

Duns Tew Parish Council

Minutes of the Parish Council meeting held in the Village Hall

Monday 2nd September 2019 at 7:30 pm.

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

In attendance: Ms. J Ralfe (Clerk) and one member of the public.

19.34 Apologies for absence:

Cllr. Landless.

Cllr. Mike Kerford-Byrnes.

Cllr. Arash Ali Fatemian.

19.35 Declarations of Pecuniary Interest and Requests for Dispensation

1. Cllr Landless with regard to the Hill Farm Solar Project.
2. Cllr Semple with regard to GDPR
3. Cllr Stapleton with regard to Grass cutting and land maintenance

19.36 Minutes of the Last Meeting:

Minutes of the meeting held on the 1st July 2019 were **RESOLVED** as a true record of the meeting and signed by the chair.

19.37 Finance:

1. **Accounts for payment:** for the period July/August 2019

Details	Invoice Number	Amount
Paul Semple. Annual IG Provision and Advice.	020719/01	£150
NR Prickett. Grass Cutting June 2019.	1012	£230
NR Prickett. Grass Cutting July 2019.	1029	£230
OALC. Roles and Responsibilities training event 6 th July 2019.	18/2019-20	£120
Rospa Play Safety – Play Area inspection and report.	44435	£90.60
OALC. VAT for Clerks training event 2 nd October 2019. (half day)	W-879	£54
OALC. Budgeting and Financial Management training event 2 nd October 2019. (half day)	W878	£54

OALC. Planning training event 21 st November 2019.	W881	£54
OALC. Roles and Responsibilities training event 18 th September 2019.	W880	£102
SLCC. Membership 2019.	MEM225126	£89
ICO. Direct Debit for £35 a year. Annual Data Protection Fee.	ID 808634	£35
Clerk Salary and Expenses for July 2019.	N/A	£469.11
Clerk Salary and Expenses for August 2019.	N/A	£441.06
HMRC	362PZ001732522003	£42.51
NR Prickett. Grass Cutting August 2019	1049	£276

All payments were authorised on-line by Cllrs Semple, Hall and Stapleton. All invoices were signed by two signatories.

2. Income Received: for period July/August 2019

Details	Reference	Amount
VAT claim for period 01/03/2018 to 31/03/2019.	HMRC VTR 10.9.2019	£671.83

3. Internal Audit Assessment:

The internal Audit Assessment for the 2018/2019 Internal Audit will be completed by Cllr Stapleton.

4. Internal Audit:

It was **RESOLVED** to engage Arrow Accounting (Philip Hood) to complete the Internal Audit for the financial year 2019/2020.

The timeline for the internal audit is different for this year:

1. Checklist and required documents completed and submitted by 31st October 2019.
2. Income and Expenditure and Payroll test sheet completed and submitted by 31st December 2019.
3. Overhanging issues concluded before 31st March 2020.
4. AGAR signed and internal audit concluded. Annual Report issued with action points.

19.38 Public Participation:

Mr West, chairman of the Sustainable Duns Tew group updated the Parish Council on the relaunch and current objectives of the group. The Sustainable Duns Tew Group would like to explore ways in which they

could work together with the Parish Council on issues such as the environment, waste, carbon footprint and climate change.

Solar farm and Low Carbon Hub. – SDT have registered an interest with Low Carbon Hub. There is also interest in contacting the Charlbury Share Scheme to talk about how it was set up and is currently working. Ed Jessamine (Hill Farm Solar Farm project developer), Low Carbon Hub, Deddington, Middle Barton, and North Aston sustainable groups have been invited to the coffee morning in the Village Hall 7th September.

There is interest in the creation of allotments and a community orchid. Suitable land/space would need to be found to use. Use of the Poors land was discussed. Contact details for the Poors Land Trustees was provided.

19.39 County & District Councillor Reports:

Cllr Kerford-Byrnes was unable to attend.

Cllr Arash Ali Fatemia was unable to attend.

19.40 Clerk's Report

Actions B/F from Previous Meetings:		
Item:	Action Required:	Result:
To resolve to adopt the Power of General Competence:	<p>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:</p> <ol style="list-style-type: none"> 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. <p>Duns Tew Parish Council have the General Power of Competence until the next election year (2022) as both of the criteria above were met at the last election.</p>	<p>It was RESOLVED to adopt the Power of General Competence and ensure that all the criteria were met/in place for the next election in 2022.</p> <p>Clerk to complete CiLCA training in preparation.</p>
Training:	The Chair would like to attend the Chairmanship course. Clerk has requested that OALC make more courses available on Saturdays.	Clerk to check/book Chairmanship course when dates for 2020 training events are published.
	Other courses booked:	<p>Planning course booked for Cllr Jackson on 21st November 2019.</p> <p>Roles and Responsibilities booked for Cllr Jackson on 18th September 2019.</p>

	Clerk to complete CiLCA qualification as soon as possible. Training (4 training days): (£340 + VAT). Qualification: (£350 + no VAT). The qualification takes an average 200hrs of study/work to complete the portfolio must be submitted within 52 weeks for marking.	It was RESOLVED that the Clerk should attend the next CILCA courses in Bicester and complete the qualification.
Local Council Administration book by Charles Arnold Baker. Published by Lexis Nexis.	Law Text book. Useful reference and recommended that every council has a copy/ required for CILCA. Cost with SLCC membership rates £108.67	It was RESOLVED that the clerk should purchase the book.
Signage for the play area	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 these is required. A number of options and prices were discussed.	It was RESOLVED that the clerk would arrange the printing and purchase of a sticker to put over the largest notice board with the required information. This will provide a temporary solution until the play area has been updated.
Online bank.	To move the councils banking to an online provider.	Actioned. On-line banking has been set up and all Cllrs are able to login, view and authorise payments. Access/authorisation levels have been confirmed. Process for checking and sign off agreed.
VAT	Identified during year end that VAT has not been claimed for 2018/2019. Clerk to action.	Actioned. VAT claim completed and posted for period 1/03/2018 to 31/03/2019. See finance 19.37.2.
The grass cutting contract needs to be put out for re-tender for 19/20 – 3 tenders need to be sought.	Tender documentation (scope of work and maps) circulated to council for feedback.	Requests for Tender sent to Nigel Prickett (the current contractor), Joe Broadwood (Manor Garden Services based in Deddington) and Sebastian Stapleton. Responses requested by 7 th of October to allow time to check references and collate the tender comparison for the DTTPC meeting on 4 th November meeting. Decision to award tender to be made at 4 th November meeting and communicated to service provider afterwards.
OALC Membership Fees	Cheque has not reached the OALC and may have been lost in the post. Clerk to action.	Actioned. Membership Fees paid and training rebooked with membership rates.

Condition of local bridleways raised by Mrs Burrows. Photographs forwarded.	To be reported on fix my street. Clerk to check with Mrs Burrows if this is still an issue or if it was just during the very rainy weather.	Actioned: Mrs Burrows has confirmed that no further action is required.
Black and White Wooden Finger sign that was adjacent to the church needs repairing and reinstating.	FixMyStreet replied that the sign could not be found and they are looking to replace it. No time frame is given.	Clerk to follow up on FixMyStreet again.
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. 	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 with Community First.	Community First (Tessa Hall) is looking at legal/process and documentation requirements for the Hall/Pub/Church and Play Area. The Thornton's Field listing doesn't expire for another year. Clerk to confirm what the Church have in place.
Council Policies that need reviewing and updating: <ul style="list-style-type: none"> ● Information Security ● Records Retention ● Requests for Information under Data Protection and Freedom or Information Acts ● Dealing with the Media ● Freedom of Information Act Guide ● Recording of Meetings ● Disclosable Interests ● Traffic management/safety 	2 policies/ procedures to be reviewed and updated at each meeting. <ul style="list-style-type: none"> ● Grant Awarding Policy circulated for review. 	It was RESOLVED to adopt the Grant Awarding Policy. Chairman signed off.
Issues Raised since Last Meeting:		
Item:	Action Required:	Result:
Grass cutting at the	Grass cut for visibility and safety.	OCC have said that the grass is cut

junction of North Aston and A4260 Roads.	Confirm with OCC that this “extended area” down the verges to the camera (towards Oxford) and up to the signs (towards Deddington) will become the normal cut.	once a year. Requests for additional cuts and reminders of the extended cut will have to be made as required. Requests to be made to the OCC by the clerk at the beginning of May so that grass is cut before seeding.
Parking on the Pavement past the White Horse and towards Hempton.	A complaint has been received about cars parking on the pavement in this area.	Parking on pavements is not enforceable and the road is narrow in this area. Possible that this area helps as a traffic calming area for cars speeding through the village. Situation to be monitored.
Microsoft Standing Order for Clerks PC.	On-line banking and reimburse Mrs Keeping.	It was RESOLVED that the clerk should set up a direct debit for the Microsoft cost with the PC’s bank and ask Mrs Keeping for her final expenses.
Winter Salt.	Is there a requirement for additional bins and salt? The OCC are looking at requirements for this winter – bins and salt.	It was RESOLVED that extra bins and salt were not required. Bins and salt were not used in the last winter and are still full.
Parish Council Meeting Minutes	The minutes from the Parish Council Meeting on 1st July were uploaded to Google Docs as a trial to determine whether or not it would be useful for sharing and editing documentation.	It was RESOLVED that the council would use Google Docs in future for meeting minutes.

19.41 Parish Matters –

- **Community.-** Councillor Semple
 1. Emergency Plan – complete.
 2. Welcome Pack – complete and has been published on the website.
 3. Defibrillator - Cllr Semple reported that this has still not been used.
- **Services:-** Councillor Jackson
 1. 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.
 2. There is still a lack of volunteers to carry out speed monitoring.
- **Communications –** Cllr Hall
 1. 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.

- **Planning –**

1. Applications and decisions:

Reference #	Location	Proposal/ Description.	Validated	Status
19/01659/TCA	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	Pending (Case Officer Assigned)
19/01500/F	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	Pending (Case Officer Assigned)
19/01501/LB	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	Pending (Case Officer Assigned)
19/01256/CLUP	24 Dashwood Rise Duns Tew OX25 6JQ	Certificate of lawful use proposed for an extension to existing garage	10/07/2019	Pending (Case Officer Assigned)
19/01064/F	Horseshoe House 75 Main Street Duns Tew Bicester OX25 6JL	Single storey rear extension	08/07/2019	Pending (Case Officer Assigned)
19/01065/LB	Horseshoe House 75 Main Street Duns Tew Bicester OX25 6JL	Single storey rear extension	08/07/2019	Pending (Case Officer Assigned)
19/00927/F	The Gate House 76 Main Street Duns Tew Bicester OX25 6JL	Conversion of garage to habitable space. Glass link from Cottage to garage. Internal alterations to provide 1st floor bathroom and improved garden access.	21/05/2019	Pending (Case Officer Assigned)
19/00928/LB	The Gate House 76 Main Street Duns Tew Bicester	Conversion of garage to habitable space. Glass link from Cottage to garage. Internal	21/05/2019	Pending (Case Officer Assigned)

	OX25 6JL	alterations to provide 1st floor bathroom and improved garden access.		
19/00034/SO	Hill Farm Hill Farm Lane Duns Tew Bicester OX25 6JJ	Variation of Condition 3 of 15/00570/F - To extend the operational time to 40 years	17/05/2019	Valid Applicaton Received
19/00741/FP	Clamar 1 North Aston Road Duns Tew Bicester OX25 6JG	New porch, two storey side extension and single storey lean-to rear extension.	17/05/2019	Permission for development subject to conditions.
19/01749/TCA	The Old Forge, Middle Barton Road, Duns Tew, OX25 6JN	T1 X Silver Birch- Fell to ground level as tree is no hollow in the center of the trunk and this is of concern due to its proximity to the tree owners garage drive way and oil tank as well as the neighbors drive way and a stone wall	30/08/2019	New
	Manor House Farm – gable end window	Query passed to Cherwell planning.		
19/00303/ENFC	2 North Aston Road. Garage Extension.	Pending.		
19/00302/ENFC	Tregony, Main Street. Crazy paving on highways.	Passed to Highways.		

Conservation Area Consultation: 16th September 4 - 8pm. Posters and Leaflet Information on the notice board/on-line/web. Leaflets need to be delivered to every dwelling.

- **Amenities** – Councillor Hall

Play Area:

1. A grant is being pursued with Viridor; currently at the second stage of the application.
2. RoSPA – review of the play area was 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.
3. Signage – work in progress to update and replace signs on play area fence.

- **Parish Council** –

19.42 Correspondence

Correspondence :	Sent to:
Rural Funding Digests	Full Council
The Rural Bulletins	Full Council
SLCC News Bulletins	Full Council
OALC AGM draft minutes and presentations	Full Council
MCNP Forum meeting dates/times, minutes	Full Council
MCNP - Heyford Park Liason Meeting	Full Council
Public Sector News and Analysis emails.	Full Council
CDC Annual Report. Cllr Bryn Williams	Full Council
Police and Crime Bulletins.	Full Council
OPFA Newsletter. Summer 2019	Full Council
Health Watch Oxfordshire emails.	Full Council
Planning Application 19/00741/FP	Full Council
Terrain. Safe Council emails.	Full Council
Letter to Melanie Boyle re: Mullins Project	Full Council
Letter to Rupert Rittson-Thomas re: Mullins Project	Full Council
CDC Changes to Public Access - all emails about new website for planning.	Full Council
OYAP Trust Summer Newsletter	Full Council
Parish Online News and Updates	Full Council
OCC Full Fibre Broadband	Full Council
David Barton - Pavement Parking	Full Council
Dedding Depot Open Day. OCC	Full Council
Rural Resilience Group	Full Council
Rural Services Network	Full Council
RoSPA Play Safety Inspection Report	Full Council
Grass Cutting Tender Documentation and correspondence.	Full Council
Cherwell Community Lottery	Full Council
Death of PC Andrew Harper	Full Council
Planning 19/01749/TCA notice of intent. Tree	Full Council

19.42 Reports from Meetings –

None

19.43 Reports from Sub-Committees and Working Groups –

None

19.44

The meeting closed at 9.48pm

Date of next meeting – Monday 4th November 2019 at 7.30pm

Signed by Chairman.....