

MINUTES

For the meeting of Parish Council, held on Wednesday, 7th November 2018

Meeting Number 18.332

There was no public participation session as the public's questions were all items on the agenda and they would be welcome to speak then.

18.332.1 Apologies for absence.

Cllrs Ruth Whitfield and Neil Mullane were not present. Cllrs Stafford Allen, Bohm, Forbes Daenke, Donne and Evans were present.

18.332.2 Declarations of interest

The Chair asked for Declarations of Interest, there were none.

18.332.3 Approval of the minutes

The Minutes of the previous two meetings were discussed. The minutes for the 3rd October and 9th October were then approved and signed by the Chair.

18.332.4 Chairs report

The Chair's report was shared in hard copy, to highlight a few aspects more detail is included below.

GDPR training: a separate summary was provided from Cllr Bohm. She noted that there were 13 points to be included in PC standing orders. Then she mentioned the recommendation that, over the next 6 months, it is considered best practice for Cllrs to move to PC email addresses to make roles clearer. She re-iterated that all councillors should have up to date security on their computer, and do not share emails. Finally, she noted that there is no charge associated with compliance for Parish Councils.

Action: Discuss how to best manage PC email addresses for consideration in the new year.
Action DB

Councillor grant has been submitted via Carmen Griffiths. More details on this were included in the papers, The Chair outlined that some matched funding will be sought to cover the full cost of projects identified.

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Parish Clerk; the chair confirmed that we will be looking to hire a Clerk recognising the increasing work requirements. Thanks were offered to Cllr Whitfield for the work she has done to bring things up to a high standard.

Action: HR group to progress hiring of Clerk with revised hours understanding SD

Chair for Transport advisory group is on track, a further update on progress will be given to the PC in due course.

Cherwell Parish Liaison meeting is held tonight, so we are unable to attend but the Chair explained that we will be collecting information from the website and will follow up required.

OCC has been contacted re walkway to shop and have agreed to repair it, a further update will follow when we have heard back from them.

New initiatives, finally the chair mentioned contributions to parish spring work and implementation of NP; in particular how to involve new people in our work; how to represent all people in the village and be totally inclusive; all suggestions welcome.

Action: Feedback on how to improve inclusiveness around the village ALL

Cllr Bohm noted a request for a financial contribution to Village Newsletter, Mick East asked for £40 towards costs as a reflection of the additional pages now required in the newsletter to cover the extended nature of PC updates.

A motion was proposed to approve, that the Parish Council agrees to contribute £40. per annum to the running of the Village News. Proposed: Cllr Bohm, Seconded: Henry Donne
Vote: Unanimous

Action: Initiate payment of £40 to Village news in Jan Clerk

18.332.5 Expressway Update

The PC referred to the Summary of the issues highlighted by Roger Evans in his recent email to the PC. Two substantive questions were raised. Will the PC consider a meeting with Barry Wood and/or Hudspeth? Will the PC raise funds to counter the process? There was agreement to send letters to Cherwell and Oxfordshire Council leaders.

Action: Letters to Barry Wood, David Hughes (CDC) and Ian Hudspeth (OCC) DB

Action: Investigate legality of PC donation money to expressway objections DB

Cllr Bohm explained the PC's work on the expressway issue. After the last Village Hall meeting, the PC began to set up an A34 group including affected PCs (not a public meeting). A meeting is planned for 20th November the list of acceptances currently includes Tom Beckett; BBOWT.

Cllr Bohm continued to explain that the PC have been invited to a Highways England local intelligence gathering stakeholder meeting on 23rd November to look in detail at the plan. DB and RE due to attend.

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The debate regarding the Expressway resulted in the proposal to draft letter to MPs. Approval was sought to send the letter. A vote was conducted and was supported unanimously.

Action: Issue letters regarding Expressway to our MP John Howell DB

One member of the public asked whether we can find a way to bypass our MP? The PC agreed that we would not enter into an acrimonious discussion with him but that a clearly worded letter it would indicate our serious concern with his position on the Expressway.

The discussion indicated that sight of the letter from Barry Wood to Kit Whitehouse (dated 20/9/18) indicated that CDC are signatories to the Oxfordshire housing and growth deal and are aiming to accelerate housing growth in Cherwell. This is not yet at a detailed, formal stage with no sites yet identified. The PC suggested getting David Hughes to consider the rationale for setting housing growth through a face to face meeting.

Action: Continue discussions with Helen Moore CEO CPRE DB

Action: Discussion with David Hughes regarding setting housing growth numbers DB

Finally it was reported that the No Expressway Group are requesting a list of archaeological sites in our area. These will need to be protected.

18.332.6 Financial Report

The financial report was tabled by Cllr Graeme Forbes. (GF) The new bookkeeper Jill has started work there have been 3 or 4 meetings. Cllr Forbes presented a first draft of the 6 months accounts. He explained that the system of accounting used has changed from a cash payment and receipts basis to an accrual basis, outlining that if we do this the first year accounts will have some items that need explanation.

Cllr Bohm noted that this system will allow much better expenditure forecasts and help inform the precept setting for 2019.

Cllr Forbes proposed to move to the accrual system, this was formally proposed by Cllr Forbes, seconded by Cllr Donne. The motion was approved unanimously.

Action: Change the accounting systems from a cash to an accrual system. GF

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18.332.7 Financial approvals

Prior to the tabling of financial approvals Cllr Kieron Evans declared an interest in the grass cutting.

The following items were approved for payment.

Payee	Purpose	Total payable incl VAT
OACL	GDPR training	£48.00
Village Hall	Hire fees for Expressway Public meeting	£15.00
Village Hall	Hire fees for A34 Villages Expressway meeting	£15.00
Eric Payne	Grass Cutting	£120.00
KJ Cleaning	Grass Cutting	£390.00

Action: Progress financial approvals to payment Clerk

18.332.8 Neighbourhood Plan update

Cllr Bohm outlined an update on the Neighbourhood Plan, explaining that the next step in the process, the formal consultation, requires a venue to have a hard copy on view in the village. The current thinking reflected that the Ben Jonson pub would be a good, accessible location.

Action: Confirm Neighbourhood Plan community reading venue DB

Consultation Plan letter writers – want to send emails to each of these people (17 people) asking permission to share information. NP is now on the neighbourhood plan website, but waiting for CDC to let us know the hard copies are available (Cherwell is handling this).

Note: the Oak tree pond walkway has been rerouted over the culvert but did not allow it to be designated as a Local green space therefore this is not included in the NP. The recommended course of action is for the Oak Tree Pond to be listed as a community asset (see item 9) and therefore this has been reflected in the NP and next steps associated with the pond.

Next steps on the Neighbourhood Plan were discussed. DB confirmed that all documents had been approved by CDC and submitted. CDC are expecting to finish the public consultation period by Christmas but there are some concerns about the holiday dates so it may roll into early January.

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A query was raised from the public: 'Can the PC press CDC to come up with a strategy to determine a date?' The chair explained that the process is set out that after the Public Consultation the Examiner has a period of time to study the document, read any comments sent to CDC and ask questions of the PC team. He/she will make a decision: pass with conditions, fail. If either of the first two is the response then a date for a Referendum will be set by the Elections Office at CDC. The PC do not have a hand in the date setting as this sits within the remit of the Elections Office at CDC.

18.332.9 Assets of Community Value

Cllr Henry Donne (HD) explained the purpose of an Asset of Community Value (ACV) gives people the right to bid for the asset if it comes up for sale, it stays on the register is for 5 years. He explained that this gives villagers the right to make an offer to counter development and not lose the asset. An application will be resubmitted with the revised listing below.

The following resolution was tabled: to approve the registering of the two village pubs, the Ben Jonson and the Chequers as Community Assets, following work undertaken by the previous Parish Clerk.

The motion was proposed by HD, seconded by KE, approved unanimously by the PC.

The following resolution was tabled; to approve the registering of the Oak Tree pond as Community Assets, following the investigative work undertaken with the Neighbourhood Plan.

The motion was proposed by HD, seconded by GF, approved unanimously by the PC.

Action: Progress registering of community assets HD

18.332.10 Centenary remembrance

Following the update given by the Chair, the following information was confirmed to the PC. The silent soldier will be moved on Saturday, November 10th to the WW1 war graves in the church burial grounds. A bugler will be present at the service, the bells will also be rung. Afterwards the Silent soldier will be moved to the Village Hall, and lit.

The Woodland Trust saplings have arrived, we have secured two oaks. The locations of these saplings are currently being finalised. **Action RW**

18.332.11 Village Hall Community Grants

Cllr Robin Stafford Allen (RSA) proposed formal support from PC for the VH expenditure on the kitchen and other repairs to the VH kitchen floor. The PC confirmed recognition for all the hard work of the VH committee and were supportive of the need to continue to maintain the property. The motion was proposed by DB; seconded by HD. The vote stood; 5 approve, 1 abstain.

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18.332.12 Scam Mail

Key messages shared around the Scam mail campaign, highlighted at the last PC meeting, be careful. Agreement was made to defer recognition of the postman.

18.332.13 Planning report

Cllr Henry Donne presented the Planning Report. He explained the new layout for the report to ease reading. Key points were highlighted;

18/01423/F now approved.

It was explained that the Southfield Farm 2nd entrance on B430 was being monitored by CDC. The chair reminded the PC that Mr Tredwell had contacted her regarding Phase 2/3. She had replied that the PC will not discuss this with him. The PC was informed to expect another round of applications on this – and some other sites

The enforcement issue regarding the caravan site was raised again, and the PC agreed it would be appropriate to remind enforcement about this again once the 31st October deadline had passed.

18.332.14 Works Advisory Group

A number of areas were covered in the Works Advisory Group update. Thanks were given to Cllr Evans (KE) for his rotavating work. Cllr Stafford Allen (RSA) keenly confirmed that he now has the keys to the mower shed.

Cllr Stafford Allen explained that a quote for the Playing Field / Church Road hedge laying will be obtained in due course. He reminded the PC that money had been set aside in the precept to cover this work.

Preparation work was underway regarding the Oak Tree Pond. In particular RSA explained that he had contacted Staplehurst Farm re deposition of spoil coming out of the pond.

Cllr Stafford Allen also explained that he had been in contact with Nick Mould (Duchy of Cornwall) regarding the £500 for the spinney fence and treatment of the poplar regrowth. At the time RSA had also referenced the possibility of purchasing the spinney from the Duchy, a price of around £30K was mentioned. The PC considered whether this is a purchase that they would want to progress, it was agreed that investigations into sources of funding would be appropriate.

Action: Progress investigation into sources of funding RSA

Cllr Evans raised a question about whether the older children area of the play area could be located at the far end away of the area, from the houses where there will be some existing visual screen. It was agreed that this be discussed offline and a proposal made to the PC.

Action: Investigate location of older children play area KE

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RSA updated that the mole is back in the playing field carpark.

Action: Investigate mole issue RSA

The calendar of works was mentioned, RSA explained that the clerk had been sent a preliminary draft, but further progress is pending. The chair requested that this be tabled for another meeting.

Action: Calendar of works to be updated and discussed at next meeting RSA/KE

Cllr Evans explained that quotes had been received for a noticeboard at the Playing Field – 1 x 3x2 and 1 2x1: £1680 in aluminium with posts; £800 in oak with posts. It was suggested and agreed that expenditure should be accounted for in the precept planning for 2019.

Action: Put noticeboard quote into precept planning Clerk

It was noted that the Playing Field car park had become waterlogged, the works committee agreed to have a look and respond to this.

18.332.15 Traffic Advisory Group

Cllr Bohm delivered the update from the Traffic advisory group, explaining that the 20s plenty signs are now back in place. He also explained that he was in contact with Carmen Griffiths to get action for outstanding repairs etc.

18.332.16 Clerk's Report

The clerk's report was outlined and per meeting papers. It was noted that a review of the electronic and paper archives were now complete.

Action: Progress Standing Orders review Clerk/SD

18.332.17 For note

Cllr Donne raised the issue of Street naming. He explained that he had been approached to ask whether a road/lane be named in Memorium as an appropriate gesture? HD will look into CDC naming. There was discussion around naming the playground in memoriam and looking at other possibilities in the village.

Action: Progress street naming research HD

Cllr Bohm proposed that the PC to write to Mark East to congratulate him on the fireworks and to VH Committee for organising the event.

Action: Congratulate Mick and VH Committee regarding recent Fireworks display DB

It was confirmed that the date of the next meeting is 5th December.

The meeting closed at 21.30.

<p>Minutes Approved:.....Dated..... </p>
