

# MINUTES

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

Meeting Number 23.402

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

## Public Participation

There was nothing to note.

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

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

Councillor Coton attended for part of the meeting and Councillor Nigel Simpson (Oxfordshire County Council) sent his apologies.

Two members of the public were in attendance.

### 23.402.2 To Receive: Declarations of Interest

TR declared a declaration of interest in relation to planning application 23/02260/TCA (Mill House, Mill Lane).

### 23.402.3 To Receive & Approve: Minutes of the Parish Council meeting held on 4<sup>th</sup> October 2023 (DB)

The minutes of the Parish Council meeting held on 4<sup>th</sup> October 2023 were discussed with no changes required.

The resolution to approve the minutes for the Parish Council meeting held on 4<sup>th</sup> October 2023 was then proposed by DB and seconded by BL. The motion was supported unanimously by the Council.

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

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

DB commented that she sees one of her roles as Chair of the Council is to represent the group and the village at various forums, making sure our voice is heard on important matters. DB provided a report to Councillors with an overview of key groups and initiatives in the area:

- **OCC Town and Parish Council Charter Summit:** DB attended a meeting on 26<sup>th</sup> October 2023. OCC intend to produce a Charter for the county that would set the tone of how all levels of government within the county would work together. There were two key questions posed:
  - What does stronger partnership working look like?
  - How can we enhance democracy?
- **ONPA (Oxfordshire Neighbourhood Plans Alliance)**
  - There are now 90 Neighbourhood Plan (NP) groups across Oxfordshire, ONPA hold a monthly meeting and is developing a NP training session for Chairs of Parish Councils and how to use NPs when replying to planning applications.

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- **Chair’s Group**

DB meets with a group of Chairs from other villages. Each has ongoing issues that are not being resolved. After over one year of pressure, they have a face to face with Yvonne Rees, outgoing CEO of CDC, next week. DB is particularly interested in talking to her about enforcement of planning conditions with developers and communication with Parishes i.e. there is so much correspondence between applicants and CDC and none of it reaches us e.g. a recent decision between OCC and CDC to approve the removal of a verge in North Lane to provide parking which is in contradiction to the Neighbourhood Plan.

- **Stop the Arc**

This group has not disappeared but is, in fact, keeping an eye on the formation of a group under a new name but with the same purpose to develop a heavily populated ARC between Oxford and Cambridge.

With the recent resignation of Colin Rosser as a Parish Councillor DB will now focus on finding volunteers to stand for the Parish Council and she welcomed any potential ideas.

Finally it was noted the next foodbank collection will be held on 4<sup>th</sup> November at the shop.

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

The clerks report to the Council was noted which confirmed the standard clerk salary payments from the Parish Council bank account.

The contractor has confirmed they will undertake the work on the playing field in November 2023.

Oxfordshire County Council has now produced a formal Modification Order for Footpath No. 27, which runs between Westlands Avenue and North Lane. This Order is publicised and relates to the incorrect position of Footpath 27 on the definitive map, as has been previously highlighted to the Council. If no representations or objections are duly made to the order (before 8<sup>th</sup> December 2023), or if any so made are withdrawn, Oxfordshire County Council, instead of submitting the order to the Secretary of State may confirm the order itself.

**23.402.6 For Information: Update on oak tree, North Lane footpath (DB)**

DB updated the Council on the latest development regarding the North Lane footpath. Councillor Simpson has written to OCC and CD, including their Chief Executives and Council leaders bringing to their attention the issue of the oak tree, highlighting issues and concerns with the aim of bringing this to a satisfactory conclusion.

**23.402.7 For Information: Playing field and playground update (BL)**

BL provided an update to the Council on the playing field and playground:

- Brief visual inspection of playground: reported no obvious deterioration aside from that previously referenced.
  - There is ongoing communication with Ardley FC regarding grass and BL is trying to arrange a meeting with the Junior Chair.
  - BL has met with Playdale regarding work on the playground. Playdale are the original installers of the playground and they have provided quotes to upgrade the equipment, to carry out remedial work to address issues raised in ROSPA report and to install new equipment.
- It was noted that Playdale are reluctant to remove existing structures as they didn’t think the equipment had reached the end of their life span and can be managed by repairs and the replacing of components.

The clerk is to add the playground development as a discussion point to the December Parish Council meeting agenda.

**Action: Clerk is to add the playground development as a discussion point to the December PC meeting agenda.**

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**23.402.8 For Discussion:** Discuss recommendations from the Planning Group on planning applications (SD)

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

**Building Applications**

**Decisions Received – Permitted**

**23/02367/DISC** – Starbucks, A34 North

**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. **Commented**

**23/01788/F** – New Sarum, Northampton Road

Formation of a two storey side extension to accommodate an annexe, and a single storey extension across the rear of the property and the creation of a dropped kerb to the existing vehicular access. **Commented**

**23/02337/F** - OS Parcel 9366 Adjoining and West of Vermont Northampton Road

Change of use of land from agricultural to equestrian

MOD comment: potential impact of aircraft noise (regular take-off and landing route) on safe equine use.

**23/01641/F** – Kelberg, Northampton Road

Change of use from paddock to vehicle and trailer parking area – re-submission of 22/02075/F. **Commented**

*SD confirmed that this application has been approved since the report was produced for the meeting.*

**23/02366/NMA** – Starbucks, A34 North

Non-material amendment to 22/03709/F - The amendments sought are a result of the detailed drainage design.

**23/02422/F** – 20 Westlands Avenue

Loft extension/conversion including increase to height of roof, and garage conversion with associated internal and external works.

Proposed extension is of significant scale, increasing the roof height beyond any similar dwellings in the Avenue. The plot, as is the case for many of the neighbouring dwellings, is already developed across the full width of the site, with the garden space also occupied with paving and garden buildings/furniture. Concern regarding over-development of the site. **Commented**

*SD confirmed that this application has been refused since the report was produced for the meeting due to being out of scale and its controversial design with respect to the rest of the buildings in Westlands Avenue.*

**23/01872/F** – 2 Church Close

Two storey side extension including a stand-alone oak garage. Substantial extension in similar style to existing dwelling. Roof height to match existing, no obvious overlooking issues for neighbours because of the proximity of the rear carparking space to Gallosbrook Way dwellings. **Commented**

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**23/02388/F - Stowe Cottage, 4 Oxford Court**

Groundworks and installation of a garden room. Standard design using composite cladding and rubber roof material. Concern that there is no positive contribution to the character of the site with this addition. **Commented**

**23/02635/CLUP – 3 Shepherds Close**

Certificate of Lawfulness of Proposed Development for the laying of paving slabs in the back garden and the assembly of a small greenhouse with a maximum footprint of 2m x 2m on top. **Commented**

**New Applications**

**23/02764/CLUE – Summer Court, North Lane**

Certificate of lawfulness for existing rooflights on south face of roof.

**23/02717/F & 23/02717/LB – Cruck Cottage, Northampton Road**

Replacement of existing 2 storey side extension with new 2 storey side and rear extension together with new first floor window to the existing rear. New single storey rear glazed extension. Replacement of front porch with new porch. Conversion of existing carport into ancillary residential annexe guest accommodation.

**23/02731/LB - Manor Hotel, Northampton Road**

Proposal to remove the existing Baron's Hall floorboards and replace with new.

**Appeals** - None

**Tree Works**

**Pending:**

**23/02260/TCA – Mill House, Mill Lane**

**23/02269/TCA – Willow Cottage, Church Lane**

**23/02495/TCA – The School, North Lane**

**23/02698/TCA – Ladygrass, Church Lane**

**Permitted:**

**23/02497/TCA – Cobblers, Blacksmiths Close**

**New Tree Applications:**

**23/02695/TCA - The School, North Lane**

T1 x Plum scrub - Clear the area in front of and adjacent to the gate to permit vehicular access. G1 x No 2 Silver Birch - Fell, in close proximity to the neighbouring residence. T1 x Silver Birch - Reduce low laterals by up to 2.5 metres, encroaching on the residence G2 x No 2 Semi mature Silver Birch - Fell to near ground level, weak specimens within a group.

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

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**23.402.9 For Discussion:** Discuss Parish Council feedback comments on draft Cherwell Local Plan (SD/DB)

SD provided an overview presentation on the draft Cherwell Local Plan 2040 review. Following two previous consultations in July 2020 and September 2021 the latest consultation feedback is required to be submitted by 3<sup>rd</sup> November 2023.

The draft plan sets out the proposed strategies and policies and poses questions on each one across the Cherwell district.

There are three overarching themes and objectives cut across the themes:

1. Meeting the challenge of climate change and ensuring sustainable development
2. Maintaining and developing a sustainable local economy
3. Building healthy and sustainable communities

SD commented that in principle the vision for the district is a good one – healthier, greener, more affluent, better educated, better medical care etc.

Locally there is a focus on development plans in Bicester (7000 on north-west Bicester site), Kidlington and Heyford.

A new classification for towns and villages has been drafted: Weston on the Green is to be classified as a smaller village so will not be a strategic target for housing development. There is a requirement of 500 dwellings of non-strategic housing to be shared out around smaller villages (estimated at c10 per village over period to 2040). These are only to be met by site specific allocations in the Local Plan or in a Neighbourhood Plan.

The town centre regeneration of Banbury, Bicester and Kidlington areas was also discussed.

SD provided an overview of village site submissions in the Local Plan including:

- Old eco town site – east of B430
- Fir Tree Farm
- Two plots of land either side of Manor Farm area
- Schoolfield
- Adjacent Southfield development, behind duck pond (7 houses)

A parishes consultation workshop was held on 19<sup>th</sup> October 2023 where the main concerns from parishes were detailed. A separate workshop just for rural development planning was proposed.

It was also noted that the Weston on the Green Neighbourhood Plan review will need to align with the new policies in the revised Cherwell Local Plan 2040.

The following areas will require review:

- Settlement boundary
- Housing needs: preferred sites for development, updated and strengthened design code
- Objectives and priorities to be reviewed:
  - rural or urban values
  - traffic impact and mitigation
  - transport
  - green gap/buffer zone around village settlement area
  - energy sustainability: solar provision
  - medical provision needs

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Any views or comments were requested to be passed across to SD/DB ahead of 3<sup>rd</sup> November. SD/DB will then work through the questions as part of the consultation and submit answers by 3<sup>rd</sup> November 2023.

**Action:** SD/DB to complete CDC Local Plan consultation feedback by 3 November 23.

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

Councillor Coton (CDC) highlighted the following items in her monthly update:

- Local plan information which has already been covered under a previous item.
- There has been no further communication from Jane Law at CDC Enforcement regarding the Southfield development so Councillor Coton will enquire further.
- Process of recruiting a new Chief Executive with interviews taking place on 20<sup>th</sup> November.
- Discussion over CDC offices moving from Bodicote to Castle Quay will go for discussion to the CDC Executive on 6<sup>th</sup> November. Further information and the business case can be found on the CDC website and Councillors were to pass any concerns to Councillor Coton.
- Christmas lunch will be served this year on Christmas day and Councillor Coton will provide further information for advertising the event.

Councillor Simpson has provided a November report from OCC which has been circulated to the Council.

**23.402.11 Resolution: To Approve** Parish Council financial accounts covering Q2 2023-2024 (TR)

TR presented the Parish Council Q2 accounts for financial year 2023/24 following their approval by the finance advisory group. A summary of expenditure in Q2 vs budget, bank reconciliation and income details were provided. It was noted the final instalment of the precept had been received from CDC along with quarterly bank interest from Barclays Bank and a community van grant.

TR has analysed the budget quarterly and commented that the precept covers the Councils operating expenses. Whilst the Council hasn't spent in line with plans up to end of Q2 some larger expenses still remain to be invoiced.

The resolution to approve the Parish Council accounts for Q2 FY 2023-24 was proposed by TR and seconded by SD. The motion was supported unanimously by the Council.

**Action:** Clerk to upload the Parish Council Q2 accounts (FY 2023/24) to the Parish Council website.

**23.402.12 For Discussion:** Parish Council 2024-25 budget process and inputs (DB)

The clerk outlined the process and timescales for the submission of the budget for FY 2024-25.

- 6 December PC meeting: draft budget final discussion
- Mid December - Band D tax figures provided by CDC – budget amended accordingly
- 9 January PC Meeting - final Budget to be approved followed by approval of precept request to CDC
- Mid January - Clerk to submit precept request to CDC

**23.402.13 For Information:** Gigaclear project update (DB)

DB reported that Gigaclear should now have finished digging in the village. Any road and verge repairs required will be followed up by Gigaclear and monitored by the Parish Council's technology group.

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**23.402.14 For Information:** Report from East Cherwell Rural Community Forum October meeting (BL)

BL informed the Council of the first meeting of the newly formed East Cherwell Rural Community Forum which took place on 17<sup>th</sup> October 2023. Attendees included BL, Bob Hessian (lead on Weston on the Green's Neighbourhood Watch group) and Patsy Parsons (former Neighbourhood Watch lead). Also in attendance were Councillor Simpson (chair), Police Crime Commissioner, Neighbourhood Policing representative, Emergency Planning Officer. Topics covered included:

- Community Speedwatch: there has been a 3 month delay in issuing letters due to a computer issue. Looking to link the process with the DVLA. Funding is being investigated to provide two dedicated police officers to follow up on the roads after community speedwatch sessions.
- Most common crimes include low level drug misuse and theft.
- Thames Valley Alert: project being reviewed as currently scheme does not maximise its usefulness in contacting people in the local area of crimes committed. Survey circulated if signed up for alerts.
- Crime prevention awareness: highlighted Age UK has some useful resources.
- Neighbourhood police team can only action if issues have been reported via 101.
- The next meeting will be held in March 2024 and issues can be raised ahead of the meeting.

Bob Hessian, lead on Weston on the Green's Neighbourhood Watch programme provided an update to the Council on the scheme. He has been liaising with the area Neighbourhood Watch lead person, Paul Christmas, who has agreed to help with a re-launch of the scheme in the village.

**Action:** Clerk to add Neighbourhood Watch update to the December PC meeting agenda.

**23.402.15 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 2023-24 Budget
377	Oxford Edens	Grass cutting 03/10/23 (playground, stocks/Ben Jonson)	£250.80	Village Works/Village Contractor Grass Cutting	£1,670.80
378	Cherwell District Council	Dog litter bin emptying x5 (summer period)	£669.24	Village Works/Dog Litter Bin Emptying	£948.28
379	Oxford Edens	Grass cutting 04/10/23 (Village gates & Bletchingdon Rd)	£322.80	Village Works/Village Contractor Grass Cutting	£1,420.00
380	Clerk (J Mullane)	Planter plants (Homebase)	£30.00	Village Works/General Village Maintenance	£625.04
381	WotG Memorial Village Hall	Village Hall hire for PC meetings (Jan-Mar 24)	£45.00	Meeting Costs/Hire of Village Hall	£210.00

It was noted that invoices PC Ref 377, 378 and 379 have been paid already to avoid late payment fees.

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

**23.402.16 Next Parish Council Meeting Date:** 6<sup>th</sup> December 2023, 7.30pm (DB)

**Meeting Closed:** 21.37

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