

Minutes of the Parish Council Meeting held on Monday 4th February 2019 in the Village Hall

Present:

Charles Mathew	(CM)	Chairman
Matthew Judson	(MJ)	Councillor - Vice Chairman
Graham Dixon-Brown	(GDB)	Councillor
Jose Eaton	(JE)	Councillor
Joe Deane	(JD)	Councillor
Gill Sellars	(GS)	Councillor
Trudi Gasser	(TG)	Parish Clerk

In Attendance: 14 Members of the public

MIN REF	ITEM
19/014	APOLOGIES FOR ABSENCE
	Hilary Fenton (HF) WODC District Councillor Steve Good (SG) WODC District Councillor (no apologies received)
19/015	DECLARATIONS OF INTEREST
	<ul style="list-style-type: none"> • CM owns property near the Leys, the Green and the School • GDB lives on the B4449 • GS lives on B4449 and Village Hall Trustee
19/016	APPROVAL OF MINUTES OF 7TH JANUARY 2019
	<p>The Minutes were approved.</p> <p>Matters arising: 19/005 – TG confirmed a letter had been sent to Hayfield Homes regarding preserving the memorial until a decision had been made by the PC</p> <p>CM confirmed that work had started on the Airfield, a very narrow path had been left for dog walkers – CM had written to Phil Shaw at WODC regarding the width of the path, it was confirmed at the meeting that the minimum width is 1.5 meters. <i>(post meeting note – Guidance is 1.5 except where fenced in and then 2.0 meters)</i></p> <p>GS reported that drainage work was scheduled to commence 4th Feb and traffic lights would be installed near the Cemetery, this work is expected to last for 3-4 weeks. Villagers have been notified via The Village Voice.</p> <p>It was reported that lorries had been accessing the site via the village – TG to check with planning via SG/HF and confirm the restrictions, if any.</p> <p>19/009 – TG confirmed awaiting start date from Gordon Hill – TG to chase.</p> <p>19/013 – Grass Cutting to be discussed at the March Meeting.</p>
19/017	REPORTS FROM DISTRICT/COUNTY COUNCILLORS
	<p>DISTRICT: No District Councillors present.</p>

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	<p>COUNTY: CM reported that changes at OCC are gathering pace, looking promising with problems being addressed. The budget will be confirmed in the next week, a 3.5% increase is expected.</p>
19/018	PLANNING
	<p>APPLICATIONS:</p> <p>One application had been received: APPLICATION NO: 19/00186/HHD PROPOSAL: Erection of two storey side and rear extensions. LOCATION: 1 University Cottages Eynsham Road Sutton</p> <p>Circulated for comment.</p> <p>AIRFIELD DEVELOPMENT STREE NAMING: WODC had written to the PC stating that the plan is to allocate 5 new street names to the development.</p> <p>The developer would like to propose the following new names for the street names:</p> <ul style="list-style-type: none"> • Whitley • Halifax • Wellington • Lancaster • Martinet <p>They advised that all of the above planes flew out of Stanton Harcourt airfield during WW2.</p> <p>Following research, MJ confirmed the following planes were more appropriate:</p> <ul style="list-style-type: none"> • Whitley • Halifax • Wellington • Tomahawk • Liberator <p>TG to confirm to WODC</p> <p>AIRFIELD 106 AGREEMENT: The 106 agreement had been received, TG to publish a link to the document on the website and circulate to all councillors.</p>
19/019	QUESTIONS FROM MEMBERS OF THE PUBLIC
	<ol style="list-style-type: none"> 1. It was resolved to close the meeting to take questions (see appendix). 2. It was resolved to reconvene the meeting.

MIN REF	ITEM
19/020	B4449 / CYCLEPATH
	<p>Public Meeting CM thanked David Wallom (DW) for his chairmanship, over 100 people coming to the meeting was very refreshing. It was a very good meeting and the Parish Council was happy with the response from OCC. Since the meeting OCC have come back to the PC to discuss issues.</p> <p>Cycle Path CM proposed DW Chair the Cycle sub-Committee – MJ seconded, all were in favour.</p> <p>It was resolved that DW would Chair the Cycle Path Committee.</p> <p>DW confirmed that he had contact all the volunteers and Adele and Susan from OCC for an outline of the best way the committee can contribute to the success and development of the cyclepath. He also confirmed that it has become apparent that the University has a fund for the development of a cycling infrastructure, and he would progress this when more information is known.</p> <p>CM suggested that a member of the PC is on the committee – it was confirmed that JD had volunteered.</p> <p>DW informed the council that the next stage was for the Cycle Path Committee to walk the route to confirm its viability.</p> <p>B4449 DW reported that he had been invited to Sheehans for a site visit, the invite is open to all, to see the plant and discuss any concerns.</p> <p>Having kept a close eye on HGVs DW reported that a good 75% of the vehicles are Cleavers. DW suggested that the PC investigated exactly where the vehicles are going.</p> <p>CM confirmed that the Cleaver trucks are stabled at Dix Pit, with 75% allegedly working for Einig, who have a contract which will last for a further 11 years for the Dix Pit restoration. CM confirmed that the original proposal that Einig would not travel through Sutton had been overturned by the Council at the last minute despite his concerns.</p> <p>CM is in communication with Hansons regarding their lease.</p> <p>CM and GDB had met with Paul Wilson (OCC) regarding work required on verges, manhole covers, the road and the pavements on the B4449 and Sutton Lane. OCC has confirmed that work on these will be scheduled.</p> <p>It was agreed that in addition to the OCC work the Parish Council would also allocate funding for 5 – 10 hours of work per month clearing pavements and gutters.</p> <p>A 20 mph limit was discussed and will be moved forward by CM in the coming week.</p> <p>CM concluded that matters were being progressed and vibes were positive.</p>

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19/021	VILLAGE HALL MAINTENANCE FUNDS
	<p>Jane Eagle (Chair VHC) had requested that the PC fund recent maintenance items in full.</p> <p>TG confirmed that following much investigation in to the 2002 matched funding Agreement and payments made by the Parish Council and Village Hall Committee into the ringfenced fund held by the PC. Only 3 payments of £750 had been made by the VHC. Only 2 previous requests for funds had been received and satisfied - value £2070.40. A proposal had been circulated to all PC members and to Jane Eagle for consideration regarding the latest request.</p> <p>Car Park The PC will fund the work to the Entrance to the car park from their own funds: Tarmac the entrance to the car park: £2719 plus VAT The road to entrance will also be improved: £1925 plus VAT - this figure will be paid by OCC, as per agreement between SHPC and OCC. This shall not be considered a precedent.</p> <p>Funding Address the Village Hall funding issue by: Option 1: Refund to the Village Hall Committee (£2,429.60), the maintenance fund presently held by PC, with no further commitment on the basis of the original agreement.</p> <p>Option 2: Ask for the outstanding VHC contributions to mirror PC contributions (10 years): 7 x £750 = £5,250 and the maintenance fund will continue as per the original agreement with a balance of £12,929.60.</p> <p>Option 3: Continue to hold on behalf of VHC the matched paid up contributions of both minus payments made: £2429.60.</p> <p>If so desired by both parties, VHC to present to PC equitable plans for a new agreement to cover maintenance in the Village Hall and Car Park in the next ten years and agree responsibilities.</p> <p>GS also proposed an Option 4, which was said to deliver the Spirit of the Original Agreement :</p> <p>In 2002 the Parish Council made a clear Statement of Principles with regard to matched funding of Village Hall Maintenance with the PC and the VHC contributing £750 each.</p> <p>The resulting agreement between the PC and the VHC was not, however, fulfilled. The VHC ceased contributions after 3 years. Since then, the VHC have funded any maintenance (but not through the fund). It was stated that over the years this has far exceeded the initial suggested contribution cost and should be viewed as alternative to the maintenance fund contribution.</p>

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	<p>£2070.40 was paid by the fund (£900 in 2003 and £1170.40 in 2009) following the agreed process.</p> <p>The VHC has now asked the Parish Council to refund the full cost of two scheduled maintenance items in retrospect:</p> <ul style="list-style-type: none"> - Painting the Hall £1,855, and - Re-sanding of Floor £5,622 <p>Total Cost £7,477</p> <p>The total contributed to the fund by the PC (10x£750) and VHC (3x£750), amounting to £9,750; the total withdrawn is £2,070. (see above)</p> <p>GS proposed option 4 is actioned and the VHC were repaid £7,477 upon production of the invoices and the VHC committee invited to join with the PC to produce a revised Maintenance Agreement based on the original principles. JD seconded, GS, JD, MJ and GDB voted in favour – CM and JE were against.</p> <p>It was resolved that Option 4 be progressed.</p> <p>The Village Hall Committee to supply TG with invoices for the work carried out.</p>
19/022	BUFFER ZONE ON JUBILEE FIELD
	<p>TG confirmed that following the request to open up the buffer zone to dog walkers, the planning conditions were checked and that they specify that the area should be retained as a buffer zone; therefore it is not currently possible to open the area to dog walkers. It was agreed that replanting of the trees should be actioned, as per the planning conditions. TG will approach Wychwood to see if any trees could be sourced.</p>
19/023	WWI COMMEMORATIVE PUBLICATION
	<p>CM reported that a booklet had been produced with details of WWI soldiers from Stanton Harcourt who lost their lives during the war. Approximately 65 people had expressed an interest to purchase the publication. Printing quotes had been sought, with a view to selling the publication to raise funds for the Church.</p> <p>CM proposed that the PC underwrite the printing. A vote was held but the majority rejected the proposal.</p>
19/024	VILLAGE VOICE POLICY
	<p>GS proposed a Village Voice Policy to clarify to purpose of Village Voice:</p> <p>Village Voice Newsletter - Purpose</p> <ul style="list-style-type: none"> • To provide timely news and information to the village that will encourage active participation in community events. • To ensure that all village residents feel welcome within our community. <p><u>Responsibility of the Editor</u></p> <ul style="list-style-type: none"> • To decide on content within the context of the agreed purpose of the Newsletter • To comply with the 'Code of conduct' for Parish Councillors at all times • To deliver on published deadlines (so far as is reasonably practicable) • To circulate a draft for comment to Parish Councillors and give at least 48 hours

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	<p>for feedback</p> <ul style="list-style-type: none"> • Suitable consider such comments and where he/she chooses to ignore the comment be willing to justify that the article fulfils the purpose of the Newsletter and Parish council obligations have not been compromised • To ensure the content is not political • To ensure the content is not a source of illegal discrimination, e.g. Race, Colour, gender, sexual orientation etc and does not bully, harass, or victimise individuals etc <p><u>Responsibility of the Parish Council</u></p> <ul style="list-style-type: none"> • To provide suitable input in a timely manner • Councillors may comment on articles contained within each newsletter before the article is published • To fund the production and delivery of the newsletter • To support the Editor in the delivery of his role <p>MJ proposed the policy be adopted, GDB seconded. All were in favour.</p> <p>It was resolved to adopt the Policy.</p> <p>JD left the meeting.</p>
19/025	IMPORTANT DATES
	<p>The Date for the Annual Parish Meeting was set for Monday 20th May at 7.30pm, the Ordinary Parish Council May meeting will take place on Monday 13th May (due to May bank holiday). Speakers will be discussed at the next meeting.</p> <p>The date of the Annual Litter Pick was set for 9th and 10 March at 10am – Steve Tuck very kindly agreed to organise.</p>
19/026	COUNCILLOR RESPONSIBILITIES
	<p>JD returned to the meeting</p> <p>JD – Nothing to report</p> <p>MJ</p> <ul style="list-style-type: none"> • Gutter clearing – MJ to confirm to allocate 10 hours max per month to maintenance to clear guttering in the village. • Thanks were expressed to David Bury for trimming the Jubilee Field hedge – TG to write to David Bury. <p>Play Equipment:</p> <ul style="list-style-type: none"> • The Zip Wire stop had been reset • Quotes had been sourced for Replacement seats, Komplan had quoted approx. £2,500, MJ contacted the manufacturer directly who gave MJ an alternative supplier who quoted 216 euros – MJ to supply details to TG to order. <p>GS – The Village Hall Committee had requested replacement notice board – JD to source. JD estimated the cost for a replacement board as £150. The PC offered to pay 50% towards the board.</p>

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19/027	FINANCIAL MATTERS
	<ul style="list-style-type: none"> Cheques were circulated for signature.
19/028	CORRESPONDENCE
	Correspondence had been received regarding the state of the grass in The Green where residents are driving across. MJ confirmed that he had approached Dave Matheson to ask him to deliver scrapings from the Village Hall car park, when available to fill to holes in the road which are causing the residents to drive across the grass.
19/029	OTHER BUSINESS (for information only)
	<p>TG confirmed that a replacement battery had been ordered for the defibrillator, which is not holding charge. TG had informed the authorities to remove it from their list whilst it was not working properly.</p> <p>CM thanked TG on behalf of the Parish Council for per on-going efforts checking the equipment on a regular basis to ensure the defibrillator always remains in working condition</p>
	NEXT MEETING The next Ordinary Meeting – Monday 4 th March 2019.

Signed

Date

APPENDIX A TO MINUTES: PUBLIC SESSION NOTES

SNOW/ICE – SALT BINS:

Following the weather conditions, it was reported that there was plenty of salt in the bins, but a request was made for an implement to spread the salt and to relocate the bin the Village Hall car park closer to the pavement/junction.

CM confirmed that he had spread salt, but with little effect, GDB confirmed that the salt would only be effective if spread ahead of a freeze.

MJ confirmed that he had a spare salt bin and could obtain a further one, locations were discussed and confirmed:

- *Sutton Lane – and the end of the Leys Footpath*
- *Top of Blackditch*

CM confirmed that he had a supply of salt in addition to what is stored at Dan Barton's. It was agreed that an appeal would be made in Village Voice for volunteers to oversee salt spreading – the PC would supply appropriate tools.

LITTERPICK:

It was confirmed that litter picks had been carried out in the recent weeks as the village was badly littered at the entrance to the village. It was also suggested that the community litter picks would continue on a monthly basis.

CM expressed thanks on behalf of the PC.

PARKING ON BLACKDITCH

Concern was raised regarding the parking of car on Blackditch at the 21st Jan meeting and when events are held at the hall.

CM sympathised, agreeing that there was a problem with parking in the village and there is unfortunately very little the PC can do about it.

It was suggested that parking enforcement should be addressed prior to the village being developed and the pub re-opening. Various areas were discussed which could be used as overspill car parking areas for the village hall, namely the green area on the left on Bury Mead.

POSITIONING OF QUESTIONS FROM MEMBERS OF THE PUBLIC ON THE AGENDA:

It was requested that this be moved to further into the meeting to allow members of the public present to ask questions of what was being discussed by the PC.

TG to look into the possibility and report at the next meeting.

B4449

When will the Parish Council receive an estimate for the cost of the cycle path?

CM explained that there are currently too many unknown to provide a 'ball park' figure and this would be progressed as part of the Cycle Path Committee Remit.