

TIDDINGTON WITH ALBURY PARISH COUNCIL
Monthly Meeting
Monday 9 May 2011, following the Annual Parish Meeting – at Tiddington Village Hall

MINUTES

Present: Mr J Nowell-Smith (Chairman), Mrs E Horne, Mrs C Draper, Mrs Z Knight, Mr B Price, Mr D Turner (County Councillor), Mr S Harrod (District Councillor), Mr K Poyser (clerk) and one member of the public.

1. **Apologies:** Mr K Field.
2. **Declarations of interest:** Mrs Horne declared an interest re the Lantern Service Station.
3. **Approval of previously circulated minutes:**
The minutes were approved and signed.
4. **Appointment of Chairman and Vice-Chairman:**
Mr Nowell-Smith vacated the chair which was taken by the Clerk for the purpose of appointing the Chairman.
Mr Price proposed Mrs Horne for Chairman. This was seconded by Mr Nowell-Smith and carried unanimously. Mrs Horne thanked Mr Nowell-Smith for his past service and took the Chair
Mr Price proposed Mrs Draper as Vice-Chairman. This was seconded by Mrs Knight and carried unanimously.
5. **Allocation of Councillors' responsibilities:**
After some discussion it was resolved that these remain as before:
John Nowell-Smith – Econ. Development, businesses.
Elaine Horne – Planning, highways and Milton Common.
Cherry Draper – Environment, conservation, recycling waste.
Ken Field – Housing, planning, building and controls.
Zena Knight – Planning, recreation, arts, grants.
Brian Price – Health and safety.
6. **Matters arising from previous minutes:**
 - a. Footpath/pelican crossing in village – Mr Turner reported that there was to be a meeting at County Highways in 2 days' time, to decide on a course of action to reinstate the footpath.
Clerk has had on site meeting with officer from County Highways and discussed with/showed him matters dealt with under b-g below.
 - b. Progress re repair/replacement of damaged manhole covers. Clerk reported that representative from Highways was endeavouring to ascertain provenance for damaged manhole cover in Sandy Lane.
 - c. Running water at lower part of Sandy Lane. Clerk has shown problem to representative from Highways.
 - d. Progress re repainting of gates at approaches to Tiddington and Milton Common. Clerk has been informed that work will be undertaken 'during next 28 days'. Nothing has yet happened.
 - e. Progress re requests for repairs to potholes. Representative from Highways has been shown potholes by Clerk and has marked some for action.
 - f. Subsidence on A418 – representative from Highways informed Clerk that not bad enough to receive attention.
 - g. Damage to road signs at A418 end of Sandy Lane. Clerk informed that this will be attended to.
 - h. Bus shelters in Tiddington and at Milton Common – Bus shelter grant scheme. Request for financial assistance made to Q Hotels. Clerk to chase up reply. No further requests for grants are being accepted by OCC. David Turner expressed some surprise at this and said he would pursue.
 - i. Bus shelter maintenance agreement. Clerk said that would report further on this matter to next Council meeting.
 - j. Feedback from Police following disturbance in Fernhill Close in February. Nothing further official to report.

k. Arla Dairy Foods – any developments re proposed development at Aston Clinton. No further communications.

l. Lantern Service Station – Owner has withdrawn his appeal re change of use. Planning has been granted for fencing, which owner has said he will move back a metre or so to improve visibility.

m. Poor state of grounds at Cromwell Rise adjacent to Oxford Belfry/Lassco. Clerk has reported this to Q Hotels, but has not had response.

7. Safety concerns re speed limit signs on London Road, Milton Common:

Mrs Horne said that the 2 new signs at the end of Old London Road are a hazard to pedestrians at night. Mr Turner said he would look at and pursue with Highways.

5. Open discussion:

Mrs Knight asked for copy for the Newsletter by 20 May.

6. Planning matters:

P11/W0091 – Lantern Service Station, London Road, Milton Common – Erection of 1.8m palisade fence on frontage at gates. Granted.

P11/W0510/EX – Oxford Belfry Hotel – extension of time to implement planning permission

P07/W1416 – Construction of new 2 storey staff accommodation building and storage buildings to replace existing. Approved.

7. Correspondence:

HM Revenue and Customs have sent initial acknowledgement re setting up of PAYE scheme.

8. Financial matters:

a. Banking arrangements including Authorised signatories – Banking arrangements approved. Authorised signatories Elaine Horne, John Nowell Smith, Ken Field and Zena Knight (any two from four). Clerk to obtain new bank mandate form for completion.

b. Appointment of internal auditor. Rob McKinney proposed Mrs Knight seconded Mrs Draper.

c. Review of:

Standing Orders.

Declarations of interest.

Financial regulations.

Budgeting arrangements.

Risk assessment.

Effectiveness of internal audit.

Freedom of Information Act.

Data Protection Act.

All of the above were discussed and members of the Council confirmed that they had copies thereof and that they were aware of the responsibilities and various duties of care attached thereto

d. SODC for emptying of dog bins £34.98. Proposed Mr Price seconded Mr Nowell-Smith.

e. Mrs F Hughes – hospital transport £11.00. Proposed Mrs Draper seconded Mrs Knight.

f. Clerk took delivery of completed Declaration of Acceptance of Office forms from Councillors with the exception of that from Mr K Field, who was absent. It was resolved to allow a reasonable period of time for Mr Field to return his completed form. The Clerk also took delivery of the completed form of Declaration of Office of Chairman from Mrs Horne. The Register of Interests forms to be completed and returned to the Clerk for onward transmission to SODC.

9. Date of next meeting

Monday 8 June.

There being no further business the meeting closed at 9.15 pm.