

# **Wendlebury Parish Council**

Minutes of the Parish Council Meeting held on Thursday 17<sup>th</sup> September 2015 at 8.00 pm in Wendlebury Village Hall.

## **Present:**

Parish Councillors: Julian Cordy (JC), Brett Chambers (BC), Anni Thompson (AT), Kathy Sharp, Tim Hibbert (Th)  
Parish Clerk: Caroline Todd

Two members of the public were welcomed; Geoff and Sarah Procter (new to the village). They live in the bungalow opposite where the 9 houses application had been submitted. They were given an opportunity to raise questions and remained present as observers during the meeting.

**Minute Ref: 2015/16/...**

**18. Apologies for absence:** Councillor Catherine Fulljames & Councillor Lynn Pratt.

## **19. Elections 2015**

One casual vacancy remains and expressions of interest were being followed up.

**Register of Members' Interests:** had now all been either sent directly to CDC or received at the meeting to be sent the following day. No confirmation of receipt had been received.

**20. Declarations of interest:** Kathy Sharp declared an interest in the willow trees opposite the pub due to the location of her property.

**21. Minutes** of the meeting of the Council held on the 2<sup>nd</sup> July 2015 (previously circulated) were approved and signed as an accurate record.

**22. Gifts and Hospitality** None

## **23. Statutory Business:**

i **Vacancies & Recruitment** – Julian had given notice of resignation from the post of Councillor and as Chair but as the announcement of a new Parish Clerk had also come up, to leave by end December 2015, it was agreed that he would continue as chair until a replacement for one or the other was found as this would mean two vacancies and would over-stretch the other councillors at present. Both would be advertised locally and reviewed at the next meeting if no expressions of interest had come forward. This would then later be advertised in the ORCC bulletin for wider circulation.

### **ii Approval of Payments**

Payments totalling £671.21 were approved (some to be paid at end of month):

Ref	Date	Payee	Cheque No.	£
2015/009	17.09.15	Cherwell DC – Dog Bins	100626	96.10
2015/010	30.09.15	HMRC –Tax due Sept Qtr	100627	107.20
2015/011	30.09.15	Cherwell DC – Election Fee	100628	39.00
2015/012	30.09.15	C. Todd – Sept Qtr	100629	428.91
		<b>Total payments</b>	-	<b>671.21</b>

### **iii New signatories for bank mandate**

Brett Chambers had finally resolved the ongoing issues and is now added to the bank mandate as a signatory. However, this would shortly leave two signatories when Julian leaves.

### **iv Annual Return 2014/15 / Audit**

The Clerk reported that she had now received the conclusion of audit and this would be displayed on the village notice board. There were minor issues (previously discussed) and one Non-conformance: *No Risk Assessments* were in place, which was a breach of Governance.

## **24. Planning**

The most significant item ongoing is the 9 Houses development. This application had been revised several times now. TH said the detailed plans were extremely poor. Some public comments had been carried forward to the new plans. **Deadline for response: 08/10/15** but it was agreed a public consultation needed to take place before then and the village pub had offered to host this.

The Rural Exception Site rule does not apply as it is outside the scope of the Local Plan. JC thought the plan could be a Delgated Decision and referred to the District Council and would seek advice from Councillor Lynn Pratt before the meeting.

**Actions:** TH would ring CDC to ask for bigger plans before the meeting and also seek to gain a possible further extension to the deadline. JC to do a flyer and circulate to residents and also talk to Councillor Pratt.

Also a discussion about the Planning Application Register took place and TH/JC would follow this up as it may still be with Caroline Abbott. It was thought this should be updated and then handed to the clerk who can update new entries as a record of decisions made etc.

## **25. Reports:**

- a) County Council
- b) District Council

No reports sent for this meeting but the Committee asked that if apologies were given that a standard written report should be sent, even if there were no points to action / raise.

## **25. Matters Arising:**

### **i Progress on audit items: Registers, documents and asset management:**

Each member had been assigned a task form the last meeting to address the previous issues and progress had been made. An Action Plan was agreed at the last meeting and as a reminder, the Chair divided the workload between those present to investigate further action and change/ approve the documentation. The following are responsible for each area:

- Risk Assessment: Anni Thompson
- Asset Register: Julian Cordy
- Standing Orders: Kathy Sharp
- Financial Plan: Brett Chambers

This item is still ongoing but good progress had been made. JC had identified that the £5 asset value referred to the peppercorn rent being paid by the Village Hall as the Parish Council own the land. A formal invoice needed to be raised each year to keep this ongoing. Once these key documents have been agreed and signed-off it is simply a matter in future of updating any changes annually and recording in the Minutes as evidence of having done so.

**Action: Progress report to be given at next meeting. Invoice to be raised.**

### **ii Meetings attended on behalf of the Parish Council – None**

Parish Liaison Meeting – Next meeting will be on 11<sup>th</sup> November at Bodicote House.

### **iii Feedback from Garden City Forum**

The next meeting due to take place on 15/10/15. Julian offered to remain as the Wendlebury representative and contact & continue as coordinator once he has finished on the council. **All accepted.**

**Action: JC will report back at November meeting.**

### **iv Minibus Blue Badge Application**

No progress made on this as the clerk had not had a response from Dave Jones. Due to the complexity of the new application system KS suggested this should be an individual application not on behalf of Wendlebury PC as an organisation as many of the questions that were mandatory could not be answered by us. WPC are not responsible for running the community minibus. **Action: JC to speak to Dave Jones and make a decision if/how wpc might help.**

### **v Community Emergency Planning Update**

Anni had made good progress on this now with offers of help from various places and now had particular skills offers from 2 vets, a nurse, fireman, electrician, farmer and the police. Also an offer for use of a chainsaw and generator.

**Action:** Anni would now start to put this plan together and update on progress at next meeting.

**vi Progress on use of funds from proceeds of solar park**

Suggestions were still being considered and JC said that time was now short as a decision had to be made very soon as it only has a one-year time limit. Although once a project had been agreed it didn't mean it had to be completed within the year.

**Action:** JC would ask Village Club for competitive quote for their suggestion.

**Action:** Final decisions should be agreed at next meeting.

**vii Land for Playing Field discussion**

Brett Chambers thought this would be a huge outlay to covert a field into a playing field and would also incur ongoing maintenance costs – no progress/decisions made - ongoing.

**v Flooding and Sewerage**

Kathy Sharp had received complaints about the noise created by the pumping station from residents. She is also still keeping communication open with regard to sewerage issues. Clearing of ditches is now overdue and KS would follow this up. **Action:** KS

**viii Website**

Ongoing discussions over the past 2 years had now proved fruitless and Charlotte had not been able to meet with Gordie Wills to take this forward. In her absence, Julian suggested that the time had now come to take the decision ourselves how this should be progressed. A decision was therefore agreed to pursue this matter independently. **This was agreed unanimously.**

**Action:** JC to approach a known website designer and get this moving. He would update everyone as this progressed but otherwise report back at the next meeting.

**ix Speedwatch**

This item was deferred as Charlotte was not at meeting to report on this.

**26. Correspondence - None**

**27. Any Other Business**

**a. Winter Preparedness – order for 2015**

It was agreed the Clerk should place an order for one bag salt. Delivery details were needed and she would follow this up. **Action:** CT

**b. SSE Grants**

The clerk had circulated correspondence from SSE inviting applications for assistance with projects/ works for winter flooding improvements up to £20k. However, Anni had said essentially this only covered those areas that were affected in the 2013 floods. Unfortunately, this would mean Wendlebury were not likely to be eligible as the flooding they experienced was at a different time and therefore did not strictly fit their criteria. However, it was still thought it might be worth applying because Wendlebury does experience extreme flooding at other times and there is also well documented evidence supporting this.

**Action:** Anni would research this more with the aim of submitting an application for Wendlebury and report back.

**c. Willow Trees Opposite Pub**

These trees were vastly overgrown and causing an obstruction on the highway and considered dangerous for those who needed to park near them. JC had sought 2 separate quotes for maintenance of these. One for £150 and one for full pollarding of £500. JC would try to negotiate with the owners to see if they could take this on and also be in touch with the Highways Agency to see where we stood legally but asked the PC if this was unsuccessful then the PC should take this on and go ahead with works before the end October. **All Agreed.**

**Action:** JC to follow up with residents and Highways Agency and feedback by email.

**d. White Line painting in front of pumping station**

It was not known who owned this piece of land in front of the Pumping station. Cars parking nearby were making access difficult. Dave Jones had suggested painting white lines as lorries were finding it difficult to get up the hill. Follow up needed.

**e. Cuts to Bus Services**

The public consultation had now closed and most people had responded in some way. No outcome was known yet.

**f. Public Consultation – SE Road Link**

Catherine Fulljames had been in touch with Julian to say this consultation would now be going ahead in November and details would follow.

There being no further business, the meeting closed at 2115 hrs

Next meeting: **Thursday 26<sup>th</sup> November 2015 (Note change of date).**