

MINUTES

For the meeting of Parish Council, held on Monday, 13th June 2022

Meeting Number 22.382

Public Participation.

A resident queried who owned Gallosbrook stream and the boundary following the purchase of the playing field and spinney by the Parish Council. It was highlighted that the boundary of the Parish Council owned land includes the stream through the spinney but not the section fronting Church Lane (with the Environment Agency responsible for the stream). The Council would double check the boundary bank through the spinney as it was maintained and upgraded by the adjacent land owners.

22.382.1 To Receive: Apologies for non-attendance

Councillors Bohm (DB), Davis (SD), Stafford Allen (RSA) and Miller (JM) were all present.

Councillors Rosser and Mullane sent their apologies, which were accepted.

Councillor Nigel Simpson (Oxfordshire County Council) and Councillor Angus Patrick (Cherwell District Council) were also in attendance for the meeting.

Four members of the public were in attendance, including James Henderson (JH) and Roger Evans (RE).

22.382.2 To Receive: Declarations of Interest

SD and RSA declared declarations of interest in relation to planning applications 21/04299/OUT (Appeal: Reynards Lodge, North Lane) and 22/01699/TCA (Mill Brook, Mill Lane) respectively.

22.382.3 To Receive & Approve: Minutes of the Annual Parish Council meeting held on 10th May 2022 (DB)

The minutes of the Annual Parish Council meeting held on 10th May 2022 were discussed with no changes required.

The resolution to approve the minutes for the Annual Parish Council meeting held on 10th May 2022 was then proposed 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.

22.382.4 To Receive & Approve: Minutes of the Parish Council meeting held on 10th May 2022 (DB)

The minutes of the Parish Council meeting held on 10th May 2022 were discussed with no changes required.

The resolution to approve the minutes for the Parish Council meeting held on 10th May 2022 was then proposed 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.

22.382.5 For Information: Chairs Comment (DB)

DB provided an update on activities in the past month including the Parish Council's naming of the Jubilee playing field and spinney event. The ceremony included a flag, bunting, Pimms, cupcakes and a tree. DB thanked RSA and JM for all their hard work preparing for the Jubilee day and to SD for helping with the bunting and the baking.

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The Council gave a huge thank you to John May, the Deputy Lord Lieutenant of Oxfordshire who officially named the field. A tree was also planted as part of the Queen’s Jubilee Green Canopy scheme which should provide some shade for parents and children.

DB also thanked the many parishioners who willingly and enthusiastically helped – Simon Davis and Eric Bohm, Norman Boardman and Mary Warmington (who has offered to water the tree regularly) and to those who supported by attending.

Action: Clerk to add new tree to Queens Jubilee Green Canopy map from October 2022.

It was noted that a couple of families in the village will be welcoming Ukrainian refugees in the next few weeks. Councillors were requested to think about how we could offer support.

Finally, the Food Bank was very successful over the 11/12th June weekend. There was a good deal of food collected and it will be delivered to Bicester Food Bank along with cash donations made on the day.

22.382.6 For Information: Clerk report (Clerk)

The clerks report to the Council was noted which confirmed payments from the Parish Council bank account of the first instalment of the Public Works Loan Board repayment (£922.37) for the purchase of the playing field and spinney on 22nd April 2022. The Council also received payment from HMRC for the VAT reclaim (£1,646.73) and from Oxfordshire County Council for the grass cutting contract (£2,206.82), both on 9th May 2022.

The clerk also confirmed that SSE are investigating left over rubbish following works at the electrical station and Punch Taverns have been contacted to highlight the vegetation overhanging the pubs wall onto Westlands Avenue.

22.382.7 For Information: Oak Tree footpath update (Roger Evans, RE/DB)

Roger Evans and DB confirmed that the oak tree pruning planning application had been withdrawn. OCC has agreed with the administrator/developer that the contractor will be charged with the job of finishing design drawings, taping off the existing path and proceeding with installing the new path. The issue surrounds who should pay for the works.

Nathaniel Stock (Cherwell District Council, CDC planning) has confirmed that there is no planning requirement for the elevated footpath to remain open. The current footpath can be closed prior to the formal installation of the no-dig footpath behind the tree.

RE will draft a response note to the latest correspondence and advises the Parish Council to highlight to the administrator that with no path connection it could be considered that the new residents may not feel welcomed to the village which is not what the Parish Council would wish for and it is also not what buyers would have expected as part of their purchase.

DB will talk to the site manager to see if he has had any instruction to undertake work on the footpath.

DB thanked RE for his advice and continuing efforts.

22.382.8 For Information: County & District Councillor updates

Councillor Simpson – Oxfordshire County Council:

Councillor Simpson highlighted key topics within Oxfordshire County Council including:

- Anti-car agenda focus in Oxford and low traffic neighbourhood priorities: this policy needs to be re-looked at following concerns by residents, businesses and emergency services.

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SD highlighted that the Oxford Transport Plans presentation discussed improving transport around Oxford and within the ring road but there was no thinking for beyond that area and the rural communities.

Similarly, the issue over S106 money relating to the transport links for the Siemens site identified two routes both via A34 (Oxford – Bicester and Witney – Bicester) and not taking account of rural communities.

- SEND funding shortfall: trying to alter the process by bringing it back in house versus outsourcing but it takes time and there is a shortfall in staff too.

DB queried if Councillor Simpson had heard of a concept for a cabinet minister for rural villages. This has not been heard of and will be investigated further.

-Speed Watch initiative: confirmed around 180 registered groups in the Thames Valley region. A new system is about to go live where a letter is automatically produced when the speed data is received from parishes which will save lot of administrative time.

Graham Barnett, who is leading the speed watch scheme for Weston on the Green highlighted that additional volunteers are required and ideally someone to help input the data as it is time consuming job. Currently 5 people have undertaken the training and a further 4 have offered support but are not trained as yet.

DB thanked Graham Barnet and his team for leading the speed watch work.

Action: Clerk to update PC website, facebook with information on the speed watch scheme and request for additional volunteers.

Councillor Patrick – Cherwell District Council:

Councillor Patrick highlighted the following items in his monthly update:

- Rail Freight Interchange Consultation: A public consultation has started on the proposed strategic rail freight interchange next to Junction 10 of the M40 <https://oxsrfi.co.uk/community-engagement/>. This consultation is open until the 4th July 2022. The Parish Council are already engaging with this consultation.
- Islip Bridge: Oxfordshire County Council are planning on completing some repairs to Islip Bridge, with phase one being carried out between 20th June and 9th September 2022. Two-way traffic flow will be maintained across the bridge using 3-way temporary traffic signals.
- Community Ownership Fund: The government is providing £150 million over 4 years to support community groups in England, Scotland, Wales and Northern Ireland to take ownership of assets and amenities at risk of being lost. The Fund will run until 2024/25 and there will be at least 8 bidding rounds in total. <https://www.gov.uk/government/publications/community-ownership-fund-prospectus>
- Cherwell 'Love Where You Live' Volunteer Awards: Nominations are open until 22nd June 2022 for this year's Cherwell 'Love Where You Live' Volunteer Awards, which celebrate the hard work of volunteers and groups from Cherwell. <https://www.sanctuary.co.uk/cherwell-awards>
- Platinum Jubilee Village Hall Improvement Grant Fund: The government have launched a village hall renovation fund to mark Her Majesty The Queen's Platinum Jubilee. Details of how to apply for the fund are yet to be announced but you can find more information about the fund here: <https://www.gov.uk/government/news/platinum-jubilee-fund-creates-boost-for-village-halls>
- Household Support Fund: The government has extended this scheme to support households and individuals struggling with the cost of living. The extended scheme is not yet finalised in our area, but the guidance and the process for application should be ready shortly.

22.382.9 For Information: Technology Advisory Group report (James Henderson, JH)

JH confirmed the full fibre to the premises project is on pause and we are still waiting for further information from Oxfordshire County Council (OCC) regarding the top up funding.

Councillor Simpson agreed to investigate full fibre funding information with OCC.

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JH went on to highlight a private internet solution business for Oxfordshire (Wurzel). Further research into options for the village is required but it could potentially provide an alternative solution for some residents if the full fibre project is not feasible.

Action: Councillor Simpson to investigate full fibre funding information with OCC.

22.382.10 For Information: Works update (RSA)

RSA highlighted that the playground was inspected on 13th June 2022 and the general appearance was reasonable; key points are detailed in the submitted works and playground report.

RSA thanked JM for installing the flag pole for the Jubilee playing field naming event.

The gatepost supporting the 5 bar gate is rotten and has fallen at the picnic area so will need investigating further.

Two new benches for the Jubilee (for the Queen and Duke of Edinburgh) have been positioned on the playing field. The location for the additional benches needs to be discussed between RSA and DB.

RSA is continuing to contact Dalcour Maclaren regarding a possible works day in the village.

The fencing surrounding the playing field at the rear still needs investigating further and implementing.

22.382.11 For Information: Review of Internal Audit Report 2021-2022 & Parish Council response to auditors observations (DB/SD)

SD provided an overview of the Internal Auditor’s report, received by Weston on the Green Parish Council on 15th May 2022. The report analyses and evaluates the processes and internal controls of the Parish Council against a list of set objectives. The internal auditors provide an observations report to highlight the usual processes not currently undertaken by our Parish Council.

There was only one observation highlighted this year: that the Clerk is not CiLCA qualified. This had already been highlighted at the Annual Parish Council in May and it was noted that the staffing advisory group will review the information and consider it for the future.

The finance group has agreed a response to the Internal Auditor on the point raised and the completed form will be sent to the Internal Auditor.

Action: Clerk to place all documents relating to the internal audit report onto the Parish Council website.

Action: Clerk to send the Parish Councils response to the Internal Audit observations back to the Internal Auditor.

22.382.12 For Information: Annual Governance and Accountability Return 2021-2022 (DB/SD)

The Parish Council’s combined precept and other income for 2021/22 fell into the income/expenditure that exceeds £25,000 - £6.5million bracket and therefore the annual accounts are subject to a limited assurance review by the external auditors and Annual Governance and Accountability Return 2021/22 Part 3 has therefore been completed.

The Clerk, as the Parish Council’s Responsible Finance Officer, confirmed she had signed Section 2 – Accounting Statements 2021/22 prior to the meeting on behalf of Weston on the Green Parish Council.

Resolution: To Approve Section 1 – Annual Governance Statement 2021-2022

SD presented Section 1 – Annual Governance Statement 2021/22 to the Council for approval. The resolution to approve Section 1 – Annual Governance Statement 2021/22 of the AGAR form was proposed by SD and seconded by RSA. It was supported unanimously by the Council.

The Chairman and clerk signed Section 1 of the AGAR form.

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Resolution: To Approve Section 2 – Accounting Statements 2021-2022

Section 2 – Accounting Statements 2021/22 was presented by SD to the Council for approval alongside the Explanation of Variances 2021/22 document which highlights variances where there is a >15% variance from the previous year.

This year variances for Total Other Receipts included Public Works Loan Board loan (£30k) obtained in October 2021 to pay for purchase of playing field & spinney in parish, grant funding income linked to Covid (£2.5k), Oxfordshire County Council village grass cutting contract (£2.2k), playing field rent rebate following purchase of playing field (£635), donation due to village filming inconvenience (£500) and fence works contribution from landowner (£500).

Additional payments in FY 21-22 included the purchase of playing field & spinney in village, installation of 20mph traffic scheme (£2.2k), COMF funding (£2.5k=equivalent income), arborist contracted over footpath/oak TPO tree issue (£1.2k) and the ongoing contract for village grass cutting (income received).

The resolution to approve Section 2 – Accounting Statements 2021/22 of the AGAR form was proposed by SD and seconded by RSA. It was supported unanimously by the Council.

The Chairman signed Section 2 of the AGAR form.

The Responsible Financial Officer (clerk) confirmed that the Period of Exercise of Public Rights would run from Wednesday 15th June 2022 to Tuesday 26th July 2022 and the public notice for advertising the Period of Exercise of Public Rights would be placed on the Parish Council noticeboard on 14th June 2022.

The signed AGAR form and required documents will be sent by email to the external auditor, Moore, no later than 30th June 2022 and will also be published on the Parish Council website by 1st July 2022.

Action: Clerk to send off signed AGAR form and documents to the external auditors no later than 30th June 2022.

Action: Clerk to ensure notice for the exercise of public rights is placed on village noticeboards and on the website.

Action: Clerk to upload all required finance documents to website before 1st July 2022.

22.382.13 Resolution: To Approve Bank signatories for Parish Council bank accounts (DB/SD)

SD confirmed that with Henry Donne leaving the Council the Responsible Financial Officer (RFO) is now the clerk. The bank mandate for authorising payments via the Parish Council bank account therefore requires updating.

It was agreed that the clerk, as RFO, would be the inputter of the payments required for online banking and DB and SD would retain their roles authorising payments. It was also noted that the Clerk will not authorise payments, only input them for authorisation.

The resolution to approve the RFO as the inputter of bank payments and the two Councillor authorisers as SD and DB was proposed by SD and seconded by JM. It was supported unanimously by the Council.

Action: Clerk/SD/DB to update bank mandate form for PC bank signatories.

22.382.14 Resolution: To Approve Councillor Allen to undertake quarterly independent financial checks of Parish Council accounting systems from Q1 2022 until advised otherwise (DB/SD)

DB proposed RSA to retain his role undertaking quarterly independent financial checks of the Parish Council accounting systems. RSA agreed to continue the role.

The resolution to approve Councillor Allen to undertake quarterly independent financial checks of Parish Council accounting systems from Q1 2022 until advised otherwise was proposed by DB and seconded by SD. It was supported unanimously by the Council.

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22.382.15 Resolution: To Approve the following invoices for payment (DB)

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
262*	Arthur J Gallagher Insurance	Annual insurance renewal (2022-23)	£724.91	Insurance & Auditing/Insurance	£700.00
263	IAC Audit & Consultancy	Internal audit services for 2021-2022 annual return	£210.00	Insurance & Auditing/Audit Fees	£450.00
264*	123Connect Limited	PC website hosting fee	£118.80	IT/Website/domain hosting	£235.00
265	Clerk (J Mullane)	Playing field naming Jubilee items (Amazon)	£28.97	Contingency	£2,908.97
266	Clerk (J Mullane)	Printer ink (Amazon)	£22.62	Sundries/Office administration costs	£250.00
267	Robin Stafford Allen	Playing field mower maintenance parts (Hydramex & Oxford Bearings)	£53.74	Village Works/Playing field mower maintenance	£120.00
268	John Miller	Playing field mower maintenance parts (Powerline)	£156.00	Village Works/Playing field mower maintenance	£66.26
269	Clerk (J Mullane)	Stationery (Amazon)	£6.50	Sundries/Office administration costs	£227.38
270	Oxford Edens	Grass cutting (playground, Stocks & Ben Jonson incl. collection)	£228.00	Village Works/village contractor grass cutting	£3,744.00
271	Clerk (J Mullane)	New Asus K513 laptop, McAfee virus protection & Microsoft Office (for parish clerk use)	£763.00	IT/Laptop, printer replacement	£1,000.00
272	Clerk (J Mullane)	Postage for election forms to Cherwell District Council & stamps	£14.69	Sundries/Office administration costs	£220.88

It was noted that invoices 262 and 264 had been paid to ensure continuation of service.

The resolution to approve the invoices detailed in the table was proposed by DB and seconded by RSA. 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.

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22.382.16 For Discussion: Discuss and agree recommendations from the Planning Group (SD)

Key planning applications on the planning report (updated 8th June 2022) were discussed by the Council.

Building Applications:**Decision Received – Permitted**

21/03580/TEL & 21/03752/F - Telecommunications Mast, towards A34 - The Installation of 3 x CTIL antenna at 26.7m on re used existing headframe. • The relocation of 3 x EE antenna at 19.0m and 1 x EE 0.6m HP Dish antenna at 20.0m on a new face frame on the tower at 20.4m

20/02212/LB – Retrospective – Weston Manor

Retrospective internal repair and restoration works. Works include window repairs, rewiring, redecoration, new flooring, cleaning of stonework and fireplaces, joinery repairs, replacement of PVC rainwater goods, restoration of the sunken garden.

Decision Received – Rejected

None

Awaiting Decision

21/00873/F – Kemsley Farm, Northampton Road –Conversion of barn to form a single dwelling house and associated works. – This has been altered to remove extension. **Commented**

New Applications:**22/01287/F – Forge Farm, Northampton Road**

Conversion of part of an existing stable building into single-bedroom dwelling for occupation by an equestrian worker.

This is a conversion of part of the existing stables to a single bedroom dwelling for an equestrian worker: no objection - note isolation for lone occupier. **Commented**

22/00977/F – Bay Tree House, Brooklands Close

Amendments to application 20/00541/F - to include single storey rear extension forming changing room/shower and outdoor swimming pool.

This is an amendment to previous extension application ref 20/00541/F (permission for extension to rear for dining/sitting room and bedroom above). This amendment is to include a single storey rear extension for changing room and shower for swimming pool. The extension does not overlook or impact on near neighbour (The Laurels) which has garage on the boundary. No objection. **Commented**

22/01553/LB – The Manor Country House & Hotel, Northampton Road

Partial Retrospective - Proposal to refurbish and convert 4 No existing store rooms into staff accommodation. **Comments due by 29th June 2022**

22/01506/LB – The Manor Country House & Hotel, Northampton Road

Partial Retrospective – Refurbish interior of existing Coach House and construct 6 No new bedrooms, new windows and rooflights. **Comments due by 28th June 2022**

SD confirmed there would be no impact to the outward view for either application and would include upgrading the existing facilities.

DB mentioned that she had held a meeting with the new manager of The Manor and raised the concerns over planning transgressions and the number of lights that have been installed at the property and the impact on the

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village. The manager confirmed they would take a look at rectifying the planning situation and have already removed some lights from a proposed application on the sunken garden.

New Appeals

21/04299/OUT- Reynards Lodge

Appealed removal of Condition 11 (no dwelling above one storey height) of 21/02146/OUT - Outline application demolition of workshops, stables and tennis court and erection of three dwellings and conversion of existing building to form a dwelling.

Appeal rests on the following arguments:

- The character description of the area in the Conservation Area Appraisal is not relevant to the site
- There is no relation of the site to Westfield Farm House or Westfield Farm Cottage and therefore the setting of a listed building is not relevant
- Errors in the Planning Officer's Report

The Parish Council is required to comment by 22nd June 2022.

Tree Works:

22/01624/TCA – Weston Manor Cottage, Northampton Road

T1 x Ash – Fell (signs of die-back in crown); T2 x Oak - Fell T3 x Willow – Fell (close to drains and cottage) at rear of cottage. **Commented**

22/01699/TCA – Mill Brook, Mill Lane

1x Leylandii remove. Decorative and now has grown and dominates the garden.

Rejected / Issues

None

Footpaths

Footpath warden, Graham Barnett, presented two options for developing a new footpath linking the new Southfield development to the existing footpath network and North Lane.

- Create formally a new public footpath which would require a public path order at a cost of c£5k.
- Permissive path with landowners permission – this would be dependent on the landowner to allow it's use and maintenance, however it was noted this could be withdrawn at any time. It was agreed that this was the preferred option. RSA agreed to talk to the land manager, Trevor Taylor.

Action: RSA to talk to land manager regarding footpath options from Southfield development to existing footpath network.

Outside the Parish:

22/01144/F – Parcel of land SW of Grange Farm Chesterton – WOTG PC commented

Tritex Symmetry for Siemens Healthineers to develop a large scale Magnetic Resonance Technology manufacturing and distribution facility with administrative offices.

A meeting was held with Framptons Planning on Monday 13th June to discuss our concerns.

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

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22.382.17 For Information: Update on consultations & meetings including Oxford Transport, Rail Freight Terminal, Siemens, Parish Liaison Meeting (DB/SD)

DB and SD confirmed they had attended a zoom conference regarding transport plans for Oxford and a presentation regarding the rail freight terminal. They also met with a representative from Framptons Planning regarding the Siemens site discussing the key issues of traffic and biodiversity.

The Parish Liaison meeting, held on 8th June 2022, and attended by DB and SD covered a number of interesting topics including the Green Blue Infrastructure project, Code of Conduct and Cherwell's refugee's policy. Planning policy confirmed that deadlines for the review of the Oxfordshire Plan and Cherwell Local Plan had all been shifted forward which would impact on the Weston on the Green Neighbourhood Plan review and there was hope that it would also be moved in line.

The Cherwell liaison surgeries held also allowed key questions and contacts to be made:

Planning – highlighted that experience from local villagers is never taken seriously when it relates for example to transport, traffic or bio diversity. It was also highlighted that enforcement had not replied in a single year regarding certain concerns in the village – apparently they would therefore visit the parish to discuss the issues.

Oxfordshire Playing Fields Association – visiting 21st June 2022 to walk the playing field area and discuss ideas.

Community First Oxfordshire – discussed undertaking a village population survey in relation to the update of the Neighbourhood Plan.

22.382.18 For Information: Update on village Welcome Pack (DB)

DB shared with the Council a draft of the welcome pack put together in conjunction with Patsy Parsons and comments were welcomed to be shared. The aim is to have the pack in place for newcomers by the end of July.

22.382.19 For Discussion: Village Hall donation request for contribution towards upgrade to audio visual equipment in village hall (DB/SD)

This item was deferred to the next meeting due to time constraints.

Action: Clerk to add Village Hall donation request to July PC meeting agenda.

JM provided some additional village information regarding a new bridge being implemented in a field in the south of the village. He also commented that he had contacted Jim Calcutt regarding the weir issues, who replied that no one was to touch the area as it is a site of special scientific interest. JM broached the subject of undertaking some maintenance (with Environment Agency consent) to the area near the weir to potentially help the watercourses into the village and will update the council when further information is available.

JM also highlighted that Robert Barbour regularly mows the verges over the B430 bridge towards Wendlebury and also picks up litter. The Council agreed to send a thank you and also to the other known regular village litter pickers.

Action: DB/clerk to send thank you to known villagers who regularly collect litter and mow.

22.382.20 Next Parish Council Meeting Date: Wednesday 6th July 2022, 7.30pm (DB)

Meeting Closed: 21.42

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