

MINUTES

For the meeting of Parish Council, held in the Village Hall on Wednesday 7th June 2023

Meeting Number 23.397

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

Public Participation

The Chair introduced and welcomed the new Cherwell District Councillor, Julian Nedelcu.

There were no comments from the public.

23.397.1 To Receive: Apologies for non-attendance

Councillors Bohm (DB), Davis (SD), Maxton (JMa), Lanham (BL), Rowan (TR) and Miller (JMi) were all present.

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

Councillor Nedelcu (CDC) was in attendance. Councillor Simpson (OCC) and Councillor Cotton (CDC) sent their apologies.

The clerk was not in attendance due to illness, the minutes were kindly noted by Councillor Davis.

4 members of the public were in attendance.

23.397.2 To Receive: Declarations of Interest

There were no declarations declared relevant to this meeting. SD noted that her application was in the process of being withdrawn.

23.397.3 To Receive & Approve: Minutes of the Annual Parish Council meeting held on 3rd May 2023 (DB)

The minutes of the Annual Parish Council meeting held on 3rd May 2023 were discussed. It was noted that Councillor Davis' name required amending under item 23.

The resolution to approve the minutes for the Parish Council meeting held on 3rd May 2023 was then proposed by DB and seconded by BL. The motion was supported unanimously by the Council.

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

23.397.4 To Receive & Approve: Minutes of the Parish Council meeting held on 3rd May 2023 (DB)

The minutes of the Parish Council meeting held on 3rd May 2023 were discussed with no changes required.

The resolution to approve the minutes for the Parish Council meeting held on 3rd May 2023 was then proposed by DB and seconded by TR. 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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23.397.5 For Information: Chairs Comment (DB)

DB thanked Councillors and a small group of villagers for their tremendous efforts in creating a wonderful parade and picnic to help celebrate the coronation of King Charles III. It is worth congratulating ourselves for making this happen so our vision of a village celebration that included children and young people playing on our field could be achieved.

DB went on to share some local projects and pressure groups that may be of interest to Councillors:

- Hedgehog Highway Project
- CPRE (Council to Protect Rural England) rooftop solar project
- Oxford City and Surrounding Areas Local Representative Group - a lobby and action group to manage under-development in the area
- Stop the ARC group

23.397.6 For Information: Clerk report (Clerk)

The clerks report to the Council was noted.

23.397.7 For Information: Oxfordshire County & Cherwell District Councillor updates (Councillor Simpson/Councillors Coton & Nedelcu)

Councillor Nedelcu (CDC) commented he is looking forward to working with the Parish Council. He noted the availability of a £750 grant to support organisations that are providing or assisting in the provision of food to support communities in the Cherwell District, more information is available via the CDC website.

A walk around the village was offered by DB to give a perspective of what our objectives and needs are and this will be arranged.

It was also noted that additional OCC funds have recently been made available for infrastructure improvements such as potholes.

23.397.8 For Information: Playing field and playground update (BL)

BL has undertaken a basic visual inspection of the playground and there are no obvious issues. We have been in contact with the Oxfordshire Playing Fields Association (OPFA) regarding a training course for inspecting the playground. TR volunteered to also attend the next playground safety course.

BL gave a summary of Ardley FC plans for the field use. There was an enquiry regarding a Kidlington club using the field but there was a clash with Ardley times.

As summer approaches, BL has contacted Mark East (who confirmed he is happy to continue cutting the grass) to see if more help is needed for mowing.

The new children’s vegetable patch was noted with issues discussed around fencing and water provision. JMi summarised what would be needed to protect the patch from animal damage and the costs associated – could be significant but need to decide what can be achieved (see Item 9). TR asked if the availability of the vegetable patch for children has been advertised – it was confirmed it had been posted on Facebook.

BL has started research on plans to update the playground. DB suggested that some immediate upgrades could be made with existing funds available (e.g. zipwire and basket swing).

Logs had been noted in the stream, this will be monitored along with other low level vandalism. Currently the policy is to keep responses low key.

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23.397.9 For Information: Works update (JMi)

JMi confirmed that wild-life proof fencing would be needed to reliably protect the children's vegetable patch and prevent children becoming disillusioned. Water availability for the site is to be investigated - is there a supply pipe from Sanctuary development? As a moderate cost solution there is the possibility to put a water butt on the patch and pump stream water to it – the volume of water would not be more than the allowance.

TR asked if a polytunnel could be erected on the patch to provide extra protection. JMi to investigate options.

It was noted that Graham Barnett had strimmed around the picnic tables, the Council thanked him for his kind efforts.

23.397.10 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**

No new permissions

Decisions Received – Refused

None

Awaiting Decision:**23/00994/F – Family Farm, A34 South**

Installation of a new Outdoor Swimming Pool (10m x 3m), Associated hard soft landscaping and conversion of existing Outbuilding into a Swimming Pool Plant Building.

23/01120/LB – Hazel Cottage, Northampton Road

Variation of condition 5 (occupancy of building) of CHS.LB.601/86 - Condition no.5 states that the office can only be used as an architect's office. Mr Machin has now retired and wishes to sell the house and to incorporate the office space into the existing dwellinghouse. The proposed revision to the condition will enable the former office space to be occupied as a part of the existing dwelling house.

23/01041/F – Gallos Brook House, Church Lane

Removal of existing conservatory and replacement with single storey extension.

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.

23/00736/F – Williams Cottage, North Lane

Demolition of existing single storey rear extension and entrance canopy and removal of existing detached shed. Proposed erection of replacement, single-storey rear extension, replacement entrance porch, replacement of existing timber windows and internal alterations to include works to existing first floor structure, relocation of first floor bathroom and refurbishments.

23/00725/F – Kemsley Barn

Construction of double garage with home office in roof space above.

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23/00533/F – Westfield Court House, North Lane

Replacement of the single-storey rear extension with a part two-storey, part single-storey rear extension, the removal of the external stairs, the removal of two trees, and the extension of the garage and workshop/garden store.

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 Applications:

23/01351/LB – Westfield Farm Cottage, North Lane

Replacing floor substructure kitchen and bathroom.

Appeals:

None

Tree Works

Pending:

22/02993/TCA – Barnacre, Northampton Road

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

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.

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 ash seedlings and possibly ivy. The wall will need repair.

23/00609/TCA – Old Byre, Fir Tree Farm

G1 - Hedge-line of front of property Reduce height of hedge line to below adjacent services wire. Cut both faces back to a hedge form. Remove central hawthorn to ground level . Trim oak tree away from wires. Reason for recommended works To bring back into scale with location, good arb practices and statutory clearance.

New Tree Applications:

None

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

SD introduced the potential to extend the settlement boundary of the village in the review of the Neighbourhood Plan. The extent of the boundary change was presented on a map of the northern end of the village and would include the land behind Stoneyfield House. Designation of land within the settlement boundary would then accord that land the presumption for favourable development, so this decision cannot be taken lightly. The village has constraints on suitable building land (green belt, rural views) which puts pressure for back-block building which is

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not supported in the existing Neighbourhood Plan. Councillors were asked to consider the issue and the village survey will also inform the wider views on this.

DB noted the potential development at Fir Tree Farm, contingent on achieving rural exception status.

23.397.11 For Information: Review of Internal Audit Report 2022-2023 (DB/SD)

The processes of financial and governance scrutiny were summarised and the Annual Internal Audit Report discussed. The report analyses and evaluates the processes and internal controls of the Parish Council against a list of set objectives, the Council met all of the required objectives in financial year 2022-23.

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

23.397.12 Resolution: To Approve Annual Governance and Accountability Return 2022-2023: Section 1 – Annual Governance Statement 2022-2023 (DB/SD)

The Parish Council's combined precept and other income for 2022/23 fell into the income/expenditure that exceeds the £25,000 - £6.5million bracket and therefore the annual accounts are subject to a limited assurance review by the external auditors. The Annual Governance and Accountability Return 2022/23 Part 3 has therefore been completed and was discussed by the Council.

The Clerk, as the Parish Council's Responsible Finance Officer, confirmed to the chair that she had signed Section 2 – Accounting Statements 2022/23 prior to the meeting on behalf of Weston on the Green Parish Council.

The resolution to approve Section 1 – Annual Governance Statement 2022/23 of the AGAR form was proposed by SD and seconded by JM. It was supported unanimously by the Council.

The Chairman signed Section 1 of the AGAR form.

23.397.13 Resolution: To Approve Annual Governance and Accountability Return 2022-2023: Section 2 – Accounting Statements 2022-2023

Section 2 of the AGAR report – Accounting Statements 2022/23 was discussed, with reference to the extra data provided on the explanation of variances (>15% variance) between 2022 and 2023 figures.

The resolution to approve Section 2 – Accounting Statements 2022/23 of the AGAR form was proposed by SD and seconded by JM. It was supported unanimously by the Council.

The Chairman signed Section 2 of the AGAR form.

It was confirmed that the Responsible Financial Officer had set the Period of Exercise of Public Rights to run from Friday 9th June 2023 to Thursday 20th July 2023 and the public notice for advertising the Period of Exercise of Public Rights would be placed on the Parish Council noticeboard on 8th June 2023.

The signed AGAR form and required documents will be sent by email to the external auditor, Moore, no later than 30th June 2023 and will also be published on the Parish Council website by 1st July 2023.

Action: Clerk to send off signed AGAR form and documents to the external auditors no later than 30th June 2023.

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 2023.

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23.397.14 To Note: Summary of income and expenditure provided to the Council for the Coronation picnic event held on 7th May 2023. It is noted that only £189.19 of the approved £250.00 Parish Council donation (approved at 5th April 2023 Parish Council meeting) was required to be utilised. Expenses to be approved via invoice payment item. (DB/SD)

DB reviewed the detailed expenditure and the income streams for the Coronation picnic event held on 7th May 2023, noting that all income except for the £250 donation from the Parish Council, came from external donors and takings on the day.

It was noted that only £189.19 of the approved £250.00 Parish Council donation (approved at 5th April 2023 Parish Council meeting) was required to be utilised. Expenses are to be approved via the invoice payment item (15).

DB applauded the efforts that many Councillors and villagers contributed to the event which was a great success and a welcome family orientated event for the village.

23.397.15 Resolution: To Approve the following invoices for payment (DB/SD)

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 Line
343*	Oxford Wedding Piper	Coronation parade event piper - 7 May 23	£200.00	Contingency	£3,629.27
344*	Bicester Face Painting	Coronation parade event face painter - 7 May 23	£240.00	Contingency	£3,429.27
345*	Oxford Edens	Grass cutting 04/04/23 (playground, stocks/Ben Jonson)	£573.60	Village Works/Village Contractor Grass Cutting	£3,749.20
346	Robin Stafford Allen	Playing field mower maintenance parts	£32.61	Village Works/Playing Field Mower Maintenance	£120.00
347	Clerk (J Mullane)	McAfee Computer Protection - 2 yr cover until 11 June 2025	£64.99	IT/Equipment Renewal	£200.00
348	123 Connect Limited	SSL Website Certificate	£62.40	IT/Website Hosting	£120.00
349	123 Connect Limited	Website Hosting	£140.16	IT/Website Hosting	£57.60
350*	BHIB Ltd	Parish Council Insurance 2023-24	£573.55	Insurance & Auditing/Insurance	£850.00
351	Oxford Edens	Grass cutting 23/05/23 (playground, stocks/Ben Jonson)	£250.80	Village Works/Village Contractor Grass Cutting	£3,175.60
352	Eric Bohm	Fuel for community van (Tesco)	£51.58	Village Initiatives/Community Bus Scheme	£1,948.01
353	Fair Account	Internal audit services end of year review (01/23-03/23) & AGAR	£90.00	Insurance & Auditing/Audit Fees	£602.00
354	Diane Bohm	Coronation Parade & Picnic Event expenses – 7 May 23	£987.20	Contingency	£3,189.27

It was noted that invoices (PC Ref* 343, 344, 345 and 350) had been paid already to either avoid late payment fees, to cover Coronation event fees or to ensure continuity of cover.

The resolution to approve the invoices (PC Refs 343 to 353) detailed in the table was proposed by SD and seconded by TR. The motion was supported unanimously by the Council.

The resolution to approve the invoice item (PC Ref 354) detailed in the table was proposed by SD and seconded by JM. The motion was supported unanimously by the Council, DB abstained from voting.

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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23.397.16 For Information: Verbal report on ONPA Policy writing workshop held on 25th March 2023 (SD/DB)

This item was not discussed.

23.397.17 Resolution: To Approve Parish Council Data Protection policy (DB)

A short summary of the Parish Council Data Protection policy was provided, including the rules governing access to data held by public authorities and the management processes we use to store and share data. The updated policy will be placed on the website for reference.

The resolution to approve the Parish Council Data Protection policy was proposed by DB and seconded by JMa. The motion was supported unanimously by the Council.

Action: Clerk to upload Parish Council Data Protection policy to the PC website.

23.397.18 Resolution: To Approve Freedom of Information, Model Publication Scheme by Information Commissioner's Office (DB)

A summary of the key points of the Model Publication Scheme for data held by Weston on the Green Parish Council, which has been formulated to be consistent with the Freedom of Information Act 2000, was presented. It describes the availability of data through the website and other routes, and the process by which anyone can request access to data and how that will be managed by the Parish Council.

The resolution to approve the Model Publication Scheme by the Information Commissioner's Office was proposed by DB and seconded by JMa. The motion was supported unanimously by the Council.

Action: Clerk to upload Model Publication Scheme by Information Commissioner's Office to the PC website.

23.397.19 Resolution: To Approve Parish Council Document Retention policy (DB)

The Parish Council Document Retention policy was presented to the Council. The policy details the Parish Council's obligations to retain documentation relating to parish matters and the reasons for doing so.

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

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

Additional Information Provided:

The Councillors requested if there was any update on the Shop SOS Committee. DB and SD are to meet with committee chair the following week.

Graham Barnett (GB) brought the Council up to date on the Traffic Calming Advisory Group which would formally restart on Thursday 8th June to continue to pursue the 30mph limit on the B430 with OCC. Costs of calming measures would also be reviewed.

GB acts as parish representative for public transport with OCC and will update on any information that comes from the 25 service to the village. The community bus is in operation and is well used.

DB noted that herself, SD and Clerk would attend the CDC Parish Liaison meeting on 14th June 2023.

JMi noted the work that he is carrying out for Mrs West on Bletchingdon Road, to establish a memorial garden for her late husband.

23.397.20 Next Parish Council Meeting Date: 5th July 2023, 7.30pm (DB)

Meeting Closed: 21.25

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