

# MINUTES

For the meeting of Parish Council, held in Village Hall on Wednesday, 1<sup>st</sup> March 2023

Meeting Number 23.392

Note for information: Cherwell District Council – CDC, Oxfordshire County Council - OCC

## Public Participation

There were no comments from the public.

### 23.392.1 To Receive: Apologies for non-attendance

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

Councillor Rosser's long term absence was approved at 1<sup>st</sup> February 2023 Parish Council meeting.

Councillor Nigel Simpson (Oxfordshire County Council) and Councillors Patrick and Coton (Cherwell District Council) were also in attendance, the latter two for part of the meeting.

2 members of the public were in attendance.

### 23.392.2 To Receive the resignation of Councillor Neil Mullane and confirmation that Cherwell District Council have been informed of resignation and have provided a Councillor vacancy notice (DB)

The resignation of Councillor Neil Mullane was received and a reply agreed to be sent by the Parish Council. It was confirmed that Cherwell District Council have been informed of the resignation and have provided a Councillor vacancy notice. This will be displayed for 14 days (ending 14<sup>th</sup> March 2023) and within that time an election can be requested if more than 10 people request one. After that time CDC will inform the Council if no election is required and the post can be filled by co-option.

**Action:** Clerk to notify the Council when CDC inform the Parish Council of the result of the Councillor Vacancy Notice.

### 23.392.3 To Receive: Declarations of Interest

SD declared a declaration of interest in relation to tree planning application 23/00346/TCA (Westfield Farm Cottage, North Lane).

### 23.392.4 To Receive & Approve: Minutes of the Parish Council meeting held on 1<sup>st</sup> February 2023 (DB)

The minutes of the Parish Council meeting held on 1<sup>st</sup> February 2023 were discussed with no changes required.

The resolution to approve the minutes for the Parish Council meeting held on 1<sup>st</sup> February 2023 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.

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**23.392.5 To Receive & Approve:** Minutes of the Extraordinary Parish Council meeting held on 15<sup>th</sup> February 2023 (DB)

The minutes of the Parish Council meeting held on 15<sup>th</sup> February 2023 were discussed with no changes required.

The resolution to approve the minutes for the Parish Council meeting held on 15<sup>th</sup> February 2023 was then proposed by DB and seconded by RSA. The motion was supported unanimously by those Councillors who were in attendance at the 15<sup>th</sup> February 2023 meeting.

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

**23.392.6 For Information:** Chairs Comment (DB)

DB provided an overview of ongoing items that would not be covered on the agenda:

- Food bank collection, Saturday 4<sup>th</sup> March – DB commented on the concern that these were monthly and possibly too frequent for some villagers but then read the latest appeal from the “Trussell Trust” and the phrase ‘Most days now I eat just once a day’. DB felt very strongly that we should carry on with our first Saturday of the month routine.
- DB has written a response for the National Planning Consultation outlining support for a revision of the Five Year Housing Supply Mandate and the respect that Neighbourhood Plans should be given in making planning decisions.
- Annual Parish meeting to be held on Tuesday 18<sup>th</sup> April at 7.30pm. This is a session where we provide an overview of the year, give information and take questions, an update on the shop will probably be required.
- The parish continues to celebrate the success of the bus and note it is being used regularly.
- The insurance is in order for the van, information on how to book it for hospital and doctor appointments will be in the Village News.
- Gigaclear gave a presentation on-line last week and the project is moving forward but the time scale appears to have shifted.
- There are on-going positive comments about the Oak Tree Path with the developer and arboriculturist meeting on-site.
- There was a very large and constructive village meeting last week with the outcome that a ‘Save our Shop’ committee has been setup. DB will meet with the Chair and has had a number of emails of support including investment support but there is a demand for a clear business plan.

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

The clerks report to the Council was noted which confirmed the usual payments from the Parish Council bank account relating to the salary of the clerk and bank account balances.

The report also highlighted:

- OCC Highways updates
- Waste left by SSE contractors on B430 has now been cleared
- Traffic speed safety stickers for wheelie bins have been delivered to Church Road and Church Lane residents.
- OCC have advised of a road closure to a section of A4095 Kirtlington Road whilst essential S278 highway works and installation of new service for the Great Wolf Lodge development works.
- The Village Hall Committee has kindly sent a thank you King Coronation card to thank the Parish Council for the kind donation towards the afternoon tea event, which has enabled them to make it a free event for villagers.

It was also noted that the Councillor Priority Fund grant has been approved and the Council has received notification that the funds will be transferred shortly. The Council has provided confirmation that the grant will be ring fenced for improvements to the playground at the end of the financial year if not spent.

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**23.392.8 For Discussion and Resolution To Approve:** Co-option of a Parish Councillor to fill casual vacancy (DB)

Jack Maxton was in attendance as a potential candidate for co-option as a Councillor onto the Parish Council. The candidate provided an introduction to himself and the Councillors had the opportunity to ask questions.

There is currently one vacancy for a Councillor which has previously been advertised.

The resolution to approve the co-option of Jack Maxton as Councillor on Weston on the Green Parish Council was proposed by DB and seconded by SD. The motion was supported unanimously by the Council.

**Action:** Clerk to provide Register of Members' Interests and Declaration of Acceptance of Office forms for Jack Maxton to complete at the next Parish Council meeting.

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

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

**Building Applications**

**Decisions Received – Permitted**

**22/03510/DISC – Kemsley Farm**

Discharge of conditions relating to riding surfaces (multi-washed silica sand complex); access tracks (permeable stone); arena fencing (timber to 1.95m height); shed roofs (grey fibre cement with timber boarding to walls). Lighting strategy document submitted.

**22/03504/LB - Manor Country House Hotel, B430**

Remove and replace stone tile roof on Coach-house.

Propose to use Bradstone conservation tiles on the new roof structure to the north and to repair the existing roof, retaining existing original stone tiles where possible. Additional repairs to roof structure and guttering.

**Commented**

**Awaiting Decision**

**22/02733/F – Milestone Cottage, 3 North Lane**

Single storey ground floor extension and extensive revision of internal space and roof line. Replacement of rear garage with 3 bay structure.

**Commented**

**22/03709/F - Starbucks A34**

Addition of a drive-through facility and parking changes

The proposal is for the addition of a small serving window with flat roof overhead on the north=west face of the existing building and rerouting traffic in and out of the site. Highways wish to delay decision pending further assessment of traffic safety impact.

*New OCC consultation response removes objections.*

**Commented**

**22/03463/AGN – Now resubmitted as 22/03463/F Manor Country House Hotel B430**

Erection of a logstore.

Proposed site is to the rear of the Manor, adjacent to the hedge walkway near the moat (on the side nearest the tennis court). The building will be an open timber frame with a natural floor. Overall dimensions of 6mW x 2.4mD x 3.3mH.

**Commented**

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**23/00155/DISC** – Discharge of conditions for materials used on roof repairs to Coach House.

**23/00154/F** – **Dower House**, Church Road. Single storey extension to rear.

Proposed extension to rear for use as a garden room adjoining the kitchen. Includes 8 conservation rooflights and bi-fold doors to terrace.

Resubmission of similar permitted extension in 2013 and 2018, but smaller in scale. **Commented**

**23/00148/LB** – **Manor Hotel**, B430. Part retrospective repairs to dry stone walls, stone piers, steps around the Sunken Garden.

Some repair to the stone piers near the wrought iron gate entrance has already started (i.e. retrospective for this). Remaining repairs to replace concrete capping with lime cement, rebuild stone walls, re-lay York stone paving etc.

**23/00200/REN56** – **Quick Fit Garage**, A34 north adjacent to BP station

Installation of a PV array on the north-east part of the existing roof, both pitches. 8 PV panels in total. **Commented**

**New Applications**

**23/00270/DISC** – **Manor Hotel**, B340

Discharge of Conditions 4 (flooring method statement), 5 service routes method statement), 7 (radiators & flues), 8 (internal joinery), 9 (rooflight details) and 10 (insulation) of 22/01553/LB

**23/00201/LB** - **Manor Hotel**, B430

Proposal to remove temporary freestanding bar and replace with new bar

**23/00278/CLUE** - **Family Farm House**, A34(South)

Certificate of Lawfulness of Existing Use for the retention of Family Farm House as a C3 dwellinghouse

**23/00345/F** - **Erlinstoun**, Shepherds Close

Removal of front and rear single storey extensions and erection of new front and rear single storey extensions. Comments due by 15/3/23.

**23/00419/DISC** - **Kemsley Farm**

Discharge of Conditions 3 (Land Contamination Survey), 8 (Architectural Detailing) and 11 (Biodiversity Enhancement Scheme) of 21/00873/F

**Appeals**

None

**Tree Works**

**Pending:**

**22/02993/TCA** – **Barnacre**, Northampton Road

Management of trees in grounds adjacent to Old Byre and Struchfield.

A significant number of trees to be felled/reduced in height. Site is set back from the B430. There will be a visual impact from the road but there are trees left untouched and remaining trees will recover their structure over next growing year. **Commented**

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**22/03631/TCA – Manor Cottage**

Removal of ash on the front boundary and oak on north boundary.

Images show significant damage to front stone wall from several ash seedlings and possibly ivy. The wall will need repair.

**23/00346/TCA - Westfield Farm Cottage, North Lane.**

T1 x Lawson Cypress - Fell and remove stump. Propose to replace with Holm Oak.

**23/00431/TCA - The School, North Lane**

T1-T4 x Goat Willow- 4 semi mature to mature trees which have broad spreading crowns and are restricting public access along the footpath. Crown raise by removing a number of large low laterals to create 4m clearance above ground level.

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

**23.392.10 For Information:** Oxfordshire County & Cherwell District Councillor updates (Councillor Simpson /Councillors Coton & Patrick)

*Councillor Simpson – Oxfordshire County Council:* Councillor Simpson highlighted key topics within OCC including:

- OCC Budget: agreed at 4.99% increase
- Councillor Priority Fund scheme agreed to continue for next financial year
- Councillor Simpson will try to obtain clarification of when OCC will be able to implement new bus stop signage/road markings
- £2 bus fare scheme extended until June 2023, discussions ongoing regarding the addition of a later bus for Service 24

*Councillor Patrick – Cherwell District Council:* Councillor Coton highlighted the following items in her monthly update:

- CDC approved budget: a £5 increase on a Band D property
- Coronation grants for parishes to apply for have been approved
- Land supply calculations have been changed to 5.4% rather than 3.6% which should help with speculative developments in the district but this amendment is still required to go to the planning inspector
- Councillor Coton is also following up investigations with the Siemens contact previously provided

**23.392.11 For Information:** Playground report and works update (RSA/JM)

RSA informed the council that the February monthly playground report will be submitted retrospectively.

Kieran Evans has approached RSA to enquire if the Parish Council would allow the development of a children's allotment on the playing field, to serve the community of children in village. There were no objections raised from the Parish Council.

**Action:** Clerk to file March playground inspection report once received from RSA.

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**23.392.12 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 2022-23 Budget |
|--------|-----------------------------|--|------------------|---|------------------------------------|
| 316    | Community First Oxfordshire | Annual Community First Subscription - 1 April 2023-31 March 2024           | £55.00           | Subscriptions/Community First Oxfordshire       | £55.00                             |
| 317    | A Plan Insurance Group      | Community vehicle - annual insurance                                       | £884.00          | Contingency                                     | -£5.43                             |
| 318    | Clerk (J Mullane)           | Community vehicle - annual vehicle tax                                     | £265.00          | Contingency                                     | -£889.43                           |
| 319    | Clerk (J Mullane)           | Stationery - ink, envelopes (Amazon)                                       | £26.48           | Sundries/Office administration costs            | -£3.67                             |
| 320    | Clerk (J Mullane)           | Employers' PAYE & National Insurance (HMRC)                                | £67.21           | Staff Costs/Clerks salary                       | £891.74                            |
| 321    | Clerk (J Mullane)           | Information Commissioner's Officer, ICO - Data Protection Fee (2023-2024)  | £40.00           | Subscriptions/ICO                               | £40.00                             |
| 322    | Clerk (J Mullane)           | Village meeting posters (Instant Print)                                    | £48.85           | Sundries/Office administration costs            | -£30.15                            |
| 323    | Clerk (J Mullane)           | Speedwatch wheelie bin stickers (mywheeliebin.com)                         | £119.98          | Village Initiatives/Traffic calming initiatives | £9,112.72                          |
| 324    | J.E. Miller Services        | North Lane pond works – equipment, machines & labour                       | £826.80          | Village Works/General village maintenance       | £380.79                            |
| 325    | Oxford Edens                | Grass cutting 20/02/23 (playground, stocks/Ben Jonson & Church Lane hedge) | £318.00          | Village Works/Village contractor grass cutting  | £2,832.00                          |

It was noted that invoices 317 and 318 were approved at 15<sup>th</sup> February 2023 Extraordinary Parish Council meeting but were detailed for this meeting so they have been approved at a full Council meeting.

It was noted that the community vehicle was unplanned expenditure as unknown at time of setting 2022-23 budget, however a £2,000 resident donation in 2022 is being utilised to cover the start-up expenses. Additional expenditure in the Contingency budget line was due to only receiving the solicitor invoice payment for the purchase of the playing field and spinney in this financial year.

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.

**23.392.13 Resolution To Approve:** Parish Council risk register (DB/SD)

DB presented an overview of the Parish Council's risk register indicating the key considerations and amendments from the previously approved document. It was noted that the date for the potential adoption of the new code of conduct would be amended to the next financial year (2023-24).

The resolution to approve the Parish Council risk register was proposed by SD and seconded by JM. It was supported unanimously by the Council.

**Action:** Clerk to upload approved risk register to the PC website.

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**23.392.14 Resolution To Approve:** Weston on the Green Parish Emergency Plan (DB)

DB presented the parish Emergency Plan to the Council commenting that this is a key summary document providing key contacts for both the parish and OCC, should there be any major incidents in the local area.

The clerk highlighted that Councillor Mullane will now be removed from the document and the new Councillors Lanham and Maxton will be added along with contact details for OCC and CDC councillors.

The resolution to approve the Weston on the Green Emergency Plan was proposed by SD and seconded by BL. It was supported unanimously by the Council.

**Action:** Clerk to send approved emergency plan to Emergency Planning team at OCC once Councillors and contact details have been updated.

**23.392.15 For Discussion:** Parish Council Development Plan 2021-2024 workshop session (DB)

DB provided an overview of the existing Parish Council Development Plan 2021-24, providing details around the three core values and the various projects identified.

The Council discussed some of the main priorities for the village:

Traffic – obtaining 30mph on and additional safety measures

Playground – access/footpath path behind Church Lane and safety for children to access

Playing field & spinney - new equipment and long term replacement of playground, potential pavilion (note electricity supply costs), adult gym suggestion

Support for other groups in village – encourage people to start new groups, create a strategy/framework for village outreach

Playgroup / youth group

Village survey – suggested to add question to develop a knowledge/equipment bank in the village

**Action:** DB to update Parish Council Development Plan 2021-2024 for circulation.

**23.392.16 Next Parish Council Meeting Date:** Wednesday 5<sup>th</sup> April 2023, 7.30pm (DB)

**Meeting Closed:** 21.17

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| Minutes Approved: .....  | Dated..... |