

DUNS TEW PARISH COUNCIL

Minutes of the Virtual Parish Council meeting held on **Monday 11th January 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) and one member of the public.

Minute Number	Agenda Number	Minute
21.1	1	Welcome and introduction to the virtual meeting procedure. The Chair welcomed everyone to the meeting and briefly explained the virtual meeting procedure.
21.2	2	Apologies for absence: It was RESOLVED that apologies were received from Cllr. Kerford-Byrnes and Cllr. Arash Ali Fatemian.
21.3	3	Councillor Vacancies: It was RESOLVED by unanimous vote that Andrew Lang be co-opted to the Council.
21.4	4	Declarations of Pecuniary Interest and Requests for Dispensation Cllr Stapleton declared a pecuniary interest in relation to grass cutting and hedges.
21.5	5	Minutes of the Last Meeting: It was RESOLVED that the council confirmed the minutes of the Parish Council meeting held on the 2nd November 2020. It was RESOLVED that these are signed by the Chair after the virtual meeting.
21.6	6	Public Participation: A member of the public and resident of Daisy Hill raised the issue of the noise that bouncing balls make on the tennis court. The resident felt that the tennis court was too close to their house and they were having to put up with the aggravating noise of the thump, thump, of the balls as well as the crashing and clambering noise of the balls against the fence. They have researched the fence and realise that it has special joins to reduce the noise, however the noise from the balls and fence can be heard while inside the residence, with the television on and the windows and door closed. The resident clarified that the noise was made by the larger basket balls rather than tennis balls and is primarily from a few individuals who were described as not playing a game but walking around under the hoop bouncing the ball. The resident suggested that the tennis court had been used for tennis once in the last 2 years. The resident pointed to the fact that they had previously sent a number of emails which they were sure the whole council had seen and that they appreciated that the tone of their emails had been quite stressful which was because they were stressed as was one other neighbour. Another neighbour is experiencing mild irritation. The resident said that looking ahead to summer they wished to enjoy their house and garden without the noise and wanted something to be done about it particularly as they had moved to Duns Tew for the peace and quiet. They felt that they had made suggestions for solutions in the past which had not been pursued and suggested that the Council put in place restricted times for games or a restriction on the kinds of games that could be played, for example allowing netball but not basketball as the ball is not bounced in netball. It was NOTED that the council cannot be expected to limit ball games in a facility for ball games. It was suggested that the resident might have a nice conversation, appealing to their better nature, with the people bouncing the ball and come to some agreement with them.

		It was NOTED that the tennis court has been used more than once in the last 2 years. It was RESOLVED that the Council would consider the issue and respond to the resident.
21.7	7. a.	Finance: Payments Due; It was RESOLVED that the payments for the period November/December 2020, as listed below, were correct and approved for payment. It was RESOLVED that all invoices/relevant papers were signed by two councillors after the meeting.

Payments for the period November/December 2020:

Details	Invoice/Cheque Number	Amount
Play and Leisure total invoice amount = £16434.00	14629/PLH.3960	
Viridor Grant = £13695.00	Paid by Viridor.	
Play and Leisure (VAT on Tennis Court Fencing)	38	£2,739.00
MCNP Membership Fees	37	£34.00
Play Area Rent	36	£130.00
Christmas Lights for village tree.	39	£54.97
Clerks Salary & Expenses.	40	£727.00
OALC Councillor Fundamentals Training	41. W1445	£120.00
Parish On-line Membership (GeoXphere)	42. 38UB023-0003	£36.00
Christmas Lights for village tree. (Second String)	43. INV GB 144038251- 2020- 688120	£54.97
OALC Experienced Councillor training	44. W-1474	£120.00
OALC Chairmanship training	45. W-1473	£120.00
OALC Finding new Parish Councillors training	46. W1472	£60.00
Clerks Salary & Expenses.	47	£692.52
Bank Service Charge		£18.00
Came & Company Insurance	48	£188.42
	Total	£5,094.88

21.8	7.b.	Finance: Income Received. It was RESOLVED to NOTE the Income Received: for the period November/December 2020:
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Income Received for the period November/December 2020:

Details	Reference	Amount
Cherwell Recycling	C049384. j	£56.19
Cherwell Lottery	BACS	£2.50

	Total	£58.69
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21.9	7.c..	Financial Statement as at 11th 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 (Grants)	OCC Grants	307.6
£411.78 (Grants)	Council Tax Grants	£152.31
161.36	Bottle Bank	£110.39
£7,437.20 (Misc)	Earmarked Duns Tew Play Area Grants	
	Miscellaneous & Lottery	£46.00
£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		£85,601.26
	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	£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	£85,601.26
£66,220.09		£131,313.61
-£20,507.74	Less Total Payments	-£107,617.75
£45,712.35	Balance c/f 31.01.2021	£23,695.86
	BALANCES REPRESENTED BY:	
£45,712.35	Unity Bank	£28,772.74
	Pending Payments	£5,076.88
£45,712.35	Total	£23,695.86
£0.00	Unpresented Cheques	£0.00
£0.00	Cancelled Cheques	£0.00
£0.00	Unpresented Receipts/ Credit	£0.00
		£23,695.86
Signed:		
Chairman: David Jackson		R.F.O. Jean Ralfe
Date: 11/01/2021		Date: 11/01/2021

21.10	7.d.	Budget and Precept. It was RESOLVED that the budget was correct and it was RESOLVED by unanimous vote to request a precept of £24000.00 for the year 2021/2022.
21.11	7.e.	Parish Council expenses. It was RESOLVED that the security processes for the management of the expenses card were robust and in line with the Financial Regulations. It was RESOLVED to go ahead with the application for one card to be held by the Clerk/RFO.
21.12	7.f.	Internal Auditors. It was RESOLVED to engage Jane Olds as the Internal Auditor for the financial year 2021/2022.
21.13	8.	County and District Councillors Reports: There were no updates.
21.14	8.a.	Clerk's Report

Update on Progress, Outstanding Issues and Actions.

Item:	Action Required:	Result:
Councillor's Portfolios.	Portfolios of work to be assigned due to changes in the Council.	Responsibilities were RESOLVED and assigned to Councillors. These will be published in the Newsletter, Welcome Pack, Noticeboard and the Website.
Insurance.	<ul style="list-style-type: none"> Additional insurance, pro-rata until the end of this premium, is required to cover the new play area equipment and tennis court fence/gates - £188.42. 	It was RESOLVED go ahead with the additional insurance.

<p>Grass cutting and maintenance.</p>	<ol style="list-style-type: none"> 1. Hill Farm Lane Verge: It was RESOLVED to postpone the decision about the verge until the spring. 2. Weed Spraying: Did not take place. 3. Defibrillator weeds: To be cut back in Autumn. 4. North Aston Road hedge along the footpath: To be cut back in Autumn. 	<ol style="list-style-type: none"> 1. Weed Spraying: To be completed in 2021. 2. Defibrillator weeds have been cut back. 3. North Aston Road hedge along the footpath has been cut back, making the salt/grit bins more accessible.
<p>Reinstatement of Assets of Community Value onto 5 year listing with Cherwell & S Northants:</p> <ol style="list-style-type: none"> 1. Village Hall 2. White Horse Pub 3. Play Area 4. Thornton's Field. 	<p>RESOLVED to nominate all of the assets on the list for reinstatement.</p> <p>CDC advised that church assets cannot be nominated, therefore St Marys not nominated.</p> <p>There are some associated costs e.g. small payments for land registry maps.</p> <p>ACTION Clerk.</p>	<ol style="list-style-type: none"> 1. Village Hall application submitted. 2. White Horse Pub application in progress - waiting for information. ACTION Clerk. 3. Play Area - application submitted. 4. Thornton's Field application submitted to CDC.
<p>Play Area Fence.</p>	<p>Quotes to replace the fence (both options) and vehicle gate and to repair the pedestrian gate. ACTION Clerk.</p>	<p>In progress. ACTION Clerk.</p>
<p>Hill Farm Lane. Overgrown Verge near Little Steine.</p>	<p>Vegetation on the road. Meeting with Highways arranged to look at options took place on 27.10.2020. It has been referred to an engineering specialist in Highways to look at and recommend further action/options taking into account the following:</p> <ul style="list-style-type: none"> • Bank is steep and possibly unstable. May need retaining. • Possible concrete kerbside will need to be higher at bottom end. • Drain. • Ownership of verge and therefore who pays for the solution. 	<p>Highways Engineer is due to look at the verge in the next 2 weeks/second half of January.</p>
<p>Bollards on Corner of Hill Farm Lane and North Aston Road.</p>	<p>Highways have suggested 4 bollards on the corner of the Hill Farm Lane and North Aston Road. Approximate cost would be £450. Highways are not supportive of the stones which are currently there as they are a hazard.</p>	<p>It was RESOLVED to discuss this in the next meeting.</p>
<p>Speeding and Parking. Hempton/Main St. Entrance and Middle Barton Entrance.</p>	<p>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.</p> <p>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.</p>	<p>Highways to complete CAD drawings of options for consultation. No update. Highways representative currently on leave.</p>
<p>Quarry Nature Reserve.</p>	<p>Correspondence has been received about</p>	<p>No progress as of January 2021</p>

	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. ACTION Clerk.	however Lock Down will have impacted this. Monitor and contact Smiths post Lock Down. ACTION Clerk.
SKDT - Spread Kindness in Duns Tew.	Need for local resilience groups to prepare for winter as instructed by district and county councils.	Virtual coffee meetings were not well attended possibly due to reliance on technology. RESOLVED to rely on neighbours checking in regularly.
Drains	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. Letter sent to Thames Water, Victoria Prentis MP, Cllr Arash Ali Fatemian and Cllr Mike Kerford-Byrnes.	Flooding over the Christmas period. Issue has not been resolved. Possibly a breach of the surface water drains and foul water drain. Strong suggestion that the ditch that runs alongside the road also needs excavating as it is shallow. Thames water need to liaise with OCC to solve the problem as it spans both areas of responsibility. Chair to write another letter to Thames Water MD copying MD Victoria Prentis. ACTION Chair.

21.15	8.b.	Risk Assessment. It was RESOLVED that the updated Risk Assessment and the Covid Pandemic Risk Assessment were accepted. It was RESOLVED that the Chair would sign these after the meeting.
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21.16	8.c.	Covid Pandemic. Regulations update: 4th January 2021 Lock Down. Regulations update: 4th January 2021 Lock Down. On 4th January the Prime Minister announced a national lockdown for all of England which now requires everyone to stay at home and only leave for essential shopping; to work (if you cannot reasonably do so from home); seek medical assistance and for exercise (once a day in the immediate locality). Parks and green spaces can remain open and people have been actively encouraged to use these to exercise where possible. Outdoor children's playgrounds can remain open, but outdoor gyms, along with sports facilities such as those for tennis and golf must now close. Actions taken: <ul style="list-style-type: none"> • New signage has been put up in the play area. • The tennis court has been closed.
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21.17	9.a	Parish Matters: Amenities. Cllr Hall update: 1. Play Area Refurbishment plan and finances. <ol style="list-style-type: none"> Tennis Court Resurfacing: Viridor grant application was not successful. Feedback was that it had merit and had got to the final round however there were a number of worthy applications and a finite amount of funding. Viridor will hold another round in the next 3 months and it was RESOLVED to apply again. ACTION Cllr Hall. Other sources of funding to be explored. ACTION Cllr Hall. Tennis Court Fence: installation is complete.
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21.18	9.b.	Parish Matters: Communications. Cllr Hall update: <ul style="list-style-type: none"> • Duns Tew Website - accessibility statement to be finished. • Business as usual with notices/news from all the different groups/communities in Duns Tew posting.
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21.19	9.c.	Parish Matters: Community. Cllr Semple update: <ol style="list-style-type: none"> 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
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		<p>published.</p> <p>3. Emergency Plan: - No further updates. Possibility of keeping sandbags/signs for flooding/road closure. ACTION Cllr Semple to research.</p> <p>4. O2/Vodafone mast that covers the village is not operating well and phones are not working which causes an issue especially during the Pandemic/Lock Down when NHS/Critical workers are unable to use their phones. Investigate the problem and if North Aston are experiencing the same problem. ACTION Clerk.</p>
21.20	9.d.	<p>Parish Matters: Planning update:</p> <p>1) MCNP Annual report - It was RESOLVED to respond with positive feedback.</p> <p>2) To consider planning applications: <i>see the table below.</i></p> <p>3) Lindsay house - application for an extension.</p> <p>4) Trees felled in the Manor House today were queried by a resident. Planning approval had been given.</p>

Reference #	Location	Proposal/ Description.	Validated	Status
<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	Case Officer Assigned
<u>20/01983/F</u>	1 Daisy Hill Duns Tew OX25 6LB	Insertion of new fixed shut and obscure glazed window at first floor on West elevation.	30/11/2020	Application Permitted
<u>20/03055/LB</u>	1 Daisy Hill Duns Tew OX25 6LB	Insertion of new fixed shut and obscure glazed window at first floor on West elevation.	27/10/2020	Application Permitted
<u>20/03032/F</u>	Malthouse Farm North Aston Road Duns Tew OX25 6JG	Erection of sheep shed with apron to east and minor widening of drive in front of house for passing	23/11/2020	Under Consultation
<u>20/02992/TCA</u>	2 Spring Farm Court Duns Tew OX25 6JS	T1 x Hornbeam - Fell due to excessive height and shading, overwhelming adjacent trees. After one year replant with Acer.	21/10/2020	Application Permitted
<u>20/02705/F</u>	Long Ridge Main Street Duns Tew OX25 6JR	Erection of a wooden double free standing carport, closed on 3 sides, open frontage. Base to be matched with existing permeable block paving.	20/10/2020	Application Permitted
<u>20/02764/F</u>	3 Hill Farm Lane Duns Tew OX25 6JH	Demolition of existing conservatory; upward extension to dwelling (including raising of ridge) to add first floor accommodation to dwelling; and erection of new retaining wall and external seating area	05/10/2020	Application Permitted
<u>20/03335/TCA</u>	Duns Tew Manor Main Street Duns Tew OX25 6JP	T1 x Italian Cyprus- Fell beginning to segment and lost form. T2 x Cherry- Fell poor specimen remove and replace. T3 x Sycamore- Crown raise 2.5m above yew hedging and clear. T4 x Beech- Fell poor form due to removal of chestnut a new copper beech has a planted and now established. T5 x Italian Cyprus- Fell beginning to segment and lost form	23/11/2020	Under Consultation

Trees have been removed in the Manor House as per permission granted.				
<u>20/03016/DISC</u>	Duns Tew Manor Main Street Duns Tew OX25 6JP	Discharge of Conditions 3 (tile sample), 4 (glazed lantern details) & 5 (dormer windows) of 17/01121/F	23/10/2020	Under Consultation
<u>20/03017/DISC</u>	Duns Tew Manor Main Street Duns Tew OX25 6JP	Discharge of conditions 3 (tile sample); 4 (glazed lantern details); 5 (dormer windows); 6 (staircases); 7 (cleaning methods to be used on the interior of the building); 8 (lime mortar mix to be used); 9 (repair to the step into building) & 10 (ventilation flue) of 17/01122/LB	23/10/2020	Under Consultation
<u>20/03125/F</u>	27 Dashwood Rise Duns Tew OX25 6JQ	Single storey rear extension	04/11/2020	Application Permitted
<u>20/02595/F</u>	14 Dashwood Rise Duns Tew OX25 6JQ	Single storey front extension to provide new en-suite accommodation	21/09/2020	Application Refused
<u>20/02003/TCA 5</u>	Hill Farm Hill Farm Lane Duns Tew Bicester OX25 6JH	FIVE DAY NOTICE G1 (Laurel) – multi stem, situated on the embankment overhanging the highway & surrounding properties, vigorous species impeding visual splay of drivers entering on to the narrow lane Hill Farm Lane. Removal of G1 in the interests of highway safety	23/07/2020	Application Permitted
<u>20/00320/F</u>	Garden Cottage Middle Barton Road Duns Tew Bicester OX25 6JN	Alterations to Garden Cottage to enable use as a separate dwelling	01/05/2020	Application Permitted
<u>20/01198/LB</u>	Garden Cottage Middle Barton Road Duns Tew Bicester OX25 6JN	Alterations to Garden Cottage to enable use as a separate dwelling	01/05/2020	Application Permitted
<u>20/00630/F</u>	Church Of St Mary Magdalene Main Street Duns Tew OX25 6JP	East window guard (stained glass window) corroded copper guard on outside of this window to be removed, the stained stonework cleaned and the guard replaced with new stainless steel guards (powder coated black). The guards will follow individual glazed openings rather than the window opening as a whole, as per Church Buildings Council Guidance.	17/03/2020	Application Permitted
<u>20/00731/SO</u>	Hill Farm Hill Farm Lane Duns Tew Bicester OX25 6JJ	Screening Opinion to 20/00649/F - Variation of condition 1 (plans) and 15 (generation cessation and site restoration) of 19/00911/F	10/03/2020	Screening Opinion Not Requesting EIA
<u>20/00649/F</u>	Hill Farm Hill Farm Lane Duns Tew Bicester OX25 6JJ	Variation of Conditions 1 (plans) and 15 (generation cessation and site restoration) of 19/00911/F	03/03/2020	Application Permitted
<u>20/00497/F</u>	Cedar Gables North Aston Road Duns Tew OX25 6JF	Front and side extension, new first floor within roof space over and new detached garage.	28/02/2020	Application Permitted
<u>20/00574/F</u>	Land North Of Hill Farm Hill Farm Lane Duns Tew OX25 0JJ	Installation of a standalone Solar PV array, associated infrastructure, grid connection, access and landscaping	26/02/2020	Application Permitted
<u>20/00632/SO</u>	Land North Of Hill Farm	Screening Opinion to 20/00574/F -	26/02/2020	Screening

	Hill Farm Lane Duns Tew OX25 0JJ	Installation of a standalone Solar PV array, associated infrastructure, grid connection, access and landscaping	Opinion Not Requesting EIA
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21.21	9.e.	<p>Parish Matters: Services. Cllr Tickle.</p> <ol style="list-style-type: none"> 1. It was RESOLVED to support the 20's plenty campaign which is campaigning to have a default speed limit of 20m/ph in Oxfordshire villages. 2. Assessment to be done of the best places to put speeding signs (including those for the 20's plenty campaign) so that they have maximum impact without having too many signs all over the village, including how to use the old "speed kills" signs and their posts. 3. Keep current coloured signs at entrances and take the others off for now. By periodically taking signs down and putting them up it is hoped that motorists will notice them, pay attention and reduce their speed. 4. Plan to clean the dirty village entrance gates when the weather is better as white will be more noticeable and indicate the need to reduce speed at the entrance of the village. 5. A4260 junction - no update. <p>Parish Matters: Services. Cllr Jackson.</p> <ol style="list-style-type: none"> 6. 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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21.22	10.	<p>Correspondence: It was NOTED that the correspondence listed below has been sent to the Council.</p> <ol style="list-style-type: none"> a. New correspondence has been received from the same resident of Daisy Hill about the noise that balls make on the tennis court and the proximity of the tennis court to the residence. This matter was discussed in the Public Participation session see minute 21.6.6. b. Correspondence from the Play Area Landlord re: a positive letter about the new developments in the play area and a positive support for the Assets of Community Value listing. c. Correspondence from Thornton's Field owners re: Assets of Community Value listing. d. Correspondence from a resident of Middle Barton Road re: the tennis court lock down restrictions and confirmation of use.
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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.	Full Council
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
Cherwell Local Plan Review 2040	Full Council
Covid-19 updates/information from Central Government.	Full Council

21.23	11	Reports from Meetings: Village Hall Update: <ul style="list-style-type: none"> • The Hall is closed for Lock Down. • The 100s club is still active and the funds raised will be used for the village hall.
21.24	12	Date of the next Meeting: It was RESOLVED that the next meeting would be on Monday 1st March 2021 at 7:30pm on Zoom.

The Meeting finished at 21.34 pm.

Signed by Chairman.....