

## DUNS TEW PARISH COUNCIL

Minutes of the Parish Council meeting held  
on **Monday 4 March 2024** at 7:30 pm in the Village Hall  
for the transaction of the following business:

**Present:** - Cllr. Stapleton (Chair), Cllr Hall, Cllr Howard, Cllr Jackson, Cllr Landless, Cllr Semple

**In attendance:** Ms.Ralfe (Clerk)

Minute Number	Agenda Number	Minute
24.18	1	<b>Apologies for absence:</b> It was RESOLVED that apologies were received from Cllr Tickle.
24.19	2	<b>Declarations of Pecuniary Interest and Requests for Dispensation</b> It was RESOLVED that there were no declarations of pecuniary interest.
24.20	3	<b>Minutes of the Last Meeting:</b> It was RESOLVED that the council confirmed the minutes of the Parish Council meeting held on the 15th January 2024. The Chair signed the minutes.
24.21	4	<b>Public Participation:</b> There was 1 member of the public present.
24.22	5	<b>County and District Councillors Reports:</b> There were no County or District Councillors present.
24.23	6.a	<b>Finance: Payments Due:</b> It was RESOLVED that the payments for the period January/February 2024, as listed below, were correct and approved for payment. It was RESOLVED that all invoices/relevant papers were signed and then approved on-line by Cllrs Jackson and Semple.

Agenda Item:	6.a.	<b>Finance: Payments due for the period January/February 2024:</b>
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Date	Details	Invoice Number	VAT	Amount
31.1.2024	Play Area Rent	DT 41	£0.00	£130.00
29.2.2024	Village Hall Hire (First Aid Course)	DT 42	£0.00	£32.00
29.2.2024	OALC Membership fees	DT 43	£28.00	£168.00
29.2.2024	Community First Oxfordshire Membership	DT 44	£0.00	£55.00
31.1.2024	Clerks Salary & Expenses. January	DT 45	£0.00	£368.90
29.2.2024	Clerks Salary & Expenses. February	DT 46	£0.00	£413.75
29.2.2024	Village Hall Prepaid. Meeting Bookings	DT 47	£0.00	£124.00
		<b>Total</b>	<b>£28.00</b>	<b>£1,291.65</b>

**Payments (Direct Debits) for the period January/February 2024:**

Date	Details	Invoice Number	VAT	Amount
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16.1.2024	Lloyds Bank Charges	BACS		£3.00
16.2.2024	Lloyds Bank Charges	BACS		£3.00
		<b>Total</b>	<b>£0</b>	<b>£6.00</b>

<b>Agenda Item</b>	<b>6.b</b>	<b>Finance: Income Received in the period January/February 2024:</b>
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Date	Details	Reference	Amount
9.1.2024	Cherwell Lottery	BACS	£4.00
7.2.2024	Cherwell Lottery	BACS	£5.00
		<b>Total</b>	<b>£9.00</b>

<b>Agenda Item.</b>	<b>6.c</b>	<b>Financial Review: 2023/2024</b> It was RESOLVED that the Parish Council finances were accurate and up to date.
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DUNS TEW PARISH COUNCIL		
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDING 31/3/2024		
2022/2023		2023/24
	<b>RECEIPTS</b>	
£24,000.00	Precept	£24,000.00
£307.60	OCC Grants	£307.60
£0.00	Council Tax Grants	£0.00
£233.26	Bottle Bank	£180.65
£0.00	Duns Tew Play Area Grants	£0.00
£564.00	Miscellaneous & Lottery	£43.00
£0.00	VAT Refund	£727.92
£1,104.86	<b>Total other income.</b>	<b>£1,259.17</b>
<b>£25,104.86</b>		<b>£25,259.17</b>
	<b>PAYMENTS</b>	
£7,615.00	Clerk's Salary, Expenses, PAYE & Training	£4,046.55
£399.73	Insurance	£445.62
£1,475.00	Grants (S137).	£675.00
£574.00	Membership Subscriptions	£55.00
£2,760.00	Grass/Hedge Cutting/Tree & Maintenance	£3,576.00
£96.00	Room Hire	£112.00
£430.00	Auditors	£452.00
£100.00	Elections	£0.00
£253.89	Play Area Equipment, Rent, Inspection & Maintenance.	£123.60
£59.99	Administration. Office equipment & repairs.	£59.99
£35.00	GDPR + Information Commissioner.	£35.00
£414.54	Councillors Training	£0.00
£1,106.16	Dog Bins	£688.12
£111.60	Speeding/Traffic Signs	£210.60
£0.00	Emergency Equipment/Maintenance. Welcome Pack	£185.72
£0.00	Web Site	£0.00
£108.00	Bank Charges	£84.00
£291.00	Mid Cherwell Neighbourhood Plan	£421.00

£473.18	Misc	£124.89
£56.00	Trees	£0.00
£8,744.09	Total Other Payments	£7,248.54
<b>£16,359.09</b>		<b>£11,295.09</b>
£31,225.05	Balance Brought Forward	£39,970.82
£25,104.86	Add Total Receipts	£25,259.17
£56,329.91		£65,229.99
-£16,359.09	Less Total Payments	£22,807.39
<b>£39,970.82</b>	Balance c/f 31.03.2023	<b>£42,422.60</b>
	<b>BALANCES REPRESENTED BY:</b>	
£39,970.82	Unity Bank	£42,422.60
£0.00	Pending Payments	£0.00
<b>£39,970.82</b>	Total	<b>£42,422.60</b>
£0.00	Unpresented Cheques	£0.00
£0.00	Cancelled Cheques	£0.00
£0.00	Unpresented Receipts/ Credit	£0.00
<b>£39,970.82</b>	<b>As at 31/10/2023</b>	<b>£42,422.60</b>
Signed:		
Chairman:		R.F.O.
Date:	29.02.2024	29.02.2024

**Budget vs. Actual Spend (as at 29. February 2024):**

DUNS TEW PARISH COUNCIL	Expenditure	Income	23/24 Budget
<b>EXPENDITURE</b>			
Clerks Expenses	£320.00		-480
Clerks Salary	£3,726.55		-7900
HMRC PAYE	£0.00		-100
Clerks Training	£0.00		-200
Bank Charges	£84.00		-150
Insurance	£445.62		-450
<b>GRANTS</b>			
Community	£675.00		-2000
<b>SUBS</b>			
OALC	£0.00		-180
OPFA	£0.00		-60
SLCC	£0.00		-150
Community First	£55.00		-55
Parish Online/ GeoXphere	£0.00		0
<b>OTHER</b>			
Room Hire	£112.00		-250
VH fibre broadband			
Information Commissioner	£35.00		-35
Emergency Equipment	£95.72		-250

Welcome Pack	£90.00		-100
MCNP/Planning	£421.00		-300
Web Site	£0.00		-60
Miscellaneous	£124.89		-507.6
Play Area Maintenance	£123.60		-2000
Play Area Rent	£0.00		-130
Play Area Upgrade	£11,512.30		-3000
Grass/Hedge Cutting & Maintenance	£3,576.00		-4050
Dog Bins	£688.12		-700
Speeding/Traffic/ Traffic Signs	£210.60		-750
Admin/Office Equipment /Repairs	£59.99		-100
Councillors Training / Travel	£0.00		-200
Auditors	£452.00		-700
Elections	£0.00		-200
GDPR	£0.00		-150
Trees	£0.00		-100
<b>INCOME</b>			
Bottle Bank		£180.65	200
Precept		£24,000.00	24000
New Homes Bonus		£0.00	0
Miscellaneous		£43.00	0
Grants from CDC/OCC		£307.60	307.6
VAT Reclaim		£727.92	800
Play Area Grants		£0.00	0
Allocation from Savings			
	£22,807.39	£25,259.17	£0.00

24.23	6.d	<p><b>Internal Auditor:</b> It was RESOLVED to engage Lisa Wilkinson as the internal auditor for the Parish Council. The previous internal auditor is unable to continue due to other work commitments. Lisa Wilkinson is on the list of OALC approved auditors. Fees are £150 for the year 2023/2024. The Chair signed the letter of engagement.</p>
24.23	6.e	<p><b>Grants:</b> It was RESOLVED to grant the Village Hall £825.00 towards the replacement of the boiler which is over 20 years old and no longer efficient. This will be replaced with an up-to-date model that will run more efficiently". It was RESOLVED to grant the Village Newsletter a further £500 towards running/printing costs.</p>
24.23	6.f	<p><b>Clerks Salary:</b> It was RESOLVED to grant the clerk the new updated hourly rate (as per NALC) back dated to 1 April 2023.</p>
24.23	6.g	<p><b>Direct Debit and Standing Order List:</b> It was RESOLVED that these were up to date and correct. These will continue in place until the next review.</p>
24.23	6.g	<p><b>Asset Register:</b> It was RESOLVED that this was up to date and correct. The Chair signed the list.</p>
24.24	7	<p><b>Risk Assessment:</b> It was RESOLVED that this was up to date. The Chair signed the assessment.</p>

24.25	8	<b>Financial Regulations:</b> It was RESOLVED that these were up to date. The Chair signed the regulations off.
24.26	9	<b>Grass Cutting Tender:</b> It was RESOLVED that Nigel Prickett would cut the grass and hedges in the village.

24.27	10	<b>Clerk's Report</b>
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Item:	Action Required:	Result:
<b>Precept</b>	None. Update provided - Precept accepted and confirmed. Payment in April & September.	NOTED.
<b>Jubilee Bench</b>	Jubilee Committee funding of <b>£1460.03</b> remaining from the Jubilee celebration event. The total cost for the bench and engraving, fixings and delivery would be £650 approximately. Suggested wording: Queen Elizabeth II Platinum Jubilee June 2022 (a crown could be inserted) This would match the 90th birthday one currently in place. Cost for installation: £28 approximately	It was RESOLVED to obtain the bench from Cyan with the engraving. To be installed by Cllr. Landless. Remaining funds to be spent on a plaque for the Village Hall and bulbs for the village green/hall.
<b>Fibre Broadband</b>	Confirmed with OCC that fibre will be installed to the village hall. Village hall will have to use preferred supplier BT for 3/4 years as part of the agreement. Once dates confirmed/ communicate road closure to residents. It was RESOLVED that would give the Village Hall a grant first 3 to 4 years to cover the cost of the provider - provision is for the wider population in order to provide fibre capability to the village. Dates of installation TBC. Village Hall committee informed.	ACTIONED. Work has started.
<b>Snow Wardens.</b>	Patrick Hunter agreed to set up informal group of Snow Wardens. Snow shovels requested @ about £15 from Halfords. 6 x £6 = £36 RESOLVED to purchase shovels.	Snow wardens TBC.
<b>Drains/Flooding at Longfield/Main Road/Dashwood Rise.</b>	RESOLVED to place under observation.	RESOLVED that the PC will write to CDC, Highways, OCC, environment agency. ACTION Cllr. Jackson.

24.28	11	<b>MNCP:</b> RESOLVED that the Council supports the MCNP and all the work that Martin Lipson and the Forum have been doing to update it.
24.10	12. a	<b>Parish Matters:</b> <b>Environmental: Update Cllr. Howard.</b> Parish path wardens requested. Some interest in doing it on an ad hoc basis as and when walking. Cllr. Howard has volunteered.
24.11	10.b	<b>Services: - update Councillor Tickle and Jackson:</b> A4260 Junction - Newsletter article requesting feedback and anonymised dashcam footage - to do with vehicles/near misses. 26 responses received. Key points:

		<ul style="list-style-type: none"> <li>• Confusion about who goes first.</li> <li>• No one said don't have a problem.</li> <li>• Suggestion that 2 opposing side roads aligned to make a crossroads..</li> </ul> <p>It was RESOLVED to install solar powered VAS on key village entry roads to reduce speeding. Funding to be requested from County Councillor in addition to PC budget.</p>
24.12.	10.c	<p><b>Community: update Cllr. Semple.</b></p> <ol style="list-style-type: none"> <li>1. <b>Defibrillator:</b> batteries are in good working order.</li> <li>2. <b>Welcome packs:</b> no updates.</li> <li>3. <b>Emergency plan:</b> plan updated and Clerk has sent into OCC.</li> </ol>
24.13.	10.d	<p><b>Amenities: - update Cllr. Hall.</b></p> <ol style="list-style-type: none"> <li>1. <b>Play Area checks</b> - all updated and will be forwarded to Clerk. ACTION Cllr. Hall.</li> <li>2. <b>Toddler area refurbishment</b> - Cllr Hall is checking the quote includes new woodchip and is still current. There is an 8 week lead time.</li> </ol>
24.14	10.e	<p><b>Planning: - Cllr. Landless.</b></p>

Reference #	Location	Proposal/ Description.	Response Date	Status
<a href="#">24/00432/TCA</a>	High Barn 4 Field Court Duns Tew Oxfordshire OX25 6LD	T1 x Mulberry - Reduce from 10 metres tall to 8 metres and re balance canopy spread as mostly one sided canopy reduce the one side from 7 metres to approximately 5-5.5 metres (please note this tree needs to be worked on while dormant so if the application could be hurried this would be appreciated)		Case Officer Assigned
<a href="#">24/00276/F</a>	White House Dane Hill Oxford Road Duns Tew Bicester OX25 6JD	Development of a carbon-neutral 4-bedroom, 1.5 storey house in a sub-divided front plot of the White House - revised scheme of 23/02222/F	08/03/2024	Under Consultation
<a href="#">24/00298/Q56</a>	Malthouse Farm North Aston Road Duns Tew Bicester OX25 6JG	Change of Use of two agricultural buildings to form five dwellinghouses	13/03/2024	Under Consultation
<i>Same objections as to previous application (Q).</i>				
<a href="#">24/00257/TCA_5</a>	The Malthouse Main Street Duns Tew Bicester OX25 6JL	FIVE DAY NOTICE T1 x Unknown species - Fell		Application Permitted
<a href="#">24/00143/DISC</a>	Daisy Hill Farm Main Street Duns Tew Bicester OX25 6JS	Discharge of Condition 3 (2nd floor structural works) of 23/02830/LB	17/01/2024	Under Consultation
<a href="#">23/03619/F</a>	Daisy Hill Farm Main Street Duns Tew Bicester OX25 6JS	Erection of an Alitex Greenhouse in back garden, size 4.077m x 2.577m. Located parallel to a north facing wall, but not touching any wall	09/01/2024	Under Consultation

<a href="#"><u>23/03469/AGN</u></a>	Duns Tew Manor Main Street Duns Tew Bicester OX25 6JP	Erection of a general storage building	08/01/2024	Prior Approval Not Required
<a href="#"><u>24/00014/TCA</u></a>	Duns Tew Village Hall Middle Barton Road Duns Tew OX25 6JN	T1 - Box Elder (Acer negundo) Crown reduction by 2m and clearance from nearby utility pole & lines by 1m.	03/01/2024	Application Permitted
<a href="#"><u>23/03595/DISC</u></a>	Daisy Hill Farm Main Street Duns Tew Bicester OX25 6JS	Discharge of Condition 4 (details of removal of paint from beams) of 23/02830/LB	22/12/2023	Application Permitted
<a href="#"><u>23/03487/F</u></a>	Land Off Main Street Duns Tew	Erection of a single self build 2-bedroom single family dwelling	19/12/2023	Application Refused
<a href="#"><u>23/03423/F</u></a>	The Beck Hill Farm Lane Duns Tew OX25 6JH	Demolition of existing garage and utility room. Single storey side extension. Window, door and roof light alterations. Render to existing dwelling.	05/12/2023	Application Permitted
<a href="#"><u>23/03362/LB</u></a>	Daisy Hill Farm Main Street Duns Tew Bicester OX25 6JS	Increase the height of a second-floor bedroom door opening, from 1.52m to approx. 1.75m	30/11/2023	Application Permitted
<a href="#"><u>23/03278/F</u></a>	The Old Forge Middle Barton Road Duns Tew OX25 6JN	Convert the upper floor and part of the ground floor and outbuilding into a holiday let	23/11/2023	Under Consultation
<a href="#"><u>23/03174/TCA</u></a>	Barn End 5 Field Court Duns Tew Oxfordshire OX25 6LD	T1 x Sycamore - Reduce from 9 metres tall to 7.5 metres tall and 12 metres spread to 9 metres spread to pull into shape T2 x Goat Willow - Re-pollard at 6 ft T3 x Self set Ash tree - Reduce from 2.4 metres tall to 2 metres tall	14/11/2023	Application Permitted
<a href="#"><u>23/03175/CLUP</u></a>	West Winds Hill Farm Lane Duns Tew Bicester OX25 6JH	Certificate of Lawfulness of Proposed Development to externally render the lower ground floor (to match existing); horizontal timber cladding to the upper ground floor (to match existing areas of cladding on north elevation) and insertion of 3 no roof windows to the south (side) roof slope	14/11/2023	Under Consultation
<a href="#"><u>23/02850/Q56</u></a>	Malthouse Farm North Aston Road Duns Tew Bicester OX25 6JG	Change of Use of two agricultural buildings to form five dwellinghouses	12/10/2023	Prior Approval Refused
<a href="#"><u>23/02351/LB</u></a>	Church View Main Street Duns Tew Bicester OX25 6JL	Removal of painted wooden windows and replace with double glazed units and composite doors to north and south elevations	05/09/2023	Application Refused

<a href="#">23/01931/F</a>	Lot 2 Land Parcel 5672 Duns Tew	RETROSPECTIVE - A 5.1m water tower for livestock drinking water and irrigation of new trees and hedging	24/07/2023	Under Consultation
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24.15	11.	<b>Correspondence:</b> a) Flooding/Sewers <b>Neil Stockton - Sewer problems</b>
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<b>Other Correspondence :</b>	<b>Sent to:</b>
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
Parish related information from Cherwell District Council or Oxford County Council. Forwarded as received.	Full Council
Planning Applications and Decisions from Cherwell District Council. Forwarded as received.	Full Council
Planning Applications and Local Plan information. MCNF. Forwarded as received.	Full Council

23.113	11	<b>Reports from Meetings:</b> a) MCNP updated plan consultation collated - comments raised at meeting on 20th. Nothing suggesting looking at policies again. b) Cherwell 2040 plan - see summary.
23.114	12	<b>Date of the next Meeting:</b> <b>Parish Community Meeting: Monday 13 May at 7:00pm in the Village Hall.</b> <b>Parish Council Meeting: Monday 13 May at 7:30pm in the Village Hall.</b>

The Meeting finished at 20:39 pm.

Signed by Chairman.....