

Minutes of a meeting of Moulsoford Parish Council held on Thursday 13th February 2025 at 19:30, Moulsoford Pavilion

Present:

Cllr S Powell (Chair)
Cllr M Eagle
Cllr M Mousley-Jones
Cllr H Shaw

In attendance:

Mrs J Garvey (Clerk)
4 members of the public
Mrs H Broughton (Locum), Mr R Ford and Mr A Ashton (all attending remotely)

Minute number: 250213:

Item	Actions
1. Administration	
a. There were no apologies for absence	
b. There were no declarations of interest arising from the agenda	
c. It was proposed, seconded and unanimously agreed to appoint Joanne Garvey as Proper Officer, Clerk and Responsible Financial Officer	Inform District Council - Clerk
d. It was proposed, seconded and unanimously agreed to appoint Mrs Broughton as interim support.	
e. It was agreed that the Chair sign the minutes of the extraordinary council meeting held on 9 th January 2025 as a correct record.	File signed minutes, update website - Clerk
f. Apologies had been received from the District Councillor	Send DC agenda for future meetings - Clerk
g. Public Contributions and Questions <u>Allotments</u> The District Council had recently sent a lease for the allotments to the Parish Council. Mr Ashton shared his perspective on the lease, having been involved in the process for some time. He advised that it was important to clarify the contribution towards the service road, with the main concern being the omission of charges for the lease. Additionally, some	Ask for further information, particularly relating to charges from the District Council – Cllr Powell

<p>allotments will require clearing, which will incur costs for the Council.</p> <p><u>Silly Bridge/Cholsey</u></p> <p>Mr Ford from Cholsey Parish Council requested the support of Moulsoford Parish Council in applying to have an ancient right of way reinstated, running from Moulsoford across Silly Bridge to Cholsey. This Roman Road was once the only route through Moulsoford. Historical evidence is required to prove it was a legitimate right of way in the past. The Parish Council unanimously agreed to support and move forward with the application. Mr Ford was thanked for attending the meeting.</p>	
2. Planning – no applications had been received	
3. Parish Matters	
<p>a. Pavilion Car Park</p> <p>Obtaining quotations for car park repairs has proven difficult and more expensive than expected. One option is to request contributions from the schools, and Grundon's has indicated they may provide materials free of charge. It was proposed and agreed to carry out an immediate repair with the help of a work party, followed by obtaining a specification and quotations for a more permanent solution. Cllr Eagle will liaise with Grundon's to secure the materials.</p>	<p>Liaise with Grundon's to obtain materials for a temporary fix – Cllr Eagle (Clerk to send contact details)</p>
<p>b. It was agreed not to install charging stations.</p>	
<p>c. Verge Cutting</p> <p>Cllr Powell had met with a potential contractor and a quotation was awaited.</p>	<p>Include on March agenda - Clerk</p>
<p>d. Terms of Reference for the Traffic Management Group</p> <p>The Terms of Reference were approved.</p> <p>It was suggested that a villager be appointed as a superuser, responsible for logging issues. A candidate for this role was recommended by Cllr Powell.</p>	<p>Cllr Eagle to contact the recommended villager. Contact details to be supplied by Cllr Powell.</p>
<p>e. Request for a traffic mirror opposite Willow Court Lane</p> <p>Moulsoford Prep School had indicated that it was willing to fund a traffic mirror opposite Willow Court Lane but not assume responsibility or liability for it. Permission from Oxford County Council will be required to install the mirror. It was suggested that Moulsoford Boys' School be approached to share their experience with installing traffic mirrors.</p>	<p>Cllr Eagle to approach Moulsoford Boys School.</p>
<p>f. Request by the Thames Valley Air Ambulance to host a clothing bank</p>	<p>Clerk to inform Thames Valley Air Ambulance that request rejected.</p>

<p>It was unanimously agreed reject the request to host a clothing bank.</p>	
<p>g. Review of the Neighbourhood Planning Statement (NPS) Cllr Powell is currently updating the NPS. She has contacted the District Council, who advised updating and adding it to the website, while also considering converting it into a Neighbourhood Plan to give it legal status. Grants are available to support professional assistance in this process.</p>	<p>Cllr Powell to obtain further information, completed the NPS and put forward a proposal for converting to a Neighbourhood Plan.</p>
<p>4. Green Spaces</p>	
<p>a. Playground survey The most urgent item resulting from the playground survey had been replacement of rotting posts. Quotations had been requested. Expenditure of up to £300 on replacing the posts was approved.</p>	<p>Clerk and Cllr Mousley-Jones to liaise on obtaining quotations.</p>
<p>b. Cleaning of climbing frame Expenditure of £880 plus vat on a deep clean of the climbing frame, authorised under delegated action was noted.</p>	
<p>c. Wildlife Garden £45 has been allocated in the budget to purchase seeds, with the aim of making the wildlife garden more colourful when viewed from the road. The Working Party will be overseeing this project. Cllr. Powell suggested making the wildflower area slightly smaller and adding grass between this area and the driveway to help prevent weeds from growing on the driveway.</p>	
<p>d. Tree Survey Expenditure of £400 on a tree survey, authorised under delegated action, was noted. The report was expected to be completed next week. Once the report was received action could be agreed.</p>	<p>Clerk to add to agenda.</p>
<p>e. Fencing for the play area A quotation for installing fencing for the play area had been received however two further quotes should be obtained, if possible. It was agreed that these should be in the more open style of fencing.</p>	<p>Clerk to support Cllr Mousley-Jones in obtaining quotations.</p>
<p>5. Finance and Governance</p>	
<p>a. Schedule of Payments The schedule of payments was approved (appendix A).</p>	
<p>b. Review current expenditure against budget Financial reports had been circulated and expenditure v budget at the end of December was noted.</p>	

<p>c. Financial and Administrative Risk Assessment Councillor comments had been incorporated in V2 of the Financial and Administrative Risk Assessment (circulated with the agenda). This was approved.</p>	
<p>d. Grievance Policy Councillor comments had been incorporated in V2 of the Grievance Policy (circulated with the agenda). This was approved.</p>	Clerk to add the policy to the website.
<p>e. Complaints Policy Councillor comments had been incorporated in V2 of the Complaints Policy (circulated with the agenda). This was approved.</p>	Clerk to add the policy to the website.
<p>f. Earmarked reserves It was agreed to move funds from the general reserve to earmarked reserves, as follows: Recreation/Play area £3,000 General Contingency £4,314 Pavilion Roof Repairs £1,000 Pavilion repairs £1,000 Riverside repairs. £2,500</p>	Clerk / RFO to move funds on Scribe.
<p>g. Annual Parish Meeting It was agreed to hold the Annual Parish Meeting on 8th May, following the Annual Council Meeting.</p>	Clerk to update the website and include on future agenda.
<p>h. Bank Mandate It was agreed to add Joanne Garvey to the bank mandate as administrator.</p>	Cllr H Shaw or Cllr S Powell.
<p>i. Society of Local Council Clerks (SLCC) Membership It was agreed to pay for the Clerks membership to the SLCC</p>	Clerk to arrange.
<p>j. The date of the next Council meeting was noted as 13th March 2025. Possible items for inclusion to include: Asset register, Allotments, outside funding, playground fencing, insurance, .gov.uk</p>	Clerk to add to agenda

The meeting closed at 9.30pm

Appendix A

Schedule of payment for approval at the February Council meeting
Invoices circulated to Councillors.

Pre-paid under delegated authority

Supplier	Details	Net	Vat	Total
Boxrap Ltd	Bench	680.00	136.00	816.00
New Ink	Replacement sign	45.00	9.00	54.00
TP Jones	Payroll Oct to Dec	52.80	10.56	63.36

To be approved

Supplier	Details	Net	Vat	Total
Play Inspection co	Annual play inspection	90.25	18.05	108.30
J Garvey	Salary	xxx	0	xxx
SLCC	Locum costs December	934.50	186.90	1121.40
New Ink	Replacement sign	45.00	9.00	54.00

Regular payments

BT	Broadband and telephone	36.44	9.10	45.54
Hugo Fox	Website	9.59	2.4	11.99
Ionos	Website	13.00	2.60	15.60
Scribe	Accounts monthly fee	23.00	4.60	27.60