

**Minutes of the Parish Council Meeting
held on Monday 1st March 2021
Online (Zoom Meeting)**

Present:

Charles Mathew	(CM)	Chairman
Matthew Judson	(MJ)	Councillor - Vice Chairman
Jose Eaton	(JE)	Councillor
Gill Sellars	(GS)	Councillor
Keith Hickson	(KH)	Councillor
Trudi Gasser	(TG)	Parish Clerk

Apologises: Graham Dixon-Brown (GDB) Councillor

In Attendance: 6 Members of the public
Andrew Harvey (Deanfield Homes)

All or part of the meeting may be filmed, photographed or audio recorded. If any member of the public has an objection to being filmed or photographed, please would they make themselves known to the Chairman or the Clerk before the start of or during the meeting.

MIN REF	ITEM
21/027	APOLOGIES FOR ABSENCE
	Graham Dixon-Brown (GDB) Councillor Steve Good (SG) WODC District Councillor - no apologies received Hilary Fenton (HF) WODC District Councillor – no apologies received Steve Tuck
21/028	DECLARATIONS OF INTEREST
	<ul style="list-style-type: none"> • CM owns property near the Leys, the Green and the School • GDB and KH live on the B4449 • GS lives on the B4449 and is on the Village Hall Committee • MJ lives next to Butts Piece • JE declared an interest in Butts Piece
21/029	APPROVAL OF MINUTES OF 1st FEBRUARY 2021
	The Minutes were approved. Matters Arising: 21/023 CM confirmed that he had contacted Merton College and they had agreed to put in a bund – CM to progress with Merton College to communicate with David Bury to progress.
21/030	REPORTS FROM DISTRICT/COUNTY COUNCILLORS
	DISTRICT: No DCs present. No reports received.
	COUNTY: CM reported that the Planning and Regulation Committee of OCC would be making a

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	decision the A40 bus lane and park and ride in the next week, in advance of the consultation which is due to end on April 3 rd .
21/031	PLANNING
	<p>Butts Piece: CM confirmed that following discussions with Deanfield Homes regarding the outline plan for the site. Two issues were discussed:</p> <p>Footpath: from the site to the Green. The drawing supplied shows the footpath next to the road, not on the inside of the hedge as previously discussed by the PC. CM stressed the importance that the footpath does not border the road.</p> <p>Andrew Harvey explained that WODC and OCC had already been consulted on the footpath – CM stressed that discussions had already taken place regarding the location of the footpath with both Councils.</p> <p>GS proposed that the PC insist that the path is on the inside of the hedge for the safety of the children. KH seconded, all councillors voted in favour. It was resolved that CM should discuss with WODC/OCC.</p> <p>Road: between the Hayfield Homes site and Butts Piece, there should be a through road from Blackditch to the Cemetery to prevent more traffic through the village. No willingness from either party to action. Councillors expressed a preference for a 20mph speed limit outside the school rather than a link road.</p> <p>GS proposed that the PC insist that there is a footpath between the sites, CM Seconded, all councillors voted in favour. It was resolved that CM should progress with WODC/OCC.</p> <p>It was confirmed that the full planning application had been submitted to WODC – the PC awaits notification – the application will be discussed at the April Meeting.</p> <p>CM informed the meeting that he had spoken with Mike Robinson to clarify a misunderstanding, currently the village has a deli sited by the Pub and a post office based in the village hall. The Parish Council believes the village does need a local shop. CM questioned the provision of a shop on the Butts Piece site. Andrew Harvey confirmed that the land earmarked for the shop had been retained by David Bury, and a separate application for that land may be made by Mr Bury and family.</p> <p>Hayfield Homes: TG to write to Mark Gay to express disappointment that a response to questions raised at the previous meeting had not been received, despite being requested for this meeting.</p> <p>The Guard Room and how it is to be used to be discussed at the next meeting.</p> <p>Current Planning Applications: 21/00138/HHD Kenway Sutton Lane Sutton Witney Oxfordshire OX29 5RY Convert garage into therapy room with lift for wheelchair access with suitable lobby to</p>

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	<p>access the house from outside and first floor.</p> <p>The application had been circulated to Councillors – no objections received.</p> <p>21/00246/FUL32 Flexneys Paddock Stanton Harcourt Witney Oxfordshire OX29 5RS Construction of detached cottage.</p> <p>The application had been circulated to Councillors – objections received, which mirrored those for previous applications – TG to compile comments and circulate for comment/approval.</p> <p>Greensleeves: Appeal notices had been received relating to 2019 applications. TG to clarify</p>
21/032	QUESTIONS FROM MEMBERS OF THE PUBLIC
	<ol style="list-style-type: none"> 1. It was resolved to close the meeting to take questions (no questions asked). 2. It was resolved to reconvene the meeting.
21/033	ELECTION/MEETING TIMETABLE
	<p>Election: TG explained the Election Timetable and the statutory deadlines. TG to publish the timetable and Election Notice when received on the website.</p> <p>Nomination packs will be available from the WODC Woodgreen offices in Witney between 10 am and 4 pm starting Wednesday, 3 March. Although the offices are, essentially, closed to the public, there is an intercom at the main entrance which may be used and, in any event, the elections office is on the left as you approach the main doors and there will hopefully be signage to the relevant window.</p> <p>KH proposed minor changes to the job description – all were in favour – TG to publish the Job Description, Standing Orders and <u>C</u>ode of Conduct on the website.</p> <p>Meeting Timetable: Due to the elections, it was decided that the Annual Meeting of the PC would take place on Monday 17th May at 7pm, followed immediately by the Ordinary Meeting at 7.30pm.</p> <p>The Annual Parish Meeting was scheduled for 24th May.</p> <p>As it currently stands, the Regulations allowing virtual meetings comes to an end on 7th May 2021 – TG to continue to monitor the situation, as it was felt that it contradicts the current Government Guidance.</p>
21/034	RETHATCHING OF STOCKS
	<p>Quotes for the rethatching of the stock were discussed; one supplier will be asked to requote for replacing the thatching without a ridge so the 3 quotes may be compared on a like for like basis. When the answer is received TG to email final quotes to PC with a view to arranging an Extraordinary Meeting to discuss and make a final decision on the contractor. TG to progress.</p>

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21/035	COVID-19
	<p>Volunteer Group – update: The group is still active – very few requests as people are looking after their neighbours.</p> <p>Playground Closure: MJ confirmed that no issue had been reported. Signs remain intact.</p>
21/036	VILLAGE HALL
	<p>Further to GS proposed work to repair the paving slabs at the village hall, it was decided to consider the work in conjunction with the Car Park renovation which would be funded by David Bury as part of an agreement for Butts Piece. GS confirmed that the paving slabs had been temporarily made safe.</p> <p>It was discussed whether the car park would benefit from further gravel to fill the worn areas – GS to discuss with the Village Hall Committee and report back to the PC.</p>
21/037	PARISH COUNCIL POLICIES
	<p>GDPR: CM thanked KH and GS for their work. CM proposed that the PC adopt the Information Policy – MJ Seconded – all councillors voted in favour. It was resolved that the PC would adopt the Information Policy. TG to publish on the website.</p> <p>VILLAGE VOICE: GS suggested that the Policy mention the Information Policy, and all agreed to the change. CM proposed that the PC adopt the amended Village Voice Policy – MJ Seconded – all councillors voted in favour. It was resolved that the PC would adopt the Village Voice Policy. TG to publish on the website.</p>
21/038	UPDATES
	<p>VILLAGE VOICE: Councillors expressed gratitude for the recent issue</p> <p>MAINTENANCE: Mick Hill still not confirmed when he was retiring. JE requested more time be spent tidying the Cemetery/Graveyard.</p> <p>LITTERPICKS: Report received from Steve Tuck: Just to give a quick update on litter picking, I am planning a pick for Saturday 13th. The COVID restrictions will essentially be unchanged, but lots of litter picking groups are now active around the country and I'm confident that by keeping 2m+ apart we're safe - it's a great way to get one's exercise, anyway!.</p> <p>B4449 PROJECT: CM to follow up on email sent to OCC.</p> <p>WASP:</p>

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	CM confirmed that filming had recently taken place at the Sewer station in Sutton, highlighting leakage and would be shown on the BBC in the near future.
21/039	COUNCILLOR RESPONSIBILITIES
JE	Confirm that the cemetery issue has still not been resolved JE asked whether the Parish Council would consider spending more on maintaining the church yard.
MJ	Reported that the first meeting of the Historic Footpath group has been scheduled for later this month. MJ to provide an update next month. MJ confirmed that 2 further quotes had been requested for the required play equipment. MJ would ask TG to add to agenda when received to table for discussion.
GS	Nothing to report.
KH	KH clarified that to comply with Freedom of Information requirement we really should have dedicated Parish Council email accounts. TG confirmed that the cost of such account is in the budget would be progressed in May. KH that the production of the Information Policy identified the need to update the Privacy Statement on the council web site and to formulate a Data Retention Policy which he would table at the next meeting. KH is currently checking the bins he knows about and asked TG for a location map for all bins. (Sean Grace offered to progress the replacement of any damaged or broken bins)
CM	CM reported that the Church would be making an application to the Lottery Fund to tidy up the Church Yard – CM requested permission to write on behalf of the PC to support the application – all were in favour – CM to draft a letter for TG to circulate for approval. CM suggested planting one or two trees in memory of Sir Tom Moore and his achievements. It was suggested that a permanent Christmas tree be planted- CM/MJ to progress and report to the PC.
21/040	CORRESPONDENCE
	Nothing to report.
21/041	OTHER BUSINESS (for information only)
	Nothing to report.
21/042	MAIN AGENDA POINTS FOR NEXT MEETING
	It was agreed the following three items would be included in the April Agenda: <ul style="list-style-type: none"> - Butts Piece - Guard Room - Data Retention Policy
	NEXT MEETING The next ordinary Meeting of the Parish Council Monday 12 th April 2021 - details to be confirmed nearer the date of the meeting.

Signed

Date