

DUNS TEW PARISH COUNCIL

Minutes of the Parish Council meeting held at the Duns Tew Village Hall on **Monday 2nd March 2020** at 7:30 pm for the transaction of the following business:

Present: - Cllr Jackson (Chairman) Cllr Stapleton (Vice Chair), Cllr Hall, Cllr Miall, Cllr Semple, Cllr Lindley and Cllr. Kerford-Byrnes.

In attendance: Ms. J Ralfe (Clerk)

Minute Number	Agenda Number	Minute
20.11	1	Apologies for absence: RESOLVED that apologies were received from: Cllr Charles Landless. Cllr Arash Ali Fatemian.
20.12	2	Declarations of Pecuniary Interest and Requests for Dispensation RESOLVED that there were no declarations of pecuniary interest received.
20.13	3	Minutes of the Last Meeting: RESOLVED that the council confirmed the minutes of the meeting held on the 6th January 2020 and these were signed by the Chair.
20.14	4	Public Participation: There were no members of the public in attendance.
20.15	5.a.	Finance: Payments Due; It was RESOLVED that the payments for the period January/February 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 January/February 2019:

Details	Invoice/Cheque Number	Amount
OALC Membership	D00024/2020. 124	£140.42
Oxfordshire Playing Fields Association Membership	129	£42.00
Farms and Gardens Limited (Play Area Fence)	INV-1611. 128	£378.00
Cherwell Graphics (Defibrillator sticker)	8419. 123	£20.00
OALC Training (Audit)	27/2019-20. 122	£120.00
OALC Training (Planning)	W-1112. 121	£120.00
Community First Membership	N/A	£55.00
Village Hall bookings	3751. 120	£21.00
Nuneaton Signs (traffic & gate signs)	CA100. 119	£161.10

Clerks salary and expenses. January	126	£578.46
Clerks salary and expenses February	130	£571.07
The Royal British Legion	125	£27.00
CiLCA Registration (SLCC)	131	£350.00
Clerks Laptop - Microsoft. C Keeping.	132	£35.94
	Total	£2,437.57

20.15	5.b.	Finance: Income Received. It was RESOLVED to NOTE the Income Received: for the period January/February 2020:
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Details	Reference	Amount
CPF Payment	OCC Grant	£2,500.00
Cherwell Lottery	N/A	£2.00
	Total	£2502.00

20.15	6.c.	Finance: Financial Statement. It was RESOLVED that the council NOTE the Financial Statement (for the year 2019/2020 to date 29th February 2020) was an accurate account of Parish Council finances. The Chair verified and signed the Statement. It was RESOLVED that the council NOTE that the detailed bank statements had been checked and signed by Cllr Stapleton. It was RESOLVED that the council NOTE that the Internal Audit progress is on schedule. The draft AGAR is satisfactory (internal controls/checks passed) and awaiting year end figures. It was NOTED that the correspondence from the Internal Auditor has been forwarded to Cllr Stapleton.
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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 Grants		2807.6
£304.62	Council Tax Grants		£411.78
	Bottle Bank		£107.16
£955.03	Earmarked Duns Tew Play Area Donations		£4,885.20
£0.00	VAT Refund		£671.83
£22,475.65			£31,884.67

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	£412.60	
	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		£17,444.75	
£25,504.00	Balance Brought Forward - 31.10.2019	£34,229.22	
£22,475.65	Add Total Receipts	£31,884.67	
£47,979.65		£66,113.89	
-£13,750.43	Less Total Payments	-£17,444.75	
£34,229.22	Total	£48,669.14	
	LESS FORECAST SPEND	-£34,940.40	
	EXPECTED Y/END BALANCE	£13,728.74	
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 29/02/20		£48,669.14
	Unpresented Cheques		
	Less Forecast Spend	£34,940.40	
	Forecast Balance at year end. 2020		£13,728.74
Signed:			
Chairman		R.F.O	
Date: 2/03/2020		Date: 2/03/2020	
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
£20,500.48	Forecast 19/20 budget (surplus)/Expenditure	-£7,033.02	£27,533.50
£0.00	Allocation of precept income for 19/20 (being £7,500 plus £2,113) to	£9,613.00	-£9,613.00
-£13,728.74	Anticipated Reserves at 31 March 2020 *	-£12,358.24	-£1,370.50
* Assumes all play park works completed. If this is not the case we would expect the balance to remain in Earmarked reserves			

20.15	5. d.	Financial Regulations: It was RESOLVED that the Clerk should make the updates to the document reflecting the authorisation levels and processes adopted for on-line banking requirements. The updates should be reviewed and the final version brought to the next meeting on 4th May 2020 for sign off. ACTION: Clerk.
20.15	5.e.	Standing Orders: It was RESOLVED to adopt the updates and the Chairman signed the Standing Orders.
20.15	5.f.	Direct Debit and Standing Orders. It was RESOLVED that these were correct, as listed below.

20.15.5.f. Direct Debit and Standing Orders:

Standing Order:	Details:	Amount:
Information Commissioner	Last Paid: 16th September 2019	£35

20.16	6.	<p>County and District Councillors Reports: District Councillor Mike Kerford-Byrnes gave the following report:</p> <p>Council tax will increase by £5 for a band D property.</p> <p>The Local Plan (part 1) was passed by the Council last Monday and has now gone to the inspector for sign off. There was some delay/rework as 400 houses originally intended for Woodstock have been redistributed to North Oxford. Other new houses will be built in Kidlington and Yarnton.</p> <p>A climate change emergency has been declared by the Council and it has made people think about consequences during normal council business e.g. looking at the implications for planning and encouraging electric car charging points in new developments.</p> <p>A resolution has been made to plant 3 million trees by 2045 and all councils are urged to create a tree inventory and make sure that insurance is in place should any fall down. The recent storms have highlighted this need.</p> <p>A reminder to make sure that GDPR/information asset registers are in place and up to date.</p> <p>Cherwell District Council are now working in partnership with the County council to make joint savings after breaking away from Southnorthants when the restructuring of the Northamptonshire Councils was put into place. Savings have been made - to date in the region of 1 million pounds and the added benefit has been that services are able to better link up and work together for example adult social care (OCC) and housing (CDC).</p>
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20.17	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.	<p>Quotes and comparison of 3 providers circulated to Council.</p> <p>It was RESOLVED to place an order for the wooden sign post from Ariel; with a</p>

		majority of councillors voting for this. It was RESOLVED that the finer details of the design e.g. lettering were to be confirmed and then for the sign to be ordered. ACTION: Clerk
FixMyStreet. Drain on Middle Barton Road blocked.	Report on FixMyStreet with photos. Temporarily drained but needs proper clearing. ACTION: Clerk to chase.	ACTIONED: The gully issue/blockage will be included in the forthcoming gully cleansing programme. Budget restrictions mean that high flood risk areas have been prioritised. It will be monitored in routine inspections by OCC.
Sign for Play Park.	Old signs have been removed and new sign installed.	ACTIONED.
Highways recommendations for traffic control:	Duns Tew sign on Middle Barton entrance and 3 Horse signs as recommended by Highways. Quotes and comparison of 3 providers circulated to Council. Signs ordered from supplier.	ACTIONED: Signs to be installed by Farms & Gardens.
Microsoft Standing Order for Clerks PC.	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. This is in order to complete in this financial year. ACTION Clerk. Letter sent to previous clerk and final expenses claimed.	ACTIONED.
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.
Grants.	Village newsletter. Village Hall.	It was RESOLVED to give a grant of £175 to the Village Newsletter. It was RESOLVED to give a grant of £250 to the Village Hall for the installation of Wursel Web (WiFi) and general repairs.
Hill Farm Lane. Overgrown Verge.	Complaints about overgrown trees, hedges and a drain. Unclear as to where these are. It was RESOLVED that the Clerk should	It was RESOLVED to get quotes for clearing the verge and re-seeding with

	<p>arrange a meeting with all parties to identify the problem areas and agree the appropriate action.</p> <p>Meeting held and problem area identified. Reported to OCC and SSE. Laurel tree minimally trimmed by SSE. Original problem of overhanging vegetation is not resolved.</p> <p>ACTION: Clerk</p>	<p>grass. It was RESOLVED to apply for planning permission to remove the Laurel tree.</p>
Public Participation at Parish Council Meetings	<p>Review and update policy.</p> <p>ACTION: Clerk</p>	<p>It was RESOLVED to accept the policy and it was signed off by the Chair.</p>
20.17.7.b Dates for Parish Council Meetings and Annual Parish Meeting.	<p>Consider dates for meetings in 2020/21 (see <i>List of Dates</i>).</p>	<p>It was RESOLVED that the dates for the next years Parish Council meetings should be booked in the Village Hall. It was RESOLVED that the date for the May meetings (Annual Parish and Annual Parish Council meetings) will be changed to 4th May as the bank holiday has moved because of VE Day.</p>
20.17.7.c Annual Parish Meeting	<p>Consider Draft Meeting Agenda.</p> <p>Consider Draft Communications about the meeting.</p>	<p>It was RESOLVED to accept the draft Agenda.</p> <p>It was RESOLVED that the communications about the meeting should include the newsletter, web site etc and should be well in advance.</p>

20.8	8.a.	<p>Parish Matters: Communications. Cllr Hall update:</p> <ol style="list-style-type: none"> Sport and Play Area Development Finances It was RESOLVED that the council confirmed the Play Area Development finances including the period January/February 2020. (See <i>Play Park Budget and Plan Spreadsheet v3</i>). Play Area Maintenance. HAGS have not completed the floor or sides of the multi tower due to the weather. Tennis Court. Quotes (comparison of 3) for resurfacing and painting circulated to Council. It was RESOLVED to place an advert in the village newsletter for anyone interested in tennis club. It was RESOLVED to get an indicative quote for patching the tennis court surface possibly as an interim solution. ACTION: Clerk Site visit with Play and Leisure scheduled for week commencing 9th March. It was resolved to send thank you letters to Cllr Arash Ali Fatemian and Mike Kerford-Byrnes. Spring clean. It was RESOLVED to look at options for getting people involved like; tea/cake afterwards, coffee morning, children/toddler participation. Advertising options. The plan to be considered at the next meeting. ACTION: Cllr Hall and Clerk.
20.8	8.b.	<p>Parish Matters: Communications. Cllr Hall update:</p> <ol style="list-style-type: none"> A planning page has been created on the website with useful information and links to the Cherwell District Council and West Oxfordshire District Council websites where applications can be viewed. News is put up on the web site from the village hall/church/newsletter.
20.8	8.c.	<p>Parish Matters: Community. Cllr Semple update:</p> <ol style="list-style-type: none"> Defibrillator - this has still not been used. A new sticker has been printed and stuck onto the phone box to replace the old one. Welcome Pack has been delivered to new residents. Emergency Plan: Has been completed including the GDPR check and sent to the Oxfordshire County Council.
20.8	8.d.	<p>Parish Matters: Planning. Cllr Stapleton update:</p>

		<ol style="list-style-type: none"> 1. <u>19/02655/F</u>. Land West Of the Dovecote And Adjacent to the Substation, Main Street. Proposed Creation of new access including a new dropped kerb. Application has been rejected. 2. There is some recent tipping on this property. It was RESOLVED to report this to the CDC. ACTION; Clerk. 3. Solar Farm Development: The proposal has gone into Planning (CDC). CIL money needs to be considered for use for the community.
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Reference #	Location	Proposal/ Description.	Validated	Status
<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	Case Officer Assigned
<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	Case Officer Assigned
<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	Under Consultation
<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	Case Officer Assigned
<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.	10/01/2020	Under Consultation

		Existing access not altered.		
<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>19/01064/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. (See <i>Report on Services for Parish Council Meeting 2nd March.2020</i>).
20.9	9.	Correspondence: It was NOTED that the correspondence listed below has been sent to the Council. <ul style="list-style-type: none"> a. Parking near the Play Area Development. It was NOTED that the Council had sent a response. b. Hill Farm Lane Verges. c. Bird Scarer.

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
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20.10	10	Reports from Meetings: <ol style="list-style-type: none"> 1. Village Hall Meeting: 2. Wurzel Web: have indicated that they would be prepared to connect the village hall to high speed internet. There would be a small cost for the equipment and it will be covered by the Parish Council grant. <i>See grants in Clerks Report - minute 20.17.7.</i> 3. Work needs to be done on the hall for which they will need to raise funds. This includes repointing and fixing the drains. 4. The 50th birthday celebrations are progressing well. There are a number of activities planned e.g. a walk in May and recently the 70s disco was very successful.
20.11	11	Date of the next Meeting: It was RESOLVED that the next meeting would be on Monday 4th May at 7:50pm.

The Meeting finished at 21:31 pm.

Signed by Chairman.....