

DUNS TEW PARISH COUNCIL

Minutes of the Virtual Parish Council meeting held on **Monday 1st March 2021**
at 7:30 pm for the transaction of the following business:

Present: - Cllr Jackson (Chairman), Cllr Stapleton (Vice Chair), Cllr Hall, Cllr Landless, Cllr Lang, Cllr Semple, Cllr Tickle.

In attendance: Ms. Ralfe (Clerk).

Minute Number	Agenda Number	Minute
21.25	1	Welcome and introduction to the virtual meeting procedure. The Chair welcomed everyone to the meeting and briefly explained the virtual meeting procedure.
21.26	2	Apologies for absence: It was RESOLVED that no apologies were received.
21.27	3	Declarations of Pecuniary Interest and Requests for Dispensation There were no declarations of pecuniary interest.
21.28	4	Minutes of the Last Meeting: It was RESOLVED that the council confirmed the minutes of the Parish Council meeting held on the 11th January 2021. It was RESOLVED that these were to be signed by the Chair after the virtual meeting.

21.29	5	Public Participation: There were no members of the public present.
21.30	6. a.	Finance: Payments Due; It was RESOLVED that the payments for the period January/February 2021, as listed below, were correct and approved for payment. It was RESOLVED that all invoices/relevant papers were to be signed by two councillors after the meeting.

Payments for the period January/February 2021:

Details	Invoice/Cheque Number	Amount
Farms & Gardens. Material for Christmas tree. Clear area around defibrillator and North Aston Rd. footpath.	INV 1641. 49	£107.46
Clerks Salary & Expenses.	50	£923.28
OALC Membership	inv-DunsTew-2021. 51	£146.16
OPFA (Oxfordshire Playing Fields Association) Membership.	52	£42.00
Clerks Salary & Expenses.	53	£727.00
	Total	£1,945.90

21.31	6.b.	Finance: Income Received. It was RESOLVED to NOTE the Income Received: for the period January/February 2021:
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Details	Reference	Amount
Cherwell District Council. Jul-Dec Recycling	CS000416 k.	£112.38
Cherwell Lottery	BACS	£2.00
	Total	£114.38

21.32	6.c.	Financial Statement as at 31st January 2021. It was RESOLVED to NOTE the Financial Statement as an accurate reflection of the Parish Council finances.
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DUNS TEW PARISH COUNCIL		
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDING 31/3/2021		
2019/2020		2020/2021
	RECEIPTS	
£23,000.00	Precept	£22,000.00
307.6	OCC Grants	307.6
£411.78	Council Tax Grants	£152.31
161.36	Bottle Bank	£222.77
£7,437.20	Earmarked Duns Tew Play Area	
	Miscellaneous & Lottery	£50.00
£671.83	VAT Refund	£14,242.46
	Grant for Play Area Equipment	£35,047.50
	Grant for Tennis Court Fence	£13,695.00
£31,990.87		£85,717.64
	PAYMENTS	
£7,845.93	Clerk's Salary, Expenses, PAYE & Training	£6,377.60
£359.45	Insurance	£557.15
£800.00	Grants	£0.00
£362.42	Membership Subscriptions	£153.00
£2,670.00	Grass/Hedge Cutting & Maintenance	£4,026.00
£141.00	Room Hire	£24.00
£320.00	Auditors	£560.00
£0.00	Elections	£0.00
£790.60	Play Area Rent, Inspection & Maintenance	£1,381.34
£5,014.70	Earmarked Play Area Upgrade	£27,404.00
	Play Area Upgrade	£16,179.60
	Play Area Equipment	£35,047.50
	Tennis Court Fence	£13,695.00
267.73	Administration	£203.87
£185.00	GDPR + Information Commissioner	£35.00
£336.93	Councillors Training	£420.00
£774.43	Dog Bins	£600.60
£485.55	Speeding/Traffic Signs	£727.15
£20.00	Emergency Equipment/Maintenance. Welcome Pack	£0.00
£120.00	Web Site	£0.00

£54.00	Bank Charges	£54.00
-£40.00	Mid Cherwell Neighbourhood Plan	£34.00
	Misc	£137.94
£20,507.74		£107,617.75
£34,229.22	Balance Brought Forward	£45,712.35
£31,990.87	Add Total Receipts	£85,717.64
£66,220.09		£131,429.99
-£20,507.74	Less Total Payments	-£107,617.75
£45,712.35	Balance c/f 31.01.2021	£23,812.24
	BALANCES REPRESENTED BY:	
£45,712.35	Unity Bank	£23,812.24
	Pending Payments	£1,945.90
£45,712.35	Total	£21,866.34
£0.00	Unpresented Cheques	£0.00
£0.00	Cancelled Cheques	£0.00
£0.00	Unpresented Receipts/ Credit	£0.00
		£21,866.34
Signed:		
Chairman: David Jackson		R.F.O. Jean Ralfe
Date: 1/03/2021		Date: 1/03/2021

21.33	6.c.	Financial Budget as at 31st January 2021. It was RESOLVED to determine if the outstanding costs for the play area could be funded by council and existing grant money. ACTION Clerk.
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21.34	6.d.	Review of Internal Audit Effectiveness. It was RESOLVED that this would be reviewed in the next Parish Council meeting.
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21.35	6.e.	To consider Grant Applications from: It was RESOLVED to grant the Volunteer Driver Service £200.00 It was RESOLVED to grant the Village Newsletter £200.00
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21.36	7.	County and District Councillors Reports: See minute 21.47.
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21.37	8.a.	Clerk's Report
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Item:	Action Required:	Result:
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Reinstatement of Assets of Community Value onto 5 year listing with Cherwell & S Northants: 1. Village Hall 2. White Horse Pub 3. Play Area 4. Thornton's Field.	RESOLVED to nominate all of the assets on the list for reinstatement. CDC advised that church assets cannot be nominated, therefore St Marys not nominated. There are some associated costs e.g. small payments for land registry maps.	1. Village Hall - application approved. 2. Play Area - application approved. 3. Thornton's Field - approved. 4. White Horse Pub application in progress. ACTION Clerk.
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Play Area Fence.	Quotes to replace the fence and vehicle gate.	One quote received. Another 2 requested. ACTION Clerk.
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Hill Farm Lane. Overgrown Verge near Little Steine.	Vegetation on the road. Meeting with Highways looked at the verge on 27.10.2020. Referred to an engineering specialist in Highways. Kerbside recommended and included in Highways 20/21 budget.	In progress. Highways meeting with Skanska to estimate the cost in the next few weeks. If approved the work will be scheduled. ACTION Clerk to chase.
Bollards on Corner of Hill Farm Lane and North Aston Road.	Highways have suggested 4 bollards on the corner of the Hill Farm Lane and North Aston Road. Approximate cost would be £450 incl. VAT. Highways are not supportive of the stones which are currently there as they are a hazard.	It was RESOLVED not to install the bollards.
Speeding and Parking. Hempton/Main St. Entrance and Middle Barton Entrance.	Speeding an ongoing issue in the village. Highways meeting 27.10.20 to look at options e.g parking bays to control parking and create strategic traffic calming measures that are in keeping with rural/conservation area. Possible solutions to be drawn up by Highways for consultation. Parking an ongoing issue in Main Street and Middle Barton Road - sometimes obscuring the line of sight at the corner near the White Horse but it does also act as a traffic calming measure.	Highways to complete CAD drawings of options for consultation. ACTION Clerk to chase.
Quarry Nature Reserve.	Correspondence has been received about the Quarry Nature Reserve and its accessibility to residents. It was RESOLVED that this has been responded to and that the Clerk should check regularly with Smiths to see what action has been taken.	Monitor and contact Smiths post Lock Down. ACTION Clerk.
Drains/Flooding at Longfield/Main Road.	Clearing the Holding Tank/Pump near Long Field. Thames Water fails to recognise it is the tank/pump rather than individual residence. Recurring problem in winter every 2 years going back - 2014, 2016, 2018, 2020. Letters sent to Thames Water, Victoria Prentis MP, Cllr Arash Ali Fatemian and Cllr Mike Kerford-Byrnes. Flooding over the Christmas period. Possible breach of the surface water drains and foul water drain. Ditch is shallow and needs excavating.	Meeting with Thames Water, Highways, and residents to be arranged. ACTION Clerk.

21.38	8.b.	Covid Pandemic: Latest update - Roadmap out of Covid 22.02.21 Parks, green spaces and children's play areas remain open. Outdoor gyms and tennis courts must stay closed until the 29th March based on the current Roadmap dates. Actions taken: <ul style="list-style-type: none"> • Covid/Social distancing signage is still up in the play area. • The tennis court remains closed.
21.39	8.c	Financial Regulations: It was RESOLVED that the changes were adopted. It was RESOLVED that the Chair would sign the Financial Regulations after the meeting.
21.40	8.d	On-line Banking Procedure: It was RESOLVED that the On-line Banking Procedure was adopted. It was RESOLVED that the Chair would sign this after the meeting.

21.41	8.e	Census 2021: A high level overview of the timeline for the Census was given. It was RESOLVED that the Census communications would be published on the website and social media to raise awareness.
21.42	9.	Death of a Senior Public Figure Procedure: It was RESOLVED that the Death of a Senior Public Figure Procedure was adopted. It was RESOLVED that the Chair would sign this after the meeting.
21.43	10.a.	Meetings: It was RESOLVED that a virtual Annual Parish Council Meeting would be held on 4th May 2021 at 7:30pm. It was RESOLVED that the meeting dates for the next year were: Monday 5th July 2021 Monday 13th September 2021 Monday 1st November 2021 Monday 10th January 2022 Monday 7th March 2022 Monday 16th May 2022
21.44	10.b.	Meetings: It was RESOLVED that a virtual Annual Parish Meeting would be held on 4th May 2021 at 7:00pm.
21.45	11.	Clerk's Salary: The Clerk left the meeting at 20:05. It was RESOLVED that the Clerk should be placed on SCP 11 for the year 2020.21 and receive the national uplift backdated from April 2020. It was RESOLVED further rises in spine points for 2021.22 should be applied in accordance with the Clerk's Contract of Engagement and on successfully completing the CiLCA qualification. The Clerk re-joined the meeting at 20:10

21.46	12. a.	Parish Matters: Services. Cllr Tickle. <ol style="list-style-type: none"> 1. The report on signs and speeding was NOTED. 2. Concern was expressed that drivers get fatigued by signs and their impact is lost. 3. There are some restrictions as to where the VAS can be sited: <ol style="list-style-type: none"> a. It cannot be put up on wooden telegraph or electricity poles. b. New posts cannot be put up on the verge but can be put on private land. c. Limited to existing posts. 4. If put too far out of the village, motorists will slow down then speed up again where the decrease in speed is required. 5. The current position of the VAS is where it gets triggered the most based on data analysis.
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20:40 Cllr. Arash Ali Fatemian joined the meeting.

It was RESOLVED to hear Cllr. Ali Fatemian's report.

21.47	7	County and District Councillors Reports: <ol style="list-style-type: none"> 1. The County Council budget was passed in early February and includes: <ul style="list-style-type: none"> ● A 3% rise in council tax. ● 400 million is budgeted for adult social care. ● 400 million for highways which will include drain and vegetation management. 2. The 20's Plenty Campaign has been successful in raising awareness. Barriers for implementation are cost and police enforcement - however schemes are underway to look at overcoming financial barriers through economies of scale based on numbers of villages signing up. 85% of motorists obey speed limits. 3. CDC and OCC elections on 6th May 4. Covid - everyone across health service has done an excellent job. Fundamental shift in the way care will be delivered in future. Retired people were drafted in. Zoom calls used to hold out patient clinics - and in some cases this suits the patient better and may be used in future. Not going to move to virtual health service but opportunities to use virtual clinics for things like check up calls after operations may be used.
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		5. Local Test and Trace picked up over 80% of people and was used to compliment the national Test and Trace initiative. The national NHS tries to contact people for 24 hrs and then it is passed on to the local service who make the calls. They may have more success because they are calling from a local number. The next step for local teams is knocking on the door. Universities have picked up students.
20:55 Cllr. Arash Ali Fatemian left the meeting.		
21.48	12. a.	Parish Matters: Services. Cllr Tickle. 6. It was RESOLVED that to make the VAS effective, it should be moved to 2 or 3 good positions in the village. Good positions to be investigated. ACTION Cllr Tickle. 7. It was noted that there is a Police check area in Middle Barton. It was RESOLVED to find out if something similar might be possible. ACTION Cllr Tickle.
21.49	12.b.	Parish Matters: Amenities. Cllr Hall update: 1. Play Area Refurbishment plan and finances. a. Tennis Court Resurfacing and Play Area Fence: b. Fence quotes in progress. c. Budget plan to pay for tennis court surface and play area fence with existing grant money and Parish Council funds. 2. Monthly Play Area checks are being done by Cllr Hall.
21.50	12.c.	Parish Matters: Community. Cllr Semple update: 1. Defibrillator - this has still not been used and the batteries are still good. 2. Welcome Pack - new residents are being directed to the website where it is published. Updates will be made including new cllrs added. 3. Emergency Plan: - OCC will supply sandbags for flooding but a dry storage somewhere central is required. It was RESOLVED to investigate storage options. ACTION Clerk.
21.51	12.d.	Parish Matters: Planning. Cllr Stapleton update: Cllr. Lang declared a pecuniary interest regarding a new application.

Reference #	Location	Proposal/ Description.	Validated	Status
<u>21/00330/F</u>	The Ridge House Main Street Duns Tew OX25 6JL	Replacement of three existing wood framed windows with like-for-like wood framed windows (save for the addition of slimline (14mm) double glazing). The removal of existing door to be replaced with a double-glazed bifold door.	25/02/2021	Under Consultation
<u>21/00331/LB</u>	The Ridge House Main Street Duns Tew OX25 6JL	Replacement of three existing wood framed windows with like-for-like wood framed windows (save for the addition of slimline (14mm) double glazing). The removal of existing door to be replaced with a double-glazed bifold door.	25/02/2021	Case Officer Assigned
It was RESOLVED that there were no comments or objections.				
<u>21/00375/CDISC</u>	Horsehay Quarry Middle Barton Road Duns Tew	Details pursuant to Condition 43 (Water monitoring compliance limits) of planning permission 14/00625/CM and 14/0526/P/CM (MW.0036/14) - MW.0016/21	03/02/2021	No Objections
<u>21/00308/CDISC</u>	Horsehay Quarry Middle Barton Road Duns Tew	Details pursuant to Condition 28 (Revised Detailed Dust Management Plan) of planning permission 14/00625/CM and 14/0526/P/CM (MW.0036/14) - MW.0015/21	29/01/2021	No Objections
<u>21/00191/F</u>	Dinghams Hill Farm Lane Duns Tew OX25 6JH	Addition of an extra storey to the existing chalet bungalow, first floor extensions over the existing flat-roofed	27/01/2021	Under Consultation

		garage and the existing gable on the frontage. Extension forwards of the original front elevation of the garage and new open porch. Addition of a terrace to the western elevation and two gable dormers on the rear elevation. New detached garage.		
Dinghams, Hill Farm Lane. Some concern from residents has been received that it is a relatively big change. Concerns expressed about the position of the proposed garage and how it would fit in with the area/street. Concerns were expressed over the number of large trees that have been felled. It was RESOLVED to place a TPO on the large, old, Weeping Willow near the spring at the bottom of the property.				
<u>21/00256/DISC</u>	1 Daisy Hill Duns Tew OX25 6LB	Discharge of Conditions 3 (stone sample panel) and 4 (doors & windows) of 19/01500/F	26/01/2021	Under Consultation
<u>21/00257/DISC</u>	1 Daisy Hill Duns Tew OX25 6LB	Discharge of Conditions 5 (stove & flue) and 6 (refinishing of wall) of 19/01501/LB	26/01/2021	Under Consultation
<u>21/00091/F</u>	The Threshing Barn Main Street Duns Tew OX25 6JS	Proposal to use building 2 as a gym/library/office space ancillary to the main house and hence wish to alter the interior to make it suitable for this use including installing a shower room. The proposed alterations are internal and the intention is to make no alterations to the exterior of the building	11/01/2021	Under Consultation
<u>21/00093/LB</u>	The Threshing Barn Main Street Duns Tew OX25 6JS	Proposal to use building 2 as a gym/library/office space ancillary to the main house and hence wish to alter the interior to make it suitable for this use including installing a shower room. The proposed alterations are internal and the intention is to make no alterations to the exterior of the building	11/01/2021	Under Consultation
The Threshing Barn, Main Street, Duns Tew. It was RESOLVED that there were no comments or objections.				
<u>20/03705/F</u>	Lindsey House Middle Barton Road Duns Tew OX25 6JN	Demolish existing utility room and WC, build new rear extension, single storey to provide utility, WC, kitchen/dining and family room	29/12/2020	Under Consultation
Lindsey House, Middle Barton Road, Duns Tew. It was RESOLVED that there were no comments or objections.				

21.52	12.e.	Parish Matters: Poors Land. Cllr Landless. Poors land: No update as the trustees have not met due to the Pandemic. It was RESOLVED that Cllr Landless would take this matter up with Mrs Rigby.
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21.53	12.f.	Parish Matters: Communications. Cllr Hall update: <ul style="list-style-type: none"> ● Documents updated. ● Business as usual with notices/news from all the different groups/communities in Duns Tew.
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21.54	13.	Correspondence: It was NOTED that the correspondence listed below has been sent to the Council. <ol style="list-style-type: none"> a. Correspondence was sent to a resident of Daisy Hill about the noise that balls make on the tennis court and the proximity of the tennis court to the residence. It was RESOLVED that this matter is now closed. b. Correspondence was sent to Thames Water and Highways about the drains and flooding in Longfield and the Main Road. This was copied to MP Victoria Prentis,
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		Councillor Arash Ali Fatemian and Councillor Kerford-Byrnes. This matter is on-going see minute 21.37
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Other 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.	Cllrs Jackson and Semple.
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
Covid-19 updates/information from Central Government.	Full Council

21.55	14	Reports from Meetings: Village Hall Update: <ul style="list-style-type: none"> • The Hall is closed for Lock Down. No update.
21.56	15	Date of the next Meeting: It was RESOLVED that the next meeting would be on Tuesday 4th May 2021 at 7:30pm on Zoom.

The Meeting finished at 21:33pm.

Signed by Chairman.....