

## **DORCHSTER PARISH COUNCIL**

**Minutes** of the Parish Council meeting held on 21<sup>st</sup> February 2024 at 7.30pm Dorchester Village Hall

Members present; Chairman Mike Corran MC, Vice Chairman John Taylor, Cllrs. Jon Brydges JB, Mark Williams MW, Beccy Waller BW, Chris Hill CH. Cllr. Mike Atkinson,

Attending Clerks Jenny Welham JW, Geoff Russell GW. Lisa Stead Community First Oxfordshire. LS.

1.To Receive apologies for Absence.

Cllr. Charlotte Garside, Robin Bennett SODC District & OCC County Councillor

2.To Receive Declarations of interest for Items on this Agenda including Disclosable Pecuniary Interests. None.

2.2.To Consider any Requests for Dispensations (LA2011 s33).

3. To facilitate Public participation with regard to items on the Agenda.

10 MOP's present.

Request made for Agenda's to be available for MOP who attend, also some copies of the previous meeting minutes.

MOP advised that following the 20mph speed limit going live the OCC signage is confusing and misleading in particular at Bridge End and also by the Green. Occ need to visit and review the signage.

**4. To Approve Minutes** of previous Council meeting 10<sup>th</sup> January 2024.

Approved following 1 small correction to page 2 Para 3

### **5. To Receive Report from District & County Councillor**

Chairman gave update on CC /DC report. Urged Mops to complete the joint Local SODC/Vale plan consultation that is published on the SODC website.

Also there is a Traffic consultation all to complete with their inputs.

Cycle Track on A4074 OCC Highways have carried out improvements to Benson. Mop advised, RB had been on YouTube road survey enquiry and gave inputs.

### **6. Dorchester Abbey Festival – Parking.**

A request from the Abbey re charges for carparks during the Festival which is £250 for the 10 days of the Festival. Funds raised are split 50/50 between Abbey and the charity which is Restore for this year. They have requested asked if the Parish Council will consider not charging the £250.

**Resolved** not to charge the Abbey for the Carparks for this year's Festival. Councilors requested that a policy is required for future events.

**7. Dorchester 2030** - update from survey conducted by Community First Oxfordshire, next actions.

The Summary Report, Vision and Purpose & Process Documents produced by JT had been circulated to all council prior to the meeting.

JT gave an introduction then asked if any questions or clarification on the summary report, but opportunity to discuss again at March meeting.

Lisa Stead from Community First Oxford who carried out the survey for the PC was invited to speak.

MA asked how accurate the analysis was as he had spotted an anomaly and LS was asked to check.

BW requested the raw data in a spread sheet, that stands behind the report to cross reference to show how they lend support to some of the areas. And to ascertain age groups. LS replied due to GDPR their management would not release this. BW challenged this LS to check and took action.

LS suggested if they feel they do not want to share all the data, she could send the analysis for under 35s. BW agreed this would be helpful.

JB thanked everyone who has put all of this together.

CH on housing 3 possible answers, in answer 2 groups added together, 2/3rds want 10/20 houses. LS said in hindsight would be better to give specific percentages.

JT thanked LS and CFO for all the hard work and pulling the survey together supported by all councilors'.

Key target dates by end of March finalise Vision and Strategy.

The 1<sup>st</sup> May for the Annual Parish meeting in the Abbey when the PC want residents to attend and give inputs and sign up for the workstreams.

The 8<sup>th</sup> May PC meeting will sign off and approve what the PC will undertake and what they feel they cannot address from the Survey.

Version 1 working paper acknowledges the work 257 surveys which is a good response. 43% are retired, in line with census. Vision and Strategic priorities how is vision set what are the focus and what not.

It was decided that the Word Cloud was not the right vehicle to express the results of the survey. LS offered to list the information to give more clarification and to get a direction of travel to aid deciding workstreams. JT highlighted the key village 'likes' and 'dislikes' as per his paper.

Coop came out as No.1 amenity, which the PC wish to celebrate this with the Coop staff.

MC to write to Coop Area manager.

The two background elements of more housing in Berinsfield and the pressure on OCC/SODC budgets were accepted as key impacts on the parish and its plans.

JT talked the meeting through the priorities proposed in version 1 of his paper and also the areas proposed for no action at this stage.

JT highlighted that the workstreams were dependent on residents stepping up alongside councilors. Each workstream would be challenged to identify 6, 12, 24 months objectives.

BW raised the school has 66 people, 15 years ago had 126. Some families choose not to use the village school being saved by Berinsfield families. Felt PC need to support the school more

MC will email the 82 volunteers but councillors will need to be involved not necessarily taking the lead.

JT actioned to produce a version 2 of the paper for consideration at the next PC meeting in March.

Councillors to think about which workstreams they wish to be involved in ready for next meeting.

*LS then left the meeting*

**8. General Power of Competence** – to review eligibility & consider adopting.

The eligibility requirements are met, **Resolved** to Adopted.

**9. Clerk Handover** – Update on progress.

The Clerk had circulated the DPC prioritisation plan prior to the meeting which recorded progress under each section.

Overall a lot to absorb and learn about Dorchester.

The priority was to get the Finance up to date and reconciled, this was ongoing but a large percentage had been done, hoping to finalise for end of February.

Some policies need to be written medium priority.

IT infrastructure needs a review, proposal to be considered at the March meeting.

**10. Outstanding Agars/VAT returns** – update & timeline for completions.

GW reported he had completed the two Vat returns for 2021/22 and 2022/23 and these had been submitted to HMRC.

The accounts had been reconciled to the bank, Agar and Annual Accounts completed for 2021/22 and will be sent to Internal Auditor.

Bank reconciliation, Agar and Annual Accounts for 2022/23 working on these and hoping to complete in the next few days, then will send to Internal Auditor.

**11. Donation from Resident** – update on Agreement of Terms. Deferred to March meeting.

**12. Playground Project** – review and finalise.

Outstanding actions Sovereign offered a 5 year free service to meet Rospa requirements, with 6 monthly inspections. Written confirmation required.

For the Warranty of the new equipment, a resident has kindly volunteered to carry out checks and report on regular basis for warranty requirements.

The entrance barrier needs a new solution to both allow wheelchair access and provide vehicle access whilst ensuring no unauthorized access. Various options are being evaluated.

Reseeding in entrance way needed.

Attempt to clean basketball court, but needs pressure cleaning, court lining needs redoing, a supplier needed. Thanked volunteers who helped with the clean BW.

Need to hold publicity event and record a video. BW to discuss with CG.

Finalise SODC grant to receive 2nd half of the grant required this FY. BW.

### **13. Abbey Closed Cemetery – Damage to perimeter wall review actions.**

Inside Wall has collapsed adjacent to the property beside the cemetery and fallen into their front garden. A quote obtained for repair, further quotes required. MC to speak to previous owner of the property to gather historic information on this matter.

### **14. Dorchester Bypass – review Noise abatement progress, and recent RTA's.**

MA had met with Warborough, Crowmarsh, Berenisfield Parish Councillors they want to include Benson and Newnham Courtney to deal with Noise other than just Speed. Thames Valley Police have been contacted to invite their involvement.

Will speak to H Cafe owner to consider if bikers will cooperate. Suggested a Banner campaign on the bridge and at H café. Trying to get data on RTA's and fatalities. Lack of activity from police no recent speed survey information.

### **15. Finance**

#### **Review and Approved Payments**

<b>Description</b>	<b>Supplier</b>	<b>VAT Type</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
Subscriptions	Starboard Systems Limited	S	561.60	112.32	673.92
Admin	Gap HR Services	S	47.00	9.40	56.40
Items from B & Q play area	Councillor	X	66.74		66.74
Play Area	Councillor	X	115.94		115.94
PC mobile phone	Vodafone	S	28.79	5.76	34.55
Payroll monthly plus set up	C & M Accounts and Payroll	S	50.00	10.00	60.00
HMRC contributions	HMRC	X	303.46		303.46
Subscriptions	Open Spaces	X	45.00		45.00
Allotment Water	Castle Water	X	28.65		28.65
Storage	Q Transport (Oxford) Ltd	S	97.30	19.46	116.76
Fencing, Swings,Mats	Arrow Fencing	S	5,474.00	1,094.80	6,568.80
Water	Castle Water	X	35.71		35.71
Play/Recreation Ground Maintenance	Sports Surfacing Solutions	S	864.80	172.96	1,037.76
Dog Waste Bin	Shield Maintenance Ltd	S	242.32	48.46	290.78
Dog Waste Gloves	JRB Enterprise Ltd	S	213.20	42.64	255.84
Dog Waste Gloves	JRB Enterprise Ltd	S	213.20	42.64	255.84

Subscriptions	SLCC	X	183.00		183.00
Clerk's Salary	Dorchester PC	X	959.89		959.89
payroll monthly	C & M Accounts and Payroll	S	10.00	2.00	12.00
Clerk's Salary	Dorchester PC	X	1,449.24		1,449.24
<b>Total</b>			<b>10,989.84</b>	<b>1,560.44</b>	<b>12,550.28</b>

Resolved to APPROVE all payments.

To Note Receipts £925.32 received.

To consider any Quotations received for works. – None.

Parish Council Bank Balances @ 20/02/2024

NatWest Current Account £3,412.14. Reserve Account £27,712.35 Total **£31,4652.49**

Funds will need to be transferred across from Reserve account into current account to meet the above payments for February. There are two VAT returns awaited (See Item 10.) when paid into DPC current account this will increase funds available.

The Clerk advised that the reserve amount was rather low as it is recommended a reserve is held to cover approximately 9 months of operational costs, Noted.

**16. Planning** – to consider Planning Applications received from SODC below and any other planning applications that submitted and published on SODC planning portal between circulation of this agenda and the meeting.

P24/S0390/HH

22 Queen Street, Replace windows and door to front, side & rear elevation. New windows to ground floor side elevation. A Building of Note in the Conservation Area, so leave to conservation officer.

P24/S0340/LB

Abbey Guest House, new gutters and downpipes. Listed building and in conservation area and Church property so they will have extra hurdles to jump, so leave to conservation officer.

P24/S0210/HH

81 Abingdon Road, Two storey extension to the rear, one side and the front of the existing house. Resubmission of previous application granted 1/10/2018 but not actioned by the applicant. No strong views.

P23/S4216/HH

63 High Street, Demolition of existing cement prefab garage and replace with timber framed carport/storage with synthetic slate low pitched roof. MW recommendation on 12th Jan was to let it go without asking for an extension as it is in the Conservation Area, which is what we did. PP granted 16th Feb.

P24/S0280/S73 Variation condition 2 (approved plans) P21/S5231/HH extensions & alterations to existing house, & addition of willow fencing along the top of existing south boundary wall.

Photovoltaic in roof added to south elevation, porch removed, alterations to windows and internally, changes to carport & roof tiles. 19 Watling Lane. A variety of amendments to existing planning permission. In the Conservation Area so leave to officer.

**17. Civility & Respect Pledge** – PC to agree signing the pledge. Deferred to next meeting.

**18. Items for information or Next Agenda.**

A MOP thanked GR for his long service as Clerk. All Parish Councillors also thanked him for all his work and involvement over the years including Helen his wife.

**19. Date for Next – 6<sup>th</sup> March 2024**

*Meeting closed at 21.45*

Signed.....Date.....

