

MINUTES

For the meeting of Parish Council, held on Wednesday, 3rd July 2019

Meeting Number 19.341

Public Participation Session

A resident congratulated the volunteers (Mark East and Robin Stafford Allen) on the state of the playing field and the Council agreed it was looking great and passed on their thanks.

19.341.1 Apologies for absence

Councillor Davis (SD) sent her apologies prior to the meeting. Cllrs Bohm (DB), Mullane (NM), Donne (HD), Whitfield (RW) and Stafford Allen (RSA) were all present.

There were 5 members of the public present.

Councillors Hughes and Griffiths also sent their apologies prior to the meeting.

19.341.2 Declarations of interest

The Chair asked for Declarations of Interest, Cllr Mullane noted his ongoing interest in Southfield Farm.

Cllr Stafford-Allen noted his interest on the land behind Guernsey Cottage fronting the School Field.

Cllr Whitfield noted her interest over land adjacent the B430 (owned by OCC) and opposite North Lane.

Cllr Bohm noted her interest in the area where the old phone box was located, behind the Stocks.

19.341.3 Approval of the minutes

The minutes of the Parish Council meeting on 5th June 2019 were discussed and approved with no changes required.

The minutes for the Parish Council meeting on 5th June 2019 were then moved by NM and seconded by RW. It was supported unanimously by the Council.

Action: Clerk to present minutes to Chair to sign, then file and upload to the web.

19.341.4 Chair's report

The Chair outlined her report this month and mentioned that the Council has some large issues to deal with at this meeting. There are pressures: the demands of the Expressway Groups of which there are several, the pressure of upcoming planning applications such as Wolf Resorts and others on the outskirts of the village that are pending or in pre-app discussions. She mentioned we need to seriously consider what we will do as a result of the discussion on Freedom of Information we had at the last meeting.

She went on to thank the Council members and Clerk for the tremendous work that is being done – Works, Traffic, Planning and the emerging Transportation work. Furthermore, the follow up on issues with ditches, drains, roads, potholes, signs is excellent and we are beginning to see results.

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19.341.5 Clerk's report

DB, RW and the clerk had a very productive meeting on 12th June 2019 with Matthew Timms, Highways Officer from Oxfordshire County Council regarding the verge and bollards on B430, opposite North Lane.

They have cleared out the verge and the ditch is on their programme to be cleared. The suggestion was presented that we dig up the area and plant wild flowers to the rear and cut the grass verge adjacent the B430. Matthew confirmed any work done by the PC is covered under OCC liability insurance as long as they are aware of what works the PC is undertaking.

The Council agreed with the suggestion above and a plan will be provided to OCC to gain approval.

Action: Clerk to send plan of verge works in the village to OCC.

The clerk is arranging a meeting with Mike Wasley (Principal Traffic Scheme Officer) to discuss the requirement of bollards on B430.

Action: Clerk to ensure meeting with Mike Wasley is arranged with feedback back to the Council.

The clerk met with a Thames Water representative and the contractor on Friday 28th June 2019 and they confirmed that Thames Water's contractors will repair the damaged verge areas and will fix the dip in the road at the B430/North Lane junction.

Action: Clerk to ensure areas of village affected by Thames Water works are repaired.

The clerk is continuing to liaise with the Environment Agency over the chicken farm smell and the Council will be kept informed of any further developments.

Unfortunately it has come to light that the email addresses now need to be on an Exchange Mailbox which costs £120+VAT/year each and therefore that would be £860+VAT/year for all of them. We will look into an alternative solution.

The clerk confirmed all required finance documents have been placed on the Parish Council website. The Parish Council response to the Internal Audit Report observations has been sent back to the Internal Auditor. The period of exercise of public rights (10th June – 19th July 2019) has been placed on the noticeboards and website. The council has also received an email from external auditors Moore Stephens to acknowledge receipt of the AGAR Part 2 exemption certificate for Weston on the Green Parish Council.

19.341.6 For Information: Feedback on Southfield Farm Committee meeting (DB)

DB highlighted the key discussions at the planning committee meeting for the Southfield Farm application and also showed, via Cherwell District Council webcasting, a clip of the discussion the planners had at the meeting.

DB spoke for her allotted 5 minutes and thanked the rest of the council for their help in preparing the Parish Council response.

It was noted that Stagecoach removed their previous objection to the scheme as had been offered money to provide a bus service through the village, which would reportedly be sufficient for 5 years. Oxfordshire County Council however noted it would only be sufficient for 2 years and would not be commercially viable in the long term so it could not be given any key weight.

The affordable housing element of the scheme (6 houses) was highlighted as a benefit concentrating the growth of housing in one location; however it is considered there are alternative sites within the boundaries of the village which could provide that sort of development.

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Councillor Hughes spoke on the application with respect to Weston on the Green and recommended it for refusal; it was unanimously rejected. The scheme is likely to go to Appeal.

The Council thanked DB for her efforts at representing Weston on the Green at the planning committee meeting.

19.341.7 For Information: Feedback from Cherwell District Council Parish Liaison meeting (DB)

DB attended the Cherwell DC Parish Liaison meeting on 12th June 2019.

The meeting presentations can be watched on the web at: https://cherwell-public-i.tv/core/portal/webcast_interactive/425206

She mentioned that the Village Hall was considering entering into the Cherwell Community Lottery.

The Women's Cycling Tour of Britain is coming to Oxfordshire in 2020 and 2021 and Bicester will host the grand depart of Stage 1 in 2020. Further information on the route will be provided later in the year but the hope is to engage the local community around the event with a health focus.

One of the presentations at the meeting was on Rural Housing by Frances Evans (team leader of the Housing Strategy & Development team) focussing on the lack of affordable housing in the county.

People who want such housing need to be on the Housing Register and frequently they are disappointed to find they don't qualify because of non-registration. This includes all those who will struggle to find a home in their community or place of work whether these are young adults, employees or older residents who foresee their circumstances changing.

Weston on the Green residents need to be made aware of the need to be on the housing register to qualify for new affordable homes if they are built in the village. The Parish Council needs to strategically work out a way to move forward for the village and get people to register if they wish to.

HD volunteered to contact the Housing Strategy & Development team at Cherwell DC to gather more information and advertise it to the village.

Action: HD to gather more information on how to register for affordable housing and the criteria required to ensure you are eligible for housing in your village. HD to circulate with Parish Council and advertise to the village.

19.341.8 For Information: Expressway update (DB)

DB provided an overview of her Expressway report including:

1. The Action Group led by Roger Evans has reported on a meeting with Ian Hudspeth.
2. A new group has formed called **Planning Oxfordshire's Environment and Transport Sustainably (POETS)** with leads who were formerly with OCC or Oxford City Council. They have written a paper proposing an alternative to the UK Government's plan. To read the whole paper please email: contact.poets@gmail.com and ask for more information.

DB requested support from the Parish Council for her to research this group further; the Council agreed.

3. Next meeting is 10th July, No Expressway Alliance General Meeting in Bicester. DB requested if anyone else could go to this meeting however unfortunately no other Councillors were free that evening.

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19.341.9 **For Information:** to receive an update on the Transport Advisory Group (Graham Barnett) and **Resolution: To Approve** spend of up to £160 to print 250 copies of the Homeworkers Transport Survey (DB)

Graham Barnett presented the latest information from the Transport Advisory Group. A household survey on transport needs is currently being updated, this was last used in Weston in 2012 as part of a review into service 25 which was subsequently withdrawn. Less than 20% response rate then so discussing ways of making the survey more user friendly and ways of offering help or support in completion.

The plan is to finalise the survey and agree methods for distribution/completion in order to distribute in September.

A business questionnaire is also being created, results of the Neighbourhood Plan identified over 50 businesses within the Parish catchment area, it is estimated that over 200 people travel to Weston to work, so public transport is very important.

The transport group is also investigating a new tender process for 250 service for March 2020. The route reportedly may change depending on the tendering process and there's always a possibility that it could be re-routed through Weston on the Green.

The **Resolution: To Approve** spend of up to £160 to print 250 copies of the Homeworkers Transport Survey were then moved by DB and seconded by RSA. It was supported unanimously by the Council.

This expenditure will come out of Budget Line: Transport/Data gathering survey costs.

19.341.10 **For Information:** to receive an update on the Traffic Group and **Resolution: To Approve** Church Road/Church Lane traffic calming suggestions in order for them to be discussed at a village meeting (NM)

Following meetings with Oxfordshire County Council and County Councillor Carmen Griffiths potential options for traffic calming in the village, predominantly along Church Road/Church Lane, were presented to the Council.

Priority 1 – reduce the speed limit on Church Lane/Road and associated roads to 20mph.

Application to Oxfordshire County Council required.

Priority 2 – reduce the speed of vehicles entering from Bletchingdon.

Pinch point with raised bump to slow down those coming into the village at the Village gates by the playing field – similar to the entrance to Chesterton from Bicester.

Priority 3 – rework the stocks junction to reduce speeds of vehicles entering from the B430.

Rework junction to make a T junction – extend Kerb at Norman Machin, take a small part of the village green and created raised “triangle” area between lanes.

Priority 4 – reduce the speed of vehicles using Church Lane.

Extend kerb on corner of Church Lane and move junction slightly forward.

Priority 5 – provide improved signage and potential access to playing field via footpath.

Build small Kerb area and road edge along with Dropped kerb (see shaded area). Add road painting of “Look Both Ways” on exit from church and opposite side to mark a crossing area from the Church to the Oxford Way access point.

Priority 6 – lack of speed awareness through the village.

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Flashing 20mph sign to warn motorists of their speed.

Priority 7 – create crossing to connect pathways through Weston on the Green and provide access to Village pantry.

Create a “crossing point” through one of two ways:

- a) Dropped kerb with road painting “Look Both Ways” to demark a crossing area or;
- b) Zebra Crossing with associated lighting and road markings.

NM confirmed that the next suitable date that the village hall is free is 18th July 2019 and the meeting could be used to provide further information on the Expressway and Great Wolf Resorts from DB.

It was highlighted a finance advisory group meeting would need to be arranged; this was agreed by the groups members.

Resolution: To Approve presenting the list of suggestions for traffic calming in the village at a village meeting on 18th July 2019 was moved by NM and seconded by HD. It was supported unanimously by the Council.

Action: Clerk to confirm village hall booking for traffic meeting.

Action: Traffic Group to advertise village meeting and present finding to the village of their work.

Action: DB to provide an update at the village meeting on the Expressway and Great Wolf Resorts.

Action: Finance lead to re-arrange finance working group meeting.

19.341.11 For Information: to receive an update on the Neighbourhood Plan (DB)

DB and SD confirmed they had heard nothing further from the Examiner.

19.341.12 For Information: to receive an update on the Works Group (RSA)

RSA reported to the Council that he had not yet had a chance to inspect the playground but would submit a report shortly. He has been concentrating on improvements to the playing field.

Action: RSA to inspect playground in relation to the July PC meeting and provide a report to the clerk.

19.341.13 Resolution: To Approve adopting area across from The Stocks as a D Day Garden & **Resolution: To Approve** spend of up to £250.00 for a bench for the area (DB)

DB highlighted the work Norman Machin and Eric Bohm have been undertaking to improve the area across from the Stocks on the slip road. The land is owned by OCC and the fence by a resident.

Norman Machin has suggested this be named the D Day Garden in honour of those who fought in that series of battles and a bench should be placed there.

Concern at the meeting was raised by RW that whilst this is a lovely idea this is not an item that has been budgeted for.

The proposal for the budget line for the bench is to use the Councillors Grant Fund.

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RSA commented that money was saved from the Oak Tree pond work (which came out of the grant fund) and this would be a good use of the remaining money.

RW's concern is that the fund is not a separate pot of money as it is all accounted for as line items in the budget, therefore it would need to come out of the contingency line.

DB mentioned there will always be items we will need to add onto budget through a year.

NM mentioned that money often gets moved around in budgets to reflect what actual spend is like and it should be fine as long as it is clear where the money is coming from.

RW highlighted that we are only at the start of quarter 2 and we should be aware of not spending all the contingency money early in the year, especially when there are additional projects which may require funds eg. Great Wolf Resorts.

HD highlighted that precept and the Councillor Grant Fund money should be spent on the village and should use reserve money for any future projects which may arise.

Resolution: To Approve adopting area across from The Stocks as a D Day Garden **and** spend of up to £250.00 for a bench for the area was moved by RSA and seconded by NM. It was supported by three Councillors with one against. Due to her declaration of interest DB did not vote.

Action: DB to organise purchase of D Day Garden bench.

19.341.14 For Discussion: Issues affecting residents with respect to Sanctuary Housing (DB)

DB reported that a resident is taking Sanctuary Housing to a tribunal over the lack of maintenance in Gallosbrook Way. It turns out that Kieran Evans has been mowing much of Sanctuary's land at a cost to the Parish Council. He is unable to continue to do this so the issue has been highlighted further.

Action: DB and clerk to contact Sanctuary Housing.

Volunteers for grass cutting will be requested via the village news.

Action: Clerk to advertise for grass cutting volunteers in the next edition of the village news.

19.341.15 For Discussion: to discuss and agree other recommendations from the Planning Group (HD)

HD highlighted the key changes in the planning report from the previous June Parish Council meeting:

Decision Received

19/00596/OUT | Residential development of up to 18 dwellings with associated access, internal roads, car parking, public open space, landscaping, drainage and other associated infrastructure. | **Land North of Southfield Farm North Lane**

Rejected by CDC – DB commented above

19/00048/NMA | Changes to windows and doors and the addition of rooflights (proposed as non-material amendments to 17/00920/F) | **Land To Rear Of Ladygrass Church Lane**

Non Material – Approved

19/00798/F | Installation of two bay oak framed car port | **Willow Cottage Church Road**

Approved

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Awaiting Decision

18/02066/F | Demolition of redundant concrete barn and erection of 4 dwellings with associated access and amenity | **Southfield Farm, North Lane**

PC commented - Expecting approval – recent addition of access notes to application

18/02089/F | - Change of use to office space and the conference room to be used as light manufacturing of high-tech mobile phones - **Coach House at Weston Manor Hotel**

PC Commented 30/1/19 – Still no news – property now for sale

19/00025/DISC | Discharge of Conditions 3 (tile sample), 4 (stone sample), 5 (timber sample), 6 (landscaping), 8 (doors and windows), 9 (architectural detailing), 10 (enclosures), 11 (parking and manoeuvring areas) and 12 (means of access) of 18/01251/F | **Sycamore House, Shepherds Close**

PC commented on Condition 11 (parking and manoeuvring)

& 12 (means of access) 13.3.19 - Still awaiting update (chased)

New Applications

19/00231/DISC | Discharge of conditions 5 (car parking provision) and 6 (landscaping scheme) of 18/00034/F | **Little Chef Part Of A34**

Not totally sure what PC can add

19/01008/F | Continuation of trellis & fencing above stone boundary wall. Amendment of approved shed to a summerhouse/shed, following planning permission 18/01297/F | **Kamala House North Lane**

Fence is retrospective – Comments Please

19/00962/F | Erection of building to form 1-bed dwelling, on the siting of the previously demolished barn, with courtyard garden and dedicated parking space - re-submission of 18/01644/F | **Sycamore House Shepherds Close**

Re-Application having lost appeal no change – will comment against – again!

Residents complained about height of development and worried about being overlooked.

Tree Works**Approved / Completed**

19/00137/TCA | T1, T2 x Ash, T3 x Birch - Fell. | **The Moat Northampton Road**

Further tree works – App withdrawn

New Application

19/00174/TCA | T1 x Willow - Crown reduce by up to 30%, including reduction back to previous cut points or similar suitable cut points, including crown thin and removal of all deadwood. | Willow Cottage Church Road

Seems good Arboreal practice 19/00798/F above

19/00155/TCA | T1 x Ash, twin stemmed from near ground level partially included, in close proximity to boundary fence - Fell to near ground level. |Ladygrass Church Lane

PC Comment - against felling tree in Conservation area

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19/00172/TCA | Tree works as per attached tree schedule. | Newby Cottage Northampton Road - Works to trees / hedges along the border with Knowle Lane houses to South

Comments Please

Ongoing Planning issues

- Southfield Farm / Land north of Oak View Phase 1 - (see also 19/00596/OUT)

- Great Wolf Resorts Water Park – Chesterton

This is a large application consisting of a water park, leisure activities and a hotel. The main issue is traffic to be routed from M40 / A34 via B430 and then down B4095 to Chesterton.

HD highlighted that the developers are using public events to fine tune their application and answer all issues with the scheme before they submit their application eg.traffic is now being re-routed through Weston on the Green. This is considered the wrong development in the wrong place.

There is a joint parish meeting to be held on 10th July 2019 in Chesterton which DB will be attending.

On 9th July 2019 Redwood Consulting have invited the Parish Council to a meeting with other councils; DB would like to attend as an information gathering exercise with the Council's approval. The Council agreed.

HD commented that the Parish Council is obviously against this scheme but need to consider the fact that the development may go ahead and the village will need to benefit from the scheme to help mitigate the impacts.

-Bicester Sports Association app, Green Lane Chesterton

19/00934/F | Change of Use of Agricultural land and extension of the existing Bicester Sports Association.

Poor site, lack of sustainable transport, Green Lane junction with B430 is regular accident spot. Light pollution throughout winter. Right facilities, wrong site.

DB and NM agreed with these comments.

The Chair requested a time extension given amount of information covered at the meeting; all were in agreement.

19.341.16 Resolution: To Approve the following invoices for payment:

The clerk requested approval of the following invoices detailed in the table below.

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Payee	Purpose	Total payable incl VAT	Budget Line
Robin Stafford Allen	Picnic table security chains & padlocks (Homebase)	£22.00	Capital Projects/Planned/New picnic tables for playing field
KJ Cleaning Solutions	Mowing & jet washing play area 20/3/19-17/6/19	£240.00	Works/Playing Field/Playing field grass cut
Community First Oxfordshire*	Annual Subscription	£55.00	Subscriptions
Eric Payne	Grass cutting (Ben Jonson & The Stocks) 09/04/19-26/06/19	£240.00	Works/Highways/Grass cutting

*Previous approval 06/19, Community First Subscription at £40.00 not paid as incorrect group, approval requested for addl £15.00

Resolution: To Approve the above invoices was proposed by RW and seconded by RSA. It was supported unanimously by the Council.

Action: Clerk to update invoice log with approvals.

Action: Clerk to update Transparency log of invoices in excess of £100 and add to PC website.

Action: Clerk to initiative request for payments from councillors.

Action: Councillors to process online payment requests.

19.341.17 Resolution: To Approve paying Clerk for months worked February - June 2019 via bank transfer and according to contract (in advance of Payroll set up) (RW)

RW proposed that the Council pay the Clerk for work carried out in February 2019 and March 2019 via BACs. Approval was also requested for payment for months worked April 2019-June 2019 when PAYE was established. The invoice highlighting the amount to be paid would be circulated to Councillors separately.

Going forwards it was proposed that approval for payment for the clerk would be requested monthly.

Resolution: To Approve paying Clerk for months worked February - June 2019 via bank transfer and according to contract (in advance of Payroll set up) was proposed by RW and seconded by RSA. It was supported unanimously by the Council.

Action: Councillors to process clerk salary payment once invoice circulated.

19.341.18 Resolution: To Approve Attendance at NALC Annual Conference (28/29 October 2019) at a member delegate rate of £211+VAT, Council delegates the decision on number of attendees to Chair (DB)

DB questioned whether the Council should send a representative to the NALC Annual Conference. She had volunteered to go but is concerned it is too costly and there is no budget line for it. NM was not convinced the Council would get the value out of it. The Council agreed not to proceed with sending a representative.

19.341.19 Date of next meeting: 7th August 2019

The meeting closed at 21.45.

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