

Duns Tew Parish Council
Minutes of the Parish Council meeting held in the Village Hall on Monday 4th March 2019 at
7.30 pm.

Present: - Cllr C Landless (Chair), Cllr. J Semple, Cllr T Lindley, Cllr. H Stapleton, Cllr J Hall, Cllr D Jackson, Cllr Miall

In attendance: Mrs. C Keeping (Clerk) and County Councillor Fatemian

18.89 Apologies for absence – District Councillor Keford-Byrnes

18.90 Declarations of Pecuniary Interest and Requests for Dispensation

18.91 Minutes of the last meeting held on 14th January 2019 were **RESOLVED** as a true record of the meeting.

18.92 Finance

Accounts for payment

Community First Oxfordshire – dated 1 April	001235	£55.00
Oxfordshire Playing Fields Association – dated 1 April	001236	£42.00
Play & Leisure Limited	001237	£521.42
Oxfordshire Association of Local Councils – dated 1 April	001238	£138.97
Chris Keeping Jan and Feb	001239	£660.46

The cheques were signed by Cllrs Semple and Cllr Landless.

Budget 2019/20: This was formally approved.

18.93 Public Participation

Two members of the public were present.

Mr S Proctor questioned the Parish Councillors about their views on the forthcoming MCNP referendum and the Dorchester Group’s involvement in the Plan. His concern is that the Dorchester Group is both steering the project and stands to benefit from it. Cllr Jackson replied as he has been the Council’s representative on the local group for the past year. He explained that the consultation has taken seven years and has involved the 11 local villages which are affected. The plan proposes to define where development can take place up to the year 2031. If adopted it will have an advisory status – i.e. Cherwell and development / industrial interests will be required to take account of it in all proposed development and must state why they ignore it if necessary. It will help with the development of local infrastructure.

The plan has been examined by an independent examiner and no comment was raised over the involvement of the Dorchester Group.

Cllr Jackson stressed that the Parish Council cannot influence the vote in any way. The job of the Councillors is simply to promote awareness of the election.

Cllr Landless added that he was involved in the MCNP for a number of years prior to Cllr Jackson and that Duns Tew is a Category C village.

The final comment came from Cllr Lindley who noted how he had recently attended a public meeting where the future of villages without facilities was concluded to be unsustainable.

18.94 County & District Councillor Reports – The County Councillor, Arash Fatemian, was present.

Cllr Fatemian had emailed a report to the Clerk in the afternoon prior to the meeting which had not been received in time. He dealt with Mr Proctor’s query as raised above at 18.83. In his personal view the consultation has been without prejudice or bias and he would be very surprised if there had been any dishonesty. He did acknowledge that a couple of villages had

opted out of the process as a result of their concerns. Any development carried out by the Dorchester Group in future will be subject to the usual scrutiny and tender process.

Cllr Jackson asked Cllr Fatemian about the Speedwatch project and the possible use of his Localities Fund to help with it. Cllr Fatemian explained there is £15,000 available to spend on community projects within his Ward prior to the end of March 2020. He recognises that Duns Tew is a small village but stated that an application for an amount of up to £2,000 spread over two years would be considered in relation to a specific project. The applications must be for non-revenue items There is a simple form to complete which is assessed by the County Council, although Cllr Fatemian has the final decision. Other examples include assistance with the refurbishment of Deddington playground.

The Cllr made reference to the following issues; use of school buses during the day in the villages around Bicester, Oxfordshire has the highest recycling rates in the country and 6000 more potholes have been reported in 2018/19 than in the prior year – total is approximately 40,000.

The Chair thanked Cllr Fatemian for his comments.

18.95 Clerk’s Report

ISSUE	ACTION REQUIRED	Result
B/F from Previous Meetings:		
Spring Farm	Contact to be made with the organisers. Not achieved as yet. Potential for Charles Landless to obtain contact details from landowner.	Proving extremely difficult to make contact. Clerk to keep trying - Cllr Landless to make contact with Sue Harvey if necessary
Review of playground lease. Identify what activities are possible in the area.	Review lease to identify any restrictions	To review
Dog bin on bridleway. Disc	*Response outstanding from Cherwell * Order bin by end of the financial year. Authorisation required	Order of the bin authorized at the meeting.
Email received from Cherwell and S Northants advising that the village hall, pub, play area and church have come to the end of their 5 year listing and have been removed from the Assets of Community Value.	Further discussion required with Community First who will assist with the relisting.	New Clerk to take forwards
New bank account	To be actioned by current Clerk	
The grass cutting contract needs to be put out to tender for 19/20. 3 tenders to be sought	Decision on how to proceed	Clerk will look into the purchase of an additional sign and the PWLB loan for the play area contribution.
Clive Tompkins concerned over height of the play area hedge. Clerk has contacted him to find out more details	Nothing further heard Identify what work needs carrying out prior to the end of the financial year to ensure contracted/paid. Authorisation required.	Clerk to contact and arrange for the cut. To liaise with Cllr Lindley re access.

Planning issues bf still to be investigated	Manor Farm gable end window Ridge House – cellar window 3 Spring Farm – cladding Progress/action to be determined	Clerk will contact Cherwell and update at the next meeting
Issues raised since last meeting:		
Village tidy up	Any housekeeping issues	All in hand. Equipment has been ordered from Cherwell and will be dropped off and collected from Cllr Hall, together with filled bags.
CPRE Oxford – as circulated	Do PC want to put forward a response?	No
Use of blackboard for notices in the centre of the village?	To Discuss	No
Inclusion of activity on Fix my Street, e.g. reported tyres and abandoned car, in the newsletter	To Discuss	Yes if there is some progress to comment upon. Continue to urge people to use the service
Volunteer driver service	Would like to put in the newsletter – paragraph drafted	Yes – to do
To fix the dates of the meetings for the next year. Any specific requests	Planning meeting 1 April, APM/APCM 7 May.	No special requests – base on current year

18.96 Parish Matters –

- **Community.-**

Councillor Semple

- A) Emergency Plan – Nothing to report.
- B) Welcome Pack – Cllr. Semple reported that she has delivered one pack since the last meeting.
- C) Defibrillator - Cllr Semple reported that this has still not been used.

- **Services:-**

A) Update on VAS – Cllr Jackson has downloaded further information from the VAS. The 12 days prior to the meeting provide a snapshot - 1200 cars had gone past at more than 30mph. Cllr has helped with the analysis of data. Peaks in traffic are noted between 9-10am and 5-6pm. From October to February, allowing for the fact that the VAS was not on continually, 38,371 went past the sign. Of these more than 10% were speeding with an average speed of 33.3mph. Most people were doing less than 35mph. There is a suspicion that drivers leaving the village on the North Aston road are going faster. More analysis is required and this must be linked with how the money in the budget is spent. Cllr Fatemian noted that the results were not as bad as those in many other villages.

B) Traffic Survey Project

Cllr Jackson had attended the Bicester Rural Resistance Group. He reported that research had been done on various VAS signs – speed activated, those showing actual speed, smiley face etc. A figure is in the budget for the purchase of an additional sign. More research will need to be carried out before a decision can be made. The question of whether a 20mph limit is implemented in the village was raised. It will be considered and is possible - but the problems are that it requires lots of costly signage, which the village would need to purchase, and is ultimately is not enforceable by the police.

The option of “20 is Plenty” signs was discussed. It is understood that Highways advise on where best to place them.

Cllr Landless reminded the meeting that community issues such as Speeding are a big part of the MCNP project. Depending on the outcome of the referendum there may be some funding/help available.

Cllr Fatemain contributed to the meeting at this point. Research has shown that 85% of people generally drive within the speed limit and 15% continually exceed it. Based on the broad figures being returned by the VAS at the moment it may be that we already have a better than average experience.

- **Communications** – Cllr Hall

GDPR: Discussed at this stage of the meeting. Paul Semple sent comments via Cllr Semple. GDPR issues must be kept in mind with the Website and Newsletter projects.

With regards to the newsletter there are two specific GDPR issues; “explicit consent” and the “legitimate interest basis” in relation to putting names in the newsletter. Cllr Landless suggested sending an email to all people on the village distribution list with regards to obtaining consent for inclusion and disclosure. This is an area requiring further discussion – it is possible that people would expect their name to be in the newsletter if they put information in it, or possibly just live in the village, however winners of the 100 Club for instance may not be expecting this. Definitely a grey area. In any event the list of names would need to be moved to mailchimp. The archive will be a further complication. No decision was reached at the meeting.

Mr Semple has identified a relevant training course being run by the National Council for Voluntary Organisations in London in July. He is happy to attend on the Parish Council’s behalf. The Parish Council agreed to fund his travel and asked Cllr Semple to pass on their thanks.

The Website Project is progressing gradually. It was proposed that a separate committee be established to look at this as it is a wider village issue, with Cllrs Hall and Stapleton representing the Parish Council, and representatives from the village hall and church. Cllr Stapleton will liaise with both.

Cloud Hosting Propose use of Google Cloud. If so, all Councillors and the Clerk will need a google account. Cllr Hall will circulate the information for further discussion

Newsletter: The GDPR aspects are significant, see above. A note will need to put in the newsletter to ask people to sign up to electronic distribution. A decision will be required over the amount of information routinely contained in the newsletters about residents and how this should be dealt with. Cllr Hall has been speaking with Ms Blackmore about the practicalities of digitalisation going forwards and also with regards to historic editions. Ms Blackmore is certain that paper copies will still require distribution.

- **Planning** –

Councillor Lindley

A) Applications & Decisions:

NEW APPLICATIONS:

Reference Number: 19/00026/TCA

Raymond Fowler, Substation, Mains Street

Reduce height of a group of Leylandii by 20%, remove dead trees

Reference Number: 19/00036/TCA

Flagstones, 12 Main Street, Duns Tew

Reduce height by 2m and reshape oak tree

PLANNING DECISIONS:

Reference Number: MW0005/19

Details pursuant to Condition 29 (Woodland Management) of planning permission 14/00625/CM, 14/0526/P/CM (MW.0036/14) at Duns Tew Quarry (East), Horsehay Farm, Duns Tew Road, Middle Barton, OX7 7DQ

DECISIONS PENDING:

No change since the last meeting.

Reference Number: 18/02178/F

Acorn Cottage, 7 Middle Barton Road
Single storey rear extension. Loft conversion with associated roof lights

Reference Number: 18/00176/TCA

Paythorne, Main Street
Sycamore (T1) – Fell. Small self-set sycamore in group of trees to be removed due to close proximity to neighbouring trees.
Leyland cypress (T2) – Reduce height by 12ft as causing shading and blocking aerial signal. Golden cypress (T3) – Fell. Stem split in bad weather.

Reference Number: 18/0001173/TCA

Stable End, Middle Barton Road
Pear (T1) Fell. Decay cavity at base, large split up trunk, creaking in wind. Close proximity to building. 7M tall. Horse Chestnut (T2) Fell. Half canopy is dead, remainder is dying back.

Reference Number: 18/00168/TCA

North Barn, 1 Spring Farm Court
Poplar (T1) Reduce height by up to 5M, remove low broken branch and shape canopy. Tree is outgrowing position and casting shade. Variegated acer (T2) Remove reversion growth to ensure future development. Alder(T3) Fell.

Reference Number: 18/0412/CLUP

5 Longfield
Certificate of Lawfulness of Proposed development for a single storey, flat roofed structure as a garden room. 5.7m (W) x 4.1m (D) x 2.5m (H). Occasional use, garden room and home study. Rear garden location, no changes to property access.

Reference Number: 18/01439/LB

1 Daisy Hill
Internal renovation to return the barn to open plan

Reference Number: 18/00329/DISC

7 Daisy Hill
Discharge condition 7 (vents and flues) of 18/00579/LB

Reference Number: 18/00330/DISC

Glendale, Main Street
Partial discharge of condition 3 (slates only) of 15/00475/F

Reference Number: 18/00231/TCA

Duns Tew Village Hall, Middle Barton Road
Birch (T1) Reduce 10m height by 3m. shape canopy. Remove by up to 2m from fabric of building

B) Additional Planning Issues Discussed:

Two complaints had been brought to the attention of the Parish Council.

Manor Farm. A window has been inserted into the gable end wall.

Ridge House. A window has been put in in the cellar hatch which is allowing light to show through.

There is some confusion over whether both items are covered by current planning permission and this will be investigated further.

3 Spring Farm – The current situation regarding the stable cladding will be reviewed. See Clerks report.

- **Amenities –**
Councillor Hall

A) Play Area – The new seats and chains have been installed. The frames are in reasonable condition. They will be refurbished as part of the work on the play area.

There are no target dates in place for the start of the work. With regards to fundraising there is an issue in that 3 quotes for “exactly the same design” are required. Each quote received was for a slightly different design. Actions: Clerk to contact other villages with recent developments and pass a copy of the lease onto the fundraising committee.

- **Parish Council –**

A) Appointment of new Clerk.

Mrs Rolfe has agreed to take on the role. She will spend some time with the current Clerk and attend relevant courses.

B) Bank account

See Clerk’s Report

18.97 Correspondence

Rural bulletins January and February	Emailed to Full Council
Oxfordshire.gov.uk – Highways Maintenance Factsheet	Emailed to Full Council
Cherwell & S Northants Council – Whos Who at Cherwell	Emailed to Full Council
Police and Crime Bulletins – January and February 19	Emailed to Full Council
Planning Application – MW.0005/19 re quarry	Emailed to Full Council
Volunteerconnect.org – Volunteer Driver Services N Oxfordshire	Emailed to Full Council
Parish Transport Representatives meeting agenda 20 February	Emailed to Full Council
CPRE Oxford – Oxfordshire Plan 2050 – Vision and Objectives	Emailed to Full Council
Healthwatch Oxfordshire Briefings January, February and March 19	Emailed to Full Council
Rural Services Network briefings January, February and March 19	Emailed to Full Council
Community 1 st Oxfordshire – Winter Update	Emailed to Full Council
Salvation Army – Additional Clothes Bank?	Emailed to Full Council
Fields in Trust – Summer Have a Field Day picnic	Emailed to Full Council
Marketing@Government -invitations to Community regeneration and tech development	Emailed to Full Council
Oxfordshire Matters January 19	Emailed to Full Council
MCNP Forum minutes	Emailed to Full Council
Playforce – range of inspection packages	Emailed to Cllr Hall
Fields in Trust – Love your local park	Emailed to Cllr Hall
Oxfordshire Playing Fields Association – Training Day 2 March	Emailed to Cllr Hall
Kompan – equipment	Emailed to Cllr Hall
Streetscape – information re playing fields funding	Emailed to Cllr Hall

Afghan Wives orchestra – concert	Emailed to Cllr Hall for website
Oxfordshire Playing Fields Association – Winter newsletter	Emailed to Cllr Hall
Wicksteeds Playgrounds – funding information	Emailed to Cllr Hall
Creative Play – design inspiration for playgrounds	Emailed to Cllr Hall
Pocket Parks update	Emailed to Cllr Hall
Govnewsdirect – Safely Sharing Documents	Emailed to Cllr Hall
Government News Forum – Cloud adoption for the public sector	Emailed to Cllr Hall
Mr and Mrs Badger – response to concerns over Spring Farm	

18.98 Reports from Meetings –

Village Hall Committee Meeting – Nothing to report.

Bicester Rural Resistance Group – See 18.96 above

18.99 Reports from Sub-Committees and Working Groups –

None.

The meeting closed at 9.30.

Dates of next meeting – Monday 4th March 2019 at 7.30pm

Signed by Chairman.....

