

## MINUTES - DRAFT

For the meeting of Parish Council, held on Wednesday, 1<sup>st</sup> February 2023

Meeting Number 23.390

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

### Public Participation

A resident queried whether the 20mph signs by the Southfield development entrance could be removed, this will be investigated further with OCC.

Roger Evans (RE) highlighted that he owns the footpath that leads off North Lane (adjacent to the pond) to the north and wished to highlight a few issues to the Council:

1. RE has planted an historic plant which is due to come up in April.
2. Dog mess is left on the path.
3. Path can get boggy during wet weather, in part due to horses using path – it is not a bridleway and RE will put a sign up to highlight this and monitor the situation, he is reluctant to put a fence up.
4. Overgrowth from neighbours property which can be dangerous as people chop bits off. RE has contacted the OCC footpath co-ordinator but has been waiting four months for a response and will contact the parish footpath warden (Graham Barnett) for advice.

#### 23.390.1 To Receive: Apologies for non-attendance

Councillors Bohm (DB), Davis (SD), Stafford Allen (RSA) and Miller (JM) were all present.

Councillor Mullane arrived part way through the meeting (previously notified) and Councillor Rosser sent his apologies, which were accepted.

Councillor Coton was in attendance for Cherwell District Council.

Councillor Nigel Simpson (Oxfordshire County Council) and Councillor Patrick and also sent their apologies as did James Henderson and Graham Barnett.

Four members of the public were in attendance including Roger Evans (part of meeting) and two potential Councillor candidates.

#### 23.390.2 To Receive: Declarations of Interest

There were no declarations of interest relevant to this meeting.

#### 23.390.3 To Receive & Approve: Minutes of the Parish Council meeting held on 7<sup>th</sup> December 2022 (DB)

The minutes of the Parish Council meeting held on 7<sup>th</sup> December 2022 were discussed with no changes required.

The resolution to approve the minutes for the Parish Council meeting held on 7<sup>th</sup> December 2022 was then proposed by DB and seconded by RSA. The motion was supported unanimously by the Council with one abstention as the Councillor was not present at the 7<sup>th</sup> December 2022 meeting.

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

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**23.390.4 To Receive & Approve:** Minutes of the Parish Council meeting held on 10<sup>th</sup> January 2023 (DB)

The minutes of the Parish Council meeting held on 10<sup>th</sup> January 2023 were discussed with no changes required.

The resolution to approve the minutes for the Parish Council meeting held on 10<sup>th</sup> January 2023 was then proposed by DB and seconded by SD. The motion was supported unanimously by the Council with one abstention as the Councillor was not present at the 10<sup>th</sup> January 2023 meeting.

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

**23.390.5 Resolution To Approve** the absence of Councillor Rosser from all Council meetings until September 2023, pursuant to Section 85 (1) of the Local Government Act 1972 (DB)

The resolution to approve the absence of Councillor Rosser from all Council meetings until September 2023, pursuant to Section 85 (1) of the Local Government Act 1972 was then proposed by DB and seconded by SD. The motion was supported unanimously by the Council.

**23.390.6 For Information:** Chairs Comment (DB)

DB provided a welcome to two potential new councillors – Ben Lanham and Jack Maxton.

It was commented that two items on the Parish Council's development plan are coming to fruition – community transport and fibre broadband projects. The next stage of the development plan requires discussion at the March 2023 Parish Council meeting.

DB also highlighted the concerns over parking at the playing field and Church Close by Ardley United FC families and the work undertaken by the Parish Council and the football club to alleviate the issues.

DB went on to mention there was a further accident at the B430/Akeman Street junction recently and that we need to enquire if anything further can be done to make the junction safer.

Finally, the Oxfordshire Neighbourhood Plan Alliance have asked DB to join their Executive to represent the Cherwell area.

**23.390.7 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. The Council also received payment from the clerk relating to employee NI and tax payments to HMRC on 6<sup>th</sup> January 2023. Other items discussed included:

- Annual village litter pick date: Saturday 25<sup>th</sup> March, 9.30am.
- A number of potholes have been identified and reported to OCC for repair.
- The Parish Council has applied for a £1,500 donation from the Councillor Priority Fund for improvements to the playground. The application has kindly been approved by Councillor Simpson.
- At the request of the parish litter bins have been replaced in the layby on B430, opposite the airfield. The street cleaning team has also been and tidied the rubbish. This area will be on the list for the village litter pick too.
- OCC are planting a new tree in every parish, in Weston on the Green it will be located on the green outside the Ben Jonson.

**Action:** Clerk to advertise the annual litter pick date.

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

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

There are currently two vacancies for Councillors which have previously been advertised.

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

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

**23.390.9 For Information:** Oak Tree footpath update (Roger Evans)

Roger Evans provided the following report regarding the footpath at the top of North Lane.

1. CDC considering enforcement action over damage to tree and sub-standard path to village: **Awaited**
2. Developer to construct approved Parish Council alternative path: **Awaited**
3. OCC Highways to remove existing built structure: **After completion of new path**

**23.390.10 For Information:** Technology Advisory Group update

Gigaclear are planning on holding a virtual one hour session on 23<sup>rd</sup> February 2023 to provide residents with an update on planned works in the parish.

**Action:** DB/James Henderson to help advertise the meeting via email and Facebook.

**23.390.11 For Information:** Transport Advisory Group update (DB)

DB confirmed that a new bus service (Service 24) will be running to the village starting on 13<sup>th</sup> February 2023 and thanked Graham Barnett and Councillor Simpson for all their hard work on this project.

Lines are required to be repainted on the layby's and road along with the potential option for a bus shelter on B430 to be investigated.

**23.390.12 Resolution To Approve** acceptance of community bus insurance quote from A Plan Insurance for £798.00, as detailed in summary report (DB)

DB thanked Graham Barnett for providing the quotes for insuring the community bus. DB noted however, that although discussed the modifications to the van had not been specified on the documents and this raised queries over the level of cover compared to the other quotes.

The resolution to approve the acceptance of the community bus insurance quote from A Plan Insurance for £798.00, as detailed in summary report was proposed by DB and seconded by RSA but it was noted that this was subject to the required amendments to the quote not altering the amount. The motion was supported unanimously by the Council subject to confirmation on amendments required, otherwise the item would be bought back to the Council for approval.

**Action:** Clerk to ask Graham Barnett if the community bus insurance quote can be amended to reflect the van modifications.

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

*Councillor Coton – Cherwell District Council:* Councillor Coton highlighted the following items in her monthly update, a report of which will be circulated:

- CDC Local Plan: delayed with currently no date of when it will proceed. Key issues highlighted in CDC report.
- Voter ID required for May elections.
- Planning meeting with parishes – CDC are working on a date.
- Executive Council meeting on 6<sup>th</sup> February 2023 will decide on possible King Coronation grants for parishes.
- Council tax uplift – recommendation would indicate a £148.50/year increase for Band D properties.

The OCC and CDC reports for February 2023 will be circulated to the Parish Council.

**Action:** Clerk to circulate OCC and CDC reports to Parish Council along with draft minutes.

**23.390.14 For Information:** Playground report and works update (RSA)

RSA highlighted that the playground was inspected on 1<sup>st</sup> February 2023 and the general appearance was reasonable; key points are detailed in the submitted works and playground report.

The 31 ash trees were felled in the spinney on 18<sup>th</sup> January 2023 by Bicester Tree Services and the wood left for collection.

RSA commented that Ardley United FC now has car park monitors for each team and there would only be one team playing on the field next season.

RSA also highlighted the discussion held at the Garden Club AGM regarding approaching businesses to sponsor a planter in the village.

**23.390.15 For Information:** Works update (JM)

JM confirmed the works to the North Lane pond edging had been completed. This comprised replacing two edge lengths and installing 10m of Nicospan, breathable fencing with a safety rail along the top to create a structural edge. It was felt that more top soil was likely to be needed when the ground had settled with the addition of grass seed in the spring.

The Council agreed what a fantastic job was undertaken and thanked JM and RSA for all their hard work.

**23.390.16 For Discussion:** Parish plans for King’s Coronation. **Resolution To Approve** a donation request from the Village Hall of up to £300.00 to go towards the King’s Coronation afternoon tea event hosted by the Village Hall in May 2023 (DB/SD)

DB queried of the Council what the Parish Council could do as a marker for the King’s Coronation event in May 2023.

A variety of ideas were suggested by Councillors including providing a mug with crest on for every child in the parish, celebratory posters on planter noticeboards, spring clean of village items, community picnic on the playing field which the Parish Council could subsidise, dedication on a bench and replacing the broken Queen Jubilee tree. A co-ordinator would be required to assist in developing any plans.

The council discussed the proposal to donate Parish Council funds to the Village Hall’s Coronation afternoon tea event for which the Village Hall had provided a breakdown of costings. RSA withdrew from discussions due to his links to the Village Hall. It was proposed to contribute £300 towards the event.

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The resolution to approve a donation of £300 from the Council's 'Donation' budget line for FY 2023-24 to the Village Hall for a contribution towards the King's Coronation afternoon tea event on 6<sup>th</sup> May 2023 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, it will be paid in the next financial year.

**Action:** Clerk to arrange donation payment by Councillors to Village Hall for King's Coronation celebrations.

### 23.390.17 Resolution To Approve the following invoices for payment (SD)

SD requested approval of the following invoices detailed in the table below.

PC Ref	Payee	Purpose	Total (incl VAT)	Budget Line	Amount Remaining in 2022-23 Budget
313	Fair Account (Paul Reynolds)	Internal audit services interim review (04/22-12/22)	£260.00	Insurance & auditing/Audit fees	-£120.00*
314	Bicester Tree Services	Spinney tree felling x31 (due to ash die-back)	£1,200.00	Village Works/Spinney maintenance	£970.00
315	Clerk (J Mullane)	Printing of 250 A4 new bus service leaflets for village (Instant Print)	£50.99	Contingency	£132.86

It was noted that the higher audit costs were due to a larger income in FY 2021-22 which placed the audit fee into the next threshold. The new internal auditor for FY 2022-23 provided an interim audit service in January 2023 and has therefore invoiced for part year payment.

The resolution to approve the invoices detailed in the table was proposed by SD and seconded by JM. 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.

### 23.390.18 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

#### 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.

*Arboricultural method statement still outstanding*

**Commented**

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**22/03092/TEL – Shell Layby A34**

Application by Openreach to install a fixed broadband communications line. Details are minimal but the line (probably fibre) will be ducted from an existing source on the southbound A34 and will be strung over the access slip road to the services via two 10m light poles.

**Commented****22/03510/DISC – Kemsley Farm**

Discharge of conditions relating to riding surfaces (multi-washed silica sand complex); access tracks (permeable stone); arena fencing (timber to 1.95m height); shed roofs (grey fibre cement with timber boarding to walls). Lighting strategy document submitted.

*New document detailing new access road and position of car park.*

**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 traffic consultation report proposing the development would result in max 90-94 2-way visits on busiest days, and max sufficient parking spaces in any 15 min timeslot.*

**Commented****22/03809/LB - Manor Country House Hotel B430. Remove and replace stone tile roof on Coach-house.**

Propose to use Bradstone conservation tiles on the new roof structure to the north and to repair the existing roof, retaining existing original stone tiles where possible. Additional repairs to roof structure and guttering.

**Commented****22/03463/AGN - Manor Country House Hotel B430 - removed from the Register**

Erection of a logstore. Proposed site is to the rear of the Manor, adjacent to the hedge walkway near the moat (on the side nearest the tennis court). The building will be an open timber frame with a natural floor. Overall dimensions of 6mW x 2.4mD x 3.3mH.

**Commented**

This application was removed from the Register but has now been re-submitted as application 22/03463/F. There are no material changes and therefore the comments submitted are still relevant.

**New Applications**

**23/00155/DISC** – Discharge of conditions for materials used on roof repairs to Coach House. Comments due by 23/02/2023.

**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. Comments due by 16/02/2023.

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**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. Comments due by 16/02/2023.

**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. Comments due by 16/02/2023.

**Tree Works**

**Pending:**

**22/02993/TCA – Barnacre**, Northampton Road

Management of trees in grounds adjacent to Old Byre and Struchfield.

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.

**Commented**

**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 several ash seedlings and possibly ivy. The wall will need repair.

Images show some cracking to the cottage wall but the site of this is not clear wrt the position of the oak tree identified for removal. Await arboricultural report.

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

**23.390.19 For Information: Traffic Advisory Group update (NM)**

NM confirmed that he is still waiting to receive further information on the application to reduce the speed limit on B430. Dave Catling (OCC Traffic & Road Safety Officer) had been advised to provide costings for reducing the speed limit as a priority rather than all the additional traffic calming.

Reportedly Siemens are investigating paying for traffic calming through Wendlebury and it was considered that the Council, with Councillor Coton’s involvement, should approach Siemens again as nothing further had been heard.

Regarding the Speedwatch programme it has been agreed with Islip Parish Council that Weston on the Green will have use of the speed gun for a whole month on alternate months.

Thames Valley Police report that around 320k people have passed through the Speedwatch system with a small number being reported to the DVLA for no vehicle tax. Over 35k letters have been sent to drivers.

NM also confirmed that wheelie bin stickers for Church Road/Church Lane residents have been purchased and will be circulated shortly. A note will go in the next Village News should other residents wish to obtain a bin sticker.

**Action: NM to circulate wheelie bin stickers plus covering letter to Church Road/Church Lane residents.**

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**Action:** Clerk to add comment in next Village News regarding residents obtaining traffic calming wheelie bin stickers.

**23.390.20 For Information:** Parish Council accounts Q3 FY 2022/23

The Parish Councils Q3 accounts for financial year 2022/23 were presented to the Council following their approval by the finance advisory group. A summary of expenditure in Q3 vs budget, bank reconciliation and income details were provided.

**Action:** Clerk to upload the Parish Council Q3 accounts (FY 2022/23) to the Parish Council website.

**Action:** Clerk to send the Q3 financial account information to RSA for inspection.

**23.390.21 For Information:** Internal audit interim report covering period April-December 2022

The clerk highlighted the key points from the internal auditors interim report which covered the period April-December 2022. The Parish Council response was noted in the submitted report.

**23.390.22 Next Parish Council Meeting Date:** Wednesday 1<sup>st</sup> March 2023, 7.30pm (DB)

**Meeting Closed:** 21.36

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