

## MINUTES

For the meeting of Parish Council, held on Wednesday, 4<sup>th</sup> March 2020

### Meeting Number 20.350

#### 20.350.1 Apologies for Absence

Councillors Bohm (DB), Donne (HD), Whitfield (RW) and Mullane (NM) were all present. Councillors Stafford Allen (RSA) and Davis (SD), sent their apologies due to illness and essential work commitments respectively, and both were accepted.

There were 4 members of the public present.

#### 20.350.2 Declarations of Interest

None reported.

#### 20.350.3 To Receive and Approve: Minutes of the Parish Council meeting held on 5<sup>th</sup> February 2020

The minutes of the Parish Council meeting on 5<sup>th</sup> February 2020 were discussed with no changes required.

The minutes for the Parish Council meeting on 5<sup>th</sup> February 2020 were then moved by DB and seconded by HD. It was supported unanimously by the Council.

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

#### 20.350.4 For Information: Chairs Report

DB focussed her comments to the Council on “community”. As the Parish Council has spread its involvement in the wider community, there is more to appreciate about the hard work that is being done for the benefit of all the local parishes.

The “Kidlington Watch Group” is worth following on Facebook and signing up for updates. Its key concern has been the housing applications that will change their village greatly. They also update on the Expressway, the Oxford City Local Plan and the potential explosion of housing in Oxfordshire.

The prevention of successful scams is on our radar and we are in the process of setting up a village daytime meeting in collaboration with The Coventry Building Society to up our skill level in being aware of the latest scam artistry.

Regarding the weir, the Chair will be meeting a volunteer shortly and hopefully we can progress carefully given the long difficult history of co-operation around the weir. The recent communication on flooding from the Neighbourhood Watch Group via the “Thames Valley Alert” newsletter provided a great area of support.

The Parish Council need to give some thought as to how we would support the village in case of a large-scale outbreak of coronavirus. We should reach out to the other groups in the parish and see if they have ideas. The work will be done online over the next two weeks, so we are current with the situation across the country.

#### 20.350.5 For Information: Parish Clerks Report

The litter pick date is confirmed for Saturday 21<sup>st</sup> March at 09.30.

**Action:** Clerk to contact Cherwell District Council to arrange collection of the rubbish. Clerk to advertise the litter pick on the website and Facebook, Graham Barnett will advertise it in the village.

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Two new dog bins have been included in the budget for 2020/21. A discussion was held over potential locations and this will be finalised offline and presented to the Council for approval at a later date.

**Action:** Clerk to liaise with Council over dog bin locations, costings to be presented at a future PC meeting.

The Highways Inspector from Oxfordshire County Council indicated it would be a hard process to get the unwanted signs and posts removed from the village, given they are not considered a health and safety issue. A resident very kindly offered to assist the Council in their removal. The Council were extremely appreciative.

**Action:** Clerk to send resident a map highlighting the unused posts to be removed with a letter of consent from the Parish Council.

**20.350.6 For Discussion:** Footpaths in the village (Graham Barnett/DB)

DB highlighted that there have been complaints about the horses in the School Field. They are reportedly over friendly and people are finding it difficult to cross the field.

Graham Barnett (footpath warden) mentioned there are no rules about animals (except bulls) on public footpaths. He will raise it with Oxfordshire County Council and see if they have any guidelines, but generally there is nothing as animals are allowed in a field. There would be a case to be made if the horses were spoiling an actual footpath but it is a field footpath not a fixed path so is not relevant here.

NM suggested a friendly letter to the owners to ask if they are aware that this is causing people to complain. All agreed this was a good next step.

**Action:** Clerk to compose a letter on behalf of the PC regarding the horses in the School Field.

A resident had asked for clarification over the notices that had been seen regarding landowner deposit information in fields towards the Old Flighthouse. GB commented that there is a certain timescale within which the Parish Council have to register footpaths which have not been used for a while so they remain and are highlighted on the definitive map of footpaths. GB believes this is the reverse where landowners can establish that there is no footpath across their land. This is what GB believed this case was about. There are no footpaths across the queried area, so it was not a concern to the footpath warden.

**Action:** Clerk to pass on the footpath warden’s comments to a resident regarding the landowner deposit information.

**20.350.7 For Information:** to receive an update on the Traffic Advisory Group including feedback from Oxfordshire County Council on number of signs in village (NM)

NM confirmed that himself and Eric Bohm had met with Mike Wasley and a design man (Dave) from Oxfordshire County Council (OCC) to clarify the process of traffic calming on Church Lane. It was confirmed that the Parish Council (PC) can apply for a 20mph speed limit on Church Lane. NM summarised the process which has been confirmed with Mike Wasley:

- PC to confirm commission of the works - completed on 20/02/20
- OCC (Dave) to complete design works - approximately 1 month
- Once design is complete, PC confirm they are happy and we enter the consultation phase
- Consultation to take 28 days – Parish Council to share informal consultation survey in form of letter
- If no objections then application is unlikely to need to go to committee for full approval
- Application then will be (hopefully) approved following consultation
- Consultation and legal fees for changing the speed limit of £3,120 to be paid
- Design and implementation fees to be confirmed following design of signage and decluttering confirmed
- Any further requirements such as adding pinch points, drop kerbs will be considered separately and will not require an application but will need to be designed and implemented at appropriate cost.

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Some additional information on the scheme:

- Start a 30mph limit further out towards Bletchingdon then 20mph at the village gate
- Painted white line to create a false pinch point at gates, sharks teeth disappear
- Re do signage through village – re-painted slow near the Church
- Signage will be kept to a minimum – small roundel signs

**Stocks Junction** – there will be a complete signage declutter: move some signs, remove Bletchingdon sign to avoid cut through. 'No HGV' sign is too late - move to left hand side of the road and further up B430. A design piece would need to be done on this and full costings.

**Footpath to Playing Field** – Footpath sign to point through Church and across Church Lane and down back route to playing field. GB has talked to landowner behind houses on Church Lane who have suggested extending the footpath all the way across back of playing field and pick up other footpath at the entrance to the spinney, linking with footpath to go up to the ford, therefore removing the footpath which goes diagonally across his field.

GB needs to reconfirm with OCC the legal procedures if the footpath was to extend to the spinney and remove the diagonal footpath through the field. There is a small stile along the footpath which will need to be replaced with a kissing gate to allow pushchairs too. This will need to be investigated further and costed. There also needs to be a consultation with residents in Church Close where the footpath would go behind their properties.

NM also confirmed that OCC Highways have asked the Council to remove additional signage on Church Road/Church Lane including a 20s plenty sign and the Expressway signs.

**Action:** NM to email Expressway Group to highlight OCC's comments regarding their signs on Church Road/Church Lane and see if they want to collect the signs or the traffic group.

**20.350.8 For Discussion:** Report of accident on B430, requirement for replacement bollards & type (NM)

NM commented on the accident on B430 on 12<sup>th</sup> February 2020 when a car veered off the road through bollards, a drain cover and into the salt bin on Westlands Avenue. NM has sent this onto the team at Oxfordshire County Council dealing with the footpath associated with the Southfield Farm development.

**Action:** DB/Clerk to go through archives to see if any reference to the ponds when the manor house seeded the verges to the Parish Council.

A discussion took place over whether the bollards damaged in the accident should be replaced, how many and whether they should be replaced with wooden ones or plastic.

The Council agreed to replace the bollards with wooden ones, subject to Oxfordshire County Council's approval, potentially the total amount could be reduced to around five. The Council are aware these will need to be paid for by the Parish Council and a quote obtained.

**Action:** Clerk to contact Oxfordshire County Council to get a quote for replacing the damaged bollards and a separate one for replacing the remaining bollards at a later date if required.

**20.350.9 For Information:** to receive an update on the Transport Advisory Group survey (DB)

DB commented that there have been 110 responses to the transport survey. Initial highlights include the majority of people who filled in the survey have use of a car. People would like the convenience of an option to use a bus but are not committed to taking a bus regularly. People would use a bus for work if it was reliable. There were concerns that in future some residents may have an increased need for a bus as may not be able to drive anymore. Comments also included that teenagers are suffering as they can't get to Bicester/Oxford independently.

The Transport Advisory Group has not met since the results have been compiled so DB will feed back any comments from the Council.

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HD commented that he was surprised that the 'Lack of Knowledge over Comet service' was at 85%. This is an area already highlighted for additional advertising. Further information is also required around volunteer driver schemes. Additional advertising of the prescription delivery service from Islip surgery is also required.

**Action:** Clerk to add information about Comet service, prescription delivery service and driver schemes to the village news.

Chesterton now has a shopping bus every Friday, so even that for our village (into Kidlington Sainsburys to connect with a bus to Oxford or Bicester) would be a benefit.

GB (who is in the advisory group) commented that nothing has changed since the last transport survey. They are currently tendering for the 250 bus service and GB has suggested to Oxfordshire County Council (OCC) about the possibility of it re-routing through Weston on the Green. OCC are looking into it, but GB has not heard anything further. He went on to add that another option is to divert the S5 bus off A34.

**Action:** Transport Advisory Group to contact S5 service and see if there can be any solutions to diverting this bus.

RW queried if the employers survey results were available, DB commented that the survey had not been finalised.

Councillors suggested some potential options of joining in with the Chesterton bus or using the Wendlebury community bus. A resident suggested that if designated drivers could be found the Wendlebury bus could be hired on set days to drive people to certain destinations regularly.

**20.350.10 For Discussion:** No Cold Calling Zone update and **Resolution: To Approve** spend of up £100 on street signs and door stickers (DB/Patsy Parsons)

Patsy Parsons (PP), the village Neighbourhood Watch co-ordinator, confirmed to the Council at the last meeting that Trading Standards will not support a No Cold Calling Zone; we can however set one up ourselves and fund signs, door stickers etc. We are advised to do this in conjunction with the neighbourhood policing team.

PP has spoken to a printing service and depending on number required signs (corrugated plastic with cable ties) would be between £10-20 each and could have any artwork on it. Research on the cost of 250 stickers varied depending on quality of between £60-120. A resident suggested approaching Axicon in the village as part of a community exercise.

**Action:** PP to approach Axicon to see if they could provide any support to the No Cold Calling Zone signs.

DB proposed that the Council go ahead with the cold calling zone project, HD seconded and all were in agreement. Resolution on spend not put forward until costings and quotes finalised.

A note will be put in the next village news to consult over the plans with the village.

**Action:** Clerk to place note in the next village news to consult over the plans for a No Cold Calling zone.

**20.350.11 For Information:** Neighbourhood Plan update (DB/SD)

Cherwell District Council (CDC) provided a choice of two examiners for the Neighbourhood Plan, recommending one of them, who SD/DB agreed with. A contract is being drawn up and they can begin work from 21<sup>st</sup> April 2020.

**20.350.12 For Information:** Biodiversity in the Village update & **Resolution: To Approve** attendance for up to two people at Local Environment Groups Conference (28<sup>th</sup> March 20) for a total of £87.42 (DB)

Since the February 2020 Parish Council meeting DB has met with Caroline Itoh who is involved in community wildlife programmes world-wide. She is keen to undertake a piece of work linking biodiversity with the Neighbourhood Plan and would be keen to have a small committee or partner.

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**Action:** DB to highlight biodiversity project in the village to see if anyone else interested in supporting.

The **Resolution: To Approve** attendance for up to two people at Local Environment Groups Conference on 28<sup>th</sup> March 2020 for a total of £87.42 was proposed by DB and seconded by NM. All were in agreement.

This item would be associated with the Staff Costs/Clerk & Councillors Training line in the budget which currently has £500 remaining in it.

**20.350.13 For Discussion:** Location of remaining planter noticeboard location (DB)

DB highlighted that she has been unsuccessful in securing a spot for the remaining planter noticeboard on the B430 and considered it going on the north side, although there is an issue with the farmer cutting the hedge.

A resident suggested a spot near two empty poles where the bus stop used to be. It was agreed that this would be investigated further.

**20.350.14 Resolution: To Approve** the following invoices for payment (HD)

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

Payee	Purpose	Total payable incl VAT	Budget Line
Clerk (J Mullane)	Clerks pay - February 2020	-*	Staff Costs/Clerks Salary
Bicester Tree Services	Tree works on North Lane & Northampton Road	£492.00	Contingency
OALC	Annual OALC subscription fee 2020-21	£140.42	Subscriptions/OALC Subscription

\*Pre-approved by the FG & HRG

NB. Amendment: The Bicester Tree Services invoice will come out of the following budget lines: Works – Highways/Verges and Works – Highways/North Lane pond maintenance.

**Action:** Clerk to update invoice log with approvals and amended budget category.

**Action:** Clerk to initiate request for payments from Councillors.

**Action:** Councillors to process online payment requests.

**20.350.15 Resolution: To Approve** Clerks monthly pay for the whole financial year: April 2020 – March 2021 (HD)

HD highlighted that the Council are waiting for the latest information on the pay uplift figure from NALC before proceeding with this item.

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

HD highlighted the key items in the planning report.

**Building Works:**

**Decision Received**

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**20/00013/F** - Land at Forge Works Northampton Road - Change of Use of land to hardstanding for crane storage area  
**Application withdrawn**

**Awaiting Decision**

**19/02697/F - Weston Manor Hotel** The Manor Northampton Road | Variation of condition 1 of 16/02021/F - to allow the continued retention of the existing portacabin for an additional period of one year

**New Applications**

**20/00541/F - Bay Tree House, 2 Brooklyn Gardens** - Construct part two storey and part single storey rear extension; rebuild enlarged front porch. No plans yet available.

*Comments to be circulated once documents are on the planning portal.*

**20/00517/F - Lime Walk Church Lane** – Demolition and replacement of 2 storey 1960s side extension. There has been pre-app work with CDC.

Design & Access Statement - <https://planningregister.cherwell.gov.uk/Planning/Display/20/00517/F>

*The Council considered this to be a better proposition than its current state. The Council will talk to the owner directly about the footpath to the rear and its link with parking for the property.*

**Action:** HD/NM/Graham Barnett to talk directly to owner of Lime Walk, Church Lane over property development plans relating to the footpath to the rear.

**20/00499/F** - Village Pantry and Post Office Church Road - Change of Use of part of store and shop to café – All Internal changes.

*The Council commented that there is no external change as part of the application and fully supports local business.*

**Tree Works:**

**Approved / Completed**

**19/02950/TCA** – 10 Leylandii – Fell – One B430 outside Oxford Court. Planted for sound break by residents but due to lack of maintenance now of excessive size.

*DB highlighted that DB/RSA came to an agreement with residents over what works they wanted.*

**19/02953/TCA** – Coppice Willow at back of Pond on North Lane.

*DB highlighted that DB/RSA came to an agreement with resident behind pond over what works they wanted to provide privacy protection on their property and the tree surgeon undertook that work. The resident commented that if the tree doesn't grow back adequately the resident will pay for further work next year.*

*Since that time DB has received two complaints about the way it's been cut. DB has asked them to be patient for a year and see how it grows and then it can be revisited as mentioned above.*

*Walnut Cottage, Westlands Avenue – cutting back of a tree without permission. This has been highlighted to Iain Oseinton (Arboricultural Officer at Cherwell District Council), mentioning that as they are new residents perhaps they did not understand the procedures required for authorising tree works.*

**Action:** Clerk to add tree works permission requirements to the Parish Council website and village news to highlight what and when is required.

**19/02895/TCA** – Monks Walk, Church Lane – Extensive Tree works in Garden and around Tennis Court, maintenance.  
**Allowed with small amendments**

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**New Application / Awaiting Decision**

**20/00544/TPO 5 – Barn Acre, Northampton Road** FIVE DAY NOTICE G1xLeylandii- During recent winds Leylandii had lost a limb which caused damaged to both neighbour and owner’s roofs. Canopy susceptible to further damage. Reduce by half the size. **For info only**

**20/00331/TCA** - The Old Vicarage Mill Lane - G1 x 11 no’s Leylandii - Fell as causing light restrictions to neighbours and interfering with electricity cables which have been described as at risk.

*Council agreed it seemed sensible arboricultural practice.*

**Ongoing Planning issues**

Southfield Farm / Land north of Oak View Phase 1& 2: *NM mentioned they are starting to move forward.*

Great Wolf Resorts Water Park – Chesterton: *On Committee agenda for Thursday 12<sup>th</sup> March 2020 and is recommended for refusal by Cherwell District Council.*

Bicester Sports Association app, Green Lane Chesterton

Oxford-Cambridge Expressway

DB highlighted an application by the Family Farm House on A34 which had been recently submitted since the planning report had been circulated. HD will look further at the new application on the system.

DB also mentioned that the Freedom of Information request on the School Field had been denied on the basis that pre-application discussions are confidential. They had previously provided all the information on the Great Wolf application. There is an option to respond and she asked the Council their opinion.

DB is inclined to respond as this is of public interest in the village. NM was also in agreement and advised to comment especially on numbers 3 and 4 listed in the arguments against disclosure provided. RW also agreed that this should be followed up, she will investigate this further with someone in the village who she believes is a data protection lawyer. Council agreed to respond.

**Action:** DB to respond to CDC on the denial of the Freedom of Information request on the School Field.

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

This was deferred as RSA was not present at the meeting.

DB reported on a meeting held with Mr Henman regarding the purchase of the playground with RSA and HD. RSA has agreed to lead on the purchase. The Council agreed to carry on pursuing the purchase of the land. A resident commended the Council for progressing the purchase of the playing field instead of renting it.

**Public Participation Session**

A resident wished to bring to the Council’s attention a difficulty they recently encountered over using equipment in the village hall for an event for young farmers. They would like more support for younger people in the village given they are the future of the village; parents are trying to keep them safe and away from screen time.

DB highlighted the need to support young children and families in the village. Although we are all members of the village it is not a Parish Council matter, which was appreciated by the resident who merely wished to highlight it for the Councils information.

**20.350.18 Date of next meeting:** Wednesday 1<sup>st</sup> April 2020

The meeting ended at 21.38

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