

**Minutes of the Longcot Parish Council
held in the
Village Community Room, Kings Lane, Longcot
on Monday 8 December 2014 at 7.30pm**

Present: Phil Young, Chairman, Andi Cunningham, John Barneby, John Bridge, Alan Rich, 1 parishioner and Tina Brock, Clerk.

163/14 Apologies for Absence: District Councillor Elaine Ware (prior commitment) and County Councillor Yvonne Constance (prior Commitment). These apologies were received.

164/14 Declaration of Interests. Personal interest:

Minute 181/14 John Bridge owns the property.

165/14 Minutes of the Parish Council Meeting held Monday 13 October 2014 were agreed and signed as a correct record.

166/14 Matters Arising:

a. **Finance Payment of Accounts.** It was RESOLVED to authorise the payments below:

	Net Cost	VAT	Total £
Payments now due:			
T Brock (Clerk's Oct & Nov 2014 salary)			288.00
MRH Services (½ yearly play inspection)			30.40
T Brock (Clerk's reimbursement)	40.38	0.80	41.18
HM Revenue (Clerk's TAX Oct/Nov/Dec)			108.00

b. **Matters not otherwise on the agenda.** Quotes had been sourced for a storage container for the Council's lawn mower of approximately £1,500.00.

REPORTS

167/14 Report from County Councillor. None present.

168/14 Report from District Councillor. None present.

COUNCIL

169/14 Standing Orders and Financial Regulations. Council approved the following resolutions:

1. To replace Longcot Parish Council's existing Standing Orders set out in the paper entitled "Standing Orders for the Conduct of Council Business (Issue 1)" and dated 1 December 2014: the new Standing Orders being consistent with the relevant model Orders prepared by NALC.
2. To replace Longcot Parish Council's existing Financial Regulations set out in the paper entitled "Financial Regulations (Issue 1)" and dated 1 December 2014: the new Financial Regulations being consistent with the relevant model Regulations prepared by NALC.
3. To invite the Clerk to prepare a list of documents that either need preparation or modification as a result of the adoption of the revised Standing Orders and Financial Resolutions referred to in the Resolutions marked 1 and 2 immediately above.

170/14 Financial Risk Assessment 2014/15 was completed and formally agreed.

171/14 Register of Assets 2014/15. The Clerk would contact OALC to ensure that the values of the Council's assets are entered correctly.

172/14 Health & Safety Risks of the Council's Assets. The play equipment is inspected monthly and half-yearly with reports submitted for any actions that need to be taken. A risk assessment is carried out annually for grass cutting of the Council's land.

173/14 Review of Effectiveness of the System of Internal Audit. Regulation 4 of the Accounts and Audit Regulations (2003) requires the findings of the review of the system of internal control to be considered by a committee of the relevant body, or by members of the body meeting as a whole. Examples of evidence in support of the review are:

1. Annual Report of Internal Audit.
2. Any reports by the External Auditor covering internal audit work or on key financial systems.
3. Results of any other review on which reliance may safely be placed.

Regulation 6 requires bodies to review the effectiveness of the system of internal audit once a year and for the findings of the review to be considered by a committee of the body, or by the body as a whole, as part of the consideration of the system of internal control referred to in Regulation 4.

The Council reviewed the system and found them adequate but due to changes in the Standing Orders would include rotating Councillors to verify the reconciliation of the Council's bank accounts.

FINANCE

174/14 Estimates 2015/16. The Council discussed the estimates and agreed an increase in the mower and running costs budget of £1,000 to cover the possible need to employ a gardener and approved a budget of £1,500 for the purchase of a storage container for the Council's mower. This increase in expenditure is due to the Chairman moving away from the parish. The Council agreed that funds would need to be set aside to cover the cost of replacing the ageing play equipment. At present the following Dedicated Reserves have allocated sums of:

Recreation £1,500

Flood Defence £4,000 (increased by £2,000 at LPC meeting 13 October 2014 minute 151/14)

The Council agreed to set the 2015/16 precept at £6,000 to cover the increase in expected expenditure.

175/14 Update on other current matters. None.

PLANNING

176/14 Permitted Planning Applications were noted.

i	P14/V1745/FUL	Land adj to Red Gables, Longcot, Oxon
ii	P14/V1816/LB	<i>Conversion of existing stables into a four bedroom dwelling and conversion of existing animal shelter into a garage/workshop. (Re-submission of withdrawn application P14/V116/FUL as amended by drawings 1151-12. 1151-S-01 Rev A and 1551-S-02 Rev A and 1151-S-03 Rev A.)</i>

177/14 Refused Planning Application. Noted.

i	P14/V1794/FUL	Hill View Cottage, Longcot Road, Longcot, Oxon SN7 7TP <i>Change of use of existing paddock land to residential and erection of a 5 bed dwelling with associated parking, garage, garden and new access from Longcot Road.</i>
ii	P14/V1111/FUL	Land south western side of Highworth Road, Watchfield, Oxon <i>Change of use of land for the stationing of caravans for residential purposes for eight gypsy pitches together with the formation of additional hard standing and utility/day rooms ancillary to that use.</i>

178/14 Discharge of Conditions of Planning Permission. Noted.

i	P14/V2420/DIS	1 Wakes Place Longcot Faringdon SN7 7TQ <i>Discharge conditions 6 (drainage) and 7 (foul drainage) of planning permission P13/V1643/FUL. Demolish existing workshop and change of use to erect three bedroom detached dwelling.</i>
ii	P14/V2618/DIS	Stone Farm Majors Road Longcot Faringdon SN7 7TR <i>Discharge condition 4 (window/panelled doors/fireplace details) of listed building consent P13/V2592/LB. Proposed rear extensions and alterations.</i>

179/14 VWHDC Consultations. Andi Cunningham would prepare a response to the following consultations:

Local Plan 2013 Part 1

Design Guide Review

Community Infrastructure Levy Preliminary Draft Charging Schedule on behalf of the Council.

180/14 The Planning Inspectorates Appeal Decision for planning applications P14/V0627/FUL & P14/V0628/LB Roadside Farm, the Green, Longcot, Oxon SN7 7SY was dismissed.

181/14 Update on any other current matters.

1. Appeal to the Secretary of State against VWHDC's decision to refuse planning application P14/V1794/FUL Hill View Cottage, Longcot Road, Longcot, Oxon SN7 7TP – change of use of existing paddock land to residential and erection of a five bed dwelling with associated parking, garage, garden and new access from Longcot Road was noted.
2. It appears that Pear Tree Cottage may be demolished, as far as the Council is aware no planning application has been submitted with VWHDC. A local resident has applied to English Heritage to list this building as it is one of the older properties in the village.

PLAY AREA

182/14 Half Yearly Play Area Service Inspection was noted.

183/14 Update on any other current matters. Alan Rich had cut back the overgrowing hedges on The Dash play area and Matt and Jamie Cooper had cut back the tree overhanging the roundabout FOC.

HIGHWAYS

184/14 Update on current matters.

1. Andi Cunningham reported that she had met with Lee Turner, OCC Highways to discuss the problem of cars parking around the school during pick up and drop off times. A solution to the problem is to install a dropped kerb and H bar opposite the school to prevent cars parking there. CC Constance has agreed to fund this work out of her allocated Area Stewardship Fund 2015.
2. Concerns were raised that construction vehicles delivering to Roadside Farm were mounting the edge of the Village Green causing erosion. The Council agreed to send a letter to the developer requesting that the edges be made good.
3. Andi Cunningham would contact OCC Highways to inform them that kerbstones had been installed in the front of Roadside Farm without planning permission.

ALLOTMENTS

185/14 Update on current matters. None.

NEIGHBOURHOOD ACTION GROUP

186/14 Update on current matters. Andi Cunningham reported:

The area has seen an increase in patrols and there has been a drop in the break ins that were happening to the smaller rural businesses.

The TVP teams are working well with reducing ASB in Faringdon and the community continue to work well together.

DATE OF NEXT MEETING

187/14 The next meeting would take place at **7.00pm on Wednesday 17 December 2014** in the **Village Community Room, Kings Road, Longcot.**

A further Parish Council meeting is due to be held at **7.30pm** in the **Village Community Room, Kings Road, Longcot** on **Thursday 8 January 2015.**

188/14 ANY OTHER IMPORTANT INFORMATION FOR DISCUSSION.

1. Superfast Broadband. John Barneby reported that the upgrade for Longcot would now be the end of June 2015.
2. Longcot 800 would be holding a meeting on 21 December after carol singing to discuss future plans for St Michael's Church.
3. The Chairman announced that this would be his last meeting as Chairman and member of the Council as he would be moving out of the parish. He said he had enjoyed 20 years as a member of the Council and enjoyed every minute He thanked Councillors and Clerk for carrying out a first rate job that was not always appreciated.

The Council thanked Phil for his contributions over the years and wished him all the best in his home.

The meeting closed at 9.50pm.

Signed..... Date.....2015