

Duns Tew Parish Council

Minutes of the Parish Council meeting held in the Village Hall on Tuesday 7th May 2019 at 8.00 pm.

Present: - Cllr C Landless (Chair), Cllr. J Semple, Cllr T Lindley, Cllr. H Stapleton, Cllr J Hall, Cllr D Jackson

In attendance: Mrs. C Keeping (Clerk) and two members of the public.

19.00 Election of Chairman and Acceptance of Office:

Cllr Landless offered his resignation as Chair to ensure transparency and avoid potential conflict surrounding the planning application to extend the Solar Farm. Cllr Jackson proposed Cllr Lindley, Seconded by Cllr Semple. The new Chair signed his Acceptance of Office form. Cllr Lindley proposed a formal vote of thanks. It was felt that Cllr Landless' knowledge of the village had proved invaluable. Cllr Landless will continue to provide whatever support is necessary to the new Chair.

19.01 Apologies for absence:

Cllr Miall.

19.02 Election of Vice Chair:

Cllr Landless proposed Cllr Jackson, seconded by Cllr Lindley.

19.03 To confirm appointment of Responsible Financial Officer (RFO):

Mrs Keeping will remain as RFO until Mrs Ralfe assumes the role on 20 May.

19.04 To confirm appointment of Internal Auditor:

There will be no change. Philip Hood (Arrow Accounting) reappointed.

19.05 Declarations of Pecuniary Interest and Requests for Dispensation

Cllr Landless declared an interest in the Solar Farm extension project.

19.06 To allocate responsibilities to Councillors, as circulated

Results of discussion are that wards will no longer be used and Councillors' areas of responsibility are now as follows:

Cllr Semple – Emergency Plan, Community Groups, Welcome Pack, Defibrillator, Bottle Bank and Planning

Cllr Hall – Play Area, Village Tidy Up, IT (Website, Newsletter project and Cloud Hosting)

Cllr Landless – Footpaths and Bridleways, Poors Land, Highways, Grass, Street Cleaning & Furniture, Resilience Group, MCNP

Cllr Lindley – Chair, Planning

Cllr Jackson – Parish Council – Governance & Standing Orders, VAS/Speeding, Resilience Group, MCNP

Cllr Stapleton – Planning (Chair), Newsletter, Village Hall representative

19.07 To agree dates of meetings for the year 19/20

Agreed as circulated apart from one change from 24 June to 1 July.

19.08 Minutes of the last meeting held on 4th March 2019 were **RESOLVED** as a true record of the meeting and signed by the Chair.

19.09 Finance

Accounts for payment:

<i>Payments relating to 2018/19</i>		
Cherwell Dog Bin emptying	001241	£48.05
Nigel Prickett – hedge cut March 2019	001242	£42.00
<i>Payments relating to 2019/20</i>		
Came & Company Insurance renewal	001243	£358.45
Broxap – new bin for bridleway	001244	£342.00
CAAC Training: The Clerks Year	001245	£204.00
Cherwell Dog bin emptying April	001246	£144.14
Nigel Prickett – grass cutting & collection April 19	001247	£486.00
Spoilt	001248	
Clerk pay & expenses April	001249	£420.54

The cheques were signed by Cllrs Semple and Cllr Landless.

Income Received:

Cherwell - £11,500. Receipt of 50% of precept

Cherwell - £304.62. Receipt of CTRG (Council Tax Reduction Scheme Grant) 19/20

Draft Year End Accounts and Governance Statement:

To be presented at the 1 July Meeting.

To resolve to adopt the Power of General Competence:

The Councillors require more information in order to pass the resolution. The Clerk will research this further enabling the resolution to be reconsidered at a subsequent meeting

Review and agree Insurance Renewal:

Done

19.10 Public Participation

Mr S Phipps questioned the Parish Councillors about the proposed access to the solar farm extension which crosses an old land fill site. He is concerned that damage may be caused and the site exposed with indeterminable consequences. Cllr Landless advised that a direct route from the A4260, which avoids the landfill site, is being considered as part of the planning application. Whether there will be another public consultation is unclear, however there will be a level of community involvement. Cllr Landless’ understanding is that the whole project will only go to planning if there is a good degree of local support. The Chair suggested that the timing of the application should be such that villagers had the opportunity to formally feed their thoughts and comments back to Aspen, the project leaders, ensuring that they were factored into the planning application. This may require a lengthy period of consultation and a public meeting. Cllr Stapleton will contact Aspen to discuss both issues. It was proposed the public meeting is held in the week beginning 10 June. A group from Sustainable Duns Tew have had a tour of the existing site. It was brought to Cllr Landless’ attention that Aspen have advertised their presence at Hill Farm on Open Farm Sunday – he was unaware and will follow this up. If the project is passed, it is anticipated construction will take place over the summer of 2020.

19.11 County & District Councillor Reports

None

19.12 Clerk’s Report

ISSUE	ACTION REQUIRED	RESULT
B/F from Previous Meetings:		
Spring Farm	Organisers have not responded to emails. Cllr Landless to obtain contact details from landowner?	Cllr Landless will contact the landowner
Dog bin by bridleway. Discuss siting with Cherwell to ensure it	Response outstanding from Cherwell, chased 7 May.	Ideal position is where 3 tracks meet. To update next meeting when response received. Cllr Landless will

will be emptied.	Ordered from Broxap. Due for delivery Friday 10 th May – need someone to sign for it.	take delivery of the bin and organise installation
Reinstatement of Assets of Community Value (village hall, pub, play area and church) onto 5year listing with Cherwell & S Northants.	New Clerk to liaise with Community First who will assist with the relisting.	Noted
New bank account	To be actioned by incoming Clerk	Noted
Village newsletter, archive and distribution	To ascertain progress	See Communications at 19.13
The grass cutting contract needs to be put out for re tender for 19/20 – 3 tenders need to be sought.	3 interested parties identified. Nigel Prickett's tender is in. To be based on the current programme of cuts.	New Clerk will progress. Map and schedule of work available
Clive Tompkins concerned over height of the play area hedge. Clerk has contacted him to find out more details.	Hedge now cut and Mr Tompkins pleased. He has questioned whether wire netting can be removed to enable it to be lowered further.	The wire is to prevent balls going into the hedge. The hedge is probably now as low as it can go.
Planning Issues bf still to be investigated	Manor House Farm – gable end window Ridge House – cellar window 3 Spring Farm – cladding Progress/action to be determined	Manor House Farm and Ridge House. No information regarding the windows has been found on the planning portal Query passed to Cherwell planning. Done
Issues Raised since Last Meeting:		
Insurance renewal	Documents relating to 2019/20 renewal circulated	Discussed and agreed at 19.09
Condition of local bridleways raised by Mrs Burrows. Photographs forwarded.	Discuss and agree any action necessary.	To be reported on fix my street. This will avoid any potential conflict with landowners. The issue of a trailer blocking the end of the bridleway on the land through Worton woods was also discussed.
Cherwell Lottery	Details circulated. Decision over whether to be involved.	Decision – no involvement
New Clerk. Arrangements for handover and contract.	Contract and proposed arrangements circulated.	Draft contract approved, it will require signature at the next Parish Council meeting. It was proposed the work from home allowance is increased to £40per month (Cllr Stapleton proposed, Cllr Jackson seconded)
Training – proposed attendance Roles & Responsibilities July (£120) and VAT Oct (£55) courses.	Decision required. Approval of training	Two courses approved
Training Needs of Councillors and Chair	<i>Roles & responsibilities</i> – 19/6 - £102, 6/7 - £120, 18/9 - £102. <i>Chairmanship</i> – 17/7 £102	The Chair would like to attend the Chairmanship course but is unable to make the date. Clerk to identify another suitable course/date

Lenovo laptop -purchased May 18. 1 year guarantee expires 20/5/19.	Decision over whether to take out repair and support plan at £104pa.	No plan to be taken out
To fix the dates of the meetings for the next year.	Draft timetable circulated. To discuss/agree proposed dates	One change from June to 1 July. Clerk to circulate, post on the website, and ensure sent to District and County Councillors
Mr Barton has expressed his concerns over the increasing level of parking on the pavements within the village	Discussed and agreed that this will be monitored.	

19.13 Parish Matters –

- **Community**-

- Councillor Semple

- A) Emergency Plan – Nothing to report.
 - B) Welcome Pack – Cllr Semple reported that she has delivered two packs since the last meeting.
 - C) Defibrillator - Cllr Semple reported that this has still not been used. There has been a request for a second training session. The first was poorly attended but she is happy to follow this up with the trainer. He gives his time for free, however the Parish Council would need to pay mileage, provide a token in thanks and pay for the village hall hire. Further information will be put in the newsletter and on facebook.

- **Services**:-

- A) Update on VAS – the battery was replaced on 7th May. Cllr Hall offered to assist Cllr Jackson with data capture. A windows laptop is required to download data – purchase of an additional laptop or the potential to use one donated for the purpose will be investigated.

- B) Traffic Survey Project

Cllr Jackson has been in contact with representatives from North Aston where there is a hand-held camera. There is a level of interest in working with Duns Tew. One volunteer from Duns Tew will be needed to be part of a team looking at training. At the March meeting, Cllr Fatemian felt that there was not a significant speeding problem in the village, based on the results from the VAS – however the Parish Council wants more information in order to be able to make better decisions. “20 is Plenty” signs are being looked at. Cost £120 per sign. The alternative is adhesive signs for wheelie bins which are considerably cheaper. Oxfordshire County Council will supply these.

- **Communications** – Cllr Hall

The Website Project: is progressing gradually. Anticipated that completion is not far off.

Cloud Hosting: nothing to add at this stage

Newsletter: Cllr Hall has been in touch with Ms Blackmore. The GDPR issues have been resolved.

- **Planning** –

- A) MCNP Dorchester Group update

The plan is now up and running. It will be part of the statutory consultation process when planning is reviewed in the 11 villages. Its use will be monitored by an executive group. It was noted that already there is conflict in Fritwell where the Parish Council want more houses than they indicated in the plan. MCNP meetings will now be less frequent. There will be a community action plan.

- B) Solar Farm – covered under Public Participation see 19.10.

- C) New Applications
None received
- D) Decisions
None

Pending:

Reference Number: 19/00026/TCA

Raymond Fowler, Substation, Mains Street

Reduce height of a group of Leylandii by 20%, remove dead trees

Reference Number: 19/00036/TCA

Flagstones, 12 Main Street, Duns Tew

Reduce height by 2m and reshape oak tree

Reference Number: 18/02178/F

Acorn Cottage, 7 Middle Barton Road

Single storey rear extension. Loft conversion with associated roof lights

Reference Number: 18/00176/TCA

Paythorne, Main Street

Sycamore (T1) – Fell. Small self-set sycamore in group of trees to be removed due to close proximity to neighbouring trees. Leyland cypress (T2) – Reduce height by 12ft as causing shading and blocking aerial signal. Golden cypress (T3) – Fell. Stem split in bad weather.

Reference Number: 18/0001173/TCA

Stable End, Middle Barton Road

Pear (T1) Fell. Decay cavity at base, large split up trunk, creaking in wind. Close proximity to building. 7M tall. Horse Chestnut (T2) Fell. Half canopy is dead, remainder is dying back.

Reference Number: 18/00168/TCA

North Barn, 1 Spring Farm Court

Poplar (T1) Reduce height by up to 5M, remove low broken branch and shape canopy. Tree is outgrowing position and casting shade. Variegated acer (T2) Remove reversion growth to ensure future development. Alder(T3) Fell.

Reference Number: 18/0412/CLUP

5 Longfield

Certificate of Lawfulness of Proposed development for a single storey, flat roofed structure as a garden room.

5.7m (W) x 4.1m (D) x 2.5m (H). Occasional use, garden room and home study. Rear garden location, no changes to property access.

Reference Number: 18/01439/LB

1 Daisy Hill

Internal renovation to return the barn to open plan

Reference Number: 18/00329/DISC

7 Daisy Hill

Discharge condition 7 (vents and flues) of 18/00579/LB

Reference Number: 18/00330/DISC

Glendale, Main Street

Partial discharge of condition 3 (slates only) of 15/00475/F

Reference Number: 18/00231/TCA

Duns Tew Village Hall, Middle Barton Road

Birch (T1) Reduce 10m height by 3m. shape canopy. Remove by up to 2m from fabric of building.

- **Amenities –**
Councillor Hall

- A) Play Area – A grant is being pursued with Viridor; currently at the second stage of the application.
- B) Spring Tidy Up update – the turnout was disappointing. Litter was picked up and the speed sign cleaned. Cllr Stapleton suggested that in future each of the three tidy ups (village, hall and church) is done on the same day. Cllr Jackson suggested that the tidy up becomes more of an event, with bacon rolls and coffee for instance.

- **Parish Council –**

- To confirm appointment and terms of appointment of new Clerk. – See Clerks Report
- Nomination of a Councillor to stand for the Executive Committee of the Oxfordshire Association of Local Councils
No nomination made
- Review and Agree the Standing Orders
One amendment required for acceptance - It was noted the default start time of meetings should be changed to 7pm.
Review and agree the Policies on: Health & Safety; Information Security; Records retention; Requests for Information under Data Protection and Freedom of Information Acts; Complaints Procedure; Dealing with the Media; Freedom of Information Act Guide; Grant Awarding Policy; Recording of Meetings and Disclosable Interests.
It was agreed that all policies require detailed reconsideration and proposed that two are reviewed at each meeting over the coming year.
- Parish Remuneration Panel– to review and decide whether or not to make remuneration to council members.
It was resolved that no payment would be received
- Training – to advise of any training required for Councillors and new Clerk – See Clerks Report

19.14 Correspondence

Rural Services Network Rural bulletins – March and April	Emailed to Full Council
Scope – enquiry about additional clothes bank. Replied by email	
Rural Services Network – Call on Government for a Rural Strategy	Emailed to Full Council
Police and Crime Bulletin April	Emailed to Full Council
MCNP – notice of referendum	Emailed to Full Council
Public Services Executive – The Challenges around Hybrid Cloud	Emailed to Cllr Hall
Parish transport Representatives meeting minutes from meeting 20 February	Emailed to Full Council
Emergency Planning Oxfordshire – Crowded Places E-Learning package	Emailed to Cllr Semple
Healthwatch Oxfordshire briefing April	Emailed to Full Council
Correspondence with Clerk at Steeple Barton assisting in contacting dog warden and obtaining appropriate signage	
Email correspondence with David Barton concerning the issues regarding the proposed solar farm extension and associated traffic and parking on pavements within the village	
OALC – Potential for the nomination of a Councillor to stand for the Executive Committee	Emailed to Full Council

Oxfordshire Playing Fields Association – Spring newsletter **	Emailed to Cllr Hall
Liaison with Mr N Fletcher regarding potential advertising of an Artweek exhibition	
Rural Services Network - Funding Digest March, April and May	Emailed to Full Council
Calor Rural Community Funds	Emailed to Full Council
Police and Crime Bulletin – Knife Crime	Emailed to Full Council and included in newsletter
Planning decision re Flagstones, 12 Main Street	Emailed to Full Council
Police and Crime Commissioner Newsletter – March 19	Emailed to Full Council
Liaison with Clerks at Somerton and Upper Heyford regarding the Playground	Response emailed to Full Council
PSE – What are your challenges in implementing Cloud	Emailed to Cllr Hall
MCNP Forum Minutes of AGM and meeting	Emailed to Full Council

19.15 Reports from Meetings –

Village Hall Committee Meeting. Cllr Stapleton

2020 is the 50th Anniversary of the village hall. Planned celebrations include an exhibition of memories. The Parish Council will consider whether to make a grant towards it.

19.16 Reports from Sub-Committees and Working Groups –

Web Site Group. Cllr Hall

Cllr Hall has emailed Clare Burgess (Church) and Sarah Taylor (Village Hall) but not yet had replies.

The meeting closed at 9.55

Date of next meeting – Monday 1 July 2019 at 7.30pm

Signed by Chairman.....