

DUNS TEW PARISH COUNCIL

Minutes of the Virtual Parish Council meeting held on **Monday 4th May 2020**
at 7:30 pm for the transaction of the following business:

Present: - Cllr Jackson (Chairman), Cllr Stapleton (Vice Chair), Cllr Landless, Cllr Lindley, Cllr Hall, Cllr Miall, Cllr Semple, Cllr Arash Ali Fatemian.

In attendance: Ms.Ralfe (Clerk)

Minute Number	Agenda Number	Minute
20.12	1	Apologies for absence: RESOLVED that no apologies were received.
20.13	2	Declarations of Pecuniary Interest and Requests for Dispensation RESOLVED that there was a declaration of pecuniary interest received from Cllr Landless with regard to the Solar Farm.
20.14	3	Minutes of the Last Meeting: RESOLVED that the council confirmed the minutes of the meeting held on the 2nd March 2020 and these were signed by the Chair.
20.15	4	Public Participation: There were no members of the public in attendance.
20.16	5.a.	Finance: Payments Due; It was RESOLVED that the payments for the period April/May 2020, as listed below, were correct and approved for payment. All invoices/relevant papers were signed by two councillors.

5.a. Payments for the period March/April 2019:

Details	Invoice/Cheque Number	Amount
Village Hall - Outstanding for Bookings up to and including February 2020.	3670. 2021.1	£6.00
Cherwell District Council - Dog Bins	7013292 2021.2	£300.30
SLCC Membership	MEM223956 2021.3	£117.00
Clerk salary and expenses. March	2021.4	£790.66
Clerk salary and expenses. April	2021.5	£583.76
Zoom Video Communications Inc.	INV14581083 2021.6	£143.88
Came and Company Local Council Insurance.	2147645 2021.7	£368.73
Arrow Consulting (Internal Auditors)	107 2021.8	£320.00
	Total	£2,630.33

20.16	5.b.	Finance: Income Received.
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It was RESOLVED to NOTE the **Income Received:** for the period March/April 2020:

Details	Reference	Amount
Cherwell District Council Precept 15 April 2020	CO43928 2021.a	£11,000.00
Cherwell District Council CTRS Grant 17 April 2020	CO44159 2021.b	£152.31
HMRC VAT Return	2021.c	£894.02
Cherwell Lottery	BACS	£2.50
	Total	£12,048.83

20.16	5.c.	Finance: Financial Regulations. It was RESOLVED that the Financial Regulations were adopted and the Chairman signed them.
20.16	5.d.	Internal Audit Report. It was RESOLVED that the council NOTE that the Internal Audit report was complete and that there were no actions or recommendations.
20.16	5.e.	The Annual Accounts Statement. It was RESOLVED that the council NOTE the Financial Statement (for the year 2019/2020 to date 31st March 2020) was an accurate account of Parish Council finances. The Chair verified and signed the Statement. It was RESOLVED that the Asset Register was accurate. The Chair verified and signed the Register. It was RESOLVED that the Statement of Internal Control was accurate. The Chair verified and signed the statement.

DUNS TEW PARISH COUNCIL			
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDING 31/3/2020			
2018/19			2019/20
		RECEIPTS	
£21,215.00		Precept	£23,000.00
£1.00		Bank Interest	£1.10
	(Grants)	OCC Grants	307.6
£304.62	(Grants)	Council Tax Grants	£411.78
		Bottle Bank	£161.36
£955.03	(Misc)	Earmarked Duns Tew Play Area Donations	£7,437.20
£0.00		VAT Refund	£671.83
£22,475.65			£31,990.87
			£8,990.87

PAYMENTS			
£5,423.20		Clerk's Salary, Expenses, PAYE & Training	£7,845.93
£350.44		Insurance	£359.45
£1,475.00		Grants	£800.00
£568.03		Membership Subscriptions	£362.42
£1,524.00		Grass/Hedge Cutting & Maintenance	£2,670.00
£120.00		Room Hire	£141.00
£393.00		Auditors	£320.00
£0.00		Elections	£0.00
£605.42		Play Area Rent, Inspection & Maintenance	£790.60
£0.00		Earmarked Play Area Upgrade (Viridor CTP & Planning)	£5,014.70
£1,696.08		Village Hall Loan	£0.00
629.98		Administration	£267.73
£0.00		GDPR + Information Commissioner	£185.00
£182.80		Councillors Training	£336.93
	(Misc)	Dog Bins	£774.43
	(Misc)	Speeding	£485.55
£732.09		Misc.	£20.00
£50.39		Web Site	£120.00
£0.00		Bank Charges	£54.00
£0.00		Neighbourhood Plan	-£40.00
£13,750.43			£20,507.74
			£12,661.81
£25,504.00		Balance Brought Forward	£34,229.22
£22,475.65		Add Total Receipts	£31,990.87
£47,979.65			£66,220.09
-£13,750.43		Less Total Payments	-£20,507.74
£34,229.22		Balance c/f 31st March 2020	£45,712.35
		BALANCES REPRESENTED BY:	
£25,064.00		Yorkshire Current Account - closed - 06/09/2019	£0.00
£1,297.00		Yorkshire 3 Month Account - closed - 06/09/2019	£0.00
£0.00		Unity Bank	£45,712.35
£26,361.00			£45,712.35
£585.97		Unpresented Cheques	£0.00
£224.00		Cancelled Cheques	£0.00
£0.00		Unpresented Receipts/ Credit	£0.00
			£45,712.35
Signed:			
Chairman: David Jackson		R.F.O. Jean Ralfe	
Date: 4/05/2020		Date: 4/05/2020	

20.16	5. f.	<p>The Annual Governance and Accountability Return (AGAR): It was RESOLVED that the AGAR was accurate and the Chairman and RFO signed the document for submission to the external auditors.</p>
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20.17	6.	<p>County and District Councillors Reports: County Councillor Arash Ali Fatemian gave his report: <i>County Cllr Report - COVID 4.5.2020</i></p> <ol style="list-style-type: none"> 1. The Councillor Priority Fund is now open and Covid-19 and applications to support the response to this are being prioritised. Any applications can be discussed directly with Arash. CDC Cllrs also have a fund specifically for Covid assistance. 2. There are a number of support services and contact points for Covid which can provide help for people shielding, sheltering and people in need of mental health support. 3. The junction of North Aston Road and the A4260 is still an unresolved issue and will be picked up again after lock down has been lifted. Options need to be explored to see what, if anything, can be done to resolve the situation. North Aston are also
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		implicated. There was an accident last year resulting in a hospital stay. Nicholsons traffic is also significant.
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20.18	7.	Clerk's Report
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Actions B/F from Previous Meetings:		
Item:	Action Required:	Result:
Virtual Meeting Procedure.	Procedure created for Virtual Meetings in line with new legislation and to accommodate Covid 19 social distancing requirements. Document complete and circulated to Council.	It was RESOLVED to adopt the new Virtual Meeting Procedure and it was signed by the Chair.
Black and White Wooden Finger sign that was adjacent to the church needs replacing.	Order placed for the wooden sign post from Ariel.	Delivery date TBC due to Covid 19 /Lock down situation.
Highways recommendations for traffic control:	Duns Tew sign on Middle Barton entrance and 3 Horse signs as recommended by Highways. Signs given to Farms & Gardens for installation (and power washing of gates) on 14.3.20	Installation TBC due to Covid 19/Lock down situation.
Reinstatement of Assets of Community Value 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. 5. Thornton's Field.	The Thornton's Field listing has expired and is added to the list for renewal. RESOLVED to nominate all of the assets on the list for reinstatement.	In progress.
Hill Farm Lane. Overgrown Verge.	Complaints about overgrown trees, hedges and a drain. It was RESOLVED to get quotes for clearing the verge and re-seeding with grass/strimming to maintain. It was RESOLVED to apply for planning permission to remove the Laurel tree.	Farms & Gardens quote £395 + VAT. 2 further quotes to be sought as soon as Covid 19/Lock down situation allows. Laurel tree planning application to be completed. Nesting birds prevents tree felling between March and August.
Tennis Court Surface.	Quotes (comparison of 3) for resurfacing and painting circulated to Council. It was RESOLVED to get an indicative quote for patching the tennis court surface possibly as an interim solution. It was RESOLVED to put an advert in the village newsletter for anyone interested in a	Requested but unable to quote due to Covid 19/Lock down situation. Tennis club to be included in next newsletter.

	tennis club. ACTION: Clerk	
Grass cutting	Due to begin the Farms & Gardens contract in April. Cut on junction of North Aston Road and A4260.	Grass cutting will begin officially in May due to lock down. Some grass cutting has been done free of charge. A grass cut has been requested for the junction of North Aston Rd.and the A4260 as Highways cut in July by which time visibility will be obscured by the tall grass.

20.8	8.a.	<p>Parish Matters: Amenities. Cllr Hall update:</p> <ol style="list-style-type: none"> 1. Sport and Play Area Development Finances It was RESOLVED that the council confirmed the Play Area Development finances including the period March/April 2020. (See <i>Play Park Budget and Plan Spreadsheet v4</i>). 2. Play Area Maintenance. <ol style="list-style-type: none"> a. HAGS have completed the floor but not the sides of the multi tower. HAGS will send a final invoice with clarification of costs. Likely to be £565 pounds plus the cost of painting the sides of the multi tower. b. Site visit with Play and Leisure TBC due to Covid 19/Lock down situation. Play and Leisure may reopen in mid May. It is not clear yet when they might be able to build the play area as they are dependent on suppliers opening their businesses again too. c. Play area hedge - there has been some correspondence about this and it does need trimming, however this cannot be done until September due to the bird nesting season. It was RESOLVED that the poles and nets would need to remain in place even if the hedge was lowered as these mitigate the safety issues caused by balls going over the hedge into the field next door which contains horses. d. The Toddler area needs wood chips and wooden trimming around the edges of the play area. This will be done when the refurbishment is completed and the Play Park is opened. 3. Spring clean. Rescheduled for September due to Covid 19 situation/Lock down. To be advertised in the autumn. ACTION Clerk.
20.8	8.b.	<p>Parish Matters: Communications. Cllr Hall update:</p> <ol style="list-style-type: none"> 1. Website. A new link and page has been created on which all the Corona Virus information is contained. This makes it easier for people to find. 2. Website accessibility requirements are being worked on. On track to meet the deadline.
20.8	8.c.	<p>Parish Matters: Community. Cllr Semple update:</p> <ol style="list-style-type: none"> 1. Defibrillator - this has still not been used. There are weeds and shrubs growing around and in the Phone Box and defibrillator obscuring its location. This area is included in the grass cutting/maintenance schedule and Farms & Gardens should clear it. Clerk to remind Farms and Gardens ACTION Clerk. 2. Welcome Pack - none delivered as there have not been any new residents. 3. Emergency Plan: submitted to OCC in March. No further updates. 4. Thank you to Cllr Jackson - for spearheading the setting up of Spreading Kindness in Duns Tew to support residents in lock down. If there are new residents post lock down and there is still some need for support during social distancing the Spread kindness leaflet should be included with the Welcome pack.
20.8	8.d.	<p>Parish Matters: Planning. Cllr Stapleton update:</p> <ol style="list-style-type: none"> 1. Solar Farm Development: <ol style="list-style-type: none"> a. The proposal has gone into Planning (CDC) and the Council has given an initial response. b. It has become clear through conversations with CDC Planning that section 106 does not apply to this application. IPVFlexgen may make a contribution through shares or a lump sum for community use however the amount or timing is unclear. It was agreed that the Council would take a lump sum if and when it became available.

c. It was RESOLVED that the amended response be submitted to CDC Planning.

Reference #	Location	Proposal/ Description.	Validated	Status
<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	Under Consultation
<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	Under Consultation
<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	Under Consultation
<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	Under Consultation
<u>20/00632/SO</u>	Land North Of Hill Farm Hill Farm Lane Duns Tew OX25 0JJ	Screening Opinion to 20/00574/F - Installation of a standalone Solar PV array, associated infrastructure, grid connection, access and landscaping	26/02/2020	Screening Opinion Not Requesting EIA
<u>20/00320/F</u>	The Ridge House Main Street Duns Tew OX25 6JL	Variation of Condition 6 (means of access) and 7 (parking and manoeuvring areas) of 13/01191/F - removal of Condition 6 and amendment of Condition 7 to refer to the enclosed "site plan amendment"	18/02/2020	Under Consultation
<u>20/00406/TCA</u>	Church Of St Mary Magdalene Main Street Duns Tew	G1 x Tilia (Limes) - Crown lift of 3 Limes to 5m to improve the view of the church and clear from the public highway. G2 x Taxus (Yew) - Crown lift of 2 large Yews to 3m to help with maintenance below the trees. T1 x Taxus (Yew) - Crown reduction by 3m to ensure the clearance from the church building and decrease the chances of limb failure. T2 x Crataegus (Hawthorn) - Removal due to poor condition and proximity to the boundary wall and neighbouring buildings. Some of the nearby dry stone wall has already collapsed.	13/02/2020	Application Permitted
<u>20/00341/F</u>	The Willows Hill Farm Lane Duns Tew OX25 6JH	Demolish existing garage. Build single storey kitchen extension	07/02/2020	Application Permitted

<u>20/00276/TCA</u>	Church Of St Mary Magdalene Main Street Duns Tew	T1 x Yew - crown raise 5.0m over Manor gardens and balance by lifting 3.5m over Churchyard. Cut back from Church by 2.0m. G1 x Yew - Crown raise 5.0m over Manor gardens and balance by 3.5m lift over Churchyard. Crown clean remaining deadwood from lower crowns (exempt).	27/01/2020	Under Consultation
<u>19/02890/CLUP</u>	Childrens Play Area South Of Daisy Hill Farm Main Street Duns Tew	Certificate of Lawful Use Proposed - Existing Play Area to be renewed and extended to make use of the whole field. Play area structures to be installed e.g wooden climbing structures (hurdles, clamber stack), basket group swing, zip wire/25m long aerial runway and launch platform, trampoline and fitness station. Path around the field to provide access. Shelter structure and bench. Chain link fence to be installed around existing tennis court. Existing access not altered.	10/01/2020	Application Permitted

<u>20/00005/TCA</u>	Willow Cottage Main Street Duns Tew OX25 6JR	G1 x 4 nos Lawson Cypress - Reduce in height by one third, cut back overhanging branches.	03/01/2020	Under Consultation
<u>19/02655/F</u>	Land West Of Dovecote And Adj To Sub Station Main Street Duns Tew	Creation of a new access, including the removal of a section of stone wall and new dropped kerb	17/12/2019	Application Refused
<u>19/02522/TCA</u>	2 Spring Farm Court Duns Tew OX25 6JS	H1 x Leylandii - Lower by 35 cms as excessive shading and improve amenity value. T1 x Ash - Lower to 1.0m above the ground as excessive shading and height.	06/11/2019	Case Officer Assigned
<u>19/02352/TCA</u>	3 Hill Farm Lane Duns Tew OX25 6JH	T1 x Willow- Reduce height to 8.0- 9.0m + shape	21/10/2019	Application Permitted
<u>19/02234/TCA</u>	The Steps Hill Farm Lane Duns Tew OX25 6JH	T1 x Sycamore - Reduce height by up to 4.5m (30%), shape 5% Crown thin. T2 x Cherry - Reduce lower/mid, northern and eastern crown by up to 2.0m and shape. T3 x Leylandii - Fell. T4 x Ash - Reduce height by up to 6.0m, shape 5% Crown thin. T5 x Sycamore - Reduce height by up to 3.5m, shape 5% Crown thin.	01/10/2019	Application Permitted
<u>19/02011/F</u>	The Bridleway Main Street Duns Tew OX25 6JR	Demolish existing store. Build new garage.	23/09/2019	Application Refused

<u>19/01659/TCA</u>	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	Under Consultation
<u>19/01500/F</u>	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	Application Permitted
<u>19/01501/LB</u>	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	Application Permitted
<u>19/01256/CLUP</u>	24 Dashwood Rise Duns Tew OX25 6JQ	Certificate of lawful use proposed for an extension to existing garage	10/07/2019	Application Permitted
<u>19/01064/F</u>	Horseshoe House 75 Main Street Duns Tew Bicester OX25 6JL	Single storey rear extension	08/07/2019	Application Refused
<u>19/01065/LB</u>	Horseshoe House 75 Main Street Duns Tew Bicester OX25 6JL	Single storey rear extension	08/07/2019	Application Refused
<u>19/00160/TCA</u>	Priory Court Main Street Duns Tew Bicester OX25 6JL	T1 x Yew - 3.5m Crown reduction. The tree is in close proximity to the property and is suspected to be causing cracks. A reduction in crown size would reduce water transpiration through foliage and reduce water uptake from the soil, with aim of easing any further damage to the building.	30/05/2019	Application Permitted
<u>19/00927/F</u>	The Gate House 76 Main Street Duns Tew Bicester OX25 6JL	Conversion of garage to habitable space. Rendered glass roofed from Cottage to garage. Internal alterations to provide 1st floor bathroom and improved garden access.	21/05/2019	Application Permitted
<u>19/00928/LB</u>	The Gate House 76 Main Street Duns Tew Bicester OX25 6JL	Conversion of garage to habitable space. Rendered glass roofed from Cottage to garage. Internal alterations to provide 1st floor bathroom and improved garden access.	21/05/2019	Application Permitted
<u>19/00034/SO</u>	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	Screening Opinion Not Requesting EIA
<u>19/00911/F</u>	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	Application Permitted

19/00914/F	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	Application Permitted
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20.8	8.e.	<p>Parish Matters: Services. Cllr Jackson.</p> <ol style="list-style-type: none"> 1. Speeding and Traffic: The VAS will be moved to the slow sign outside Glebe Court. Traffic is not currently "normal" however an analysis will be done to see what the profile is. ACTION Cllr Jackson. 2. VE anniversary: the celebrations that were planned are no longer possible due to Covid19 and the Lock Down. They have now been reduced to a 2 min silence at 11am. Details will be on social media and the BBC will have a special schedule. 3. Poores land: No update as the trustees have not met due to the Lock Down.
20.9	9.	<p>Correspondence: It was NOTED that the correspondence listed below has been sent to the Council.</p> <ol style="list-style-type: none"> a. Complaints have been received about Drones sighted low over residences and gardens. It was NOTED that the Council had sent a response and will put a polite notice on social media and in the newsletter. b. Correspondence has been received about the Play Area hedge and fence, see minute 20.8.8a.2c. It was RESOLVED to respond explaining the need for the safety fence/net to keep balls from going into the neighbouring horse field. c. Correspondence expressing concerns about the regular burning of bonfires near the bottom of Hill Farm Lane which are very smoky and smelly. In particular a large fire was lit on 2nd May and was still smoking on 3rd May. Smoke often reaches Dashwood Rise. It was RESOLVED to send a letter to the owners of the land on which the bonfire has been lit and also to the complainant suggesting that any further fires are logged and recorded with photographs and/or video..

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

20.10	10	<p>Reports from Meetings:</p> <ol style="list-style-type: none"> 1. Village Hall Meeting: this has not taken place due to Lock Down. 2. Wurzel Web installation has been agreed and will resume after Lock Down.
20.11	11	<p>Date of the next Meeting:</p> <p>It was RESOLVED that the next meeting would be on Monday 6th July at 7:30pm.</p>

The Meeting finished at 20.49 pm.

Signed by Chairman.....