

MINUTES

For the virtual meeting of Parish Council, held on Wednesday, 5th May 2021

Meeting Number 21.367

Public Participation

There was nothing to note from the public.

21.367.1 Apologies for Absence

Councillors Bohm (DB), Davis (SD), Donne (HD), Stafford Allen (RSA) and Whitfield (RW) were all present via Zoom call. Councillor Mullane sent his apologies prior to the meeting, which were accepted.

There were 2 members of the public present for half the meeting.

21.367.2 Declarations of Interest

There were no declarations of interest from the Councillors relating to this meeting.

21.367.3 For Information: Chairs Comment

The Chair commented that the precept has not been raised again this year but external funding has been sourced for the housing needs survey and the effective broadband project for the village (if approved).

DB mentioned that we are weary from events of the past year but was thankful for all the work undertaken. There are several projects proceeding over the next few months and others in development including the purchase of the playing field and spinney, weir and reducing speed limit on B430. We already have great capacity but an important goal this year is to further increase capacity of the Council, to involve more people in projects and make more aware of the work of the Parish Council.

DB finished by saying she was grateful to SD to agree to be nominated as vice chair and mentioned they are a great team together.

SD thank DB for all her fantastic efforts over the last year and agreed they are a good team but wouldn't be without a good leader, DB is an exceptional leader and SD was very grateful for DB's continue role as chair.

21.367.4 For Information: Clerk report (Clerk)

The clerk highlighted a report provided to the Council which confirmed that the VAT claim form for FY 2020-2021 had been sent off, claiming £921.94 back. The internal audit documents have also been sent off to the auditor for their inspection of the FY 2020-21 accounts.

With regards to the purchase of the playing field and spinney the legal contracts have been received from our solicitor, Andrew Woods (Spratt Endicott) and are ready to be signed if we receive confirmation that we have received the Public Works loan. The Council received communication from the Ministry Housing, Communities & Local Government regarding our request for approval to borrow on 9th April 2021. They had started assessing our application and requested additional information, this was sent back on 11th April 2021 but there has been no further communication.

The clerk had a very productive meeting with the highways inspector on 29th April 2021 regarding a number of outstanding issues in the village and will update the Council and appropriate residents when further information is available.

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21.367.5 For Information: Technology Advisory Group report (James Henderson)

James Henderson (JH) outlined the latest status on the fibre to the premises project. The Council received the offer from Openreach and accepted it on 15th April 2021. In theory the offer has been sent to central government for formal approval in order for the voucher scheme to be enabled, which should potentially take around 4 weeks. It has also been sent to Oxfordshire County Council in order to get the voucher top up scheme approval and establish the value of funding to be received and therefore the number of pledges required.

When the website opens, Openreach will post a flyer to residents to explain the process around pledging. The Parish Council will have access to a control screen highlighting take up rates in areas of the village, but not individual houses.

21.367.6 For Information: Update on footpath from Southfield Farm development (DB/Roger Evans,RE)

RE highlighted that a decision on the new footpath application should have been made by mid-April but Cherwell District Council (CDC) were unable to as they hadn't received consultation responses. Oxfordshire County Council have now responded objecting to a number of issues.

DB and RE have subsequently met officers from CDC who reportedly remain supportive but are requesting further information. RE has since developed a drawing showing a dry stone wall across the ditch with an oak sleeper on top to be level with the path. If a balustrade was required it could be applied either via a continuation of the existing railing or preferably something more rural and in keeping with the village setting.

CDC also required a method statement for the demolition of what has already been built.

RE will submit all the required information to comply with CDC requests and the Council then wait for a decision, he also suggested that any works should be supervised by a fully qualified arboriculturalist.

DB stressed the Council's thanks for RE's support and advice during this work and are extremely grateful for all he has done.

Action: Roger Evans to submit additional information to CDC on the footpath application.

21.367.7 For Information: Housing Needs Survey update (DB)

DB shared the housing needs survey project time line with the Council.

Community First Oxfordshire (CFO) are to deliver the survey documents to DB on Monday 10th May. The Parish Council is to then deliver the letters to all households and also advertise the survey, including in the Village News. Survey will go live from 12th May 2021 and run until 13th June 2021.

CFO has up to 6 weeks to analyse responses and produce draft and final reports by end July and an update and summary of survey outcomes will be provided in the Village News.

The Parish Council will then need to discuss how the results will affect our Affordable Housing project and/or future planning applications.

SD queried whether there were any expectations of the Parish Council to report back to CFO, DB confirmed the contract was between CFO and the housing department at Cherwell District Council, who would therefore expect feedback.

Action: DB/Clerk to organise distribution and advertising of the housing needs survey.

21.367.8 For Information: Neighbourhood Plan update (DB)

DB highlighted that the wait is now over and the referendum of the Neighbourhood Plan will be held tomorrow, 6th May 2021. She went on to confirm that if approved there will be a rolling review plan for the Neighbourhood Plan.

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21.367.9 Resolution: To Approve the following invoices for payment (HD)

HD 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 Line |
|--------|---------------------------|--|------------------|--|---|
| 188 | Cherwell District Council | Dog litter bin emptying x4 (winter period) | £240.56 | Works-General/Dog litter bin emptying | £1,080.00 |
| 189 | Oxford Edens | Grass cutting 09/04/21 (playground & stocks/Ben Jonson) | £150.00 | Works-Grass Cutting/Village grass cutting - contractor | £2,500.00 |
| 190 | Diane Bohm | Neighbourhood Plan Referendum Printing Costs 1 | £442.16 | NP/Referendum preparation costs | £2,000.00 |
| 191 | Diane Bohm | Neighbourhood Plan Referendum Printing Costs 2 | £22.70 | NP/Referendum preparation costs | £1,557.84 |
| 192 | Clerk (J Mullane) | No Cold Calling Zone Project Leaflets & Posters (Instant Print) | £73.99 | COMF Grant Funding | - |
| 193 | Signway Supplies | Supply & installation of 20mph speed limit signs Church Rd/Church Lane/Bletchingdon Rd | £2,215.34 | Traffic/Traffic calming initiatives | £5,000.00 |

It was noted that PC Ref 189, invoice for Oxford Edens (grass cutting 09/04/21) for £150.00 has already been paid to avoid late payment fees.

The resolution to approve the invoices was proposed by HD and seconded by RW. The motion was supported unanimously by the Council.

HD also confirmed to the Council that the Barclays electronic payment system is operating well.

Action: Clerk to update invoice log with approvals.

Action: Clerk to initiative request for payments from Councillors and ensure payments authorised.

21.367.10 For Discussion: Discuss and agree recommendations from the Planning Group (HD)

Key planning applications on the planning report (dated 5th May 2021) were discussed by the Council.

Building Applications:**Decision Received – Permitted**

21/00322/F - Family Farm House Part Of A34 By Weston On The Green - Erection of a single storey rear extension (existing unauthorised) and porch to front elevation

21/00580/F - New Barn Farmhouse Northampton Road - Extension to existing garage to accommodate home office and gym facilities.

Decision Received – Rejected

21/00006/REF - Keepers Cover Church Lane - Single storey residential extension - re-submission of 20/01265/F: Rejected on Appeal

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Awaiting Decision

21/00516/F - Grass Verge Adj To North Lane – Formation of footpath at top of North Lane – Parish Council Application

21/00410/DISC - Land North of Oak View - Discharge of Condition 3 (turning area) and 4 (Construction Method Statement) of 17/01995/F – This is to do with installation of FloGas tanks.

21/00873/F – Kemsley Farm, Northampton Road – Extension to and conversion of barn to form a single dwelling house and associated works.

21/01023/LB – Ben Jonson Inn – Partial demolition of the boundary wall to create pedestrian entrance (onto Westlands)

21/01022/F – Ben Jonson Inn – Erection of two bed bungalow in pub garden. Access through car park.

21/00009/REF – Manor Farm Bungalow, Northampton Road – Removal of condition 9 of 00/01162/F – limit to time allowed for use of field for touring caravan business. **APPEAL**

New Applications:

21/01158/F - 5 Westlands Avenue – Erection of a conservatory

New Appeals

None

Tree Works:

Rejected / Issues

None

New Application – Case Officer Iain Osenton

21/01516/TCA – Ladygrass, Church Lane – A large amount of tree works but for tree management.

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

21.367.11 For Information: Works update including weir (RSA)

RSA highlighted that the playground was inspected on 3rd and 5th May 2021 and the general appearance was reasonable; key points are detailed in the submitted works and playground report.

The Parish Council response to the Calcutt Farm letter was sent off by DB, however a response has been received with the same stance over clearing out the ditch, rather than the repair of the weirs. DB suggested the Council contact Community First Oxfordshire for advice.

RSA commented that he empties the litter bins on the field but a further main bin could be required to keep up with the amount of rubbish. HD confirmed that the playing field is looking great and its important to retain it that way so a new bin was a good idea. There has been a complaint over an overflowing bin on the playing field which is also being used as a dog poo bin and will therefore be cleared. Additional signage will also be provided to highlight the location of dog bins and a sticker to highlight that the bin is not for dog poo bags.

Action: DB/RSA to contact Community First Oxfordshire for advice over the weirs.

Action: Dog poo and litter to be cleared from the playing field by RSA/Clerk.

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21.367.12 For Information: Traffic Advisory Group update (NM)

In Councillor Mullane’s absence it was noted that the 20mph speed limit had been implemented on Church Road, Church Lane and Bletchingdon Road.

RSA queried what happened to the 20s plenty signs, the clerk confirmed NM had removed them prior to the commencement of the works and is now in negotiations regarding selling them on to another council.

Action: NM/Clerk to update Council if the Council are able to sell the 20s Plenty signs on.

21.367.13 For Information: Feedback from training courses - Finding New Councillors and Leadership Skills (DB)

DB commented on two reports produced following the Chairs training courses on Finding New Councillors and Leadership Skills. The information, including resources from the Make a Change NALC campaign will be placed on the Council website so people are aware of what the roles entail.

Action: Clerk to add information from chairs training courses and the NALC Make a Change campaign to the website.

21.367.14 For Discussion: Next Parish Council meeting date and location – 2nd June 2021, 7.30pm (Chair)

According to Government legislation from 6th May 2021 the Parish Council is legally unable to hold virtual Parish Council meetings. DB therefore proposed that the Council hold an informal closed meeting for discussion points and developmental work on 2nd June. An extraordinary meeting would then be called to sign accounting key documents post 21st June 2021. Further information on the date of the June meeting will be placed on the website, facebook page and noticeboard.

Action: Clerk to change the June meeting information on the website, noticeboard and FB.

21.367.15 Resolution: To Approve the empowerment of the Clerk or RFO, in consultation with the chairman, vice chairman and appropriate relevant Councillors, to do anything expedient and necessary to ensure the continuous business of the Council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable. Delegation is proposed to take effect if the Council suspends meetings due to circumstances outside of its control up to 21st June 2021, at which point the action shall be reviewed (Chair)

The resolution to approve the empowerment of the Clerk or RFO, in consultation with the chairman, vice chairman and appropriate relevant Councillors, to do anything expedient and necessary to ensure the continuous business of the Council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable. Delegation is proposed to take effect if the Council suspends meetings due to circumstances outside of its control up to 21st June 2021, at which point the action shall be reviewed was proposed by DB and seconded by RW. The motion was supported unanimously by the Council.

Meeting closed: 21.25

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