

MINUTES

For the meeting of Parish Council, held on Monday, 2nd December 2019

Meeting Number 19.347

Public Participation Session

There was nothing to note from the public.

19.347.1 Apologies for Absence

Councillors Bohm (DB), Davies (SD), Donne (HD), Whitfield (RW), Stafford Allen (RSA) and Mullane (NM) were all present.

There were 4 members of the public present.

Councillor Carmen Griffiths sent her apologies ahead of the meeting.

19.347.2 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 School Field.

19.347.3 To Receive and Approve: Minutes of the Parish Council meeting held on 6th November 2019

The minutes of the Parish Council meeting on 6th November 2019 were discussed with no changes required.

The minutes for the Parish Council meeting on 6th November 2019 were then moved by NM and seconded by RSA. It was supported unanimously by the Council.

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

19.347.4 For Information: Parish Clerks Report

The clerk highlighted the submitted clerks report which included the North Lane pond works, Gallosbrook flooding and confirmation that the burnt-out caravan on Bletchingdon Road has been highlighted to CDC.

19.347.5 For Discussion: To delegate a Parish Council comment on the Neighbourhood Plan Consultation (DB)

DB asked for a volunteer to submit a comment on the Neighbourhood Plan Consultation. SD offered to provide a comment.

Action: SD to provide a Parish Council comment on the Neighbourhood Plan Consultation.

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

19.347.6 For Discussion: To delegate a Parish Council comment on the Cherwell Plan (DB)

DB asked for a volunteer to submit a Parish Council comment on the Cherwell Plan. SD offered to provide a comment.

Action: SD to provide a Parish Council comment on the Cherwell Plan.

19.347.7 For Discussion: To delegate a Parish Council comment on the Great Wolf Resort application (DB)

DB asked for a volunteer to submit a Parish Council comment on the Great Wolf Resort application. HD offered to provide a comment. HD requested that Councillors send across their information presented at the village meeting and he will do a draft.

Action: Councillors to send their information presented at the village meeting on the Great Wolf application to HD.

Action: HD to provide a Parish Council comment on the Great Wolf application.

19.347.8 Resolution: To Approve Parish Council Budget for financial year 2020/21 (HD)

HD provided a review of the 2020/2021 budget document and highlighted that the precept request is flat for next year. He mentioned that the Council were conscious over the rise in precept over the last couple of years, so they were keen to keep it flat.

The Council has achieved more in the last couple of years with further projects planned and the village should continue to see a difference.

RSA was comfortable that RPI has been added to the budget and a resident appreciated that their previous comments on spending by the Council had been taken on board.

The resolution to approve the Parish Council Budget for financial year 2020/21 was proposed by HD and seconded by RW. It was supported unanimously by the Council.

DB thanked the finance lead, RW, and clerk for their hard work on the budget this year.

RW confirmed that the Council is waiting for the notification of precept request and tax band information from Cherwell District Council. The Council will then comply when the request comes in and update the remaining section on the budget.

Action: Clerk to update budget with tax band information when it arrives.

Action: Clerk to submit precept request to Cherwell District Council in January 2020.

Action: Clerk to upload Parish Council budget for 2020/21 to the website.

19.347.9 Resolution: To Approve Appointment of Internal Auditor, IAC, for financial year 2019/2020 (HD)

HD highlighted the quote of £285.00 (excluding VAT) the Parish Council had received from Internal Auditor, IAC, to audit the Council's accounts for financial year 2019/20. If the Council took out a minimum 3-year deal, there would be a discount of 5%. The fee has increased from last year's fee of £175.00 (excluding VAT). IAC have provided an explanation for the increase which is due to a combination of a long overdue price increase, internal auditors having to cover two additional area as part of the audit process and due to our higher precept, the Council now falls into a different category.

The Council and IAC worked well together last year and the finance group are keen to continue the relationship so are recommending the company be instructed again.

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

It was also noted that there would be an additional charge of £385.00 plus VAT per day if additional work was required to be undertaken by IAC.

The resolution to approve the appointment of Internal Auditor, IAC, on a 3-year deal was proposed by HD and seconded by SD. It was supported unanimously by the Council.

Action: Clerk to notify IAC that the appointment to be the Parish Council's Internal Auditor on a 3-year deal was agreed.

19.347.10 Resolution: To Approve donation of £220 to Weston Pantry for new noticeboard (HD)

HD highlighted that the external noticeboard outside the Weston Pantry is in poor repair and the business is requesting assistance with funding for a new noticeboard. The shop will run the noticeboard and its maintenance so a donation of £220 from the Parish Council was requested.

HD highlighted that the Parish Council would like to continue the tradition of supporting groups in the village.

The request would come out of the donation budget line (prior to this request there was £1215.60 remaining in the donations budget line).

The resolution to approve a donation of £220.00 to the Weston Pantry for a new noticeboard was proposed by HD and seconded by RW. It was supported unanimously by the Council.

Action: Clerk to notify the Weston Pantry of the donation approval for a new noticeboard and obtain payment details.

Action: Clerk to include donation request for Weston Pantry in the December invoice payment requests to Councillors.

19.347.11 Resolution: To Approve items to be applied for in Councillor Priority Fund Application 2019/20 (RW)

RW proposed two items to be included on the Councillor Priority Fund application for 2019/20:

1. Village Hall heating
2. Weston Pantry accessibility – remove step access and provide a ramp at the shop to aid access by members of the public.

The resolution to approve the above two items to be applied for in Councillor Priority Fund Application 2019/20 was proposed by RW and seconded by NM. It was supported unanimously by the Council.

Action: Clerk to arrange for Councillor Priority Fund application to be submitted to Oxfordshire County Council.

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

19.347.12 Resolution: To Approve the following invoices for payment (DB)

DB requested approval of the following invoices detailed in the table below. The resolution to approve the below invoices was proposed by DB and seconded by NM. It was supported unanimously by the Council.

Payee	Purpose	Total payable incl VAT	Budget Line
Clerk (J Mullane)	Clerks Pay - October 2019	-*	Staff Costs/Clerks Salary
Weston on the Green Village Hall	Village Hall hire – Parish Council meetings (Jan-April 2020)	£60.00	Meeting Costs / Hire of hall for meetings
Weston on the Green Village Hall	Village Hall hire – village meeting (2 nd December 2019)	£15.00	Meeting Costs / Hire of hall for meetings
Michael Leonard	Make and supply 4 noticeboard planters	£800.00	Contingency
Oxfordshire Neighbourhood Plans Alliance	Associate membership fee (for emerging Neighbourhood Plans)	£25.00	Subscriptions
Eric Payne	Grass cutting (The Stocks & Ben Jonson)	£60.00	Works Highways / Grass cutting
SLCC	Membership annual renewal	£140.00	Subscriptions
Clerk (J Mullane)	Mud kitchen and children's allotment tools (Amazon)	£199.69	Works Playing Field / Children's garden
<i>Duchy of Cornwall</i> **	<i>Rent payment (29 Sept 2019 to 28 Sept 2020) for playing field and spinney</i>	<i>£669.24</i>	<i>Works Playing Field / Playing Field Rent</i>

*Pre-approved by the FG & HRG

The Duchy of Cornwall invoice was pre-approved at 6th November 2019 Parish Council meeting as invoice was delayed reaching the Council so payment was overdue. It has been approved again at this meeting through official channels.

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.

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

HD highlighted the key changes in the planning report from the November Parish Council meeting.

Building Works:**Decision Received**

19/01916/F - Erection of garage - Robin's Folly, Mill Lane

CDC Approved

19/02040/F - Proposed single storey front extension and garage conversion with associated internal and external works – 14 Westlands Avenue

CDC Approved

Awaiting Decision

Minutes

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

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 from CDC – George Smith

New Applications

None

Tree Works:

Approved / Completed

N/a

New Application / Awaiting Decision

19/02555/TCA | Tree works in Conservation area. | The Barn 5 Oxford Court - 1 x Silver Birch that is within influencing distance of the property to be removed before any damage is incurred to the property by the tree.

CDC – Iain Osenton

Ongoing Planning issues

Southfield Farm / Land north of Oak View Phase 2

Awaiting outcome of recent appeal REF 19/00038/REF, CDC contact Matthew Chadwick

Great Wolf Resorts Water Park – Chesterton

PC is involved with Chesterton PC due to traffic issues

Bicester Sports Association app, Green Lane Chesterton

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

Objection Sent in re Traffic- Awaiting CDC – James Kirkham

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

RSA commented on the recent work in the village including the North Lane pond works and the placement of the planter noticeboards. The damage caused to the playing field by the fireworks night will be fixed when ground conditions permit.

RSA presented his report on the playground, highlighting the minor works required on the equipment and that the safety surfacing is shrinking away from the wooden edging and that this still needs repair.

DB queried at what point should the Parish Council look at the playground, its repairs and what its future is?

RSA confirmed that he has checked with Playdale regarding wood preservation and they confirmed that it is guaranteed for 15 years (playground installed in 2007) and you can't paint it as it will void the warranty.

HD went on to comment that there is £4000.00 in the Section 106 reserves for use in open spaces, which could be used as a starting point for future improvements to the playground. Perhaps a group of people could be established to raise some money to refurbish/rebuild the playground.

Action: Clerk to place a request in the village news for any villagers interested in forming a working group to investigate a redevelopment of the playground.

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

19.347.15 For Information: to receive an update on the Transport Advisory Group (DB)

The transport survey for the village will be going live on 6 January 2020 and will include an online and paper survey. A volunteer is reportedly happy to interview people if required and input the results online.

DB also highlighted at the end of the meeting that RW will lead the work on Affordable Housing. Cherwell District Council will pay for a door to door survey on housing need in the village in 2020.

Finally, feedback will be provided on the Cherwell Parish Liaison meeting, including discussion on a Good Neighbour scheme, at the 9th January 2020 Parish Council meeting.

Action: Clerk to add Parish Liaison meeting feedback item to January 2020 Parish Council meeting agenda.

19.347.16 Date of next meeting: Thursday 9th January 2020

The meeting ended at 21.12.

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