**MINUTES**

**For the meeting of Parish Council, held on Wednesday, 1st August 2018**

**Meeting Number 18.327**

1. Public Participation  
   Villager J Roper enquired about the release of the overdue accounts. The Chair replied that the situation was to be regularised as soon as possible.
2. Apologies for absence.  
   Cllr Kieran Evans
3. Approval of the minutes  
   The Minutes of the previous meeting were reviewed, approved and signed.
4. Chair’s Report  
   The Chair reported that since the last meeting we had had the “Community Working Day” with Delacour Maclaren, Organised the Expressway meeting, appointed the internal Clerk. All this is creating a good working team.  
   The Chair had also completed “Chair” training and found this invaluable in advising over Code Of Conduct/Conflict of Interest/ Unruly Behaviour/ and legal aspects of, for instance email accounts.
5. Clerk’s Report  
   The Clerk advised that we have received information on the Woodland Trust program for planting Native Saplings. The deadline for application is November, so we have time to discuss a location and whether we want to participate.

Action: RW to engage with the village to gather ideas for the position of the Woodland Trust / 1WWW centenary sapling

The Clerk also asked for clarification about the Playing Field Car-park as it had been locked. The Car-park was locked briefly as a precaution from overnight stayers. In general the Car-park will remain open during the day at least. A new poster will go up indicating who to contact if parking is required.

Action: Create and display a sign to explain car park access (RW)

1. John Howell “Expressway” Meeting  
   Around 50 villagers were present despite the awkward timing which was to suit Iain Stewart’s schedule. (2.30pm on Monday). He was unable to attend and John Howell spoke instead. The meeting was well conducted with many searching and relevant questions. Terry Pritchard of Chalton On Otmoor attended and is raising a “No Expressway” campaign, rather than accepting that one of the four routes is inevitably to be chosen. John Howell advised that the best actions now is to write to the Secretary of State (Chris Grayling), and the Head of OCC (Ian Hudspeth) and the CEO of the Development Council (Nigel Tipple) stressing that we feel there has been no consultation with us at all.  
   It was agreed that the PC should leaflet the village with a pamphlet about the meeting and the recommended actions and addresses coming from it.   
   It was observed that the completion of the Oxford Cambridge rail-link seems to have been accelerated.

Action: Develop leaflet, gain agreement from Expressway Group and circulate (RW)

1. Planning  
   Cllr Henry Donne presented a paper on the planning and ran through the various details.  
   There is a meeting planned on Friday 4/8/18 regards the Oak Tree and the footpath from the Southfield Farm development.  
   There is planning enforcement proceeding on several issues; Chequered Flags development, Manor Farm uncompleted conditions, and mobile home siting.

Actions on planning (HD) were noted as

18/00190/TCA reply to approve but note care to be taken during access

18/00187/TCA reply no comment

18/01251/F follow up with Paul Church with same issues as previous app

18/01250/F reply to refuse

18/00426/F Write note to owners to note caravan still present. Ask for comment

17/00781/F Write to applicant and reconfirm condition for hedge 1.5m tall and ask for comment

Liaise with Greens Cottage/Springwell House and discuss how to maintain agricultural land

Conduct planning meeting on 04/08 regarding footpath/oak tree and report back (NM)

1. Playground and Playing Field Report  
   Cllr Stafford Allen presented a paper and ROSPA had submitted a report. Only urgent action was to remove the rope “swing” from the goal post . Other matters can be dealt with under routine maintenance.  
   Action: Remove rope from goalpost (RSA)

Cllr Stafford Allen discussed improvements to the playing field area and referenced a forthcoming quote to re-lay the hedge on the road side

Action: Share quote from Roy Richardson when available (RSA)

Cllr Donne asked that we consider adding a teen-suitable piece of equipment such a basket swing.

Action: Assess cost and feasibility of large basket swing (RSA)  
Cllr Bohm asked for a plan for Works activity, including a seasonal plan of maintenance.

Action: Works seasonal plan for discussion on next PC meeting agenda (RSA, KJ)

Cllr Bohm suggested that discussions with the retiring Parish Clerk had led her to believe that the Duchy may be reconsidering its position on ownership of the field.   
Action: Investigate ownership of the field. Liaise with Duchy to gauge interest in selling

The Clerk raised the question of the planters and when the rest would be installed around the village. There were differences in understanding of the state of the planters but a keenness to have the issue resolved.

Action: Review minutes /records to understand what PC money was spent on planters for the village. Report back to the PC (DB)

1. Traffic  
   Cllr Mullane reported on the activity with the Speed Monitoring Device. More sessions are planned for the 2 weeks that we have the kit on loan.   
   The white lines have been repainted on the B430 as an unrelated County Maintenance and not because we requested it. Many road marking still need repainting.  
   The speed survey will be required on Church Road (cost around £100). Motion will be put before the September meeting detailing this.

Action: Develop proposal for inclusion in September meeting (NM)

1. Approval of Payments  
   The payments were listed in the agenda and approval was given for all payments on a motion proposed by Cllr Ruth Whitfield and seconded by Cllr Donne, which was passed on a unanimous vote.

Cllr Donne raised a query about whether there was clarity on whether all invoices relating to the retiring Parish Clerk’s salary had been received

Action: Check Parish Clerk payments pre April and report to PC. Also consider impact of back dated uplift (HD)

It was agreed that having a working set of financial guidelines would be helpful.

Action: Provide guidance on spending limits / broad financial guidance (GF)  
A second motion proposed by Cllr Bohm: “To agree that Cllr Ruth Whitfield be interim Clerk but that she does not receive any monies”. This was voted on and passed on a unanimous vote.

1. There then followed a closed session of the Council with the public and press excluded to discuss the situation with the previous year’s accounts, which are overdue. Also discussion regarding the situation all overdue information. It was agreed to proceed without the use of a Solicitor for now despite the advice of the OALC.  
   Action: Confirm timings for financial handover (GF)

Action: Confirm timings for handover of electronic and hard copy records (DB)

Action: Investigate Royal Mail redirect and proactive email address change (RW)

Meeting closed at 10pm.