

# MINUTES OF A MEETING OF ARNCOTT PARISH COUNCIL HELD ON 4<sup>th</sup> May 2021

**PRESENT:** P Wilson, Lee Savidge, Martin Byrne, Linda Hooper and Russell Todd.

**APOLOGIES:** David Hughes (CDC) Cllr Dan Sames (OCC).

**ALSO PRESENT:**

It was agreed unanimously that Paul Wilson would be elected Chairman of the Parish Council for the year 2021/22 and Lee Savidge would be appointed Vice Chairman.

## **Co – option of a parish councillor**

All parish councillors agreed unanimously to co-opt Mr Paul Hooper onto the Parish Council

### **1. Declarations of Interest**

None.

### **2. Minutes of the Last Meeting**

The minutes of the meeting held on 2<sup>nd</sup> March 2021 were agreed as drawn.

### **3. Planning**

The Parish council considered the following applications:

<b><u>21/00964/NMA</u></b>	Bahais Training Centre 45 Ploughley Road Arncott OX25 1NY	Increase in height of railings and gates from 1.4m to 1.6m (proposed as non-material amendment to 20/00573/F)
<b><u>21/01260/HPA</u></b>	57 Buchanan Road Upper Arncott Bicester OX25 1PE	Single storey rear extension - height to eaves 3m, overall height 4m, depth 4.115m

No objections were made against either of these applications.

## **Finance**

### **Invoices**

Cheques were authorised as follows :

Mrs A Davies	salary and expenses	101852	199.85
Mr A Lambourne	Internal Audit	101853	35.10
Mr F Milloy	cleaning	101854	140.00

The Parish council considered the report of the internal Auditor and agreed the final year end accounts for 2020/2021. It agreed and authorised the Clerk and Chairman to sign sections 1 and 2 of the annual Governance and Audit Review.

### **4. Parish Council matters**

#### **a. Play areas**

An order has been placed with Sutcliffe for the refurbishment and update work to be done to the village hall play area. The project will be supervised by Michael Carter of Sports & Play Consulting. The total cost will be £39,000 which comes from a nett cost of £32,500 + £6,500 VAT (The VAT amount is recoverable) and will be paid for from parish reserves. The

Cambridge Building Society has been asked to transfer £15,000 from the savings account into the Council's current account. The work is scheduled to be finished in early / mid-July. The Parish Council was asked about providing play facilities for the disabled but enquiries suggest that this is not realistically possible in the village hall play area due to space limitations and existing / new play equipment spacing / layout. It may be possible to amalgamate the Orchard Close / Village Close play areas. The Chairman has spoken with Michael Carter about this as a possible future project which could possibly look at upgrading / improving what is there now and also providing disabled play facilities in this combined play area. The Parish Council would look to obtain agreement for this from the residents of Orchard Close and Village Close.

**b. Village Hall new car park project**

A design has been completed for the car park layout including the necessary ground levels to ensure adequate drainage. Site meetings have taken place and tenders are due week commencing 2nd May from three established contractors. CDC has confirmed that planning permission is not required, although agreement will be needed from OCC for the formation of the new access off Harper Close. Subject to approval from Arcott PC and CDC (grants) the successful contractor could start work in early June. The project in full is about 3 weeks' work. The working area will be fenced off and access to the hall maintained as far as possible and warranty needs to be investigated. This project looks to include a new car park area, new pathways around the hall and, hopefully, a patio area outside of the main entrance doors. It is intended that the project is financed from available grant money and that any remaining grant money will be used to pay for internal improvements to the village hall. That work will be driven by the VHMC with the PC authorising the work and arranging for the reimbursement of spend from the grant money held by CDC.

**c. Village Hall floor**

An assessment of the main hall floor was carried out in December by a flooring specialist whose recommendation was to replace the existing floor with a new wood block floor. The VHMC is / will be arranging for the three quotations that are necessary before the Parish Council can approach CDC for the funding.

**Village hall Trust Deed**

Brethertons (Solicitors) have been instructed and dates for a virtual meeting are awaited.

**d. Green Lane**

The project manager who is overseeing the car park work at the village hall has advised the parish council that the cost to widen the Green Lane road from the junction with Norris Road to the end of the village green will be circa £15,000. OCC might contribute £5,000 towards the cost but the Parish council would need to pay the balance from its reserves-The Parish Council could consider submitting a request for financial assistance from its county Councillor's Community Priority Fund. The concern will be allowing for residents' access in / out of Green Lane whilst the necessary work is being done. The Parish Council has been advised that work could be done by the equipment being on the village green at the side of the lane with work carried out in short sections and made good as the job is progressed along the lane. That should allow for half of the road to be kept open. However, the length of road opposite the village green would probably need to be cleared for the time taken for the work to be done. The Parish Council needs to consider whether it should spend money from reserves to get this done. If financial help from OCC / County Councillor is given, then the amount would be around £9,000 / £10,000. If no help is received then the parish council would need to agree to finance the full amount of circa £15,000.

**e. Village Hall Lighting**

This project is ongoing and, in addition to new lighting being installed, will include the installation of lowered ceilings in the Gents and Ladies toilet areas. Four quotations were received for the replacement lighting aspect of the project and a quotation for £3,010 was accepted. The PC has submitted a completed pro-forma document to CDC and has asked CDC to issue a suitable funding agreement in order that the PC can claim the costs back for the new lighting from the village hall improvement fund.

**f. Future meetings**

Current rules do not allow for on-line meetings after May 7th. The VHMC has advised that, in accordance with the government's roadmap, from step 3 - May 17th earliest – the hall can be used for regular hirers for adult sports activities subject to size limits and the rule of 6. However, the Open meeting needs to take place within 21 days of the May 6th election so it needs to be established as to how many people would be allowed in the hall as at May 27th latest. It may be that, for 2021, the Open Meeting is held in person at the end of lock down, rather than in compliance with legislative time limits. Any use of the hall will need to comply with the government / VHMC protocols.

**5. Public Participation**

None.

**6. Correspondence**

It was reported that the Cambridge Building Society had telephoned Cllr Byrne. The Clerk will follow this up.

**7. Any other business**

There was concern that masks are reportedly being left on the Playing field.

The Council agreed to investigate new Noticeboards.

Roads in the Parish require repair, and concern was expressed about the safety of a wall running along the footpath in Woodpiece Road.

**8. Date of next meeting**

Parish council Meeting Tuesday 6<sup>th</sup> July 2021 via Zoom.