

RAMSDEN PARISH COUNCIL

Minutes of meeting held on Wed 16th January 2008 at 8.00pm in Ramsden Memorial Hall

Members Present: Mr Clive Cowen (CC), Mrs Holly Deans (HD) (Chairman), Mrs Sally Miller (SM), Mr Tony Shuker (TS) and Mrs Sarah Wiggins (SW)

Others Present: the Clerk

Item	Subject	Action	
90.	Apologies Cllr Simon Hoare (SH)		
91.	Minutes of the Council Meeting held at 8pm on 21st November 2007 and the Financial Risk Assessment. The minutes were agreed and signed as a true record of the meeting. The financial Risk Assessment was accepted and signed.		
92.	Declaration of interests None relevant to the business of the meeting.		
93.	Matters of report arising, not elsewhere on the agenda a) Ramsden Conservation Area Documents Updated drafts of both conservation documents were expected soon from WODC. WODC were willing to discuss a revised boundary for the conservation area. b) Use of the Willoughby flower show cup This would be awarded at the Ramsden Fête for the best single rose grown in Ramsden by a Ramsden Parish resident. CC offered to judge the competition.	CC	
94.	Report from Councillor Simon Hoare None received.		
95.	Highways and Footpaths a) Flooding dossier Holly Cottage and Handcroft Farm had been flooded again on 15 th January. The pumping station had been flooded for the first time, and Thames Water had pumped it out. HD had sent a flood report to WODC. The problem of water flow from the top of the village and beyond the B4022 had not yet been adequately addressed. The Clerk was asked to get an update on progress from WODC. b) Site for Tetrapak recycling Currently the only facilities were in Witney. A bin for rinsed tetrapaks would be placed near the door to the MH as of the beginning of February as a pilot scheme. The PC expressed thanks to SW for this initiative.	Clerk TS SW	
96.	Planning a) Applications received from WODC 07/2220/P/FP Change of use of land to provide animal / farm attraction & children's play area 08/0036/P/FP Proposed Erection of five affordable dwellings. Formation of new vehicular & pedestrian access and associated parking. - To be publicised in the village and on the website.	Hilltop Garden and Leisure Centre, Witney Road, Ramsden. Applicant: Mr John Prové No objection to the development, but an objection to the siting of it. Land adjacent to 1 Jordans Close, Akeman Street, Ramsden Applicant: Cottsway Housing Association No objection; comments to be sent on pedestrian access at the west end.	Clerk Clerk Clerk

- b) Decisions received from West Oxfordshire District Council
 - 07/1902/P/FP Conversion of loft space at 10 Jordans Close. Granted.
 - 07/0326/P/S73 use of cottages for holiday lets at New Found Out Farm – Appeal dismissed.
 - 07/2018/P/OP Erection of 2 holiday lets at Old Reservoir, Leafield Road. Refused.
 - 07/2032/P/FP Alterations at Handcroft Farm. Granted subject to conditions.
 - 07/1706/P/FP Michaelmas Cottage – Note: application to build carport withdrawn.

c) Cornbury Park

Three Councillors had been invited to attend the presentation of the estate plan on 7th February.

**HD,SM
SW**

d) Heath House Nursery

The PC's letter concerning enforcement had been acknowledged, response awaited.

97. Committees

a) Playing Field Committee (PFC)

i. Independent Annual Safety Report and Risk Assessment

The assessment was medium risk but on the borderline with low risk. Standards on play surfaces had changed since installation. Large expenditure for a small reduction in risk level seemed unreasonable given the relatively low level of usage.

Resolved:

To ask the PFC to carry out the maintenance indicated in the report and to submit the maintenance book for inspection at the March PC meeting.

That the outlay for an ownership sign did not seem worthwhile.

Clerk

ii. Development plans

Nothing specific to report for this meeting.

b) Memorial Hall (MH) – A reminder about the quarterly financial update would be sent in time for the next meeting.

Clerk

98. Financial matters

a) Financial summary

This was considered. Funds had not been withdrawn from the WODC loan account as advertising revenue was due in. It was agreed to defer one payment until February.

b) PAYE

Further information was being sought regarding the need for registration for PAYE. The PC suggested that PAYE should not be started until the next tax year.

**TS
Clerk**

c) Review of General Risk Assessment and Management of Health and Safety at Work Assessment

The general risk assessment was reviewed and updated. The H&S risk assessment was considered.

Resolved:

To accept and sign the H&S Risk Assessment immediately.

To improve access to the filing cabinet.

Clerk

d) Audit Plan and preparations for review of effectiveness of internal audit

The draft audit plan and an outline for the statutory review of the effectiveness of the internal audit were considered.

Resolved:

To agree the audit plan.

To carry out the review and consider the report at the next meeting.

**TS
Clerk**

To agree the letter of appointment of the internal auditor.

e) Newsletter

Invoices for 2008 had been prepared. Sponsorship needed to be clarified.

Clerk

f) Accounts for Payment

It was resolved to pay the following accounts: WODC (Playground inspection) £58.57; Ian Winter Design (Newsletter printing) £116.33; Clerk £260.13.

Clerk

99. Correspondence

a) Post Offices

Closures would be announced on 5th February. There would be a meeting on 14th February for representatives of PCs directly affected by closures.

Clerk

b) Support for the Arts grants 2008/2009

This was not felt to be applicable to events planned in Ramsden.

Other correspondence and information received was tabled.

100. Any Other Business

An Open Day was planned at Little Garden Wood (LGW) on 9th February. The PC wished to congratulate the conservators for having acquired LGW and looked forward to this event.

The PC thanked SW for putting down hardcore and rubble at the top of Wilcote Lane to make the footpath passable.

The meeting closed at 10.15pm.

Dates of Next Meetings:

Wednesday 20th February, Wednesday 19th March, Wednesday 16th April

Note

After the close of the meeting Councillors agreed that the Clerk be asked to add a further comment to the response to planning application 08/0036/P/FP regarding surface water run-off and flooding on Akeman Street.

Signed:

Chairman

A potential misunderstanding in 99b was noted. Intended meaning: it was unlikely that there was anything going on in Ramsden that would qualify for an Arts grant.