated the driveway lighting to see if alternative, or a smaller number of lamps could be used. Fixed and soldered lamps make this impractical. Mr Powell is looking into gel filters as a way of reducing glare and achieving a warmer colour temperature.</li> <li>• Clerk introduced the new council to the OxTog scheme under which it partners with Cholsey and Ipsden for the cutting of verges. Pooling resources and receiving that part of OCCs verge cutting budget, verges can be cut twice a year instead of once at broadly the same cost. Cost for 2018/19 was £450 against an OCC payment of £384.04. In light of inflation a review of this payment is due.</li> <li>• Cllr Elvy queried the action from the previous council to seek a five-year development plan from Cranford School. Cllr Bryan agreed with the principle and suggested a closer relationship with the school would be fruitful. Cllr Baker agreed to draft a letter inviting a closer relationship.</li> <li>• Ms Wilkins is pursuing a settlement from the manufacturer for rotten and broken posts on the playground which are under a fifteen-year warranty. Manufacturer has offered materials only which previous council felt was not acceptable. Did ask SODC (a contributor to the original project) legal team to help but refused. Cllr Baker thanked Ms Wilkins for her work thus far, pending a new playground representation. Will make the issue an agenda item going forward.</li> <li>• Clerk to post accounts availability for viewing notice when available, but must be two consecutive weeks in July.</li> <li>• Note continuance at Treasurer's Report (13.2) below.</li> </ul>	<p>All</p> <p>Cllr Baker</p> <p>Cllr Baker</p> <p>Clerk</p>
10.	<p><b>Pavilion Management Committee (PMC) Update</b></p> <ul style="list-style-type: none"> <li>• The committee completed FY2018/19 in good shape with a surplus of £891 after investment in replacement equipment and materials.</li> <li>• Bookings for the current year are positive. Income will be declared in due course.</li> <li>• Prices saw a modest increase from April while retaining a discount for residents. With an increase, the hire fee remains competitive with other local village halls.</li> <li>• Good cost management meant the year's results were good despite revenues falling to £13,000 from £14,500 the previous year. Initial analysis shows a weak August and December, possibly due to unusually warm weather.</li> <li>• The treasurer wishes to step down but will cover the role until a replacement is found. Advertising for the role will begin imminently.</li> <li>• Out of the PMC update came an obvious need for the appointment of a number of representatives from the council to concentrate on specialist areas of activity. Cllr Baker proposed leaving to the next meeting, seconded by Cllr Bryan.</li> </ul>	Cllr Baker
11.	<p><b>Moulsford Events Committee (MEC) Update</b></p> <ul style="list-style-type: none"> <li>• Minutes of the meeting on 10th April were circulated and no meeting since.</li> <li>• A full report will be given to the Annual Parish Meeting on 15th May.</li> </ul>	
12.	<p><b>Reports/Correspondence/Other Matters</b></p> <ul style="list-style-type: none"> <li>• All covered under actions from previous minutes, ongoing actions. See 9. above.</li> </ul>	
13.	<p><b>Treasurer's Report/Budget</b></p> <ul style="list-style-type: none"> <li>• Treasurer's report presented and attached.</li> <li>• Continuance. Final annual accounts to be signed, with minuted references, after the internal audit. Agreed by the previous council that signing could be part of business between meetings if necessary.</li> </ul>	
14.	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>	
15.	<p><b>Date Of Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Next meeting 8:00pm, Wednesday 12<sup>th</sup> June, 2019, Moulsford Pavilion. Annual Parish Meeting 8:00pm, 15<sup>th</sup> May, 2019, Moulsford Pavilion.</li> </ul> <p>The meeting closed at 9:25pm.</p> <p>Signed: ..... Dated: .....</p>	

**Moulsford Parish Council  
Treasurer's Report 8th May 2019  
Monthly Expenditure**

PARISH COUNCIL	Income	Payments	Balance
<b>Instant Access Accounts b/f</b>			5,385.97
<i>Business Deposit</i>			
09-Apr Lloyds Interest	0.14		
26-Apr Transfer to Project A/c		3,671.00	
	0.14		
		3,671.00	
<b>Balance</b>			<b>1,715.11</b>
 <i>Treasurers Current</i>			
no transactions			<b>1,374.01</b>
	0.00		
01-May R Elvin - Strimming Recreation Grd	1408	93.50	
01-May Cholsey PC - Verge Cutting	1408	450.00	
01-May Scribe Package - for RFO Role	1409	246.72	
<b>Current Bank Balance</b>		790.22	<b>583.79</b>
<b>Present Balance Parish Council</b>			<b>2,298.90</b>

PROJECTS	Income	Payments	Sub Bal	Balance
<b>Pavilion B/f</b>				
Transfer to driveway project		4502.73	4,502.75	
<b>Pavilion balance</b>			<b>0.02</b>	
 <b>Playground B/f</b>				
transfer to Driveway until VAT refund received		475.07	1,316.23	
<b>Playground balance</b>			<b>841.16</b>	
 <b>Ferry Lane Refurbishment 2019</b>				
<i>Project agreed with M Gray PC to allocate £2,000 when available</i>				
 <b>Driveway Refurbishment B/F</b>				
Transfer from Business instant	3,671.00		23,377.50	
Transfer from Pavilion funds	4,502.73			
Transfer from Playground funds	475.07			
	8,648.80			
02-May Drayton Construction		31,551.23		
02-May C&E Electrical Services Ltd		475.07		
<b>Driveway balance</b>		32,026.30	<b>0.00</b>	<b>841.18</b>
 <b>Petty Cash b/f</b>				
01-May R Hayward - Signs for Recreation Grd		10.00		50.00