

MINUTES

For the meeting of Parish Council, held on Wednesday, 3rd April 2019

Meeting Number 19.337

Public Participation Session

There was nothing to note from the public.

19.337.1 Apologies for absence

Councillors Donne (HD), Whitfield (RW) and Evans (KE) sent their apologies which were approved and were therefore not present. Cllrs Bohm (DB), Daenke (SD), Mullane (NM), and Stafford Allen (RSA) were present.

There were 2 members of the public present along with the Chair of the Transport Working Group, Abbi Stewart-Smith for part of the meeting.

19.337.2 Declarations of interest

The Chair asked for Declarations of Interest, Cllr Mullane noted his ongoing interest in Southfield Farm.

Cllr Stafford-Allen noted his interest on the land behind Guernsey Cottage and although not present it was noted Cllr Evans interest in the tenders for grass cutting and jet washing.

19.337.3 Approval of the minutes

The minutes of the previous meeting were discussed and approved with no changes required.

The minutes for the 6th March 2019 meeting were then moved by DB and seconded by NM. It was supported unanimously by the Council.

Action: Clerk to present minutes to Chair to sign, then file.

19.337.4 Chair's report

Cllr Bohm (DB) outlined her Chair's report explaining that this is the last meeting of the first year as a new council.

The Annual Parish Meeting was held on March 27th where we trialled a new format with the various groups of the village reflecting on their year as well as looking ahead. Minutes of the meeting will be shared with the Council at the May meeting.

One of the Council's aims has been to improve the reputation of the Parish Council within the village. This past month has seen several villagers contact the PC with concerns: land use, kerb damage,

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chicken smell and road works. Not all of these concerns are within the remit of the PC and the PC have tried to liaise with relevant bodies to help with some of the problems. Hopefully by being timely with our support, the PC have gone some way in showing our intent to work in this manner.

Finally, DB mentioned that at the Annual PC meeting we will need to choose the Chair and co-Chair and discuss the Advisory Groups and their leadership. She asked that Councillors give these roles some consideration and if you have nominations, please get the agreement of your nominee before the meeting. If you are considering changing an area of responsibility please discuss your wishes with DB as soon as possible.

Action: Clerk to add Annual Parish meeting minutes to 1st May PC meeting agenda.

19.337.5 Clerk's report

The clerk highlighted the key points from her report and started with confirming that a leaflet had been distributed to the village regarding the Annual Parish Meeting held on 27th March 2019 as well as on reporting the chicken farm smell.

She confirmed the website has been updated with the signed Code of Conduct and Standing Orders documents.

The Clerk has also attended two very useful training courses - Minutes and Agenda's and A Clerks Year.

The Assets of Community Value application for the playing field is continuing to progress with a decision expected by 7th May 2019.

The Clerk has received an email from the external auditors Moore Stephens giving official notification to submit the Parish Council's return. The AGAR form has been updated for the 2018/19 year and is available on the Moore Stephens website. The email also provided links to useful supporting information. We are waiting to hear from the internal auditor on what information they require.

Action: Clerk to respond to Environment Agency with village reports after 23rd April 2019.

Action: Clerk to progress with understanding External Auditor information.

19.337.6 For information: Councillor Carmen Griffiths March 19 report (DB)

DB highlighted the March 2019 report from Councillor Carmen Griffiths.

Key headlines from the report included a focus on key problems in the County:

Youth services, transport, street lighting, school funding, social care budget, digital technology at the council, road maintenance and an adult social care review of services.

19.337.7 For information: Playing field and spinney purchase update (RSA)

Cllr RSA presented a summary on the playing field purchase. He confirmed that Cherwell District Council would not be granting us any money. Their response was that there were a lot of applications for very little money and our scheme did not introduce a new facility for the village as we already have it as an existing field we are renting.

We are therefore reliant on the Viridor grant who require letters of support from the village for the playground purchase.

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DB suggested that a template letter would help to garner support.

RSA has also requested advice from Oxfordshire Playing Fields Association who gave some pointers of where one could possibly obtain the money from, however these would all be at the lower level.

The problem could be if the Duchy decide to sell land anyway, the village could end up with an undesirable landlord.

One idea suggested is a Public Works Loan Board Loan which can be applied for through the OALC, which the PC are members of. RSA will investigate this option further if its required.

DB suggested that maybe the money could be raised through the Viridor grant, PC reserves, fund matching from the village and the remainder coming from a loan.

Action: RSA to create template letter and distribute to village groups and the PC.

Action: RSA to investigate Loan Board loan further and provide additional information when the need arises.

19.337.8 **For information:** Update on financial affairs (DB)

Councillor Graeme Forbes resigned at the 6th March 2019 Parish Council meeting. With regret the Parish Council received his formal resignation on Friday 8th March 2019.

DB confirmed that the PC would like to recruit someone in the village with financial expertise. The request has gone in the Village News, good candidates without financial skills are also very welcome to apply.

The Clerk has notified Cherwell District Council in order to receive the formal notification notice to be displayed on the PC noticeboard.

In the meantime DB is overseeing the finance work, book keeper and Clerk and reported all is in order.

It is anticipated that a year end financial report will be sent round by 15th April in time for the Annual Parish meeting in May. It will also be placed on the website.

A meeting of the finance working group will be convened during April.

SD highlighted that DB already undertakes a vast amount of PC work and its not fair for her to pick this up as well so a solution needs to be found.

Action: Clerk to add end of year financial summary to Annual Parish Council Meeting agenda.

Action: Clerk to ensure PC receive notification notice for council vacancy and place on PC noticeboard.

Action: Clerk to ensure Finance group meeting is convened in April.

19.337.9 **For information:** to receive an update on the Transport Group (Abbi Stewart-Smith)

The group is in its infancy, a committee of four people has been created.

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The first task is to put together a new survey for 2019 in partnership with Community First Oxfordshire. There will be a separate one for employees who work in the village but don't live here as their transport needs could be different.

The group is also looking to create a directory of current available services so once they have the survey results they can explore any immediate solutions to people's transport needs and advertise these adequately. This includes knowing the practicalities involved with these solutions such as speaking to people who have used them or considered using them but haven't done so successfully.

They will also explore options that aren't currently available but could be simpler, these could include community bus schemes.

The group has also made links with neighbouring Parish Councils to gain useful information and expertise and can then consider options where joining forces may be more advantageous.

SD questioned whether the group has spoken to Bicester Hotel Golf & Spa. They invested in a bus to cater for the demand of visitors to Bicester Village but that business has dropped off significantly so there may be a possibility of discussing options with them. Abbi confirmed they will investigate the hotel's current "community bus" situation.

A partnership with Kelberg has also been highlighted as a potential possibility.

DB thanked Abbi for her support to the Parish Council and for all the work the group is doing.

19.337.10 Resolution: To approve the following invoices.

The clerk requested approval of the following invoices detailed in the table below.

| Payee | Purpose | Total payable incl VAT |
|---------------------------|--|------------------------|
| OCC | Radar Survey -08/10/18 | £100.00 |
| Cherwell District Council | Emptying Dog Bins | £192.19 |
| Diane Bohm | Annual Parish Meeting Refreshments (Tesco) | £84.96 |

With regards to the Annual Parish meeting refreshments, as not all the wine was used, payment for only £40 was requested by DB. It was supported unanimously by the Council.

This resolution was proposed by RSA and seconded by NM. It was supported unanimously by the Council.

Action: Clerk to alter payment to Diane Bohm from £84.96 to £40.00.

Action: Clerk to update invoice log with approvals.

Action: Clerk to update Transparency log of invoices in excess of £100 and add to PC website.

Action: Clerk to initiative request for payments from councillors.

Action: Councillors to process online payment requests.

19.337.11 Resolution: To approve increase in cost of emptying dog bins from £1.40 to £1.75 per bin.

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This resolution was proposed by DB and seconded by SD. It was supported unanimously by the Council.

Action: Clerk to confirm increase with Cherwell District Council.

19.337.12 Resolution: To approve the following tenders for grass cutting and playground washing:

| Tenderer | Purpose | Total payable/cut |
|--------------|--|-------------------|
| Eric Payne | Grass cutting – The Stocks & Ben Jonson area | £60 |
| Kieran Evans | Grass cutting & strimming of playground area | £30 |
| Kieran Evans | Jet washing playground | £30 |

It was confirmed that the prices for all 3 tenders had not increased from 2018.

RSA confirmed that the jet washing of the playground was completed once a year.

Resolution: it is moved to approve the tenders detailed above. This resolution was proposed by SD and seconded by RSA. It was supported unanimously by the Council.

Action: Clerk to confirm decisions with Eric Payne and Kieran Evans.

19.337.13 Resolution: To approve the purchase of 2 baskets, soil & plants for placing by old phone box location (£100)

It had previously been discussed that a bench could be placed in the area where the old phone box used to be located. However on inspection DB observed that it wasn't a pleasant space to sit and there were also 2 benches on the stocks green to the front to sit on.

Two residents have agreed to tidy up the area and place baskets there to plant. The area will be monitored going forwards for rubbish build up and a bin could be placed there if required.

Prior to the meeting RW queried where the money was to come from out of the budget. DB responded that money from the Councillor Priority Fund would be utilised.

Resolution: it is moved to purchase 2 baskets, soil and plants for placing by old phone box location for an estimated cost of £100. This resolution was proposed by DB and seconded by NM. It was supported unanimously by the Council.

Action: Clerk to organise the purchase of the baskets and the associated items.

19.337.14 Resolution: To approve the purchase of 3 planters by village gates plus soil & plants (£320)

There is currently one planter at the east gate on Northampton Road. The proposal is for 3 additional planters at each of the remaining village gates. Examples were researched and the Ruby Large Decking Wooden Garden Planter from Amazon.co.uk was suggested as the best option.

Cost per planter: £58.95 & free delivery. Total Cost for 3: £176.85

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It was also recommended to purchase soil for the planters and a selection of shrubs, bulbs and potting plants.

In conclusion the total cost for 3 planters, soil and plants was calculated as £321.83. As these are estimated figures for the plant purchase approval was requested for £320.00.

Prior to the meeting RW queried where the money was to come from out of the budget. DB responded that money from the Councillor Priority Fund would be utilised.

Resolution: it is moved to purchase 3 planters for the village gates plus soil and plants for an estimated cost of £320. This resolution was proposed by DB and seconded by NM. It was supported unanimously by the Council.

Action: Clerk to purchase planters from Amazon.

Action: NM/RSA offered to put together planters when they arrive.

Action: NM/RSA offered to move planter at the east gate on Northampton Road to opposite side of road.

19.337.15 For discussion: to discuss and agree recommendations from the Planning Group (Clerk)

In Councillor Donne's absence the Clerk outlined the recommendations from the Planning Group.

Awaiting Decision

18/02066/F | Demolition of redundant concrete barn and erection of 4 dwellings with associated access and amenity | **Southfield Farm, North Lane**

PC commented – style not in-line with NP and overdevelopment of site.

CDC say have asked for changes to application – No further news at this point.

18/02089/F | - Change of use to office space and the conference room to be used as light manufacturing of high-tech mobile phones - **Coach House at Weston Manor Hotel**

PC Commented - No further news at this point

19/00086/TCA - G2 x 13 nos Yew - Remove | **The Moat Northampton Road**

PC Commented - disappointed to see requests to remove mature hedging especially within a conservation area and especially for habitats. If CDC are minded to approve, could replacement in some form by other native species be requested?

19/00025/DISC | Discharge of Conditions 3 (tile sample), 4 (stone sample), 5 (timber sample), 6 (landscaping), 8 (doors and windows), 9 (architectural detailing), 10 (enclosures), 11 (parking and manoeuvring areas) and 12 (means of access) of 18/01251/F | **Sycamore House, Shepherds Close**

PC commented on Condition 11 (parking and manoeuvring) & 12 (means of access)

Resident Concerns:

1. There has been a complaint received by the Parish Council, from a resident, regarding delivery vehicles to the Sycamore House site which have caused damage to the kerbs and verges on Shepherds Close / Westlands Avenue. The Parish Council have contacted the relevant delivery company who are currently in the process of investigating the issue.

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2. The Parish Council was also made aware of concerns by residents regarding asbestos removal at the Sycamore House development.

As a result an Environmental Protection Officer from Cherwell District Council, visited the site on 21st March 2019 and spoke to the site manager.

He confirmed back to the Parish Council that the asbestos sheeting is currently wrapped in black bags as per regulation and awaiting collection by a contractor licensed to dispose of asbestos correctly. There is still some to be dug up and he confirmed this will be done in the correct manner and disposed of as the sheeting already dug up. As long as the asbestos is not damaged and dealt with as above then apparently it will not cause any potential issue for those living nearby.

Application Withdrawn

18/01871/F | Erection of Staff accommodation building with storage and front terrace with low wall/planter | **Chequers Inn, Northampton Road**

PC commented – worried about green belt encroachment, against the low quality of the proposed chalet and if approved would like to see a more natural wood type building.

Application withdrawn under advice from Cherwell District Council

Outstanding Planning issues

Southfield Farm / Land north of Oak View

PC (Cllr Mullane) is liaising / working with the Owner / OCC / CDC over the issues around Oak Tree pond and footpath, which is progressing.

Councillor NM confirmed that Clive Tredwell had been very helpful over ownership issues with the Oak Tree pond and also in developing the footpath plans. NM confirmed there has been no enforcement issue over the Oak Tree pond or the footpath.

NM went on to suggest that the PC look into obtaining Epitomes of Title (suggested for Southfield Farm and other farms nearby) which may unearth documentation on who owned that pond historically.

The only other option is if we can find some other document that proves ownership.

SD queried what documentation does it provide? NM replied it depends what information they have stored about the area. It can be processed online and should come electronically.

DB highlighted that this is now urgent as the footpath can't be developed until ownership is finalised. Approval for expenditure requires 3 clear days notice to the public so an Extraordinary meeting will have to be convened.

SD/RSA both confirmed this was worth pursuing as may show if Southfield Farm owned that area previously.

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Action: Clerk to provide a summons for an Extraordinary meeting to discuss Epitomes of Title request.

19.337.16 For information: to receive an update on the Neighbourhood Plan (DB)

DB provided an update on the Neighbourhood Plan.

Cherwell District Council have sent a note to the official body to request that the Neighbourhood Plan goes to an independent examiner. The PC can have a view on the examiner chosen. It is anticipated that the examination will be by written representations only. There is no timeframe for the appointment of the examiner.

19.337.17 For information: to receive an update on the Traffic Group (NM)

NM presented the following report from the Traffic Advisory Group having met recently.

The group had utilised information collected regarding Church Road/Church Lane and broken it down into priorities. They will be writing to Councillor Carmen Griffiths and Mike Wasley at Oxfordshire County Council to get their views and a rough estimate of costings.

This will be followed up with a meeting to discuss those options, a public meeting and then any proposals will be presented to the Parish Council.

On a separate issue Bob Hessian had previously been talking to Islip PC about purchasing a sentinel device (speed device). Bob and a few other generous villagers have agreed to provide half of the cost of the device. They have then agreed to work with the Traffic Group to utilise it in Weston on the Green.

SD queried if there had been any further comments regarding North Lane traffic calming? To which NM responded nothing further.

The Traffic Group have agreed to hold off on putting remaining 20s plenty signs around the rest of the village and it is a matter that the village can be consulted on at a future public meeting.

DB asked if Church Lane residents were calmer. NM confirmed that different residents were talking to each other and so need to ensure that communication is carefully assessed and only when any potential thoughts have moved forward.

19.337.18 For information: to receive an update on the Works Group (KE & RSA) and **Resolution: To approve** purchase of 2 picnic tables at total cost of £520 (£260/table)

RSA outlined the key areas of the regular playground report. Nothing urgent needs to be undertaken but eventually some repairs will be required.

In 2018 it was agreed to purchase two picnic tables for the spinney area out of existing grant money. Now it is spring RSA thought it was a good idea to purchase them.

Resolution: To approve purchase of 2 picnic tables at total cost of £520 (£260/table)

A motion was proposed by RSA and seconded by NM. It was supported unanimously by the Council.

Action: Clerk to organise purchasing of the picnic tables.

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19.337.19 Resolution: To approve putting up a notice regarding the safe handling of dogs in the village.

There was a disturbing incident in the church yard last week involving two dogs, one of which was off his lead. One owner was knocked over and a dog was bitten.

RSA/DB confirmed they had looked into the incident and discussed the issue with the owners.

There are signs regarding dogs on leads on the gates in the churchyard. DB has spoken to the Church warden who has agreed to look into the signs and make sure they are appropriate.

RSA suggested some wording from a Government website to highlight where a dog should be on a lead in a village.

DB suggested putting a small sign by the dog bins in the village to start with eg 'please keep dog on lead'.

Resolution: it was moved to source some small signs for dog owners to be placed by dog bins. It was proposed by RSA and seconded by DB. It was supported unanimously by the Council.

Action: Clerk to source small sign highlighting dog should be on leads in the village and place next to the dog bins.

19.337.20 Resolution: To approve moving annual Parish Council meeting to 1st May 2019 (DB)

This resolution was proposed by DB and seconded by SD. It was supported unanimously by the Council.

Action: Clerk to cancel village hall booking for 22nd May 2019.

Action: Clerk to change Parish notices and update website.

19.337.21 Public Participation Session

Thames Water: Regarding the extended road closure of Church Lane by Thames Water, RSA raised a query over whether the PC could provide some formal information to support a claim by the Weston on the Green Village Pantry & Post Office.

It was agreed a letter would be sent detailing dates and times the Parish Council spoke to Thames Water.

Action: Clerk to put together a letter addressed to Weston on the Green Village Pantry & Post Office detailing dates and times spoken to Thames Water regarding the road closure.

Layby parking: A resident raised concerns over lorries parking in layby's in the centre of the village on Northampton Road. There is a danger for people not being able to see clearly when exiting their homes and also the noise pollution of engines starting in the middle of the night in a residential area. They were going to contact Cherwell District Council and see if any signs were available to highlight no parking for lorries in laybys. The resident will report back to the Parish Council.

19.337.22 Date of next meeting: 1st May 2019 (Annual Parish Council meeting followed by Parish Council meeting).

The meeting closed at 20.45

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