

## MINUTES

For the virtual meeting of Parish Council, held on Wednesday, 2<sup>nd</sup> September 2020

Meeting Number 20.356

### Public Participation

Patsy Parsons commented that there was limited response from the Village News article for new Neighbourhood Watch street coordinators. Bob Hessian has kindly offered to undertake the coordinator role.

Patsy confirmed that she was still happy to establish the No Cold Calling Zone and will approach Axicon regarding printing stickers for residents if Trading Standards do not supply them and will also investigate street signs.

A resident also highlighted issues with water in the various streams in the village. RSA commented that he would investigate further where he thinks the issue is and report back to the Council. The resident went on to add that the area around the Thames Water pumping station on Church Lane needs some maintenance, so it is possible to see any issues regarding water flow in that stretch.

**Action:** RSA to report back to the Council on issues with the streams through the village.

**Action:** DB to contact her link in the village link about the weir again.

**Action:** Clerk to send letter to Thames Water requesting area around pumping station is tidied up.

### 20.356.1 Apologies for Absence

Councillors Bohm (DB), Mullane (NM), Whitfield (RW) and Stafford Allen (RSA) were all present via Zoom call. Councillor Donne sent his apologies which were accepted, and Councillor Davis was also absent.

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

### 20.356.2 Declarations of Interest

RSA highlighted his interest in the schoolfield if it was to be mentioned during the meeting.

### 20.356.3 To Receive and Approve: Minutes of the Virtual Parish Council meeting held on 5<sup>th</sup> August 2020

The minutes of the virtual Parish Council meeting on 5<sup>th</sup> August 2020 were discussed with no changes required.

The minutes for the virtual Parish Council meeting on 5<sup>th</sup> August 2020 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.

### 20.356.4 For Information: Chairs Comment (DB)

The Chair commented that at this meeting the Council will pick up the theme of where we fit under the Central government's aims for housing and employment and where we fit under the Oxfordshire Planning reports and strategies. We may be a small village, but we are definitely invested in the larger issues of housing, employment, climate change, health and concern for heritage assets. How we manage our ponds, our hedges and verges is and will be a reflection of our values. We may need to change how we have traditionally cared for the village and consider biodiversity more than a manicured appearance.

There is concern nationwide that the move to unitary authorities will distance local government from decision making and debate. DB believes we already feel that decisions have been made without due consultation and that there are more to come and how do we react to this if true?

The chair ended her report commenting that we need to discuss how our work is reaching the village and how everyone's voice is able to be heard. The survey of North Lane is a great initiative and gives value to people's views but perhaps we still need to do more.

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**20.356.5 For Information:** Clerk report (Clerk)

The clerk highlighted the report provided to the Council which provided an update on tree issues in the village where we are either waiting for the landowner to undertake the work or Oxfordshire County Council to provide a solution. It also confirmed that the Parish Council has received a VAT refund for £535.01 for the financial year 2019-2020 and the Council has also received £250.00 from Ardley United Football Club as payment for the use of the playing field for the 2020-2021 season.

The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 requires public sector bodies, which includes local councils, to ensure reasonable adjustments are made to websites so they are accessible to people with various disabilities.

Website standards that councils are expected to meet are the Web Content Accessibility Guidelines (WCAG) 2.1 and from 23<sup>rd</sup> September 2020 all local council websites will have to comply with those regulations. Local councils need to make reasonable adjustments to their websites and operations so people can access information. We are required to include an accessibility statement on our website (sample provided by the Government) setting out to what extent we meet the requirements, what plans we have to improve it, how we will monitor it and how people can contact the Council to request help. The work does not have to be completed by 23<sup>rd</sup> September 2020, just the statement.

The clerk has been in discussions with 123 Connect (the people who host and designed the website) and they are looking at the requirements in order to undertake the work to make the website compliant.

The Council decided to leave the litter pick in the village until the verges are cut back.

**Action:** Clerk to provide feedback from 123 Connect on the accessibility of the PC website and associated costs.

**Action:** Clerk to ensure website accessibility statement is placed on the PC website by 23<sup>rd</sup> September 2020.

**20.356.6 For Information:** Neighbourhood Plan update (DB/SD)

DB noted that Cherwell District Council are now actively using the Weston on the Green Neighbourhood Plan. A further update on the Neighbourhood Plan will be provided in the October Parish Council meeting.

**Action:** Clerk to add Neighbourhood Plan to October PC meeting agenda.

**20.356.7 For Information:** Parish Council response to the Cherwell Local Plan Consultation 2040 (DB)

DB presented the draft response to the Cherwell Local Plan Consultation 2040 from the Parish Council, available on the Parish Council website.

Councillors provided feedback and suggestions on key areas throughout the report which DB will include within the response and provide an updated draft for Councillors to comment on. HD had previously submitted his comments for inclusion to DB.

**Action:** DB to send a draft of the response to the Cherwell Local Plan Review document round to Councillors.

**20.356.8 For Information:** Works update (RSA)

RSA provided an update on the playing field work for Ardley Football Club. The grass cutting of the playing field is carried out by volunteers using the mower, which is on indefinite loan to the Parish Council from J Miller. The Ardley FC groundsman is aware there is work that can be done to improve the surface. RSA was alerted last week to an issue over car parking in residential areas during a friendly match which he went and sorted, Ardley FC had not highlighted the issue in the friendly match details sent to the teams but they have included it for their regular matches and will aim to ensure this doesn't happen again.

The playground was inspected on 31<sup>st</sup> August 2020 and a report has been provided to the Council.

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A resident mentioned it was great to see the football pitch being used and the maintenance ongoing and were reassured by RSA's report on the car parking situation, however they also highlighted that the perimeter of the field, spinney and picnic area require some maintenance. The Council commented that we were aware of the additional works required and required some additional volunteers to help.

The resident continued by reminding the Council when discussing the purchase price for the playing field and spinney that the Duchy of Cornwall had indicated during the original negotiations to lease the playing field and spinney that a favourable price could be negotiated should the Parish Council ever wish to purchase the land.

**Action:** RSA/Clerk to request volunteers to help with village maintenance jobs in next Village News.

**20.356.9 Resolution: To Approve** the following invoices for payment (RW)

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

PC Ref	Payee	Purpose	Total payable incl VAT	Budget Line	Amount Remaining in 2020-21 Budget Line
145^	Oxford Edens	Grass Cutting (07/08/20)	£158.00	Works/Playing Field & Highways Grass Cutting	£438.00*
146	Duchy of Cornwall	Playing field & spinney yearly rent 29/09/20-28/09/21	£738.35	Works-Playing Field & Spinney Rent/Loan	£670.00+
147	Jill Robinson (bookkeeper)	Bookkeeping work, 10 hours (Jan-Aug 20)	£150.00	Staff Costs/Bookkeeper	£700.00
148	Oxford Edens	Grass Cutting (21/08/20)	£108.00	Works/Playing Field & Highways Grass Cutting	£280.00*
149	Playdale	Spares for playground fixings	£74.21	Works-Playing Field/Play Area Maintenance	£100.00
150	123 Connect	Hosting 1-year Exchange Mailbox	£144.00	IT/Email server	£150.00
151	Oxfordshire County Council	Alterations to signage on The Stocks & Church Road	£1,391.84	Traffic/Traffic calming initiatives	£10,000.00

\*Reflecting combined sum in budget for playground area grass cut, Ben Jonson/Stocks & verge cutting B430 & Bletchington Rd ^ Paid in advance to prevent late payment fees. + RPI Rent Review Jan 2020 therefore budget amount does not cover rent due.

The resolution to approve the invoices was proposed by RW and seconded by RSA. It was supported unanimously by the Council.

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

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

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

**20.356.10 For Discussion:** to discuss and agree recommendations from the Planning Group

Key planning applications on the planning report were discussed by the Council.

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**Building Applications:****Decision Received – Approved**

**20/01017/LB** - Weston Manor Cottage Northampton Road - Refurbish and extend existing rear extension, alter fenestration and re-roof existing garden stores - (15/02090/LB) **Commented in Support**

**Awaiting Decision**

**20/01812/F** – Petrol Filling Station part of A34 - Formation of new 4no vehicle charge bays and ancillary areas together with plant, and plant compound enclosure **Commented**

**20/01866/ADV/LB** – Ben Jonson Inn – Two signs to be erected on verge as advertising. **Commented**

**New Applications**

**20/02180/F/ LB** – Ben Jonson Inn – Erection of 4 Bed Chalet/Bungalow in garden with access off Westlands Av.

Comprehensive comments had been circulated to the Council by HD ahead of the meeting. DB commented that the Council are working through the information on key arguments in order to submit comments to Cherwell District Council (CDC). HD has already provided a good overview with DB inputting the Neighbourhood Plan angle and NM has provided a comment on traffic for the Parish Council response. DB also highlighted that it is key for local residents to also provide feedback to CDC.

**Action:** HD to send a draft PC response on the Ben Jonson (20/02180/F/LB) planning application to Councillors.

**20/02212/LB** – The Manor Hotel – Internal and External restoration of listed building

**20/02074/F** – The Dower House, Church Road – Renewal of already granted application (17/01865/F) for the conversion of garage to dwelling. **No changes seemingly proposed**

**Tree Works:****New Application / Awaiting Decision – Case Officer Iain Osenton**

**20/02057/TCA – re-application (not all TPO)**– The Manor Hotel, Northampton Road – Quite an extensive set of tree works – As previously discussed seems sensible management, due to longer-term neglect. Agree last month Happy to leave to CDC arboriculturist team. The TPO covers lime trees on drive that are to have crown lifted and dead wood removed, which should aid preservation. **Decision expected 9<sup>th</sup> September**

**20.356.11 For Information:** Update on purchase of playing field and spinney (Finance Group/RSA)

RW highlighted that the Finance Advisory Group held a meeting on the proposed purchase of the playing field and spinney by the Parish Council on 15<sup>th</sup> August 2020 and due diligence is currently being undertaken. A draft report on the purchase and public works loan board options along with a risk assessment on the purchase and subsequent management of the land has been compiled and is currently out for comments with the finance group.

A letter has also been sent to the Parish Council solicitors requesting clarification on several items. The report, risk assessment and legal update will be presented to the Parish Council for discussion and approval at the 7<sup>th</sup> October Parish Council meeting.

**Action:** Clerk to add playing field/spinney purchase report and budget to agenda for October PC meeting.

**Action:** Clerk/finance advisory group to provide an update on the purchase in the next edition of the village news.

**20.356.12 Next Virtual Parish Council Meeting:** 7th October 2020, 7.30pm via Zoom

Meeting ended: 21.23

Minutes

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