

# Minutes - Monthly Meeting, Moulsoford Parish Council

Thursday 12<sup>th</sup> October, 2023

## Members present:

Chair: Cllr Sue Powell (SP)  
Vice chair: Cllr H Shaw (HS)  
RFO and member: Cllr B Partridge (BP)  
Members: Cllr M Eagle (ME), Cllr M Mousley-Jones (MMJ)

## Apologies:

Clerk: Andrew Harris (AH)  
District Cllr: Cllr Ben Manning, Cllr Anne-Marie Simpson  
Public & press: Andrew Ashton, (AA), providing legal guidance on allotments & river access  
Jo Baker (JB)

## Meeting started 19 30

Item	Outcome	Next steps/actions
<b>Administration</b>		
1. To receive apologies for absence and approve reasons given	AH previously advised that he was unable to attend as on leave.	None
2. Declarations of interest	No change	None
3. Requests for dispensations	None	None
4. To approve the minutes of previous council meetings	BP proposed approval of meeting minutes for 7th September, MMJ seconded.	SP has signed off, AH to file and post final version on website and public noticeboard.
<b>Planning</b>		
a) Review revised information received 4.10.23 for P23/S2380/HH Breach House	Overall no strong views on planning application. However, councillors would prefer road/hedge/wall rather than wall running directly along the roadside; thereby blending into rural setting and aiming for net zero impact on biodiversity.	Some confusion as to how far the boundary wall stretched.  SP/AH to clarify with planning officer.
b) P23/S2379/LDE 2 Cranford Cottages – use of land as residential garden	Decision of planning office noted.	SP/AH to follow up re. progress on enforcement notice lodged on previous tennis court application for Cranford Cottages.

<b>Parish Matters</b>		
5. Broadband	<p>Sue has contacted Nigel Mansfield and discussed broadband progress over email. Appears to have dropped between two groups (MPC and PMC).</p> <p>Suggestion that Hilary creates security and usage guidelines whilst Tony acquires suitable cupboard to secure router in main hall area.</p> <p>Closing this off will allow us to actively market broadband as part of the pavilion rental offer.</p>	<p>Activities to be completed by next MPC meeting or PMC meeting (whichever is first), as identified to left.</p> <p>HS to move broadband payment to DD.</p>
6. Highways monitoring	<p>Data from recent highway monitoring has been reviewed. As noted by Jon Beale, OOC Highways;</p> <p>“For a compliant 30mph we are looking for a mean speed of 30mph or less and an 85th percentile speed of 35mph or less. As I hope you can see, all locations are generally around this threshold with only site 3 Northbound being a marginal 0.15mph above this. So in summary, you’ve currently a 30mph speed limit that is generally compliant.”</p> <p>This raises the question as to why the villagers’ perception consistently differs from this. When we create survey, we should find out how people use the highway (e.g. driver, cyclist, walker, and whether they have to use any equipment such as a pushchair or walker on the path. This may impact how they view the speed of traffic when at narrow points on the path.</p>	<p>AH to post summary of the OCC report on the website and a link provided from Facebook and in Moultsford News. This will enable people to review OCC survey, should they wish.</p>
7. Consultation on possibility of moving to 20mph speed limit	<p>A survey will need to be created to collect the villagers views on trialling a 20mph speed limit along the A329 main road only.</p> <p>The survey should include not just the questions themselves but also the context around why we are considering moving to 20mph (e.g. safety, clean air, reduction in noise...) and clearly state the pros and cons. It should also ask how the respondent uses the highway (see above)</p>	<p>HS &amp; MMJ to lead preparation of survey, with input from other councillors.</p> <p>The traffic should be included in Nov’s MN as well as on website and on FB.</p>
8. Allotments – clarify latest status including whether we still hold a valid lease for them	<p>Prior to the council meeting, Andrew Ashton had circulated the latest report on allotments and the council had a chance to discuss this with him further at the meeting.</p>	<p>Following actions need to take place:</p> <ol style="list-style-type: none"> <li>1. Map allotments that are still leased (BP)</li> </ol>

	<p>It appears that as a result of building work conducted on the allotment site, the agreement to lease the allotment land from SODC has lapsed, with the last payments to SODC from MPC being made Dec 2021.</p> <p>However, provided that we continue to pay the regular amount to SODC following completion of these works (which may require us making a back payment as we believe work completed Sept 2021), we can retain the right to the lease. Note that Thames Water have taken a small amount of the original allotment land, therefore we now have 8 remaining allotments (as opposed to the original 10); the amount we pay to SODC should therefore be adjusted to take this into account.</p> <p>At last review, MPSC made a marginal profit if ALL allotments were leased; this will need to be re-reviewed in light of smaller number of allotments plus the fact that some are no longer used/have fallen into disrepair.</p> <p>Note rent to SODC is normally paid mid March (at start of growing season).</p>	<ol style="list-style-type: none"> <li>2. Collate list of current allotment holders (BP)</li> <li>3. Assess rent which will need to be paid to SODC, plus cost of any remedial work for plots which have been left to go wild. (MMJ/AA)</li> <li>4. Calculate how much we need to charge allotment holders for renting land (and whether this amount should be adjusted based on size of plot). (MMJ/AH)</li> <li>5. Brief allotment holders on proposed changes and allotment rental responsibilities (SP, MMJ)</li> <li>6. Issue renewal letter to all allotment holders – use standard MPC letter which AA has on file as template (AH)</li> </ol>
<b>River Access</b>		
9. Update on River Access – AA/SP	<p>Councillors had chance to ask questions directly of AA.</p> <p>In summary, the surface of the adjusted route of the highway is controlled by OCC; the subsoil is claimed by the B&amp;W restaurant. Legal investigation reveals title change associated with the land in question can be established back to 1998, with only one 5 year break which we are waiting to get confirmation on from the previous owners solicitor.</p> <p>AA confirmed that the route of the revised highway cannot be blocked or built on. However, it is felt best for MPC to draft an agreement with the B&amp;W regarding the exact path of the highway, ownership of different sections of the land by the river, who maintains what, etc.</p> <p>Was suggestion that it would be good to raise funds/apply for grant to enhance current jetty and potentially build a small slipway for use launching canoes, kayaks and paddle boards.</p>	<p>SP/AA to work on agreement with B&amp;W.</p> <p>SP/MMJ to look into whether there are grants which MPC could apply for to make safe &amp; enhance the jetty.</p>

10. Electric charging point in car park	SP registered our interest in charging point but thought unlikely to be suitable for village needs as speed of charging thought to require overnight connection.	No further action required for now; need to wait to hear next steps from SODC once they have assessed applicants for project.
11. Playground	<p>Playground inspection normally takes place in October. Each piece of equipment is graded on a scale and any major failing may result in that kit being removed.</p> <p>JB to work with MMJ. She proposed a walk round the green on Sunday 15<sup>th</sup> Oct to highlight preparation for inspection and landscaping.</p> <p>MMJ advised that several volunteers from the village have offered to help with clearing up the recreation ground. May also be worth contacting a contractor re. removal of concrete base/metal (formerly shed base) that is still in place. Also need to peg down the materials for dead hedging.</p>	<p>AH to check date and contact details to set up review.</p> <p>JB is happy to be involved in all future work on the playground.</p> <p>May be able to involve Cranford House in works.</p>
<b><u>Budgetary issues</u></b>		
12. Financial report (BP)	<p>Ben does not currently have access to bank account; Hilary to sort this out as only member of current council with access as well as sending Ben latest bank statements.</p> <p>JB advised as an existing signatory on bank account (from previous roles) she had been contacted re. SP's access to account and had vouched that this was a legitimate request.</p>	<p>BP to make financial report available within next 7-10 days.</p> <p>HS to add AH and BP to bank account; AH can then manage account and add others as required.</p>
<b><u>Council Priorities 2023/24</u></b>		
13. Council priorities	<p>Discussed proposed priorities (some of which had already been covered in meeting); was agreement that these reflected our priorities.</p> <p>When looking into order of activities, important to resolve any near-term issues (e.g. security on web site) before looking into enhancements.</p>	No actions arising from this, other than noting that as the council have several different communication channels, we need to ensure we are consistent with how we use them to avoid confusion.
<b><u>Actions c/f from previous meeting or still outstanding</u></b>		
14. Procedures & bank account access	Once new Clerk in post need to develop robust procedures for bank processes, signoff for invoice payments, signoff for quotes and scheduled works.	BP, HS, AH, SP

	<p>Need to review the Audit report to ensure all issues raised are addressed</p> <p>Need to review bank account – who has access, how we handle payments, what we can move online.</p>	
15. Councillor training	SP has advised AH of proposed training courses for Councillors in November and January.	<p>SP to forward date and training details to relevant Councillors to secure their availability.</p> <p>AH to confirm bookings once completed.</p> <p>BP to include training costs in budget.</p>
16. Strengthening links with other Parish Councils	ME has had informal discussions with Cholsey PC, as has MMJ.	Action with ME to progress.
17. Approval for CPRE membership	Approved, AH to action	AH
18. 100 club payments	<p>BP to advise Sarah Elvy re. correct account to pay 100 Club money into.</p> <p>Longer term, should include something on website re how we will use funds raised.</p>	<p>BP</p> <p>AH</p>
<b>Next meeting</b>		
19. Agenda items for next meeting – 9 <sup>th</sup> Nov	<p>Budget 2023 – on track?</p> <p>Budget for 2024 – options for precept</p> <p>Update on playground status.</p> <p>Q&amp;A public session – Cranford House?</p>	ALL to advise SP on any additions.

**Meeting ended: 21:45**

**Minutes recorded by: Cllr S Powell (Chair)**