

MINUTES

For the virtual meeting of Parish Council, held on Wednesday, 5th August 2020

Meeting Number 20.355

Public Participation

There were no comments from the public.

20.355.1 Apologies for Absence

Councillors Bohm (DB), Davis (SD), Donne (HD), Whitfield (RW) and Stafford Allen (RSA) were all present via Zoom call. Councillor Mullane sent his apologies which were accepted by the Chairman.

There were no members of the public present via Zoom call.

20.355.2 Declarations of Interest

There were no declarations of interest relating to this meeting.

20.355.3 To Receive and Approve: Minutes of the Virtual Parish Council meeting held on 1st July 2020

The minutes of the virtual Parish Council meeting on 1st July 2020 were discussed with no changes required.

The minutes for the virtual Parish Council meeting on 1st July 2020 were then moved by DB and seconded by HD. It was supported unanimously by the Council.

Action: Clerk to present minutes to Chair to sign, then file and upload to the web.

20.355.4 For Information: Chairs Comment (DB)

The Chair started her report to the Council thanking them for meeting over the summer period and their ongoing commitment to the work of the Parish Council is very much appreciated.

She went to mention that this agenda will look at a group of inter-connected topics. The 'Planning for Cherwell to 2040' consultation is the first, leading to a Local Plan by the end of 2023. Our Neighbourhood Plan, a planning document, must fit under this district plan and so it will to be monitored as discussions progress. The Parish Council needs to be very aware of the strands which assume the Oxford\Cambridge arc, the Growth Board and its projections. Some of the large issues we have dealt with i.e. Great Wolf Resort, the Expressway - have made us aware that we are not only a quiet village, but we are strategically placed and very tempting for developers. Our desire to protect the border of our village envelope and manage the growth of the village needs to form a part of how we view the developing Local Plan.

20.355.5 For Information: Clerk report to note (Clerk)

The clerk highlighted the report provided to the Council which covered an update on meetings held with the Oxfordshire County Council highways inspector and Ardley Utd Football Club regarding the use of the playing field.

The clerk also confirmed that the Parish Council has submitted a VAT claim for £535.01 for the financial year 2019-2020.

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20.355.6 For Information: Neighbourhood Plan update (DB/SD)

DB provided an overview of the latest status of the Neighbourhood Plan (NP) following it being accepted by the Cherwell District Council (CDC) Executive and is now to be considered by the Cherwell Planning Department when looking at applications.

DB mentioned that she is hoping to have a skeleton document ready for discussion at the October meeting wherein key topics and progress statements can be charted. As Cherwell gears up and as we understand more fully what the election period in 2021 will look like, we will be able to attach dates to topics to share via the Village News and our web site.

Elements of our Neighbourhood Plan such as our view on biodiversity, healthy living through cycling (improved paths), and preservation of our green spaces and heritage assets are key aspects of how we see the village continuing into the future.

SD clarified that CDC has requested the Parish Council to undertake the revisions required to the NP document so they can publish the referendum version of the NP on the CDC website. This will enable development management people to specifically reference the document during the planning process.

Action: SD/DB to undertake revisions to the Neighbourhood Plan document and pass back to CDC to finalise and put on their website and to be uploaded to the Parish Council website.

Action: DB to create a list of key topics out of the Neighbourhood Plan to have constant review at future Parish Council meetings with progress statements to be charted.

20.355.7 For Information: Cherwell Parish Liaison meeting update (DB)

DB presented the key points from the Cherwell Parish Liaison meeting, held virtually on 30th July 2020.

Key messages from the Leader: Barry Wood

- The Councillor Priority Fund will have a Covid focus. A Well Being Team has been developed to manage the response to the pandemic.
- Financial situation – there has been an increased expenditure of £24 million to 1,800 businesses. The district has suffered a serious loss of income from the closure of car parks and leisure activities. Next year’s budget will be lean.
- There is a continuing prospect for local government organisation - the merging of the District to the County. A consultation would be held.

Key messages from the Director of Health and Well Being: Ansa Ahar

- Thornhill Park and Ride test centre has/or will move to the Oxford Parkway station.
- The government is considering increasing the number of people getting the seasonal flu vaccine in preparation for this winter.

Action: Clerk to investigate NHS poster for flu vaccine this year to place on noticeboards and Village News.

Key messages from the Local Plan Community Involvement Paper and Consultation:

Cherwell Local Plan Review 2040 web version can be found here:

<https://www.cherwell.gov.uk/downloads/file/9668/cherwell-local-plan-review-2040-final-web>

- Consultation period is from July 31st until September 14th 2020.
- Key themes are: Maintaining and Developing a Sustainable Local Economy, Meeting the Challenge of climate change, Healthy Place-shaping.

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- There is a call for sites (one to watch), an overview of the local context including an in-depth look at the garden towns plus a statement about rural areas and village categorisation (another one to watch and comment on).
- There was a request that there be a 'read across' between this development plan and the Transport Plan – which often don't relate to one another.
- We need to formulate a response and be aware of those topics that directly impact on us
- Part of our job is to make sure that villagers know about this consultation and are encouraged to respond
- Further communication is expected in terms of getting the paper out into the community.

Action: Clerk to check if posters for Cherwell Local Plan Review are to be made available for the village noticeboard.

Full notes from Cherwell District Council are available here:

<https://www.cherwell.gov.uk/info/118/communities/350/parish-liaison-meetings>

with the webcast viewed here: https://cherwell.public-i.tv/core/portal/webcast_interactive/497479

SD highlighted that the schoolfield should be included as a non-designated heritage asset and we will need to discuss any other potential sites in the village at the same time.

SD will contact CDC to ask if the criteria used to establish a heritage asset and then the Parish Council will have to nominate, test them versus the criteria and potentially go out to consultation.

Action: SD to contact CDC to get clarity on the procedure of identifying non heritage asset sites, then consider sites to put forward. Clerk to ensure this item is on future agendas under Neighbourhood Plan.

20.355.8 Resolution: To Approve Parish Council quarterly accounts (Q1 2020/21) (HD)

HD presented the Parish Councils quarter one accounts following their approval by the finance advisory group. A summary of expenditure in Q1 vs budget, bank reconciliation and income details were provided.

HD highlighted an error on the bank reconciliation for the opening bank balances for quarter two. The clerk agreed to alter the figures and upload a new version to the Parish Council website.

The resolution to approve the Parish Council Q1 accounts (FY 2020/21) was proposed by HD and seconded by SD. It was supported unanimously by the Council.

Action: Clerk to amend bank reconciliation form for quarter 2 and upload to the Parish Council website.

20.355.9 For Discussion: Covid Councillor Priority Fund (DB)

Nothing further to report as discussed in Parish Liaison meeting item.

20.355.10 For Discussion: VJ Day Commemorations (DB)

DB highlighted to the council that the Church will ring a bell on VJ Day and a resident will do a speech from churchyard towards the village hall car park. This will be followed by tea served from the village hall.

20.355.11 Resolution: To Approve the following invoices for payment (HD)

HD requested approval of the following invoice detailed in the table below.

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PC Ref	Payee	Purpose	Total payable incl VAT	Budget Line	Amount Remaining in 2020-21 Budget Line
137^	Oxford Edens	Grass Cutting 26/06/20	£108.00	Works/Playing Field & Highways Grass Cutting	£762.00*
138	IAC Audit & Consultancy	Internal Audit of PC - FY 2019-20	£210.00	Insurance & Auditing/Audit fees	£325.00
139+	Oxford Edens	Grass Cutting 10/07/20	£108.00	Works/Playing Field & Highways Grass Cutting	£654.00*
140	J Mullane (clerk)	Planter Noticeboard Posters x4 - Neighbourhood Watch (Instant Print)	£33.99	Sundries/Communication (noticeboard posters)	£500.00
141	CPRE	CPRE Subscription Annual Fee Renewal	£36.00	Subscriptions/CPRE	£36.00
142	ROSPA Play Safety	Annual playground inspection (July 20)	£99.00	Works-Playing Field/Play area annual inspection	£100.00
143	Oxfordshire Playing Fields Association	Annual subscription fee	£42.00	Subscriptions/Oxfordshire Playing Fields Association	£42.00
144	Oxford Edens	Grass Cutting 24/07/20	£108.00	Works/Playing Field & Highways Grass Cutting	£546.00*

* Reflecting combined sum in budget for playground area grass cut, Ben Jonson/Stocks & verge cutting B430 & Bletchingdon Rd

^ Approved for payment at 1st July 2020 Parish Council meeting to avoid late payment fine but not on agenda as invoice received post agenda publication. + Paid in advance to prevent late payment fees.

The grass cutting invoices from Oxford Edens are often due for payment in between Parish Council meetings, therefore it was agreed that their invoices would be processed when required but would still continue to be listed on the invoice lists to be formally approved at Parish Council meetings. At the end of the grass cutting season the clerk will provide an overview of the invoices paid for Oxford Edens in 2020-21.

The resolution to approve the invoices was proposed by HD and seconded by RW. It was supported unanimously by the Council.

Action: Clerk to update invoice log with approvals.

Action: Clerk to initiative request for payments from Councillors.

Action: Councillors to process online payment requests.

Action: Clerk to upload transaction log for Q1 to Parish Council website.

Action: Clerk to provide overview of invoices paid for Oxford Edens in 2020-21 at the end of grass cutting season.

20.355.12 For Discussion: to discuss and agree recommendations from the Planning Group (HD)

HD highlighted the key items in the planning report.

Building Applications:

Decision Received – Approved

None

Decision Received - Rejected

20/01265/F - Keepers Cover Church Lane - Proposed single storey residential extension

Rejected

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20/00763/F – Manor Farm Bungalow, Northampton Road - Removal of condition 9 (occupation of site by caravan, motor caravan or tent) of 00/01162/F **Refused – mentions Neighbourhood Plan**

<https://planningregister.cherwell.gov.uk/Planning/Display/20/00763/F>

20/01005/F & 20/01006/LB Weston Manor Hotel Northampton Road - Oak orangery to rear of hotel and new roof on Rupert’s Cottage **App Withdrawn**

Awaiting Decision

20/01017/LB - Weston Manor Cottage Northampton Road - Refurbish and extend existing rear extension, alter fenestration and re-roof existing garden stores - (15/02090/LB) **Commented support**

20/01812/F – Petrol Filling Station part of A34 - Formation of new 4no vehicle charge bays and ancillary areas together with plant, and plant compound enclosure

New Applications

20/01866/ADV/LB – Ben Jonson Pub – Two signs to be erected on verge as advertising.

Discussion amongst the Councillors highlighted that perhaps the new signage was not required as existing signage already there and were sceptical that the original two A board signs would be removed. The view exiting Westlands Avenue and Oxford Court could be hindered by additional signage.

HD highlighted that the signs in the application were considered to be the wrong height, however felt that as a business they needed additional signage when heading from the A34.

Punch are reportedly also applying for brown signs to advertise the pub from further away.

There is also an enforcement to note at the new property at Shepherds Close.

Tree Works:

Approved / Completed

20/01360/TCA - Rose Cottage, Church Road- Remove Leylandii- in conservation area.

20/01425/TCA – Mithian Cottage, Northampton Road – Remove cherry tree in back garden – conservation area.

New Application / Awaiting Decision – Case Officer Iain Osenton

20/02057/TCA – re-application (not all TPO)– The Manor Hotel, Northampton Road – Quite an extensive set of tree works – As previously discussed seems sensible management, due to longer-term neglect. Agreed last month happy to leave to CDC arboriculturist team. The TPO covers lime trees on drive that are to have crown lifted and dead wood removed, which should aid preservation.

20/01828/TCA – The Warren, Northampton Road – Sensible tree works required on large tree at back of house.

20/01829/TCA – Sunnyside Cottage, North Lane – Works to Birch Tree on border with pond – sensible arboriculture works.

20/01729/TCA – The Gables, 2 Village Farm Court – Unfortunate diseased Oak – good arboriculture practice.

20/01889/TCA - Copper Mill, Church Lane – Tree works to large Sycamore and lift huge Cedar – Seems good ongoing maintenance.

Action: HD/Clerk to send comments on planning applications to Cherwell District Council.

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20.355.13 For Information: Works update including ROSPA July 2020 Playground Inspection Report (RSA)

RSA highlighted that the equipment and playground were inspected on 5th August 2020 and the items requiring attention are detailed on the works report. RSA has fixed the south gate as a short-term measure.

RSA also mentioned that the Parish Council had received the RoSPA playground equipment report and that there are some actions, none of which are classed as major.

Some bolts covers are missing and additional ones will have to be ordered and the safety surface is still a problem, although not a major issue to be dealt with immediately.

RSA also commented that he had given the keys to the car park gate and green shed on the playing field to the chairman of Ardley Utd Football Club - Ian Feaver. The Ardley FC groundsman is to also meet RSA. Some work on the car park and hedge is also required before the football season commences in September.

20.355.14 For Information: Update and next steps on purchase of playing field and spinney (RSA/Finance Group)

RSA highlighted that a 6-week notice has been posted detailing the intention to sell the playing field and spinney by the Duchy of Cornwall, as it is listed as an Asset of Community Value.

An email had been distributed by RSA to the Council regarding the fees requested by the Duchy of Cornwall's solicitor, to be paid to the Parish Councils solicitors, to keep in hand. The Council agreed an offer price for the purchase of the land at the previous Parish Council meeting but there has been no agreement on the fees to be paid or assurances on whether there is a cap. Further investigations are required by the finance advisory group regarding this matter.

RSA suggested that the finance advisory group contacts the solicitor to discuss the issue further.

The finance advisory group will hold a meeting to discuss the financial aspects of the potential purchase of the playing field and spinney with the aim to make a proposal at the 2nd September Parish Council meeting.

RSA will send a note to solicitor Andrew Woods to mention that the Parish Council's finance advisory group will discuss the issue further with them.

Action: RSA to send a note to solicitor Andrew Woods to mention that the finance advisory group will discuss the issue further with them.

Action: Finance advisory group to hold a meeting to discuss financial aspects of purchase of the playing field and spinney.

Action: Clerk to add finance group report on the purchase of the playing field and spinney to next PC meeting.

Additional items mentioned at the end of the meeting included the location of dog bins in the village, fly tipping of paint and carpet on Northampton Road and litter picking.

Action: Clerk to add village dog bin locations to either September or October Parish Council meeting agenda.

Action: Clerk to sort out the fly tipped carpet on Northampton Road.

Action: Clerk to speak to Graham Barnett regarding village litter picking by individuals in the autumn.

20.355.15 Next Virtual Parish Council Meeting: 2nd September 2020, 7.30pm via Zoom

The meeting ended at 21.00

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