

DUNS TEW PARISH COUNCIL

Minutes of the Parish Council meeting held at the Duns Tew Village Hall on **Monday 6th January 2020** at 7:30 pm for the transaction of the following business:

Present: - Cllr Stapleton (Vice Chair), Cllr Hall, Cllr Miall, Cllr Semple, Cllr Landless.

In attendance: Ms. J Ralfe (Clerk)

Minute Number	Agenda Number	Minute
20.1	1	<p>Apologies for absence: RESOLVED that apologies were received from: Cllr. Tom Lindley Cllr. David Jackson. Cllr. Mike Kerford-Byrnes. Cllr Arash Ali Fatemian</p>
20.2	2	<p>Declarations of Pecuniary Interest and Requests for Dispensation RESOLVED that there were no declarations of pecuniary interest received.</p>
20.3	3	<p>Minutes of the Last Meeting: RESOLVED that the council confirmed the minutes of the meeting held on the 4th November 2019 and these were signed by the Vice Chair.</p>
20.4	4	<p>Public Participation: There were 11 members of the public in attendance. Two queries were raised about the new Play Area Development;</p> <ol style="list-style-type: none"> 1. The Play Area Hedge has grown high and requires trimming. The Chair noted that the Council is obliged to keep the hedge at two meters and that there is a system of netting that runs through the hedge which is higher than two metres but essential for keeping balls in the play area. The contractor has not been able to get into the field due to wet weather conditions and has not been able to cut it recently. It will be cut again as soon as the weather permits and in future a new contractor will be cutting the hedge by hand rather than tractor and will be able to cut around the poles allowing the hedge to be lowered in between them. . 2. Play Area Aerial Runway. It was requested that, if possible, the aerial runway be moved up towards the tennis court so that it was not in front of Lindsey or Ivy House but in front of the bungalows that wouldn't be impacted by the runway. The Chair noted that the latest plan is on the village website and that the aerial runway structure is not going to be a large tower structure as seen in some of the neighbouring play areas but rather a less intrusive structure with a taller green pole and two smaller supports. The aerial runway would not fit in the space between the tennis court and the hedge as this space is too narrow. It was RESOLVED to discuss moving the aerial runway closer to the tennis court and adjusting the planned path and trees to accommodate this at the site meeting with the contractor. <p>Planning Application <u>19/02655/F</u> - Land West Of Dovecote And Adjacent to the Sub Station on the Main Street. Creation of new access including a new dropped kerb. The following objections were raised by members of the public attending the meeting:</p> <ol style="list-style-type: none"> 1. Planning was applied for 30 years ago and again on more than one occasion since then. It has previously been rejected on the grounds that access to the site is dangerous. Visibility to the right of the entrance is blocked by the Manor Farm building and oncoming traffic cannot be seen. 2. The road goes into a pinch point between Manor Farm House and Daisy Hill Farm

		<p>just before the entrance in question making it a dangerous spot. Traffic accidents have happened on the stretch of road between the pub and the Manor House in the past including an accident in September 2019 in which a car came from the direction of the church, crashed into a car parked outside Quills, overturned and crashed into the small wall near the entrance of Manor Farm House.</p> <ol style="list-style-type: none"> 3. Evidence put forward in the application contains information from the 2017 traffic survey suggesting that the average speed through the village is below average. Since 2017 there has been an increase in the volume and speed of cars as a result of Soho Farmhouse. 4. The application has not taken into account the large number of cycling groups, three and four abreast that come through the village. There are also a large number of horses in the village. 5. There is a large tree near the phone box which would be affected and is not currently shown on the plan. 6. The wall is listed and in a conservation area and cannot be removed to widen the access. 7. Measurements have been checked with a digital measuring tool and some of the measurements are not accurate. Some being five metres out. 8. The intentions behind the application are not clear. Initially it was the leylandii being trimmed, then the leylandii were completely taken down, then the application for access. Would the next stage be a house? If so this would impact the neighbours as it would overlook properties and gardens resulting in a loss of privacy. <p>The owner of the land and applicant for planning permission noted the following with regard to the application:</p> <ol style="list-style-type: none"> 1. The intention is to tidy up the site and use it for BBQs and as an allotment. There is a need to clear the site as there has been some tipping in the gateway. 2. There has been a caravan on site for 15 years but it is not habitable and smoking and drug paraphernalia have been found in it. 3. There is a desire to build a log cabin in which weekends could be spent. 4. The wall used to curve around a water pump but the pump was removed and the wall rebuilt and straightened. <p>It was NOTED that other written representations have been made to the council covering similar objections to those already made.</p>
20.5	5.a.	<p>Finance: Expenditure.</p> <p>It was RESOLVED and AGREED that the invoices for the period November/December 2019, as listed below, were approved for payment. All invoices were signed by two councillors.</p>

5.a. Expenditure for the period November/December 2019:

Details	Invoice/Cheque Number	Amount
Clerk Salary & Expenses (JR) November 2019.	108	£644.60
Clerk Salary & Expenses (JR) December 2019.	117	£583.59
Travel Expenses for training 34.4 miles x.45p. Cllr Jackson.	Claim. 107	£15.48
OALC Charing and Facilitation Skills Training Course 9th September 2020	W-992. 109	£60.00
Parish Online/GeoXphere	38UB023-0002. 104	£36.00
N.R.Prickett	1110. 115	£96.00

Play Area Rent 2018 & 2019. £125 x 2 = £250	N/A	£250.00
Local Councils Explained reference book.	111	£19.99
Microsoft for Clerk's Laptop	112	£59.99
Black fabric for tablecloth	114	£11.97
Condolences book.	INV-GB-100058901-2019-27620. 116	£21.99
Certificate of Lawfulness for Play Area. Application fee.	PP-08375813v1ZCK (113)	£140.50
Westcotec. 2 Batteries and shipping costs.	110	£201.00
	Total	£2,141.11

20.5	5. b.	Finance: Income Received. It was RESOLVED to NOTE the Income Received: for the period November/December 2019:
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Details	Reference	Amount
Donation for Play Area Development. Gavin McAlpine	BACS. Gavin McAlpine	£500.00
Doris Field Charitable Trust Grant for Play Area Development	15 November 2019.	£1,000.00
	EEG.3199.214	
Cherwell Lottery Fund	BACS 4.11.2019	£4.00
Cherwell Lottery Fund	BACS 3.12.19	£2.50
Cherwell Recycling July - September	BACS	£54.20
	Total	£1,560.70

20.5	5. c.	Finance: Statement. It was RESOLVED that the council confirmed the Financial Statement to date and including the period November/December 2019. The Chair signed this.
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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
		OCC Grass Cutting Grant	307.6
£304.62		Council Tax Grants	£411.78
		Bottle Bank	£107.16
£955.03		Earmarked Duns Tew Play Area Donations	£4,880.70
£0.00		VAT Refund	£671.83
£22,475.65			£29,380.17
		PAYMENTS	
£5,423.20		Clerk's Salary, Expenses, PAYE & Training	£6,130.46
£350.44		Insurance	£359.45
£1,475.00		Grants	£375.00
£568.03		Membership Subscriptions	£125.00
£1,524.00		Grass/Hedge Cutting & Maintenance	£2,670.00
£120.00		Room Hire	£120.00
£393.00		Auditors	£320.00
£0.00		Elections	£0.00
£605.42		Play Area Inspection & Maintenance	£162.60
		Earmarked Play Area Upgrade (Viridor CTP)	£5,014.70
£1,696.08		Village Hall Loan	£0.00
		Administration	£240.73
£629.98		GDPR + Information Commissioner	£185.00
£182.80		Councillors Training	£276.93
		Dog Bins	£774.43
		Speeding	£324.45
£732.09		Bin Liners	£0.00
£50.39		Web Site	£120.00
		Bank Charges	£36.00
£0.00		Neighbourhood Plan	-£40.00
£13,750.43			£17,194.75
£25,504.00		Balance Brought Forward - 31.10.2019	£34,229.22
£22,475.65		Add Total Receipts	£29,380.17
£47,979.65			£63,609.39
-£13,750.43		Less Total Payments	-£17,194.75
£34,229.22		Total	£46,414.64
		LESS FORECAST SPEND	-£35,395.40
		EXPECTED Y/END BALANCE	£11,019.24
		BALANCES REPRESENTED BY:	
£25,064.00	Yorkshire Current Account		
£1,297.00	Yorkshire 3 Month Account		
£26,361.00			
		Unity Bank Current Account Balance per Bank stmt 31/12/19	£48,305.75
		January unpreseted payments	£1,891.11
		Less Forecast Spend	£35,395.40
		Forecast Balance at year end. 2020	£11,019.24
			£0.00
Signed:			
Chairman		R.F.O	
Date: 6/01/2020		Date: 6/01/2020	

RESERVES ANALYSIS			
Total Reserves		General Reserves	Earmarked Reserves
-£34,229.22	General Reserves per 31/March/19 Year End	-£34,229.22	
£0.00	Transfer 16/17 Play Park underspend to earmarked	£6,156.00	-£6,156.00
£0.00	Transfer 17/18 Play Park underspend to earmarked	£6,894.00	-£6,894.00
£0.00	Transfer Earthworm Donations to earmarked	£1,500.00	-£1,500.00
-£34,229.22	Adjusted Reserves at 31/3/19	-£19,679.22	-£14,550.00
£0.00	Proposed Extra reallocation of reserves to fund Playpark	£4,741.00	-£4,741.00
£23,209.98	Forecast 19/20 budget (surplus)/Expenditure	-£4,328.02	£27,538.00
£0.00	Allocation of precept income for 19/20 (being £7,500 plus £2,113) to	£9,613.00	-£9,613.00
-£11,019.24	Anticipated Reserves at 31 March 2020 *	-£9,653.24	-£1,366.00
* Assumes all play park works completed. If this is not the case we would expect the balance to remain in Earmarked reserves			

20.5	5. d.	Finance: Budget and Precept for 2020/2021 It was RESOLVED that the budget be set at £21984.09 and the Precept at £22000. See Year End 2019 - 2020 v9 Excel Spreadsheet.
20.5	5.e.	Sport and Play Area Development Finances It was RESOLVED that the council confirmed the Play Area Development finances including the period November/December 2019. See Play Park Budget and Plan Spreadsheet v2.

20.6		County and District Councillors Reports: It was RESOLVED that there were no reports from the County and District Councillors.
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20.7		Clerk's Report
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Actions B/F from Previous Meetings:		
Item:	Action Required:	Result:
Black and White Wooden Finger sign that was adjacent to the church needs replacing.	FixMyStreet/Highways have replied that they will not repair or replace. Parish Council to do so. ACTION: Clerk to obtain prices and a comparison between materials.	
FixMyStreet. Road signs at Hempton end of village entrance falling over.	Report on FixMyStreet with photos. ACTION: Clerk to chase.	FMS update: Highways are doing some other work in the village and will fix these signs as part of that work.
FixMyStreet. Drain on Middle Barton Road blocked.	Report on FixMyStreet with photos. Temporarily drained but needs proper clearing. ACTION: Clerk to chase.	
Sign for Play Park.	Updated sign required for Play Park.	

	<p>Sign printed with all relevant information and given to Farms & Gardens Ltd. to put up. All other/outdated signs will be removed.</p> <p>ACTION: Clerk to check that it has been done.</p>	
Highways recommendations for traffic control:	<p>DUNS TEW Please drive slowly sign on North Aston Road.</p> <p>Horse Warning signs on all 3 entrance gates to the village.</p> <p>ACTION: Clerk to obtain prices.</p>	
Microsoft Standing Order for Clerks PC.	<p>New Microsoft account set up on Clerks PC. Previous Clerk has been requested to close her account and claim related expenses, but has not replied. It was RESOLVED that the previous clerk should be given until the end of February to complete this or lose the opportunity in order to complete in this financial year.</p> <p>ACTION Clerk to communicate to previous clerk.</p>	
<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. St Mary Magdalene Church, Duns Tew. 5. Thornton's Field. 	<p>Chased Community First about looking at legal/process and documentation requirements a number of times with no response.</p> <p>The Thornton's Field listing doesn't expire for another year.</p> <p>Church/PCC have requested to be included in Parish Council listing as they are not undertaking any independent activity.</p> <p>ACTION: Clerk to progress.</p>	
Grants.	<p>Village newsletter.</p> <p>Village Hall 50th birthday.</p> <p>ACTION: Clerk to follow up and ensure applications made in time for next meeting/year end.</p>	
Hill farm lane	<p>Complaints about overgrown trees, hedges and a drain. Unclear as to where these are. It was RESOLVED that the Clerk should arrange a meeting with all parties to identify the problem areas and agree the appropriate action.</p> <p>ACTION: Clerk</p>	

20.8	8.a.	<p>Parish Matters: Amenities. Cllr Hall update:</p> <ol style="list-style-type: none"> 1. HAGS repairs in the play area are being completed. The train has been repaired. The Multi tower with the slide has had the roof replaced and the sides will be sanded and repainted weather permitting. 2. It was RESOLVED that the Clerk would authorise HAGS to replace the floor of the Multi tower which is rotten. ACTION Clerk.
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		<ol style="list-style-type: none"> 3. The Toddler Area fence is rotten and falling over. 4. It was NOTED that ROSPA have indicated that there is no reason that the Council should not remove the fencing as it is within a confined area. However the Council should ensure that with the removal that it is unlikely that smaller children will cross through the swing arcs or other activities. 5. A quote to take it all down (with a skip) has been received from Farms & Gardens Ltd for £485 excluding VAT. Most of this cost is for a skip. It was RESOLVED that Farms & Gardens Ltd be asked to take down the broken bits of fence, but leave the part that is still sound near the swings. The old fence can be put into Cllr Landless' burner and a skip will not be required. ACTION Clerk. 6. It was NOTED that the site meeting with Play and Leisure will determine timings, access, building requirements and what can be done to level the field. This will inform the timeline on the plan, further funding required and key dates and times that will need to be communicated to the village about deliveries/access etc.
20.8	8.b.	Parish Matters: Communications. Cllr Hall update: <ol style="list-style-type: none"> 1. RESOLVED that Cllr Hall will create a planning page with useful information and a link to the CDC website where applications can be seen. ACTION Cllr Hall.
20.8	8.c.	Parish Matters: Community. Cllr Semple update: <ol style="list-style-type: none"> 1. Welcome Pack has been updated and delivered to a new person at Ashbury Cottage who provided very positive feedback about it. 2. Defibrillator - this has still not been used. One of the stickers inside the phonebox has been partially peeled off. It was resolved that Cllr Semple would find out how much this would cost to replace. ACTION Cllr Semple.
20.8	8.d.	Parish Matters: Planning. Cllr Stapleton update: <ol style="list-style-type: none"> 1. Solar Farm Development: The proposal has not gone into Planning (CDC) yet. 2. <u>19/02655/F</u>. Land West Of the Dovecote And Adjacent to the Sub-Station, Main Street. Proposed Creation of new access including a new dropped kerb. The objections in the earlier public session of the meeting were NOTED. Written representations have been sent to the Council on similar points. It was NOTED that there was already another objection on the Planning website from another villager concerned about safety. It was RESOLVED that the written objections and those raised above would be submitted to CDC Planning with a request for a Highways safety assessment. ACTION Clerk. 3. Great Wolf resorts. It was NOTED that MCNP are drafting a response and RESOLVED that the Council will respond then. 4. Expressway Group. It was NOTED that MCNP will respond when it progresses to consultation stage and RESOLVED that the Council will respond then.

Reference #	Location	Proposal/ Description.	Validated	Status
<u>19/02655/F</u>	Land West Of Dovecote And Adj To Sub Station Main Street Duns Tew	Creation of new access including a new dropped kerb	17/12/2019	Under Consultation
<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	Case Officer Assigned

<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	Case Officer Assigned
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<u>19/02011/F</u>	The Bridleway Main Street Duns Tew OX25 6JR	Demolish existing store. Build new garage.	23/09/2019	Application Refused
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<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	Case Officer Assigned
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<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
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<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
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<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
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<u>19/01064/F</u>	Horseshoe House 75 Main Street Duns Tew Bicester OX25 6JL	Single storey rear extension	08/07/2019	Application Refused
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20.8	8.e.	Parish Matters: Services. Cllr Jackson submitted a Report : Cllr Jackson submitted a report in his absence. See Services Report for PC 6.1.2020.
20.9	9.	Correspondence: It was NOTED that the correspondence listed below has been sent to the Council. a. Parking on the Pavement. It was NOTED that the Council had responded and included a notice in the Newsletter. b. Aerial Runway in the new Play Area Development. It was NOTED that the Council

		<p>had sent a response.</p> <p>c. No Expressway group. See Planning Minute 20.8 8.d.</p> <p>d. Local Electricity Bill - Request for support. It was RESOLVED to put a link to the petition onto the website and information into the village newsletter.</p> <p>ACTION Cllr Hall and Clerk</p>
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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
Thank you letter (Play Area Donation) - Duns Tew Village Hall Committee	Chair
Planning Applications from Cherwell District Council. Forwarded as received.	Full Council
Thank you letter (Play Area Donation) - Duns Tew Drama Group	Chair
Thank you letter (Play Area Donation) - Mr. G. McAlpine	Chair
Thank you letter (Play Area Donation) - Doris Fields Charitable Trust	Chair
Letter to Mr Russell Jefford - Play Area	Full Council
Letter to Dr Trevor Ray - Play Area	Full Council
Letter to Mr David Barton - Pavement Parking	Full Council
Decision Notice_1902522TCA Spring Farm Court Duns Tew	Full Council
Great Wolf Application - Philip Clarke	Full Council
Request to support the Local Electricity Bill - Steve Shaw	Full Council
Urgent letter from No Expressway Group - Olivia Field	Full Council
OPFA Newsletter Autumn 2019	Full Council
FixMyStreet updates on report: 'Black and White Finger Point Sign	Full Council
FixMyStreet updates on report: "Signs at Hempton Road end of village falling over"	Full Council
Play Area Fencing requirements - ROSPA	Full Council

20.10	10	<p>Reports from Meetings:</p> <ol style="list-style-type: none"> Village Hall Meeting: Cllr Stapleton reported that celebrations are planned for next year - the 50th Anniversary of the Village Hall. An exhibition of old photos is planned and tickets will be on sale for the Seventies evening event. Wurzel Web have indicated that they would be prepared to connect the village hall to
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		high speed internet. There would be a small cost for the equipment. It was RESOLVED that Cllr Stapleton would talk to the Village Hall Committee about it.
20.11	12	Date of the next Meeting: It was RESOLVED that the next meeting would be on Monday 2nd March at 7:30pm.

The Meeting finished at 8.53pm.

Signed by Chairman.....