

# MINUTES

For the meeting of Parish Council, held on Tuesday, 10<sup>th</sup> January 2023

Meeting Number 23.389

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

## Public Participation

There was nothing to note from the public.

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

Councillors Bohm (DB), Davis (SD) and Miller (JM) were all present.

Councillors Stafford-Allen, Rosser and Mullane sent their apologies, which were accepted.

Councillor Patrick (Cherwell District Council) was present for the whole meeting.

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

There were no members of the public in attendance with James Henderson, Roger Evans and Graham Barnett all sending their apologies.

### 23.389.2 To Receive: Declarations of Interest

There were no declarations of interest relevant to this meeting.

### 23.389.3 To Receive & Approve: Minutes of the Parish Council meeting held on 7<sup>th</sup> December 2022 (DB)

The minutes of the Parish Council meeting held on 7<sup>th</sup> December 2022 were discussed with no changes required from the Councillors present.

As there were only two councillors present at this meeting who were also present at the December 2022 meeting the resolution to approve the minutes was not held and will be deferred until the 1<sup>st</sup> February 2023 Parish Council meeting.

**Action:** Clerk to add approval of December 2022 minutes to 1<sup>st</sup> February 2023 PC agenda.

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

DB provided an update on content provided for the Village News including signposts to support villagers through the energy cost of living crisis as well as explaining what our assistance could be if the weather became very cold: establish a short-term blanket and warm sweater bank, request donations of microwavable warm packs and meals. There are also several activities offered by the Village Hall that would help with isolation and cold homes including a hot lunch to be held at minimal charge on 26<sup>th</sup> January (12 noon to 2pm).

Since the success of the December food bank collection, St. Mary's Church has donated food and £230 which was collected over the Christmas services and this has added to the donations from the village. The response has been heart-warming.

Following on from the helpful Planning Enforcement Seminar, CDC Councillor Angus Patrick has offered to see if he can arrange a Planning Seminar.

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The Council also need to consider plans for the King’s Coronation in the spring.

DB ended by highlighting the complaints over the break regarding dog fouling on paths and in fields. Dogs off leads are an issue as they potentially pose a threat to other dogs or may simply frighten people. DB has included some firm words in the next edition of the Village News quoting the Countryside Code and OCC’s rules. The contact details of the CDC Dog Warden are also included.

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

The clerks report to the Council was noted which confirmed bank account balances and the standard payments from the Parish Council bank account for the clerks salary alongside the next instalment paid (on 24<sup>th</sup> October 2022) to the Public Works Loan Board (£922.37) for the loan repayment utilised to purchase the playing field and spinney. The Council also received interest on the Business Premium account for November 2022 (£3.31) and December 2022 (£7.24).

The interim internal audit with Fair Account was carried out on 9<sup>th</sup> January 2023 and the observations and advice report is awaited. This will be provided to the Council for review at the February Parish Council meeting.

**Action:** Clerk to add interim internal audit report to 1<sup>st</sup> February Parish Council meeting agenda.

The clerk also confirmed that various potholes identified throughout the village (exacerbated due to the cold and wet weather) have been logged with Oxfordshire County Council.

**23.389.6 Resolution To Approve** Parish Council budget for FY 2023-2024 (SD/DB)

DB confirmed that the budget for financial year 2023/24 was initially presented at the December 2022 Parish Council meeting.

The Council has since received the estimated tax base from CDC and a revised budget has been drafted. Whilst the precept request from the Parish Council to CDC has increased from the previous year there is no anticipated increase for tax payers as the parish tax base has increased.

Prior to the meeting the budget document had been circulated to the Finance Advisory Group for comment and approval.

SD highlighted the potential importance of including planning fees in the budget due to potential increase in pressure on parish land from developers, prior to the new Cherwell Local Plan been adopted. Expenditure will also be required to update the Neighbourhood Plan (new village survey, scrutiny work by Community First Oxfordshire) and to hire an arboriculturist for the oak tree footpath work (if required).

Councillors Stafford-Allen and Mullane provided their approval for the Parish Council budget for FY 2023-24 offline.

The resolution to approve the Parish Council budget for FY 2023/24 was proposed by DB and seconded by SD. It was supported unanimously by the Council.

**Action:** Clerk to upload approved PC Budget FY 2023-24 to the PC website.

**23.389.7 Resolution: To Approve** Parish Council precept request for FY 2023-2024 (SD/DB)

Cherwell District Council have confirmed they would ideally like the precept request to be submitted before 13<sup>th</sup> January 2023.

The clerk informed the Council that the tax base information provided by CDC is currently in draft format and it could alter. It therefore cannot be completely guaranteed at this stage that there would not be an increase in council tax for tax payers in the parish.

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The 2023/24 precept to be requested by Weston on the Green Parish Council is £23,731.47. According to the draft figures provided by CDC there will be no increase in council tax paid by households during the next financial year (2023/24) with Tax band D properties estimated to be paying £92.02, a 0.2% decrease on 2022/23.

The resolution to approve the Parish Council Precept request of £23,731.47 for financial year 2023/24, based on the budget approved under item 23.389.6 was proposed by DB and seconded by SD. It was supported unanimously by the Council.

**Action:** Clerk to submit the precept request for Weston on the Green Parish Council to CDC by 13th January 2023.

**Action:** Clerk to highlight to Councillors if there are any amendments to the tax base figures if CDC notify the PC of any alterations.

**23.389.8 For Information:** Oak Tree footpath update (DB/Roger Evans)

DB provided the following report from Roger Evans on the footpath at the top of North Lane.

1. The Southfield Farm Administrator, Ben Pearce, has advised us that construction work on the new path should be approved and booked with the contractor within the next couple of weeks and has promised to keep us updated.
2. The Administrator is also appointing the Parish Council's nominated arborist to oversee the work.
3. We have offered a site meeting with the involved parties to outline the approved design and to discuss any queries.
4. County Council Highways have their direct works team booked to undertake demolition of the built structure. We need our arborist to be present to supervise remedial work to the tree.

**23.389.9 For Information:** Technology Advisory Group update

James Henderson has been in contact with Gigaclear who have informed him that they will be sending a letter to the whole village highlighting that they are due to build in the village in due course. A residents meeting is still to be confirmed.

Any information provided will be disseminated to the village once received.

**23.389.10 For Information:** Transport Advisory Group update (Graham Barnett)

The clerk gave an outline of a report provided by Graham Barnett.

- Traffic Calming - we are now resuming Speedwatch sessions after the Christmas/bad weather break.
- Transport – the insurance for the Community vehicle is being progressed.
- OCC are currently unable to confirm a new bus service as yet. Bus company tenders were only due in on 6<sup>th</sup> January, so have to be evaluated and agreed by OCC.

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

*Councillor Patrick – Cherwell District Council:*

Councillor Patrick highlighted the following items in his monthly update:

- A CDC full council meeting was held on 19th December 2022 and Councillor Patrick asked two key questions regarding the Botley West Solar Farm project:

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1. Queried the Council if he could receive a statement for residents from the leader and planning team. This was being investigated further.
  2. Could a mechanism be created for public comments to be collated and held together – this was considered a good idea and Councillor Patrick is waiting to hear further information on this. This is a National Infrastructure project so there are different processes with regards to planning comments.
- Planning enforcement meeting recording has been circulated and there are plans for an additional planning meeting.
  - Code of Conduct training had been held for clerks but was not going to held for Councillors. Councillor Patrick has spoken to Cherwell's Assistant Director Law & Governance and Monitoring Officer (Shiraz Sheikh) who has now agreed to undertake Councillor training as well.
  - Cherwell Draft Local Plan – this has been updated with the additional detail required but there are still various concerns. It will go to the Overview and Scrutiny Committee this week and then to the Executive prior to going out for consultation once approved. Comments from the Parish Council are to be sent to Councillor Patrick.
  - DB, on behalf of the Council, thanked Councillor Patrick for all his support on the oak tree path developments.

**23.389.12 For Information:** Playground report and works update

DB highlighted the key points from RSA's playground report commenting that the playground was inspected on 8<sup>th</sup> January 2023 and the general appearance was reasonable; key points are detailed in the submitted works and playground report.

The felling of the identified diseased ash trees in the spinney is due to take place on 18<sup>th</sup> January 2023. The village will be notified of the planned work.

**Action:** Clerk to notify village of planned tree felling works in the spinney on 18<sup>th</sup> January 2023.

**23.389.13 For Information:** Works update including village water flows (JM)

Water is now flowing to various parts of the village, however The Manor is disappointed about the lack of water flowing into the moat. To aid this they are looking at digging the moat out and leaving the spoil for wildflower.

DB thanked JM for all his work helping to deliver water flows to parts of the village again.

**23.389.14 For Information:** Cherwell Draft Local Plan update (SD)

SD presented the highlights of the draft Cherwell Local Plan. Additional housing sites have been identified around Bicester as well as in the villages of Chesterton, Bletchington and Kirtlington. These will all provide challenges for the respective areas and for the wider area, including Weston on the Green, with regards to infrastructure and additional pressures on the road system.

In rural areas the hierarchy of villages has been reviewed and Weston on the Green should be classed as a smaller village in the new Local Plan. This would mean that the housing requirement for the parish for 2020-2040 would be zero and development could be limited to infill or small developments of a couple of houses.

However there is concern that in the period between now and the adoption of the Local Plan that there will be increased pressure from developers trying to get applications approved in the parish.

Councillor Patrick agreed to provide any additional information on Cherwell's housing supply numbers and how close they are to the five year housing targets, which once reached would impact the case for developers building in certain areas.

**Action:** SD to send notes on Cherwell Local Plan to Councillor Patrick.

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**23.389.15 Resolution To Approve** Councillor vacancy procedure (DB)

DB outlined the procedure to be followed by the Council when there is a Parish Councillor vacancy, including providing an application for applicants.

The resolution to approve the Parish Councillor vacancy procedure was proposed by DB and seconded by JM. It was supported unanimously by the Council.

**Action:** Clerk to upload the approved Councillor vacancy procedure to the PC website.

**23.389.16 Resolution To Approve** Internal controls policy (DB)

DB presented the internal controls policy for the Parish Council which outlines the procedures the Parish Council follows to safeguard the Parish Council's funds, minimise risk and to provide guidance on the process ensuring good governance and financial control.

The resolution to approve the internal controls policy for the Parish Council was proposed by DB and seconded by SD. It was supported unanimously by the Council.

**Action:** Clerk to upload the approved internal controls policy to the PC website.

**23.389.17 Resolution To Approve** Parish Council asset register (DB/SD)

DB presented the updated asset register for the Parish Council.

The resolution to approve the asset register for the Parish Council was proposed by DB and seconded by JM. It was supported unanimously by the Council.

**Action:** Clerk to upload the approved asset register to the PC website.

**23.389.18 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 2022-23 Budget |
|--------|----------------------------|--|------------------|--------------------------------------|------------------------------------|
| 310    | WotG Memorial Village Hall | Village Hall hire for PC meetings (Jan-March 23) | £45.00           | Meeting Costs/Hire of Village Hall   | £75.00                             |
| 311    | Clerk (J Mullane)          | Village Welcome Pack flyers (Instant Print)      | £87.00           | Contingency                          | £132.86                            |
| 312    | Clerk (J Mullane)          | Stationery: ink and laminating pouches (Amazon)  | £34.61           | Sundries/Office administration costs | £30.94                             |

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.

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**23.389.19 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****22/03175/F and 22/03176/LB – Westfield Farm Cottage, North Lane**

Resubmission of **22/01291/F**. Erection of a pergola canopy to the side of the garage, including solar panels on part of the canopy. **Commented**

**22/03148/F – Old Police House, Northampton Road**

Resubmission of permitted development from 2015 (15/01102/F). Erection of a two storey side extension and a single storey rear extension following removal of existing conservatory and rear extension. This will provide a large kitchen/family room on the ground floor and two additional bedrooms on the first floor.

In the 2015 application, concerns over the size of the extension (60% increase in floor area from original; recommended is not more than 50%). However, Schedule 2, Part 1, Class A of the General Permitted Development Order 2015 ‘fallback position’ overruled this – hence proposal was approved. **Commented**

**22/03547/F – North View, North Lane**

Removal of existing stone lean-to store and part of kitchen wall to rear of property; removal of modern conservatory; rebuild garden store to bring within cottage footprint. Roofline to extensions complex and uses two different roof materials to tiles on main roof. Part of extension roof to cover external turret staircase and window to bring internal to the cottage.

New porch to front of cottage (facing North Lane)

Concerns about loss of original form at rear of cottage: proposed windows are significantly larger than vernacular style retained on 1<sup>st</sup> floor; roofline incongruous with character form of cottage. Suggest contrary to Cherwell Local Plan 2011-2031 (2015) policy ESD15; Cherwell Local Plan saved policies (1996) C18, C23 and C28. **Commented**

**Decisions Received – Refused****22/03149/F – Old Byre, Northampton Road**

Erection of a three-bay oak frame open-sided garage with games room above. This is a building of significant scale sited on the property’s eastern boundary (backing on to the B430). This will make a significant visual impact from the road. Applicant proposes it will provide some reduction in traffic noise (note shared access with Struchfield). **Commented**

**Awaiting Decision****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. *Arboricultural method statement still outstanding* **Commented**

**22/03092/TEL – Shell Layby, A34**

Application by Openreach to install a fixed broadband communications line. Details are minimal but the line (probably fibre) will be ducted from an existing source on the southbound A34 and will be strung over the access slip road to the services via two 10m light poles. **Commented**

**22/03510/DISC – Kemsley Farm**

Discharge of conditions relating to riding surfaces (multi-washed silica sand complex); access tracks (permeable stone); arena fencing (timber to 1.95m height); shed roofs (grey fibre cement with timber boarding to walls). Lighting strategy document submitted.

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**New Applications**

**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.

**22/03809/LB - Manor Country House Hotel, B430**

Remove and replace stone tile roof on Coach-house.

Propose to use Bradstone conservation tiles on the new roof structure to the north and to repair the existing roof, retaining existing original stone tiles where possible. Additional repairs to roof structure and guttering.

**22/03463/AGN - Manor Country House Hotel, B430**

Erection of a logstore.

Proposed site is to the rear of the Manor, adjacent to the hedge walkway near the moat (on the side nearest the tennis court). The building will be an open timber frame with a natural floor. Overall dimensions of 6mW x 2.4mD x 3.3mH.

**Pre-Application – Manor Farm, A34 South**

Upgrade to the telecoms base station near the sewage works on the south side of the A34 near the Shell layby. Proposed addition/replacement of 3 new antennae, 2 new radio dishes, 6 new RRH (remote radio heads).

**Appeals**

None

**Tree Works**

**Pending:**

**22/02993/TCA – Barnacre, Northampton Road**

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

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.

**Commented**

**22/03631/TCA – Manor Cottage, B430**

Removal of ash on the front boundary and oak on north boundary.

Images show significant damage to front stone wall from several ash seedlings and possibly ivy. The wall will need repair. Images show some cracking to the cottage wall but the site of this is not clear wrt the position of the oak tree identified for removal. Await arboricultural report.

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

**23.389.20      Next Parish Council Meeting Date: Wednesday 1<sup>st</sup> February 2023, 7.30pm (DB)**

**Meeting Closed: 21.05**

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