

**MINUTES**

**For the meeting of Parish Council, held on Wednesday, 7<sup>th</sup> August 2019**

**Meeting Number 19.342**

**Public Participation Session**

A resident commented that the playing field was looking great, although the moles were back. The picnic area was however looking untidy and additional expenditure could be used going forward.

He went on to add that the hedge in the car park is growing across the gate and the bollards along the stream on the Bletchington Road are overgrown and require cutting. RSA noted the resident’s comments and will action them.

DB commented that with a lack of volunteers it is difficult to maintain all these areas but appreciated the suggestion of utilising funds to maintain certain areas.

**Action: RSA to investigate tidying up areas surrounding the playing field with volunteers.**

Councillor Carmen Griffiths provided an overview of what is being discussed at the Oxfordshire County Council (OCC) level:

- Alleyways not to be cut by OCC going forwards, not come into effect immediately. Can use councillor priority fund to get them cut. Carmen to check what is meant by an alleyway – is it the Oxfordshire Way?
- Planning a replacement of Kennington bridge as its unsound.
- More charging points throughout county for electric vehicles – 300 residential charging hubs.
- Bicester to create a new 600 pupil secondary school within Kingsmere Estate.
- Emphasis on trying to improve families of Oxfordshire by looking at the family as a whole.

DB queried whether the Councillor Priority Fund was available to apply for again. Councillor Griffiths informed the council it was open now until April 2020.

**Action: DB to discuss options for funding with council and put in a Councillor Priority Fund application.**

**19.342.1 Apologies for absence**

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

There was 1 member of the public present as well as Councillor Carmen Griffiths for part of the meeting.

**19.342.2 Declarations of interest**

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

Cllr Stafford-Allen noted his ongoing interest on the land behind Guernsey Cottage fronting the School Field, The Cedars, Mill Lane and Village Hall committee.

**19.342.3 Approval of the minutes**

The minutes of the Parish Council meeting on 3<sup>rd</sup> July 2019 were discussed with no changes required.

The minutes for the Parish Council meeting on 3<sup>rd</sup> July 2019 were then moved by HD and seconded by RSA. It was supported unanimously by the Council.

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

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**19.342.4 Chair's report**

The Chair outlined her report this month and highlighted the importance of affordable housing to the village and that if we are to have affordable housing in small numbers i.e. three or four on a site, then the Council need to be active in discussions about the possibilities. This is an area HD and DB will pursue further.

Our planning cycle with the Neighbourhood Plan is five years and once the Plan is in place we should have discussed, clarified and provided detail for the objectives listed in the last chapter of the Plan. In order to fit within the financial planning cycle, village project planning will need to be in place by September/October. The chair requested that Councillors refresh their memories by taking a second look at the Neighbourhood Plan giving some specific thought to a five year and then an annual plan.

The Transportation Advisory Group (TAG) will submit via email the surveys prepared for distribution mid-September. Meanwhile, considerable research, funding options and connections into the community bus world have been made.

**19.342.5 Clerk's report**

The clerk confirmed that the Council's plan for works on the verge on B430 has been sent to OCC for approval and we are awaiting their response.

Thames Water have confirmed that all works should be completed by 19<sup>th</sup> August 2019 with further checks to take place following that time.

Robert Iles from the Environment Agency contacted the clerk regarding his visit to the chicken farm. He has investigated the issue further and made suggestions to the owner/manager which may improve things. Additional feedback of any incidents is always welcomed by the Environment Agency and will enhance their knowledge and links to causes. He is continuing to monitor and conduct routine visits to the site and will keep me informed.

**Action:** Clerk to monitor that Thames Water work completed by 19<sup>th</sup> August 2019.

**19.342.6 For Information:** Feedback on Joint Parish Meeting on Great Wolf Resorts (DB)

DB highlighted the key points to have been discussed at the joint parish meeting on Great Wolf Resorts.

An Action Group has been set up with 6 Teams: Fundraising, Lobbying, Communications (& Publicity), Ecology/Environment, Infrastructure and Legal.

They have opened a 'Wolf Lodge Fighting Fund' bank account, set up dedicated Facebook and website pages. Issued a Letter to the Editor and Press Release article to Bicester Advertiser, Oxford Mail and Oxford Times.

Met with Ben Smith, OCC Highways Traffic Controller and they have invited Yvonne Rees, Chief Executive of Cherwell District Council to a meeting.

The concern is over development in area with the main issue affecting Weston on the Green traffic routing through the village including delivery lorries. DB confirmed she has already spoken to Councillor Griffiths on the subject.

There is an emphasis on working together. Need to join up traffic surveys to get a co-ordinated overview.

**Action:** NM to organise a new traffic survey on B430.

Air quality report came back very poor in Middleton Stoney and looking if village air quality reports could be done as a group.

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Chesterton looking to employ transport consultants to establish current loading on roads around us, along with a data analysis expert to extract information on employment requirement in the Bicester area. They will also speak to Paul Mann, Emergency Planning, re emergency services getting through gridlocked villages.

The next exhibition from Great Wolf Resorts is due in September 2019. Chesterton to arrange press coverage and possible demonstrations along with interviews with all village Parish Councils/residents.

**Action: DB to ask Chesterton who looking after which sections so Councillors can co-ordinate directly.**

SD commented how can they justify prioritising a B road over an A road? RW commented that this was not an investment in the UK but a money-making exercise with no guarantees for villages and thought a greater PR campaign was required. NM suggested engaging with MPs including the new one for area.

Councillor Griffiths highlighted the importance of groups working together due to cost and legal implications. She also queried if we have spoken directly with Cherwell District Council to know their initial views? DB confirmed that Weston has not yet as at information gathering state.

**19.342.7 For Information: Expressway update (DB)**

On 28th August 2019, David Young, former County Planning Officer and a member of the POETS group (Planning Oxfordshire's Environment and Transport Sustainably), is speaking at St. Edmunds Hall, Oxford. This is a public meeting organised by CPRE Oxfordshire on Oxfordshire 2050 - the long-term vision offered by the County Council for our future.

DB not able to attend and requested if anyone else on council could attend. SD mentioned she could possibly go and would confirm later with DB.

**19.342.8 For Information: Feedback from village meeting including update on the Traffic Group (NM & DB)**

NM highlighted the notes previously circulated with regards to the village meeting on the traffic calming options. He confirmed a survey letter is currently being prepared to go out with the survey which will be required back by 6<sup>th</sup> September. NM will then send round feedback when compiled.

As a result of the village meeting 5 people came forward who were interested in the housing register. DB/HD will progress the matter further.

**Action: NM to circulate traffic survey to the village and report back to the PC its findings.**

**19.342.9 For Discussion: VE Day celebrations (DB)**

DB mentioned she had received a request from the village hall committee for permission to use the playing field and a donation from the Parish Council for VE Day celebrations on 8<sup>th</sup> May bank holiday. They are planning a 1940s themed afternoon tea party plus fireworks display.

RSA mentioned he would abstain from discussions and voting due to his link to the village hall.

All voting councillors agreed for permission to use the playing field for the event.

In terms of the possible donation, RW highlighted that we don't currently have grants policy although we do have a donations line item in the budget. A grants policy will be developed to ensure the procedure is fair for all potential groups in the village interested in applying for a grant from the Parish Council.

Each formal request from village groups would still be dealt with on a case by case basis.

RW also highlighted that the Parish Council's insurance requires the people running a fireworks display are required to have their own insurance as well. DB confirmed she would check that with the village hall.

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**Action:** DB to confirm that people hosting fireworks on playing field have their own insurance.

**Action:** DB to confirm that the village hall could use the playing field and enquire how much money they would be looking for and what it may be spent on.

**19.342.10 Resolution: To Approve** quarterly accounts (Q1 2019/2020) for Parish Council (HD)

HD presented the Parish Councils quarter one accounts following their approval at a finance group meeting in July. A summary of expenditure in Q1 vs budget, bank reconciliation and income details were provided.

Expenditure in Q1 compared to total projected expenditure appears low, however HD highlighted there is greater expenditure to come through the rest of the year.

The resolution to approve quarterly accounts (Q1 2019/2020) for the Parish Council was proposed by HD and seconded by RW. It was supported unanimously by the Council.

**19.342.11 Resolution: To Approve** the closure of 2 Parish Council Barclays bank accounts with transfer of funds into remaining 2 accounts (HD)

HD highlighted to the council that the Parish Council has 4 Barclays Bank Accounts (2 savings and 2 community accounts). The PC has been notified that Barclays intends to withdraw one of the accounts in the future, so a review of the PC's accounts was undertaken by HD.

HD proposed the closure of one community account and one savings account with the funds being transferred to the other two existing accounts with the separate fund uses being identified.

The resolution to approve the closure of 2 Parish Council Barclays bank accounts with transfer of funds into remaining 2 accounts was proposed by HD and seconded by NM. It was supported unanimously by the Council.

**19.342.12 Resolution: To Approve** Report of the Independent & Parish Remuneration Panel on Review of Parish Members Allowances for Cherwell for 2019/20 (HD)

The Report of the Independent & Parish Remuneration Panel on Review of Parish Members Allowances for Cherwell for 2019/20 was discussed and approved at the July finance group meeting.

HD proposed that Councillors would not take the allowance however Councillors should feel comfortable to claim allowances for expenses e.g. travel as it is a direct cost to them. Further area for discussion is childcare cost to a councillor to attend a meeting.

SD queried if it was possible to claim the allowance and donate it to good causes in the parish? HD confirmed this would be discussed at the next finance group meeting.

The resolution to approve the Report of the Independent & Parish Remuneration Panel on Review of Parish Members Allowances for Cherwell for 2019/20 was proposed by HD and seconded by SD. It was supported unanimously by the Council.

**Action:** Clerk to put up Parish Members Allowances Notice for Cherwell for 2019/20 on noticeboard.

**Action:** Expenses sheet for councillors to be provided by clerk.

**Action:** Question of whether it is possible to claim the allowance and donate it to good causes in the parish to be added to next finance group meeting agenda.

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**19.342.13 For Information:** Playing Field Public Works Loan update (HD)

HD commented that NM and himself had discussed the funding of the playing field and spinney purchase via a Public Works Loan at low government rates and agreed it was a sensible route to access funds.

HD proposed to progress the funding option and discuss the purchase option further with the Duchy.

RSA commented that he was very keen to proceed and feels that communication with the Duchy should come via the clerk.

It was agreed that RSA would talk to the Duchy highlighting that we would like to proceed and achieve an agreement in principle. The formal letter would then come from the Chair/clerk once things progressed.

The resolution to progress the purchase of playing field via a Public Works Loan was proposed by HD and seconded by RSA. It was supported unanimously by the Council.

**Action:** HD to provide a report on the Public Works Loan for the September PC meeting.

**Action:** RSA to progress communication with the Duchy to purchase the playing field and spinney.

**19.342.14 Resolution: To Approve** the following invoices for payment:

The clerk requested approval of the following invoices detailed in the table below. The resolution to approve the above invoices was proposed by NM and seconded by RSA. It was supported unanimously by the Council.

Payee	Purpose	Total payable incl VAT	Budget Line
Jill Robinson	Bookkeeper work Jan-Mar 2019	£165.00	Staff Costs/Bookkeeper
Village Hall	Hire of hall for 18 <sup>th</sup> July village traffic meeting	£15.00	Meeting Costs/Hire of hall for meetings
IAC Audit & Consultancy Ltd	Internal Audit Fee	£210.00	Insurance & Auditing/Audit Fees
Diane Bohm	D Day Garden: 2 tubs, soil & flowers	£97.50	Contingency
Eric Bohm	Fittings for D Day Garden bench	£17.95	Contingency
Norman Machin	D Day Garden bench (Yarnton Nurseries)	£200.00	Contingency

**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.

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**19.342.15 For Discussion:** to discuss & agree recommendations from the Planning Group (HD)

HD highlighted the key changes in the planning report from the previous July Parish Council meeting.

**Decision Received**

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

**Approved**

HD commented on the effort made by Cherwell District Council to achieve a better site development.

**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**

**Approved (Category A Village)**

**19/01008/F** | Continuation of trellis & fencing above stone boundary wall. Amendment of approved shed to a summerhouse/shed, following planning permission 18/01297/F | **Kamala House North Lane**

**Approved**

**19/00962/F** | Erection of building to form 1-bed dwelling, on the siting of the previously demolished barn, with courtyard garden and dedicated parking space - re-submission of 18/01644/F | **Sycamore House Shepherds Close**

**Refused again!**

**Awaiting Decision**

**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) 13.3.19 - Still awaiting update (chased)**

**19/00231/DISC** | Discharge of conditions 5 (car parking provision) and 6 (landscaping scheme) of 18/00034/F | **Little Chef Part of A34**

**Awaiting CDC**

**New Applications**

**19/01218/F** Erection of linked garage & garden store–The Paddock, Church Lane (behind Ladygrass)

**Additional extension to recent building in Green Belt that would not have got permission in original application. PC object to planning creep in Green Belt.**

The council agreed with these comments.

**Tree Works**

**Approved / Completed**

**19/00155/TCA** | T1 x Ash, twin stemmed from near ground level partially included, in close proximity to boundary fence - Fell to near ground level. |Ladygrass Church Lane

**PC Comment - against felling tree in Conservation area, Approved**

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**New Application / Awaiting Decision**

**19/01340/TCA** Magnolia Tree to be Felled due to excessive shading and close to foundations – works in a conservation area – The Cedars, Mill Lane

HD commented that the works appeared to be good arboreal practice in a living environment and the council agreed with these comments.

**19/01000/TCA** | T1 x Willow - Crown reduce by up to 30%, including reduction back to previous cut points or similar suitable cut points, including crown thin and removal of all deadwood. | Willow Cottage Church Road

**Seems good Arboreal practice**

**19/00172/TCA** | Tree works as per attached tree schedule. | Newby Cottage Northampton Road - Works to trees / hedges along the border with Knowle Lane houses to South

**Awaiting CDC**

**Ongoing Planning issues**

**Southfield Farm / Land north of Oak View Phase 1:** NM reported there was no further information.

**Great Wolf Resorts Water Park – Chesterton**

**Scoping Stage – Traffic Issue**

**Bicester Sports Association app, Green Lane Chesterton**

19/00934/F | Change of Use of Agricultural land & extension of the existing Bicester Sports Assoc.

**Objection Sent in**

**19.342.16 For Information:** to receive an update on the Works Group (RSA)

RSA highlighted the key points from his playground report. The equipment and playground were inspected on 4<sup>th</sup> August 2019 and the general appearance is good, there are some areas which will require further attention later in the year including one of the half-round steps on the infant climbing frame which is rotting.

RSA queried whether the RSOPA playground report had been received yet. The clerk confirmed it was only an estimate they would complete it in July, depending on inspector availability, and would check if it had not been received by the next PC meeting.

DB mentioned that the reeds in the North Lane pond were causing concern for villagers. The PC commented that a digger is needed to dredge the pond in the autumn and asked if RSA could look to obtain a quote from John Miller.

Following a resident query over mowing in the playing field and spinney area RSA mentioned that he would ask the volunteers he currently has if they can do those areas instead.

SD commented that the hedge by the playing field was full of bind weed and asked how we remove it? RSA said he would investigate the matter.

**Action:** Clerk to check status of ROSPA report before next PC meeting.

**Action:** RSA to obtain a quote for dredging North Lane duck pond from John Miller.

**Action:** RSA to ask playing field volunteers if they could look after playground and spinney area.

**Action:** RSA to investigate how to remove bind weed from the hedge by the playing field.

**19.342.17 Date of next meeting:** 4<sup>th</sup> September 2019

The meeting ended at 21.30

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