

Duns Tew Parish Council

Minutes of the Parish Council meeting held in the Village Hall on Thursday 31 August 2017 at 7.30 pm.

Present: - Cllr C. Landless (Chair) Cllr T Lindley, Cllr. J Semple, Cllr. L Paroussis, Cllr. J Hall and 3 members of the public

In attendance: Mrs. H Skaar (Clerk)

17.46 Apologies for absence - District Councillor M. Kerford Byrnes and Cllr. Keeping

17.47 Co-option of Councillors – No applications had been received. It was **RESOLVED** to put a further notice in the Newsletter

17.48 Declarations of Pecuniary Interest and Requests for Dispensation - None.

17.49 Minutes of the last meetings held on 10 July circulated to the Council were **RESOLVED** as a true record of the meetings and signed by the Chair

17.50 Finance

Accounts for payment

H Skaar - August Pay & Expenses	001152	£656.21
T Lindley - Travel expenses for Training	001153	£29.70
Playsafety Ltd – Play Area Inspection	001154	£88.20
M Probbitts – Grass Cutting	001157	£630.00
OALC - Training	001158	£84.00
Duns Tew PCC – Grass Cutting Grant	001159	£350.00
H Skaar – Sept Pay & Expenses dated 30.09.17.	001160	£532.56

It was **RESOLVED** to make payments as listed above and the cheques were signed by Cllrs Semple and Paroussis

Accounts paid in advance

Information Commissioner - Data Protection Registration Renewal	001151	£35.00
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Cheque signed by Cllrs Semple and Paroussis

Income received — CDC £51.42 Bottle Bank, Soho House £1550.00 VAS donation

External Auditors Report – not yet received

Quarterly Review – The quarterly review was accepted by the Council and no observations were raised. See Appendix 1

Grants - It was **RESOLVED** that

- a) The grant of £350 for grass cutting should be paid to Duns Tew PCC
- b) A grant of £350 should be paid to the Deddington Day Care Centre and consideration should be given to budgeting for a grant for next year subject to sight of accounts to date.

17.51 Public Participation – A member of the public raised concerns about the positioning and display of the VAS. See Services Speeding.

Another member of the public raised concerns about the lorries from Horsehay Quarry. See Planning.

17.52 County & District Councillors Reports –

17.53 Clerk’s Report

Required	Action	Result
Road Markings Middle Barton Road	Clerk met with OCC Highways Rep.12 th July	Agreed areas where road markings should be repainted. Only Middle Barton Road Junction done so far. Clerk to chase.
Verges on A4260 and North Aston Road	Clerk reported that Verges need cutting 7 th July	Verges have been cut
Encroaching Vegetation between Dashwood Rise and Hill Farm Lane and outside Little Steine.	Clerk requested Grass Contractor to Cut back	Has been done.
Play Area Hedge	Clerk requested Grass Contractor to cut this	This has not yet been done, new Grass Contractor has been asked to do this.in September

Chair’s initials.....

	following consultation with Neighbours.	
Grass Cutting Contract Change of Contractor due to sale of business	Clerk contacted new contractor and sent details of contract and map.	Hopes to cut in week beginning 4 th September.

17.54

Parish Matters –

- Community.-

- A) Emergency Plan - Cllr Semple reported that she hoped this would be completed by the next meeting
- B) Welcome Pack – Cllr. Semple reported that no new packs had been delivered since the last meeting
- C) Defibrillator – Cllr Semple reported that the BHF are holding National CPR Training Days, she is waiting for further details as training still has to be organised.

- Services –

- A) Speeding –Cllr Paroussis reported that she had retrieved the data from the VAS. This showed that since it was installed on 7th July. 37,230 cars had passed through the village. Daily average 447.The maximum speed clocked was 70 mph. From Mondays to Fridays 25 to 29% or more were clocked at over the limit and on Saturdays 22% and on Sundays 24% After some discussion it was **RESOLVED** that
 - i) The display should be changed to 20mph
 - ii) The sign should be located higher up possibly on one of the telegraph or Electricity Poles. New Clamps would be needed. **Action Cllr Landless**
 - iii) The sign should be moved to near Priory Court for a few months **Action Cllr Landless**
 - iv) The possibility of purchasing another sign flashing the speed the car is doing should be investigated **Action Cllr Landless**
 - v) The possibility of purchasing signs stating “20 is plenty” and Speed camera signs should be investigated. **Action Clerk**
- B) Parking - It was **RESOLVED** that the Proposal circulated be amended to include provision for a sign stating Parking for Village Hall Patrons and Resident Permit Holders Only. The charge to be £10 per month split between the Parish Council and the Village Hall and the provision of sticky labels for the windscreens of unauthorized parked cars. This will then be discussed with the Chairman of the Village Hall Committee and Councillor Paroussis. **Action Cllr Paroussis and Clerk**

- Communications –

- A) Web Site – The Clerk reported that she had received a report from Barbara Weston that she had spent 5 hours updating the web site since the last meeting in July

- Planning –

- A) Mid Cherwell Neighbourhood Plan - Cllr Landless reported that this was now out for consultation. The plan itself can only deal with Planning and Land Use so does not affect Duns Tew greatly as it is a category C village .However a Community Action Plan will be attached to this which will deal with traffic issues ,including the North Aston crossroads
- B) Horsehay Quarry – A resident reported that one of the lorries from the Quarry had swung into the driveway of Blue Barn Farm very fast to let a tractor come through as he was driving out and nearly crashed in to him. It had been agreed as part of the planning permission for the extension of the quarry that driveways would not be used as passing places and proper passing places would be built. The clerk explained that the planning permission was only granted in May this year and the traffic management conditions must be in place before the new quarry is opened so the passing places were not likely to be put in for sometime It was **RESOLVED** that a complaint should be made to Smiths regarding the lorry concerned and requesting that they be instructed to not to use the driveway as a passing place. Exact details of date and time to be provided to the clerk **Action Clerk & Cllr Paroussis**

- C) Applications & Decisions

Applications

Applications considered before the meeting

Reference Number: 17/01389/F

Mr. & Mrs. McRae

Treetops, North Aston Road Duns Tew Bicester OX25 6JG

First floor front and side extension, loft and garage conversion with detached carport and store. External timber cladding to dwelling

No Objections

Reference Number: 17/01554/F
Mr. & Mrs. Reilly
Long Ridge, Main Street, Bicester OX25 6JR
Alteration and Extension
No Objections

New Applications received since 21st August
Reference Number: 17/01685/LB
Mrs. J Barton
14, Main Street, Bicester OX25 6JR
Replacement of existing softwood, single glazed casement kitchen window with new, hardwood, "Slimlite" type double glazed window
No objections

Decisions.

Reference Number 17/01086/F
Mrs G. Burrows
Land South of Bridleway, Duns Tew,
Secure storage area to hold quad bike, ride on mower and other small yard equipment.

Granted subject to Conditions

Reference Number: 17/01271/F
Mr. J. Aylott
Mole End, 2, Hill Farm Lane, Duns Tew OX25 6JH
Single Storey rear extension

Granted subject to conditions

Reference Number: 17/01148/F
Mr. S. Proctor
The Bungalow, Malthouse Farm, North Aston Road Duns Tew Bicester OX25 6JG
Retrospective – Movement of fence line and change of use from Agricultural Land to domestic use.

Granted subject to conditions

• Amenities –

A) Play Area - Cllr Hall reported that the voting had closed on the Play Area. 61 votes had been received. 48 for Option 1, 8 for Option 2 and 5 for Option 3. 80% in favour of option 1. This reinforces the original consultation which, showed a clear desire for an improved football area, zip wire and bike/scooting area

It was **RESOLVED** that

- a) Option 1 should be implemented
- b) Further up to date quotes to be obtained
- c) Cllr Hall to reply to the objection letter received
- d) The possibility of Loans to be investigated
- e) A notice to be put in the Newsletter regarding the decision and asking for volunteers to assist with Fund Raising and stating that progress would be reported regularly in the Newsletter. **Action Clerk and Cllr Hall**

B) RoSPA Safety Report –Cllr Hall reported that the report had now been received and there were a number of issues to be dealt with. It was **RESOLVED** that Cllr Hall should circulate a list of repairs/actions required and suggested solutions or request for suggestions help from the Council. **Action Cllr Hall and Clerk**

C) Refuse Bins. It was **RESOLVED** to Purchase a Blue and a Green Bin from Cherwell DC at £30 each. These should then be emptied on the usual rounds. **Action Clerk**

D) Access Road to Play Area. – The Clerk reported that she was still awaiting a response from the Landowner regarding any legal responsibility. However she had discovered a copy of an email dated 1st December 2008 from the landowners' father (the original landowner) agreeing to the potholes being filled in and stating "it is a case of users maintain" A quote had already been received from a driveway contractor for £3250 to dig out and level, supply and lay hard core, patch and repair potholes, hot bitumen tarmac, power and roll finish with white or grey 10mm chippings. All weather seal. Seal with bitumen hot liquid and top dress with bitumen sealing grit/chippings. This should last up to 30 years.

It was **RESOLVED** that

- a) Confirmation should be secured from the landowner regarding maintenance responsibility
- b) 2 further quotes should be obtained

- c) Once received other regular users to be approached regarding paying a share
- d) The Council will pay a fair share. The amount to be decided once all quotes received.

Action Clerk

• **Parish Council –**

- A) General Data Protection Regulations – The Clerk had circulated details of the new requirements from May 2018. This will involve quite a lot of work and she recommended that the Council commission LCPAS to do a Personal Information Audit which will assist the clerk. Cost £500.

It was **RESOLVED** that other local parish Councils should be contacted to see if they were considering having an audit.

Action Clerk

- B) Training for Councillors – It was **RESOLVED** that Cllr Landless should attend the Planning Course in December and the Clerk should attend the VAT course in November.
- C) Annual Parish Meeting - . It was **RESOLVED** that Cllrs should give more thought to this and put suggestions forward by email to consider at the next meeting
- D) Clerks Hours and Replacement - The Clerk reported that over the last year her hours of work averaged 44.9 per month. This should be considered when setting the contracted hours for the new clerk.

Action All Councillors

A village resident Richard Hall has expressed an interest in taking on the position of Parish Clerk. His CV has been circulated. Mr. Hall was present at the meeting and the Council thanked Mr. Hall for his Interest.

It was **RESOLVED** that

- a) Mr. Hall would have another meeting with the Clerk before he made a final decision.
- b) If he decided to take on the position and was available he should attend the OALC Course on Minutes and Agendas on 6th December

Action Clerk

17.55 Correspondence

Kim Phipps - VAS	Emailed to Full Council
OALC – Training Courses	Emailed to full Council
NHS resolution – Rushport Advisory LLP Deddington Pharmacy Appeal	Emailed to Full Council
Carol Shadwell – Grant for Church Grass Cutting and from Solar Farm Funds	Emailed to full Council Agenda item
Lynn Boswell - Playground	Emailed to Full Council Agenda Item
CPRE Oxfordshire – View on CDC’s Partial Plan review Oxford’s unmet housing need	Emailed to full Council
CDC – Notification of extension of Consultation on Oxford’s unmet housing needs	Emailed to full Council
OALC – House of Lords Call for evidence on Civic Engagement	Emailed to full Council
Rural Services Network – Unlocking Rural Potential Survey	Emailed to local businesses
RoSPA - Safety Report	Emailed to Cllr Hall
Deddington Day Care – Request for Grant	Emailed to full Council
Kate Eaton – Unknown man seen at back pf property	Emailed to all residents
OCC – Update on faster Broadband	Emailed to full Council.
Rural Oxfordshire Network – Meeting 20 th September	Emailed to full Council
Ricochet Ltd – BBC2 The Repair Shop	Emailed to all residents
Russell Jefford – Play Area Zip Wire	Emailed to full Council
Thames Valley Police – Community Meeting 24 th August	Emailed to Full Council and all residents
Stuart Hillyard – Information re doorstep trading from Thames Valley Police	Emailed to all residents
MCNP – Notice of Consultation for Neighbourhood Plan	Emailed to all residents
Thames Valley Police – August Newsletter	Emailed to full council
Mark Probbitts – Grass Cutting Contract Sale of Business	Emailed to full council
Deddington Day Care Centre – Copy Accounts	Emailed to full council
Michael Kelly – VAS re-siting	Emailed to full Council. Agenda item
OALC – August update and training	Emailed to full Council
Carol Rigby – PCC Tidy up 21 st October	Emailed to full Council. ? Village Tidy Up same Date
Thames Valley Police – Community Resilience Meeting 9 th November	Emailed to full Council Anyone to attend
Helen Oldfield Deddington PC – Village Hall Floor	Emailed to Jacky Davies
Richard Smith – CV for Parish Clerk Position	Emailed to full Council

For circulation

None	
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Chair’s initials.....

17.56 Reports from Meetings –

Village Hall Committee Meeting Cllr Paroussis reported that there had been no meeting since the last Council Meeting

The meeting closed at 9.10pm

Dates of next meeting – Monday 6th November 2017 7.30pm

Signed by Chairman.....

Chair's initials.....

APPENDIX 1				
Aug 31 2017	2017/18	Income to Date	Expenditure to	Budget remaining
	Budget		30. 08.17	
Clerk's expenses	£ 360.00		£120.00	£240.00
Clerk's salary	£ 5,250.00		£2,079.83	£3,170.17
Clerks Subs & training	£ 150.00		£123.00	£27.00
Insurance	£ 350.00		£286.90	£63.10
Grants - S137				£0.00
Burial Ground - grant grass cutting	£ 350.00			£350.00
Other Grants	£ 1,000.00		£650.00	£350.00
Subs				
OALC	£ 140.00		£110.89	£29.11
OPFA	£ 40.00		£40	£0.00
Community First	£ 55.00		£55.00	£0.00
Room hire	£ 96.00		£111.00	-£15.00
V Hall PWLB	£ 1,700.00		£847.98	£852.02
VAT			£773.58	-£773.58
Information Commissioner	£ 35.00		£35.00	£0.00
Newsletter	£ 175.00			£175.00
Emergency Equipment	£ 200.00		£275.58	-£75.58
Welcome Pack	£ 100.00			£100.00
MCNP/planning	£ 350.00			£350.00
Web Site	£ 350.00		£295.00	£55.00
Play Area	£ 6,500.00			£6,500.00
Footpaths	£ 250.00			£250.00
Grass Cutting/Tree Shrub Mainenance	£ 3,750.00	£307.60	£1,335.00	£2,722.60
Dog & waste Bins	£ 200.00		£218.15	-£18.15
Speeding	£ 3,500.00	£1,550.00	£2,975.00	£2,075.00
Admin/Office Equipment/ Repairs	£ 500.00	£43.33	£93.28	£450.05
Councillors Training/travel	£ 250.00		£195.00	£55.00
Auditors/Elections	£ 440.00			£440.00
Village Appraisal				
Misc	£ 500.00			£500.00
Youth Club reserve				
Bin Liners	£ 100.00			£100.00
Bottle Bank		£101.34		
Precept		£10,863.00		
Interest				
Council Tax Grant		£304.62		
New Homes Bonus				
Misc				
	£ 26,691.00	£13,169.89	£10,620.19	£16,931.74
		Made up of		
bfwd	£19,160	Current	£20,413.75	
income	£13,170	3 mth	£1,295.66	
exp	£10,620	plus os income	£0.00	
	£21,710	less os cheques	£0.00	
			£21,709.41	
Chair's initials.....				