

Minutes of a meeting of Moulsoford Parish Council
held on Thursday 14th November 2024 at 19:30, Moulsoford Pavilion

Members Present:

Chair: Cllr S Powell (SP)
 Vice chair: Cllr H Shaw (HS) (part meeting)
 Member: Cllr M Mousley Jones (MMJ)
 Member: Cllr M Eagle (ME)

In Attendance:

Locum Clerk: Mrs H Broughton
 District Cllr: Anne-Marie Simpson (part meeting)
 Public & Press: 2 members of the public

Minute number: 241114:

Item	Action
1. Administration	
a. There were no apologies for absence as all Members were present	
b. There were no declarations of interest	
c. There were no requests for dispensations	
d. It was proposed seconded and unanimously agreed to appoint Mrs Helen Broughton as Proper Officer, Locum Clerk and Locum Responsible Financial Officer.	
e. It was proposed seconded and unanimously agreed to approve the minutes of the meeting held on 10th October 2024 as a true record. <u>Cllr H Shaw joined the meeting</u>	SP to sign, file and place final version on noticeboard. Clerk to post on website.
f. District Councillor Report A written report from the District Councillor had been received and circulated (see Appendix A). Since the District Councillor had informed the meeting that she would be arriving late, this item was moved down the agenda.	
g.	
h. Public Contributions and Questions: There were none	

2. Planning	
<p>Responses to the following planning application (s) were agreed</p> <ul style="list-style-type: none"> i. P24/S3170/S19, for development work at the following location: Breach House Halfpenny Lane near Moulsoford Proposed, seconded and unanimously agreed no objection. ii. P24/S3231/S73, for development work at the following location: Breach House Halfpenny Lane near Moulsoford Proposed, seconded and unanimously agreed no objection. 	<p>Clerk to post on SODC portal</p>
3. Parish Matters	
<p>a. A representative from the Pavilion Management Committee (PMC) gave a presentation on the Lemon Booking Tool, a platform designed to assist organisations with making bookings and managing websites. The system aims to improve marketing, provide an online presence, and enhance the hirer experience. It also automates processes, boosts efficiency and compliance, and is expected to lead to an increase in bookings. The tool requires an initial setup fee, with a monthly ongoing cost of £29. The PMC requested financial assistance for the initial setup costs, while covering the monthly fees themselves. The goal is to have the system live by January.</p> <p>It was proposed, seconded, and unanimously agreed to contribute up to £400 towards the setup of the Lemon Booking system.</p>	<p>PMC to advise actual cost for payment when known.</p>
<p>b. An update was provided by a Co-Chair of the Moulsoford Events Committee (MEC) as follows:</p> <ul style="list-style-type: none"> • The other Co-Chair is stepping down but will remain on the Events Committee. • The current treasurer is willing to take on the role of Co-Chair, but this will require a new treasurer to be appointed. • One member is retiring. • More volunteers are needed, and the Committee plans to advertise for volunteers in January. The Events Committee may need to reduce the number of social events they run in a year, owing to a shortage of resources • It is expected that the Committee will raise between £2,000 and £2,500 this year, which is in line with previous years. 	

<p>c. Updates were received on the Green Space and Traffic Management volunteer groups.</p> <p>The Traffic Management Group currently has 3 or 4 volunteers. It was proposed that the group move forward without Councillor involvement, which was agreed in principle. However, the group will be required to provide regular progress reports, and the group's constitution should be reviewed. Cllr Eagle said he could be involved.</p> <p>The Green Space Group is working on documenting areas of responsibility and creating an inventory of the various components involved in managing the recreation area. A policy for the use of the recreation ground was also suggested, and the Clerk was asked to investigate this further. Additionally, it was proposed to commission a professional tree survey.</p> <p>Regarding the car park, it was noted that resurfacing is needed. Quotes for 3-4 tons of gravel should be obtained, along with estimates for resurfacing work.</p>	<p>Review constitution of traffic management group (Clerk)</p> <p>Policy for recreation ground to be investigated (Clerk)</p> <p>Quote for resurfacing car park. The (Clerk) to write on behalf of the PC to Grundon</p> <p>Clerk (?) to obtain quotations for a professional tree survey</p>
<p>d. Goal posts</p> <p>Proposed, seconded and unanimously agreed to move goal posts for the winter and review in the Spring, if issues arose. It was agreed to purchase an installation tool at a cost of £90 plus vat.</p>	<p>Clerk to purchase installation tool</p>
<p>e. Application for Councillors Grant</p> <p>No further progress had been made.</p>	
<p>f. Allotments update</p> <p>This was with the legal department at SODC and there was no further update at present. The District Councillor agreed to make enquiries regarding this with SODC. Invoices needed to be sent out to allotment holders for April 2024 for a years' lease.</p>	<p>Invoices to be sent out to allotment holders (Clerk)</p>
<p>4. <u>Finance and Governance</u></p>	
<p>a. Schedule of payments</p> <p>A schedule of payments and associated invoices had been circulated in advance to all councillors (appendix B). It was proposed seconded by and unanimously agreed that this be approved.</p>	
<p>b. Bank reconciliations</p> <p>Bank reconciliations to the end of October and associated bank statements had been circulated. It was agreed that HS check these and report any issues to the next meeting.</p>	<p>HS to check bank reconciliations</p>
<p>c. Expenditure v Budget</p>	

Current expenditure v budget had been circulated and was noted.	
<p>d. 2025/26 draft budget A first draft of the 2025/26 budget had been circulated and it was suggested that the following be included:</p> <ul style="list-style-type: none"> • Playground – £2k for reserve (repairs and maintenance) plus £3,500 for repairs and inspections in 25/26. • Grounds maintenance - £2,300 which would include the budget for a tree survey. • Dog bins – possible increase, to be investigated • Transport Group – to be asked to send in their requirements plus an inflationary increase. • Grass cutting costs would be investigated by the Clerk 	<p>Clerk to investigate grass cutting costs</p> <p>Clerk to ask Transport Group for requirements</p>
<p>e. Accounting Software It was proposed, seconded and unanimously agreed to move to Scribe at a cost of £12 per month (net)</p>	<p>Clerk to put the 25/26 figures on Scribe</p>
<p>f. Internal Auditors It was proposed, seconded and unanimously agreed to appoint Maureen Gibbins as the internal auditor for 24/25.</p>	<p>Clerk to inform Mrs Gibbins</p>
<p>g. ICO registration It was proposed, seconded by and unanimously agreed to register with the ICO at a cost of £40.</p>	<p>Clerk to register</p>
<p>h. Policies It was proposed, seconded and unanimously agreed to approve the following documents:</p> <ul style="list-style-type: none"> i. Code of Conduct j. Standing Orders k. Financial Regs l. Reserves Policy m. Data Protection Regulations 	<p>Goal posts to be added to the insurance schedule (Clerk)</p> <p>Documents to be placed on website (Clerk)</p>
<p>5. The date of the next meeting was agreed as 5th December 2025</p>	
<p>6. <i>It was resolved to exclude the press and public due to the confidential nature of the business to be transacted (staff matters)</i></p>	
<p>7. <u>Staff Matters</u> It was proposed, seconded and unanimously agreed to appoint Zoe Lynn as proper officer, Clerk and RFO for 8 hours per week, starting on 1st December 2024. Unanimous.</p>	

The meeting closed at 9.15pm

Title	District Councillor's Report
Councillors	Cllr Anne-Marie Simpson
Parish	Moulsford Parish Council
Date	14 November 2024

[Booking link](#) for planning surgeries for town and parish councils
Annual Corporate Plan Performance Report – [2023-2024](#)
Climate Action Plan Performance Report – 2023-2024 [Quarter 4](#)

Councillor Community Grant

The deadline for our Councillor Community Grant Scheme is fast approaching. Community organisations, including town and parish councils have until **Friday 29 November** to apply for funding of up to £5,000 from each South Oxfordshire District Councillor.

If there are any projects within your ward that you think would benefit from funding, do reach out to them and let them know about how we can support them.

You can find the details on our website southoxon.gov.uk/grants and organisations can also contact our Community Enablement team if they have any questions grants@southandvale.gov.uk.

Household Support Fund

We expect the next round of the Household Support Fund to open in the New Year following the recent Government announcement of the extension to 31 March 2025. The scheme is currently closed whilst officers consider any changes to the approach and delivery of the funding to our residents. If members receive enquiries from people struggling with the cost of living, the community hub can still help.

Residents can contact our Community Hub team on 01235 422600, email communitysupport@southandvale.gov.uk or visit our website: [South](#) / [Vale](#)

First Habitat Bank created in the District

South Oxfordshire District Council is proud to announce it has helped create the first habitat bank in the district aiming to increase biodiversity and reduce river pollution while also allowing necessary development.

The council has worked with the environmental charity Trust for Oxfordshire's Environment (TOE) and a local landowner on plans to transform 16.5 acres off Windmill Lane, Towersey from intensively farmed arable land to a biodiverse mosaic of grassland, scrub, and woodland habitats. This will provide a haven for pollinators such as bees and butterflies, mammals including water voles and birds such as curlews and barn owls.

The new habitat bank will provide a stable income for the landowner through [biodiversity net gain](#), making the rest of their farm business more resilient in the face of a changing climate.

The owner of the land at Towersey first heard about biodiversity net gain – where developers buy biodiversity credits from habitat banks to offset building works – when they attended the farm innovation show in 2022. They then worked with TOE to develop the project and liaise with the council as the local planning authority.

The site is next to the Thame Valley Conservation Target Area, a strategically valuable area for nature recovery. Over the coming decades, the land will be managed to allow wildflowers to bloom and set seed in the summer, with an annual hay cut in the autumn. This will create habitat and food for a host of wildlife species in an arable-dominated landscape.

By removing the land from intensive agricultural production, fewer chemicals from pesticides and fertiliser and less sediment will run into the Cuttle Brook that runs on the northern border of the site, improving the health of one of the River Thame's main tributaries. You can read more here [First habitat bank created in South Oxfordshire - South Oxfordshire District Council](#)

You can also read more about [Habitat Banks here](#)

Rethinking waste

We're entering a new era for rubbish with the launch of our new joint Waste Resources and Street Cleansing strategy.

The new strategy, which was formally approved by Cabinets, puts a strong emphasis on encouraging and enabling people to reduce, reuse, repair, refill and rehome items - instead of throwing them away.

With reduce and reuse top of the agenda, last month, representatives from both councils popped along to check out the great work happening at two local initiatives – [Sustainable Didcot's Repair Café](#) and [Sustainable Wantage's Clothes and Book Swap](#).

Everyone can read the strategy and find out more about rethinking waste and our plans to keep our streets clean and tidy at: www.southandvale.gov.uk/rethinkingwaste.

Appendix B

Schedule of payment for approval at the November Council meeting Invoices circulated to councillors

Pre-paid under delegated authority

Supplier	Details	Net	Vat	Total
MH Goals Ltd	New goal posts	2653.60	530.72	3184.32
SLCC enterprises	Advertising for Clerk	268.00	53.60	321.60
Tom Bosher Garden	Hedge and grass cutting	211.25	0	211.25

To be paid

Supplier	Details	Net	Vat	Total
S Oxford DC	Emptying dog bins April to Oct	644.05	128.81	772.86
HMRC	Mnth 6 overdue	17.10	0	17.10
HMRC	Mnth 7 payment (due 22/1/25)	70.80	0	70.80
M Mousley Jones	Refund (see expense claim)	42.95		42.95

Regular payments

BT	Broadband and telephone	36.44	9.10	45.54
Hugo Fox	Website	9.59	2.4	11.99