

MINUTES

For the meeting of Parish Council, held on Thursday, 10th October 2019

Meeting Number 19.345

Public Participation Session

There was nothing to note from the public.

19.345.1 Apologies for Absence

Councillor Davis (SD) sent her apologies which were approved. Councillors Bohm (DB), Donne (HD), Mullane (NM), Whitfield (RW) and Stafford Allen (RSA) were all present.

There were 4 members of the public present. Councillor David Hughes joined the meeting part way through.

19.345.2 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 Robin's Folly, Mill Lane with regards to a planning application.

19.345.3 To Receive and Approve: Minutes of the Parish Council meeting held on 4th September 2019 & minutes of Extraordinary meeting held on 20th September 2019

The minutes of the Parish Council meeting on 4th September 2019 and the Extraordinary Parish Council meeting on 20th September 2019 were discussed with no changes required.

The minutes for the Parish Council meeting on 4th September 2019 were then moved by DB and seconded by RW. It was supported unanimously by the Council.

The minutes for the Extraordinary Parish Council meeting on 20th September 2019 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 and upload to the web.

19.345.4 Chair's Report

The Chair outlined her report this month and highlighted the number and range of projects in the village currently being undertaken by Councillors including traffic, transport, works and Southfield Farm appeal alongside the Councils ongoing work on policies and compliance. The Council are moving from vision to planning to execution on a number of projects and that is exciting.

A considerable amount of work is also being done at a joint parish level regarding Great Wolf Resorts.

Discussions with a potential new councillor have also been carried out and they are currently considering the level of commitment they are able to make.

Several of the areas of current work will be discussed throughout the meeting.

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

19.345.5 Clerk’s Report

The clerk highlighted some of the key works for the village. The Council’s plan for works on the verge on B430, old phone box area and verge by playing field have been approved by Oxfordshire County Council (OCC) and the Thames Water case has now been closed. The oak tree on North Lane will undergo its annual health check in the next few months; should there be any works necessary at this point OCC will undertake them.

As previously discussed, work on the North Lane duck pond needs to be undertaken in the autumn. The Kirtlington Wildlife & Conservation Society has kindly agreed to meet the clerk and RSA to provide advice.

The Councillors agreed to a works day on 9th November 2019 which the clerk will advertise. It is considered that in the short-term reeds can be removed from the pond, placed on the banks to allow wildlife back into the pond and then removed. Further works will then be undertaken once we have obtained suitable advice.

The clerk highlighted to the council that in order to claim VAT back the receipt for any items purchased by the council needs to say it is for either Weston on the Green Parish Council or Parish Clerk.

Finally, the clerk reminded the Council about the next Weston litter pick on Saturday 19th October 2019.

Action: Clerk/RSA to meet with the Kirtlington Wildlife & Conservation Society and feedback to Councillors on advice for the North Lane pond.

Action: Clerk to advertise village works day for 9th November 2019.

Action: DB to email village via distribution list to highlight works day on 9th November 2019.

19.345.6 For Information: Feedback on Affordable Housing Meeting with CDC (DB/HD)

HD and DB attended a meeting with Frances Evans (Housing Strategy and Developmental Team Leader, Cherwell District Council, CDC) on affordable housing. HD commented that it was a very useful conversation and CDC are keen to offer local housing for local people.

People are required to register annually with CDC and its specific to the village, people don’t have to live in the village just need to have a connection to the village to request housing. Importantly it also shows there is a demand in the village so planners can see the need for affordable housing.

Frances Evans and her team will help the village by organising a survey to cover every person in each household and for businesses in the village.

DB mentioned that perhaps there is housing in the village with space for workers to rent. She highlighted a scheme by Age Concern where a worker rents space at a reduced rent in return for 10 hours (non care) work in the home. Residents were encouraged to mention if they knew anyone who was looking for space to rent or perhaps had space in their home to offer.

HD confirmed that the survey should be ready to roll out over the next couple of months.

19.345.7 For Information: Neighbourhood Plan Update (DB)

DB highlighted that the team of planners from Cherwell District Council undertake a review of the original Neighbourhood Plan document along with the Examiners comments. The Neighbourhood Plan will be presented to the Cherwell Executive on 4th November 2019 for a decision as to whether they agree to make it part of the planning policy in this area.

A response should be received from CDC, following their Executive Committee meeting, by 8th November 2019. A referendum for the village is the next step.

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Recommendations around the next steps include a village meeting with the purpose of updating people on the Plan, the policies and our 'deliverable' over the next few years with a concerted effort to meet newcomers.

DB confirmed she would create a report to provide a full explanation of the situation regarding the School field as the School Field Action Group were disappointed that the Examiner was not prepared to fully protect the field with the status of 'passive recreation area'.

DB also recommended that the Council apply for a further grant to pay for publicity materials. We did not spend all the initial grant and returned the remainder, but it was made clear that we would be allowed to apply again once our expenses began to increase.

Action: DB to bring an action plan to the November Parish Council meeting, clerk to add it to the agenda.

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

HD's report following the second Great Wolf exhibition (available on the website) and the minutes of the last joint parish meeting have been sent round to Councillors. DB mentioned that a considerable amount of work is being undertaken by the Chesterton Action Group.

The visual campaign against the resort is picking up with leaflets circulated throughout the village, road signs around villages and in Weston a large banner on the verge in front of Oddtymes. Additional signs will be placed on either the village gates or verges to highlight the campaign.

Freedom of Information documents have been acquired regarding Great Wolf Resorts and their pre-application correspondence with Cherwell District Council. The Chesterton Action Group are currently going through the files.

An application by Great Wolf Resorts is expected to be submitted imminently.

19.345.9 Resolution: To Approve donation of £500 for expenses to run the anti-Great Wolf Resorts campaign (DB)

The financial cost of fighting the Great Wolf proposal is likely to be high with a requirement to employ the services of transport, planning and environmental consultants. Necessary publicity material and merchandising will also add to the campaign costs which could be in excess of £20,000. A separate fighting fund account has therefore been set up by Chesterton Parish Council. The account is managed as per their other accounts, by their Finance Officer, Mike White (not a Parish Councillor), with the clerk as RFO. The signatories are the same Parish Council members (neither Mike White nor the clerk are signatories).

The money donated by Weston on the Green would go towards traffic consultants; the consultant is finalising what work will need to be done and the associated costs and Chesterton PC will send the information to us.

There will be an all village meeting in Chesterton on 20th October 2019 to include an update on the Action Groups activities, constructive objection letter writing plan and a strategic talk from a planning barrister.

The resolution to approve a donation of £500 for expenses to run the anti-Great Wolf Resorts campaign was proposed by DB and seconded by HD. It was supported unanimously by the Council.

It was confirmed this money would come from the Donations budget line and would be paid with the invoice payments for this month.

Action: Clerk to advertise all village meeting in Chesterton on 20th October 2019.

Action: Clerk to provide details to financial councillors for the donation to the Great Wolf Fund at the time of requesting payment for the monthly invoices.

Action: Clerk/DB to advise Chesterton Parish Council's clerk of the donation from Weston on the Green PC.

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19.345.10 For Discussion: Concerns over security matters in the village (DB/RW)

RW highlighted there had been a couple of known security incidents in the village recently (number plates being stolen, second scam in the post office) and wanted to raise the issue to see if there was more the Parish Council could do.

The Neighbourhood Watch lead, Patsy Parsons commented that at the recent Kidlington & District Community Forum meeting there were two people from the Coventry Building Society offering to do scam and fraud talks to people.

HD highlighted importance of fraud for banks so great idea to organise meeting with them, a daytime meeting would be beneficial, but they could also attend a Parish Council meeting. Councillors agreed this was a good idea, the resident will pass the details onto the clerk who can then arrange a meeting.

Patsy also warned about scrap metal merchants who take items from your house and then dump the items; certain items can be traced back to you and then you're responsible for it. She went on to highlight a padlock device that can be used on a gate within your home's earshot, which would sound an alarm (cost possibly around £15).

Action: Clerk to organise a talk by Coventry Building Society around scams and fraud.

19.345.11 Resolution: To Approve quarterly accounts (Q2 2019/20) for the Parish Council (HD)

HD presented the Parish Councils quarter two accounts following their approval at a finance group meeting in October. A summary of expenditure in Q2 vs budget, bank reconciliation, budget categories and income details were provided.

Expenditure in Q2 compared to total projected expenditure appears low, however HD highlighted there is greater expenditure to come through in the pipeline that will use the precept money this year.

It was highlighted that the council was on track in terms of budgeting and no major items had appeared that were not accounted for, however there may be additional spend to the budget on the affordable housing survey.

The resolution to approve the quarterly accounts (Q2 2019/2020) for the Parish Council was proposed by HD and seconded by RW. It was supported unanimously by the Council.

19.345.12 Resolution: To Approve draft Financial Regulations 2019 (RW)

RW presented a draft of the Financial Regulations for the financial year 2019/20 based on the NALC model for 2019. It was confirmed that the finance advisory group had read and consolidated all the necessary changes. Following a review of the Financial Regulations documentation a summary was created and presented by RW to confirm a high-level summary of how the Parish Council finances will operate.

The resolution to approve the 2019/20 Financial Regulations 2019 for the Parish Council was proposed by RW and seconded by HD. It was supported unanimously by the Council.

Action: Clerk to add Financial Regulations document to PC website.

19.345.13 For Discussion: If Parish Council can write to Cherwell District Council representatives regarding Expressway & **Resolution: To Approve** donation of £184.40 to Expressway Group for printing costs (DB)

DB presented the request for a donation from the Parish Council of £184.40 towards printing costs for the Expressway Group.

RW queried what Budget line this would come out of, DB confirmed the 'Donations' line.

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The Expressway Group has no funds, further information regarding the expectation of the Parish Council on future spend and timeframes going forwards would be beneficial.

The resolution to approve a donation of £184.40 to the Expressway Group for printing costs was proposed by DB and seconded by NM. It was supported unanimously by the Council.

Action: DB/Clerk to request further information on future expectations on the Parish Council by the Expressway Group.

Action: Clerk to provide details to financial councillors for the donation to the Expressway Group at the time of requesting payment for the monthly invoices.

Action: Clerk to advise the Expressway Group of the donation from Weston on the Green Parish Council.

19.345.14 Resolution: To Approve the investment of up to £350 in a mud kitchen and children’s allotment tools (RW)

RW presented the proposal to invest in a mud kitchen and associated toys, shed, gardening and stream tools to be placed by the spinney/stream.

RSA suggested that the existing shed on the field could be moved to use as long term storage; RW commented however that the children would need easy access themselves. RW further commented that a notice would encourage children to put away tools, however the PC would have to accept that some items may get lost and need to be replaced.

It was suggested that a box could be used to allow easy access.

The resolution to approve the investment of up to £350 in a mud kitchen and children’s allotment tools was proposed by RW and seconded by DB. It was supported unanimously by the Council.

Budget Line: Children’s allotment (total unspent budget year to date is £400).

Action: RW to proceed with purchasing and organising the items for the mud kitchen and allotment tools.

19.345.15 For Discussion and Resolution: To Approve spend up to £1,000 for noticeboards in the village (RW)

RW presented the proposal to invest in 4 planters with noticeboards attached and associated soil and plants to broaden the advertising of key events in the village.

The resolution to approve spend of up to £1,000 for noticeboards in the village was proposed by RW and seconded by RSA. It was supported unanimously by the Council.

Budget line: Noticeboards (total unspent budget year to date is £2,000).

Action: RW to proceed with purchasing and organising the noticeboards.

Councillor David Hughes joined the meeting.

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19.345.16 Resolution: To Approve the following invoices and approved donations 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 DB and seconded by RW. It was supported unanimously by the Council.

Payee	Purpose	Total payable incl VAT	Budget Line
Village Hall	PC donation to VE Day Celebrations	£100.00	Donations
Clerk (J Mullane)	Clerks Pay for July-September 2019	-*	Staff Costs/Clerks Salary
Cherwell District Council	Dog Bin Emptying x4 (summer period, twice a week)	£480.48	Works – Highways/Dog Litter Bins

*Pre-approved by the FG & HRG

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.

19.345.17 For Discussion: to discuss and agree recommendations from the Planning Group (HD)

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

Decision Received

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

Finally permitted 20/9/19

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 from CDC (chased)

19/01486/F Insulate and render exterior of house and erect garages and carport in place of stables and garage. Installation of oil tank. **The Cedars, Mill Lane**

PC commented – CDC have made a site visit

19/01702/LB - Re thatching and repairs to roof frame, removal of Ivy, repointing rear stone wall, improved drainage and general repairs – **Ben Jonson Public House, Northampton Road**

PC commented – CDC have made a site visit

New Applications

19/01218/F - Addition of further roof lights to recently approved garage extension – **The Paddock, Church Lane (behind Ladygrass)**

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Council’s concerns regarding the development included that it was near to two neighbouring properties and whilst it would not overlook other properties the roof lights would cause light pollution. Roof lights are not typically needed in a garage and it calls into question what the garage may be used for in the future.

19/02040/F - Proposed single storey front extension and garage conversion with associated internal and external works – **14 Westlands Avenue**

HD mentioned that he could not fully understand the development from the plans so he will go and speak to the owner before commenting. He will send round any comments to the council.

19/01873/HPA - Single storey rear extension constructed with materials to match existing house. Roof lights to new roof – **Family Farm House, A34**

PC to comment that this is a large extension and considered larger than allowed.

19/01916/F - Erection of garage - Robin’s Folly, Mill Lane

The Council are satisfied with the development as it fits in with the allowed size, it has been confirmed it will be in wood and the Council will provide guidance from the Neighbourhood Plan.

Tree Works

Approved / Completed

None

New Application / Awaiting Decision

19/00172/TCA | Tree works in Conservation area. | Newby Cottage Northampton Road - Works to trees / hedges along the border with Knowle Lane houses to South

Awaiting CDC (chased)

The status on this scheme was chased with the council and it was confirmed it had been approved.

Ongoing Planning issues

Southfield Farm / Land north of Oak View Phase 1 - no further update

Southfield Farm / Land north of Oak View Phase 2

Turned down by CDC second time – going to appeal again REF 19/00038/REF

The appeal hearing date is set for 29th October 2019. DB has received all the papers they will be discussing at the appeal from CDC, which has been very helpful, and the Council has been invited to meet with CDC to discuss the reports. Lots of time and effort has been involved with this scheme as it is felt that the result will set a precedent for the village.

Great Wolf Resorts Water Park – Chesterton

PC is involved with Chesterton PC due to traffic issues

Bicester Sports Association app, Green Lane Chesterton

19/00934/F | Change of Use of Agricultural land and extension of the existing Bicester Sports Association. CDC Officer is James Kirkham

Objection Sent in re Traffic – ongoing

Bicester Infrastructure Delivery Lead at CDC (who knew) has come out against due to poor position! As has OCC – worth a read.

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Additional item the planning lead and clerk are investigating is the large advertising board which has appeared on Green Belt land on the A34. They will pursue the issue with planning enforcement.

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

RSA has sent the clerk a list of works required in the village and confirmed that the rest of the Works Group items had been covered off already in the meeting.

19.345.19 For Information: to receive an update on the Traffic Group and **Resolution: To Approve** application to Oxfordshire County Council for traffic calming proposal for Church Lane/Road (NM)

NM ran through the 8 traffic calming options proposed in the survey. In terms of the results all bar two of the options scored more than 50%. The zebra crossing on Church Road scored 19% in agreement and so will not be progressed. Church Close kerb changes scored 45% in agreement, but the traffic group has decided they would include that one in the application for now to keep the option open. The results will be placed on the PC website.

The Traffic Advisory Group is therefore proposing to apply for 7 options. Mike Wasley from OCC has been in agreement with these suggestions at previous meetings so they should be suitable. Putting all 7 options in the application does not necessarily mean we will do all the items, but it gives us the option to do them if required or desired.

The group would now like to start the process of putting in an application to OCC, costs for the application will be finalised before submitting a motion to the Council on cost.

DB queried whether a stop sign had been considered when turning onto B430 at the stocks slip road. NM confirmed that signage options will be developed with OCC as part of any scheme development.

The resolution to approve the application to Oxfordshire County Council for traffic calming proposals for Church Lane/Road was proposed by NM and seconded by RW. It was supported unanimously by the Council.

The Council wished to pass on their thanks to all in the Traffic Advisory Group for their hard work.

Action: NM to progress traffic calming application with Oxfordshire County Council.

Action: Clerk to add results of traffic calming survey onto the PC website.

19.345.20 Resolution: To Approve purchase of stake in traffic sentinel at £1,200 payable to Islip Parish Council (NM)

NM presented the opportunity to purchase half of a traffic sentinel from Islip Parish Council for £1,200. It would allow regular work on the speeding issue through the village and would also be useful if we get the 20mph zone.

The equipment is a digital, rechargeable battery-operated device that can be placed on a telephone mast or tripod and can take 9,000 photos. There is a risk if it breaks but will confirm if there is insurance for it. The information is sent to the Police who can send out letters to offenders. If someone receives three letters the Police can visit them and hand out a fine and points.

HD thought this was a good idea as people do ask about speeding and question what the council are doing about it. RSA commented that the council has borrowed kit before which has needed manpower which is time consuming; a resident also confirmed the speed signs were not practical to use regularly.

A resident queried the risk from theft, NM confirmed that if it was used on a tripod someone would need to stay with it, but it could be secured to a mast safely.

NM went on to add that the Traffic Advisory Group members would all be trained on the device and that Islip Parish Council had confirmed the device was fit for purpose.

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

The resolution to purchase a stake in a traffic sentinel at £1,200, payable to Islip Parish Council was proposed by NM and seconded by RSA. It was supported unanimously by the Council.

Budget line: Traffic Calming Measures (total unspent budget year to date is £9,000 – the remainder of this money will go towards schemes to be implemented following upcoming application to OCC).

Action: Clerk to provide details to financial councillors for the payment to Islip Parish Council for the traffic sentinel at the time of requesting payment for the monthly invoices.

Action: Clerk to advise Islip Parish Council's clerk that Weston on the Green Parish Council will purchase half of the traffic sentinel at a cost of £1,200.

19.345.21 For Information: to receive an update on Transport Group & **Resolution: To Approve** spend of up to £250 to photocopy 250 copies of the Resident & Employees Transport Survey (DB)

DB confirmed that the transport surveys have been sent to the Council. Residents will receive a hard copy, business ones will be done by phone call and employees could receive it via email/hard copy. DB requested any volunteers to help with the business phone calls.

HD queried whether businesses in the wider area of the Parish will be included, DB confirmed they would all be included.

The resolution to approve spend of up to £250 to photocopy 250 copies of the Resident & Employees Transport Survey proposed by DB and seconded by HD. It was supported unanimously by the Council.

Action: Transport Advisory Group to proceed with organising the transport survey with the recommendations from the survey to be presented to the Parish Council.

Councillor David Hughes apologised for not attending more meetings recently. He commented on how impressed he was on the Councils organisation and professionalism. In terms of an update on items from Cherwell District Council:

- Bridge to be built out of Bicester towards Bucknall to reduce traffic delays in the area. CDC/OCC has obtained some Government money so that the bridge project can be delivered.

- New financial management systems to be installed at CDC as existing systems archaic.

- Community nature plan: not enough resources in Cherwell given amount of development to ensure environmental planning obligations are fulfilled so new resource to be hired.

19.345.22 Date of next meeting: Wednesday 6th November 2019

The meeting ended at 21.30

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