

# MINUTES

For the meeting of Parish Council, held on Wednesday 3<sup>rd</sup> May 2023

Meeting Number 23.396

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

## Public Participation

There was nothing to note in relation to this meeting.

### 23.396.1 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 1<sup>st</sup> February 2023 Parish Council meeting.

Councillor Nigel Simpson (Oxfordshire County Council) and Councillor Coton (Cherwell District Council) sent their apologies.

1 member of the public was in attendance.

DB confirmed that Councillor Stafford Allen had now officially resigned from the Parish Council and accepted his resignation at this meeting. Prior to his leaving the Council thanked him for all his hard work over many years and commented that he will be hard to replace given all the roles he undertakes.

### 23.396.2 To Receive: Declarations of Interest

SD declared a declaration of interest in relation to planning application 23/01107/DISC (Westfield Farm Cottage, North Lane).

### 23.396.3 For Information: Update on village matters (DB)

DB provided an update on the Coronation parade and picnic event plans with the overall vision of families and villagers coming together in the village and having fun. DB thanked all those who have helped and supported the planning of the event and to those who are able to help out on the day.

### 23.396.4 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 Council also received payment from CDC for the first instalment of the precept (£11,865.74) on 14<sup>th</sup> April 2023 and OCC for the grass cutting contract (£2,206.82), on 17<sup>th</sup> April 2023. A refund (£198.75) for road tax for the community vehicle was also received on 20<sup>th</sup> March 2023.

Other items discussed included:

- Asset of Community Value application submitted to CDC in relation to the Ben Jonson Inn
- Coronation parade road closure confirmed with CDC
- OCC highways update

Parish Council Meeting Minutes: 3<sup>rd</sup> May 2023

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

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

There was nothing to note under this item due to the absence of both OCC and CDC Councillors. Reports will be circulated if received.

**23.396.6 For Information:** Playground report and works update (JM)

There was nothing to note under this item and no playground report was submitted.

**23.396.7 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**

**22/02733/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.

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

Removal of front and rear single storey extensions and erection of new front and rear single storey extensions.

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

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

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

Proposal to remove temporary freestanding bar and replace with new bar.

**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.

**23/00154/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.

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

**Awaiting Decision**

**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.

*Parish Council Meeting Minutes: 3<sup>rd</sup> May 2023*

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

**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.

**New Applications****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.

**23/01107/DISC – Westfield Farm Cottage, North Lane**

Discharge of Condition 2 (flooring sample) of 22/03133/LB

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

Removal of existing conservatory and replacement with single storey extension.

**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.

*Parish Council Meeting Minutes: 3<sup>rd</sup> May 2023*

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

Additional items in relation to planning were highlighted by SD and DB:

- East West Railway: highlighted the route half way to Bletchley has been built. This infrastructure improvement is important as it is linked to the maturity of the Arc development.
- Stop the Arc Group has been reformed with a new website (<https://stopthearc.org>). This will be monitored and anything of note brought to the attention of the Council.
- Saint Hill Copse, site off Northampton Road: the Council highlighted to the owners of the site, at 2<sup>nd</sup> November 2022 Parish Council meeting, that the business requires planning permission. As far as the Council is aware these have not been applied for. There is now concern over potential water/ground contamination from waste that has built up at the site. The Parish Council are concerned and will speak to the owners before highlighting the issue to enforcement at CDC and the Environment Agency.
- Field behind Stoneyfield (North Lane), adjacent to Southfield development: developer been in contact regarding proposals for the site. Following agreement of Council DB/SD will contact the developer.
- Southfield development: resident highlighted safety concern over driving out of development onto B430. DB/SD to discuss issue with resident.
- History walking tours – resident has been asked if they will provide a history tour of the village to the Parish Council.
- Southfield surveyor: email received regarding concern over surveyed building. Enforcement at CDC to be contacted.

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

**23.396.8 Resolution: To Approve** Parish Council accounts for Q4 FY 2022-23 (DB/SD)

The Parish Council Q4 accounts for financial year 2022/23 were presented to the Council following their approval by the finance advisory group. A summary of expenditure in Q4 vs budget, bank reconciliation and income details were provided. Over and under spend in budget categories was discussed and the reserves statement for the end of FY 2022-23 was also presented.

The resolution to approve the Parish Council accounts for Q4 FY 2022-23 was proposed by BL and seconded by SD. The motion was supported unanimously by the Council.

**Action:** Clerk to upload the Parish Council Q4 accounts (FY 2022/23) to the Parish Council website.

<i>Parish Council Meeting Minutes: 3<sup>rd</sup> May 2023</i>
Minutes Approved: ..... Dated.....

**23.396.9 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 2023-24 Budget Line
335	Cherwell District Council	Dog bin emptying winter period (once a week)	£291.72	Village Works/dog litter bin emptying	£1,240.00
336	Oxford Edens	Grass cutting 04/04/23 (playground, stocks/Ben Jonson)	£250.80	Village Works/Village Contractor Grass Cutting	£4,000.00
337	Oxfordshire Playing Fields Association	Annual subscription fee 1 April 2023 - 31 March 2024	£45.00	Subscriptions/Oxfordshire Playing Fields Association	£45.00
338	Clerk (J Mullane)	Printing of 250 A5 flyers & 6 A1 posters for King Coronation Picnic event (Instant Print)	£71.74	Contingency	£3,701.01
339	WotG Memorial Village Hall	Village Hall hire for PC meetings (July-Sept 23)	£45.00	Meeting Costs/Hire of Village Hall	£300.00
340	KJ Cleaning Solutions	Jet wash cleaning of playground	£216.00	Village Works/General Village Maintenance	1,200.00
341	KJ Cleaning Solutions	Cleaning of village road signs	£180.00	Village Works/General Village Maintenance	£984.00
342	Oxfordshire Neighbourhood Plan Alliance	Annual subscription fee 1 April 2022 - 31 March 2024	£50.00	Subscriptions/Oxfordshire Neighbourhood Plans Alliance	£50.00

It was noted that invoice PC Ref 335 had been paid already to avoid late payment and Coronation donation funds were to be utilised to pay for Ref 338.

The resolution to approve the invoices detailed in the table was proposed by SD 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.

**23.396.10 For Information:** Verbal report on ONPA Policy writing workshop held on 25<sup>th</sup> March 2023 (SD/DB)

This item was deferred to a future meeting.

**23.396.11 Next Parish Council Meeting Date:** 7<sup>th</sup> June 2023, 7.30pm (Chair)

**Meeting Closed:** 21.15

*Parish Council Meeting Minutes: 3<sup>rd</sup> May 2023*

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