

**Minutes of a Meeting of Wendlebury Parish Council held on  
Thursday 12 January 2017, in the Lavender Room of the Lion at 8.00pm**

- Present:** Charlotte Carry, Brett Chambers, Tim Hibbert (Chairman), Katy Mimpress,  
**In attendance:** Six members of the public (until 8.45pm), Bruce Usher and Richard Cutler from Bloombridge (until 8.45pm), Cllr David Hughes (CDC) (from 8.45pm to 9.20pm), Jane Olds (Parish Clerk)  
**Apologies:** Janni Keogh, Kathy Sharp, Anni Thompson, Cllr Simon Holland (CDC), Cllr Catherine Fulljames (OCC)

**1. Apologies**

The Councillors accepted apologies from Janni Keogh, Kathy Sharp and Anni Thompson.

**2. Declarations of Interest, gifts and hospitality** – to receive any declarations of interest from Councillors relating to items on the Agenda, in accordance with the Council's code of conduct and note any gifts and hospitality

No declarations were made.

**3. To receive an update from Bloombridge regarding the planning application due to be submitted on the land south of Bicester Avneue**

Representatives from Bloombridge updated the Parish Council on the progress of the application for the Bicester Gateway Business Park which was due for submission imminently.

The key issue for the Parish was the Travel Plan to ensure that tenants and employees at the Park did not use the back road through Wendlebury as a rat run.

The Parish was assured that measures would be put in place in order that it would disadvantage staff using the road. A Travel Plan Co-ordinator would be appointed who would ensure that the method and route of travel to and from the Park would be included in all leases and employment contracts, and parking badges/permits would be issued so that if cars did use the Wendlebury road they could be identified reasonably easily. However, Bloombridge did acknowledge that sanctions on tenants would need further thought.

It was the intention that the Travel Plan Co-ordinator would attend Parish Council meetings regularly and would have an open dialogue with the Parish.

Following further questions from members of the public about the scope of the project, Mr Usher and Mr Cutler left the meeting at 8.45pm.

**4. Public Participation** – to receive questions from members of the public relating to items on the Agenda, in accordance with the Council's code of conduct and standing orders

Six members of the public attended the meeting to hear the Bloombridge update and ask questions. They left the meeting at 8.45pm.

**5. Minutes of the Parish Council Meeting held on Thursday 24 November 2016 and the additional meeting held on 5 January 2017**

It was **RESOLVED** that these be accepted as a true record and were signed by the Chairman.

**6. Update on progress from the Minutes** – the Clerk /Chairman will report on progress of outstanding items which do not require further decision

**a. Letter to Secretary of State for DCLG**

The Clerk still had not received a response, despite contacting Victoria Prentis MP.

**b. Parliamentary Boundary Review response**

The response was completed and submitted before the deadline.

**c. Snow Clearance**

Further investigations were needed to see if a farmer in the village could help.

**d. Response to the consultation on Local Plan Part 1 Partial Review for Oxford's Unmet Housing Need**

The Parish response had been submitted and was available on the Parish website.

**7. Reports from District, County Councillors and Police** – for information only.

Cllr Hughes had nothing to report, but was questioned on the Local Plan consultation and why CDC felt it had to work on Oxford's unmet housing need when SODC had rejected their allocation. Concern was also raised about what would happen to SODC's allocation if they refused to take the additional development.

The Parish emphasised to Cllr Hughes that as the first settlement outside the Green Belt to the north of Oxford, the village felt vulnerable to development.

Cllr Fulljames sent a written report regarding the A41 crossing to the bus stop. OCC Highways had agreed to undertake a feasibility study for a bridge or tunnel as traffic lights or some other form of stopping the traffic to or from Junction 9 would not be possible.

**8. Finance**

**a. To receive the monthly financial report – for information**

As at 20 December the Accounts stood at:

Current Account	£6,869.18
Savings Account	£21,166.14
'Allotment' Savings Account	£320.20

There were no outstanding cheques.

The Savings Account had received £1.42 in interest.

**b. To consider and approve the budget for 2017 / 18**

The Clerk presented the Councillors with the budget which the Councillors considered. The Clerk explained that the Parish responsibilities had increased over the years and the old reserve had reduced thus necessitating a re-evaluation of the Parish outgoings.

One of the primary additional responsibilities was that it was likely that the Parish would be taking over the responsibility of grass cutting the verges within the village curtilage from Oxfordshire County Council, and while there was a small grant available, the Parish would need to find the additional funds. The responsibility for weed spraying would also need to be taken on.

It was hoped that the current Reserve of the funds from the Solar Farm (now titled the Community Fund), would be spent over the forthcoming year on community projects including the footpath through the churchyard to the bus stop on the A41 and other traffic management schemes.

The Councillors **RESOLVED** to agree to the budget of £7,363.

**c. To consider and agree the setting of the Precept for 2017/18 following the confirmation of the Tax Base and CTRS Figures from CDC**

CDC had informed the Parish that the estimated Tax Base for 2017/18 would be 189.4 (last year was 190.4)

The CTRS Grant was likely to be £128.69, provided that CDC resolved to agree the grants for all parishes.

The Councillors noted that the Precept had not been increased for many years and, following a review of the finances and budget, they **RESOLVED** to agree to an increase from £4,240 to £4,960. Whilst this was an increase in real terms of 17%, the annual cost to a Band D household would be £26.19, an increase (per Band D House) of £3.92 for the year.

The Clerk would inform CDC of the decision.

**d. To consider invoices for payment itemised on the payment schedule**

The Councillors **RESOLVED** to approve the following invoice for payment:

<b>Cheque no:</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Amount</b>
100665	JMC Olds for CrashPlan Cloud backup (cost shared with other parishes – total \$59.99 USD)	Admin Costs	£16.75
100666	JMC Olds for Clerk hours (73.67) from 1 September to 31 December	Clerk’s Salary	£671.84

**9. Safer Wendlebury – to receive a report from the working group**

Charlotte Carry reported that the Speedwatch team were going to borrow the speed ‘gun’ from Bucknell for a speed check at the weekend.

**10. To consider the proposal to include Parish and Town Councils in the Public Service Ombudsman Bill**

OALC had informed the Parish that the Cabinet Office had published a Bill – the *Public Service Ombudsman Bill* with a plan for a new Public Service Ombudsman which would abolish the Parliamentary and Health Service Ombudsman and the Local Government

Ombudsman. The town and parish sector was not previously covered by the Local Government Ombudsman.

The Councillors considered the proposal and **RESOLVED** to agree to include parish and town councils in the new Public Service Ombudsman remit.

#### 11. To consider which OALC training courses Councillors will attend

The Clerk presented the Councillors with a list of the dates of OALC training courses.

The Councillors **RESOLVED** to agree to Charlotte Carry, Katy Mimpres and Janni Keogh attending the Roles and Responsibilities course if they were available.

#### 12. Planning Applications

a. To consider all recent applications received from Cherwell District Council detailed below and any other planning applications submitted between the circulation of the agenda and the meeting

- i. **16/02487/F** - OS Parcel 2000 Adjoining The A41 And South West Of Bowlers Copse Main Street Wendlebury for Extension To existing building and yard area for B1 and B8 use (no paperwork had been received for this yet)

The Councillors were unable to consider the application as the paperwork had not been received.

- ii. **16/02449/F and 16/02450/LB** - Mr Howard Lancaster, Park Farm Cottage, St Giles Close, OX25 2PZ for Single storey rear extension, new windows and opening, together with changes to existing detached garage/pool room

The Councillors considered the application, but had no comments or objections.

- iii. **16/02540/F** – Mr G Blake, 23 St Giles Close, OX25 2PZ for First floor rear extension

The Councillors considered the application, but had no comments or objections.

- iv. **16/02581/F and 16/02582/LB** – Mrs Sarah Robinson-Smith, The Lion Main Street, OX25 2PW for Retrospective – erection of an external coursed stone hearth with a stone chimney, grey brick flaunching and clay chimney pot to match existing building

The Councillors **RESOLVED** to delegate responsibility of responding to the application to the Clerk following consultation with the Chairman and Vice Chairman and once the opinions of the villagers had been received.

- v. **16/02584/F and 16/02585/LB** – Mrs Sarah Robinson-Smith, The Lion Main Street, OX25 2PW for Amendments from the approved application ref. 15/00072/LB & 15/00172/F which proposed permeable paving to the car park. The proposal is to retain and extend the existing tarmac finish to the car park, whilst providing an alternative sustainable drainage proposal in the attached Flood Risk Assessment (awaiting paperwork)

The Councillors **RESOLVED** to delegate responsibility of responding to the application to the Clerk following consultation with the Chairman and Vice Chairman and once the opinions of the villagers had been received.

However, concern was raised about the retention of the non-permeable surface of the car park in contravention of the original planning consent.

The Councillors **RESOLVED** to agree to pay for a consultant (up to £1,000) to consider and report on the Flood Risk Assessment. Brett Chambers would investigate a suitable consultant.

- vi. **16/02579/F and 16/02580/LB** – Mrs Sarah Robinson-Smith, The Lion Main Street, OX25 2PW for Installation of 2no. extractor units on the roof of the kitchen extension (retrospective) The Lion Main Street, OX25 2PW (awaiting paperwork)

The Councillors **RESOLVED** to delegate responsibility of responding to the application to the Clerk following consultation with the Chairman and Vice Chairman and once the opinions of the villagers had been received.

However, one concern had already been raised about the strong smells currently emanating from the extractor fans.

**b. To note notices of Decision**

- i. **16/01430/F**, Mrs Sarah Robinson-Smith, The Lion, Main Street, OX25 2PW – proposed accommodation block – Alteration to approval 15/00185/F: Permission for development subject to conditions
- ii. **16/00363/DISC** – Mr Colin Barrett, The Bungalow, Oxford Road, OX25 2PT – Discharge of Conditions 4 (Materials) and 5 (Boundary treatments) – application 16/00821/F

- c. **To receive a progress report from CDC regarding enforcement issues at the Lion**  
The Clerk had not received a further progress report.

**13. Parish Matters**

**a. Community Fund**

- i. **To consider quotations for the new bench**  
No further progress had been made.
- ii. **To consider the installation and budget for ongoing maintenance for a defibrillator for the village**  
No further progress had been made.
- iii. **To further consider the renovation of the path through the churchyard**  
A Faculty had been applied for and quotations were being sought.

- b. **SE Relief Road** – to receive a report  
No further progress had been made.

- c. **Railtrack repairs to 'back' road following railway construction** – to receive a progress report  
No further progress had been made.
- d. **A41 Crossing** – to receive a report  
There was nothing further to report.

**14. Reports from Meetings**

No meetings had been attended.

**15. Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required

- a. **CDC** – adoption of policy documents
- b. **OALC** – staffing briefing
- c. **Villager** – asking when the churchyard path would be renovated
- d. **CDC** – re public access buildings
- e. **OALC** – November update
- f. **Tim Hallchurch** – November newsletter
- g. **OALC** – Training programme
- h. **CPRE** – challenging CDC Local Plan
- i. **Catherine Fulljames** – Christmas card
- j. **CFO** – Newsletter
- k. **Clerks and Councils Direct**

**16. Items for information or next Agenda only**

- a. The Clerk requested that all items for the next agenda be submitted by Monday 6 March 2017.
- b. **Tidy Up Day**  
Charlotte Carry informed the meeting that Tidy Up day would be 5 March. The Clerk would order all the equipment from CDC to be delivered to Charlotte Carry.
- c. **Clerk Contract**  
The Clerk informed the meeting that the Staffing Committee would need to meet to discuss the Clerk Contract.

**17. Date of next meeting**

The Councillors **RESOLVED** to agree the date of Thursday 16 March 2017 at 8pm in the Village Hall.

The meeting closed at 9.40pm

Signed ..... Dated .....