

DUNS TEW PARISH COUNCIL

Minutes of the Virtual Parish Council meeting held on **Monday 3 August 2020**
at 7:30 pm for the transaction of the following business:

Present: - Cllr Jackson (Chairman), Cllr Landless, Cllr Hall, Cllr Semple, Cllr Mike Kerford-Byrnes.

In attendance: Ms.Ralfe (Clerk)

Minute Number	Agenda Number	Minute
20.12	1	Apologies for absence: It was RESOLVED that apologies were received from Cllr. Stapleton and Cllr. Lindley.
20.13	2	Declarations of Pecuniary Interest and Requests for Dispensation Cllr Landless declared a pecuniary interest in relation to the Solar Farm.
20.14	3	Minutes of the Last Meeting: It was RESOLVED that the council confirmed the minutes of the meeting held on the 4th May 2020. It was RESOLVED that these are signed by the Chair after the meeting.
20.15	4	Public Participation: There were no members of the public in attendance.
20.16	5.a.	Finance: Payments Due; It was RESOLVED that the payments for the period May/June/July 2020, as listed below, were correct and approved for payment. It was RESOLVED that all invoices/relevant papers are signed by two councillors after the meeting.

5.a. Payments for the period May/June/July 2020:

Details	Invoice/Cheque Number	Amount
Village Hall March (up to Lock Down).	3763 .9.	£18.00
HAGS. Play Equipment Repair.	R4942 rev. 10	£715.75
Clerk salary and expenses. May	2021. 11	£600.21
Cherwell Graphics	INV-8633 12	£12.00
Banbury Turf	INV 37534 13	£950.00
Rospa	INV 50251 14	£90.60
CHC (wooden surround in toddler play area).	INV 211 15	£315.00
Clerk salary and expenses. June	2021. 16	£578.46
Farms and Gardens Ltd	INV 1619 17	£1,170.00
Clerk salary and expenses. July	2021. 18	£745.57
Primer & yellow paint for Play Area gate. £6.99 + £18.18	19	£25.17

ICO GDPR/Data protection renewal	Ref: Z2358905. 20	£35.00
Bank Service Charges	BACS	£18.00
	Total	£5,273.76

20.16	5.b.	Finance: Income Received. It was RESOLVED to NOTE the Income Received: for the period May/June/July 2020:
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Details	Reference	Amount
Oxfordshire County Council Grant	3110741119. d.	£307.60
OALC refund. Chairing and Facilitation Skills. Difference of £18 between class course (W992) and online (W1199).	W-992 (1st) W1199 (2nd). e.	£18.00
SLCC membership joining fee refund.	f.	£8.00
Cherwell Recycling	CO45822. g.	£54.20
Cherwell Lottery	BACS. 5.5.20	£2.00
Cherwell Lottery	BACS 2.6.20	£2.00
Cherwell Lottery	BACS 7.7.20	£2.50
	Total	£394.30

DUNS TEW PARISH COUNCIL			
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDING 31/3/2021			
2019/2020			2020/2021
	RECEIPTS		
£23,000.00	Precept		£11,000.00
307.6 (Grants)	OCC Grants		307.6
£411.78 (Grants)	Council Tax Grants		£152.31
161.36	Bottle Bank		£54.20
£7,437.20 (Misc)	Earmarked Duns Tew Play Area Donations		£6.50
£671.83	VAT Refund		£894.02
£31,990.87			£12,414.63
			£1,414.63

PAYMENTS			
£7,845.93		Clerk's Salary, Expenses, PAYE & Training	£1,382.59
£359.45		Insurance	£368.73
£800.00		Grants	£0.00
£362.42		Membership Subscriptions	£117.00
£2,670.00		Grass/Hedge Cutting & Maintenance	£0.00
£141.00		Room Hire	£6.00
£320.00		Auditors	£320.00
£0.00		Elections	£0.00
£790.60		Play Area Rent, Inspection & Maintenance	£0.00
£5,014.70		Earmarked Play Area Upgrade (Viridor CTP & Planning)	£0.00
267.73		Administration	£143.88
£185.00		GDPR + Information Commissioner	£0.00
£336.93		Councillors Training	£0.00
£774.43		Dog Bins	£300.30
£485.55		Speeding	£0.00
£20.00		Misc.	£0.00
£120.00		Web Site	£0.00
£54.00		Bank Charges	£18.00
-£40.00		Neighbourhood Plan	£0.00
£20,507.74			£2,656.50
			£1,273.91
£34,229.22		Balance Brought Forward	£45,712.35
£31,990.87		Add Total Receipts	£12,414.63
£66,220.09			£58,126.98
-£20,507.74		Less Total Payments	-£2,656.50
£45,712.35		Balance c/f 31st March 2020	£55,470.48
		BALANCES REPRESENTED BY:	
£45,712.35		Unity Bank	£55,470.48
£45,712.35			
£0.00		Unpresented Cheques	£0.00
£0.00		Cancelled Cheques	£0.00
£0.00		Unpresented Receipts/ Credit	£0.00
			£0.00
Signed:			
Chairman: David Jackson		R.F.O. Jean Ralfe	
Date: 3/08/2020		Date: 3/08/2020	

20.16	5.c.	<p>Internal/External Audit Update.</p> <p>It was RESOLVED that the council NOTE that the Internal Audit report was complete and that there were no actions or recommendations. The AGAR has been submitted to the External Auditors and the Public Notice put up.</p>
20.17	6.	<p>County and District Councillors Reports:</p> <p>Councillor Mike Kerford-Byrnes gave an update from Cherwell District Council:</p> <ol style="list-style-type: none"> 1. Council meetings are now held on-line and it is working well including planning. In the future there may be some opportunities to take advantage of this way of working as it is efficient. 2. CDC have spent a lot of money as a result of the pandemic and have also lost income that would ordinarily have come from car parks and business rates. Funding over the next few years is going to be tight. CDC precept is capped and there are no plans to increase this by referendum. There is no indication yet of what the central government might do going forward. This will not affect the Castle Keyes project as all the funding was secured prior to Covid-19. 3. The Cherwell plan is due for review every 5 years and it has started now. Cllr Kerford-Byrnes is on the oversight committee representing small rural villages. A

		priority will be to gain clarity about what development can be allowed going forward.
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20.18	7.	Clerk's Report
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Actions B/F from Previous Meetings:		
Item:	Action Required:	Result:
Black and White Wooden Finger sign that was adjacent to the church needs replacing.	Order placed for the wooden sign post from Arien Designs.	Delivery date before end of August TBC. Installation arranged.
Highways recommendations for traffic control:	Duns Tew sign on Middle Barton entrance and 3 Horse signs as recommended by Highways. Signs installed by Farms & Gardens.	ACTIONED.
Reinstatement of Assets of Community Value onto 5 year listing with Cherwell & S Northants: <ol style="list-style-type: none"> 1. Village Hall 2. White Horse Pub 3. Play Area 4. St Mary Magdalene Church, Duns Tew. 5. Thornton's Field. 	The Thornton's Field listing has expired and is added to the list for renewal. RESOLVED to nominate all of the assets on the list for reinstatement.	In progress.
Hill Farm Lane. Overgrown Verge.	Complaints about overgrown trees, hedges and a drain. It was RESOLVED to get quotes for clearing the verge and re-seeding with grass/strimming to maintain. It was RESOLVED to apply for planning permission to remove the Laurel tree.	Quotes for Laurel tree felling and clearing of the verge. See <i>Hill Farm Lane Laurel and Verge Clearance Quotes spreadsheet</i> . Laurel tree planning application received - 20/02003/TCA_5 It was RESOLVED to fell the Laurel tree and clear the verge as soon as possible. The privet at the top of the verge, a small Ash and 2 Sloe/Damson trees should be left to allow residents privacy. ACTION Clerk.
Tennis Court	Tennis Court Resurfacing. It was RESOLVED to put an advert in the village newsletter for anyone interested in a tennis club. ACTION: Clerk.	It was RESOLVED to move this item for discussion with the Play Area item later on the Agenda. ACTIONED. Tennis club included in May and June newsletter.
Grass cutting	Farms & Gardens contract starts in April. Cut on junction of North Aston Road and A4260..	ACTIONED. Grass cutting has been done in April, May, June and July. A grass cut has been done at the junction of North Aston Rd.and the

20.19	8.a.	<p>Parish Matters: Community. Covid 19 - Cllr. Jackson</p> <ol style="list-style-type: none"> SKDT to remain active as it will be needed, possibly even more, as individuals are asked to go into self isolation at short notice.
20.20	8.b.	<p>Parish Matters: Amenities. Cllr Hall update:</p> <ol style="list-style-type: none"> Sport and Play Area Development Finances It was RESOLVED that the council confirmed the Play Area Development finances including the period May/June/July 2020. (See <i>Play Park Budget and Plan Spreadsheet v5</i>). Play Area Maintenance. <ol style="list-style-type: none"> Toddler Area: The maintenance work on the multi play tower and train has been completed. Wooden surrounds have been installed in the Toddler Area and the area has been filled with new woodchip. The first phase of the work in the new development has been completed. The Aerial Runway installation needs to be completed (retensioning and stops at each end need to be swapped around) and the extra bit of path at the top end of the tennis court broken out and finished off. The second phase of development includes installing the tennis court fencing (6 week lead time as the manufacturers are starting up again) and sanding and painting the swing frame. It was RESOLVED to open the play area to residents between the completion of the first and second phase of development. Play Area Signs: It was RESOLVED that the signs for the Play Area should be ordered and installed. See <i>Play Park Signs</i> powerpoint. The signs include a social distancing/Covid 19 awareness sign, Play Area rules and 2 polite notices about parking on the road which will be installed either side of the pedestrian gate. Tennis Court Resurfacing: Quotes were considered - see <i>Quotes Tennis Court 2020.xls</i>. It was RESOLVED to resurface the tennis court paint new tennis and basketball lines, however funding will need to be raised to do this. ACTION Cllr Hall and Clerk. Play area hedge: It was RESOLVED that the hedge should be cut down to 2m. If necessary the poles and nets should be removed allowing an opportunity for the park to be used and to gauge if balls going over the hedge would still be an issue with the new development. It was RESOLVED that the Parish Council will lay the hedge in the next financial year, however the waste would need to be removed/burnt outside of the Play Area. Weed spraying: It was RESOLVED to go ahead with weed spraying on the tennis court, on the path between Middle Barton Rd. and Daisy Hill, around the water fountain outside the Village Hall, and around the Defibrillator. Exclude spraying around the bottle banks as Highways have responsibility for this. It was RESOLVED to instruct the contractor to pay particular attention to the weeds around the Defibrillator as they grow fast and obscure the defibrillator. Spring clean. Rescheduled for September due to Covid 19 situation/Lock down. This has not been well supported in the past. White gates need a clean now that the new signs are up.
20.21	8.c.	<p>Parish Matters: Communications. Cllr Hall update:</p> <ol style="list-style-type: none"> Duns Tew Website - Accessibility changes are on track for the deadline - 22nd September. Automated checks have been run and adjustments made.
20.22	8.d.	<p>Parish Matters: Community. Cllr Semple update:</p> <ol style="list-style-type: none"> Defibrillator - this has still not been used. Welcome Pack - this has been updated and emailed to new residents. Emergency Plan: - No further updates. The pot holes on North Aston Road and the 30 sign that has been knocked over have been reported on FixMyStreet..
20.23	8.e.	<p>Parish Matters: Planning update:</p> <ol style="list-style-type: none"> Solar Farm - Environmental Agency have removed their objection. Planning for Cherwell 2040 - CDC planning requesting feedback by 14th September.

Reference #	Location	Proposal/ Description.	Validated	Status
<u>20/01983/NMA</u>	1 Daisy Hill Duns Tew OX25 6LB	Non-material amendment to 19/01500/F - new first floor window to serve bathroom	22/07/2020	Case Officer Assigned
<u>20/00320/F</u>	Garden Cottage Middle Barton Road Duns Tew Bicester OX25 6JN	Alterations to Garden Cottage to enable use as a separate dwelling	01/05/2020	Under Consultation
<u>20/01198/LB</u>	Garden Cottage Middle Barton Road Duns Tew Bicester OX25 6JN	Alterations to Garden Cottage to enable use as a separate dwelling	01/05/2020	Under Consultation
<u>20/00630/F</u>	Church Of St Mary Magdalene Main Street Duns Tew OX25 6JP	East window guard (stained glass window) corroded copper guard on outside of this window to be removed, the stained stonework cleaned and the guard replaced with new stainless steel guards (powder coated black). The guards will follow individual glazed openings rather than the window opening as a whole, as per Church Buildings Council Guidance.	17/03/2020	Application Permitted
<u>20/00731/SO</u>	Hill Farm Hill Farm Lane Duns Tew Bicester OX25 6JJ	Screening Opinion to 20/00649/F - Variation of condition 1 (plans) and 15 (generation cessation and site restoration) of 19/00911/F	10/03/2020	Screening Opinion Not Requesting EIA
<u>20/00649/F</u>	Hill Farm Hill Farm Lane Duns Tew Bicester OX25 6JJ	Variation of Conditions 1 (plans) and 15 (generation cessation and site restoration) of 19/00911/F	03/03/2020	Application Permitted
<u>20/00497/F</u>	Cedar Gables North Aston Road Duns Tew OX25 6JF	Front and side extension, new first floor within roof space over and new detached garage.	28/02/2020	Application Permitted
<u>20/00574/F</u>	Land North Of Hill Farm Hill Farm Lane Duns Tew OX25 0JJ	Installation of a standalone Solar PV array, associated infrastructure, grid connection, access and landscaping	26/02/2020	Under Consultation
<u>20/00632/SO</u>	Land North Of Hill Farm Hill Farm Lane Duns Tew OX25 0JJ	Screening Opinion to 20/00574/F - Installation of a standalone Solar PV array, associated infrastructure, grid connection, access and landscaping	26/02/2020	Screening Opinion Not Requesting EIA
<u>20/00406/TCA</u>	Church Of St Mary Magdalene Main Street Duns Tew	G1 x Tilia (Limes) - Crown lift of 3 Limes to 5m to improve the view of the church and clear from the public highway. G2 x Taxus (Yew) - Crown lift of 2 large Yews to 3m to help with maintenance below the trees. T1 x Taxus (Yew) - Crown reduction by 3m to ensure the clearance from the church building and decrease the chances of limb failure. T2 x Crataegus (Hawthorn) - Removal due to poor condition and proximity to the boundary wall and neighbouring buildings. Some of the nearby dry stone wall has already collapsed.	13/02/2020	Application Permitted

<u>20/00341/F</u>	The Willows Hill Farm Lane Duns Tew OX25 6JH	Demolish existing garage. Build single storey kitchen extension	07/02/2020	Application Permitted
<u>20/00276/TCA</u>	Church Of St Mary Magdalene Main Street Duns Tew	T1 x Yew - crown raise 5.0m over Manor gardens and balance by lifting 3.5m over Churchyard. Cut back from Church by 2.0m. G1 x Yew - Crown raise 5.0m over Manor gardens and balance by 3.5m lift over Churchyard. Crown clean remaining deadwood from lower crowns (exempt).	27/01/2020	Under Consultation
<u>19/02890/CLUP</u>	Childrens Play Area South Of Daisy Hill Farm Main Street Duns Tew	Certificate of Lawful Use Proposed - Existing Play Area to be renewed and extended to make use of the whole field. Play area structures to be installed e.g wooden climbing structures (hurdles, clamber stack), basket group swing, zip wire/25m long aerial runway and launch platform, trampoline and fitness station. Path around the field to provide access. Shelter structure and bench. Chain link fence to be installed around existing tennis court. Existing access not altered.	10/01/2020	Application Permitted
<u>20/00005/TCA</u>	Willow Cottage Main Street Duns Tew OX25 6JR	G1 x 4 nos Lawson Cypress - Reduce in height by one third, cut back overhanging branches.	03/01/2020	Under Consultation
<u>19/02655/F</u>	Land West Of Dovecote And Adj To Sub Station Main Street Duns Tew	Creation of a new access, including the removal of a section of stone wall and new dropped kerb	17/12/2019	Application Refused
<u>19/02522/TCA</u>	2 Spring Farm Court Duns Tew OX25 6JS	H1 x Leylandii - Lower by 35 cms as excessive shading and improve amenity value. T1 x Ash - Lower to 1.0m above the ground as excessive shading and height.	06/11/2019	Case Officer Assigned
<u>19/02352/TCA</u>	3 Hill Farm Lane Duns Tew OX25 6JH	T1 x Willow- Reduce height to 8.0-9.0m + shape	21/10/2019	Application Permitted
<u>19/02234/TCA</u>	The Steps Hill Farm Lane Duns Tew OX25 6JH	T1 x Sycamore - Reduce height by up to 4.5m (30%), shape 5% Crown thin. T2 x Cherry - Reduce lower/mid, northern and eastern crown by up to 2.0m and shape. T3 x Leylandii - Fell. T4 x Ash - Reduce height by up to 6.0m, shape 5% Crown thin. T5 x Sycamore - Reduce height by up to 3.5m, shape 5% Crown thin.	01/10/2019	Application Permitted
<u>19/02011/F</u>	The Bridleway Main Street Duns Tew OX25 6JR	Demolish existing store. Build new garage.	23/09/2019	Application Refused
<u>19/01659/TCA</u>	The Ridge House Main Street Duns Tew OX25 6JL	T1 x Walnut - Crown thin and clean, Crown lift up to 3.0m and Crown reduce by up to 1.5m.	12/08/2019	Under Consultation
<u>19/01500/F</u>	1 Daisy Hill Duns Tew OX25 6LB	Proposed side extension, replacement windows, replacement of existing fence with stone wall and timber gate and internal amendments.	02/08/2019	Application Permitted
<u>19/01501/LB</u>	1 Daisy Hill Duns Tew OX25 6LB	Proposed side extension, replacement windows, replacement of existing fence	02/08/2019	Application Permitted

		with stone wall and timber gate and internal amendments.		
<u>19/01256/CLUP</u>	24 Dashwood Rise Duns Tew OX25 6JQ	Certificate of lawful use proposed for an extension to existing garage	10/07/2019	Application Permitted
<u>19/01064/F</u>	Horseshoe House 75 Main Street Duns Tew Bicester OX25 6JL	Single storey rear extension	08/07/2019	Application Refused
<u>19/01065/LB</u>	Horseshoe House 75 Main Street Duns Tew Bicester OX25 6JL	Single storey rear extension	08/07/2019	Application Refused

20.24	8.e.	<p>Parish Matters: Services. Cllr Jackson.</p> <ol style="list-style-type: none"> 1. Speeding and Traffic: Software problems with the data download from the VAS to be resolved. Traffic has not been “normal” due to pandemic. ACTION Cllr Jackson. 2. Poores land: No update as the trustees have not met due to the Lock Down.
20.25	9.	<p>Correspondence: It was NOTED that the correspondence listed below has been sent to the Council.</p> <ol style="list-style-type: none"> a. Correspondence has been received about the Play Area development and neighbouring fence. It was RESOLVED that the response was sufficient and no further action would be taken. b. Correspondence has been received about the parking on Main Street opposite the White Horse obscuring traffic coming around the bend in both directions. It was RESOLVED to put a notice in the newsletter and contact Community Police and Highways to see if there was anything that could be done to improve the situation. ACTION Clerk. c. Correspondence has been received about the parking on the private road up to the Play Area. As this is a private road it is not a matter for the Council who cannot enforce parking restrictions. It was RESOLVED that the response was sufficient and no further action would be taken. d. Correspondence has been received about recent work the entrance of the plot to the land west of the Dove Cote and adjacent to the sub station. It was RESOLVED to report to CDC as a possible breach of planning. ACTION Clerk.

Correspondence :	Sent to:
Rural Funding Digests - regular email updates forwarded as received.	Full Council
The Rural Bulletins/Rural Services Network - regular email updates forwarded as received.	Full Council
SLCC News Bulletins - regular email updates forwarded as received.	Full Council
OALC updates and news - regular email updates forwarded as received.	Full Council
Public Sector News and Analysis emails. Regular email updates forwarded as received.	Full Council
Police and Crime Bulletins - regular email updates forwarded as received.	Full Council
Health Watch Oxfordshire emails - regular email updates forwarded as received.	Full Council
Parish On-line updates - regular email updates forwarded as received	Full Council
Planning Applications and Decisions from Cherwell District Council. Forwarded as received.	Full Council
Cherwell Local Plan Review 2040	Full Council
Covid-19 updates/information from Government.	Full Council

20.26	10	Reports from Meetings: 1. Village Hall Meeting: this has not taken place due to Lock Down. 2. Wurzel Web installation has been agreed and will resume after Lock Down.
20.27	11	Date of the next Meeting: It was RESOLVED that the next meeting would be on Monday 14th September at 7:30pm on Zoom.

The Meeting finished at 21:30pm.

Signed by Chairman.....