

**MOULSFORD PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY**  
**13<sup>th</sup> NOVEMBER 2019, AT 8:00pm IN THE PAVILION, MOULSFORD**

PRESENT: Cllr Baker (Chair)	Cllr Bryan (Vice Chair)	Cllr Sachse
Mrs Bellis (part)	Mrs Bemis (part)	Mr and Mrs Cairns (part)
Mr Eagle	Mr and Mrs Evers (part)	Ms Powell
Mrs Stickings (part)	Mr and Mrs Viner (part)	Ms Wilkins (part)
Mr G Twibell (parish clerk)		

1.	<b><u>Apologies For Absence</u></b> Cllr Elvy, Cllr Gray, Cllr Simpson, Cllr Twibell.	
2.	<b><u>Declarations Of Interest</u></b> None	
3.	<b><u>Minutes Of The Previous Meeting</u></b> Cllr Baker proposed that the minutes of the parish council meeting on 9th October be signed by the chair as a true record. Seconded by Cllr Bryan.	
4.	<b><u>Reports From District and County Council</u></b> <ul style="list-style-type: none"> <li>Cllr Simpson had circulated a written report, highlighting the current pre-election purdah period during which no councillor may promote political parties or candidates, and political materials must not be placed on council property.</li> <li>Also announced free parking in certain SODC car parks in Wallingford, Goring and Henley to enable local Christmas shopping. Details to go in Moultsford News.</li> <li>SODC intends to become a carbon-free council.</li> <li>Noted that coercive control and abusive behaviour in relationships is now illegal.</li> <li>Cllr Gray supplied a written brief on recent actions in Moultsford. Site meetings with OCC Highways at Ferry Lane and Underhill: Ferry Lane resurfacing expected 2021/22, but Cllr Gray pushing for 2020/21. Underhill extra on-street parking not possible through excessive costs and proximity to pavements and drainage. It was noted that while Cllr Elvy had wished to attend these site meetings, she received no notice of same.</li> <li>Cllr Baker noted that kerbs in Underhill remain damaged from heavy vehicles accessing the existing sewage plant, which is likely to worsen when rebuilding work starts. Will refer to Cllr Gray.</li> <li>Mr Eagle noted that Glebe Close was in a similar state of repair to Ferry Lane following patching and repatching. He was encouraged to keep reporting via Fixmystreet.com which had brought results in the case of Ferry Lane.</li> <li>Cllr Gray also facilitated a meeting with Mr Hilliard (director of education) and Ms Millward (head of service - school organisation &amp; sufficiency) at OCC for Cllrs Baker and Bryan who reported there was recognition of the challenges locally in accessing primary and secondary education. Both Cllrs were assured this is being taken seriously and being addressed with local primary and secondary school expansion by 2022. Moultsford's success rate in school placements, particularly secondary placements will now be monitored and if there is evidence showing Moultsford children are being disadvantaged, extra efforts will be made to accommodate them locally. In the meantime, parents need to use the application process wisely, resorting to continuance lists where appropriate. Cllr Baker will publish advice in Moultsford News. Cllr Bran added that new school building was scheduled for north of Didcot.</li> <li>Cllr Gray also reported he was applying pressure on highways to maintain the footway to the north of Moultsford School.</li> </ul>	<div style="text-align: center;">Cllr Baker</div> <div style="text-align: center;">Cllr Baker</div>
5.	<b><u>Planning Applications and Enforcement</u></b> <b>P19/S2768/FUL Greenlands Farm, Cow Lane, Moultsford, OX10 9JT</b> Proposed Rolling Fields Glamping Site. Plans circulating. <i>MPC: No strong views, but requests replanting and signage. SODC: Considering.</i>  <b>P18/S3748/FUL Land east of A329 and north of Cranford Lodge, Moultsford.</b> New farm shop, cafe and sports field. <i>MPC: No strong views since conditions required for withdrawal of objection met, but concern still expressed over the condition of the footway from Moultsford Prep northwards. SODC: Considering.</i>	

	<p><b>P19/S3365/FUL Greenlands Farm, Cow Lane, Moultsford, OX10 9JT</b> Variation of condition 3 (approved plans) of application P19/S0039/O Cessation of scaffold use. Erection of new industrial building (B1c, B2 or B8). MPC: Considering. SODC: Considering.</p> <p><b>P19/S4078/DIS Moultsford Preparatory School, Moultsford, OX10 9HR</b> Discharge of conditions 4 - Foul Drainage, 7 - Hours of Operation, 8 - Noise, 9 - New vehicular access, 10 - Existing vehicular access, 11 - Vision splay access, 12 - Turning area &amp; car parking, 13 - Construction traffic management, 14 - Green travel plans, 15 - Off-site highway works, 16 - Surface water drainage, 17 - Landscaping implementation and 18 - Tree Protection to P18/S2438/FUL, proposed erection of building for pre-preparatory school with associated outside teaching space, access, drop off and collection area, and landscaping. MPC: Considering. SODC: Considering.</p>	
6.	<p><b><u>Matters from the Floor</u></b></p> <ul style="list-style-type: none"> <li>• Mr Mansford expressed the collective concern of near neighbours to an intended 34 new homes at the Old Vicarage, abutting the recreation ground. It would increase by 13% the number of households in the village. Following a public consultation with the developer he voiced concern that seemingly conflicting information was given to people attending. A list of 25 questions had been sent to the developers, to which answers were awaited. He felt a coordinated response capturing all the issues was important. To this end he proposed a well-publicised village meeting (since arranged for 7:00pm on 6<sup>th</sup> December at the pavilion) prior to the next council meeting (11th December). Local district and county councillors are also aware. Ms Wilkins observed that while no planning application had yet been received, the developer was already discussing privately with SODC via the pre-application process, making a timely response all the more important.</li> <li>• Cllr Baker said developers frequently brief the parish council in advance of similar schemes, but had chosen not to in this case. An invitation to the developer for the December meeting to be considered.</li> <li>• Cllr Baker also said it was vitally important that individual residents post their own, views on any eventual planning application, noting that applications submitted just before Christmas gain developers no time advantage. Extra time is added to the response deadline to compensate.</li> <li>• Mr. Mansford suggested a separate public meeting be held prior to the next parish council, to which the developer could be invited. This would help inform any public and council responses to the application. Cllr Baker reiterated the importance of citing only material planning considerations when responding.</li> <li>• Mr. Mansford agreed to coordinate a public meeting and solicit support from local county and district councillors.</li> <li>• Mrs Bemis asked about dates for the Underhill sewage treatment plant work. The Clerk reported that at a site meeting earlier this year, January was given as a start date by SODC. Will request an update.</li> <li>• Mrs Stickings queried ownership of the corner of Glebe Close, which had belonged to Boshers, since taken over by the Toureen Group of Luton. Clerk to inquire.</li> <li>• Mr Eagle raised parking problems in the village which occurred, he said, every time Cranford School had a special event. Although the school always arranged off-site parking with shuttle buses, some visitors insisted on parking on residential streets, including Glebe Close, where they would frequently park on pavements and block private driveways. He had previously called police to report obstruction. He suggested traffic cones and staff attendance may be necessary in future. The council holds regular liaison meetings with both schools and this will be discussed in that forum.</li> </ul>	<p>Cllr Baker</p> <p>Note</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Elvy</p>
7.	<p><b><u>Actions From Previous Minutes</u></b></p> <p>Completed:</p> <ul style="list-style-type: none"> <li>• A £50 block pavilion booking has been secured, thus ensuring continuance of the Age UK film shows for the near future.</li> <li>• A £75 membership of the North Wessex Landscape Trust has been secured. Cllr Bryan to attend the next meeting.</li> <li>• Cllr Sachse prepared and published a survey on education and facilities needs.</li> <li>• Cricket club roller now retrieved and secured.</li> <li>• Cllr Bryan completed and submitted Moultsford News submission. Cllr Baker will write December's contribution.</li> <li>• Open Spaces Society Membership terminated.</li> </ul>	<p>Cllr Bryan</p> <p>Cllr Baker</p>

	<ul style="list-style-type: none"> <li>• Clerk provided revised financial report.</li> </ul> <p>Continuing:</p> <ul style="list-style-type: none"> <li>• Cllr Simpson agreed to explore neighbourhood plan options further.</li> <li>• Cllr Baker looking into replacing the millennium oak tree.</li> <li>• Clerk issued a first draft 2020/21 budget for review. New iteration to be provided.</li> <li>• Cllr Baker discussing with a tree specialist a replacement for the millennium oak, potentially as a VE day commemoration.</li> <li>• A playground working group has been reconstituted; more members needed.</li> </ul>	<p>Cllr Simpson Cllr Baker Clerk</p> <p>Cllr Baker</p>
8.	<p><b><u>Pavilion Management Committee (PMC) Update</u></b></p> <ul style="list-style-type: none"> <li>• Minutes of the September meeting were circulated. No further meeting yet.</li> <li>• Cllr Bryan continues to discuss matters with the committee anyway.</li> </ul>	
9.	<p><b><u>Moulsford Events Committee (MEC) Update</u></b></p> <ul style="list-style-type: none"> <li>• Minutes of the meeting on the 6<sup>th</sup> November circulated.</li> <li>• Will begin raising funds for playground work.</li> <li>• Next meeting will be a workshop session to discuss 2020 plans.</li> <li>• Felt another heads of committee meeting would be useful. January was suggested.</li> </ul>	
10.	<p><b><u>Playground Maintenance/Upkeep</u></b></p> <ul style="list-style-type: none"> <li>• Cllr Baker and Mrs Humphries discussing fund raising, potentially including discretionary funding from Cllr Simpson.</li> <li>• Cllr Baker reported a fact-finding meeting with South Stoke's playground representative. Initial funding was used to engage a consultant to assess the space, make expert recommendations, and help apply for further funding.</li> <li>• The type of equipment and whether there is a need for adult fitness facilities to be informed by the current village needs survey.</li> <li>• The council needs to understand maintenance implications and budgetary needs.</li> </ul>	Cllr Baker
11.	<p><b><u>Reports/Correspondence/Other Matters.</u></b></p> <p>From Cllr Bryan</p> <ul style="list-style-type: none"> <li>• Reiterated concerns over the car park surface which overweight vehicles continue to use for turning, displacing the gravel that otherwise affords protection.</li> </ul> <p>From Cllr Baker</p> <ul style="list-style-type: none"> <li>• Suggested that unapproved draft minutes be published on the village web site as soon as completed, as already happens with noticeboards and email lists. Clerk will henceforth publish, making clear these are only in draft form pending approval at the next meeting.</li> <li>• Reported advice from Moulsford School that two planning pre-applications had been made to SODC: for an all-weather surface on the sports field closest to the river, and for a pontoon on the river frontage for launching boats. Also an archaeological survey had been completed on the site for the pre-prep building, with no significant findings. Plan to appoint a contractor in March 2020. Will keep the parish council appraised when work begins.</li> </ul> <p>From the clerk</p> <ul style="list-style-type: none"> <li>• Remote control holders' conditions for the use of driveway lighting require lights to be turned off after an event begins, and be not turned on again until an event finished. In the case of parish council meetings it is common for our district and county councillors, and members of the public to arrive and depart during meetings. Clerk to forward to Cllr Bryan for clarification.</li> <li>• The former White Bungalow in Willow Court Lane is now Fieldside House.</li> <li>• Grounds contractor has estimated £265 for a) Redistributing gravel in the car park, b) Maintaining the large tree close to the pavilion, c) Maintaining an Acacia tree in the recreation ground and d) installing some wooden posts reclaimed from the driveway to prevent parking on grass at the NE corner of the car park.</li> </ul> <p>Approval given to instruct accordingly.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
12.	<p><b><u>RFO's Report/Budget</u></b></p> <ul style="list-style-type: none"> <li>• The financial reports for October were presented and are attached herewith.</li> <li>• Receipts during October were £0.33 in bank interest and £173.00 in Moulsford News advertising, a total of £173.33.</li> <li>• Payments during October were £1,954.41 in pavilion mortgage, £78.00 for playground safety inspection, £50 pavilion rental for Age UK and £75.00 membership to North Wessex Landscape Trust, a total of £2,157.41.</li> <li>• An updated 2019/20 budget was also presented, detailing actual and planned receipts and payments to the year end, together with a measure of variance</li> </ul>	Clerk

	<p>between the two. Cllr Bryan felt this met the need for an ongoing measure of financial performance, and will henceforth be updated and presented monthly rather than quarterly as before.</p> <ul style="list-style-type: none"> <li>The council is required to have its 2020/2021 budget finalised by end of January, in order to inform its precept demand due in February. The clerk circulated a work in progress and will email a more finished draft together with narrative for consideration, ready for discussion at the December and January meetings.</li> </ul>	<p>Clerk</p> <p>Clerk</p>
13.	<p><b><u>Other Business</u></b></p> <ul style="list-style-type: none"> <li>None.</li> </ul>	
14.	<p><b><u>Date Of Next Meeting</u></b></p> <ul style="list-style-type: none"> <li>Next meeting 8:00pm, Wednesday 11<sup>th</sup> December, 2019, Moultsford Pavilion.</li> </ul> <p>The meeting closed at 10:00pm.</p> <p>Signed: ..... Dated: .....</p>	

1. Payments and receipts for the period to 31st October, together with updated bank balances are shown below:

Transactions Since Last Mtng.		Receipts	Payments	
Pavilion Mortgage			£1,954.41	
Bank Interest		£0.33		
Playground			£78.00	
MPMC (on behalf of Age UK)			£50.00	
North West Landscape Trust			£75.00	
Moulsford News Advertising		£173.00		
	<b>Total</b>	<b>£173.33</b>	<b>£2,157.41</b>	
	<b>Current</b>	<b>Projects</b>	<b>Deposit</b>	<b>Total</b>
Cash At Bank	£2,144.32	£2,516.20	£6,515.94	<b>£11,176.46</b>

2. The income for the remainder of the financial year will amount to a few hundred pounds more.
3. Anticipated outgoings for the remainder of the current financial year are two further clerk/RFO salary payments of £539.20, one further discretionary contribution to charity of £25, some £650 for pavilion roof repairs (not yet invoiced) and a further two payments of £41 for dog/litter bin emptying, a total of £1,860.40. A cheque issued in May for £475 against the projects account has not been presented, and has now expired.
4. The council has ample funds to meet its current commitments and a healthy balance of £6,515.94 in its deposit account.
5. All councillors save for Cllr Twibell have been emailed details to reapply for online banking.
6. The council remains on course to finish the year with a surplus of some £8,500.
7. A bank reconciliation completed this week shows the amounts in the council's accounting system align exactly with the balances of the three bank accounts.
8. An updated budget for 2019/20 is also presented. This includes known expenditure (2x clerk's salary and 1x dog bin emptying) to the year end. Please note the £107.03 deficit in income to March 2020 will most probably change to surplus as further Moulsford News advertising payments are received. The budget currently shows a surplus of £1701.12 at year end. This will in all likelihood reduce once invoices are received for pavilion roof repairs and further, minor grounds maintenance work.
9. A draft 2020/21 budget has been circulated for consideration/discussion. This suggests:
  - An increase of £250 in the precept for 2020/21 (equating to £1 extra per household per year), to keep pace with inflation.
  - The setting aside of £2,000 for match funding for Ferry Lane resurfacing.
  - An expected yearly rise of £100 in clerk's salary in line with national pay scales.

MOULSFORD PARISH COUNCIL BUDGET 2019/20

13th November, 2019

EX VAT

INCOME	Detail	Actual 2018/19	Estimate 2019/20	2019												2020			Year End Actual to Date	Variance Estimate/ Actual
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar					
Parish Council	Adjustments	0.00	0.00																0.00	0.00
	Aliment Rent	130.00	0.00																0.00	0.00
	Bank Interest Received	9.50	2.00	0.14	0.17	0.08	0.07	0.07	0.11	0.33	0.33								1.30	-0.70
	Events Committee Fundraising	1,500.00	0.00																0.00	0.00
	Moultsford News Advertising	750.00	750.00	172.50		45.00	90.00			241.50	95.00								644.00	-106.00
	OCC Contribution To Grass verge cutting	384.04	384.04			384.04													384.04	0.00
	Pavilion Lease	1.00	1.00				1.00												1.00	0.00
	Precept	13,750.00	14,000.00	7,000	5,473.36				7,000.00										14,000.00	0.00
	VAT Refunds	224.26	5473.36																5,473.36	0.00
	Total Income	17,247.80	20,610.40	7,172.64	5,473.53	429.12	91.07	0.07	7,000.11	241.83	95.33	0.00	0.00	0.00	0.00	0.00	0.00	20,503.70	-106.70	
EXPENDITURE																				
Parish Council																				
	Aliment lease/maintenance/water	100.00	100.00	30.00						30.00									60.00	-40.00
	Audit Fee	0.00	100.00																0.00	-100.00
	Churchyard Maintenance	200.00	200.00																0.00	-200.00
	Clerks PAYE	1,659.84	2,156.80			539.20													2156.80	0.00
	Contributions	0.00	150.00																0.00	-150.00
	Election Services	0.00	100.00																0.00	-100.00
	Email/Website Subscriptions	60.00	60.00																0.00	-60.00
	Highways Maintenance	384.04	450.00		450.00														1353.28	-15.83
	Parish Council Insurance	1,369.11	1,369.11			1,353.28													200.81	-49.19
	Memberships	157.55	250.00	115.81	85.00														0.00	-64.00
	Payroll Services	64.00	64.00																62.47	-87.53
	Petty Cash	130.00	150.00	25.38		37.09													3908.82	0.00
	PWLB Mortgage	3,908.82	3,908.82	1,954.41															0.00	-200.00
	Stationery	0.00	200.00																0.00	-200.00
	Subscriptions & Licences		300.00		205.60															
	Training		250.00																	
Pavilion	Roof Repair		650.00																	