

Duns Tew Parish Council

Minutes of the Parish Council meeting held in the Village Hall on Monday 26 February 2018 at 7.30 pm.

Present: - Cllr C. Landless (Chair) Cllr. J Semple, Cllr. J. Hall, Cllr L. Paroussis, Cllr C Keeping, and Mr. G Beacham (New Clerk applicant)

In attendance: Mrs. H Skaar (Clerk)

18.12 Apologies for absence - District Councillor Kerford Byrnes and late apologies from Cllr Lindley

18.13 Co-option of Councillors – No applications had been received. It was **RESOLVED** to put a further notice in the Newsletter asking for candidates to stand for election in May. **Action Clerk**

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

18.15 Minutes of the last meetings held on 8 January circulated to the Council were **RESOLVED** as a true record of the meetings and signed by the Chair

18.16 Finance

Accounts for payment

H Skaar - Feb Pay & Expenses	001184	£547.26
HMRC – H Skaar Tax	001185	£118.60
MCNP Forum – Annual Contribution to Secretary	001186	£224.00
Arrow Accounting 2017/18 Audit Fee	001187	£268.96
CDC – Excess Waste Bin	001188	£50.00
H Skaar – March Pay & Expenses dated 30.03.18.	001189	£479.42
HMRC – H. Skaar Tax dated 30.10.18	001190	£103.40
OPFA – Annual Subscription dated 01.04.18	001191	£40.00
Community First – Annual Subscription dated 01.04.18	001192	£55.00
Our Bus Final donation dated 01.04.18	001193	£650.00

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

Accounts paid in advance

OALC – Training for New Clerk	001183	£240.00
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Cheque signed by Cllrs Landless and Paroussis. NB This cheque has been returned and cancelled due to resignation of new clerk

Income received — Adopt a site £51 42

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

It was **RESOLVED** to accept the Statement of Internal Control and this was signed by the Chairman and the Clerk. The Certificate of Internal Control was signed by the Chairman and Cllr Keeping.

Financial Regulations Review - It was **RESOLVED** to re adopt the Financial Regulations as circulated

External Audit 2017/18 – The clerk reported that the external audit arrangements had changed this year. Councils with a turnover under £25,000 can certify themselves as exempt from a limited assurance review and will not have to have an external audit. If the Council wishes it can elect to have a limited assurance review and pay the external audit fee £200+VAT. The External Auditor has to be notified by 30th June if the Council is certifying as exempt. This year the turnover is more than £25,000 so an audit will be required.

18.17 Public Participation – None

18.18 County & District Councillors Reports –None

18.19 Clerk's Report

Required	Action	Result
Signpost by Church repaired or replaced.	Reported to OCC twice and to Highways Rep at Parish Liaison Meeting. Reported again on 5 th January	Awaiting response
Refuse Bins for Play Area	Clerk Contacted CDC	CDC suggested a split refuse and Recycling bin. Purchased by PC installed by CDC and emptied by them. Agenda item
Pothole in Pavement by Manor	Clerk reported on Fix my Street	Awaiting response
Footpaths	Clerk contacted OCC re missing sign.	Response received 20.01.18. They are investigating

18.20

Parish Matters –

- Community.-
 - A) Emergency Plan - Cllr Semple reported she is still updating this and needs to get volunteers to replace those who have moved away. She will put a note in the next Newsletter. **Action Cllr Semple**
 - B) Welcome Pack – Cllr. Semple reported that she had not delivered any new packs since the last meeting. The Clerk advised that there were new residents at No 11 Daisy Hill. Cllr Semple agreed to deliver a pack. **Action Cllr Semple**
 - C) Defibrillator – Cllr Semple reported that fortunately this has not had to be used so far.
 - D) Big Things Art Project – It was **RESOLVED** not to take this forward
- Services –
 - A) Speeding –
 - a) VAS – It was **RESOLVED** to move the VAS to Paythorne as soon as possible. The Data would then be downloaded once the weather improved, **Action Chair and Cllr Paroussis**
 - B) Spring Farm – The Chairman reported that he had been unable to speak to the landowner but would do so before the next meeting **Action Chair**
 - C) Footpath to A4260 – The Clerk reported that this had been considered in 2009 and at that time the local landowner had been asked if he would be prepared to leave an area outside the fence as a path, however he was unwilling to do so. It is really the responsibility of OCC but the cost of putting in a proper pavement would be very high and they are unlikely to agree for the limited number of people who would use it. It was **RESOLVED** to approach the landowners again. **Action Chair**
- Communications –
 - Web Site – The Clerk reported that Barbara Weston had indicated that she wished to step down from managing the web site from 20th March at the latest. Cllr Hall has volunteered to take this on together with the Web Site maintenance. It was **RESOLVED** that
 - a) It was no longer necessary to retain Anita Hartley to maintain the web site.
 - b) Cllr Hall should take over the management as soon as possible **Action Clerk & Cllr Hall**
- Planning –
 - A) Mid Cherwell Neighbourhood Plan - Cllr Landless reported that a further meeting had been held regarding the zone of non-coalescence around Caulcott. The Dorchester Group was not happy with the confusion over the previous voting or the option chosen. Two options were put forward and the option to have no zone of non-coalescence was agreed. The Plan will be submitted to Cherwell District Council for approval very soon.
 - B) Dovecote - The Clerk reported that this was still awaiting a decision. The case officer has recently changed and was not in a position to give an update when she enquired 2 weeks ago. According to the documents on the web site the conservation Officer is very concerned about the possible damage to the fabric of the building and has requested a lot more information
 - C) Flag pole in Manor Grounds – A complaint has been received from a resident regarding the erection of a flag pole in the Manor grounds without planning permission. Also the Union Flag has been flown upside down and other flags which require permission according to Government regulations The Clerk reported that Cherwell District Council had

confirmed that permission was required for the erection of a flag pole within a conservation area and also within the curtilage of a listed building

It was **RESOLVED** that this should be reported to Cherwell District Council.

Action Clerk

- D) London Oxford Airport Consultation – It was **RESOLVED** that a letter should be sent raising concerns regarding the lengthening of the runway and more Commercial traffic at Kidlington and the increase in risk of collision by increasing the controlled airspace at Brize Norton.

Action Clerk

- E) Applications & Decisions

Applications

Reference Number: 18/00142/F

Mr. & Mrs. .S McRae

Treetops, North Aston Road, Hill, Duns Tew, Bicester, OX25 6JG

Proposed roof alterations and extension

No Objections

LL.0088/17

OCC – Proposed update to Local List of Information Requirements for Validation of Planning Applications

No Objections

Applications considered before the meeting - None

Decisions.

Reference Number: 17/01908/F

Mrs. S. Lacey

34 Main Street, Duns Tew, Bicester OX25 6JL

Existing Sun Room to be demolished and replaced with two storey extension forming new entrance lobby and en-suite to first floor bedroom along with installation of 2 rooflights to the kitchen and re tile of the existing main dwelling.

Granted with Conditions

Reference Number: 17/02058/F

Mr. D Smith

11 Daisy Hill, Duns Tew, Bicester, OX25 6LB

Erection of shed/summer house in the garden, replace an existing log store with a new one at front of the dwelling and enlarge an existing window in the kitchen.

Granted with conditions

• Amenities –

A) Play Area –

- a) Refurbishment – Cllr Hall reported that he had requested 6 quotes, 4 of which had been received, ranging from £63,000 to £80,000. The lower quote excluded the tennis netting which costs in the region of £14,000. The other quotes included this and were between £70,000 and £80,000. All quotes should be in by the next meeting for a final decision.

Cllr Semple asked about the conditions relating to a possible PWLB loan. These were not to hand and it was

RESOLVED that the clerk should investigate and report back.

Action Clerk

- b) RoSPA report and repairs – Cllr Hall reported that the cushion fill had been delivered and spread, the other urgent item was the swings which appeared to be corroding at the top. This had been inspected by all the Playground experts who had come to quote, they did not think this was serious but the seats and chain need replacing and this should solve the problem. Quotes have been requested. The fence slats need to be repaired this is in hand.

- B) Footpaths –. It was **RESOLVED** that the footpath between Daisy Hill and the Middle Barton Road was fit for purpose and no repairs were necessary.

- C) Refuse Bins. – The clerk reported that she had obtained 4 quotes for a split litter bin ranging from £429.95 to £695.00 +VAT. The quote for £429.95 from Broxap was for 120 litre capacity bins. The other quotes ranged from 100 to 80 litre capacity. CDC will install them for us at a cost of £200 max. It was **RESOLVED** that the Broxap bin should be purchased and installed by CDC.

Action Clerk

- D) Spring Tidy Up –This is to take place on the weekend of 24/25th March. A notice has been put in the newsletter, the excess garden waste bin has been ordered as have the bin bags, gloves, high viz vests and litter pickers.

- E) Access Road to Play Area. – The Clerk reported that Dr. Ray had finally found the agreement regarding the right of way for Daisy Hill and this stated that “A right of way at all times and for all purposes with or without vehicles over the

Grantor's Land subject to the Grantee making a fair and proper contribution according to user towards the cost of keeping the Grantor's Land in good and proper condition" He also has agreements with Jon Scotchbrook, Sebastian Stapleton and Tom Lindley. The other main users are Mrs. Burroughs and Mr. Pretorious.

It was **RESOLVED** that two other quotes should be obtained and a final decision taken at the next meeting

Action Clerk

• Parish Council –

- A) New Clerk – Two candidates applied for this position and have been interviewed by the Council. It was **RESOLVED** that
 - a) The clerk should be appointed from 1st June, although the Council preferred the local candidate the final decision would be made after the closing date for applications on 26th March.
 - b) A new lap top be sourced and ordered subject to the Council's prior agreement **Action Clerk**
- B) Commonwealth Day – The clerk reported that the PCC had agreed to the use of the Church flagpole on Monday 12th March 2018. One of the Church Wardens will raise the flag and Mrs. Lacey will attend as Licensed Lay Minister. Cllr Landless confirmed he would also attend. No other Councillors are able to attend. No one has come forward yet to read the Commonwealth Affirmation The Clerk will ask her brother as he was born in a Commonwealth Country. Also Brigadier McBean will be asked if he can attend and read the letter from the Secretary General. **Action Clerk**
- C) Training –It was **RESOLVED** that: the new Clerk should attend any relevant training courses and the Chairman elected at the Annual Parish Council meeting should attend the Chairmanship Course in July.
- D) May Elections - The Clerk reported that CDC is holding a briefing meeting on 6th March but she will be unable to attend. The nomination forms will be sent out that week and will probably need to be handed in to Bodicote House by 5th April. The clerk will ensure all candidates get the nomination papers as soon as possible. The Clerk stressed that it was important that at least 5 members were elected, preferably the full seven. Currently only 4 candidates would be standing for re –election if Cllr Keeping was going to take over as Parish Clerk. Cllr Paroussis agreed to stand for re- election if no other candidates were forthcoming. Cllr Landless has approached one resident who is thinking about it and the Clerk has approached another who has not yet replied. Two further residents were suggested as possible candidates It was **RESOLVED** that the clerk should contact them. **Action Clerk**
- E) Annual Parish Meeting – It was **RESOLVED** that this would take place on Thursday 10th May at 7.30pm followed by the Annual Parish Council meeting at 8pm and would take the usual format.

18.21 Correspondence

Barbara Weston – Resignation as Web site manager	Emailed to Full Council
Westcote Barton Parish Meeting – Mullins Development Enstone Airfield	Emailed Full Council
Duns Tew Resident – Grit Bin for Daisy Hill	Dealt with by Clerk
Richard Smith – Resignation as new clerk	Emailed Full Council
CDC – Refuse Bins for Play area	Emailed to Cllr Hall
Smiths of Bletchingdon – Removal of former Quarry Crossing	Emailed to Full Council and Duns Tew residents
HS2 Funds – First Round of Funding	Emailed to Cllrs Hall & Semple
Duns Tew Resident – LOA proposal to change airspace	Emailed to Full Council
Steeple Barton PC – Request for Information on our Speed sign	Dealt with by Clerk
Duns Tew Resident – Pothole in pavement outside the Manor	Dealt with by Clerk
Duns Tew Resident – Signs obscuring view at A4260 junction	Dealt with by Clerk
OALC – Reminder for rescheduled Planning Training Course	Emailed to Cllr Landless
Sports and Play Consulting – Independent review for suppliers and assistance with funding	Emailed to Cllrs Hall and Semple and Beth Leech
Thames Valley Police – Police and Crime Commissioner Newsletter	Emailed to Full Council
Big Things – Community Art Project	Emailed to Full Council Agenda Item
Oxfordshire Clinical Commissioning Group – Locality Plans and Engagement Report	Emailed to full Council and Duns Tew residents
OALC – January Newsletter	Emailed to full Council
OPFA – Winter Newsletter	Emailed to Cllr Hall.
CDC Planning – Response re Planning Permission for Flag Poles	Emailed to Full Council
Rural Oxfordshire Network – Invitation to Event on Rural Youth 16th April	Emailed to full Council No one to attend
Duns Tew PCC – Appointment of New Vicar Invitation to meeting 8 th March	Emailed to Full Council
Cllr Hugo Brown – Oxfordshire Housing & Growth Deal	Emailed to Full Council

OCC – Update to Local List	Emailed to Full Council Agenda item
G Beecham – Parish Clerk Vacancy	Emailed to full Council
BMAA – Local Airspace Development Consultation	Emailed to Full Council Agenda Item
CPRE – Oxford- Cambridge Expressway Call for Public Enquiry	Emailed to Full Council Clerk to write to MP
CDC – Leisure Branding Consultation	Emailed to Full Council and Duns Tew residents

Action Clerk to write to MP requesting a public enquiry on Oxford/Cambridge Expressway.

For circulation

None	
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18.22 Reports from Meetings –

Village Hall Committee Meeting Cllr Paroussis reported that there had not been a meeting since the last Council meeting

The meeting closed at 9.25 pm

Dates of next meeting – Annual Parish Meeting Thursday 10th May 7.30pm
Annual Parish Council Meeting Thursday 10th May 8pm

Signed by Chairman...C.G Landless.

APPENDIX 1				
Feb 26 2018	2017/18	Income to Date	Expenditure to	Budget remaining
	Budget		26.02.18	
Clerk's expenses	£ 360.00		£300.00	£60.00
Clerk's salary	£ 5,250.00		£4,837.62	£412.38
Clerks Subs & training	£ 150.00		£252.13	-£102.13
Insurance	£ 350.00		£286.90	£63.10
Grants - S137				£0.00
Burial Ground - grant grass cutting	£ 350.00		£350.00	£0.00
Other Grants	£ 1,000.00		£1,000.00	£0.00
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		£1,695.96	£4.04
VAT			£1,043.49	-£1,043.49
Information Commissioner	£ 35.00		£35.00	£0.00
Newsletter	£ 175.00		£175.00	£0.00
Emergency Equipment	£ 200.00		£306.58	-£106.58
Welcome Pack	£ 100.00			£100.00
MCNP/planning	£ 350.00			£350.00
Web Site	£ 350.00		£363.31	-£13.31
Play Area	£ 6,500.00		£343.50	£6,156.50
Footpaths	£ 250.00			£250.00
Grass Cutting/Tree Shrub Mainenance	£ 3,750.00	£307.60	£2,710.00	£1,040.00
Dog & waste Bins	£ 200.00		£258.19	-£58.19
Speeding	£ 3,500.00	£1,550.00	£2,975.00	£525.00
Admin/Office Equipment/ Repairs	£ 500.00	£43.33	£593.28	-£93.28
Councillors Training/travel	£ 250.00		£344.60	-£94.60
Auditors/Elections	£ 440.00		£135.00	£305.00
Village Appraisal				
Misc	£ 500.00		£265.00	£235.00
Youth Club reserve				
Bin Liners	£ 100.00			£100.00
Bottle Bank		£204.18		
Precept		£21,726.00		
Interest				
Council Tax Grant		£304.62		
New Homes Bonus				
Misc		£2,500.00	£1,000.00	
	£ 26,691.00	£26,635.73	£19,587.45	£7,463.55
		Made up of		
bfwd	£19,160	Current	£24,912.33	
income	£26,636	3 mth	£1,295.66	
exp	£19,587	plus os income	£0.00	
	£26,208	less os cheques	£0.00	
			£26,207.99	
Chair's initials.....				