

## Duns Tew Parish Council

Minutes of the Parish Council meeting held in the Village Hall on Monday 1st<sup>th</sup> July 2019 at  
7:30 pm.

**Present:** - Cllr Lindley (Chair), Cllr Jackson, Cllr Hall, Cllr Landless, Cllr Miall, Cllr Semple,

**In attendance:** Ms. J Ralfe (Clerk) and no members of the public.

### 19.21 Apologies for absence:

Cllr. Stapleton.

Cllr. Mike Kerford-Byrnes.

Cllr. Arash Ali Fatemian.

### 19.22 Declarations of Pecuniary Interest and Requests for Dispensation

Cllr Landless with regard to the Hill Farm Solar Project.

Cllr Semple with regard to GDPR

### 19.23 Minutes of the Last Meeting:

Minutes of the meeting held on the 7<sup>th</sup> May 2019 were **RESOLVED** as a true record of the meeting and signed by the chair.

Minutes of the extraordinary meeting held on 17<sup>th</sup> June 2019 were **RESOLVED** as a true record of the meeting and signed by the chair.

### 19.24 Finance:

#### a) Accounts for payment: for period May/June 2019

Details	Cheque Number	Amount
Duns Tew Village Hall for the year. May 2019 – March 2020. Invoice # 3692.	001251	£120.00
Nigel Prickett. Grass cut - May 2019. Invoice # 995.	001252	£420.00
Arrow Consulting (Internal Audit) – June 2019. Invoice # P80.	001253	£320.00
MCNP Forum	001254	£184.00
Laptop for VAS data.	001255	£123.45
Website hosting for 2018/2019 and 2019/2020. Packet Echo. Invoice # 014.	001256	£120.00
	001257	£514.37
Clerk Salary and Expenses May and June 2019		
Clerk Salary and Expenses May 2019	001258	£564.67
Clerk Salary and Expenses June 2019	001259	£461.22
HMRC	001260	£36.82

The Cheques were signed by Cllrs Landless and Cllr Semple.

#### b) Income Received: for period May/June 2019

Details	Reference	Amount
Oxfordshire County Council. Grass Cutting Grant.	Cheque 00013116	£307.60
Cherwell District Council. Bottle Bank.	BACS. 5 <sup>th</sup> June 2019	£52.96

#### c) To set aside funds for the refurbishment of the play area:

The indicative costs for the play area are currently £77000 excluding VAT (last quote). Including VAT (at 20%) it is likely to be closer to an amount of £92400/£93000. The VAT can be claimed back. The application to Viridor for the play area grant is currently being completed. There is £7500 already set aside in the 2019/2020 budget. It was **RESOLVED** to set aside a further £20000 for the play area. This amount should also cover any repair and maintenance required.

*d) Internal Audit Assessment:*

The Internal Audit Assessment should be completed for the 2018/2019 Internal Audit. Cllr Stapleton completed the last assessment and the clerk will request that Cllr Stapleton does this one.

**19.25 Public Participation:**

None.

**19.26 County & District Councillor Reports:**

Cllr Kerford-Byrnes will send his report for circulation to the council via email at a later date as he was unable to attend.  
Cllr Arash Ali Fatemian has sent his report which has been circulated to the council via email.

**19.27 Clerk’s Report**

<b>Actions B/F from Previous Meetings:</b>		
<b>Item:</b>	<b>Action Required:</b>	<b>Result:</b>
<b>To resolve to adopt the Power of General Competence:</b>	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.	It broadens the range of what the council will be able to spend money on and enables the council to apply for a wider range of funding. It is dependent on 2 criteria: 1. Two thirds of the councillors must have been elected (even if unopposed) rather than co-opted. 2. The parish clerk must have a (CiLCA) qualification. Duns Tew Parish Council have the General Power of Competence until the next election year (2022).
<b>New Dog Bin.</b>	Clerk will confirm with Cherwell that they are aware of the siting of the new dog bin and are able to empty it. Clerk will source stickers for the dog bins.	Bin installed by Cllr Stapleton on the apex near the gravel road and bridleway. Cherwell have confirmed they are aware of the siting and that they can empty it in future. Note/sticker made for each dog bin with the Cherwell Council number to call if the bin needs emptying before Wednesdays (when the bins are normally unless there is a bank holiday in which case they are emptied on Thursdays).
<b>Asset Register – Bus Shelter on A4260.</b>	Clerk will put up a notice with contact email address if there are any maintenance issue with the bus shelter.	Actioned.
<b>Signage for the play area</b>	Update signage on fence outside play area.	There are 4 different signs/notice boards on the fence outside the play area. One notice with up to date information to replace all of these is required. Clerk to get quotes.
<b>Online bank.</b>	To move the councils banking to an online provider.	Application submitted on-line. Processing the identity documentation requested from members of the council. Clerk to complete.
<b>The grass cutting contract needs to be put out for re tender for 19/20 – 3 tenders need to be sought.</b>	3 interested parties identified. Nigel Prickett’s tender is in. To be based on the current programme of cuts.	Map and schedule of work available. Clerk to progress. Require a copy of all applicants insurance for working on highways.

<b>To fix the dates of the meetings for the next year.</b>	Draft timetable circulated. To discuss/agree proposed dates. Change of 11 May 2020.	Dates agreed. Clerk to send to Parish, District and County Councillors. Post on the website/notice board.
<b>MCNP</b>	Investigate what fees were paid last year and what is still outstanding.	Fees were not paid last year. Cheque for fees included in expenses. See 19.25 Finances. The Fee is £184.00.
<b>Planning Issues bf still to be investigated</b>	Ridge House – cellar window  Manor House Farm – gable end window	Ridge House resolved. A wooden covering has been made for the cellar window. Manor House Farm. No information regarding the windows has been found on the planning portal Query passed to Cherwell planning.
<b>VAT</b>	Identified during year end that VAT has not been claimed for 2018/2019.	Clerk to action.
<b>OALC Membership Fees</b>	Cheque has not reached the OALC and may have been lost in the post.	Clerk to action.
<b>Issues Raised since Last Meeting:</b>		
<b>Item:</b>	<b>Action Required:</b>	<b>Result:</b>
<b>Black and White Wooden Finger sign adjacent to church needs repairing and reinstating.</b>	Clerk to report on FixMyStreet.	Reported. First reported in September 2017. Sign is not behind the church. Highways do not repair these kinds of signs any longer, but replace them with metal signs. It was felt that if at all possible the wooden sign should be restored as part of the character of the village. Clerk to try and locate sign and get quotes for fixing and reinstating.
<b>Condition of local bridleways raised by Mrs Burrows. Photographs forwarded.</b>	To be reported on fix my street. This will avoid any potential conflict with landowners.	Clerk to check with Mrs Burrows if this is still and issue or if it was just during the very rainy weather. If it is still issue, to be reported on fixmysteet.
<b>Training Needs.</b>	<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.  Clerk to complete CiLCA qualification as soon as possible.	No other course dates have been identified yet for this year. Clerk to check when next years dates are published.  Clerk to find and book next suitable course.
<b>Reinstatement of Assets of Community Value</b> onto 5 year listing with Cherwell & S Northants: 1. Village Hall 2. White Horse Pub 3. Play Area 4. St Mary Magdalene Church, Duns Tew.	De-listed every 5 years. If listed the community has a right to bid. Parish Council have a statutory duty in respect of land in its own area. Community First will assist with the relisting.	Clerk to action re-listing. (Community First - Tessa Hall).
<b>Council Policies that need reviewing and updating:</b>	2 policies/ procedures to be reviewed and updated at each meeting.	In progress. Clerk to update and circulate the next 2 for review.

<ul style="list-style-type: none"> <li>• Information Security</li> <li>• Records Retention</li> <li>• Requests for Information under Data Protection and Freedom or Information Acts</li> <li>• Dealing with the Media</li> <li>• Freedom of Information Act Guide</li> <li>• Grant Awarding Policy</li> <li>• Recording of Meetings</li> <li>• Disclosable Interests</li> </ul>		
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**19.28 Parish Matters –**

- **Community**.-

Councillor Semple

- A) Emergency Plan – complete. Emergency plan survey needs to be completed. GDPR requirements are in progress: seeking permission from everyone on the plan that their details can be held.
- B) Welcome Pack – complete and has been published on the website.
- C) Defibrillator - Cllr Semple reported that this has still not been used. Foliage surrounding the phone box has been removed so that it doesn't obscure the location. There has been a request for a second training session, however there are currently not enough people interested to run a second one. There may be a possibility to join forces with North Aston or another nearby council when they are doing training. Cllr Semple to investigate.

- **Services**:-

Councillor Jackson

- A) Update on VAS – the new laptop is working well. 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.
- B) Getting advice from Oxford County Council about “20s plenty signs” and where to put them. Cost £120 per sign. The alternative is adhesive signs for wheelie bins which are considerably cheaper. Oxfordshire County Council will supply these.
- C) Considering where to put the speed watch camera/speed guns. Bicester town council may purchase two sets of cameras which could possibly be used in villages. It is possible to identify the time window when speeding takes place and use the camera then.
- D) There are a lack of volunteers to carry out speed monitoring. Only one volunteer to date. Ideally 4 are required who would be able to conduct speed checks in a different village while volunteers from a different village conducted a check in Duns Tew. This would help maintain objective unbiased data.
- E) The batteries need replacing in the speed signs as they are coming to the end of their life and require frequent charging.

- **Communications** – Cllr Hall

- A) The Website Project is progressing. Parish council documentation is currently being located, converted to the correct format and put on the website. Information being uploaded includes elections, financial, minutes, agendas etc. Documents will be stored on Google drive for safety.
- B) This meetings minutes will be uploaded to Google Docs as a trial to determine whether or not it would be useful for sharing and editing documentation. Cllr Hall and Clerk to action.

- **Planning** –

A) Applications and decisions:

Reference #	Details	Status / Decision	Action
19/00160/TCA	Priory Court, Main Street. Yew Tree – 3.5m crown reduction.	Approved.	
19/00036/TCA	Flagstones, 12 Main Street, Duns Tew Reduce height by 2m and reshape oak tree.	Approved.	Works to start within 2 years
19/00122/TCA	Remove all Leylandi and replace with Beech Hedge. Land West Of Dovecote And Adj To Sub Station Main Street Duns Tew	Approved.	
18/00579/LB	7 Daisy Hill Discharge condition 7 (vents and flues).	Pending	
18/02178/F	Acorn Cottage, 7 Middle Barton Road Single storey rear extension. Loft conversion with associated roof lights.	Pending	
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.	Pending	
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.	Pending	
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.	Pending	
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.	Pending	
18/01439/LB	1 Daisy Hill Internal renovation to return the barn to open plan.	Pending	
18/00330/DISC	Glendale, Main Street Partial discharge of condition 3 (slates only) of 15/00475/F.	Pending	
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.	Pending	
19/00303/ENFC	2 North Aston Road. Garage Extension.	Pending.	

19/00302/ENFC	Tregony, Main Street. Crazy paving on highways.	Pending.	
19/00927/F 19/00928/LB	The Gate House 76 Main Street. Conversion of garage to habitable space. Glass link from cottage to garage. Internal alterations to provide 1 <sup>st</sup> Floor bathroom and improved garden access.	Pending.	Concern that elevation is in keeping with rest of property/village.
19/00914/F	Clamar. 1 North Aston Road. New Porch, 2 Story side extension and single storey lean-to rear extension.	Pending.	
19/00034/SO 19/00911/F	Variation of Condition 3 of 15/00570/F - To extend the operational time to 40 years Hill Farm Hill Farm Lane.	Pending.	
19/00026/TCA	Raymond Fowler, Substation, Main Street. Reduce height of a group of Leylandii by 20%, remove dead trees.	Pending	

*Reference Number:*

- B)** Solar Farm – Next meeting to be held w/c 22<sup>nd</sup> July. Date to be confirmed. Mike Kerford-Byrnes to be updated and invited to the next meeting.
- C)** Conservation area. Planning investigating a “lighter approach” for Duns Tew as changes are minimal (2 properties are to be included and some small adjustments in line with boundaries). Ideally there would be individual consultation where required and then a consultation as part of a council meeting to allow the rest of the village to participate. It was felt that the original suggestion from planning that a full day with presentations and a consultation was not required.

**Amenities –**

Councillor Hall

**A)** Play Area:

- a. A grant is being pursued with Viridor; currently at the second stage of the application. A Coffee morning is being held on Saturday 6<sup>th</sup> July with proceeds to the play area. A Maintenance and management plan is required for Viridor, which has been completed.
- b. RoSPA – review of the play area is being conducted in July. Findings need to be considered and repair and maintenance balanced against the new play area investment. A monthly recorded inspection is required and Cllr Hall with conduct this.
- c. Signage – work in progress to update and replace signs on play area fence. Quotes to be obtained for next meeting.

**Parish Council –**

- Review and Agree the Standing Orders  
It was **RESOLVED** to adopt the Standing Orders and the chairman signed them.
- It was previously agreed that all policies require detailed reconsideration and two shall be reviewed at each meeting over the coming year. Review and agree the Policies on:
  - Health & Safety - It was **RESOLVED** to adopt this policy and the chairman signed it.
  - Complaints Procedure. It was **RESOLVED** to adopt this procedure and the chairman signed it.

**19.29 Correspondence**

<b>Correspondence :</b>	<b>Sent to:</b>
Cherwell Parish Liaison Meeting invitation. None attended	Full Council
The Rural Bulletin 11 June.	Full Council

Dorchester Event (Using Churches for community functions etc)	Church
Planning Application 19/00911/F	Full Council
Bicester Police Rural Community Resilience Group Meeting. None attended.	Full Council
Mullin Museum Planning Update	Full Council
Duns Tew Conservation Area Appraisal.	Full Council
Cyber Awareness	Cllr. Hall
Police and Crime Bulletin May 2019.	Full Council
Mid Cherwell Neighbourhood Plan – decision made.	Full Council
Conservation Area Appraisal – changes.	Full Council
Response to Planning Application – Heyford Park.	Full Council
Survey from Cherwell District Council Development Management. New Relationships between Parish Councils and Planning.	Cllr. Stapleton
RoSPA Play Safety Inspection – scheduled for July.	Cllr. Hall
Community First AGM Invitation.	Full Council
Police and Crime Bulletin June 2019.	Full Council
Invitation to Drayton Highway Depot.	Full Council
The Rural Bulletin 18 June 2019.	Full Council
Planning – New IT system between 6 <sup>th</sup> – 10 <sup>th</sup> July. No access to the system.	Full Council
PSMA Newsletter June 2019.	Full Council
Resilience Group Minutes June 2019	Cllr. Jackson
The Editor – Public Sector Network	Full Council
Rural Services Network	Full Council
Thames Valley Environment Records. TVERC.	Full Council
Health Watch Oxfordshire. June 28 <sup>th</sup> .	Full Council
General Power of Competence Government & OALC briefings for information	Emailed to Full Council
Cllr Arash Ali Fatemian – report for this period.	Emailed to Full Council

**Correspondence for discussion:**

1. **Mullin development.** Request from Melanie Boyle that the Parish Council support an appeal going to the secretary of state. Planning permission has been granted. The MCNP sent in an objection primarily on the grounds of increased traffic which would affect the surrounding villages including Duns Tew. It was felt that there isn't sufficient concern in the community currently for the council to support this, however individuals were within their rights to object.
2. **External advisor for data protection/GDPR guidance.** Correspondence from Paul Semple. It was decided that the council would continue to engage him at the same rate for the next 12 months in order to provide advice and go through the council's information asset register with the clerk to ensure that appropriate information governance measures are in place.

**19.30 Reports from Meetings –**

*None*

**19.31 Reports from Sub-Committees and Working Groups –**

*None*

**19.32 To confirm appointment of Clerk and Responsible Financial Officer (RFO):**

Mrs Ralfe was appointed to the role of clerk and CFO to the Parish Council of Duns Tew. The employment contract was signed by the Chairman and Mrs Ralfe.

**19.33 To agree dates of meetings for the year 19/20**

The following dates were agreed:

Monday 5th August - Planning - 6:45 - 7:45

Monday 2nd September - Planning and full council for 3 hours 6:45 - 9:45

Monday 7th October - Planning 6:45 - 7:45

Monday 4th November - Planning and full council for 3 hours 6:45 - 9:45  
Monday 2nd December - Planning 6:45 - 7:45  
Monday 6th January - Planning and full council for 3 hours 6:45 - 9:45  
Monday 3rd February - Planning 6:45 - 7:45  
Monday 2nd March - Planning and full council for 3 hours 6:45 - 9:45  
Monday 6th April - Planning 6:45 - 7:45  
Monday 11<sup>th</sup> May - Planning, Annual Parish Meeting and Annual Parish Council Meeting. 6:45 - 9:45

**The meeting closed at 9.48pm**

**Date of next meeting** – Monday 2 September 2019 at 7.30pm

Signed by Chairman.....

Chair's initials .....