

MINUTES

For the meeting of Parish Council, held at Village Hall on Wednesday 5th April 2023

Meeting Number 23.393

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

Public Participation

There were no comments from the public.

23.393.1 To Receive: Apologies for non-attendance

Councillors Bohm (DB), Davis (SD), Maxton (JMa), Lanham (BL) and Miller (JMi) were all present.

Councillor Stafford Allen sent his apologies which were accepted. Councillor Rosser's long term absence was approved at 1st February 2023 Parish Council meeting.

Councillor Nigel Simpson (Oxfordshire County Council) and Councillors Patrick and Coton (Cherwell District Council) were also in attendance.

There were 4 members of the public in attendance.

23.393.2 To Receive: Declarations of Interest

There were no declarations of interest relevant to this meeting.

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

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

The resolution to approve the minutes for the Parish Council meeting held on 1st March 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.

23.393.4 For Information: Chairs Comment (DB)

DB provided an update on the Oxfordshire NP Association as is now part of the Executive. Current work involves presenting a submission to the Government's Select Committee on Planning and the role of Neighbourhood Plan's (NPs) in the planning process. There are suggestions that: NPs should be considered statutory consultees in respect of planning applications, should be seen quicker to respond to local need and to rising issues such as biodiversity, carbon reduction and building regulations. They are encouraged to be forward looking and fearless in their proposed policies.

DB went on to focus on a range of work being done in the village – the litter pick, the weir clearance and securing the duck pond edging. The speed watch group has been very active and their reports indicate that some individuals choose to ignore the speed limits. Speeds will continue to be monitored once the camera is received back from Islip PC after April.

The oak tree path issue is moving forward with the near completion of the new path behind the tree, the next stage is the demolition of the original path.

Parish Council Meeting Minutes: 5th April 2023

Minutes Approved: Dated.....

The Gigaclear project is underway, they were invited to the Annual Parish meeting to be held this month but they have an event elsewhere and we will ask them to arrange one in late May for villagers. Communication could be better as crossed wires have caused issues with some households, particularly on Knowle Lane.

The Annual Village Meeting will be held on 18th April 2023 in the village hall. For the benefit of new councillors, this is not the AGM for the Parish Council, rather it is an annual opportunity to share what is going on in the village. Different models have been tried including having groups in the village make a presentation to a speaker on the Oxford Cambridge Arc. This year SD will be speaking on the breadth of development in our area of Oxfordshire and the potential impact this will have on traffic flow and 'Green Oxfordshire'.

23.393.5 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. It was confirmed that the Council had also received £1500.00 from the Councillor Priority Fund grant for playground improvements, which is to be ringfenced in the Council's reserves for FY 2023-24.

The report also highlighted:

- OCC Highways updates
- Traffic speed safety stickers for wheelie bins are to be delivered to Northampton Road residents
- Annual village litter pick – 17 bags of litter and other bulkier items collected.

23.393.6 For Discussion and Resolution To Approve: Co-option of a Parish Councillor to fill casual vacancy (DB)

Tracy Rowan was in attendance as a potential candidate for co-option as a Councillor onto the Parish Council. The candidate provided an introduction to herself and the Councillors had the opportunity to ask questions.

There is currently one vacancy for a Councillor which has previously been advertised.

The resolution to approve the co-option of Tracy Rowan as Councillor on Weston on the Green Parish Council was proposed by DB and seconded by SD. The motion was supported unanimously by the Council.

Action: Clerk to provide Register of Members' Interests and Declaration of Acceptance of Office forms for Tracy Rowan to complete at the next Parish Council meeting.

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

Councillor Simpson – Oxfordshire County Council:

Councillor Simpson highlighted key topics within Oxfordshire County Council including:

- New path by oak tree looks good, concerned there is no barrier at end of B430 footpath.
- Spare seats scheme for school transport – school bus withdrawn for children of 235 parents, now back tracked and extended for another year. Policy to be discussed further as feel it should be expanded and made more efficient.
- Government has given extra support to Council's to help fix potholes.
- Energy inefficiencies grant received.
- Zero emission zones in city - £700k obtained in fines in first year and looking to roll out.
- Botley Road will be closing on 11th April until October 2023 to facilitate railway station improvements, and will close again March 2024 - October 2024. This will delay the installation of the bus gates.

<i>Parish Council Meeting Minutes: 5th April 2023</i>	
Minutes Approved:	Dated.....

- An independent education commission is to be established for the whole county investigating all educational aspects. A working group has also been instructed to delve into Special Educational Needs education – currently there is a £20m deficit a year leading to a combined deficit of £120m by 2025.

Cherwell District Council:

Councillor Patrick highlighted the following items in his monthly update:

- Local Plan review by the Executive pushed to July 2023 allowing for further investigations raised by the Scrutiny Committee.
- Focus is currently on May elections.
- No further information on reports that the Executive have earmarked £4.5-5 million for the repurposing of Bicester town centre.
- The CDC budget has been approved for FY 2023-24 but there is more concern over next year as a result of grants potentially not being available.
- The Parish Council confirmed it has been approved for a Coronation Grant from CDC.
- Reminder that Voter ID is required when voting in the May elections – bin labels attached to advertise.

23.393.8 For Information: Playground report and works update (RSA/JM)

The playground report provided by Councillor Stafford Allen was noted. The playground was inspected on 3rd April 2023 and the general appearance was reasonable; key points are detailed in the submitted works and playground report.

23.393.9 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

22/03463/AGN – Resubmitted as 22/03463/F - Manor Country House Hotel, B430

Erection of a logstore.

Decisions Received – Refused

None

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.

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.

New OCC consultation response removes objections.

Parish Council Meeting Minutes: 5th April 2023

Minutes Approved: Dated.....

23/00155/DISC – The Manor

Discharge of conditions for materials used on roof repairs to Coach House.

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.

23/00148/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.

23/00270/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.

23/00201/LB - Manor Hotel, B430

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

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.

New Applications**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.

Comments by 22/4/23

23/00725/F – Kemsley Barn

Construction of double garage with home office in roof space above.

Comments by 22/4/23

Withdrawn**23/00278/CLUE - Family Farm House, A34(South)**

Certificate of Lawfulness of Existing Use for Family Farm House as a C3 dwellinghouse.

Parish Council Meeting Minutes: 5th April 2023

Minutes Approved: Dated.....

Permission Not Required

23/00200/REN56 – Quick Fit Garage, A34 north adjacent to BP station

Installation of a PV array on the north-east part of the existing roof, both pitches. 8 PV panels in total.

Appeals – None

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.

JMi highlighted the work had been done, it was noted that CDC are slow to update the planning portal, especially relating to tree applications.

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.

New Tree Applications:

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.

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

23.393.10 Resolution To Approve: Circulation of Neighbourhood Plan resident and business survey (SD)

SD presented the Neighbourhood Plan survey designed to obtain updated information on the make-up of the parish and its housing needs (both in a paper and online format). This has been stimulated by the need to update the Weston on the Green Neighbourhood Plan to bring it in line with the CDC Local Plan (currently being reviewed) and the present configuration of the village following developments. The population of Weston on the Green has changed considerably since the last survey undertaken in 2016 and it is considered a good time to re-survey the village.

The resolution to approve the circulation of the Neighbourhood Plan resident and business survey was proposed by SD and seconded by JMi. It was supported unanimously by the Council.

Action: SD to amend draft survey and obtain a printing quote to bring to Council for approval.

Parish Council Meeting Minutes: 5th April 2023

Minutes Approved: Dated.....

- 23.393.11 Resolution To Approve:** the Parish Council appointment of Sylva Consultancy to oversee the work of demolishing the footpath by the oak tree at the top of North Lane up to at a total cost of £2,500.00 (including VAT). The estimated works are outlined in the quote and report provided (DB)

DB presented a quote from Sylva Consultancy to oversee the work of demolishing the footpath by the oak tree at the top of North Lane alongside advice provided by Roger Evans.

The resolution to approve the Parish Council appointment of Sylva Consultancy to oversee the work of demolishing the footpath by the oak tree at the top of North Lane up to at a total cost of £2,500.00 (including VAT) was proposed by DB and seconded by JMa. It was supported unanimously by the Council.

Action: DB to confirm appointment by the Parish Council of Sylva Consultancy by email to oversee the work of demolishing the footpath by the oak tree.

- 23.393.12 For Discussion & Resolution To Approve:** Report of the Independent and Parish Remuneration Panel on the Review of Parish Members' Allowances for the 2023/2024 Financial Year (DB)

The clerk presented the report of the Independent and Parish Remuneration Panel on the Review of Parish Members' Allowances for the 2023/2024 financial year received from CDC. It was noted that any allowance claimed would be provided from the precept of the parish.

In the past Councillors have not taken an allowance for undertaking their role, should a Councillor wish to do so they are advised to talk to DB. The report also detailed Travel and Subsistence Allowances e.g. details on mileage claims. It was considered that there shouldn't be a cost to being a councillor and should people wish to claim expenses the report provides guidance for the figures to use (a form to be circulated with the minutes).

The report summary will be placed on the Parish Council notice board and website.

The resolution to approve the Report of the Independent and Parish Remuneration Panel on the review of parish members' allowances for the 2023/2024 financial year was proposed by DB and seconded by JMi. The motion was supported unanimously by the Council.

Action: Clerk to add the Independent and Parish Remuneration Panel report for 2023/24 to the PC website and noticeboard and to circulate expense form with the minutes.

- 23.393.13 For Discussion:** King's Coronation picnic event plans. **To Note:** Weston on the Green Parish Council has been awarded a Coronation grant of £400.00 from Cherwell District Council to celebrate the King's Coronation in the parish. **Resolution To Approve:** a donation of £250.00 towards the Weston Coronation picnic event to be held on 7th May 2023 to go towards entertainment hire, printing costs and piper hire for the parade (DB/SD)

It was noted that Weston on the Green Parish Council had been awarded a Coronation grant of £400.00 from CDC to celebrate the King's Coronation in the parish. The grant will be paid directly into the Parish Council bank account and will be utilised to hire an entertainer plus printing to support the afternoons activities.

DB also confirmed that a donation of £500.00 has been received towards the event. DB proceeded to provide fuller details around the events planned for the Coronation parade and picnic.

The resolution to approve a donation of £250.00 towards the Weston Coronation picnic event to be held on 7th May 2023 to go towards entertainment hire, printing costs and piper hire for the parade (if required) was proposed by JMa and seconded by JMi. The motion was supported unanimously by the Council.

The request is in line with the Weston on the Green Parish Council Donations Policy and the Council has used the powers under Section 137 of the Local Government Act in order to grant this donation. Invoices directly received by the Parish Council will be paid via the donation and no donation money will be transferred to an individual.

Action: Clerk to arrange payment directly of specific items approved under the donation request.

Parish Council Meeting Minutes: 5th April 2023

Minutes Approved: Dated.....

23.393.14 For Discussion & Resolution To Approve: a donation request from the Weston SOS (Save Our Shop) committee for £400.00 to provide some initial 'working capital' to assist with items including hall hire, printing, survey, professional services as detailed in submitted request (DB/SD)

The council discussed the request for a donation from the Weston Save Our Shop committee as detailed in their submitted request.

The resolution to approve a donation request from the Weston SOS (Save Our Shop) committee for up to £100.00 to provide some initial 'working capital' was proposed by DB and seconded by SD. The motion was supported unanimously by the Council.

The request is in line with the Weston on the Green Parish Council Donations Policy and the Council has used the powers under Section 137 of the Local Government Act in order to grant this donation. Invoices directly received by the Parish Council will be paid via the donation and no donation money will be transferred to an individual.

Action: Clerk to arrange donation payment by Councillors of invoices provided by Weston SOS.

23.393.15 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
326	Clerk (J Mullane)	Stationery - ink, staple gun (Amazon)	£35.81	Sundries/Administration & Printing Costs	£350.00
327	WotG Memorial Village Hall	Village Hall hire for PC meetings (Apr-June 23)	£45.00	Meeting Costs/Hire of Village Hall	£360.00
328	Clerk (J Mullane)	Playground replacement fittings (Playdale Playgrounds)	£44.08	Village Works/Playground Maintenance	£150.00
329	Clerk (J Mullane)	Printing of 250 A4 amended bus timetable & community van info leaflets for village (Instant Print)	£51.99	Village Initiatives/Community Bus Scheme	£2,000.00
330	Clerk (J Mullane)	Speedwatch wheelie bin stickers (mywheeliebin.com)	£89.99	Village Initiatives/Traffic Calming Initiatives	£10,548.81
331	Oxfordshire Association of Local Councils (OALC)	Annual membership renewal subscription (2023-24)	£156.00	Subscriptions/OALC Subscription	£150.00
332	WotG Memorial Village Hall	Village Hall hire for annual Parish meeting (18 April 2023)	£15.00	Meeting Costs/Hire of Village Hall	£315.00
333	High Voltage Events	King's Coronation event entertainment - 50% deposit	£187.50	Contingency (CDC Coronation grant funded)	£400.00 (grant)
334	High Voltage Events	King's Coronation event entertainment – final instalment	£187.50	Contingency (CDC Coronation grant funded)	£212.50 (grant)

It was noted that invoices 333 and 334 relate to the King's Coronation and are to be paid out of a Coronation grant received from CDC. The deposit payment to High Voltage Events is due to be paid by 6th April 2023 with the final payment due by 30th April 2023 (approval therefore requested as falls before the 3rd May Parish Council meeting).

The resolution to approve the invoices detailed in the table was proposed by SD and seconded by JMi. 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: 5th April 2023

Minutes Approved: Dated.....

23.393.16 For Information: Verbal report on Oxford Housing Need event held on 16th March 2023 (DB)

DB and SD attended the CPRE led Oxford Housing Need event on 16th March 2023. DB highlighted the importance of Oxford's housing need in relation to the pressure on local villages. Sites in the city are prioritised for employment needs without the appropriate provision of housing for the new employees. This puts additional pressures on the surrounding villages to meet the housing need; without an approved Local Plan areas are increasingly under pressure. Colleges own large areas of land and submit planning applications which are not suitable for areas.

This topic area will continued to be monitored by DB and SD and research utilised in planning application responses relevant to the parish.

23.393.17 For Information: Verbal report on Treescape workshop (SD)

SD provided further details on the Treescape (funded) initiative. The aim is to map all parishes nationally to see what the existing situation is with regards to hedgerows, woodland, designated green space and various bio diversity gains. Treescape's can then advise the parish on opportunities to improve the situation.

The Treescape map will highlight key areas to increase biodiversity, planting, improve air quality or develop recreational areas. The project will also identify the ownership of agricultural land.

Further information can be found at <https://www.oxtrees.uk/> and will also be provided at the annual parish meeting to be held on 18th April 2023, 7.30pm in the Village Hall.

23.393.18 For Information: Verbal report on ONPA Policy writing workshop held on 25th March 2023 (SD/DB)

This item was deferred to a future meeting.

Action: Clerk to add this item on ONPA Policy writing workshop to the May PC meeting agenda.

23.393.19 Next Parish Council Meeting Date: Wednesday 3rd May 2023, 7.30pm (DB)

Meeting Closed: 21.30

Parish Council Meeting Minutes: 5th April 2023

Minutes Approved: Dated.....