**Minutes of the Meeting of Kingham Parish Council**

**Held on Wednesday 15 May 2024, 7.00 pm at Kingham Village Hall 20240515**

**Present:** Cllrs K Hartley, T Hunter, R Sale & J Hart

**Absent:** Cllr G Saul and A Unwin

**Clerk**: Gemma Tindsley

**Also present:** one member of the public

**1 Welcome by the Chairman**

**2 Election of Chairman of the Council**Cllr Hartley was proposed by Cllr Sale and seconded by Cllr Hart. He was elected by a show of hands.

**3 Acceptance of Office of Chairman**  
The Acceptance of Office of Chairman was signed by Cllr Hartley.

**4 Election of Vice-Chairman of the Council**Cllr Unwin was proposed by Cllr Hartley and seconded by Cllr Hart. He was elected by a show of hands.

**5** **Receive apologies for absence**  
Apologies were received from Cllr Unwin.

**6 Receive declarations of interest from members**None

**7 Approve and sign minutes of previous meeting**  
The minutes of the meeting on 17 April 2024, were approved and signed.

**8** **Creation of committees and sub-committees required, including appointment of members to serve**  
Not required.

**9 Agreement of committee and sub-committee terms of reference**  
Not required.

**10 Review and adoption of Standing Orders**  
Clerk to send revision of the Standing Orders for Councillors to approve.

**11 To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year, and the next Annual Council Meeting**  
It was **resolved** to set the following dates and times for the meetings, all to be held at Kingham Village Hall:  
  
Wednesday 19 June 2024, 7.00 pm  
Wednesday 17 July 2024, 7.00 pm  
Wednesday 21 August 2024, 7.00 pm  
Wednesday 18 September 2024, 7.00 pm  
Wednesday 16 October 2024, 7.00 pm  
Wednesday 20 November 2024, 7.00 pm  
Wednesday 18 December 2024, 7.00 pm  
Wednesday 15 January 2025, 7.00 pm  
Wednesday 19 February 2025, 7.00 pm  
Wednesday 19 March 2025, 7.00 pm – Annual General Meeting  
Wednesday 16 April 2025, 7.00 pm  
Wednesday 21 May 2025, 7.00 pm – Annual Council Meeting

**12 To agree and sign the Annual Governance Statement for the year ending 31 March 2024**  
The internal audit report was received and noted.  
The Annual Governance Statement for the year ending 31 March 2024 was completed, approved and signed.

**13 To approve and sign the Accounting Statements for the year ending 31 March 2024**  
The Accounting Statements for the year ending 31 March 2024 were approved and signed.

**14 To set the date for the commencement of the Exercise of Public Rights**The date for the commencement of the Exercise of Public Rights was set as Tuesday 03 June 2024.

**15 Public participation**  
None

**16 Reports from County and District Councillors  
OCC** – absent

**WODC** – nothing to report until committees after the election have been set up. It is a Lib Dem/Labour/Green Party alliance.

There will be a number of items to discuss at the next Parish Council meeting.

**17 To receive and comment on Clerk’s reports.**

The Clerk’s report had been circulated to Councillors prior to the meeting. No comments.

**18 Business**

1. **To discuss the lease paperwork with Kingham All Blacks.**

Lease to be scanned and sent around to the Councillors.

1. **To discuss the defibrillator cabinet.**

A notice to be placed on the defibrillator cabinet to let everyone know that the lock is not working. You simple must press ‘C’ and twist the lock – the cabinet will open. The alarm will go off but only whilst the cabinet door is open. Once the defibrillator is taken out of the cabinet, you can shut the door and the alarm will stop.

**Action:** Clerk to email Heartbeat Trust to ask for guidance about the lock on the defibrillator cabinet. Is a lock necessary etc?

1. **To discuss the Council mowing and state of the Playing Field park.**

**Action:** Clerk to contact the WODC contractors about cutting the grass lower on the football field. Clerk to also contact the Lengthsperson re. the area around the playground equipment. Cllr Hunter will meet with the Lengthsperson to show them the areas that need the most attention.

1. **To consider observing ‘No Mow May’.**

Councillors have decided not to observe ‘No Mow May’, however they will leave Adcraft Field until June.

1. **To discuss Lengthsperson work.**

The Councillors have agreed 20 hrs a week for 3 months. The end of the 3-month period is soon, so the Councillors will discuss at the next Parish Council meeting.

All Councillors agreed that they are doing a brilliant job.

**19 Planning**

**a. 24/00866/HHD | Removal of the detached garage. Erection of a detached annexe building and construction of a new boundary garden wall| Judges Cottage Church Street Kingham**

**Comments in by: 23rd May 2024**

The Councillors mentioned the trees, however noted that this was already mentioned in the application – a condition that the applicant will work with the neighbours to preserve the trees.

Councillors questioned whether it will be ancillary to the building and on-site parking.

**Action:** Cllr Hart will draft a letter reiterating the protection of the landscape/trees.

**b. 24/00882/HHD | Erection of an outbuilding to provide machinery and garden store | Kingham Hill House Kingham Hill Kingham**

**Comments in by: 23rd May 2024**

No comments.

**20** **Health and Safety**

**a. Playground inspections** – Ongoing, rota has been circulated.

**21** **Finance**

**a. Payments to be approved and cheques to signed**

Statements had not yet been received.

1. **Monies received**

Statements had not been received.

**c. Bank account update** – Parish Council current account balance as of 30 April 2024 – statements had not been received.

**d. To approve budget update** – Statements had not been received.

**e. To approve bank reconciliation** – Statements had not been received.

**f. To approve finance update** – Statement had not been received.

**22 AOB**

Nikki from WODC has been in touch re. Playing Field Strategies.

**Action:** Clerk to go back to Nikki from WODC to discuss.

**Meeting closed at 7.35 pm**

**Next meeting to be held on 19 June 2024**