

DRAFT

CULHAM PARISH COUNCIL
Minutes of the Parish Council meeting duly convened and held on
Tuesday 11th April 2023 hosted at Culham Church

Attendees – Councillors	Apologies
Philip Owen (PO) Chair	Sam Casey-Rerhaye (SCR) District Councillor
Andrew Steele (AS)	Robin Bennett (RB) County Councillor
Siobhan Sargeant (SS)	
Adrian Morris (AM)	
Denise Corney (DC) Clerk	
Members of the public	John Taylor

1.	Elect Chair for the meeting Philip Owen was elected Chair for the meeting.	ACTION
2.	Welcome, Apologies and Quorate The Chair welcomed all to the meeting. The meeting was Quorate. Apologies were received from Sam Casey-Rerhaye; Robin Bennett	
3.	Declarations of personal and prejudicial interest There were no declarations of interest.	
4.	Report from Robin Bennett (County Councillor) There was no report available.	
5.	Report from Sam Casey-Rerhaye (District Councillor) There was no report available.	
6.	Public Participation (15 minutes maximum) John Taylor drew attention to the following items and gave an update: <ul style="list-style-type: none">• Spoil Heaps -OCC had asked for these to be removed as soon as possible. The Environment Agency had noted as a flood risk. Planning permission was being sought for the heaps to remain.• Tollgate Road – Southern Electric had requested that trees were to be cut back so that they were in line with regulations and no less than 5 metres from the electricity cable. Work due to be carried out to enable Southern Electric to work on the high voltage line.• Planning Application – Wagon and Horses – a survey had been carried out on 25th January 2023.• Mr Taylor had drafted a form of statement for purchase of The Green to be reviewed by the Parish Council.	
7.	To Approve Minutes from February and March 2023 Both sets of minutes were APPROVED .	
8.	Matters Arising Outstanding matters arising to be brought forward for discussion at next meeting on 2 nd May 2023.	

9.	<p>Council Elections Notice received with the results of uncontested election. Two candidates <i>Casey-Rerhaye Sam 3 The Burycroft, Culham, OX14 4LY</i> <i>Pritchard Chris 5 Tollgate Road, Culham, Oxfordshire, OX14 4NL</i></p>	
10.	<p>Risk Register To be updated for review at the meeting on 2nd May 2023. Clerk to add to agenda for 2nd May 2023.</p>	CLERK
11.	<p>Coronation Memorial Tree SS explained that there were 3 options for the placing of 3 trees. Councillors AGREED the planting of the trees:</p> <ul style="list-style-type: none"> • Adjacent to pond • Recreation Area • Replacement by the Green <p>SS would request Martin Drew to undertake the planting. SS would forward the order to be approved at the 2nd May 2023 meeting.</p>	SS
12.	<p>Cemetery Access – Potholes on Green To be discussed at the June meeting. Clerk to add to the June agenda.</p>	CLERK
13.	<p>HIF Road No further updates.</p>	
14.	<p>Neighbourhood Plan Referendum – 4th May 2023 The mailshot had been completed to all residents.</p>	
15.	<p>Purchase of Defibrillator Philip Owen (PO) gave an update of the purchase of a defibrillator. £800 matched funding from the Parish Council was required. It was agreed that it should be positioned to the side of the pre-school and power could be brought through the wall from the school. Adrian Morris agreed to follow up with the pre-school and discuss the positioning. Once agreed, a contractor would be required to undertake the installation. Purchase of the defibrillator was AGREED by the Council. PO would arrange purchase and in addition would research insurance costs.</p>	AM/PO
16.	<p>Clerk's Report</p> <ul style="list-style-type: none"> • I've had difficulty accessing the email via Thunderbird but now with the help of Philip have downloaded a free VPN which has allowed me to access. I can also access via webmail. • Have been given access to the Parish Online portal to update the website. Therefore, just finding my way around it now. • Accounts- AGAR – due. Will copy files over for update for the return due 2023. Have discussed with Philip and this is work in progress. • Dog bin emptying has now been cancelled and we can therefore pay the outstanding invoice. I have emailed SODC to confirm. • Playground grant has now been updated in the FCC portal and I have advised Sarah at Sutcliffe that they will be paid directly. • Elections – SODC returning officer : <i>I, Mark Stone, being the Returning Officer at the above election, report that the persons whose names appear below were duly elected as a Parish</i> 	

	<i>Councillor without contest for Culham. Casey-Rerhaye Sam 3 The Burycroft, Culham, OX14 4LY Pritchard Chris 5 Tollgate Road, Culham, Oxfordshire, OX14 4NL</i>		
17.	Responsible Financial Officer's Report – year end finance Report to be discussed at the next meeting on 2 nd May 2023. Clerk to add as an agenda item.		CLERK
18.	Approve accounts/invoices for payment: The following invoices and payments were APPROVED : <ul style="list-style-type: none"> • Mail&Print – A4 letter mailing Invoice no. 31440 £181.38 Payment to be made to Mr P. Owen as invoice already settled, invoice in respect of Neighbourhood Plan Information Mailing • Rent for use of church £275.00 • Reimbursement of Easter eggs to playground group (amount tbc) • Clerk March Salary (from 20th March 2023) £196.00 • A&W Grounds March invoice grass cutting £746.00 		
19.	Planning Applications: The following planning applications were reviewed with no further comments made.		
<u>P23/S1015/FUL</u>	Culham Science Centre near Clifton Hampden OX14 3DB	Construction of a storage tent for the temporary storage of cabling.	
<u>P23/S0996/HH</u>	8 Thame Lane Culham OX14 3DS	Widening of existing single-storey rear extension. Remove windows to existing extension, block up door to side elevation (east) and change existing french doors to grey aluminium bi-folds. Internal reconfiguration to create modern, open-plan kitchen/dining/living area.	
<u>P23/S0940/FUL</u>	Main Gate Culham Science Centre near Clifton Hampden OX14 3DB	Erection of a tent for the temporary storage of an Instant Response Vehicle.	
<u>P23/S0831/HH</u>	The Other House High Street Culham OX14 4NA	Single storey link extensions and first floor dormer windows.	
20.	Actions and Items for Report and Inclusion on Agenda for 2nd May 2023: <ul style="list-style-type: none"> • Adrian Morris agreed to follow up with the pre-school and discuss the positioning. Once agreed, a contractor would be required to undertake the installation. 		AM/PO

	<ul style="list-style-type: none"> • Purchase of the defibrillator was AGREED by the Council. PO would arrange purchase and in addition would research insurance costs. • Risk Register • End of Year Accounts and AGAR • Co-option of Parish Councillors and Election on 14th June 2023 • Approval of quotation for bollards <p><i>Matters Arising from March 2023:</i> PO to chase the closure of the dog bin contract with SODC SCR to consider if the CPC can object to the CPO (Compulsory Purchase Order) programme PO to assess the documents required for the internal audit</p>	Complete Ongoing PO/Clerk in progress
21.	Date of Next Meeting: 2 nd May 2023 at 7.30pm.	

The meeting closed at 8.10pm.