

# Minutes of a Council Meeting of the Moulsoford Parish Council

Thursday 8<sup>th</sup> June 2023 at 19:30, Moulsoford Pavilion

## Public Session – Prior to the Start of the Meeting

### Members Present:

Chair	Cllr S Powell (SP)
Members	Cllr B Partridge (BP) RFO
	Cllr M Eagle

### Officers Present:

Clerk

Public and Press: 4

## Meeting started 19:30

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

Cllr H Shaw sent her apologies.

**Resolved:** It was unanimously agreed that the reasons given were approved.

22.10.2 Declarations of Interests [LA 2011 s31]

None

22.10.3 To consider requests for Dispensations [LA 2011 s33]

None

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

Meetings held on 13<sup>th</sup> April (Parish Council meeting and 11<sup>th</sup> May 2023 (Annual Parish Meeting)

**Resolved:** It was unanimously agreed the minutes were a true record of the meetings.

22.10.5 To receive nominations for Co-option and if applicable co-opt a member onto the council.

**Resolved:** It was unanimously agreed to co-opt the interested member Melanie Moseley-Jones onto the council for at least the next 6 months.

22.10.6 To receive District and County Councillors

South Oxfordshire District Councillor: Ben Manning (Cholsey ward), Anne-Marie Simpson, (Cholsey ward and Planning),  
OCC Councillor: Felix Bloomfield (Chair)

None received

## 22.10.6 Finance

22.10.6.1 To note receipts 9<sup>th</sup> May 2023 - 7<sup>th</sup> June 2023

22.10.6.2 To Review end of year finances and AGAR

22.10.6.3 To note the reconciled bank account and reserves balances as at 30<sup>th</sup> May 2023

### **Actions:**

Some gaps were identified in the accounts, where records do not go back far enough, Clerk to look at where the last chq book could be located, and invoices from first half of the year with bank statements and send to Ben Partridge, CFO, together with April's bank statement.

RFO to write chq for expenses for printing, and get signed.

### **Resolved:**

Accounts noted and with exceptions above, approved.

Payments agreed for:

- Clerks Salary £314.84
- Election Services £200
- Expenses for NPS printing to Cllr Powell £205

Clerk has requested an extension of the AGAR, which has been agreed up to the 14<sup>th</sup> of July, as accounts have not been finalised and the internal audit has not been completed. An extra ordinary meeting will need to be held to sign off the audit and AGAR. Clerk has raised if we miss this deadline the council will face a £40 fine.

RFO to complete final year end finances, Clerk to locate old chq books and missing invoices if possible – to be completed ASAP.

## 22.10.7 To review River Thames Public Access

### 22.10.7.1 To receive updates on River Thames Public Access

Four members of public attended and voiced their concerns regarding the change in route to the highway down Ferry Lane and the potential resulting loss of access to the river.

Cllr Powell provided an update on the current status, with particular focus on the status of the untitled land and wharf in that area. The situation remains the same as stated in May Moulsoford News.

Moulsford Parish Council maintain that the moorings on the wharf to the north and east side (deep mooring) also remain public for now; land records and the Environment Agency support us on this. We intend to discuss this issue directly with the proprietors of the B&W restaurant with a view to retaining village access to the river as much as reasonably possible, and including both deep and shallow mooring, as has been previously enjoyed.

Should villagers observe any obstruction to the path leading to the current public mooring at the end of the Beetle and Wedge House garden (for example, tables and chairs, plant pots) or the mooring area itself (including boats stored on surface of strip, ferry blocking end of strip), they should note date and time, take a photograph if possible, and report this infringement of the agreement between OCC and the B&W directly to Cllr Powell, who will raise with OCC Highways for enforcement.

**Resolved:** It was unanimously agreed that signs need to be erected to clearly indicate that the car parking area on the left is public parking. Which will be raised in the Highways meeting on the 30<sup>th</sup> June. (However, inspection subsequent to meeting indicated that highway now too narrow to support such parking without blocking the highway.)

A meeting needs to be held with the B&W to raise issue of public mooring in front of Beetle and Wedge House being blocked and to request re-instatement of access to deeper moorings. A suggested meeting date of the 13<sup>th</sup> by the B&W where public mooring and access will be a focal point of the discussion. It is suggested that three public moorings are retained on the wharf, but the B&W retains ability to keep pods, tables etc. on the surface of the Wharf.

22.10.8 To receive updates on planning school visits.

- Cranford House
- Moulsford Prep.

Cllr Powell has contacted both schools and awaiting suitable meeting dates.

**Resolved:** Update was noted.

## **22.10.9 Traffic and Parking Review**

### **22.10.9.1 To receive updates on traffic and parking**

Meeting being held with OCC highways on Friday 30<sup>th</sup> June, Cllr Powell and Cllr Partridge to attend.

**Resolved:** Update was noted.

## **22.10.10 To receive Planning Applications and Enforcements**

P23/S0776/FUL- Moultsford Preparatory School Moultsford OX10 9HR

New temporary classroom – *GRANTED*

**Resolved:** The above was noted.

## **22.10.6 To receive matters arising from the floor**

Action list: Clerk to implement an action list to eventually be on a cloud drive.

**Resolution** – it was unanimously agreed this would be a useful register to implement.

Parking at the pavilion car park for film crew: received request for film crew to use car park near church for several days work.

**Resolution** - Clerk to respond that they are able to use it, provided that neither the Parish nor the Church are held liable for any damage which might occur during use and that they make good any damage that might be caused as a result of their usage. Suggested donation of £500 to the Parish council and church for use of said amenities.

Cllr Powell to photograph the car park before they use.

## **22.10.7 To receive updates from previous meeting.**

### **22.10.11.1 To receive updates on Grass Cutting 2021**

No Update

**Resolved:** Noted

#### 22.10.11.2 To receive updates on cloud storage options.

A spec was sent to the Cllrs for approval by Cllr Powell.

**Resolved:** It was unanimously agreed to feedback on specification to Cllr Powell. It was also agreed that once a storage solution was in place that Council documents, including minutes, planning details, etc should in future be stored on the cloud as well as on a Clerks laptop (e.g. Google Drive, Microsoft One Drive) to ensure data regularly backed up and secure.

It is noted that the clerk is using a personal laptop at present with a USB key with documents from the previous clerk. (It was later discovered that the previous clerk had stored over 10 years worth of parish council documents and correspondence in Paperless; which is a chargeable service. The new clerk has not taken out a subscription to this so has not been able to access, even though MPS were happy to reimburse fees. )

#### 22.10.11.3 To receive updates on Clerk Laptop

A spec was sent to the Cllrs for approval by Cllr Powell.

**Resolved:** It was unanimously agreed to feedback to Cllr Powell.

#### 22.10.12 To receive Committee and project updates

##### 22.10.13.1 Pavilion Management Committee

No update received.

##### 22.10.13.2 Moultsford Events Committee

No update received.

#### 22.10.14 To Receive update on NPS

##### 22.10.14.1 Update to be provided on NPS project

NPS remains out for review within village.

##### 22.10.14.2 To Receive update on 100 club

A slow uptake so far on the 100 club.

Was raised that there were a number of reports not given on a regular basis to MPC, this is thought to have been because these organisations were not aware of this meeting, nor had they been prompted by clerk. It is suggested that a more collaborative approach to all committees is taken, to improve communication flow.

**22.10.14.3 Resolved:** It was unanimously agreed that Cllr Powell will reach out to the committees to invite them in for more discussion and regular updates.

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

MOP spoke at the meeting about their concerns on the traffic & road conditions in Moulsoford. Concerns were noted. Cllr Powell advised that there is a meeting with OCC Highways 30th June and these concerns will be raised with them. Similarly, the narrowness of the footpath alongside the A329, particularly at Grange Cottage, will be raised with them and also the possibility of moving to a 20mph speed limit.

**22.10.14.5**

**Bench on Badgers Bank replacement**

Previous Cllr who was handling this has now left the council, Cllr Powell will ask for an update to progress this item.

**Resolved:** Noted

**To consider actions arising**

**22.10.15 Shed Removal**

Clerk has given the go ahead to SPCGroup to remove the shed.

**Resolved:** Noted

**22.10.16 Parking from Cranford house on Junction.**

This has now improved and their efforts have not gone unnoticed. It is asked that the school notify the council regarding future events; to be raised in meeting planned with them over next few months.

**22.10.17 B&W sign on entrance of village, relating to size and location close to the highway**

No update; needs assigning to a Cllr for action.

## **22.10.18 Items for a future agenda**

- Allotments
- Ways of working
- Division of responsibilities in new council
- 20mph zone
- Looking at alternative uses and revenue streams for the pavilion.

### **To agree dates for upcoming meetings for 2023 for hall bookings.**

Dates originally suggested: 13<sup>th</sup> July, 7<sup>th</sup> September, 5<sup>th</sup> October, 9<sup>th</sup> November and 7<sup>th</sup> December.

### **22.10.18.1 To confirm the time and date of the Next Council Meeting – 7:30pm, 13<sup>th</sup> July 2023**

**Resolved:** It was unanimously agreed to approve the dates of future meetings for remainder of 2023 - Clerk to circulate.

**Meeting Closed: 21:30**