

## MINUTES

For the virtual meeting of Parish Council, held on Sunday, 19<sup>th</sup> April 2020

Meeting Number 20.352

The Chair opened the meeting and highlighted the key features of a procedures document created by the Parish Council on how virtual Parish Council meetings for Weston on the Green would be conducted. It was noted that the meeting will be recorded by the Parish Council unless any of the public requested for it not to be recorded.

### Public Participation

There were no comments from the public.

#### 20.352.1 Apologies for Absence

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

There were 2 members of the public present via Zoom call.

#### 20.352.2 Declarations of Interest

There were two declarations of interest; HD in relation to a planning application for Westfield Barn House, North Lane and the other for RSA relating to the Schoolfield.

#### 20.352.3 To Receive and Approve: Minutes of the Parish Council meeting held on 4<sup>th</sup> March 2020

The minutes of the Parish Council meeting on 4<sup>th</sup> March 2020 were discussed with no changes required.

The minutes for the Parish Council meeting on 4<sup>th</sup> March 2020 were then moved by DB and seconded by HD. It was supported unanimously by the Council.

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

#### 20.352.4 To Receive and Approve: Minutes of the Extraordinary Parish Council meeting held on 21<sup>st</sup> March 2020

The minutes of the Extraordinary Parish Council meeting on 21<sup>st</sup> March 2020 were discussed with no changes required.

HD highlighted that an action from the meeting regarding the setting up of a standing order for the Clerks pay is currently progressing.

The minutes for the Extraordinary Parish Council meeting on 21<sup>st</sup> March 2020 were then moved by DB and seconded by HD. 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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**20.352.7 Resolution: To Approve** the following invoices for payment (HD)

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

Prior to payment the clerk was advised to check whether the Village Hall wished to have the invoice below paid (to be held against future meetings) or if they prefer to withdraw the invoice due to the inability to hold meetings.

Payee	Purpose	Total payable incl VAT	Budget Line
Village Hall *	Village Hall Hire (May-August 2020 PC meetings & 6 May village meeting)	£75.00	Meeting Costs/Hire of hall for meetings
Cherwell District Council	Dog bin emptying x4 (winter period, once a week)	£240.24	Works – Highways & General/Dog litter bin emptying
Oxford Green Belt Network	Annual OGBN subscription	£15.00	Subscriptions/Oxford Green Belt Network

\* NB: village hall will not have been used for all these meeting dates due to the coronavirus lockdown advice. 6<sup>th</sup> May village meeting related to a fraud talk by the Coventry Building Society, also unlikely to be required.

**Action:** Clerk to confirm status of Village Hall May-August meetings invoice prior to payment.

**Action:** Clerk to update invoice log with approvals.

**Action:** Clerk to initiative request for payments from Councillors.

**Action:** Councillors to process online payment requests.

**20.352.6 Resolution: To Approve** the Parish Council's response to the Examiner's Initial Comments on the Neighbourhood Plan (DB/SD)

Members from the Schoolfield Group, Roger Evans and Julian Russell, were in attendance on the Zoom call.

DB highlighted that the draft response on the Examiner's initial comments on the Neighbourhood Plan has been sent to Councillors. She went on to add that the information on the s52 planning legislation for the Schoolfield was still to be included.

Julian Russell highlighted the legal importance of raising the section 52 information with the Inspector; the s52 cannot be removed without the two parties agreeing to remove it.

Roger Evans thanked the Council for providing him with the opportunity to respond to the Examiner. He raised a number of points around the response which were all supported by the Parish Council and the report will be amended to reflect the changes.

RSA confirmed he agreed with the comments and the inclusion of the s52 information.

NM and HD both commented on the need to try and make sure we avoid going back to any consultation, the points raised all help to bolster things so makes sense to include all.

RW commented likewise that this was a thorough piece of work and the suggestions made by Roger and Julian made sense, she thanked all those who worked so hard on it.

SD also agreed with Roger's comments and had no objections; it is a strong document and confirmed she was happy to proceed with it.

DB confirmed she will discuss things further with Christina Cherry from Cherwell District Council.

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The resolution to approve the Parish Council's formal response to the Examiner's initial comments on the Neighbourhood Plan, with the inclusion of the additional information and changes, was proposed by DB and seconded by SD. It was supported unanimously by the Council.

The Council thanked Roger and Julian for their time, advice and support.

**Action:** DB to submit the Parish Council response to the Neighbourhood Plan Examiners initial comments.

#### 20.352.5 For Information: Chairs Comments

The Clerk provided a summary of the coronavirus volunteer scheme in the village and the outside bodies which have been liaised with (Cherwell District Council, MP John Howell's office, Oxfordshire All In).

The Chair paid tribute to those in our community who are helping neighbours, the vulnerable and the socially isolated. The village shop, central to the community had been amazing at its quick response and organised distribution of food. Yasemin has a unique insight into the needs of villagers and has flagged up any concerns. She has been selfless and both she and her team deserved our unqualified appreciation.

Our Parish Council's responsibility should be to maintain our awareness of the needs of the village, from the point of our children, our elderly and our newly 'out of work'. Our sensitivity, responsiveness and calmness are qualities needed now. The Chairs current concerns are: vulnerability to scams, social distancing, and effective communication.

Our annual Parish village meeting, annual Parish Council meeting, end of year audit, election of officers and Neighbourhood Plan Referendum date have all been affected and the Council will continue to monitor advice from the Government.

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

HD highlighted the key items in the planning report.

Reference No.	Location	Proposal/ Description	Status
20/00922/F	14 Westlands Avenue	Single storey front extension and garage conversion with associated internal and external works	Under Consultation
20/00763/F	Manor Farm Bungalow, Northampton Road	Removal of condition 9 (occupation of site by caravan, motor caravan or tent) of 00/01162/F	Under Consultation
20/00742/T CA	Westfield Barn House, North Lane	1 x Cherry. G2 Nos 3 -Cypress x3. T3 x Horse chestnut. T4 x Hazel. T5 x - Prunus spp. T6 x Prunus spp. T7 x -Prunus spp. T8 x - Ash	Case Officer Assigned
20/00585/F	Family Farm House, off A34	Retrospective - Change of use to guesthouse and ground floor extension to rear of property & internal alterations.	Under Consultation
20/00652/T CA	Odd Tymes, Northampton Road	T1x -Silver Birch. T2 x- Beech	Application Permitted
20/00650/T CA	St Mary The Virgin Church, Church Lane	T1 x Chamaecyparis- Fell.	Application Permitted

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20/00541/F	Bay Tree House, 2 Brooklyn Gardens	Construct part two storey and part single storey rear extension; rebuild enlarged front porch	Under Consultation
20/00517/F	Lime Walk, Church Lane	Demolition and replacement of existing side and rear two storey extensions	Under Consultation
20/00544/T PO_5	Barnacre, Northampton Road	FIVE DAY NOTICE G1xLeylandi	Application Permitted
20/00499/F	Village Pantry and Post Office, Church Road	Change of Use of part of store and shop to cafe	Under Consultation
20/00251/F	BP Family Farm Services, Part of A34	Erection of a building to provide a drive-thru restaurant (Use Class A3), a serving window to serve the existing drive-thru coffee shop, car parking and all other associated works	Under Consultation

HD confirmed he had taken on board all Councillors comments for the Manor Farm caravan site application and a reply will be sent to Cherwell District Council.

RSA mentioned that he believes there is a mobile home at Manor Farm which does not have permission. HD highlighted that this would be kept separate from the new application and SD agreed.

To confirm there were no additional comments from the Council on the Westfield Barn House application.

**Action:** HD/Clerk to send comments on planning applications to Cherwell District Council.

**20.352.9 Resolution: To Approve** a tender for grass cutting of specific areas in the village (HD)

The grass cutting tenders presented to the Council were discussed and it was agreed to proceed with the tender from Oxford Edens.

DB commented that it is crucial to have a contract in place to avoid anxiety in the village over visibility issues e.g. when exiting Westlands Avenue.

**Resolution: To Approve** proceeding with the Oxford Edens grass cutting tender covering specific areas in the village was proposed by DB and seconded by NM. The proposal was supported unanimously by the Council.

**Action:** Clerk to confirm grass cutting approval with Oxford Edens and arrange the initial work.

The meeting ended at 11.09am

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