## **MOULSFORD PARISH COUNCIL** MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 18th MARCH 2020, AT 7:30pm IN THE PAVILION, MOULSFORD

Cllr Baker (Chair) Cllr Sachse Cllr Bryan (Vice Chair) Cllr Simpson (SODC) Cllr Elvy Cllr Gray PRESENT:

Mrs Knowles (Governor, Oxford University Hospitals) Three members of the public

1.	Election Of Chair And Vice Chair Having tendered her resignation as chair, but deciding to remain as a councillor, Cllr Baker invited proposals for an interim chair and vice chair until the annual election in May. Cllr Baker nominated Cllr Bryan as chair, seconded by Cllr Elvy. Cllr Baker nominated Cllr Elvy as vice chair, seconded by Cllr Sachse. On taking office, Cllr Bryan recognised and acknowledged the service and contribution of Cllr Baker. He also thanked that of Cllr Twibell who had resigned from the council since its last meeting.	
2.	Apologies For Absence Cllr Murphy (SODC)	
3.	Declarations Of Interest None.	
3.	Minutes Of The Previous Meeting Cllr Sachse proposed that the minutes of the parish council meeting on 8th February be signed by the chair as a true record. Seconded by Cllr Elvy.	
4.	<ul> <li>Reports From District and County Council</li> <li>Cllr Simpson reported that, in light of the Covid-19 crisis, some hardship fund money is expected from central government, and this most probably will be distributed through district councils. Exact details are awaited.</li> <li>Following direction from the secretary of state for communities and local government, SODC's local plan is now progressing to inspection, with a view to adoption in December.</li> <li>Cllr Gray reported that during the current crisis, the county council was working hard to meet its social care responsibilities.</li> </ul>	
5.	Planning Applications and Enforcement P20/S0897/HH 21 Underhill, Moulsford, OX10 9JH Single storey side extension and first floor rear extension, and a small increase to ridge and eaves height to accommodate roof insulation above the rafters.  MPC: Considering. SODC: Considering.	
	P19/S2768/FUL Greenlands Farm Cow Lane Moulsford OX10, 9JT Creation of Rolling Fields Glamping Site (As amplified by additional information received 30 October and 27 November 2019 and amended by new drawings, Ecological Walkover Report and Site Access Appraisal received 03 March 2020). MPC: Considering. SODC: Considering.	
	P20/S0150/FUL Cranford House School, Moulsford OX10 9HT Single storey extension to the Early Years Foundation Stage. Demolition of 3 existing workshops and stores and replace with a single storey workshop. Enhanced boundary treatments to Willow Court Lane. (amended by revised plan received 21 February 2020). MPC: No strong views. SODC: Considering.	
6.	<ul> <li>Matters from the Floor - Covid-19 Crisis</li> <li>Mrs Knowles summarised measures being taken by OUH Trust in light of the Covid-19 pandemic and an expected large increase in patients. These include:</li> <li>Advising people to stay away from hospital unless they are really ill.</li> <li>Postponing routine outpatient appointments for adults and children at all sites.</li> <li>Postponing routine inpatient elective surgery for adults and children at all sites.</li> <li>Keeping urgent, emergency and cancer treatments as normal.</li> <li>Limiting adult inpatient visitors to one, with visiting hours from 4pm to 7pm only.</li> <li>Emergency, outpatient, antenatal scan and imaging appointments limited to one companion only per patient.</li> </ul>	

 Maternity visiting limited to birth partners only for all scan, birthing and postnatal appointments. · Paediatrics visiting restricted to two parents/guardians only. No siblings. Visiting hours restrictions do not apply. Any case-by-case exceptions to the new limits only by discussion with nurses or midwives as appropriate. In addition to the above, the trust is also taking steps to: Hold daily reviews to assess and respond to each day's challenges. Provide extra training for staff in the use of personal protective equipment. Support staff working at home wherever possible. Set aside ward capacity for Covid-19 cases. Work alongside social services and other partners and trusts to best support patients. Triage emergency patients immediately, acute and non-acute cases being streamed appropriately. Extend those critical care facilities already in place if required. Help patients wherever possible by telephone. Provide advice on regular handwashing and the risk of contact with door handles. cash machines and other hard surfaces, respecting personal space. Further information on the trust web site at www.ouh.nhs.uk Mrs Knowles agreed to also check the situation at the Royal Berkshire NHS Trust. Separately a parish council-driven village response to the Covid-19 emergency, and a parish-council-led community support network for those who require help, is being coordinated by Cllr Sachse. The plan is to offer essential services like prescription collection, shopping deliveries, letter and parcel posting, dog walking, tips and advice and telephone support. Details will be disseminated via an imminent edition of Moulsford News, via the village Facebook group and by notes door-to-door. Cllr Sachse Various details and practicalities - for example self-isolation, security, payments, and safeguarding - were discussed by the councillors and by the members of the public present. These will be clarified in the literature to be provided, and by individual discussion with those requesting help. Cllr Simpson agreed to share with Cllr Sachse a national database of organisations dedicated to supporting communities throughout the UK. Cllr Simpson Cllr Gray offered the cooperation of the similar Cholsey support network with medication collection from Wallingford Medical Practice. Cllr Gray **Actions From Previous Minutes** Completed: Cranford School plans. Cllrs Baker and Elvy had met with the school and near neighbours. All satisfied with what is proposed. Cllr Baker had written to Friends of The Elderly (FoTE) suggesting a further public consultation on the proposed development at the Old Vicarage might be useful. A suggestion had come back that perhaps the parish council would act on FoTE's behalf in such a consultation. This was declined. It was Cllr Baker's belief that a formal planning application would be the next step. Cllr Elvy reported that potholes in Underhill had been filled, but the narrowness of the road continues to be problem with heavy traffic often mounting kerbs. Cllr Bryan had circulated presentations from the NWLT event at Englefield. Cllr Baker had provided the parish council copy for the March Moulsford News. Continuing: Cllr Baker had pursued a speed survey in Halfpenny Lane with Cllr Gray who is now progressing with OCC highways. Cllr Gray added that the condition of the road was routinely monitored and pothole repairs would continue. A member of the public observed that the lane was often used by large, heavy vehicles in breach of the weight limit. Cllr Grav The clerk had followed up with Cllr Gray on new youth funding. The extra money will not be available until later in the year. Further details to follow. Clerk The condition of the footway from the prep school to the filling station was discussed. Cllr Gray had no preferred contractor but did offer a financial contribution if one could be found. Clerk to research. Clerk Cllr Baker expediting millennium tree replacement with more appropriate species.

Cllr Bryan

Initial quote received of around £1,400 to supply and install a 20-year-old tree. Cllr

Clerk ran a Land Registry search to establish ownership of unmaintained and apparently abandoned land at the junction of Glebe Close and the A329. Will write

Bryan agreed to explore options with the Earth Trust.

	<ul> <li>to the owner to progress.</li> <li>Clerk requested a quote from a local electrical firm to issue an updated a safety certificate for the driveway lighting, and to make good the installation. Electrician has already visited the site and his quote is awaited.</li> <li>Clerk has opened an account with Viking Direct for the supply of stationery, toner, stamps etc.</li> </ul>	Clerk
8.	Pavilion Management Committee (PMC) Update.	
0.	<ul> <li>Cllr Bryan reported that some bookings were now being cancelled in light of recent advice.</li> <li>Necessary constraints in line with government guidance were being applied by remaining users.</li> <li>The clerk is looking into the council's business disruption insurance and whether it applies to loss of rental income given the current climate.</li> </ul>	Clerk
q	Moulsford Events Committee (MEC) Update	
9.	<ul> <li>Several imminent events including a village quiz and a winter social have been cancelled, again in line with government advice on public gatherings. Future events subject to review.</li> <li>A member of the public suggested if stock had been bought in for cancelled village events, the committee may wish to consider selling it to villagers.</li> </ul>	
10	Playground Maintenance/Upkeep	
10.	<ul> <li>Cllr Baker confirmed the contribution from SODC had been received and thanked Cllr Simpson for her help.</li> </ul>	
	<ul> <li>The landscape consulting firm had been approached for a revised quote and this was awaited. It was hoped that initial work could continue as it was largely desk- based at this stage.</li> </ul>	
	Fund raising could no longer take place within the current constraints.	
	Maintenance-wise the see-saw now required attention and more generally there	
	was a need for more regular cleaning and attention to timber treatment.	
	Suggested a yearly voluntary work party might be the answer.	Cllr Baker
11.	Reports/Correspondence/Other Matters.	
	<ul> <li>From Cllr Elvy</li> <li>Had spoken with Cranford School about the cessation of the village cricket club and the head is keen to make use of the cricket pitch, and will explore options with other local organisations including Moulsford School.</li> <li>Cllr Sachse will pass on to the cricket club captain, who had submitted an article to Moulsford News, outlining the club's own situation.</li> <li>From the clerk</li> </ul>	
	<ul> <li>The council will need to consider holding further meetings by videoconferencing as government legislation appeared to be moving that way, though an official</li> </ul>	
	<ul> <li>directive had not been issued yet.</li> <li>Some councils are delegating decision-making powers to clerk's alone in the event should council members be unavailable. It was felt this was not required, and decisions could be reached cooperatively by email or other electronic means.</li> <li>Reported contact from the coffee morning organisers about continuing to hold events. Relevant government advice, especially concerning at-risk groups, had been passed on.</li> </ul>	
	<ul> <li>The clerk clarified the position over the casual vacancy created by the resignation of Cllr Twibell after the last meeting. He had, as required under electoral law, notified the elections team at SODC and acting under their direction, had posted pro-forma notices on notice boards. He must now await further direction from the elections team before proceeding to either an election or a co-option, the latter being the most likely outcome.</li> <li>From Cllr Baker</li> </ul>	
	Had discussed the burials situation with St. John's Church. Was satisfied that there was no cause for concern.	
12.		
	<ul> <li>The numeric and narrative financial reports for the period since the February meeting were presented and are attached herewith.</li> <li>Receipts since the February meeting were £0.45 in bank interest, £45.00 in Moulsford News advertising, £1,000 SODC contribution to the playground fund</li> </ul>	
	and £2,000 from OCC towards Ferry Lane resurfacing.	

	Payments since the February meeting were £140.42 for OALC annual membership, £308.40 for an accounting software annual licence, £438.69 for annual clerk's PAYE, £539.46 for clerk's salary, and £65.00 for SLCC annual membership.	
13.	Other Business	
	• None.	
14.	Date Of Next Meeting	
	Next meeting 7:30pm, Wednesday 8th April, 2020. Venue TBA.	
	The meeting closed at 9:40pm.	
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	Signed: Dated:	

## RFO Report - March 2020

1. Payments and receipts for the period to 18th March, together with updated bank balances are shown below.

Transactions To Mar 18 <sup>th</sup> , 2020		Receipts	Payments	
Contribution (SODC Playground)		1000.00		
Bank Interest		0.21		
Contribution (OCC Ferry Lane)		2000.00		
Bank Interest		0.24		
Moulsford News Advertising		45.00		
OALC Membership			140.42	
Scribe Software Licence			308.40	
Clerk PAYE (HMRC)			138.40	
Clerk's Salary			539.46	
Clerk PAYE (owing)			300.29	
SLCC Membership			65.00	
	Total	£3045.45	£1491.47	
	Current	Drojecto	Donosit	Total
	Current	Projects	Deposit	Total
Cash At Bank	£2592.74	£2516.20	£6517.24	£11626.18
Cash At Bank (Previous Meeting)	£1155.91	£2516.20	£5516.79	£9188.90

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- 2. There is no further income anticipated for the remainder of the financial year.
- 3. Anticipated expenditure for the remainder of the financial year is some £650 for pavilion roof repairs (not yet invoiced) and one further dog bin emptying charge of £41.44.
- 4. Once the most recent cheque payments have cleared, the bank reconciliation will show the current account and deposit account balances and the council's accounting system agree. A variance of £475.07 actual vs. expected in the project account is now corrected by entering a reverse payment in the same sum.
- 5. The council has ample funds to meet its current commitments and a balance of £6,517.24 in its deposit account.
- The council remains on course to finish the year with a surplus of some £10,000, £3,000 of which is already committed to playground refurbishment and Ferry Lane resurfacing.
- 7. A copy of the updated 2019/20 budget is attached.

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MOULSFORD PARISH COUNCIL BUDGET 2019/20