

# MINUTES

For the virtual meeting of Parish Council, held on Wednesday, 4<sup>th</sup> November 2020

Meeting Number 20.358

## Public Participation

There was nothing to note.

### 20.358.1 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 two members of the public present via Zoom call.

### 20.358.2 Declarations of Interest

RSA highlighted his interest in the Village Hall and NM for Southfield Farm.

### 20.358.3 To Receive and Approve: Minutes of the Virtual Parish Council meeting on 7<sup>th</sup> October 2020

It was noted that the wrong month was detailed on the agenda, September instead of October. The minutes of the virtual Parish Council meeting on 7<sup>th</sup> October 2020 were discussed with no changes required.

The minutes for the virtual Parish Council meeting on 7<sup>th</sup> October 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.

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

The Chair highlighted that during the next lockdown we need to continue to support the village alongside the great work being done by the Village Pantry, Village Hall and Church. Everyone on the Parish Council has been busy, as will be evidenced by the agenda.

On going projects include a collection for the Food Bank and identifying a new lead for the Transportation advisory group as Abbi Stewart-Smith has stepped down (DB has thanked her on behalf of the Parish Council). DB also mentioned the Cherwell District Council Parish Liaison meeting on 11<sup>th</sup> November where she will raise the issue of Great Wolf Resorts.

### 20.358.5 For Information: Clerk report (Clerk)

The clerk highlighted the report provided to the Council which provided an update on the fallen tree on Bletchingdon Road, the successful litter pick and some interesting training the clerk attended.

The clerk went on to mention that the plan for works at the North Lane pond had been altered to account for the latest Covid lockdown and would now be done in family groups, with the hire of two green waste recycling bins.

**Action:** Clerk to organise brown recycling bins to aid works on North Lane and Oak Tree ponds.

### 20.358.6 For Information: Affordable Housing update (DB)

The survey was due to be taking place this month but was postponed due to staffing issues at Community First. A further decision has been taken to postpone the survey until January 2021 because of the second nationwide lockdown due to Covid19.

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**20.358.7 For Information:** Technology Advisory Group report (James Henderson/JH)

JH confirmed that he had formally submitted a request for fibre cables to premises in the village in mid-October. A response should be received shortly. There is an outstanding question over the timing of when the scheme vouchers would be received in relation to the process and whether money would be required up front. JH highlighted that the village has not committed to anything, this is just the start of the conversation to provide an idea of roughly how many houses and therefore how many fibres are required.

He reminded the Council that this scheme would provide fibre cables to people’s roads but not to premises, it would be individual houses responsibility to connect it.

JH was advised to liaise with the Clerk on technology improvements for the website.

**Action:** JH/Clerk to liaise on PC website.

**20.358.8 For Information:** Great Wolf Appeal update (DB)

DB highlighted that she has been asked to join the Great Wolf Appeal Working Party and is leading the work on Communications/Parishes. The team will work collaboratively with Cherwell District Council (CDC) and QC Sasha White will represent Chesterton and all the parishes in opposition to the Appeal. Letters to the Inspector are due by 27th November and the appeal will be held remotely in February 2021. Although, the Inspector is expected to read through all previous letters plus all the documents leading to the Planning Committees decision, the Inspectorate will also consider all further letters. Consultants are required to be appointed to act as witnesses at the Inquiry and funds are need to be raised: it is estimated that £50,000 - £70,000 will be needed. Parishes are being asked if they could advertise and donate money for the appeal.

DB went on to add that there are concerns about Oxfordshire County Council’s acceptance of mitigation offers by Great Wolf. Actions that are planned include signs and posters to go back up, village newsletters to ask for support and the Great Wolf Facebook page is to be updated regularly.

DB has emailed 50 parishes Chairs/clerks and asked them to join PAW (Parishes against Wolf) and will have a zoom call with the 13 local parishes who wrote in objections last time.

A leaflet outlining the issues of a Great Wolf Resort has been developed with salient points to discuss in an objection letter, depending on the area people live in and what they are concerned over.

HD queried if there was any further information over Thames Water and the issues over the impact on the local area. DB commented that she will ask the planning group.

In terms of the Parish Council contributing to the Great Wolf Appeal fund RW commented that we supported the fund for the initial application and we should therefore follow through for this round. RW/HD would discuss the matter and propose an amount in consideration of the current budget and then take a proposal to the finance advisory group for approval. An extraordinary meeting to approve the Great Wolf appeal response from the Parish Council would then be called.

**Action:** RW/HD to discuss the potential donation from the PC for the Great Wolf appeal fund and obtain approval from the finance advisory group.

**Action:** Clerk to call an extraordinary meeting to approve the Great Wolf appeal response from the Parish Council.

**20.358.9 Resolution: To Approve** Parish Council Standing Orders for 2020-2021 (RW)

RW highlighted that additional wording regarding the Covid pandemic had been added to the start of the document, the rest had remained the same.

Prior to the meeting the document had been circulated to the Finance Advisory Group for comment.

The resolution to approve the Parish Council Standing Orders for 2020-2021 was proposed by RW and seconded by HD. It was supported unanimously by the Council.

**Action:** Clerk to upload approved Standing Orders 2020-21 to the PC website.

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| Minutes<br>Approved:.....Dated..... |
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**20.358.10 Resolution: To Approve** Parish Council Risk Register update (RW)

RW highlighted that all recent risk registers compiled by the Council e.g. purchase of the playing field and spinney, use of playing field by Ardley FC have been amalgamated into one document.

Prior to the meeting the document had been circulated to the Finance Advisory Group for comment.

The resolution to approve the Parish Council Risk Register was proposed by RW and seconded by NM. It was supported unanimously by the Council.

**Action:** Clerk to upload approved Risk Register to the PC website.

It was noted that a separate risk assessment for the annual village litter picks can be found on the Parish Council website.

**20.358.11 Resolution: To Approve** Parish Council Financial Regulations for 2020-2021 (RW)

RW highlighted that wording had been altered to reflect that the clerk is now undertaking the book keepers work, the remainder of the document had remained the same as there has been no updated regulations from NALC.

Prior to the meeting the document had been circulated to the Finance Advisory Group for comment.

The resolution to approve the Parish Council Financial Regulations for 2020-2021 was proposed by RW and seconded by HD. It was supported unanimously by the Council.

**Action:** Clerk to upload approved Financial Regulations for 2020-2021 to the PC website.

**20.358.12 Resolution: To Approve** Donation of £437.50 to Village Hall for contribution for new fire door (RW)

RW highlighted the donations line of £2,000 in the budget for this financial year. This is to be used for charitable endeavours which benefit the village.

The Parish Council received an application from the Village Hall for a new fire door. They submitted a quote requesting a contribution of 50% of the total cost (£437.50). The application had been circulated and approved by the Finance Advisory Group prior to this meeting.

HD commented on the difficult year for the Village Hall in raising funds; this request satisfied the Council's donation policy and is an important safety item for the hall.

RSA declared an interest in the Village Hall and chose to abstain from the discussion and voting.

The resolution to approve the donation of £437.50 to the Village Hall for a 50% contribution for a new fire door was proposed by RW and seconded by DB. It was supported unanimously by the Council (RSA abstained).

The request is in line with the Weston on the Green Parish Council Donations Policy and the Council has used the powers under Section 137 of the Local Government Act in order to grant this donation.

**Action:** Clerk to advise Village Hall of successful application for a donation for a new fire door.

**Action:** Clerk to request payment to the Village Hall of £437.50 be actioned by Councillors.

**20.358.13 Resolution: To Approve** Parish Council Financial Accounts, 2020-2021 Quarter 2 (HD)

HD presented the Parish Councils quarter two accounts following their approval by the finance advisory group. A summary of expenditure in Q2 vs budget, bank reconciliation and income details were provided. Income for the year has in the main been received by the Parish Council, however expenditure is only for 6 months.

The accounts provide a clear understanding of the Parish Council's current finances and the explanations provided allow the Council to understand difference in spend vs budget. One major difference vs budget is the purchase of the playing field and spinney which is currently progressing.

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The resolution to approve the Parish Council Q2 accounts (FY 2020/21) was proposed by HD and seconded by NM. It was supported unanimously by the Council.

**Action:** Clerk to upload the Parish Council Q2 accounts (FY 2020/21) to the Parish Council website.

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

HD requested approval of the following invoices detailed in the table below and highlighted that the invoice for 123 Connect (PC Ref 161) had been paid in advance to avoid the domain name expiring on 4<sup>th</sup> November 2020.

| PC Ref | Payee             | Purpose  | Total payable incl VAT | Budget Line                                  | Amount Remaining in 2020-21 Budget Line |
|--------|-------------------|--|------------------------|--|---|
| 162    | Oxford Edens      | Grass Cutting (27/10/20)                               | £108.00                | Works/Playing Field & Highways Grass Cutting | £44.00*                                 |
| 161    | 123 Connect       | Domain Name Renewal for 2 years                        | £112.80                | IT/Website/domain hosting                    | £131.20                                 |
| 163    | Clerk (J Mullane) | Reusable village litter picking poster (Instant Print) | £26.24                 | Sundries/Communication (noticeboard posters) | £466.01                                 |

\*Reflecting combined sum in budget for playground area grass cut, Ben Jonson/Stocks & verge cutting B430 & Bletchington Rd

The resolution to approve the invoices was proposed by HD and seconded by RW. 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.

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

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

#### **Building Applications:**

##### **Decision Received – Approved**

20/02074/F – The Dower House, Church Road – Renewal of already granted application (17/01865/F) for the conversion of garage to dwelling. **Acknowledged App – no change**

##### **Decision Received – Rejected**

None

##### **Awaiting Decision**

20/02180/F – Ben Jonson Inn – Erection of 4 Bed Chalet/Bungalow in garden with access off Westlands Avenue. **Commented Against – Expected 6<sup>th</sup> Nov**

[20/02212/LB](#) – The Manor Hotel – Internal and External restoration of listed building.

20/02428/F – Gargash Manor Hotel – Timber Extension to rear of hotel & New Roof to Rupert's Cottage (Re-submission of 20/01005/F)

This is a smaller orangery than previous app, out of sight from road, to be used for weddings with 152 covers - **Commented For**

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[20/02508/LB](#) – Rutland Cottage, Church Road - Conversion of garage to bedroom. Remove garage door and infill with rendered wall and window. Remove existing partition. Form new internal doorway.

**Commented For**

20/02426/F – Land North of Oak View – Erection of stone entrance walls in connection with Southfields Farm development. Issues are suburban look and illuminated sign!

**Commented Against**

[20/02555/F](#) – Manor Farm, Northampton Road - General purpose farm barn for the storage of winter bedding, fodder and machinery,

**Commented Against**

[20/02471/DISC](#) - Ben Jonson Pub, Northampton Road - Discharge of Condition 3 (stonework repointing) of 19/01702/LB

**Acknowledged App**

**New Applications:**

None

**Tree Works:**

**Approved / Completed**

None

**New Application / Awaiting Decision – Case Officer Iain Osenton**

[20/02881/TCA](#) - Corner House Mill Lane - T1x Silver Birch-Reduce by 6 metres T2 x Red Maple- Reduce by 3 metres T3 x White Birch-Reduce by 3 metres.

**New App**

[20/02893/TCA](#) – Walnut Cottage, Westlands Avenue - T1 x Mature Walnut - Crown raise. G1 x Field Maple hedge line; previously maintained at 6.0m - Reduce to near previous points, removing approximately 4.0m in height and 2.0m in lateral spread. T2 x Field Maple - Crown raise to provide a 2.0m clearance. T3 x Liquidamber - Annual trimming with the use of a hedge trimmer. T4 x Weeping Willow - Crown raise

**New App**

[20/02772/TCA](#) – Old Vicarage, Mill Lane - T1 x Gleditzia - Will be felled to permit replanting.

**Already Commented**

[20/02997/TCA](#) – Old Vicarage Mill Lane - T1 x Ash - Fell the main stem of a storm damaged tree.

**New App**

HD mentioned the importance of listing the tree applications in the report as a reminder to villagers about obtaining tree advice and potential planning permission for works. This advice will also be placed regularly in the Village News.

**Action: Clerk to add planning information required for tree works regularly in the Village News.**

HD highlighted that the Parish Council will contact enforcement regarding the remaining caravans at Manor Farm, as this goes against their planning approval for not having caravans between November and March.

**Action: HD/Clerk to contact enforcement regarding the remaining caravans at Manor Farm.**

**20.358.16 For Information:** Update on footpath from Southfield Farm development (NM)

The Parish Council have been concerned about the approved narrowing of the B430 required in order to create a footpath to link the Southfield Farm development with the village. The Parish Council had suggested creating a culvert over the ditch, adjacent to the pond, so the road would not require narrowing. As the owner of the pond is

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unknown Oxfordshire County Council (OCC) are unable to support this suggestion. Given the serious accident at this point in September 2020 the Parish Council have again raised the concern with Cherwell District Council (CDC) and OCC.

DB & NM attended a zoom call with David Peckford (CDC), CDC planning team and two representatives from OCC highways implementation team to talk about safety and the footpath from the Southfield Farm development, along B430, in light of the recent accidents.

It was understood that they consider no way around the issue of the lack of ownership of the pond. They are looking further into a couple of other solutions but these are considered unlikely. A compulsory purchase order of the pond is unlikely to be allowed and OCC are not able to adopt the land if no one to adopt from.

A road safety audit has already been carried out for the application and a further one will not be undertaken until the road has been narrowed. The view from OCC was that often accidents are the result of driver error rather than relating to a road design.

DB highlighted the historic use of the pond serving the highway in the past e.g. cooling wheels in pond, dating back in documents to 1896. This is to be discussed further with CDC's legal team.

There has been no follow up since the meeting, NM will request an update.

NM highlighted that the Traffic Advisory Group will start to pursue changing the speed limit on B430 through the village to 30mph.

**Action:** NM to start conversation with Traffic Advisory Group about reducing B430 speed to 30mph once the 20mph speed limit has been approved.

#### **20.358.17 For Information:** Works update (RSA)

RSA highlighted the key points from his submitted works and playground report including actions required which are not classed as major.

RSA also highlighted that regular maintenance is required in the stream and tunnels around Gallos Brook/Bletchingdon Road and mentioned an issue over reporting the broken 40mph flashing speed sign on B430.

**Action:** Clerk to look into issue with Fix My Street and 40mph flashing sign.

RSA went on to mention the appearance of a new sign and entrance at the exit of the Shell Garage layby on A34, pointing to "A34 Motors...second hand cars" and queried if this was an infringement to planning. HD mentioned he would look into it further.

**Action:** HD to investigate further the new entrance for a business off A34.

#### **20.358.18 Next Virtual Parish Council Meeting:** 2<sup>nd</sup> December 2020, 7.30pm via Zoom

Meeting closed at 20.57

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