

MINUTES

For the virtual meeting of Parish Council, held on Wednesday, 3rd March 2021

Meeting Number 21.364

Public Participation

There was nothing to note from the public.

21.364.1 Apologies for Absence

Councillors Bohm (DB), Davis (SD), Donne (HD), Stafford Allen (RSA), Mullane (NM) and Whitfield (RW) were all present via Zoom call.

There were 4 members of the public present for at least part of the meeting and Councillor Carmen Griffiths attended the first half meeting via Zoom call.

21.364.2 Declarations of Interest

There were no declarations of interest from the Councillors relating to this meeting.

21.364.3 To Receive and Approve: Minutes of the Virtual Parish Council meeting on 3rd February 2021

The minutes of the virtual Parish Council meeting on 3rd February 2021 were discussed with no changes required.

The minutes for the virtual Parish Council meeting on 3rd February 2021 were then moved by DB and seconded by RSA. The motion was supported unanimously by the Council.

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

21.364.4 To Receive and Approve: Minutes of the Virtual Extraordinary Parish Council meeting held on 15th February 2021 (DB)

The minutes of the virtual Extraordinary Parish Council meeting on 15th February 2021 were discussed with no changes required.

The minutes for the virtual Parish Council meeting on 15th February 2021 were then moved by SD and seconded by HD. The motion was supported unanimously by the Council.

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

21.364.5 For Information: Chairs comment and key dates (DB)

The chair commented that the ongoing work of the Parish Council is coming to a head on several key projects and asked the Council to be aware of the key dates during March – June.

- 21st March: 10-year Census, so important for us as the data will help inform our development over the next ten years. It was noted that the expected residents in the Southfield development will not be added to this data.
- Late April: Technology project deadline with many virtual meetings held during the month.
- 5th May: Annual Parish Council meeting.
- 6th May: Neighbourhood Plan Referendum.
- May - June: Affordable Housing Survey undertaken.

DB continued that as the Council go forward with initiatives we want to be sure that our community feels involved, informed and listened to and therefore a Spring Update flyer has been prepared for residents.

Finally, DB commented that the Council also need to manage concerns around the North Lane footpath, traffic on the B430 and the weir. The key issue of being a rural community and having support for all that means it is a huge challenge at the moment.

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21.364.6 For Information: Clerk report (Clerk)

The clerk highlighted the report provided to the Council which contained the following items:

- The internal audit process will be undertaken remotely again this year with all documents scanned and sent electronically to the auditors.
- Great British Spring Clean will take part this year from 28th May to 13th June and it was suggested that the Parish Council will organise their clean up morning around this time too.
- Liaising with Highways Inspector over a number of issues in the village.
- Parish Council letter to the solicitor, Spratt Endicott, in response to the draft contract and transfer documents for the playing field and spinney purchase received on 19th January 2021, has been emailed off.
- The Parish Council's application to register the Ben Jonson Inn as an Asset of Community Value has been declined by Cherwell District Council.
- Confirmation that the Parish Council has received £2,500 in the bank account from the Oxfordshire Councillor Priority Fund.
- A new dog litter bin has been purchased to be placed at the entrance to the footpath off North Lane (close to the pond).
- Government rules state that virtual Parish Council meetings will not be legal after 7th May 2021 and physical meetings would therefore have to be held. The clerk will monitor guidance for further updates to this requirement.

21.364.7 For Information: Update on footpath from Southfield Farm development (DB/NM)

NM highlighted to the Council that the planning application for the proposed new footpath behind the oak tree had been submitted to Cherwell District Council (CDC). It has now been accepted and is detailed on the planning portal.

NM commented on the footpath is essentially finished with landscaping expected to still be done, NM has been advised that the ditch edge will be covered over with soil to hide the pipes and concrete. This will be monitored to ensure this is done and that the ditch will flow adequately.

A road safety audit of the path will be carried out by Oxfordshire County Council (OCC) which will decide whether a railing is required on the steep drop to North Lane. Reportedly a drop of more than 600mm would require a handrail, it was indicated to NM by an employee of OCC that the footpath height was 550mm and therefore it wouldn't need a railing. Branches of the oak tree also drop over the footpath and therefore OCC need to consult their tree specialist to discuss pruning.

An email has been drafted as a follow up to the meeting held on 27th January 2021 as no further communication has been received by the Parish Council.

Roger Evans (RE) confirmed that the planning application took Cherwell District Council (CDC) two weeks to register but it has now been accepted and he will pick up the tendering procedure separately with DB and NM. RE agreed with the draft email to all attendees of 27th January 2021 meeting and in addition he suggested a separate email should be sent to CDC which he would discuss further with DB and NM.

Councillor Griffiths also commented that it would be worth sending a copy of the email to Ian Hudspeth, leader of Oxfordshire County Council.

Action: NM to send off email to CDC and OCC representative requesting an update on footpath issue.

21.364.8 For Information: Technology Advisory Group report (James Henderson/JH)

JH updated the Council on the latest information on the fibre project. JH is waiting for the final offer from BT, this has been delayed due to compassionate leave of the BT employee, but it is hoped to be received by 1st April 2021. At the same time the same offer will be sent to the Government to get approval for the project, so it is eligible for the voucher scheme. JH hopes that the Government approve the project and the voucher scheme website can then open on 1st May 2021.

The only issue with the delay is that the government voucher scheme ends in two weeks then a new voucher scheme opens on 21st April 2021 but we will need to wait to confirm the value of the new scheme, it was noted that the scheme would only progress in the village if it was still free.

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JH also confirmed that the scheme would provide fibre to our streets and then stop there. When residents sign up for a fibre package with a service provider the service provider then makes the connection to their house so there would be no disruption to service via the initial project. JH also noted that good internet is in the top three requirements when selling a house.

JH thanked the work done by the focus group and JH/DB are progressing with meetings with businesses in the village. Once the scheme is open the idea is to get the 140 confirmations required as quickly as possible to enable the project to start and to still be eligible for the voucher scheme before the money runs out.

21.364.9 For Information: Great Wolf Appeal update (DB)

DB highlighted that it is now the last two days of the appeal, a team has been watching all the evidence and feeding information back to the lawyers.

It was announced that Oxfordshire County Council (OCC) and Great Wolf (GW) have reached a common understanding on drainage. The Parishes have disagreed that this is acceptable given all the flooding issues in the catchment area. The Inspector suggested a meeting between OCC, GW and the Parishes during the inquiry's week off. The Parishes were not satisfied with the answers provided and requested a date to come back to the inspector through further questioning of the GW drainage representative this week. Three representatives – Wendlebury Parish Council on flooding, Chesterton Parish Council on data and Eric Bohm on drainage – spoke at the inquiry on Wednesday 3rd March 2021.

DB confirmed that over £90,000 has been raised to pay legal fees.

The remaining items to cover at the inquiry are planning, conditions and closing statements and then we await the decision.

21.364.10 For Information: Affordable Housing Survey update (DB)

DB confirmed that she had received a timeline from Frances Evans (Housing Strategy & Development Team Leader at Cherwell District Council) for the commencement of the affordable housing survey in the village. Weston on the Green Parish Council will receive the instruction letters from Community First Oxfordshire (CFO) on Monday 10th May, which are then to be delivered to all households. The survey will go live from 12th May 2021 and will close on 13th June 2021.

CFO has up to 6 weeks to analyse responses and produce draft and final reports by the end of July; this will enable the Parish Council to publish the results in the September Village News.

Action: Parish Council to deliver affordable housing survey to all households when received before 12 May 21.

Oxfordshire County Council Update:

Councillor Griffiths highlighted the key issues being discussed by Oxfordshire County Council currently:

- Budget has now been approved.
- 20s plenty plan – a feasibility study has been commissioned to investigate the viability of all villages working together to achieve 20mph limit in their villages, she highlighted that this is now at least on the radar of the Council.
- Gullies have been cleared around Kidlington Sainsburys roundabout, which had proved dangerous with water issues reducing lane usage.
- Council has stated that it will be carbon neutral by 2030.
- A34 usage survey ongoing: Councillor Griffiths will send to the Parish Council to comment on along with a wider transport strategy survey too.
- Trial of E-scooters in Headington and Marsden, if successful extend to Oxford and Kidlington.

Action: Clerk to check gullies in village and identify any to Councillor Griffiths to be done in conjunction with Bletchingdon.

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21.364.11 For Discussion and Resolution: To Approve Grant form for Containing Outbreak Management Fund application (DB)

DB highlighted the key projects detailed on the grant application form which in the main encouraged outdoor activities in the village for all age groups. SD suggested adding a request for potential information leaflets for the village which the clerk will adjust the form for.

The resolution to approve the grant form for Containing Outbreak Management Fund application (subject to receiving any further information) was proposed by DB and seconded by RSA. The motion was supported unanimously by the Council.

Action: Clerk to amend COMF grant form and send off by the deadline of 26 March 21.

21.364.12 For Information and Resolution: To Approve Contract for Parish Council to take on grass verge cutting from Oxfordshire County Council starting FY 2021-2022 (HD)

HD presented the quote for grass cutting in the village for FY 2021-22 compared to costs in the budget and the amount Oxfordshire County Council (OCC) are offering to pay the Parish Council to undertake the verge grass cutting. HD highlighted that it had been confirmed that the agreement did not cover cutting areas outside the village gates.

He went on to add that there is a localism benefit of the Parish Council deciding where is going to be cut and those areas deliberately left for bio-diversity reasons. There is a future risk over OCC cutting the budget and inflation, but these can be assessed on an annual basis and the Parish Council can leave the contract following an appropriate notice period.

RW reiterated that OCC have responsibility for cutting key verges in the village to maintain safety which they haven't been doing as regularly as in the past. The Parish Council have the opportunity to take on this responsibility, with OCC covering the cost of us doing this twice a year. We are doing this primarily because it enables us to make sure that the cuts are done and safety is maintained in the village, particularly around visibility for drivers and safety around the stream. Given the rural nature of the village we are keen to encourage diversity in our verges which means we'll be cutting in key areas to maintain safety and allowing growth in other areas to encourage wildlife.

It was highlighted by the council that this is not an opportunity to create a best kept village but is essential work to keep people safe.

The resolution to approve the contract for Parish Council to take on grass verge cutting from Oxfordshire County Council starting FY 2021-2022 was proposed by HD and seconded by RW. The motion was supported unanimously by the Council.

Action: Clerk to get Councillors to sign OCC contract for grass cutting and send it off with bank information.

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

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

PC Ref	Payee	Purpose	Total payable incl VAT	Budget Line	Amount Remaining in 2020-21 Budget Line
174	J Mullane (clerk)	HP Instant Ink for printer (Apr 20-Feb 21)	£93.89	Sundries/printing	£200.00
175*	Roger Evans	Planning application to Cherwell District Council for new footpath behind oak tree	£142.00	Contingency	£1012.71
176	J Mullane (clerk)	Dog bin purchase (Glasdon)	£277.57	Works-Highways & General/New dog litter bin	£630.00

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177	Oxfordshire Playing Fields Association	Annual subscription renewal	£42.00	Subscriptions/Oxfordshire Playing Fields Association	£0.00 (subscription paid part way through this FY)
178	Diane Bohm	PC Spring Flyer printing (Vistaprint)	£78.64	NP/Referendum expenses	£0.00 (in reserves)
179	J Mullane (clerk)	Files & Book of Condolence (Amazon)	£32.90	Sundries/stationery	£72.22

*Only to be paid by the Parish Council once the planning application has been accepted by Cherwell District Council

HD noted that the planning application detailed under item 175 had been accepted by Cherwell District Council and therefore can be paid. DB also confirmed that 500 flyers had been purchased under item 178.

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

Action: Clerk to update invoice log with approvals.

Action: Clerk to initiative request for payments from Councillors and ensure payments authorised.

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

Key planning applications on the planning report (dated 3rd March 2021) were discussed by the Council.

Building Applications:

Decision Received – Approved

20/02426/F – Land North of Oak View – Erection of stone entrance walls in connection with Southfields Farm development.

20/03466/NMA - The Paddocks, Church Lane - Installation of additional rooflights to storage space above garage (proposed as non-material amendment to 19/01218/F)

Decision Received – Rejected

20/03406/F - The Ben Jonson Inn Northampton Road - Erection of a two-bedroom bungalow (C3) to the rear of the existing public house (Sui Generis/ standalone), with a new access created off Westlands Avenue following the partial demolition of the boundary wall, and associated parking and landscaping.

20/03407/LB The Ben Jonson Inn Northampton Road - Partial demolition of the boundary wall to create access for new dwelling proposed under 20/03406/F.

Awaiting Decision

20/03118/F – Stonehouse, Northampton Road - Erection of 1.5 storey extension to include dormer windows in south elevation of roof slope and rooflights in the north facing roof slope; and replace flat roof over bay with pitched roof. **Commented**

New Applications:

21/00516/F- Grass Verge Adj To North Lane – Formation of Footpath at top of North Lane – Parish Council Application

21/00322/F - Family Farm House Part Of A34 By Weston On The Green - Erection of a single storey rear extension (existing unauthorised) and porch to front elevation

21/00404/F Ladygrass, Church Lane - Demolition of existing conservatory, erection of replacement front porch, replacement garage doors, amendments to rear fenestration, new wood-burner flue, new side gate and installation of oil tank and extension of brick boundary wall.

Minutes Approved:.....Dated.....

Appeal - previously rejected

20/03191/F - Keepers Cover Church Lane - Single storey residential extension - re-submission of 20/01265/F

Tree Works:

Approved / Completed

None

New Application / Awaiting Decision

21/00551/TCA - The Laurels, 1 Brooklyn Gardens - T1 x Pine, T2 x Ash, T3 x Hornbeam - Power line clearance to create 30cm clearance from the ABC by removing small primary branches. The client wishes to undertake sympathetic pruning.

21/00341/TCA - Weston Manor Hotel, The Manor - T1 x Ash - Reduce canopy from 8m radial to 6m radial spreads, leaving no wounds greater than 200mm. T2 x Norway Spruce - Reduce in height to 1m above co-dominant union. T3, T4, T5 x Hedgerow Trees - Fell as dead. Replace if permission gained.

Action: HD/Clerk to submit planning application responses to CDC.

21.364.15 For Information: Works update (RSA)

RSA highlighted the key points from the submitted works and playground report to the Council. The playground was inspected on 2nd March 2021 and key points are detailed in the report.

RSA also highlighted that he had provided the Council with a report on potential works that could be undertaken on the weir in the village to try to improve water flows throughout the village. The proposed project would involve a volunteer work-party placing filled sandbags in a thick wall at the ends of the weirs where there has been a breakthrough. RSA mentioned he will need to request permission from the Caulcot's (landowners), Natural England (to work in a SSSI) and Staplehurst (to access the side of the wood). RSA asked the Council if they would support this approach and if in agreement RSA would proceed with permission letters. Permission may take months to achieve but then the ground conditions may be drier and the water level lower in order to manage the work.

Councillors confirmed they were very content for RSA to proceed with writing the permission letters via DB/clerk and thanked him for pursuing the project.

Action: RSA to write permission letters for work on the weir to the Caulcot's, Natural England and Staplehurst.

21.364.16 For Information: Traffic Advisory Group update (NM)

NM confirmed he had received communication from Dave Catling, Technical Officer for Traffic and Traffic Schemes from Oxfordshire County Council, who is handling the 20mph zone application for Church Road/Church Lane.

The 20mph scheme has been approved following the consultation period in 2020. An invoice will be sent shortly and once paid the scheme can be progressed further.

Action: Clerk to ensure invoice for 20mph Church Road/Lane change in speed limit is received and paid appropriately.

21.364.17 Next Virtual Parish Council Meeting: 7th April 2021, 7.30pm via Zoom

Meeting Ended: 21.22

Minutes Approved:.....Dated.....
