

# Duns Tew Parish Council

Minutes of the Parish Council meeting held in the Village Hall on Monday 10 July 2017 at 7.30 pm.

**Present:** - Cllr. Lindley, Cllr. J Semple, Cllr C Landless,, Cllr C Keeping District Councillor M. Kerford Byrnes 2 members of the public and 2 representatives from Intelligent PV

**In attendance:** Mrs. H Skaar (Clerk)

## 17.33 Election of Chairman and Vice Chairman

It was **RESOLVED** that

- A) Cllr Landless be elected as Chair and he signed his declaration of Acceptance of Office.
- B) Cllr Lindley be elected as Vice Chairman

## 17.34 Apologies for absence - Cllr. L Paroussis and Cllr Hall

**17.35 Co-option of Councillors** – No applications had been received. It was **RESOLVED** to put a further notice in the Newsletter

**17.36 Declarations of Pecuniary Interest and Requests for Dispensation** - None.

**17.37 Minutes of the last meetings** held on 2 May and 12<sup>th</sup> June circulated to the Council on 2<sup>nd</sup> July were **RESOLVED** as a true record of the meetings and signed by the Chair

## 17.38 Finance

### Accounts for payment

|  |        |          |
|--|--------|----------|
| H Skaar - June Pay & Expenses dated 30.06.17           | 001141 | £560.83  |
| H. Skaar – Dog Bin from JRB Enterprise Ltd             | 001142 | £193.20  |
| H. Skaar – Printer from PC World                       | 001143 | £49.99   |
| H Skaar – LCPAS Training on Data Protection            | 001144 | £30.00   |
| Westcotec -VAS   | 001145 | £3570.00 |
| Day Electrical – Electrics for Defibrillator           | 001146 | £192.00  |
| J Semple – Copper foil tape for Defibrillator          | 001147 | £12.70   |
| Cherwell Graphics – Labels for Dog Bin & Defibrillator | 001148 | £151.00  |
| M. Probbitts – Grass Cutting                           | 001149 | £795.00  |
| H Skaar – July Pay & Expenses dated 31.07.17.          | 001150 | £551.06  |

It was **RESOLVED** to make payments as listed above and the cheques were signed by Cllr Semple and Barbara Weston

### Accounts paid in advance

|                             |        |         |
|-----------------------------|--------|---------|
| OALC – Councillors Training | 001140 | £234.00 |
|-----------------------------|--------|---------|

Cheques signed by Barbara Weston & Cllr Semple.

Income received — CDC £49.92 Bottle Bank OCC Grass Cutting grant £307.60

Internal Auditors Report - The internal audit was carried out on 8<sup>th</sup> May. The report was circulated to the Council. One recommendation was made to put the date of purchase and location of asset on the Register of Assets. The Clerk reported that this had already been done. It was **RESOLVED** to accept the Report.

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

New Bank Mandate – It was **RESOLVED** to complete a new mandate to remove retired Councillors and add new Councillors.

**17.39 Public Participation** – The Representatives from Intelligent PV confirmed that all the remedial work required due to damage by the Solar Farm traffic had been done. However it keeps getting driven over and has not taken too well due to the dry conditions .A resident commented that the bank outside Nonesuch had not yet been re seeded and that the Curb stones outside Mole End had not been reset. The Intelligent PV representatives agreed to review this. They also reported that they would be doing the final planting at the Solar Farm in late September and any further re-seeding would be done then. They confirmed that Earthworm would make a special payment of £2500 to the Parish Council for the benefit of the Village. This would be made once the site had been sold which was due to take place sometime between August and October. Once received the Council would publicise this and ask for requests for grants from the fund.

A resident requested that the vegetation outside Little Steine should be cut back as it was encroaching on the road. (See Services Encroaching Vegetation)

**17.40 County & District Councillors Reports – District** Councillor Kerford Byrnes reported that The Unitary proposal put forward by OCC, South Oxfordshire and Vale of the White Horse had gone to the Secretary of State and was awaiting a decision. West Oxfordshire, CDC and Oxford City are opposed to this. There is no indication of when a response will be received as all has gone quiet since the Election. Part of this is linked to the proposed new funding of local councils, whereby they would keep 100% of Business Rates. It appears this is being reconsidered and local government funding may not proceed as expected. Cherwell District Council and South Northants are continuing the joint working venture, whereby back office facilities are managed to make it less expensive. All Departments have now been initiated but not all are yet completed. This will make an annual 7 figure saving. There is one CEO, one revenue and benefits system covering both councils. Also it is flexible as staff can move between departments. Councillor Kerford Byrnes has been appointed the Executive Member for Change Management, Joint Working and IT. Cherwell District Council has just published their solution to Oxford’s Unmet Housing Need. Local Plan Part 1 was approved by the Inspector provided a solution to Oxford’s Unmet Housing Need was submitted within 2 years. They have evaluated every suggested and possible site in the District and the sites put forward are within a 10 mile radius of Oxford City Centre, Duns Tew is not affected by this. This will now go forward for examination by the Inspector. Once approved they will be starting on Local Plan 2.

**17.41 To allocate a lead on**

Community

- Emergency Plan
- Community Groups
- Welcome Pack
- Bottle Bank it was **RESOLVED** that Cllr Semple take on this role

Services

- Grass
- Highways, to include retrieval of data from the VAS.
- Utilities
- Street Cleaning - it was **RESOLVED** that Cllr Paroussis take on this role

Amenity

- Paths & Bridleways
- Play Area
- Village Clean Up – it was **RESOLVED** that Cllr Hall take on this role.

Planning

- All Planning Applications
- Local Government Initiatives (e.g. LDF)
- Planning Liaison (CDC)
- Mid Cherwell Neighbourhood Plan – it was **RESOLVED** that Cllr Lindley take on this role supported by Cllrs Landless and Cllr Keeping to represent the Council on the MCNP.

Communications

- Newsletter
- Website – it was **RESOLVED** that Cllr Keeping take on this role. The Web site will continue to be updated by Barbara Weston.

Parish Council

- Governance
- Standing Orders.
- Poor’s Land- it was **RESOLVED** that Cllr Lindley take in this role

Village Hall Committee Representative

It was **RESOLVED** that the Cllr Paroussis should take on this role.

Wards

It was **RESOLVED** that the areas of responsibility in the village would be as follows:

- Cllr Semple and Cllr Paroussis– Dashwood Rise, North Aston Road and Dane Hill
- Cllr Semple and Cllr Paroussis – East from the Church to North Aston Road including The Manor and Home Farm
- Cllr Keeping – Lower Farm to The White Horse including the Bridleway
- Cllr Hall - The White Horse to Daisy Hill including Spring Farm
- Cllr Lindley – Middle Barton Road
- Cllr Landless – Hill Farm Lane including Hill Farm

## 17.42 Clerk's Report

| Required                                      | Action  | Result  |
|---|---|---|
| Parking Middle Barton Road                    | Letter sent to Chairman of Village Hall Committee   | Awaiting Response   |
| Transparency Grant Received. Scanner required | New Scanner/ Printer Ordered  | Item received   |
| Stables on Bridleway not yet timber clad      | Reminder sent to Enforcement  | Awaiting Reply.   |
| Road Markings Middle Barton Road              | Emails sent at various intervals since 2013. Response has been not in Budget but on the List. | Advised money now available site meeting arranged for 12 <sup>th</sup> July |
| Verges on A4260 and North Aston Road          | Online report made with request to cut 07.07.17   | Awaiting response.  |

## 17.43

### Parish Matters –

- Community.-

- Emergency Plan – Cllr Semple reported that she had just received all the information from the previous Councillor and would be looking to update it and report at the next meeting
- Welcome Pack – Cllr. Semple reported that she had now updated this and 4 packs had been delivered since the last meeting.
- Defibrillator - Cllr Semple reported that this was now in place and ready for use. It is registered with the South Central Ambulance Service. The notice on the cabinet door says call for access but this is not necessary. Cllr Semple will amend the notice accordingly. A condition of the grant was that this should be publicised and an agreed press release has been sent to The Oxford Mail, Banbury Guardian and Bicester Advertiser

**Action Cllr Semple**

- Services –

- Speeding – Cllr Landless reported that the VAS was now in place on the bend near Hill Farm Lane. The Clerk reported that a complaint had been received from a resident regarding the positioning of the sign. Cllr Landless explained that it was in the position recommended by the Company supplying it. Since it has been installed on Friday 541 vehicles had been recorded doing over 30mph. There is a data retrieval system and he would be handing over the keys and instructions to Cllr Paroussis on her return. He would respond to the resident regarding the positioning of the sign,

**Action Cllr Landless**

- Parking - Cllr Paroussis sent a report that, following the further letter from the Council, the Village Hall Committee was still extremely averse to allowing limited parking by residents of Middle Barton Road at the Village Hall. They felt it would be too much work for the committee. There are no other suitable sites within the Village and in view of the fact the Village Hall do receive annual funding from the precept in the form of the mortgage it was **RESOLVED** that the Clerk should draw up a proposal whereby the Council manage this on behalf of the Village Hall to be run on a trial basis for a selected period.

**Action Clerk**

- Dog Bins – Cllr Landless reported that the new dog bin was now in place on the footpath near Malthouse Farm Bungalow.
- Encroaching Vegetation - Pathway between Hill Farm Lane and Dashwood Rise and Little Steine – It was **RESOLVED** to as the Grass Contractor to cut back the vegetation.

**Action Clerk**

- Communications –

- Web Site – The Clerk reported that she had received a report from Barbara Weston that she had spent 8 hours and 10 minutes updating the web site since the last meeting in May

- Planning –

- Solar Farm – See Public Participation

- B) Mid Cherwell Neighbourhood Plan - Cllr Landless reported that the plan is due to go to public consultation shortly. It will then go to Cherwell District Council and then be scrutinized by an Independent Examiner. Once approved by both it will go to Referendum. 50% or more of those who vote must agree. It is hoped it will be in force by summer 2018.
  - a) Traffic Survey – It was **RESOLVED** that a further survey was not required as we had the results from the SDR in 2014 and the new VAS will give us further data.
- C) Cherwell District Plan Public Consultation on Partial Review of Local Plan (Oxford’s Unmet Housing Needs –.It was **RESOLVED** that it was not necessary to respond to this as Duns Tew is not affected.
- D) SHA/18698 - Rushport Advisory - Appeal in respect of application for inclusion in the pharmaceutical list offering unforeseen benefits within 200m radius of the Deddington post office located within the co-op, market place, OX15 0SA It was **RESOLVED** that objections should be made on the same basis as the original application. **Action Clerk**
- E) Applications & Decisions

Applications

New Applications received since 12<sup>th</sup> June

Reference Number: 17/01271/F

Mr. J. Aylott

Mole End, 2, Hill Farm Lane, Duns Tew OX25 6JH

Single Storey rear extension

**No Objections**

Decisions.

Decisions received since 12<sup>th</sup> June

Reference Number 17/00804/F

Mrs G. Burrows

White Horse Barn, 3 Spring Court, Duns Tew, Bicester OX25 6JS

Demolition of existing conservatory to be replaced with single storey rear extension forming new sun room, kitchen, utility and conversion of existing garage to form new snug – re-submission of 16/02196/F

**Granted subject to Conditions**

Reference Number MW.0036/17

Smiths of Bletchingdon

Proposed northern and eastern extension to Duns Tew Quarry (East) to extract approximately 415,000 tonnes of saleable sand and the continuation of importation of aggregate for blending and merchandising/onward sale for 16/17 years with restoration to a mix of woodland, geo-diversity benefits and nature conservation at Duns Tew Quarry (East), Horsehay Farm, Duns Tew Road, Middle Barton, OX7 7DQ

**Granted Subject to conditions**

- Amenities –

A) Play Area - Cllr Hall sent the following report:

“I've had a complaint from two residents about the height of the hedge, and its displacement of the fencing poles. I cannot recall our existing stance on the hedge, or who it belongs to.

I've also had a couple of reports, from another resident, of the bins overflowing and containing broken glass. I've taken some remedial action but need the padlock keys and/or litter-picker from Jon Scotchbrook. The resident suggests we consider a recycling bin, and he is talking about complaining to CDC about the bins not being emptied.

The leaflet and survey for the park refurbishment is very close to being ready for distribution. CDC has confirmed that we only require planning permission if we build anything over 4m tall. We do not envisage this being an issue”.

The Clerk reported that an enquiry had been received from Daisy Hill Management Company regarding the proposed refurbishment and how it would impact on them once under way.

It was **RESOLVED** that:

- a) The Grass Contractor should be requested to trim the hedge following consultation with the neighbouring occupiers. **Action Clerk**
- b) The responsibility for emptying the bins in the Play area should be checked and the possibility of providing a recycling bin should be investigated. **Action Clerk**
- c) Cherwell Graphics should be asked to print the leaflet and survey and these should be distributed if possible with the next Newsletter. **Action Cllrs Hall & Semple**
- d) No response could be given to Daisy Hill Management Company at this time as the plans have not yet been agreed. However their concerns are noted and will be addressed once it is known exactly what will done.

- B) Access Road to Play Area. –The Clerk reported that one quote had been obtained from Chip Tec to resurface the area properly with Bitumen and chippings for £3250. A further 2 quotes should be obtained before a decision is made. With regard to the liability for repair the Parish Council are liable under the lease to pay a share in the upkeep. The landowner is ultimately responsible .No actual users of the Play area have asked for the road to be repaired. The request has come from Daisy Hill Management Company as it did last year and in 2012. Also in view of the fact that the play area was to be refurbished it might be better to wait until this was done. The clerk was still awaiting a response from the landlord as to whether there was any formal agreement with Daisy Hill Management Company. It was **RESOLVED** that the Clerk should contact the landlord regarding permission to make the repair and how the cost should be apportioned. Other quotes should also be obtained. **Action**

**Clerk**

• Parish Council –

- A) Training for Councillors – No new Councillors have been co-opted so no further training required. Cllrs Hall and Lindley are booked to attend the Roles & Responsibilities Course in September and Cllr Lindley is booked to attend the Chairmanship course next week.
- B) Parish Remuneration Panel - It was **RESOLVED** that. Councillors would not take any remuneration other than expenses.
- C) Annual Parish Meeting - . It was **RESOLVED** to discuss this further at the next meeting
- D) Clerks Hours - The Clerk reported that from September 2016 to June 2017 she had averaged 36.125 hours a month. This was down from the previous 39.2. It was **RESOLVED** to review this again at the next meeting and discuss advertising the job outside the village.

**17.44 Correspondence**

|  |  |
|--|--|
| Resident DB - Traffic Survey   | Clerk made enquiries. Could not find out who had commissioned it |
| CDC –Parish Liaison Meeting Revised Date   | Emailed to full Council  |
| Resident JB – Play area  | Emailed to Full Council <b>Agenda item</b>                       |
| Resident DL – Access Road to Play area   | Emailed to full Council <b>Agenda item</b>                       |
| CDC – Parish liaison Agenda  | Emailed to Full Council  |
| Resident CR – Survey of Damage done by Construction Traffic                          | Emailed to full Council  |
| Cllr M. Kerford Byrnes – Local Plan Part 1 addressing the unmet need for Oxford City | Emailed to full Council  |
| Playsafety – Notification of Annual Inspection July                                  | Emailed to Cllr Hall   |
| Resolution NHS – SHA/18698 Rushport Advisory Deddington Appeal                       | Emailed to full Council <b>Agenda Item</b>                       |
| CDC – Prior notice to consultation on Local Plan Oxfords unmet Housing need          | Emailed to full Council <b>Agenda Item</b>                       |
| OALC – June Newsletter   | Emailed to full Council  |
| OPFA – Summer Newsletter   | Emailed to Cllr Hall   |
| Resident G M – Dovecote Planning Application   | Emailed to full Council.   |
| Residents JS & SP – Thank you letter re New Dog Bin                                  | Emailed to full Council  |
| CDC – Parish Liaison Meeting 21 <sup>st</sup> June                                   | Emailed to full Council  |

For circulation

|      |  |
|------|--|
| None |  |
|------|--|

**17.45 Reports from Meetings –**

Village Hall Committee Meeting See Services Parking

Parish Liaison Meeting - .Cllr Landless reported that he had attended the June meeting. The Local Plan 1 Oxford’s Unmet Housing Needs was discussed. The nearest proposed development to Duns Tew was by the Bladon Roundabout Only 3% of the Green Belt within Cherwell had been proposed for Development.

A representative from OPFA made a presentation.

Emily Lewis from Community First Oxfordshire gave an overview on Community Transport and Our Bus was held up as a shining example.

General Data Protection Regulations Training - The Clerk reported that on Friday 7<sup>th</sup> July she had attended a training session on the new Data Protection Regulations due to come in to force in May next year. A briefing document would be sent to Councillors and this would be on the agenda for the next meeting

The meeting closed at 9 45

**Dates of next meeting** – Monday 4<sup>th</sup> September 2017 7.30pm

Chair’s initials.....

Signed by Chairman.....

Chair's initials.....

