

## MINUTES

For the meeting of Parish Council, held on Wednesday, 23<sup>rd</sup> January 2019

Meeting Number 19.334

### Public Participation Session

Mr Mick East had raised a query about what was being done to address the earthworks at the Weir and the impact on water flow through the brook. The council explained that due to the absence of Cllr Stafford Allen it wasn't easy to reply to this query. However the council committed to finding out and updating Mr East in due course.

**Action: Reply to Mr East about what actions are planned to remedy the issues at the Weir**

Mr Mick East then raised the issue of the footpath from Westlands Avenue to the Village Hall car park. The chair explained that Graham Barnett had followed up Highways OCC but whilst they had committed to the work it hadn't been forthcoming. It was agreed that it would be timely to chase the matter.

**Action: Follow up with OCC, DB/RSA report back accordingly**

Mr Mick East referred to issue of the salt bins. The clerk explained that a meeting had been held with Paul North of Highways OCC on the morning of the 23<sup>rd</sup> January. Highways were now crystal clear about the location of the salt bins and where the new one should be installed at the end of Westlands Avenue.

**Action: Follow up and confirm when the salt bins are moved, and Westlands Ave one installed, Clerk**

### 19.334.1 Apologies for absence

Cllrs Graeme Forbes (GF) Henry Donne (HD) Robin Stafford Allen (RSA) and Neil Mullane (NM) sent their apologies and were not present. Cllrs Bohm (DB), Daenke (SD), Evans (KE) and Whitfield (RW) were present. There were 3 members of the public present along with Cllr Carmen Griffiths from Cherwell District Council.

### 19.334.2 Declarations of interest

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

### 19.334.3 Approval of the minutes

The Minutes of the previous meeting were discussed. There was a request to update the spelling of SD's surname on page 2. The Clerk updated the minutes. The minutes for the 5<sup>th</sup> December meeting were then moved by SD and seconded by KE.

**Action: Clerk to present to Chair to sign, then file**

### 19.334.4 Chair's report

The Chair's report was shared by Cllr Bohm (DB). She explained that the Christmas holidays were a period of calm but also activity where a number of discussions, meetings and activities had taken place. DB went on to explain that the role of the Clerk had been performed by Cllr Ruth Whitfield (RW) for the last 4 months, thanks to the hiring of a new clerk, RW will return to the role of the Councillor. DB announced the appointment of Mrs Jane Mullane, who joins the council after

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professional experience with Sainsbury's and charity work on funding streams. This wealth of experience will come in very useful and the council is delighted that she will be joining us.

DB went on, to explain that the PC is in conversation with the Neighbourhood police about up to date advice about our houses, vehicles and local businesses. The next 'Have your Say' visit from the local PSCO is in February. DB explained that text alerts can be requested from Thames Valley police, notifying you of issues. She also highlighted that there is a thriving Neighbourhood Watch team, with local email alerts.

#### **19.334.5 Clerk's report**

The Clerk started her report, which was circulated in hard copy, to address the issue of the smell and noise coming from the chicken farm at Long Cut Farm. The clerk explained that the Agency has been in contact with the site in question who have confirmed that no change in their usual activities has taken place. The Agency have confirmed the importance of timely reporting of any issues, this can be done through the contact information shared in the last issue of the Village News and on the PC website. If matters are reported in that way there is an official record. This gives the Agency more information on which to act. The clerk confirmed that she will continue to report issues relayed to the clerk's office regarding this matter.

Then the Clerk turned to the matter of winter preparedness. As a number of villagers have noticed, and as noted by Mr East earlier in the meeting, OCC have yet to make good on their promise to relocate the two salt bins which they have delivered to slightly the wrong locations. The clerk explained that she met with a representative from the Highways team on the morning of the 23<sup>rd</sup> January, and had confirmed the locations required, including a new salt bin for the end of Westland's avenue. The clerk confirmed that she will continue to keep the village updated on progress with this.

Finally, as highlighted earlier in the meeting villagers do use [www.westononthegreen-pc.gov.uk](http://www.westononthegreen-pc.gov.uk) for information about the village and the forthcoming parish council meetings. The clerk confirmed that we will seek to use this channel further to share more information about what the Parish Council is doing.

#### **19.334.6 Resolution: To approve Budget for 2019-2020 (RW)**

In the absence of RFO Cllr Forbes the Clerk outlined an update on the budgeting process. She explained that a draft budget had been developed and discussed with Councillors. She explained that at this meeting the PC was required to approve a budget in order to meet agreed timelines with CDC.

The clerk outlined the proposed budget for the financial year 2019-2020, hard copies of the budget statement were circulated to attendees.

Councillors then walked through the detail of the budget line by line. DB explained that the staff costs were higher, based on the experience of the interim clerk's experience of the time taken to complete the work now required of a clerk. DB also explained that the budget line on staff costs were higher than in previous years. This is reflective of SD explained that with the new Clerk in place they cannot raise and manage the PAYE of the new clerk.

Mr Len Ricketts raised a query of why there was a difference between the grass cutting costs of 2018/19 and 2019/20. RW explained that there was a recategorization of the Works section.

Mr Roper reminded the group that the practice agreed in the playing field was that a mower was purchased to keep the playing field costs as low as possible.

DB noted that contracts for grass cutting haven't been reviewed for a while and reminded the room that it was on the list for review in the coming financial year.

DB explained that there might be additional costs associated with the Oak Tree Pond. The Southfield Farm development is concerned about building a footpath over the Oak Tree Pond land when it is not

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owned by the Parish Council. DB explained that there may be additional legal costs associated with securing an increased legal status to assuage the concerns of the Southfield Farm developer. DB asked Councillors whether they are happy with the current legal provision within the budget, or whether they would wish to add more in to account for this. SD explained that she would be comfortable with the provision as is, KE and RW concurred.

The clerk outlined the costs associated with Traffic. Mr East queried which speed limit application was to be made and it was confirmed to him that the costs related to a Church Lane speed limit application.

The clerk went on to touch on the new line item of Donations. She explained that powers of a parish council included the ability to make donations to local causes that reflect the interests and needs of the village. Cllr Carmen Griffiths explained that Kidlington Development Watch has received donations from local Parish Councils and this was a well used way of funding for local initiatives. The clerk noted that a donations/grants policy would be required before assessing any requests for funding.

**Action: Draft a donations/grants policy for discussion amongst councillors**

The clerk outlined the potential capital projects section, differentiating between planned and potential projects. The Clerk went on to outline the proposed income streams, reflecting the intention that all capital projects should be 80% funded by external funding streams before they could be considered viable.

Mr Len Ricketts recognised the efforts of the council but stated that the proposed 22% rise in the council tax would be poorly received within the village. DB explained that this had been highlighted to villagers throughout the neighbourhood planning process. She confirmed that this would be covered again at the next PC meeting. Cllr Griffiths explained that in Kidlington it has helped to highlight whether CDC had/had not raised their council tax request.

Mr Roper asked with the budget was inclusive or exclusive of VAT. The clerk explained the budget was developed including VAT, but that after the year of book keeping in the new system we would look to develop an ex VAT budget for the following financial year.

Approval for the budget was proposed by RW and seconded by SD. The council voted and supported the budget unanimously.

**Action: Clerk to generate the forms for CDC and issue the precept request by 24<sup>th</sup> January as agreed with CDC**

**Action: Clerk to update the website with the proposed budget**

**19.334.7 Resolution: To approve** the quote for hedge relaying by Mike Moss at a cost of £10 per metre, 65 metres. Total £650 (RSA)

DB outlined the quote for hedge relaying along the roadside between the playing field and Church lane. It was moved by DB and seconded by SD. The council supported the motion unanimously.

**Action: RSA to pass on approval to Mike Moss and plan in the work**

**19.334.8 Resolution: To approve** the spend to complete Oak Tree Pond works e.g turf at a cost of approximately £50, Council to delegate decision on final amount required to RSA (RSA)

DB outlined that the oak tree work last year required a small additional spend. It was moved by DB and seconded by KE. The council supported the motion unanimously.

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**Action: RSA to plan in the work and communicate if additional volunteers were required**

Cllr Carmen Griffiths explained that she needed to leave shortly and therefore asked for the opportunity to raise a couple of things. The Chair agreed and opened with a request of CG that continued to support the Traffic group with engaging Highways. CG suggested that another face to face meeting might be useful and agreed to continue to support

**Action: NM to liaise with CG regarding face to face meeting with Highways**

CG explained that she will be writing a written question to Ian Hudspeth regarding the expressway. She stated clearly that she would not be voting to support the Expressway. She explained that she will support improvements to the A34 but not to detriment of the local countryside.

CG outlined that her written questions to Ian Hudspeth will be

- To establish what substantive evidence is there for the Expressway
- To ask why, if there is going to be a train line, why are we not saying the quickest way to get Oxford-Cambridge is by train
- To ask how this approach contributes to central government's pledge on climate change

DB outlined the discussion that she had with Barry Wood (CDC) and urged CG to take a copy of the PC Expressway update to support her discussions. CG collected her papers, made her excuses and left the meeting with the support and thanks of the room. The main agenda items of the meeting then continued.

**19.334.9 Resolution: To approve following payments:**

The invoices for approval were outlined by the Clerk. DB moved to approve, SD seconded. All the payments were approved for payment with unanimous support of the Council.

Payee	Purpose	Total payable incl VAT
OACL	Training Course	£204.00
Village News	Annual subscription	£40.00
John Miller Engineering	Equipment hire for Oak Tree Pond work	£850.00
SLCC	Membership to SLCC	£48.00
Village Hall	Jan-April Village Hall Hire fees	£60.00
Jill Robinson	Book keeper costs	£150.00

**Action: Clerk to initiative request for payments from councillors****Action: Councillors to process online payment requests****19.334.10 For information: HR update on Parish Clerk position (SD)**

Cllr Daenke delivered an update on the Parish Clerk position, confirming that the role had been advertised and attracted a number of potential candidates. SD went on to explain that a suitable candidate had been identified and interviewed and that as we had explained earlier in the meeting the council is delighted by her relevant previous experience. She confirmed that the permanent Parish Clerk would start on the 1<sup>st</sup> February, subject to contract.

SD explained that the Staffing Committee would take an oversight of performance and conduct annual reviews. Cllr Daenke noted she had identified a potential issue through the recruitment of Mrs Mullane, namely being married to a current councillor. SD assured the room that after discussions with both the applicant and the Councillor she was comfortable that this would not be an issue. SD explained that this would be monitored and whilst we don't anticipate it being an issue, it is something that we are mindful of. SD assured the council that a thorough handover would take place in the coming weeks and looked forward to welcoming Jane at the next meeting.

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### 19.334.11 Neighbourhood Plan

DB delivered the update on the neighbourhood plan which was supported by a hard copy report. She confirmed that the formal consultation period for the Neighbourhood Plan had ended as of January 11<sup>th</sup>, 2019. She went on to explain that the Parish Council has received a response from Cherwell District Council regarding the Neighbourhood Plan.

She summarised the response explaining that CDC had collected comments from across department in the council with the expression that this would be submitted to the Examiner of the plan.

DB explained that CDC's document gave a thorough overview of each section of the document with specific comments for some sections and statements. She explained that some comments refer to wording, some suggesting the use of more examples.

DB outlined that Cherwell District Council has received 19 further representations on the Plan. These will be made available on the Cherwell website and copies will be sent to our Parish Council.

CDC has suggested that once we had had the chance to consider the issues we could prepare a schedule of minor modifications and responses to the representations which once finalised can be submitted to the Examiner for consideration. This is the normal procedure for pushing the NP forward. DB assured the room that the PC plan to be timely in any responses required.

DB went on to assure members of the parish that if questions come forth that are challenges to our key policies, it will bring it to the February 6th Parish Council meeting.

### 19.334.12 Expressway Update

Cllr Bohm delivered the update on the PC's actions relating to the Expressway since the December PC meeting. This was supported by hard copies of the Expressway Report that were made available.

DB explained that she and the Chair of the Expressway Action Group, Roger Evans had met with Barry Woods, Leader of Cherwell District Council and Andrew Bowe, Implementation Officer on January 3<sup>rd</sup>, 2019. This was a wide ranging discussion covering fundamental issues such as if there was a need for an expressway, the focus on housing and the accuracy of housing need numbers, the target for 2031-50 and indeed the process for setting such a target, they also discussed the Joint Strategic Spatial Plan and its consultation with local groups. They discussed the difference between CDC's 'wait and see' approach to the worrying housing discussions and the firmness of other Councils that they will not be pushed into allocating housing by a national group that does not have the statutory right to make such a decision.

There were two points requested by our team and agreed to be discussed more widely within the Council by Barry Wood:

1. Can the Council confirm that housing numbers will and must be subject to studies on the ground; checking capacity and housing consultation for the period of 2031-2050?
2. Will the Council agree that communities will be involved in visioning growth: ie scenario planning for the period 2031 - 2050? How can these consultations be devised so they are meaningful?

DB explained that CDC representatives they met with had committed to reply formally, a response has not been received yet and therefore DB confirmed that she was taking the action to pursue.

**Action:** DB to contact Barry Wood to follow up on his commitment to answer the PC's specific questions re Expressway

The Chair went on to give an update on the overarching A34 group. She reminded the group that not all PCs follow the same meeting rhythm (some meeting quarterly) and that therefore not all Parish Councils have met from across this group in time for this report. However, she did confirm that a second meeting is being planned for February and a larger "town hall" meeting will be planned.

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Councillors are reminded that the No Expressway Alliance Group is very active as is the NONE group and the BBOWT group which is pursuing a legal challenge.

DB explained that the WOTG Action Group has met and recommended that a meeting is set up with Cllr David Hughes bearing mind his role in the next year; that the PC join forces with CPRE over the concern re: the proposed JR of the Oxon growth targets imposed by central government. The group is also continuing to investigate the possibility of a Judicial Review and is costing it presently.

### **19.334.13 Planning report**

Cllr Henry Donne had sent his apologies so the Clerk outlined the Planning report. The clerk explained that there was a hard copy Planning Report available, this was circulated for reference.

In terms of concluded matters the Clerk explained that there were two, both of which were approved by CDC;

**18/343/TCA** - Application for Removal of one clump of 5 Leyland Cyprus Trees, Second individual Layland Cyprus Tree and a third clump of three Leyland Cyprus Trees. This is due to maturity and trees need felling as becoming unstable. **The Mill House, Mill Lane.**

**18/00350/TCA** | T1 x By way of chain saw section fell to ground a tree located at rear of pump house building to allow others access to repair the roof of pump house. | **Sewage Pumping Station Church Lane**

There were quite a number of items listed for approval;

**18/00470/DISC** | Discharge of condition 15 (construction method statement of 17/01458/OUT | Land North of Oak View. The PC commented on timings, entrance onto B430, time limit to permission & size of access roads. The clerk explained that timings on access were being altered, a formal decision from CDC is expected around 29<sup>th</sup> Jan.

**18/02062/F** | Single storey orangery extension to rear | 3 Oxford Court. The PC have commented about some overlooking issues and have requested frosted windows.

**18/02066/F** | Demolition of redundant concrete barn and erection of 4 no. dwellings with associated access and amenity | Southfield Farm. The PC have discussed this with CDC, explaining that the style not in-line with the draft Neighbourhood Plan (NP) and outlining their concerns of overdevelopment of this site. CDC have asked for changes to application. We await a further update.

**18/02089/F** | The Coach House - Change of use to office space and the conference room to be used as light manufacturing of high-tech mobile phones | Weston Manor Hotel. A group of Parish Councillors (DB,SD,HD) met with Applicant and had discussions regarding this application, they concluded that they are content with the application as stands. Further to this, SD explained that they were reassured that the transport implication of the new area of business for the hotel, and the signage impact, noise impact was minimal.

**18/02148/F** | Two storey rear extension, reducing height of rear kitchen window and additional flue in roof of extension to west elevation to serve multi fuel stove | The Dower House Church Road. The clerk explained that this is a re-submission of a lapsed application. In the light of the NP this needs to be revisited and opened for comments.

**Action:** SD and DB to liaise with HD regarding concerns regarding 18/02148/F

**18/00491/DISC** | Discharge of Condition (i) (boundary treatment) of 17/02277/F - APP/C3105/W/18/3193060 | Keepers Cover Church Lane. The clerk confirmed that the PC had commented to give no objection on this.

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**19/00001/TCA** | G1 x 7 nos Conifer/Leylandii - Remove as causing light issues to the property. | Cruck Cottage Northampton Road. The planning group's perspective was that seems not to be contentious.

There were then two enforcement issues listed for completeness;

**18/00426/F** | Variation of conditions 8 (caravans' period stay) and 9 (caravans seasonal stay) of 00/01162/F - one permanent mobile home on site at all times | **Manor Farm Northampton Road**. The clerk confirmed that CDC Planning were as PC have passed issue to Enforcement Team. No further update is available on this.

**17/00781/F** Retrospective Car Park – **Manor Farm Northampton Road**. The clerk explained that as part of approval conditions a hedgerow was planted along southern boundary of the car park, however this was not thriving. The **PC has raised with CDC Enforcement Team, no further update is available**.

One final enforcement issue was raised

**18/00253/ENFC** - building 20 houses **Southfield Farm / Land north of Oak View**. The clerk explained that Cllr Mullane is liaising with OCC / CDC noting the issues around pond and footpath. A fuller update will be given on this at the February PC meeting.

On a cheery note, DB ended the planning report with great news that **The Manor Hotel** have returned the front door to its original state (removed Red Gloss paint) It looks great, go and see it!

#### **19.334.14 Works Advisory Group**

Cllr Stafford Allen (SA) was not able to be present, the Clerk outlined that the equipment and playground were inspected on 18<sup>th</sup> January 2019 and the general appearance is good. The playground report was noted and will be discussed at the February PC meeting.

#### **19.334.15 Any other business**

DB explained that a query had arisen relating to a plot of land near the School Field. RSA had kindly explained his intentions with this land. The PC would normally update log of member's interests every year in April, the Chair explained that RSA had kindly offered to do this early so that his ownership of that plot of land was a matter of public record. The PC offered thanks for RSA for being so diligent in this matter.

**Action: Clerk to issue Members Interests log to RSA to complete**

It was confirmed that the date of the next meeting is 6<sup>th</sup> February, a substantial part of the agenda will be used to discuss the purchase of the playing field.

The meeting closed at 2140

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