

MINUTES

For the meeting of Parish Council, held on Wednesday, 14th July 2021

Meeting Number 21.369

Public Participation

There was nothing to note from the public.

21.369.1 Apologies for Absence

Councillors Bohm (DB), Davis (SD), Mullane (NM) and Stafford Allen (RSA) were all present. Councillors Donne and Whitfield sent their apologies prior to the meeting, which were accepted.

There was one member of the public and Councillor David Hughes present for part of the meeting, whilst Councillor Nigel Simpson attended the whole meeting.

21.369.2 Declarations of Interest

SD declared an interest in planning application 21/02146/OUT relating to Reynards Lodge, North Lane as she is a neighbour.

21.369.3 To Receive & Approve: Minutes of the Virtual Annual Parish Council meeting held on 5th May 2021 (DB)

The minutes of the virtual annual Parish Council meeting on 5th May 2021 were discussed with no changes required.

The minutes for the virtual annual Parish Council meeting on 5th May 2021 were then moved by DB and seconded by SD. The motion was supported unanimously by the Council.

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

21.369.4 To Receive & Approve: Minutes of the Virtual Parish Council meeting held on 5th May 2021 (DB)

The minutes of the virtual Parish Council meeting on 5th May 2021 were discussed with clarification required over an additional main bin potentially required in the playing field car park.

The minutes for the virtual Parish Council meeting on 5th May 2021 were then moved by DB and seconded by NM. The motion was supported unanimously by the Council.

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

21.369.5 To Receive & Approve: Minutes of the Virtual Planning Sub-Group meeting held on 26th May 2021 (DB)

The minutes of the virtual planning sub-group meeting on 26th May 2021 were discussed by DB and SD with no changes required.

The minutes for the virtual planning sub-group meeting on 26th May 2021 were then moved by DB and seconded by SD. The motion was supported unanimously by the members present of the planning sub group.

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

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21.369.6 To Receive & Approve: Minutes of Extraordinary Parish Council meeting held on 28th June 2021 (DB)

The minutes of the Extraordinary Parish Council meeting on 28th June 2021 were discussed with no changes required.

The minutes for the Extraordinary Parish Council meeting on 28th June 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.

21.369.7 For Information: Chairs Comment

DB commented on the length of time since we last met for a full face to face Parish Council meeting. She welcomed our new Oxfordshire County Councillor (OCC), Nigel Simpson who is already a valued link between us and OCC and also David Hughes who is also a great supporter.

Our Parish Council has continued to work hard through one of the most difficult years in recent history. The agenda tonight is testament to this work.

DB touched on two key things: the Strategic Freight Terminal near Lower Heyford and west of the B430 and the issue of traffic mitigation along the B430 considering the result of the Great Wolf Resort appeal. There is a need to understand the best way forward and to this extent a key group of people that were involved in the Great Wolf PAW group have agreed to work together and possibly provide a forum for sharing information, speakers and key ideas and DB has been asked to Chair that group.

21.369.8 For Information: Clerk report (Clerk)

The clerk highlighted a report provided to the Council which confirmed that the Parish Council has received the 2020-21 VAT claim of £921.94.

The clerk confirmed that the required documents have been sent to the external auditor – Moore – on 30th June 2021 (within the expected time period). The external auditor will respond with any queries and then if all approved the auditor should provide their report and certificate before 1st October 2021. All required financial documents for FY 2020-21 have been uploaded to the Parish Council website. The notice for the Period of Exercise of Public Rights, which will run from Wednesday 30th June 2021 to Tuesday 10th August 2021, has been placed on the noticeboards and website.

With regards to the purchase of the playing field and spinney the Parish Council received confirmation of the approval to borrow from the Ministry of Housing, Communities & Local Government on 24th May 2021. The Parish Council solicitor is obtaining a draft completion statement from the Duchy of Cornwall’s solicitor and once received we can proceed with obtaining approval for applying for the loan and the solicitor’s costs. We will then notify Spratt Endicott of our intention to proceed with the loan and purchase. Once we have confirmation that the loan is processing we can then finalise completion of the purchase with the solicitors.

The Parish Council facebook page is now up and running and regular posts are being made on Council relevant items.

The clerk and DB had a very productive meeting on 14th July with Dave Catling from OCC regarding appropriate signage to support mobility scooter and visually impaired users on Church Lane. Further information will be provided to the council when received.

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

James Henderson (JH) outlined that the process has slowed down due to the influx of applications to the Government when the new scheme opened in April and we need to wait to hear further information.

JH has however, received banners and flyers for the village to use when the scheme opens.

21.369.10 Resolution: To Approve quote for £370.00 to repair 4.5m of rotten wooden edging at the North Lane pond which is currently a health and safety concern and requires repairing.

DB highlighted the paper circulated to the Council highlighting the repair works required to the edging of the North Lane pond.

The resolution to approve the quote for £370.00 to repair 4.5m of rotten wooden edging at the North Lane pond which is currently a health and safety concern and requires repairing was proposed by DB and seconded by RSA. The motion was supported unanimously by the Council.

Action: Clerk to liaise with contractor over timings for the North Lane pond edging repair work.

21.369.11 Resolution: To Approve spend of up to £600.00 to incorporate a repair to the eroded footpath entrance of the footpath connecting North Lane and Westlands Avenue at a quote of £550.00 plus £50.00 spend for additional top-soil to ensure appropriate coverage. This spend will utilise the COMF grant funding of £600.00 already received by the Parish Council.

DB highlighted the paper circulated to the Council highlighting the repair works required to the footpath entrance connecting North Lane and Westlands Avenue.

The clerk confirmed that Oxfordshire County Council footpath team will be required to be notified of the works as there will need to be a diversion in place for the footpath.

The resolution to approve spend of up to £600.00 to incorporate a repair to the eroded footpath entrance of the footpath connecting North Lane and Westlands Avenue at a quote of £550.00 plus £50.00 spend for additional top-soil to ensure appropriate coverage. This spend will utilise the COMF grant funding of £600.00 already received by the Parish Council and was proposed by DB and seconded by RSA. The motion was supported unanimously by the Council.

Action: Clerk to liaise with contractor over timings for the footpath connecting North Lane and Westlands Avenue repair work.

21.369.12 For Information: Southfield Farm development update (DB)

There are a number of ongoing issues with the development site which have been highlighted by members of the public. These include the state of the road from vehicles, parking on the B430, operations without a banksman and early deliveries before 7am. There is still an outstanding piece on getting the ditch cleared and fence damage.

It was highlighted that these issues have been raised previously with enforcement but are ongoing. Councillor Hughes requested sight of the email trail and summaries of issues compiled by a resident.

Action: Information on Southfield Farm development issues raised by residents to be passed onto Councillor Hughes.

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21.369.13 For Information: Oak Tree footpath update (DB)

DB informed the council that the application is progressing with Cherwell District Council (CDC) who have asked for clarification on a couple of further items.

If approved the Parish Council would need to deal directly with Oxfordshire County Council (OCC) over the demolition of the existing path and Councillor Simpson requested to be copied in for this second stage. There is a strong view that costs should be expected from OCC in terms of demolition of the path and all that is expected of that process with an arboriculturalist supervising it.

OCC Update: Councillor Simpson commented that he was pleased he helped with the litter pick and felt the village had a good community spirit. Items OCC are currently discussing include Osney area regeneration, east west rail ark and potential improvements to the road network including A34/junction 9 junction.

Councillor Simpson also commented that OCC and CDC are looking into the potential impact the Great Wolf development will have on local highways in order to try and address issues at an early stage, along with the rail freight depot and Arcott as a potential site.

He is also a member of a locality group for Bicester and Kidlington which involves local county councillors meeting to discuss local issues.

21.369.14 Resolution: To Approve Risk Register update.

The resolution to approve the risk register update was proposed by DB and seconded by NM. The motion was supported unanimously by the Council.

Action: Clerk to upload updated risk register to the Parish Council website.

21.369.15 Resolution: To Approve Model Publication Scheme from ICO.

The resolution to approve the Model Publication Scheme from ICO was proposed by DB and seconded by SD. The motion was supported unanimously by the Council.

Action: Clerk to upload the Model Publication Scheme from ICO to the Parish Council website.

21.369.16 Resolution: To Approve Parish Council Document Retention Policy.

The resolution to approve the Parish Council Document Retention Policy was proposed by DB and seconded by SD. The motion was supported unanimously by the Council.

Action: Clerk to upload the Parish Council Document Retention Policy to the Parish Council website.

21.369.17 For Information: Parish Council Development Planning (DB)

DB discussed the key areas from the development planning report created following the planning meeting held on 2nd June 2021.

There are three core values leading the plan that the Council has for future development:

1. People and history of the village

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2. Children and young people
3. Diverse resource of nature

Additional comments will be added to the development plan spreadsheet which will then be uploaded to the Parish Council website.

DB also highlighted that the original Weston volunteer group, established during covid, has now been asked if they wish to be transferred to a good neighbours scheme.

Action: Once PC development plan finalised clerk to place on PC website.

21.369.18 Resolution: To Approve the following invoices for payment

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

PC Ref	Payee	Purpose	Total (incl VAT)	Budget Line	Amount Remaining in 2021-22 Budget Line
204	WotG Memorial Village Hall	Village Hall hire for PC meetings (July-Sept 21)	£45.00	Meeting Costs/Hire of hall	£320.00
205	Oxford Edens	Grass cutting 01/07/21 (playground & stocks/Ben Jonson)	£150.00	Works-Grass Cutting/Village contractor	£1,450.00

The resolution to approve the invoices was proposed by DB 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.

21.369.19 For Discussion: Discuss and agree recommendations from the Planning Group

Key planning applications on the planning report (updated 9th July 2021) were discussed by the Council.

Building Applications:

Decision Received – Permitted

21/01158/F - 5 Westlands Avenue – Erection of a conservatory

21/01452/F – Stoneyfield, North Lane - Change of Use of land to residential garden. PC submitted a letter of objection but approval was granted with 6 conditions attached and a note made that site is under development monitoring.

21/01413/F - Fir Tree Farm, Northampton Road - Residential garage

Decision Received – Rejected

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.

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

Awaiting Decision

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

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.

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

21/01580/F - Kemsley Farm, Northampton Road - Change of use of land from agriculture to equestrian use. Erection of a building to provide stabling for 36 ponies with associated facilities. PC Objected.

New Applications:

21/02146/OUT - Reynards Lodge North Lane- Outline:- application for demolition of workshops, stables and tennis court and construction of two houses, one bungalow and a barn conversion.

SD commented she was not able to express an opinion on this application as she is an adjacent neighbour. The remaining councillors opposed the scheme. The Parish Council will compile and submit a formal response to the application.

Action: Clerk to request an extension for submitting comments for this application due to HD holidays.

21/02281/F – Unit 8, Manor Farm, Northampton Road - Replacement of existing storage building - for use as commercial storage.

Comments to be circulated to the Council on this application prior to submission, suggestion to insist on proper screening from the road.

New Appeals

None

Tree Works:

New Application

21/01764/TPO - The Dower House, Church Road- T1 x Crack Willow - Re-pollard. T2 x Sycamore - Remove dead stems at ground level. Remove dead wood in the canopy (exempt) - subject to TPO 10/1998

21/01556/TCA - Cobblers, 1 Blacksmiths Close- T1 x Bay - Remove two stems which are in contact with the gutter. T2 x Cherry; a poor choice of cultivar - Fell to near ground level and stump grind to permit replanting.

21/02265/TPO – The Old Vicarage, Mill Lane - Fell 3 Ash trees exhibiting signs of Ash dieback located within a mixed group of Sycamore, Beech and Horse Chestnut, the effect on the appearance of the overall group will be minimal as the inner canopy is infilled with Sycamore. In addition, crown raise the group where the canopies extend over the car park to create 2.4m clearance from ground level and 4.5m clearance above the highway - subject to TPO 6/1975

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

21.369.20 For Information: Stop the Wolf update (DB)

DB provided an update on Great Wolf - the umbrella group has been folded by Chesterton Parish Council as they will pick up issues such as conditions and S106.

A core group will continue to work together alongside parishes in the area with the aim to understand the impact of development and see where overdevelopment is likely to occur. The issue of the disappointment in Oxfordshire County Council (OCC) Highways not supporting any S106 requests for villages, with the exception of Middleton

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Stoney, has been flagged with the Leader of OCC, Liz Leffman in a letter sent about ten days ago. To date, there has been no reply.

DB will keep the Council informed over the issue of traffic mitigation plus the proposed Strategic Rail Depot, with the decision going straight to the Inspectorate.

21.369.21 For Information: Works update including weir (RSA)

RSA highlighted that the playground was inspected on 13th July 2021 and the general appearance was reasonable; key points are detailed in the submitted works and playground report. Mark East and RSA are kindly continuing to mow the playing field and spinney area and the council thanked them for their continued work.

There has been no further movement on the weir issue.

The clerk highlighted that Oxfordshire County Council are encouraging Parish Councils to work with landowners to help prevent flooding due to a potential lack of ditch maintenance. A template letter will be developed, which will be sent to local landowners regarding ditch maintenance.

Action: Clerk to develop template flood letter to send to local landowners regarding ditch maintenance.

21.369.22 For Information: Traffic Advisory Group update (NM)

Following training by Islip Parish Council the traffic advisory group have been out on the roads of the village with the sentinel speed camera. In order to report the data to the police the Parish Council are required to have their own independent computer device as the data carries personal data of registration plates. NM will investigate options and present a proposal to a future Council meeting.

Action: NM will investigate options for a computer device to record sentinel traffic camera data and present a proposal to a future Council meeting.

The traffic advisory group are also investigating the issue of wide loads driving through the village. These vehicles tend to not be wider than farm traffic so it is difficult to prohibit it as farm vehicles need access through the village.

The traffic advisory group will contact Mike Wasley and Dave Catling at Oxfordshire County Council to start the process of reducing the speed limit on B430. A new traffic survey will probably need to be undertaken and further discussions are required over different options for traffic calming on B430. Councillor Simpson offered his support in this area as he chairs the local police liaison group.

21.369.23 For Information: Cherwell District Council Parish Liaison meeting feedback (DB)

DB highlighted that she has circulated notes on the Cherwell parish liaison meeting held on 16th June 2021 and highlighted that the Q&A section was particularly interesting. The clerk will place the links to the papers on the Parish Council website.

Action: Clerk to place links to Cherwell Parish Liaison meeting papers for June 2021 meeting.

21.369.24 Next Parish Council Meeting: 4th August 2021, 7.30pm

Meeting closed: 21.38

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