

Duns Tew Parish Council

Minutes of the Parish Council meeting held in the Village Hall on Monday 08 January 2018 at 7.30 pm.

Present: - Cllr C. Landless (Chair) Cllr T Lindley, Cllr. J Semple, District Cllr Kerford Byrnes and one member the public.

In attendance: Mrs. H Skaar (Clerk)

18.01 Apologies for absence - Cllrs Hall, Paroussis and Keeping sent their apologies and these were accepted by Council

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

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

18.04 Minutes of the last meetings held on 6 November circulated to the Council were **RESOLVED** as a true record of the meetings and signed by the Chair

18.05 Finance

Accounts for payment

H Skaar - Dec Pay & Expenses dated 31.12.17	001172	£366.77
HMRC – H Skaar Tax	001173	£68.40
T Ray – Play Ground rent	001174	125.00
Anita Hartley – Renewal of web site Licence	001175	£68.31
OALC – training for New Clerk & Clerk	001176	£96.00
R Smith – Mileage for Training	001177	£9.90
Duns Tew Newsletter – Grant	001178	£175.00
LCPAS – Data Information Audit	001179	£500.00
H Skaar – Jan Pay & Expenses dated 31.01.18.	001180	£406.92
HMRC – H. Skaar Tax dated 31.10.18	001181	£85.20

It was **RESOLVED** to make payments as listed above and the cheques were signed by Cllrs Semple and Landless

Accounts paid in advance

Get Mapping - Annual Subscription	001171	£18.00
-----------------------------------	--------	--------

Cheque signed by Cllrs Semple and Landless

Income received — Adopt a site £51 42

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 grant of £175 as budgeted to the Newsletter
- £1000 of the Earthworm Energy donation to be donated to the Church, £1000 to the Play area refurbishment fund and £500 retained to distribute if any other request is forthcoming. Cheque Number 001182 was signed by Cllrs Semple and Landless for the donation to the Church.

2018/19 Budget- After some discussion it was **RESOLVED** that the budget be set at £27,867 and the Precept at £21,215. See

Appendix 2

Action Clerk

18.06 Public Participation – None

18.07 County & District Councillors Reports – District Cllr Kerford Byrnes reported that the Council had now purchased the lease of Castle Quay from Aberdeen Investments. (See 18.11 Reports on Meetings Parish Liaison). The Council will now proceed with Castle 2 development, which once completed and let out should be very profitable This means the Council will be more in control of the finances and not so dependent on Central Government. In budgeting they are assuming no change in business rates also they always retain 50% of the New Homes Bonus in the reserves. All parties have been working together to achieve this for the good of the community.

The Council has also endorsed 10 starter mortgages for self-build of up to £250,000. This is to assist those who wish to build their own homes on the Graven Hill site. It is currently difficult to obtain self-build mortgages. This is a pilot scheme and may well be extended

18.08 Clerk's Report

Required	Action	Result
Signpost by Church repaired or replaced.	Reported to OCC twice and to Highways Rep at Parish Liaison Meeting, Reported again on 5 th January	Awaiting response
Refuse Bins for Play Area	Clerk has ordered from CDC and spoke to CDC Environment rep at Parish Liaison Meeting. Email reminder 5 th January	Awaiting response
Fallen Tree & Branches North Aston Road	Reported by Cllr Semple to OCC	Now removed.
Labels for Wheelie Bins	Checked with CDC re free speeding labels for Wheelie bins.	No Longer available. Agenda item under Speeding

18.09

Parish Matters –

- Community -
 - A) Emergency Plan - Cllr Semple reported that she has reviewed the plan, needs to be updated re contacts and to include the defibrillator
 - B) Welcome Pack – Cllr. Semple reported that she had delivered a Welcome Pack to The Gate House. The Clerk advised that there were new residents at No 11 Daisy Hill. Cllr Semple agreed to deliver a pack. **Action Cllr Semple**
 - C) Defibrillator – Cllr Semple. reported that fortunately this has not had to be used so far.
- Services –
 - A) Speeding –
 - a) VAS – In the absence of Cllr Paroussis there was no data report for the VAS. The Chairman reported that he had checked with Westcotec and that it was possible to site it on private land on our on pole. The Clerk reported that the owner of Paythorne had agreed that it could be placed on his land. The Chairman will contact him to arrange to move it **Action Chair**
 - b) Wheelie Bin Stickers – The clerk reported that these were no longer available from CDC. The cost to purchase 500 is £220. This should be sufficient for all the bins that are put out on North Aston Road, Main Street and Middle Barton Road. After some discussion it was **RESOLVED** not to go ahead with this the matter should be left in abeyance.
 - B) Parking – The Clerk reported that she had spoken to a Highways Rep at the Parish Liaison Meeting regarding the possibility of providing a lay by for parking on the Middle Barton Road near the Bottle Bank. They had promised to get back but so far had not done so. It was **RESOLVED** not to pursue this matter any further
 - C) Spring Farm – The Chairman reported that he had not yet spoken to the landowner regarding any future planned events. He would do so before the next meeting **Action Chair**
- Communications –
 - Web Site – The Clerk reported that she had not had an update from Barbara Weston but she had recently had a hip operation. The web site seemed to be running smoothly and the licence for the events calendar had been purchased and this was now working properly again,
- Planning –
 - A) Mid Cherwell Neighbourhood Plan - Cllr Landless reported that a further meeting had been held regarding the zone of non-coalescence around Caulcott. The original area proposed was not acceptable to the Dorchester Group. 5 options were proposed and this was voted on by those at the meeting and by email for those who could not attend. After some confusion re the voting the option proposed by Kirtlington that the zone follow the Parish Boundary was agreed. The Plan has now been submitted to Cherwell District Council for approval.
 - B) Dovecote - The Clerk reported that this was still awaiting a decision. According to the documents on the web site the conservation Officer is very concerned about the possible damage to the fabric of the building and has requested a lot more information.
 - C) Applications & Decisions
Applications

New Applications received since 14th December 2017

Reference Number: 17/02058/F

Mr. D Smith

11 Daisy Hill, Duns Tew, Bicester, OX25 6LB

Erection of shed/summer house in the garden, replace an existing log store with a new one at front of the dwelling and enlarge an existing window in the kitchen.

No Objections

Reference Number 17/03745/OUT

The Driving Centre Enstone Airfield Enstone Chipping Norton Oxfordshire OX7 4DR

Construction of museum building, show lane building, corporate hospitality building, energy centre/store building, and workshop building. Formation of car exercise road. Construction of 28 holiday lodges. Formation of landscaped grounds.

Associated site services and external works. Diversion of public footpath.

After some discussion it was **RESOLVED** that the Council should write expressing concern as to the impact of the increased traffic this will generate.

Action Clerk

Applications considered before the meeting

Reference Number: 17/01908/F

Mrs. S. Lacey

34 Main Street, Duns Tew, Bicester OX25 6JL

Existing Sun Room to be demolished and replaced with two storey extension forming new entrance lobby and en-suite to first floor along with installation of 2 rooflights to the kitchen and re tile of the existing main dwelling.

No Objections

Decisions.

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

Permitted

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.

Withdrawn

Reference Number 17/02150/F

Mr & Mrs Pagnamenta

Honey Cottage, 8 Middle Barton Road, Duns Tew OX25 6JN

Proposed rear extension & loft conversion.

Granted with conditions

• Amenities –

A) Play Area - In the absence of Cllr Hall there was no report

B) Footpaths – Cllr Lindley reported that he had spoken to the landowner's husband regarding the electric fence. The Clerk will chase OCC re the sign post.

Action Clerk

C) Refuse Bins. – The Clerk reported that Cherwell will supply 3 Wheelie bins free of Charge and empty them on the normal collection days however they will have to be put out on collection day and if anything is in the wrong bin they will not empty so need to be checked. They recommend a fixed split litter bin, litter on one side recycling on the other. They look better and are harder to misuse. The Council would have to purchase this but Cherwell would install it and collect the rubbish. This cost is around £400.00 plus VAT. It was **RESOLVED** a fixed litter bin would be best. The clerk to obtain quotes and further information from CDC

Action Clerk

D) Spring Tidy Up - In the absence of Cllr Hall it was **RESOLVED** that the clerk should try to arrange a date in concert with the Village Hall, the Church and Cllr Hall.

Action Clerk

E) Access Road to Play Area. – The Clerk reported that the landowner had still not replied regarding any legal

arrangements in respect of rights of way and maintenance. She will continue to chase **Action Clerk**

- **Parish Council –**
 - A) New Clerk – The draft contract was approved and it was **RESOLVED** that
 - a) A new lap top should be purchased for the new clerk. New clerk to research and provide quotes for approval **Action New Clerk**
 - b) A lockable filing cabinet would be provided for the new clerk. The clerk to check and if necessary clear the contents of the filing cabinets in the village hall so that one of these can be utilized. **Action Clerk**
 - B) General Data Protection Review –. The Clerk reported that this was booked for 4th and 5th of April.
 - C) Commonwealth Day - This is on Monday 12th March 2018. It was **RESOLVED** that this should be commemorated again provided the PCC agree to the use of the Church flagpole. **Action Clerk**
 - D) Training –It was **RESOLVED** that:
 - a) the New Clerk should attend the following OALC training courses
GDPR 7th March, Roles & Responsibilities 21st March, Finance 18th April, and Clerks Year 21st June.
 - b) Cllr Semple should attend the Social Media Course 16th May if available
 - c) Cllr Hall should attend the Roles & Responsibilities course on 21st March or 19th September.
 - d) New Councillors elected in May should attend the Roles & Responsibilities Course on 19th September.
 - e) The Chairman elected in May should attend the Chairmanship Course in July **Action Clerk**
 - E) Archive Material – The Clerk reported that a resident had expressed an interest in storing the documents found in John Green’s house and currently stored at The Nook It was **RESOLVED** that the Clerk should look through the documents Any relating to the Parish Council should be retained by the Clerk and the remaining documents given to the interested resident for storage. **Action Clerk**
 - F) May Elections - The Clerk reminded the Council that they were all due to stand for election in May. The Councillors attending all confirmed they were willing to stand. The Clerk to confirm with absent Councillors. **Action Clerk**

18.10 Correspondence

Duns Tew PCC – Thank you letter for donation to Vicar’s Retirement present	Emailed to Full Council
Proludic – Query re Play Area Refurbishment quote	Emailed Cllr Hall
OCC – Quarry Amendment of Condition to reinstate full hedgerow. Approval	Emailed to Full Council
CDC – Notification of Planning Policy Consultations	Emailed Full Council
OALC – Minutes & Meetings Course	Emailed to Richard Smith
Prime Compliance Services – Water Asbestos and Fire Compliance	Emailed to Jackie Davies VHC
OALC – Planning Course	Emailed to Cllr Landless
MCNP – Forum Meeting	Emailed to Cllrs Landless & Keeping
Thames Valley Police – Rural Crime Update	Emailed to Sam Blows
RAF Brize Norton – Consultation on Airspace Change	Emailed to full Council & Duns Tew residents
Duns Tew Resident – Request for funding for surface of Bridleway	Emailed to Full Council
OALC – Planning Training rearranged	Emailed to Cllr Landless
London Oxford Airport Consultation	Emailed to full Council.& Duns Tew residents
Duns Tew Resident – branches on pavement, North Aston Road & archives	Emailed to full Council
Sovereign Play Equipment - Free quote	Emailed to Cllrs Hall & Semple
CDC – Precept demand	Emailed to full Council
Move the Mullin Campaign – Outline Planning Permission	Emailed to full Council
Duns Tew Play Area Development Committee – Request for Grant	Emailed to full Council

For circulation

None	
------	--

18.11 Reports from Meetings –

Village Hall Committee Meeting In the absence of Cllr Paroussis there was no report.

Parish Liaison – The Clerk reported that she attended the meeting in November and during the surgeries beforehand spoke to Highways regarding the signpost outside the church and the possibility of providing a lay by for parking on the Middle Barton Road. Response is still awaited.

Chair’s initials.....

She also spoke to Environmental services about the refuse bins for the Play area (see Parish Matters Play Area)

The main meeting included presentations from the Police on Community Forums and Unlawful Encampments and OCC on Bus Services. The Bartons Our Bus was mentioned as a very good example of Community Transport. .At the time the bus had transported 5900 people since August 2016. Dial A ride as still going and The Comet Service was doing a good job. They are discussing the possibility of a change to the S4 service but this is unlikely to occur for some time.

The Leader of the Council Barry Wood gave an overview and reported that the Castle Quay Phase 2 Development which was to include a 7/8 screen cinema, hotels and restaurants was on hold at the moment as the main leaseholder Aberdeen Investments was undergoing ownership changes. The Council own the freehold and 15% of the lease and are looking to take over 100% of the lease as Phase 2 is a Key part of the regeneration of the Canal Basin.

They have employed a “shop go getter” to fill the empty shops and are trying hard to maintain the markets.

With regard to housing the Council is looking to build communities not just housing, where this can be sustained in Banbury, Bicester and Heyford Park. There will be a new parish Council for Heyford Park in 2018.

The Local Plan is sound and they have a 5 year housing supply. However Local Plan 2 has been pushed back as they have had to include a plan for Oxford’s unmet housing need.

The financial position of Cherwell District Council is sound; they have good reserves and will not have any problems running out of money. In response to a question about the money invested in the Icelandic Bank, Cllr. Wood conformed that most of this had been recovered. A small amount is retained but it is earning interest and will be returned. The Local Government Association took legal action on behalf of all the Local Authorities in the UK. CDC has changed their investment strategy because of this.

Cllr Wood reported that the Unitary Council proposal seems to have died a death but there had been no official confirmation at the time.

The meeting closed at 9.30 pm

Dates of next meeting – Monday 5th March 2018 7.30pm

Signed by Chairman.....

APPENDIX 1				
Jan 08 2018	2017/18	Income to Date	Expenditure to	Budget remaining
	Budget		31. 10.17	
Clerk's expenses	£ 360.00		£240.00	£120.00
Clerk's salary	£ 5,250.00		£3,998.98	
Clerks Subs & training	£ 150.00		£184.28	-£34.28
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		£1,695.96	£4.04
VAT			£1,027.49	-£1,027.49
Information Commissioner	£ 35.00		£35.00	£0.00
Newsletter	£ 175.00			£175.00
Emergency Equipment	£ 200.00		£306.58	-£106.58
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		£218.50	£6,281.50
Footpaths	£ 250.00			£250.00
Grass Cutting/Tree Shrub Mainenance	£ 3,750.00	£307.60	£2,710.00	£1,040.00
Dog & waste Bins	£ 200.00		£258.19	-£58.19
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		£294.70	-£44.70
Auditors/Elections	£ 440.00		£135.00	£305.00
Village Appraisal				
Misc	£ 500.00		£265.00	£235.00
Youth Club reserve				
Bin Liners	£ 100.00			£100.00
Bottle Bank		£152.76		
Precept		£21,726.00		
Interest				
Council Tax Grant		£304.62		
New Homes Bonus				
Misc		£2,500.00		
	£ 26,691.00	£26,584.31	£16,686.75	£8,113.23
		Made up of		
bfwd	£19,160	Current	£27,728.19	
income	£26,584	3 mth	£1,295.66	
exp	£16,687	plus os income	£51.42	
	£29,058	less os cheques	£18.00	
			£29,057.27	
Chair's initials.....				