

MINUTES

For the meeting of Parish Council, held in Village Hall on Wednesday 6th December 2023

Meeting Number 23.403

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

Public Participation

There was nothing to note.

23.403.1 To Receive: Apologies for non-attendance

Councillors Bohm (DB), Davis (SD), Miller (JM), Lanham (BL, for part of the meeting) and Rowan (TR) were all present.

Councillor Nigel Simpson (Oxfordshire County Council) was also in attendance for part of the meeting.

There was one member of the public in attendance. Roger Evans sent his apologies and provided a written report.

23.403.2 To Receive: Declarations of Interest

JM declared a declaration of interest in relation to planning applications 23/01788/F (New Sarum, Northampton Road) and 23/03300/F (Fir Tree Farm, Northampton Road).

23.403.3 To Receive & Approve: Minutes of the Parish Council meeting held on 1st November 2023 (DB)

The minutes of the Parish Council meeting held on 1st November 2023 were discussed with no changes required.

The resolution to approve the minutes for the Parish Council meeting held on 1st November 2023 was then proposed by DB and seconded by BL. The motion was supported unanimously by the Council.

JM abstained as he was not in attendance at the November meeting.

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

23.403.4 For Information: Chairs Comment (DB)

DB firstly commented on how proud she is of this village who with the help of some people from surrounding villages made a huge contribution to the food and toy bank for December's collection. All together we contributed 154.86 kilograms of food and a mountain of presents.

The focus now is on the future – 2024/25. DB commented that we have all learned how difficult it is to turn aspirations into reality. Projects drag on and on – the Council suffers from a lack of communication and action from both the district and the council on issues key to our village and yet, we remain optimistic and positive in that we know our core value of 'community' is at the centre of everything we do.

Several people have noticed and commented that the village demographic is changing. The results of the survey proposed to be undertaken in early 2024 will help us focus on our future plans. Meanwhile, it is important to engage with new members of the community. DB has spoken with a number who have moved here from a city and the identity of being part of a village is very new to them. Key concepts in our Neighbourhood Plan are also new, for example our 'dark village', use of land, the meaning of being half in the Green Belt and half in a Conservation Zone. People move into the village and propose changes that could change the identity of the area. It is our job to

Parish Council Meeting Minutes: 6th December 2023

Minutes Approved: Dated.....

work alongside them, and find out how we can forge a new community with traditional design, whilst being aware of climate change and new ways of working/living.

DB highlighted that they are currently making a complaint to Gigaclear on behalf of a number of villagers who are not happy with the delivery of full fibre broadband. Db also advised that SD will comment later on a strong complaint made to CDC and OCC regarding the lack of value put on our Neighbourhood Plan Design Code. The ONPA's view is that new officers need training in Neighbourhood Planning and long serving officers need a reminder that Neighbourhood Plans are part of planning regulations.

23.403.5 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 and the latest instalment of the Public Works Loan Board repayment (£922.37) for the purchase of the playing field and spinney on 23rd October 2023.

The contractor undertook the maintenance work on the playing field on 16th November 2023.

The clerk also highlighted the concern over drainage issues in various parts of the village, which are being investigated by OCC Highways.

CDC have fixed a broken Knowle Lane road sign and swept Westlands Avenue road and pavement, from its junction with B430 to the corner. The clerk can now raise the issue over the broken cobblestones for repair with OCC.

23.403.6 For Discussion: Playing field and playground update including future development/maintenance of the playground (BL/DB)

BL provided an overview to the Council on the playground development and repair investigations he has undertaken. BL has spoken to two suppliers:

- 1. Sovereign – they will not repair the existing equipment. Provided a quoted to replace c90% of the existing equipment.
- 2. Playdale – they are the original installers of the playground equipment and confirmed that there is life left in the equipment and with the completion of the required repairs the playground could last for another 10 years. The consideration would then be to provide additional items, including those more suitable for older children.

Having viewed the RoSPA report Playdale provided two quotes:

- i) Implement the repairs identified by RoSPA: c£1,500
- ii) Repair items highlighted as a medium risk - to replace two swing structures (as rotting at the base) in the existing wet pour and change the set up to include a basket swing, cradle swing and a tango swing: c£10,500

The quotes also included repairing and re-skimming the wet pour surface to a natural colour.

BL suggested that potentially the Council could proceed to get the repairs completed and the swings changed and then discuss options with village residents to see what additional equipment they may like to include at the playground.

BL to circulate the reports and quotes to the Council prior to the January 2024 Parish Council meeting.

Action: BL to circulate the playground reports and quotes to the Council prior to the January 2024 Parish Council meeting.

Action: Clerk to add playground work approvals to the January 2024 Parish Council meeting.

It was also highlighted that the existing playground fencing requires work to avoid it rotting at the base.

<i>Parish Council Meeting Minutes: 6th December 2023</i>	
Minutes Approved:	Dated.....

23.403.7 For Information: Update on North Lane oak tree footpath (Roger Evans)

Cherwell District Council and Oxfordshire County Council have been in discussion since 10th May 2023 (seven months) to agree a method for removing the elevated structure and railings without any firm progress to report.

Councillor Sipson received an update from the OCC Highways Supervisor outlining that funds have now been made available to OCC. Their external arboriculturist is therefore in the process of writing their method statement for the removal of the footpath, once this has been checked and cleared with OCC they will be able to look at dates for the work to start and will provide an update in a few weeks.

23.403.8 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****23/02764/CLUE – Summer Court**, North Lane

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

23/02731/LB - Manor Hotel, Northampton Road

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

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

Groundworks and installation of a garden room.

23/02366/NMA – Starbucks, A34 North

Non-material amendment to 22/03709/F.

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

Change of use of land from agricultural to equestrian.

23/01641/F – Kelberg, Northampton Road

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

Decisions Received – Refused**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.

23/02422/F – 20 Westlands Avenue

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

Parish Council Meeting Minutes: 6th December 2023

Minutes Approved: Dated.....

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.

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**

23/02635/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**

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. **Commented**

New Applications

23/03296/DISC - Starbucks, A34

Discharge of condition 6 (SuDs) Of 22/03709/F.

23/03319/ADV - Starbucks, A34

Internally illuminated 9m totem sign, drive thru directional sign, height restrictor sign, preview menu board, speaker canopy, 5 panel menu triple menu, no entry/thank you directional signs x2.

23/03300/F – Fir Tree Farm, Northampton Road

Erection of new dry wood store to serve existing commercial scale wood burner located in adjacent building across yard/access road.

23/03126/F – Weston Grounds Farm, Northampton Road

Change of use of agricultural land to touring caravan site (3 no. pitches).

23/03098/TEL – Vodafone Telecommunications Mast, 4962 Manor Farm, Northampton Road

Existing 17.5m monopole to be removed and replaced with new 25m monopole on new base. Existing 3 No. TEF antenna to be removed and replaced with 3 no. on proposed support poles. Proposed 1 no. 300mm dish and 1 no. 600mm dish to be mounted on 2 no. proposed dish mounts fixed to proposed monopole. Proposed GPS module mounted to existing cabin. Ancillary development relating to the proposed upgrade.

There was a request that one is turned towards the village as currently the bulk of the signal heads towards the M40 motorway.

23/03072/CLUP – 20 Milestone Lane

Certificate of Lawfulness for the proposed development: construction of rear extension and insertion of 2 no. dormers and 9 no. rooflights.

Parish Council Meeting Minutes: 6th December 2023

Minutes Approved: Dated.....

Appeals - None

Tree Works

Pending:

23/02269/TCA – Willow Cottage, Church Lane

Permitted:

23/02695/TCA - The School, North Lane

23/02698/TCA – Ladygrass, Church Lane

23/02260/TCA – Mill House, Mill Lane

Action: SD/Clerk to send appropriate planning replies to Councillors for approval and onto CDC.

SD outlined that a letter had been sent to Head of Planning at CDC - David Peckford – and cc'd to Councillor Simpson, Councillor Gant (OCC Cabinet Member for Highway Management), Councillor Cotton, Councillor Nedelcu, Christina Cherry (CDC Principal Planning Policy Officer) and MP John Howell (Neighbourhood Planning champion) highlighting concerns over the lack of consultation and regard with respect to the Neighbourhood Plan by the Councils.

This was as a result of an issue regarding the excavation of a verge on North Lane (for car parking) which gained OCC approval and was linked to an approved CDC planning application. There was no consultation with the Parish Council and no mention of the requirements detailed in the Neighbourhood Plan relating to the landscape of the area and design code. The Councillors were informed by interested parties that the Neighbourhood Plan is a waste of time and holds no weight, therefore the Council has written a letter to highlight this issue.

Councillor Lanham left the meeting and Councillor Simpson joined the meeting.

23.403.9 Resolution: To Approve amendment to schedule 1 of the S101 grass cutting agreement with Oxfordshire County Council to reflect the adopted OCC Highway Verge & Vegetation Management Policy (DB)

The amendment to schedule 1 of the S101 grass cutting agreement, which Weston on the Green Parish Council signed in 2021 with OCC, was discussed. The new schedule reflects changes as a result of OCC's adoption of the Highway Verge and Vegetation Management Policy. It details the requirements to undertake a nature led and risk based approach to verge maintenance with the minimum level of undertaking one cut in village areas (not two), subject to ensuring visibility sprays are clear.

The resolution to approve an amendment to schedule 1 of the S101 grass cutting agreement with Oxfordshire County Council to reflect the adopted OCC Highway Verge & Vegetation Management Policy was proposed by DB and seconded by TR. The motion was supported unanimously by the Council.

Action: Grass cutting agreement amendment to be signed and sent back to OCC to confirm the agreement amendment.

23.403.10 For Discussion: Draft Parish Council 2024-25 budget (DB)

The Finance Advisory Group had reviewed the draft budget and recommended to the Council that an increase in the precept request was required to account for the overall increase in costs by suppliers in virtually all budget lines.

Parish Council Meeting Minutes: 6th December 2023

Minutes Approved: Dated.....

The Council discussed the budget lines provided in the draft budget for FY 2024-25 and provided additional guidance on some lines.

The draft budget will be updated when the tax base figures are received from CDC in mid-December. The amended budget will be circulated to the Councillors for consideration.

Councillors were advised to inform the clerk of any amendments or additions to the Council budget by the end of the year as the budget for 2024/25 would require approving at 9th January 2024 Parish Council meeting in time for the precept request to be submitted to CDC by 12th January 2024.

Action: Clerk to amend budget and circulate ahead of proposed approval at January 2024 PC meeting.

The Chair requested an extension to the meeting which was granted.

23.403.11 Resolution: To Approve a donation spend of up to £400.00 for resources to re-launch the Neighbourhood Watch scheme (DB)

The resolution to approve a donation spend of up to £400.00 for resources to re-launch the Neighbourhood Watch scheme was proposed by DB and seconded by TR. The motion was supported unanimously by the Council.

Action: Clerk to inform the Neighbourhood Watch co-ordinator, Bob Hessian, of the donation approval for the re-launch of the Neighbourhood Watch scheme.

23.403.12 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 2023-24 Budget
382	Graham Barnett	Fuel for community van (Shell)	£65.16	Village Initiatives /Community Bus Scheme	£1,789.44
383	SLCC	Membership Annual Renewal 2024	£148.00	Subscriptions/SLCC	£146.00
384	Slade Estate Services Limited	Playing field tidy up 2023 (16/11/23)	£540.00	Village Works/Playing Field maintenance	£62.31
385	Oxford Edens	Grass cutting 30/11/23 (playground, stocks/Ben Jonson)	£250.80	Village Works/Village Contractor Grass Cutting	£1,097.20

The resolution to approve the invoices detailed in the table 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.

Parish Council Meeting Minutes: 6th December 2023

Minutes Approved: Dated.....

- 23.403.13 Resolution: To Approve** the increase in Clerks salary on the contracted salary point following the national salary award for local Government services 2023-24 and to pay the backdated salary owed from 1st April 2023 (8 months) of £314.48 as a one off payment from the 'Parish of Weston on the Green' Barclays Bank account (SD)

The resolution to approve the increase in Clerks salary on the contracted salary point following the national salary award for local Government services 2023-24 and to pay the backdated salary owed from 1st April 2023 (8 months) of £314.48 as a one off payment from the 'Parish of Weston on the Green' Barclays Bank account was proposed by SD and seconded by JM. The motion was supported unanimously by the Council.

Action: Clerk to initiative request for backdated salary payment from Councillors as part of the invoice payment process.

- 23.403.14 Resolution: To Approve** the amendment of the Standing Order for the clerks salary for FY 2023-24 to reflect the amended clerks salary and the associated amendment of the direct debit to Nest pensions in relation to the clerks pension payments from the 'Parish of Weston on the Green' Barclays Bank account, as detailed and discussed by the HR advisory group (SD)

The resolution to approve the amendment of the Standing Order for the clerks salary for FY 2023-24 to reflect the amended clerks salary and the associated amendment of the direct debit to Nest pensions in relation to the clerks pension payments from the 'Parish of Weston on the Green' Barclays Bank account, as detailed and discussed by the HR advisory group was proposed by SD and seconded by TR. The motion was supported unanimously by the Council.

Action: Finance councillors to amend standing order for clerks pay and Nest pension direct debit payment.

- 23.403.15 For Information:** Oxfordshire County & Cherwell District Councillor update (Councillor Simpson)

A report from Councillor Simpson had been shared with the Councillors and placed on the Parish Council website.

As previously discussed in the meeting Councillor Simpson confirmed that he has been chasing OCC for a response on the North Lane footpath issue. He will also aim to speak to the Chief Executives of both OCC and CDC again.

- 23.403.16 Next Parish Council Meeting Date:** Tuesday 9th January 2024, 7.30pm (DB)

Meeting Closed: 21.52

Parish Council Meeting Minutes: 6th December 2023

Minutes Approved: Dated.....