

# Notice of a Meeting of the Planning Committee of the Moulsoford Parish Council

Thursday 20<sup>th</sup> October 2022 at 19:30, Moulsoford Pavilion

All Councillors are summoned to a Meeting of Moulsoford Parish Council  
Members of the public and press are invited to attend all council meetings.  
(Public Bodies (Admission to Meetings) Act 1960)

**Prior to the start of the meeting, questions and comments from members of the public are welcome (Limited to 5 minutes in total). NOTE: subject to members being present, this may start as early as 19:20**

*This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than one minute duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.*

## AGENDA

**1. To receive apologies for absence and to approve the reasons given. [LGA 1972 s85(1)]**

**2. Declarations of Interests [LA 2011 s31]**

*Member to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for dispensations that accord the Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)*

**3. To consider requests for Dispensations [LA 2011 s33].**

**4. To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]**

4.1. Meeting held on 29<sup>th</sup> September 2022.

**5. To receive reports from District and County Councillors**

5.1. Oxfordshire County Councillor: F Bloomfield

*Report to be provided after this agenda is issued, and will be added in the appendices pack as soon as it is available*

5.2. South Oxfordshire District Councillor: A M Simpson & J Murphy

*Report to be provided after this agenda is issued, and will be added in the appendices pack as soon as it is available.*

## 6. Finance

- 6.1. To note receipts 27<sup>th</sup> September 2022 – 13<sup>th</sup> October 2022
- 6.2. To note the reconciled bank account and reserves balances as at 30<sup>th</sup> September 2022
- 6.3. To approve payment schedule from once a quarter to monthly of the new Clerk.

**Appendix A**

## 7. To review River Thames Public Access

- 7.1. To receive updates on River Thames Public Access

## 8. Traffic and Parking Review

- 8.1. To receive updates on traffic and parking.

## 9. To receive Planning Applications and Enforcements

- 9.1. P22/S2001/HH - Downlands, 13 Glebe Close, Moulsoford, OX10 9JA- **GRANTED**

*Proposed side extension. Proposed replacement boundary wall and gates (Amended plans received 23 September to omit one side extension and proposing attached garage accommodation with studio over).*

**MPC Response:** Moulsoford Parish Council has no strong views on this amended application.

- 9.2. P22/S2872/DIS - Land East of A329 and North of Cranford Lodge Moulsoford - **DISCHARGED**

*Discharge of conditions 3(Phasing Plan), 6(Construction Traffic Management). 8(Provision of sports pitch parking and turning areas), 9(Provision of farm shop parking and turning areas) & 12(Foul Drainage) on application*

*P18/S3748/FUL. (As amended by Construction Traffic Management Plan received 27 September 2022). (New farm shop, cafe and sports field). **Related application: P18/S3748/FUL***

**Note from Planning 13/10/22:** the application was discharged yesterday following receipt of a consultation response from OCC highways confirming no objection to the discharge of conditions.

## 10. To receive matters arising from the floor

### 11. To receive updates from previous meeting.

- 11.1. To receive updates on Pavilion roof repairs
- 11.2. To receive update of cricket equipment disposal
- 11.3. To receive updates on photograph of HM The King
- 11.4. To receive updates on 300 Club
- 11.5. Landline Installation to the Pavilion
- 11.6. To receive updates on progress of reporting the condition of the pavement Moulsoford School to the garage.
- 11.7. To receive updates on progress of the potential addition paving slabs from Old Vic to pavilion to access the rear door.
- 11.8. To receive updates on progress on conversations regarding low school places for catchment primary schools and secondary
- 11.9. To receive updates on quotes for tree maintenance is required for dead wood.

**12. To receive Committee and project updates**

- 12.1. Pavilion Management Committee
- 12.2. Moulsoford Events Committee

**13. To Receive update on NPS**

- 13.1. Update to be provided on NPS project

**14. To receive Items of Correspondence and agree actions arising.**

- 14.1. None received.

**15. To consider actions arising**

- 15.1. None

**16. Items for a future agenda.**

*If not agreed in the meeting here, a reminder that proposal of motion forms can be received by the Clerk.*

**17. To confirm the time and date of the Next Council Meeting – 7:30pm, 17<sup>th</sup> November 2022**

## RFO Report October 2022

Payments and receipts for the period to 13th October, 2022, together with updated bank balances are shown below:

Transactions Bank	Bank	Receipts	Payments (inc. VAT)
	Transfers		
Bank Interest		£0.45	
Pavilion Maintenance			£2,420.00
<b>TOTAL:</b>		<b>£0.45</b>	<b>£2,420.00</b>

Cash At Bank on 13th October, 2022	Current	Projects	Deposit	Total
	£3,823.09	£12,867.91	£8,585.83	<b>£25,276.00</b>
Cash At Bank on 27th September, 2022	£1,823.09	£12,867.91	£10,585.38	<b>£25,276.38</b>

### Earmarked Reserves:

Purpose	£s
Ferry Lane Resurfacing	£4,000.00
Pavilion Maintenance/Repairs	£2,400.00
Playground/Recreation Ground	£4,000.00
General Contingency	£2,467.91

### Notes:

- 1) A bank reconciliation performed on 27th September confirms that the account balances as shown on the bank statements align with the balances shown in the council's accounting system. \*NB - Cash At Bank reflects actual balances at the bank on the day of preparation. This may include payments recorded on this or the previous RFO report, but where cheques have not yet been presented.
- 2) Chq's issued in September have not yet been banked
- 3) Mortgage payment is due out 31<sup>st</sup> October to the value of £1954.41
- 4) Pavilion Maintenance will be taken from the Projects account as per the estimated reserves.
- 5) Interest is from the deposit account.



## Moulsford Pavilion Management Committee

Minutes of Meeting on 4th October 2022  
held at The Pavilion at 7.30pm

<b>Present:</b>	Nigel Mansford Rhona Bellis Deb Wilkins Tony Hughes Karen Gilmore	- Chair - Treasurer - Co-Opted Member - Caretaker - Bookings Secretary
<b>Public:</b>	None	

		<i>Action by:</i>
1.	<b>Apologies for absence received from:</b> Philip Sachse – Vice Chair Martin Eagle – MPC Representative Emma Shakeri – Secretary	
2.	<b>Approval of previous Minutes</b>  The Minutes of the previous meeting were approved.	
3.	<b>Actions arising from previous meeting</b>  No response has been received from the Cricket Club about keys. Action closed. ES to add budget date of January to PMC Action Planner. NM to request an update on the roof repair, from ME/PC. Update of Risk Assessment. Carry forward and sign off at next meeting.	ES NM PS
4.	<b>Financial update</b>  RB reported revenues for the first six months of the year of £7,162.00. Broadly in line with expectation, but impacted by cancellations during the period of mourning. Expenditure for the period was £6,802.00. Effectively a break-even position. Typically, the second six months of the year is less positive for revenue and costs will be higher due to increased energy use, consequently we are anticipating a loss at the end of the financial year. Steps will be taken to reduce costs and maximise revenue to mitigate the impact. Reserves are sufficiently strong to support the pavilion if hire incomes are squeezed by the general strain on cost of living. Energy contracts have been fixed and costs are manageable over the next six months.	

**APPENDIX B**

<p><b>5.</b></p>	<p><b>Bookings and future revenue</b></p> <p>Future revenue for October and November is strong and in line with budget, however, December bookings appear particularly weak and quarter four of the FY year remains unpredictable. The future bookings analysis supports a shortfall against revenue budget for the full year.</p> <p>The committee noted that there was little latitude to waive fees when hirers cancelled at short notice and the cancellation policy should be implemented, as stated.</p> <p>In January 2023, PMC will review hire arrangements and hire fees for the 2023/24 year.</p> <p>NM asked KG to ensure that we have and retain a signed copy of the Hire Agreement, including the bouncy castle addendum. The committee discussed various means of retaining records. NM agreed to investigate One Drive or Dropbox as a solution.</p> <p>NM emphasized that no hirer should use inflatables at the pavilion without appropriate insurance, which has been our stated policy, for at least the past two years.</p>	<p>KG</p> <p>NM</p> <p>NM</p> <p>KG</p>
<p><b>6.</b></p>	<p><b>Annual Action Plan</b></p> <p>Actions from previous meeting completed. ES to notify by email, any actions due between October and next meeting, in January 2023.</p>	<p>ES</p>
<p><b>7.</b></p>	<p><b>Website Update</b></p> <p>To be discussed at next meeting.</p>	<p>ES</p>
<p><b>8.</b></p>	<p><b>Caretaker update and report</b></p> <p>Christmas lights have been PAT and found to be faulty. No longer suitable for public use. NM to liaise with MEC.</p>	<p>NM</p>
<p><b>9.</b></p>	<p><b>Parish Council update</b></p> <p>NM to liaise with PC on WiFi and changing room use.</p>	<p>NM</p>
<p><b>10.</b></p>	<p><b>AOB</b></p> <p>NM's personal mobile number has found its way onto the google summary. Despite securing numerous bookings, NM has suggested that this should be removed.</p> <p>More business cards required, NM to order.</p> <p>RB requested a rewording of the Hire Agreement to reflect that deposits would be returned to hirers once she has received their bank details and sufficient time to process the refund.</p>	<p>NM</p> <p>NM</p> <p>RB/KG</p>

**APPENDIX B**

<b>11.</b>	<b>Dates of future meetings:</b> ES to organise our next meeting for January 2023.	ES

**Circulation of Meeting Minutes to:**

All PMC members  
All MPC members, inc. Clerk  
MEC Secretary