

TINGEWICK PARISH COUNCIL

DRAFT MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 11<sup>th</sup> JUNE 2009

PRESENT:	Cllr Smith	-	Chairman
	Cllr Fenemore	-	Vice Chair
	Cllr Swinburne	-	Councillor
	Cllr Diston	-	Councillor
	Cllr Poil	-	Councillor
	Cllr Collins	-	Councillor
	Dawn Rogers	-	Clerk

IN ATTENDANCE:

**92 Apologies**

Cllr Thurlby (Councillor) - Accepted

Cllr Cadd (County Councillor) - Accepted

**93 Declarations of Interest**

None

**94 To approve the Minutes of the Meeting held on 11<sup>th</sup> June 2009**

Approved. Proposed: Cllr Swinburne Seconded: Cllr Fenemore

**95 Matters Arising for information and reports only**

Item 116 - The Fault Reporting Sheet is in progress.

Item 63 - The keys have been cut and will be passed to Mr Styles.

Actions noted will be reported by the councillors in their reports

**Action: Chairman**

**Action: Cllr Diston**

**96 County Councillors Report**

None, apologies received.

**97 District Councillor's Report**

None

*Open Forum*

*No matters raised*

**98 Planning**

09/00981/ALB - Garden Cottage, Upper Street, Tingewick - No objections

**99 Accounts**

See Appendix for details of transactions and budget report.

Transactions approved.

Agreed - Proposed Cllr. Collins Seconded: Cllr Swinburne

**100 Auditor's Report**

Report received

Adopted Item 1 - Cllr Poil appointed as nominated councillor to review bank statements and reconciliation reports

Adopted Item 2 - Check sheets will be prepared and circulated to the relevant Councillors. **Action: Clerk**

Adopted Item 3 - The Inspection Regime/Risk Assessment will be reviewed forthwith and each February.

### 101 Risk Assessment Review

The Risk Assessment Schedule and Asset Maintenance Register were reviewed.

Amendments were made to reflect the change of responsibilities of some of the Councilors over the previous year. **Action: Clerk**

The comments of the internal auditor were incorporated to provide for a more frequent inspection regime.

Schedule and Register to be updated accordingly

**Action: Clerk**

Each councilor will be provided with an inspection sheet detailing responsibly and action. It was agreed that the sheet would be completed as necessary and returned to the Clerk for central storage. **Action: Clerk**

### 102 Playground Safety Inspection Report

The safety inspection report in respect of the play equipment on the recreation ground was received.

It was noted that the pallet had been removed and the bin had been refixed to the post

The Parish Council does allow dogs onto the recreation field and thus it would not be necessary to change the structure of the gate. It was noted that the majority of dog owners did remove their dogs waste however should this become a problem the Parish Council will need to consider reviewing whether dogs should be allowed on the field.

The Parish Council's liability in respect of the Litter (Animal Droppings) Order 1991 of the Environment Protection Act 1990 will be considered.

**Action: Cllr Poil**

A sign will be obtained containing the recommended information.

**Action: Cllr Fenemore and Cllr Poil**

The safety inspection report of the play equipment in the school grounds was received

The climbing frame will be monitored as recommended

**Action: Cllr Diston**

It was reported that the fixings on the climbing wall panel were replaced shortly after receipt of notification of problem

The fence will be monitored as recommended.

**Action: Cllr Diston**

The spring on the inner school gate will be retensioned.

**Action: Cllr Diston**

It was noted that the outer gate is the responsibility of the school. The school will be notified of the recommendation.

**Action: Chairman**

The recommended sign has been stolen. A new sign will be obtained.

**Action: Cllr. Diston**

It was also noted that Mrs Critchley's memorial plaque has been stolen. A new one will be obtained.

**Action: Chairman**

### 103 Councillors' Reports and Items for Future Agenda

#### Street Lighting

It was noted that the street light in Gorrel Lane has now been repaired.

#### Footpaths

Mr Styles has been asked to carry out the work as agreed at the last meeting.

The Chairman and Cllr Poil met with Mr Taylor (AVDC) to discuss footpath 1 at the aerodrome and footpath 10 at the SSSI field. Mr Taylor was aware of the issues at footpath 10, he confirmed that the path had been cleared and marked some years ago but the materials were stolen shortly thereafter. It was agreed that the path would be cleared and marked again with additional signing advising of the reinstatement.

Mr Taylor will view footpath 1 and liaise with Cllr Poil

It was reported that contractors wish to lay cable under the footpath at Church Lane and it is likely to be closed for a while. AVDC are ensuring that the path will be appropriately reinstated.

The contact details of the definitive map team leader have been received. They may be able to assist with the production of a leaflet publicising the paths and noting historical information. **Action: Cllr Poil**

#### Cemetery and Grass cutting (Burial Records and Plans)

It has been reported that some of the posts and chains around the memorial garden need relocating. It was agreed that Cllr Collins will inspect the area and if necessary will arrange for the repairs to be carried out.

**Action: Cllr Collins**

#### **Recreation Ground**

It was reported that a plumber is required to carry out repairs in the toilet block. Any necessary work was agreed.

**Action: Cllr Fenemore**

The electricity has been checked in the Pavilion. At the electrical check a leak was noted and emergency work was carried out to repair it. It was agreed that a plumber will be engaged to carry out further checks and any necessary remedial work.

**Action: Cllr Fenemore**

The grass in the field will be cut prior to the fete.

**Action: Cllr Fenemore**

#### **Playground and Pond**

The inspector who had agreed to view the safety surface did not keep the appointment. A further appointment will be made

**Action: Clerk**

The inspector will be asked to inspect all the soft surfaces in the playground.

**Action: Cllr Diston**

#### **Special Projects**

It was reported that the judges are meeting this week to consider the Village of the Year.

A request has been made to Tesco for funding for the village fete.

#### **104 Correspondence**

2009/06/02 - Resurfacing of roads - It was noted that highways will require the roads to be clear in order that they can commence work and they will advise those affected accordingly.

2009/06/12 - AVDC - Theatre in the Villages - Further information to be obtained. **Action: Cllr Swinburne**

2009/06/16 - Resident - Potholes in the Village - It was noted that the letter had been directed to the County Council as appropriate and that the area was due to be resurfaced in August.

2009/06/18 - AVDC - Civic Service Invitation - Any Councillor wishing to attend should notify the Clerk

2009/06/20 - Resident - Received

2009/06/31 - Ivinghoe Parish Council - HGV Survey - It was noted that due to the bypass this is not an issue in Tingewick.

2009/06/41 - BCC - Bollards on Water Stratford Road - It was noted that the request for appropriate signage had not been addressed. It was also noted that there is no appropriate sign to indicate the road narrowing at the bridge at Water Stratford; this will be raised in correspondence.

**Action: Clerk**

2009/06/42 - Heritage & Sons - Application for memorial permit - Approved save grammatical amendments.

**Action: Clerk**

#### **105 Community Speedwatch**

Costings for 'Vehicle Activated Signs' at each end of the village were received and considered. It was agreed that the Parish Council finds the costs to be prohibitive with each unit costing a minimum of £3,800 plus additional maintenance per sign.

#### **106 Recreation Ground Development**

Cllr Cadd's comments at the Village Meeting, whereby he indicated that he could assist the Parish Council to obtain sources of funding for the development of the recreation ground, were noted. Cllr Cadd's assistance will be sought.

**Action: Clerk**

#### **107 Fete & Beer Festival**

The publicity for the event has been obtained and will be circulated.

A small goal is required for a penalty shoot out competition.

**Action: Cllr Diston**

It was proposed that a further £1,500.00 be transferred to the Parish Council's 'Events' account to facilitate advance payment of fete expenses. The amount to be recovered from the fete proceeds. Agreed

The Waitrose 'green token scheme' will not be of assistance to the fete this year but may be of assistance to the recreation ground development fund.

**108 Allotments**

Discussions are ongoing with the tenant of the allotment field to consider options for further allotment provision.

A letter will be sent to the Diocese enquiring whether they would be prepared to reduce the stated fees.

**Action: Chairman**

**109 Parish Plan**

It was raised whether the school council could play a role to involve younger people in the plan. It was agreed that due to the late stage in the school year the matter would be placed on the agenda for further discussion in September.

**110 Affordable Housing**

AVDC have commented upon the developer's initial development suggestions. Some revisions have been made accordingly and submitted to Highways for consideration. If this is positive the developer proposes to enter into initial agreements with landowner

**111 Village Appraisal/Village Design Statement**

The chapters have now been completed and sent to the editor. Maps are being drawn up and photographs taken prior to artwork being prepared. A copy of the final publication will be provided to every household in the Parish later in the year.

**112 Date of Next Meeting**

The next meeting will take place on Thursday 2<sup>nd</sup> July 2009 at 8.00pm in the Village Hall.

The meeting closed at 10.10