

MINUTES

For the meeting of Parish Council, held on Wednesday, 3rd October 2018

Meeting Number 18.330

[4 members of the parish attending; David Hughes (CDC)]

Public participation: DH highlighted concerns about the Expressway and the lack of definition of the route to date. No more clarity at present but happy to hear views from the parish. Highways engineers will put forward route options based on their work and a consultation will start in about one year. DH offered to be a contact for information; also for any issues regarding planning or broader issues in Bicester.

DB highlighted the meeting in the VH regarding the Expressway on 9th October and extended an invitation to DH. DH suggested more could be made of the unspoilt and beautiful countryside around Weston and the case for its preservation. DH is Vice Chair of CDC and also chairs the Planning Committee. Next year a CDC fundraising event will be a cycle event which would include WOTG – which could highlight road safety issues and promote the region.

DB asked DH about closing the loop between planning and enforcement – is this being addressed? Is planning going to forego imposition of planning conditions? DH confirmed that this is not in the pipeline at the moment but more emphasis is being put into enforcement. Any complaint should be raised with planning and copied to members of the enforcement team. Conditions that cannot be enforced will not be included in a planning approval.

Action: Email follow up to Adrian Colewell regarding planning enforcement issues. DB

HD noted an upturn in enforcement. The PC struggles with decisions being made in CDC in camera without any correspondence either way. How can we improve communication between the two bodies? DH suggested putting a note on the PC planning response to ask the CDC to come back before a decision is made.

Action: Flag on planning applications if we wish CDC planning to feedback/discuss conditions on specific applications HD/RW

18.330.1 Apologies for absence.

None.

18.330.2 Participants

	1
Minutes	
Approved:.....Dated.....	
.....	

Cllrs Stafford Allen, Bohm, Daenke, Donne, Mullane, Forbes, Evans and Whitfield were present. Also present were 11 members of the Parish.

18.330.3 Approval of the minutes

The Minutes of the previous meeting were discussed. The minutes were then approved and signed by the Chair. [*Action: add page numbers on the previous minutes]

18.330.4 Declarations of Interest

The Chair asked for Declarations of Interest. Donne, Mullane and Davis declared interest in Planning; Graeme declared conflict of interest with appointment of Book-keeper who is known to him.

18.330.5 Chair's Report

Parish Council needs a mandate to work with the Expressway bodies and groups that are active in the discussion of the planning stage of the Expressway. There is a lot of expertise in the village which can be utilised in the campaigns. There are many meetings and we must decide how to prioritise. The Otmoor campaign has embraced the 'no expressway' position.

Action: Contact Terry for a download on how the Expressway meeting 03/10 went, DB

DB attended the examination hearing for the CDC Local Plan Update Part 1 at Bodicote (link available on the WOTG website). The examiner was keen to understand the decision behind the requirement for 4400 homes in the Cherwell area. Around 150 people attended the meeting. Part 2 of the discussion addressed the greenbelt – information is available on the CDC website. This will have an impact on the expressway arguments.

1st October announced the partnership of CDC and OCC – sentiments are good but they must be held accountable. Carmen Griffiths report was quoted – councils announced the spatial plan to 2050. The parish needs to keep abreast of progress and issues that relate to our own objectives and concerns.

	2
Minutes	
Approved:.....Dated.....	
.....	

18.330.6 The Clerk's Update

The re-organisation and rationalisation of the archive and files is planned. The PC cupboard in the Hall is full of old papers that have to be sorted along with much other material.

Following a review of the planning archive there is a quantity of papers that need careful disposal. It was suggested to employ a professional confidential shredding service so that we have an audit trail. Cllr Stafford Allen suggested he may have a free service of burning in the village and that he would report back on this.

The Clerk proposed the purchase of an additional portable hard disk to for backing up the PC Laptop. Approval for this was included in the financial section.

As to Governance, the two main outstanding documents are the Asset Register, a copy of which has been found but needs checking/updating, and the Risk Assessment, for which we have an exemplar and so this is in process.

18.330.7 The Expressway Group

Graeme summarised the progress regarding the Expressway meeting – leafleting and posters. NM and RE have out together some questions for Barry Wood and Ian Hudspeth. The meeting will be pre-planned in order to make the most of the time. NM will chair the meeting.

Action: Check to find out who will do minutes for the Expressway meeting on 09/10, GF

Action: SD to check updated contact of the PCs on the CDC website.

18.330.8 Outstanding actions – Clerk

John Roper had asked about whether the PC had a complete set of register of interests – these are now on the website. Louise Talbot (chicken smell) issue has been referred to the environment agency. DB suggested to write to Mr Wilcox, owner of the chicken property, stating the position of the CDC in referring us to the environment agency.

Action: Draft letter to Mr Wilcox regarding chicken farm smell DB

Graeme will look at licensing consultation; DB, SD and HD confirmed that the PC has no policy on members expenses. OALC has asked for feedback on the external audit – after discussion it was agreed that the PC would not comment.

	3
Minutes	
Approved:.....Dated.....	
.....	

Royal Mail have highlighted scam-mail – issues should go to the RM target team; on show at the post-office and on the website (to be circulated to members).

Action: Include Royal Mail Scam Mail initiative in weekly email to councillors, RW

Action: Talk to Postman about any concerns regarding villagers who may be being targeted by Scam Mail, GF

Action: Investigate if Royal Mail have a commendation process for postpersons, investigate how to nominate Ian Flint, GF

An offer of help to submit a funding bid for the playground has been received. The intention is to expand the current equipment to cater for older children (10+). Clerk and Jane Mullane will work that up with the help of Robin's budgeted proposal. DB asked about the age range and number of children in the village – where is the most need?

Councillor training was undertaken by NM, RSA and RW. This resulted in some useful actions for the Clerk. NM and RSA also confirmed the usefulness of exchange of practise. RSA has the presentations – will provide them to KE.

Action: Circulate OALC list of further training available, RW

18.330.9 Report on the Neighbourhood Plan (DB)

DB outlined a change in compliance issue on habitats – CDC requested a revision of the NP. Also some changes will be included in the SEA. NM outlined a change of plan for the Southfield Farm footpath and has asked for the PC to look into acquiring the pond; either through adverse possession, or to designate it as a local green space in the NP. Once secured, the footpath can cross the wet area and remove the narrowing of the road at that point. NM, DB, OCC and CDC have negotiated with Mr Tredwell to implement the revised footpath before the first house is occupied. The NP team has agreed to add the Oak tree pond as a designated local green space.

DB proposed a motion to make the amendment to the NP to include the pond – approved unanimously with one abstention (NM, due to above cited Declaration of Interest).

HD thanked NM and DB for their work to achieve this outcome.

	4
Minutes	
Approved:.....Dated.....	
.....	

18.330.10 Centenary remembrance

The sapling will be delivered 1st week of November – the hope is to secure an oak tree and placing it in the green space outside the Ben Jonson – no guarantees on the species! DB suggested a list could be compiled of the memorials in the village – and news item in the VNews

Action: Suggest village news covers stories on WW1 soliders and their personal stories from the village. DB

The silent soldier silhouette will be co-sponsored with the VH and PC – the soldier can be moved around the village but can be moved to the war-graves for the centenary service – need a short brief on the villagers lost in the WWI. Bell ringing will be a key part of the programme.

18.330.11 Village visual improvements

Old telephone box site – cleared up (thanks to NMachin) – plan is to create a small area with a bench and make it a safer pavement area. Cost hopefully can be covered by donations.

Autumn planting - to cheer everyone up after the winter (bulbs for spring) – currently looking for areas to target and do this on a voluntary/donation basis.

18.330.12 Flyposting (RSA)

Many flyposts that are unrelated to the village have been noted and past event posts have not been removed. Suggest posting is OK for village events but they must be removed as soon as possible after the event. The solution is probably naming and shaming as it is not easy to institute a bylaw. NM suggested that they should relate in some way to the village. Removal can be done ad hoc as it becomes obsolete or is otherwise redundant or offensive. Discussions continued, noting that there were not many easy places to put notices down near Gallosbrook, the suggestion of a noticeboard in the playground carpark was suggested.

	5
Minutes	
Approved:.....Dated.....	
.....	

Action: Investigate noticeboard for playing field and Knowle Lane. Bring costing to next PC meeting, KE

18.330.13 Financial report (GF)

GF summarised the finalising of the March 2018 accounts. Thanks were offered to DB, HD, RW and Eric Bohm to help draw these to a close. Accounts have been managed on a cash basis but in future will be managed on an accrual basis which will allow better reconciliation of expenditure against forecast. The internal audit demonstrated some shortcomings, there was also some discussion about the duration of the Internal Audit contract. GF asked for approval of the Council to revisit this with the auditor.

Action: Investigate whether Internal Audit contract is a 3 year contract, or not, GF

HD suggested quarterly figures; GF proposed half yearly figures on which to form the precept for 2019.

A fixed asset register has been out together by Eric Bohm – a depreciation model will be proposed at a later meeting. The auditor has asked for proof of ownership – proof of purchase can be provided.

Action: Place depreciation of assets and half yearly accounts update on November PC agenda, RW/GF

Action: Locate invoices for assets - shed and village gates, RW/DB/GF

SD summarised the potential appointment of Jill Robinson as a book-keeper to the PC, to support Graeme and help manage the accounts.

The accounts need to have a clear process and there is now a good plan to implement this.

18.330.14 Planning

HD noted the Sycamore House back garden development: proposal for 2 houses was opposed by the PC but it has now been approved.

	6
Minutes	
Approved:.....Dated.....	
.....	

Chequered Flags: garage in the garden – CDC approved it after due diligence (very close to permitted development in any case, and it was retrospective planning). Extension on this site has been painted and not clad – again enforcement will be informed.

Manor Farm – agricultural use only imposed. PC noted the mobile home is still there and are expecting a planning application which has not been submitted. Enforcement has been activated.

Swimming pool – approved

Costa coffee – approved

Oakwood House/Village Farm Court – PC has no issues

New applications:

Sycamore House – previous barn developed as single flat with parking – refused as overdevelopment

Two trees to be felled Reynards Lodge – no objection

B430 next to Hessians cottage – proposed garage development and opening to the road – PC comment on greenbelt development and in front of the building line.

Enforcement issues:

Manor Farm: mobile home and carpark hedge planting

Southfield Farm access point onto the B430 – enforcement is activated now that PC has registered objection. Entrance should not be used for construction traffic – that would need approval on a second discharge of condition. DB/RSA to photograph the access to show an intention to use it. The entrance has been made wider than previously – NM to get back to enforcement on that issue.

Action: 1801434F Revise comments to cover aesthetic issues, HD

Action: 1801644F Feedback issue of inappropriate overdevelopment, HD

Action: 1800262TCA Confirm no issue, HD

Action: Take and share photo of fencing around new access on Southfield farm, DB

18.330.15 Works

Council priority fund – the form has been sent to RSA. Application will include the picnic benches.

	7
Minutes	
Approved:.....Dated.....	
.....	

Action: Progress Councillor Priority Fund application, RSA/DB

Regeneration of the pond – indicative cost £5K, hire of equipment and disposal of the spoil. This is more than we had anticipated, but the PC contingency fund is committed to traffic issues. Propose to apply for funding at the level of £5K and look for other sources of matched funding.

Calendar of works – draft plan is available. KE to talk with RSA to work through it.

Action: RSA/KE to meet to discuss calendar of works,

Weir issue – not aware of any activity on the weir at the moment.

General tidy up of old signs and poles – these can be sorted out ad hoc to clean up/simplify. Council/Highways could help but do not have a budget for this.

Action: Investigate how to reduce clutter of old signs around the village, RW

18.330.16 Traffic

Speed activator has been up and monitoring Church Lane. Speed surveys – need to identify the best place for that – the 20 is plenty signs will be removed first. NM to investigate the cost of the sentinel device for regular traffic surveys. More volunteers are needed for the traffic surveys. Councillors were asked for suggestions of people who might be willing to help and broaden the volunteer group.

18.330.17 Transportation committee.

DB suggested reinstating the transportation committee. We are resource-poor and need a volunteer leader, but there is not the capacity within the PC. Councillors are invited to propose nominees to lead the committee from outside the PC.

Action: Share ideas on who to take the Transportation Committee forward with DB, All

18.330.18 Financial resolutions:

OALC planning training

Dog bin emptying plus extra emptying regime in the summer – both approved

Repair of the playground – RSA wants to amend the proposal: details to be circulated – total cost £100 for 2 seats and the covers – a further resolution will follow next meeting – approved

8
Minutes Approved:.....Dated.....

Action: Include Playground seat purchase in next PC agenda meeting, RW
Purchase of Arnold Baker 'On Council Administration' – approved

Next meeting 7th November, 2018
The meeting closed at 21.30.

	9
Minutes	
Approved:.....Dated.....	
.....	