

MINUTES - DRAFT

For the virtual meeting of Parish Council, held on Wednesday, 7th April 2021

Meeting Number 21.365

Public Participation

There was nothing to note from the public.

21.365.1 Apologies for Absence

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

There were 3 members of the public present from the start of the meeting.

21.365.2 Declarations of Interest

There were no declarations of interest from the Councillors relating to this meeting.

21.365.3 To Receive and Approve: Minutes of the Virtual Parish Council meeting on 3rd March 2021

The minutes of the virtual Parish Council meeting on 3rd March 2021 were discussed with no changes required.

The minutes for the virtual Parish Council meeting on 3rd March 2021 were then moved by DB and seconded by RSA. The motion was supported unanimously by the Council.

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

21.365.4 For Information: Chairs Comment (DB)

The Chair mentioned this is our last meeting of our Parish Council year and what a lot of work the Council has done. She went on to say that tonight's meeting is evidence of how able we are as a team and how extraordinary the work is of individuals, DB also wished the Council good luck with the Neighbourhood Plan Referendum on May 6th. DB went on to remind the councillors to give some thought to the first item on next month's agenda which would be the election of a Chair and Vice-Chair and finished her report thanking the Council for their support over the past year as our Parish Council has worked with other villages - she enjoyed the challenge.

21.365.5 For Information: Clerk report (Clerk)

The clerk highlighted a report provided to the Council which covered the following (full detail can be found in the report):

- Virtual Parish Council meetings to end on 6th May 2021: Council to discuss options again at Parish Council meeting in May.
- Purchase of Playing Field and Spinney: correspondence with solicitor but nothing further has been received from the loan board on approval for Parish Council to borrow.
- Highways: Gullies reported for clearing and other drainage/flooding issues to be discussed with Highways Inspector shortly.
- Playground and village white gates: all have been cleaned and village gates to now be painted.
- COMF (Containing Management Outbreak Fund): additional funding requested for new external fire door for the Village Hall.
- Dog litter bin: still awaiting company to send missing key to enable bin to be put up.

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- Parish Council website: Graham Barnett has sent details on several walks from Weston which I will upload to the Parish Council website and the Village Hall has also created a new website which will be linked to from the Councils website.
- Signposts in village: redundant signposts have been removed in the village and discarded roadwork sign holders in the village have been identified by a resident which will need reporting.

21.365.6 For Information: Technology Advisory Group report (James Henderson)

James Henderson (JH) outlined the latest status on the fibre to the premises project. He is waiting for the final offer from BT, which is expected shortly. This will then start the process of the Government carrying out their checks which then allows the voucher website to open 4 weeks later.

The zoom sessions are still ongoing, and it is estimated they have reached c60-70 people.

Marketing material will be provided and the new voucher scheme, mentioned previously by JH, opens in two weeks so JH will then be able to confirm the terms of the new scheme.

JH also offered to provide information to the clerk for the Parish Council website.

Action: JH/clerk to liaise to place information on the broadband project on the PC website.

21.365.7 For Discussion and Resolution: To Approve No Cold Calling advice leaflet and Resolution: To Approve printing costs for 350 leaflets and posters for village at a cost of up to £70 (Patsy Parsons/DB)

Patsy Parsons highlighted that she has 500 No Cold Calling Stickers and 20 A3 laminated signs, which have kindly been printed by Axicom. At the schemes launch signs will be put up throughout the village for a short period only so as not to cause permanent clutter. Signs will then be retained at the entrance to the village and if a street has a particular problem, then they can be placed at the beginning of the street.

The Council were extremely impressed with the leaflet produced and thought it was informative and clear.

It was agreed to utilise funding received for leaflets and posters from the Containing Outbreak Management Fund.

The resolutions to approve both the No Cold Calling advice leaflet and printing costs for 350 leaflets and posters for the village at a cost of up to £70.00 was proposed by DB and seconded by NM. It was supported unanimously by the Council.

The council were extremely grateful to Patsy Parsons, Bob Hessian and Axicom for the fantastic work that has been undertaken to get the No Cold Calling scheme off the ground.

Action: Clerk to action getting No Cold Calling leaflet and noticeboard posters printed.

21.365.8 For Information: Rural Policing Community meetings update (Bob Hessian/HD)

Bob Hessian (BH), as Neighbourhood Watch co-ordinator, highlighted the report he had sent to the Council on two Thames Valley Police community meetings (for Bicester and Kidlington) he had recently attended. He also mentioned that police 'Have Your Say' meetings are to be held online until they can revert to face-to-face meetings.

The support for Neighbourhood Watch groups has been lacking in recent years, however Thames Valley Police are keen to improve the support and a meeting is to be held between the police (Paul Christmas) and members of the Weston on the Green Neighbourhood Watch group.

BH also highlighted that it may be a good idea to see if Trading Standards could come and do a talk to the village once covid has abated. The Fire Brigade also stressed the importance of providing free smoke detectors in homes

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of vulnerable people – information on Safe and Well visits from the Oxfordshire Fire Service can already be found on the Parish Council website.

BH commented that he would continue to attend the Bicester and Kidlington community group meetings and will let the clerk know the dates to see if anyone else from the Council would like to attend.

The Council thanked BH for a highly informative and useful commentary from the recent community police meetings.

21.365.9 For Information: Neighbourhood Plan Referendum: Procedures (DB)

DB showed the Council the village poster for the referendum on the adoption of Weston on the Green’s Neighbourhood Plan document. The poster has been approved by Cherwell District Council; additional materials are also to be printed for the village. It is understood that there is a fund from Cherwell District Council for the marketing of the referendum.

DB also displayed the official Notice of Referendum from Cherwell District Council.

Action: Clerk to add comment to Parish Council website to highlight that no need to re-register to vote, if registered to vote you are registered to vote in this referendum.

Action: DB to progress with marketing materials for Neighbourhood Plan referendum.

21.365.10 For Information: Update on footpath from Southfield Farm development (DB/NM)

DB commented that a follow up meeting from the January meeting was recently held and was attended by DB and Roger Evans from the village and David Hughes and Nathaniel Stock from Cherwell District Council, but no one from Oxfordshire County Council attended.

DB has requested Councillor Griffiths put through a complaint from the Parish Council regarding the lack of communication from Oxfordshire County Council on this issue. DB has also requested that the planning application is dealt with by executives.

DB has also contacted the arboriculturists to highlight the issue over chopping off lower branches of the oak tree (which has a TPO) that fall over the footpath.

21.365.11 Resolution: To Approve Donation request of £517.50 from Village Hall for a contribution towards new external fire door from Parish Council Donation Budget Line (RW)

Following a successful application to the Containing Outbreak Management Fund for a new external fire door for the Village Hall this item is no longer required to be considered by the Parish Council.

The Council are grateful to Cherwell District Council and the Containing Outbreak Management Fund for the £1,000 donation.

Action: Once the funds from the COMF grant are received by the PC clerk to action payment to the Village Hall.

21.365.12 Resolution: To Approve spend utilising COMF grant funding for up to £300 for new outdoor benches and £215 on the provision of game equipment/toys/past times for village playing field and pond (RW)

RW highlighted that following a successful application to the Containing Outbreak Management Fund (COMF) the Parish Council can now fund some new items for the village.

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The resolution to approve spend utilising COMF grant funding for up to £300 for new outdoor benches and £215 on the provision of game equipment/toys/past times for village playing field and pond was proposed by RW and seconded by NM. It was supported unanimously by the Council.

Action: Once the funds from the COMF grant are received by the PC clerk to action purchasing items.

21.365.13 For Information: Standing Orders paid during FY 2020-21 (HD)

HD presented a list of all Standing Orders the Parish Council had paid during the financial year 2020-21, this only consisted of ones relating to the clerks pay. A list of standing orders will be presented to the Council at each Parish Council meeting in the clerk's report.

HD also noted that Oxford Edens invoices for grass cutting are paid regularly during the year and are often required to be paid ahead of a Parish Council meeting, to avoid a late payment fee. This system of payment will continue for FY 2021/22 – any invoices requiring payment before approval at a Parish Council meeting will be authorised for payment by the clerk and RFO (in accordance with section 5.5 in Weston on the Green's Financial Regulations) and the invoice will be placed on the next Council meeting agenda for approval and pre-payment highlighted.

Action: Clerk to add Standing Order payments to clerk's report for each PC meeting.

21.365.14 Resolution: To Approve End of Year Financial Accounts for FY 2020-2021 (HD)

HD presented the Parish Councils end of year accounts following their approval by the finance advisory group. A summary of expenditure in Q4 vs budget, bank reconciliation and income details were provided.

HD highlighted that it is important to understand where there has been underspend in the budget this financial year - covid lockdowns have delayed progress on key items including the 20mph traffic project, transport and weir expenditure.

HD highlighted that at the end of FY 2020-21 the Council had £45,292.92 in reserve which has all been earmarked for specific projects or against certain budget lines. It was also noted that the Council retains 3 months operating costs as standard expected practice.

The resolution to approve the End of Year Financial Accounts for FY 2020-2021 was proposed by HD and seconded by RW. It was supported unanimously by the Council.

Action: Clerk to upload the Parish Council Q4 accounts (FY 2020/21) to the Parish Council website.

21.365.15 Resolution: To Approve the following invoices for payment (HD)

HD requested approval of the following invoices detailed in the table below.

PC Ref	Payee	Purpose	Total (incl VAT)	Budget Line	Amount Remaining in 2020-21 Budget Line
180	OALC	Annual membership subscription renewal: 2021-22	£146.16	Subscriptions/OALC Subscription	£145.00
181	WotG Village News	Village News 2021– up to 8 pages content	£40.00	Subscriptions/Village News PC Pages	£40.00
182	Oxfordshire Neighbourhood Plans Alliance	Associate Membership: 1 April 2021-31 March 2022	£25.00	Subscriptions/Oxfordshire Neighbourhood Plans Alliance	£50.00
183	KJ Cleaning Solutions Ltd	Jet washing & bio-clean of play equipment	£240.00	COMF Grant Funding	£200.00 (excl VAT) - Grant Received

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184	Clerk (J Mullane)	Information Commissioner's Officer, ICO - Data Protection Fee	£40.00	Contingency	£2,366.95
185	KJ Cleaning Solutions Ltd	Village entrance gates spray clean (algae and lichen killer)	£90.00	Works-General/General Village Maintenance	£2,000.00
186	Community First Oxfordshire	Annual Subscription: 1 April 2021-31 March 2022	£55.00	Subscriptions/Community First Oxfordshire	£55.00
187	Oxford Green Belt Network	Annual Subscription: 2021-2022	£15.00	Subscriptions/Oxford Green Belt Network	£15.00

The resolution to approve the invoices was proposed by HD and seconded by SD. The motion was supported unanimously by the Council.

Action: Clerk to update invoice log with approvals.

Action: Clerk to initiative request for payments from Councillors and ensure payments authorised.

21.365.16 For Discussion: Discuss and agree recommendations from the Planning Group (HD)

Key planning applications on the planning report (dated 7th April 2021) were discussed by the Council.

Building Applications:

Decision Received – Approved

20/03118/F – Stonehouse, Northampton Road - Erection of 1.5 storey extension to include dormer windows in south elevation of roof slope and rooflights in the north facing roof slope; and replace flat roof over bay with pitched roof.

21/00404/F Ladygrass , Church Lane - Demolition of existing conservatory, erection of replacement front porch, replacement garage doors, amendments to rear fenestration, new wood-burner flue, new side gate and installation of oil tank and extension of brick boundary wall.

Decision Received – Rejected

None

Awaiting Decision

21/00516/F - Grass Verge Adj To North Lane – Formation of Footpath at top of North Lane – Parish Council Application.

21/00322/F - Family Farm House Part of A34 By Weston on the Green - Erection of a single storey rear extension (existing unauthorised) and porch to front elevation.

New Applications:

21/00410/DISC - Land North of Oak View - Discharge of Condition 3 (turning area) and 4 (Construction Method Statement) of 17/01995/F – This is to do with installation of FloGas tanks.

21/00580/F - New Barn Farmhouse Northampton Road - Extension to existing garage to accommodate home office and gym facilities.

The Council commented they had no issue with this application.

21/00873/F – Kemsley Farm, Northampton Road – Extension to and conversion of barn to form a single dwelling house and associated works.

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The Council were supportive of a sympathetic conversion of this agricultural barn to a single dwelling however, concerns were raised around the curtilage of the new development and change of use to amenity land. The Council would not like this to be seen as a precedent for further development into what is open fields.

21/01023/LB – Ben Jonson Inn – Partial demolition of the boundary wall to create pedestrian entrance (onto Westlands)

21/01022/F – Ben Jonson Inn – Erection of two bed bungalow in pub garden. Access through car park.

HD confirmed he would draft a suitable reply to this application, in line with previous replies.

Appeal – Previously Rejected

21/00006/REF – Keepers Cover Church Lane – Single storey residential extension – re-submission of 20/01265/F

21/00009/REF – Manor Farm Bungalow, Northampton Road – Removal of condition 9 of 00/01162/F – limit to time allowed on for use of field for touring caravan business.

HD confirmed that the Parish Council had provided a comment against to the Planning Inspectorate on the Manor Farm appeal.

Tree Works:

Rejected / Issues

None

New Application

21/00814/TCA – Mill House, Mill Lane – G1 x 7 nos Common Willow – Pollard as impeding and falling into pond. T1 x Ash – Remove as the state of the tree risks endangering Home Farm.

There has been some concern from residents over the amount of work going on in the garden of The Manor Hotel with cables for lighting. HD highlighted that as The Manor is a listed building and in a conservation area it would need to apply for planning permission. HD will raise this with enforcement at Cherwell District Council.

A resident also commented on the increased collection of materials at Saint Hill Copse, DB to look further into this and report back to HD.

Action: HD/clerk to send appropriate planning replies to Cherwell District Council.

Action: DB to provide any further information on Saint Hill Copse to HD.

21.365.17 For Information: Works update including weir (RSA)

RSA highlighted that the playground was inspected on 2nd April 2021 and the general appearance was reasonable; key points are detailed in the submitted works and playground report.

RSA mentioned that Kieran had completed a pressure-wash clean and a biocide spray of the playground. RSA has also repaired a split fence upright plank, replaced most of the bolt covers on the four-way bouncer and trimmed the hedges in the car park.

Unfortunately, he also highlighted that the door on the shop was broken but the key has arrived for the waste bin, so it has been emptied.

At Ardley's request RSA mowed the pitch and the surrounds last week and Ardley have marked out the pitch in preparation for some football activity.

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RSA has also started the process of getting permission to repair the weirs with sandbags but received a disappointing letter back from Calcutt Farms, but a very pleasant supportive message from Staplehurst. RSA has drafted a response to Calcutt which will be circulated to Councillors for comment before it is sent off.

Action: Councillors to comment on draft letter to Calcutt farms before it is sent off.

DB queried if the Mill Race could be listed. Bob Hessian mentioned he would talk to an Historic England person who lives in Bicester – Rob Parkinson – to see if that was an option.

DB then highlighted a complaint she had received from a resident regarding the size of lorries pulling motor homes down the road to Mobile RV Maintenance, situated at Staplehurst commercial estate. DB has spoken to the manager who offered to post on their website that motor homes should enter via the other direction and he would be explicit when people booked. The difficulty is the largest vehicles must come through the village because they cannot turn left off the Bletchingdon Road because there is an old oak tree that could be damaged if they turned as sharply as they would need to. Paul Beecroft is going to have a look and see if the splay could be made wider.

Action: DB to provide feedback on mobile caravans through the village and if Paul Beecroft had any thoughts on the Bletchingdon Road turning.

21.365.18 For Information: Feedback from training courses - Finding New Councillors and Leadership Skills (DB)

This item was deferred to the next meeting.

Action: Clerk to add chair training update to agenda for May PC meeting 2021

21.365.19 Next Virtual Parish Council Meeting & Annual Parish Council Meeting: 5th May 2021, 7.30pm via Zoom

Meeting closed at 21.16

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