

Duns Tew Parish Council

Minutes of the Parish Council meeting held in the Village Hall on Monday 06 November 2017 at 7.30 pm.

Present: - Cllr C. Landless (Chair) Cllr T Lindley, Cllr. J Semple, Cllr. L Paroussis, Cllr. J Hall, Cllr C Keeping, County Cllr Fatemian and 2 members of the public.

In attendance: Mrs. H Skaar (Clerk)

17.61 Apologies for absence - None

17.62 Co-option of Councillors – No applications had been received. It was **RESOLVED** to put a further notice in the Newsletter and the Chairman and Clerk would approach a two residents who might be interested. **Action Clerk & Chair**

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

17.64 Minutes of the last meetings held on 31 August and 1 November circulated to the Council were **RESOLVED** as a true record of the meetings and signed by the Chair

17.65 Finance

Accounts for payment

H Skaar - Oct Pay & Expenses dated 31.10.17	001163	£406.92
CDC – Dog bin emptying	001164	£48.05
Nigel Prickett - Grass Cutting, Hedge etc., Sept, Oct, Nov	001165	£894.00
J Semple – CPR responders Kit	001166	£13.20
D Tracey – CPR Training	001167	£20.00
H Skaar – Nov Pay & Expenses dated 30.11.17.	001168	£469.74

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	001162	£42.00
BDO LLP – External Audit	001161	£162.00

Cheque signed by Cllrs Semple and Landless

Income received — CDC Precept - £10,863 and Earthworm Energy £2500 donation to Village

External Auditors Report – The Clerk reported that this had now been received and that there were no matters which came to the Auditors' attention which required the issuing of a separate issues arising report. It was **RESOLVED** that the report be accepted.

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

Grants - It was **RESOLVED** that the Council would make a contribution of £250 to the retirement gift for the Revd. Graeme Arthur. Cheque No 001169 was signed by Cllrs Semple and Paroussis.

Review of Effectiveness of Internal Audit -- It was unanimously **RESOLVED** to accept the Review of Effectiveness of Internal audit carried out by Cllr. Keeping and this was signed by the Chairman

Risk Assessment – the risk assessment was reviewed and it was unanimously **RESOLVED** to accept it

2018/19 Budget- It was **RESOLVED** that this would be finalised at the January meeting. All Councillors will consider the suggested budget and advise the clerk of any suggestions amendments as soon as possible **Action Clerk and all Councillors**

Internal Auditors letter of appointment was signed by the Chair and the RFO as per the Resolution in minute 17.20 (May 2 2017)

17.66 Public Participation – See Parish Matters Services Spring Farm

17.67 County & District Councillors Reports – Cllr Fatemian reported that the County Council had renewed the contracts on all 7 household waste recycling centres for 7 years. However non- household waste would now be charged for. There was a concern that this might increase fly tipping but the Council were monitoring this closely. Anyone who saw any fly tipping should report it to OCC online. This should be published within the village.

Civil Engineering 'gangs' had been formed to do repairs within the County, to include road side repairs, gully emptying etc. If the Council requires anything doing an email should be sent to Cllr Fatemian.

A resident mentioned that the drains outside The Nurseries, the Church and between Hill Farm Lane and Dashwood Rise were blocked. **Action Clerk**

Highways had been reorganized with new area representatives who are also county specialists in a particular field. It is hoped this will improve the service.

17.68 Clerk's Report

Required	Action	Result
Road Markings Middle Barton Road	Clerk Emailed re lines not repainted	All agreed areas now repainted
Play Area Hedge	Clerk requested New Grass Contractor to cut this following consultation with Neighbours.	Done 3rd & 6th November
Complaint re Smiths Lorry outside Blue Barn Farm	Clerk emailed Smiths	Response received and passed on to complainant
Collapsed Sign post Outside Church	Clerk reported this online FIX my Street Clerk checked with CDC who confirmed this is OCC responsibility, reported to Highways again 1st November.	Response received to report to Parish Council. Awaiting response from 2nd report.
Complaint re Smiths Lorry Middle Barton Road 15 09 17	Lorry coming out of the Quarry drove visitor to Daisy Hill off the road. Clerk reported by email to Smiths	Smiths responded, cannot trace. Further email sent stating it was a Smiths earthmover. Awaiting Response
Refuse Bins for Play Area	Clerk has ordered from CDC	Not yet received.
Encroaching Vegetation Hill Farm Lane	Clerk requested Grass Contractor to cut back	Done 3rd November

17.69

Parish Matters –

- Community.-
 - A) Emergency Plan - Cllr Semple reported that she was still working on this
 - B) Welcome Pack – Cllr. Semple reported that she will be delivering a new pack shortly to 49 Main Street.
 - C) Defibrillator – Cllr Semple reported that the CPR Training was held on 30th October. This was very good. 9 people attended. If there is enough interest another session can be arranged. 2 people are needed to use the defibrillator, one to do CPR while the other goes to get the defibrillator. She requested that we all check the defibrillator whenever walking passed to ensure it has not been tampered with.
- Services –
 - A) Speeding – The Chairman reported that he had contacted Westcotec, who had advised that the trigger speed could not be changed to 20 mph unless it was a 20 mile limit. The signs must be attached to the 30mph signs if on public land. They would not recommend signs flashing the speed a car is doing as it tended to make drivers go faster to see how high they could get it to go. The 30mph sign nearest Midsummer Cottage is not really suitable for the VAS; it may be possible to put a post in the flower bed by Midsummer Cottage if the owner is agreeable.
The Clerk reported that “20 is Plenty” were not allowed unless the speed limit was 20mph signs
Signs were available to put on wheelie bins which are quite effective, District Councillor Fatemian advised that Cherwell District Council did supply these free when wheelie bins were first introduced.
It was **RESOLVED** that
 - a) The possibility of buying or obtaining wheelie bin stickers be investigated
 - b) The owner of Midsummer Cottage is approached regarding having the VAS positioned on a post in the flower bed.

Action Clerk
 - B) Parking - Cllr Paroussis reported that the Village Hall Committee felt they could not allow limited residents parking on the basis suggested at the present time. Bookings were on the increase and once the walls were repaired they were considering opening up the other gate to allow circular flow of traffic. It was **RESOLVED** that the possibility of providing a layby near the Bottle bank be investigated.

Action Clerk

C) Grass Cutting – It was **RESLOVED** that the grass verge leading up to the Play Area be added to the Village cut and the possibility of adding the top of the bank from Field Court to Longfield be investigated. **Action Clerk**

D) Spring Farm - 2 residents expressed concern regarding the second music event that took place at Spring Farm on the first weekend in September. The Clerk advised that a check with Cherwell District Council had confirmed that no Licence had been issued. The Chairman stated that he had spoken to the landowner concerned who said this was a private party; the music on the Friday night was a rehearsal. They had tested the sound levels and thought they were acceptable. An apology was made for not informing the neighbouring properties. As it was a private party no Licence was required and the only recourse was to make a complaint to the Cherwell out of hour's emergency service at the time and possibly the police. The same applied for any licensed event. Concern was also expressed as to safety of neighbouring properties and possible trespass. It was **RESOLVED** that-

- a) a notice should be put in the Newsletter giving the number at CDC **Action Clerk**
- b) the Chairman would contact the landowner again to ask if there were any more music events/parties planned

Action Chairman

• Communications –

Web Site – The Clerk reported that Barbara Weston had advised that the Web site Events diary is not working properly as the widget is out of date. The cost to renew is \$89 about £70. It is not essential to renew but the events now only show in list form not month form. She does not get many events to put in the Calendar and without an events diary she can create a page for an event and put a link to it in the current news panel, however it is useful to be able to see the month view of the calendar. In future more events may be notified so it would probably be best to renew. The licence lasts for 2 years so it needs to be budgeted for biannually. It was **RESOLVED** that the licence should be renewed. **Action Clerk**

• Planning –

- A) Mid Cherwell Neighbourhood Plan - Cllr Landless reported that public consultation was now closed and the responses were being analysed. It is largely supported by the community. It will then go to Cherwell District Council for comment.
- B) The Mullin – The Chairman reported that he was unable to attend this meeting, but it concerned the possible development at Enstone airfield of a Vintage Car Museum and Race Track. This was one of 3 venues being considered worldwide.
- C) The Dovecote - It was **RESOLVED** that the Council could not pursue the matter of upgrading the listing of the Dovecote. This was a matter for Village residents to pursue if they wished

D) Applications & Decisions

Applications

New Applications received since 29th October 2017

Reference Number 17/02150/F
Mr & Mrs Pagnamenta
Honey Cottage, 8 Middle Barton Road, Duns Tew OX25 6JN
Proposed rear extension & loft conversion.
No Objections

Applications considered before the meeting

Reference Number: 17/01860/LB
Mr. J Lowe
Manor House Farm, Duns Tew, Bicester, OX25 6JS
Minor internal and external alterations including rooflight and over-cladding of perished brickwork with timber.
No Objections

Reference Number: 17/00327/TCA
Ms. Mills
49 Main Street, Duns Tew, Bicester OX25 6JL
T1 x Plum – Rear Garden Fell to ground level and treat tree stump.
No Objections

Reference Number 17/01887/F
Mrs. G. Burrows
Land South of Bridleway, Duns Tew,

Removal of Condition 3 (timber boarding) o 14/00754/F I would like this wall to be in keeping with the rest of the build and stay either painted as it currently is or to be rendered like the other walls.

Objected on the grounds the condition was made to comply with Policy C28 of the Adopted Cherwell Plan. Removal will be in breach of this and New Policy ESD 13 in Adopted Local Plan 2011-2031

Reference Number MW0077/17

Horsehay Quarry Middle Barton Road Duns Tew

Non-material amendment to 07/00435/CM - For retention of a single field gate access into the east quarry instead of reinstating it fully to hedgerow as required by Condition 7

No Objections

Reference Number: 17/00346/TCA

Mrs. H. Hamilton

The Shieling, Main Street, Duns Tew, Bicester OX25 6JS

T1 x Birch approximately 8m tall - Reduce by approximately 2m and shape remaining canopy, to help tree maintain a suitable size for its location

No Objections

Decisions.

Reference Number: 17/01389/F

Mr. & Mrs. McRae

Treetops, North Aston Road Duns Tew Bicester OX25 6JG

First floor front and side extension, loft and garage conversion with detached carport and store. External timber cladding to dwelling

Granted subject to conditions

Reference Number: 17/01554/F

Mr. & Mrs. Reilly

Long Ridge, Main Street, Bicester OX25 6JR

Alteration and Extension

Granted subject to conditions

Reference Number: 17/01685/LB

Mrs. J Barton

14, Main Street, Bicester OX25 6JR

Replacement of existing softwood, single glazed casement kitchen window with new, hardwood, "Slimlite" type double glazed window

Granted subject to conditions

Reference Number: 17/01860/LB

Mr. J Lowe

Manor House Farm, Duns Tew, Bicester, OX25 6JS

Minor internal and external alterations including rooflight and over-cladding of perished brickwork with timber.

Granted subject to conditions

Reference Number: 17/00327/TCA

Ms. Mills

49 Main Street, Duns Tew, Bicester OX25 6JL

T1 x Plum – Rear Garden Fell to ground level and treat tree stump

Permitted

• Amenities –

A) Play Area - Cllr Hall reported that he had still to request the 3 Quotes for Option 1

B) RoSPA Safety Report – New bark is required plus a number of minor repairs. It was **RESOLVED** that the bark should be ordered and the repairs discussed at the meeting in January **Action Cllr. Hall**

C) Refuse Bins. – These have been ordered but not received. The clerk will chase **Action Clerk**

D) Access Road to Play Area. – The Clerk reported that she had spoken to the landowner who had seen an agreement with the original owner of Daisy Hill. He was not sure of the details and was abroad. He has asked the clerk to call him on Saturday when he is back in the Country.

A request had been received from Daisy Hill Management Company for signs to be put up on the access road warning of Children at Play. It was **RESOLVED** that signs were not necessary. There has never been a problem or an accident since the Play Area was installed. The ground is inspected by RoSPA every year and signs have never been

recommended. Also it is likely that permission would be required from OCC

E) Village Tidy Up - Took place on weekend of 21st October, Cllr Hall was away

• **Parish Council** –

A) New Clerk – It was **RESOLVED** to appoint Mr. Richard Hall as deputy clerk from 1st April 2018 to take over as Clerk and RFO on 1st June when the Clerk retires. This is subject to approval of the contract and suitable references. Draft Contracts and other terms of employment to be supplied to the Council for approval. **Action Clerk**

B) Clerks Appraisal – It was **RESOLVED** that this was not necessary as the clerk was retiring in June.

C) General Data Protection Regulations –The Council required more information regarding the need for this. It was **RESOLVED** that on the receipt of further satisfactory information LCAPS would be appointed to carry out a review as soon as possible.

D) Annual Parish Meeting - . It was **RESOLVED** that unless there was an issue of great importance concerning the Village it was unlikely that a large attendance would be forthcoming.

17.70 Correspondence

Duns Tew Resident – Party at Spring Farm	Emailed to Full Council
OALC – Public Works Loan sanction -	Emailed Cllrs Hall & Semple
PSE - Newsletter	Emailed to Full Council
HAGS-SMP – Playground Catalogue	Emailed Cllr Hall
Resolution NHS-UK –SHA/18698 Rushport Advisory LLP Appeal Decision	Emailed to Full Council
Duns Tew PCC – Retirement of Graeme Arthur	Emailed to full Council Agenda Item
BDO LLP – External Audit	Emailed to full Council Agenda Item
University of Oxford – Curiosity Carnival 29 th September	Emailed to full Council & Sam Blows
Duns Tew Resident CR – Spring Farm Party	Emailed to full Council
MCNP – Consultation period Extended	Emailed to full Council & Duns Tew residents
OALC – Reminder re Training Course Roles & Responsibilities	Emailed to Cllrs Hall & Lindley
Duns Tew Resident CR – Noise Complaint	Emailed to full Council
Smiths of Bletchington - Response re near Accident Blue Barn Farm	Emailed to full Council.& Resident BW
Duns Tew Resident CM – ENCON Update The Mullin	Emailed to full Council
Thames Valley Police - Community Resilience Group Meeting 1 st November	Emailed to Full Council & all residents
OCC – National Public Highway Satisfaction Survey	Emailed to full Council
Oxfordshire Artweeks – Reminder re 2018 Artweek	Emailed to Sam Bows & Web site
Parish Magazine Printing – Community Magazine Printing	Emailed to Sam Blows
Deddington Day Centre – Thank you letter	Emailed to full council
Duns Tew resident JB – Incident with Smiths Lorry	Dealt with by Clerk
Community Heartbeat Trust Charity – Emergency Plan	Emailed to full council
Duns Tew Resident CM – Innovative See Saw	Emailed Cllrs Hall & Semple
Victoria Prentiss MP – Spring Farm Loud Music	Emailed to full Council. Agenda item
Deddington Day Centre – Thank you letter	Emailed to full Council
Duns Tew Resident JB – Footpath between Daisy Hill & Middle Barton Road	Emailed to Cllr Hall cc rest of Council
OALC – GDPR Update	Emailed to full Council
Duns Tew Resident JB – Signs re Children for Play Area Access Road	Emailed to full Council Agenda Item
Duns Tew Resident DP – Comments re Removal of Condition 3 from Stables Planning Application	Emailed to full Council
Smart Wheelie – Speed Awareness Stickers for Wheelie bins	Emailed to full Council
Duns Tew Resident JB – Play Area Parking	Emailed to full Council
CDC – Parish Liaison Meeting invitation 8 th November.	Emailed to Full Council Clerk & Cllr Hall to attend
Soho Farmhouse – Information re Traffic Management t Plan	Emailed to full Council
Soho Farmhouse – Invitation to Visit Soho farmhouse	Emailed to full Council
Ed Jessamine – Community Donation and Invitation	Emailed to full Council
Duns Tew Resident – Encroaching vegetation Hill Farm Lane & signpost outside church	Dealt with by clerk
Ed Jessamine – Proposed Event 23 rd November	Emailed to full Council
CDC – Parish Liaison Meeting Agenda	Emailed to Cllr Hall

For circulation

None	
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17.71 Reports from Meetings –

Village Hall Committee Meeting See Parish Matters Parking

The meeting closed at 9.35

Dates of next meeting – Monday 8th January 2018 7.30pm

Signed by Chairman.....

Chair's initials.....

APPENDIX 1				
Nov 06 2017	2017/18	Income to Date	Expenditure to	Budget remaining
	Budget		31. 10.17	
Clerk's expenses	£ 360.00		£180.00	£180.00
Clerk's salary	£ 5,250.00		£3,182.32	£2,067.68
Clerks Subs & training	£ 150.00		£149.28	£0.72
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		£847.98	£852.02
VAT			£836.28	-£836.28
Information Commissioner	£ 35.00		£35.00	£0.00
Newsletter	£ 175.00			£175.00
Emergency Equipment	£ 200.00		£275.58	-£75.58
Welcome Pack	£ 100.00			£100.00
MCNP/planning	£ 350.00			£350.00
Web Site	£ 350.00		£295.00	£55.00
Play Area	£ 6,500.00		£73.50	£6,426.50
Footpaths	£ 250.00			£250.00
Grass Cutting/Tree Shrub Mainenance	£ 3,750.00	£307.60	£1,965.00	£1,785.00
Dog & waste Bins	£ 200.00		£218.15	-£18.15
Speeding	£ 3,500.00	£1,550.00	£2,975.00	£525.00
Admin/Office Equipment/ Repairs	£ 500.00	£43.33	£93.28	£406.72
Councillors Training/travel	£ 250.00		£329.70	-£79.70
Auditors/Elections	£ 440.00		£135.00	£305.00
Village Appraisal				
Misc	£ 500.00			£500.00
Youth Club reserve				
Bin Liners	£ 100.00			£100.00
Bottle Bank		£101.34		
Precept		£21,726.00		
Interest				
Council Tax Grant		£304.62		
New Homes Bonus				
Misc				
	£ 26,691.00	£24,032.89	£13,544.86	£12,241.14
		Made up of		
bfwd	£19,160	Current	£28,352.08	
income	£24,033	3 mth	£1,295.66	
exp	£13,545	plus os income	£0.00	
	£29,648	less os cheques	£0.00	
			£29,647.74	
Chair's initials.....				