

MINUTES OF THE SOULDERN PARISH COUNCIL MEETING

HELD IN THE VILLAGE HALL

ON 25th January 2024

Present:

Alan Smith (AS)[Chair]
John Hoodless (JH)
Neal Ship (NS)
Heidi Dennison (HD)
Cathy Fleet (CF) CLERK

Members of the Public:

Katie Draper

01.24.01 Apologies

Apologies had been received from Nick Oakhill

01.24.02 Declarations of interest

There were no declarations of interest

01.24.03 To receive the minutes of the last parish council meeting

The minutes of the parish council meeting held on 25th November 2023 were checked for accuracy and content, agreed as a true record of the meetings and signed by the chair.

01.24.04 Public participation

Members of the public were invited to participate
Katie wished to discuss the concerns in relation to access to farmland as a result of mechanising the swingbridge on the canal. The mechanisation is in place and the way of operating the bridge is from the Clifton towpath side using a windlass, meaning that the farmer cannot access his land if the bridge has been left up
Access to the footpath is also cut off if the bridge is left up. The farmer needs to access his land daily to oversee livestock. There are temporary signs asking the boat users to keep the bridge down once they have gone through. CRT have been contacted and say they will monitor the situation. It is felt that permanent notice are required. It is suggested by CRT that the windlass key is retained by the mechanism until the bridge is lowered. Katie Draper has emailed the Rights of Way Officer and is awaiting a response. It was agreed that the PC will send a letter to CRT expressing concerns, **HD will draft a letter, circulate for PC approval and the letter will be sent by the Clerk.**

01.24.05 Clerks Report and Actions from previous meeting

No	Action	Owner	Update
Feb23.03	AS to action 20mph limit		Nov23 update HD apprehensive about anonymity if data collected on

		HD	WhatsApp – will send a link so people can contribute. Leaflet drop to be done to every household commencing January. To be agenda point for next meeting Agenda Item
July 23.06	Co-option of Councillor- AS to post on noticeboards and Whatsapp group	AS	Oct update – AS tp put on Whats App group Nov update: 3 responses from WhatApp post. Jan update: 3 responses have been received –NO to follow up.
Nov23.01	Insurance - . NS to enquire additional cost for including insurance of the new playground surfaces.	NS	Completed and in place until June
Nov23.02	Planning - Clerk to submit responses to CDC	CF	Completed
	Clerk to write to Sanctuary and CDC Enforcement regarding 4 Bovewell	CF	Completed, Sanctuary Housing officer has visited but found no evidence, will be meeting with tenant. Clerk to chase

01.24.06 Playground update

Progress

- The installation was completed on 4th December 2023
- Inspection report by an independent third party carried out on 6th December 2023
- Minor snagging issues completed & signed off on 14th December 2023
- Additional topsoil and turf laid in response to inspection report recommendation
- Signage agreed and installed
- The playground was opened on Sunday 14th January 2024

Maintenance

- Quarterly inspection and annual report package agreed and ordered from Kompan
- Weekly visual inspection log set up and volunteers being recruited. AS to put on g-drive and provide access to volunteers.
- Public liability Insurance is covered under the PC insurance
- A memorial bench for Sue Bolton (whose husband died last year) will be installed. (Sue to pay)

Remaining work (Phase 1 / 2)

- Knee rail fencing to go along edge of the carpark as a physical barrier has been ordered and delivery expected 5th February 2024
- Have asked PJ to help with the install of the fencing

Fundraising

- Overall the total fundraising came to £115k
- The overall cost came to £110k
- There is just over £10k left in the Playground account

Additional

- There have been questions raised by a Parish Council member about what has been delivered not being the same as was agreed by the Parish Council. This has been disputed but as yet not resolved.

Future phases

- The remaining items from the original plan are a balance beam, the zip wire, hard surface around the goal/basketball, and a track around the playing field.
- Alan Smith's recommendation would be that the next phase should be the track around the playing field.

To Discuss split of playground into separate Under 10s and Over 10s areas - JH feels that signage is the only way of the PC fulfilling its duty of care to all users of the playground, and separating the equipment age appropriately. There was discussion regarding the phases of the playground and whether it was intended to be separate playgrounds for different age groups, Signage on separate items of equipment would not be appropriate.

Current signage says that it is an unsupervised playground used at owners risk. It also says that anti-social behaviour will not be tolerated. There is a sign on the tractor saying that it is intended for younger children between 2 and 8.

It was agreed that a consultation with the village will be carried out in June to find out if it is thought there should be an upper age limit, satisfaction of equipment, recommendations for changes and peoples perspective of safety.

01.24.07 Village upkeep

No update available except that the shed at the top of the field is within the conservation area.

01.24.08 20mph limit

The draft survey which will go through peoples' doors had been circulated, along with a map from OCC. The map will be amended to extend west; Repeater signs were discussed and will be installed/moved as required. **HD will progress with the survey.**

01.24.09 Planning – The following planning documents had been received

[23/03600/F](#)

Manor Farm Barn High Street
Souldern Bicester OX27 7JL

Installation of new car port, cycle store and solar PV array with battery power storage including vehicle charging. **No objection**

[23/03504/TCA](#)

Souldern Manor Bates Lane
Souldern Bicester OX27 7JT

T1 x Horse Chestnut – Proposal to reduce
APPROVED

01.24.10 Finance

The following accounts were approved for payment:

Paid by standing order

Payee	Detail	Total £s	VAT	Comments
Cathy Fleet	Clerk Salary	132.69	0.0	
HMRC	(re above)	26.67	0.0	

Invoices to be approved

Payee	Detail	Total £s	VAT	Comments
Alan Smith	Playground Fencing	723.30	120.55	Net amount re-invoiced to Village Hall Paid from Playground account
Alan Smith	Playground Signage	224.04	37.34	Paid from Playground account

Receipts received

	Detail	Total £s	VAT	Comments
HMRC	VAT Reclaim from Apr to Dec 23	22814.21		
Playground	Village Hall Contribution for Playground Turf	702.08		

01.24.11 Councillor resignation

Alan Smith had formally tendered his resignation as Chair and Councillor which was reluctantly received by the PC. Alan wishes the following to be recorded:

Following a difference of opinion within the Parish Council which I have failed to resolve, I believe that the playground has become too close and personal to me and so I need to step back and so will stand down from Souldern Parish Council with immediate effect.

Alan was thanked for his work on the Parish Council, in particular the tremendous effort he put into the refurbishment of the playground.

01.24.12 Other Matters

Car park barrier to be agenda item for next meeting

Details of PCSO required - Clerk to find out

Dates for 2024

29th February, 28th March, 25th April, 30th May, 27th June, 25th July, 29th August, 26th September, 31st October, 28th November

Date of APM and AMPC to be confirmed

For next Agenda :
Car park barrier

Signed
Chair, Souldern Parish Council

Date

ACTION LIST SUMMARY

NO	ACTION	OWNER	
Jan24.01	Clerk to chase Sanctuary Housing re 4 Bovevell	CF	Emailed 26.1.24
Jan24.02	20 mph - HD to progress with survey	HD	
	Playground barrier to be agenda item for next meeting		
	Clerk to obtain details of PCSO		CF