

DUNS TEW PARISH COUNCIL

Minutes of the Parish Council meeting held at the Duns Tew Village Hall on **Monday 4th November 2019**
at 7:30 pm for the transaction of the following business:

Present: - Cllr Jackson, Cllr Stapleton, Cllr Hall, Cllr Miall, Cllr Semple, Cllr Arash Ali Fatemian.

In attendance: Ms. J Ralfe (Clerk)

| Minute Number | Agenda Number | Minute |
|---------------|---------------|--|
| 19.45 | 1 | <p>Election of Chairman and Vice Chairman. Cllr. Lindley resigned the chair due to personal circumstances but will continue as a councillor. Cllr. Jackson was elected chair (Nominated: Cllr Stapleton) (Seconded: Cllr Semple). Cllr. Stapleton was elected vice chair (Nominated: Cllr Miall) (Seconded: Cllr Hall). The Chair thanked Cllr. Lindley for his contribution to the council and for his work as Chairman. It was RESOLVED that Cllr Semple will be responsible for the governance portfolio, which was previously held by the Chair.</p> |
| 19.46 | 2 | <p>Apologies for absence: RESOLVED that apologies were received from: Cllr. Tom Lindley Cllr. Charles Landless. Cllr. Mike Kerford-Byrnes.</p> |
| 19.47 | 3 | <p>Declarations of Pecuniary Interest and Requests for Dispensation RESOLVED that declarations of pecuniary interest were received from: Cllr Stapleton with regard to Grass cutting and land maintenance tender.</p> |
| 19.48 | 4 | <p>Minutes of the Last Meeting: RESOLVED that the council confirmed the minutes of the meeting held on the 2nd September 2019.</p> |
| 19.49 | 5 | <p>Public Participation: There was one member of the public in attendance from the Duns Tew Community Sports and Play Area Development Group who wished to register their thanks to the Village Hall Committee and Duns Tew Drama Group who have made generous donations to the development of the new Sports and Play Area in the village. It was RESOLVED that “thank you” letters will be sent to both organisations from the Chair.</p> |
| 19.50 | 6 a. | <p>Finance: Expenditure. RESOLVED and AGREED that the invoices for the period September/October 2019, as listed below, were approved for payment. Cllr. Semple, Cllr Hall, Cllr Stapleton and Cllr Jackson approved the payments on-line.</p> |

Invoices for period September/October 2019:

Duns Tew Parish Council - Meeting Minutes - 04 November 2019: DRAFT

| Details | Invoice/Cheque Number | Amount |
|--|-----------------------|----------|
| Viridor Waste Management Ltd. CTP for Play Area Funding | 300001 | £4874.20 |
| Nigel Prickett. Grass Cutting (Outstanding VAT on invoices 1012 and 1029 paid in September). | 1012 and 1029 | £92 |
| SLCC (CiLCA course. Clerk Training) | 129622 | £408 |
| Cherwell. Dog Bin emptying. | 7011403 | £240.24 |
| HAGS. Play Area Inspection. | 067299 | £72 |
| Nigel Prickett. Grass Cutting September | 1076 | £276 |
| Clerk Salary (JR) September. | N/A | £453.79 |
| Clerk Salary (JR) October. | N/A | £676.18 |
| Travel Expenses. Cllr Jackson. | Claim. | £27.45 |
| SLCC. 11th Edition Local Council Administration. | ORD506607 | £108.79 |
| Play Park Sign Sticker (Cherwell Graphics) | DUN02 | £18 |
| Nigel Prickett. Grass Cutting October | 1085 | £276 |

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| 19.50 | 6 a. | <p>Finance: Forthcoming Expenditure. It was RESOLVED to AGREE that the Playground repairs should go ahead and the clerk should authorise HAGS to proceed with these. It was RESOLVED to AGREE that the forthcoming payment would be authorised on-line by two councillors when the work is completed and invoices are presented for payment. This will be before the next council meeting in January 2020.</p> |
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| Details | Invoice/Cheque Number | Amount |
|---|-----------------------|----------|
| HAGS. Playground repairs. £864.50 + £172.90 (VAT) = £1037.40. | R4942 | £1037.40 |

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| 19.50 | 6 b. | <p>Finance: Income Received. It was RESOLVED to NOTE the Income Received: for the period September/October 2019:</p> |
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| Details | Reference | Amount |
|--|-----------------|-----------|
| CDC Precept | September | £11500.00 |
| CDC Council Tax Grant | Jan - June 19 | £107.16 |
| Duns Tew Village Hall Donation for Play Area | 16 October BACS | £1213.75 |

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| Duns Tew Drama Group Donation for Play Area | Cheque 352 | £2000 |
| Duns Tew Community Sports and Play Area Development Group Fund Raising. | | £160.45 |

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| 19.50 | 6 c. | <p>Finance: Financial Statement. <i>Year End 2019 - 2020 v6. (Excel Spreadsheet).</i> It was RESOLVED that the council NOTE the Financial Statement (for the year 2019/2020 to date 31st October 2019) was an accurate reflection of Parish Council finances. The Chair verified and signed the Statement. It was RESOLVED that the council NOTE the detailed bank balance and Cllr Stapleton verified the bank statements.</p> |
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| DUNS TEW PARISH COUNCIL | | |
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| 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 Grass Cutting Grant | 307.6 |
| £304.62 | Council Tax Grants | £411.78 |
| | Bottle Bank | £52.96 |
| £955.03 | Earmarked Duns Tew Play Area Donations | £3,374.20 |
| £0.00 | VAT Refund | £671.83 |
| £22,475.65 | | £27,819.47 |
| | PAYMENTS | |
| £5,423.20 | Clerk's Salary, Expenses, PAYE & Training | £4,902.27 |
| £350.44 | Insurance | £359.45 |
| £1,475.00 | Grants | £0.00 |
| £568.03 | Membership Subscriptions | £89.00 |
| £1,524.00 | Grass/Hedge Cutting & Maintenance | £2,298.00 |
| £120.00 | Room Hire | £120.00 |
| £393.00 | Auditors | £320.00 |
| £0.00 | Elections | £0.00 |
| £605.42 | Play Area Inspection & Maintenance | £1,200.00 |
| | Earmarked Play Area Upgrade | £4,874.20 |
| £1,696.08 | Village Hall Loan | £0.00 |
| | Administration | £126.79 |
| £629.98 | GDPR + Information Commissioner | £185.00 |
| £182.80 | Councillors Training | £201.45 |
| | Dog Bins | £774.43 |
| | Speeding | £123.45 |
| £732.09 | Bin Liners | £0.00 |
| £50.39 | Web Site | £120.00 |
| | Bank Charges | £18.00 |
| £0.00 | Neighbourhood Plan | -£40.00 |
| £13,750.43 | | £15,672.04 |
| £25,504.00 | Balance Brought Forward - 5.4.2019 | £34,229.22 |
| £22,475.65 | Add Total Receipts | £27,819.47 |
| £47,979.65 | | £62,048.69 |
| -£13,750.43 | Less Total Payments - 4.11.2019 | -£15,672.04 |
| £34,229.22 | Total | £46,376.65 |
| | LESS FORECAST SPEND | -£35,980.00 |
| | EXPECTED YEND BALANCE | £10,396.65 |
| | BALANCES REPRESENTED BY: | |

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|------------|---|------------|------------|
| £25,064.00 | Yorkshire Current Account | | |
| £1,297.00 | Yorkshire 3 Month Account | | |
| £26,361.00 | | | |
| | Unity Bank Current Account Balance 29.10.2019 | | £54,660.70 |
| | Less Forecast Spend | £35,980.00 | £18,680.70 |
| | Less Pending Spend | £8,284.05 | |
| | Forecast Balance at year end. 2020 | | £10,396.65 |
| | | | £0.00 |

| 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 |
| £23,832.57 | Forecast 19/20 budget (surplus)/Expenditure | -£5,071.43 | £28,904.00 |
| £0.00 | Allocation of precept income for 19/20 (being £7,500 plus £2,113) to | £9,613.00 | -£9,613.00 |
| -£10,396.65 | Anticipated Reserves at 31 March 2020 * | -£10,396.65 | £0.00 |

* Assumes all play park works completed. If this is not the case we would expect the balance to remain in Earmarked reserves

This is made up of the PC contribution of £27,404 and the Earthworm funds of £1500

Signed:

Chairman

R.F.O

Date: 4/11/2019

Date: 4/11/2019

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| 19.50 | 6 d. | <p>Finance: Sport and Play Area Development Finances</p> <p>It was RESOLVED to reallocate the sum of £4741.00 to the earmarked funds for the development of the Play Area. This brings the total earmarked funds for the Play Area to £27404.00</p> <p>It was NOTED that there is now enough funding for the development of the Sport and Play Area and the path. The Viridor funding must be used within a year of being received. The leveling of the play field has not been costed and funds have not been raised yet. Fund raising efforts will continue and Mrs Leach updated the council on these.</p> <p>It was RESOLVED to proceed with the development of the Play Area provided that there is no need to have the field leveled before the build can start, especially the path.</p> |
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| SPORT AND PLAY AREA DEVELOPMENT | Receipts | Expenditure | Forecast Spend |
|--|-------------------|--------------------|-----------------------|
| Earthworm Donation | £1,500.00 | | |
| Village Hall Donation | £1,213.75 | | |
| Coffee Morning | £160.45 | | |
| Drama Group | £2,000.00 | | |
| Viridor CTP Payment | | £4,874.20 | |
| Viridor funding (including CTP) | £43,868.25 | | |
| Parish Council Donation (including reallocated earmarked amount £4741) | £27,404.00 | | |
| Total Confirmed funds at 4.11.2019 | £76,146.45 | | |
| PLAY & LEISURE CONSTRUCTION COSTS excluding VAT. To be confirmed with final quote. | | | £76,146.75 |
| Leveling of playing field. COST TO BE CONFIRMED | | | ? |

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| 19.50 | 6 e. | <p>Finance: Reserves</p> <p>It was RESOLVED to maintain reserves of £10000.00 in future. This will cover costs between Precept payments. See Reserves section on the Finance Statement 19.50.6.c</p> |
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| 19.50 | 6 f. | <p>Finance: Internal Audit Review</p> <p>It was NOTED The internal Audit Assessment for the 2018/2019 Internal Audit was completed by Cllr Stapleton. <i>See attachment IA_Review_of_effectiveness_2019_20 . (Word Document).</i></p> |
| 19.51 | 7 | <p>County and District Councillors Reports:</p> <p>Cllr Arash Ali Fatemian gave his report:</p> <ol style="list-style-type: none"> 1. The Duns Tew Sports and Play Area Development Group has requested funding and Cllr Fatemian confirmed that there was funding of between £2000 and £2500 available from his budget to be spent in this financial year 2019/20. 2. Speeding and the North Aston Road/A4260 junction. Cllr Fatemian noted that a similar issue had been identified at Hopcrofts Holt and £4000/4500 invested in a speed investigation, but any change was unsupported by the Police. Police support is partially influenced by speed limits allowing a natural flow with a minimum of ½ to 1 mile in each direction before changing. The A4260 junction wouldn't follow these principles. The Chair NOTED that Highways were coming for a site visit on the 26th November and invited Cllr Fatemian to attend. 3. Speeding in the village. Highways aim to design a road that slows down 85% of the traffic and different measures are effect for different parishes. Adderbury have a wishlist that they are working on with highways and have bought a Sentinel Speed Watch Camera which records speeding cars. These recordings can be taken to the police who match the registration and send a warning letter. If caught speeding again a second letter is sent and on the third occasion the Bicester police visit the individual. The camera costs in the region of £4000 and can be moved to different positions. Sharing of cameras across parishes has not been effective in the past because of the inability to agree which camera and what times they can be used. There are also insurance implications. 4. The Oxfordshire County Council has acknowledged the climate emergency and have set up and Action Group. 5. Maternity at the Horton General Hospital has been down graded and referred to the Secretary of State for decision. |

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| 19.52 | 8 | Clerk's Report |
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| Actions B/F from Previous Meetings: | | |
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| Item: | Action Required: | Result: |
| Budget Planning and Precept for 2020/2021. | <p>To consider the strawman budget and plan for the next 3 years. <i>See attachment Year End 2019 - 2020 v6 (Excel Spreadsheet).</i></p> <p>To consider the Precept required for 2020/2021.</p> | <p>It was RESOLVED to reduce the Precept for 2020/2021.</p> <p>It was RESOLVED that the clerk would work with Cllrs, looking at their portfolios and create a final draft budget, plan and precept requirement for consideration at the next Parish meeting. ACTION all Cllrs and Clerk.</p> |
| Black and White Wooden Finger sign that was adjacent to the church needs repairing and reinstating. | <p>FixMyStreet replied that the sign could not be found and they are looking to replace it. No time frame is given.</p> <p>ACTION: Clerk to follow up on FixMyStreet again.</p> | |
| Reinstatement of Assets of Community Value onto 5 year listing with Cherwell & S Northants: | <p>Community First is looking at legal/process and documentation requirements for the Hall/Pub/Church and Play Area. The Thornton's Field listing doesn't expire for</p> | <p>Church to be included in Parish Council listing as they are not undertaking any independent activity.</p> |

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| <ol style="list-style-type: none"> 1. Village Hall 2. White Horse Pub 3. Play Area 4. St Mary Magdalene Church, Duns Tew. 5. Thornton's Field. | <p>another year. ACTION: Clerk to progress.</p> | |
| Financial Regulations. | Financial Regulations circulated to Council for review. Changes made in section 6 to reflect new on-line banking. | It was RESOLVED to adopt the updated Financial Regulations. Validated and signed by the Chair. |
| Microsoft Standing Order for Clerks PC. | Set up new Microsoft account on Clerks PC. Stop Mrs Keepings account and reimburse related expenses. ACTION Clerk to progress. | |
| Sign for Play Park. | <p>Updated sign required for Play Park. Sticker printed to stick on largest sign with all relevant information. Remove other/outdated signs.</p> <p>Printing of sticker is in progress. It has been updated with new gmail address for clerk. ACTION: Clerk to update sign with sticker and remove old signs.</p> | |
| Churchyard Maintenance Grant. | PCC have requested grass cutting grant and increased to reflect inflation. See correspondence. Council to consider if grant should be made and what amount. | It was RESOLVED to make a donation of £375 towards the costs of the Village Summer Fair which is enjoyed by the whole community. |

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| 19.53 | 9.a. | <p>Parish Matters: Amenities. Cllr Hall update:</p> <ol style="list-style-type: none"> 1. The Sports and Play Area Grant has been awarded by Viridor. 2. A HAGS review of the play area was conducted and required repairs identified. These repairs are necessary in the interim, before the development of the Play Area starts. A monthly recorded inspection is required and Cllr Hall will conduct this. It was RESOLVED that the Clerk would request HAGS to begin the repairs. 3. The previous Play and Leisure quote has expired by a few days. It was RESOLVED that a new quote is to be requested by Cllr Hall. It was RESOLVED to use Play and Leisure to develop the Sports and Play Area, but only once the final quote has been confirmed to be within 5% of the last quote. 4. It was RESOLVED that the clerk should project manage the development of the Play Area. |
| 19.53 | 9.b. | <p>Parish Matters: Communications. Cllr Hall update:</p> <ol style="list-style-type: none"> 1. The Website Project is progressing well. Current work includes complying with the Accessibility statement. This needs to be completed by September 2020. ACTION: Cllr Hall. 2. Advertising on the Website. Cokethorpe School have enquired about an advert for the school bus route through the village. Another enquiry from a business in the village. 3. It was RESOLVED to put a Sports and Play Area "news flash" on the website thanking all donors for their donations. ACTION: Cllr Hall. 4. RESOLVED that Cllr Hall will write an article for the newsletter explaining the Rural Gigabit Voucher Scheme (to increase delivery of FTTP to residents & businesses). This is a government initiative which allows groups of local residents to work together for a grant to develop faster local broadband. ACTION: Cllr Hall. |

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| 19.53 | 9c | <p>Parish Matters: Community. Cllr Semple update:</p> <ol style="list-style-type: none"> Welcome Pack to be updated with changes to the council. ACTION: Cllr Semple. Defibrillator - this has still not been used. |
| 19.53 | 9.d. | <p>Parish Matters: Planning. Cllr Stapleton update:</p> <ol style="list-style-type: none"> Applications and decisions: <p>Partial Review of the Cherwell Local Plan Consultation - letter from CDC planning 29.20.2019. Advance notice of the consultation on the Proposed Main Modifications to the Partial Review of the Cherwell Local Plan (Oxford's Unmet Housing Needs) which will commence on Friday 8 November 2019 and end at 11.59pm on Friday 20 December 2019. ACTION: clerk to forward to Council for consideration.</p> |

| Reference # | Location | Proposal/ Description. | Validated | Status |
|--------------------------------------|--|---|------------|----------------------------------|
| <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 | Case Officer Assigned |
| <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 | Case Officer Assigned |
| <u>19/02011/F</u> | The Bridleway Main Street Duns Tew OX25 6JR | Demolish existing store. Build new garage. | 23/09/2019 | Under Consultation |
| <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 | Case Officer Assigned |
| <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 | Determined 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 | Determined 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 | Determined Application PERMITTED |
| <u>19/01064/F</u> | Horseshoe House 75 Main Street Duns Tew Bicester OX25 6JL | Single storey rear extension | 08/07/2019 | Determined Application DECLINED |
| <u>19/01065/LB</u> | Horseshoe House 75 Main Street Duns Tew Bicester OX25 6JL | Single storey rear extension | 08/07/2019 | Determined Application DECLINED |
| <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 | 30/05/2019 | Determined Application |

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| | | 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. | | 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 | Determined Application PERMITTED |
| <u>19/00928/LB</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 | Determined Application PERMITTED |
| <u>19/00034/SO</u> | Hill Farm Hill Farm Lane Duns Tew Bicester OX25 6JJ | Variation of Condition 3 of 15/00570/F - To extend the operational time to 40 years | 17/05/2019 | Valid Application Received |
| <u>19/00911/F</u> | Hill Farm Hill Farm Lane Duns Tew Bicester OX25 6JJ | Variation of Condition 3 of 15/00570/F - To extend the operational time to 40 years | 17/05/2019 | Determined Application |
| <u>19/00914/F</u> | Clamar 1 North Aston Road Duns Tew Bicester OX25 6JG | New porch, two storey side extension and single storey lean-to rear extension. | 17/05/2019 | Determined Application PERMITTED |
| <u>19/00122/TCA</u> | Land West Of Dovecote And Adj To Sub Station Main Street Duns Tew | Remove all Leylandi and replace with Beech Hedge. | 29/04/2019 | Determined Application PERMITTED |

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| <u>19/01013/FP</u> | The Bridleway Main Street Duns Tew Bicester OX25 6JR | Erection of new garage and form two new window openings | 02/10/2019 | Valid Application AWAITING FURTHER INFORMATION |
| <u>19/00741/FP</u> | Clamar 1 North Aston Road Duns Tew Bicester OX25 6JG | Single storey rear extension and two storey side extension and internal re-modelling | 24/07/2019 | Valid Application FULL PLANS CONDITIONAL APPROVAL |
| <u>19/00623/OTHBND</u> | 2 North Aston Road Duns Tew Banbury OX25 6JG | Garage conversion to form living room | 20/06/2019 | Valid Application BUILDING NOTICE APPROVAL |

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| 19.53 | 9.d. | <p>Parish Matters: Planning. Cllr Stapleton update:</p> <ol style="list-style-type: none"> 2. Solar Farm Development: The proposal has not gone into Planning (CDC) yet. 3. Conservation Area Consultation: CDC have had limited response reflecting the minor changes being proposed. Responses will be collated and the final report issued by the end of the financial year 2020. 4. Climate Change Actions MCNP: To identify organisations who may like to be involved and sites to plant trees or begin a wild flower verge. MCNP to apply for tree |
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| | | <p>allocations and purchase wildflower seed. Duns Tew would receive 6 trees. It was RESOLVED to take part in the MCNP initiative. It was RESOLVED to plant trees in/ the new Sport and Play Area dependent on the type of tree. It was RESOLVED to ask Sustainable Duns Tew to assist with planting of seeds and trees.</p> |
| 19.53 | 9.e. | <p>Parish Matters: Services. Cllr Jackson update:</p> <ol style="list-style-type: none"> 1. VAS/Speeding. New batteries are required. It was RESOLVED that 2 new batteries at a cost of £80 + Vat each + 7.50 for delivery would be purchased. 2. The Resilience Group are looking at buying a Sentinel Camera on a tripod which will be available to use. 3. Safety at the junction of North Aston Road and the A4260. Meeting 26th November with Dave Catling from OCC highways to look at speeding and A4260 junction and other options for village safety; 20s plenty signs, concealed entrance signs (Mr Kelly) and horse riders signs. See minute number 19.51.7 County Councillor Report. 4. To NOTE arrangements and responsibilities for Remembrance Day. Cllrs to be at memorial site at 10:30 with high vis. Jackets. The wreath is in extremely good condition and can be reused. Wooden crosses have been bought. CDC and Police have been notified about the road closure. Cones/barriers and signs will be delivered behind the church wall. 5. To consider celebrating and commemorating the 75th Anniversary of VE Day on 8th May 2020. ACTION: Cllr Jackson to talk to the White Horse about a celebratory event. |
| 19.54 | 10 | <p>Correspondence: It was NOTED that the correspondence listed below has been sent to the Council.</p> |

| Correspondence : | Sent to: |
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| Rural Funding Digests - regular email updates forwarded as received. | Full Council |
| The Rural Bulletins - 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 |
| Cherwell Parish Liaison Meeting Agenda & Brexit Message. CDC email. | Full Council |
| Temporary Traffic Regulation Notice – S14 Road Traffic Regulation Act 1984 Temporary Road Closure at Duns Tew , Main Street (Flur Cottage). | Full Council |
| Public Sector News and Analysis emails. Regular email updates forwarded as received. | Full Council |
| Agenda/Summons for Parish Council Meeting on 4th November 2019 at Village Hall, Duns Tew. 7:30pm. | Full Council |
| Police and Crime Bulletins - regular email updates forwarded as received. | Full Council |
| SLCC. News Bulletin. General Election Special | Full Council |
| Health Watch Oxfordshire emails - regular email updates forwarded as received. | Full Council |
| Planning Application: Planning Application 19/00928/LB - The Gate House76 Main Street Duns Tew. | Full Council |
| Planning Application 19/00927/F - The Gate House76 Main Street Duns Tew | Full Council |
| Minutes Police Resilience meeting October 2nd 2019. | Full Council |

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| PTR Meeting - 29 October 2019. Invitation and agenda. | Full Council |
| Correspondence with Mr Martin Fairfax-Cholmeley about out of date Our Bus timetables. | Full Council |
| Correspondence with Mr Doug Scott about Road Safety at North Aston Crossroads in particular grass cutting for 2020. | Full Council |
| MCNP Older Persons Housing Survey | Full Council |
| VE day 75th anniversary May 2020 (OALC communication) information. | Full Council |
| Planning Application 19/01500/F - 1 Daisy Hill Duns Tew | Full Council |
| Planning Application 19/01501/LB - 1 Daisy Hill Duns Tew | Full Council |
| London Oxford Airport Consultation Presentation Event Invitation - Wednesday 13th November 2019 | Full Council |
| RSN Rural Funding Digest - October 2019 Edition | Full Council |
| Rural Gigabit Voucher Scheme to increase delivery of FTTP to residents & businesses | Cllr Hall |
| MCNP Forum Mins 18 Sept 2019 | Full Council |
| Planning Application 19/01064/F - Horseshoe House 75 Main Street Duns Tew | Full Council |
| Deddington Depot open day on 5 October. OCC | Full Council |
| Duns Tew Conservation Area Appraisal | Full Council |
| Duns Tew Solar farm - planning submission | Full Council |
| Introducing Oxfordshire Environment Board | Full Council |
| Prior Notification of a Partial Review of the Cherwell Local Plan consultation | Full Council |
| Information re: Parish Church grant funding | Full Council |

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| 19.55 | 11 | Reports from Meetings: <ol style="list-style-type: none"> Village Hall Meeting: Cllr Stapleton reported that celebrations are planned for next year - the 50th Anniversary of the Village Hall. It was NOTED that the Village Hall is on the list for potential government broadband development. |
| 19.56 | 12 | Date of the next Meeting: It was RESOLVED that the next meeting would be on Monday 6th January at 7:30pm. It was RESOLVED that Cllr Stapleton will chair this meeting as the Chair is unable to attend. |
| Cllr Stapleton left the meeting at 9:30pm. | | |
| 19.57 | 8 | Clerks Report: |

Actions B/F from Previous Meetings:

| Item: | Action Required: | Result: |
|------------------------------------|--|--|
| Grass Cutting/Grounds Maintenance. | Councillor Stapleton, having declared an interest, left the meeting at this point and before any consideration of this issue. To consider the comparison of quotes received. See attachment Tender Comparison 1920-23. Nigel Prickett (Incumbent), Manor Garden Services and Farms and Gardens Ltd. | It was RESOLVED (unanimous vote) to award the tender to: Farms and Gardens Ltd on the proviso that: It is confirmed that the Parish Council will only be charged for services used, and not the full sum if the weather is such that grass cuts are not required. |

The Meeting finished at 9:45pm.

Signed by Chairman.....