

**Minutes of the Meeting of Wendlebury Parish Council held on Thursday 27 July 2017,
in Wendlebury Village Hall at 8.05pm**

- Present:** Tim Hibbert (Chairman), Janni Keogh, Kathy Sharp
In attendance: 13 members of the public (9 left 9.05pm), Nick Watson (OCC) (until 8.30pm), Cllr Ian Corkin (OCC) (until 9.05pm), Cllr David Hughes (CDC) (until 9.05pm), Jane Olds (Parish Clerk)
Apologies: Charlotte Carry, Brett Chambers, Katy Mimpres

1. Apologies

Apologies had been received and accepted from Charlotte Carry, Brett Chambers and Katy Mimpres.

2. Requests for Dispensations, Declarations of Interest, gifts and hospitality – to receive any requests for Dispensations or 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. 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

13 members of the public attended the meeting, primarily to hear Mr Watson, and receive the County and District Councillors’ reports.

4. Report from Nick Watson from OCC – to hear about the repairs to the back road due to take place in October and the implications for the village
Following negotiations with Network Rail a portion of funding had been allocated to making good the roads following the development of the railway. OCC would also be putting funds towards the project.

Mr Watson explained the process for the roadworks which, he anticipated, would be for two weeks commencing on 23 October (or a week earlier if possible). The road would be closed for 10 working days while the work was taking place which would mean that drivers wanting to go towards Bicester would need to turn left onto the A41 and go round the M40 roundabout and return down the A41; drivers coming from Bicester would need to use the A41 junction just before the village.

A map would be publicised on the Parish website.

OCC would be consulting widely and would discuss the project with all the residents who needed access, which was primarily Promised Land Farm. Access to the stables would not be affected. OCC would also talk to Heyfordian and Grayline bus companies who run the school buses.

The work would entail edge patching, reinstatement of the verges and a full depth reconstruction on the bend where the road had disintegrated. They would also be improving the drainage on the inside of the bend reinstating the drainage 'grips' and improving the ditch.

Mr Watson confirmed that the work would include the section from the new road / bridge into the village, but this would be regulated by either traffic lights or 'stop / go' board as the road is wider.

Villagers also asked Mr Watson to look at the road south of the village which was badly in need of top dressing and some other repair work.

Advanced warning signs would be erected two weeks prior to the work starting and the Parish Council would be notified. Roadworks.org would also show the work.

Mr Watson was thanked for his time and left the meeting at 8.30pm.

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

a. County Councillor

Cllr Corkin reported that following the hiatus of the General Election, the Council had set their priorities which had to include Adult Social Care and Children's Services (which took 50% of the budget for 2% of the population), but that roads was the next priority.

Following the General Election, it was expected that the Unitary issue would not be high on the Government's priorities. A decision was awaited on the two proposals – one from OCC / and the two District Councils and one from the City and the other two District Councils – from the Secretary of State for DCLG. In the meantime all parties were being encouraged to work together and re-build the relationship.

With the consequences of the Grenfell Tower disaster, OCC had been reviewing the property portfolio. All the cladding tests had failed; however, Oxford City Council had taken advice prior to the tragedy and had already installed fire alarms and sprinklers in their tower blocks. There would be a debate about what Local Authorities were responsible for both statutorily and morally.

Cllr Corkin informed the meeting that following a review of the refuse and recycling centres, OCC had negotiated a contract with a new provider and all the centres in Oxfordshire, including Ardley for the time being, would now remain open. A location, probably nearer to Bicester was being sought to replace the Ardley centre.

Cllr Corkin would also follow up the traffic monitoring through the village after the summer holidays.

b. District Councillors

Cllr Hughes reported that the District Council was reviewing the Planning team and restructuring it to serve both Cherwell and South Northamptonshire; they were also restructuring the IT provision which would enable better working practices.

The new Chief Executive of the District Council, Yvonne Rees, had taken up her position and was currently meeting all the District Councillors individually to find out the issues affecting their areas. Cllr Hughes asked for villagers to let him have their concerns so that he could let the Chief Executive know.

Concerns were raised about the South East Perimeter Road and the decision process of allowing the 'heavy duty' bridge to the Stables which was not necessary for farm traffic. Cllr Hughes was asked to ask if Cherwell could provide access to all the documentation between Network Rail, OCC and CDC regarding the decision-making process.

6. Minutes of the Annual Parish Council Meeting held on Thursday 25 May 2017

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

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

a. Insurance Renewal

The Clerk had sent off the cheque and received the formal documents

b. Risk Assessment

The Clerk had finalised and published the risk assessment on the website.

c. Reserves Policy

The Clerk had finalised and published the reserves policy on the website.

d. Letter to Network Rail about possible station outside village

The Clerk had written to Network Rail asking them about Bonnar Allen's proposal for the station within their 2,000+ housing proposal on the land east of the village and had circulated the reply stating that Network Rail had been in discussions with Bonnar Allen as it was their statutory duty, but that there was no current proposal and no funding available from them for a station.

8. Finance

a. To receive the monthly financial report – for information

As at 20 June, the Accounts stood at:

Current Account	£7,231.27
Savings Account	£21,171.79
'Allotment' Savings Account	£320.20

The Current Account had received a further £30 in allotment rent together with £385 for the sale of some of the old allotment equipment which would go back into the allotment budget.

There were two outstanding cheques totalling £81.55.

The Savings Account had received £1.42 in interest.

The External Audit forms had been completed and sent off to BDO at the beginning of June. The Clerk had received two queries from BDO which she had clarified, but had also had the form returned because the fixed assets total for the previous year had been entered incorrectly, but had been explained on the Statement of Variance.

The VAT Reclaim for the period 1 February 2015 to 31 March 2017 for £313.47 was made on 21 June. Unfortunately, it was not possible to go further back as the invoices were not available.

The Payroll company – Thirsk Payroll – had been taken over by a group of accountants – TP Jones & Co LLP – as Mr Harron had decided to retire. Because of this, Mr Harron had sent an invoice for the first quarter to close the books. TP Jones would invoice for the remaining three quarters.

b. To consider invoices for payment itemised on the payment schedule

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

Cheque no:	Payee and reason	Budget	Amount
200007	JMC Olds for Clerk Salary from 1 April – 30 June @ £151.49 per month (15 hours per month)	Clerk's Salary	£454.46
200008	JMC Olds for Clerk Expenses (printing £58.81, stationery £7.92, postage £12.21, telephone £1.78)	Admin Expenses	£80.72
	JMC Olds for Mileage Expenses	Mileage Expenses	£35.70
	JMC Olds for Annual Parish Meeting Expenses	APM Expenses	£23.17
	Total		£139.59
200009	Jati Ltd, for Memorial Bench from Cyan including inscription and delivery (but excluding ground anchors)	Community Fund	£519.99

Cheque no:	Payee and reason	Budget	Amount
200010	J Harron for 1 quarter Payroll (usually paid annually, but transferring to new company)	Payroll	£15.25
200011	Defib Store for Defibrillator Cabinet	Community Fund	£642.00
200012	Wendlebury Village Hall Maintenance Fund for Playground Maintenance Contribution	Playground Maintenance Contribution	£250.00

9. Co-option of new Councillor – to consider applications for the Councillor vacancy and agree the co-option

Two villagers had expressed an interest, but had not made a formal commitment. The Clerk would advertise the vacancy on the noticeboard and on the circulation list and the Council would consider applications at the September meeting.

10. Data Protection Policy

The Clerk had circulated the draft Policy which was required in the Freedom of Information Publication Scheme. It covered how the Parish should handle data appertaining to the Data Protection Act, the Freedom of Information Act and the Environmental Information Regulations.

Following consideration, the Council **RESOLVED** to agree to adopt the policy.

11. Equality and Diversity Policy – to consider and agree to adopt and Equality and Diversity Policy

The Clerk had circulated the draft Policy which was required under the Equality Act 2010. Guidance on the draft had been received from OALC and their adviser Bethan Osborne.

Following consideration, the Council **RESOLVED** to agree to adopt the policy.

12. Website

a. To consider and agree to move the hosting and domain name registration for wendleburypc.co.uk and wendleburypc.org.uk to Navitas Design Ltd

The Council **RESOLVED** to agree to accept

- the quotation of £74.99 + VAT for annual hosting and domain name renewal plus an additional £10 for the further domain name and
- £75.00 to move the site files to the new host server and test.

b. To consider a quotation from Navitas Design Ltd for tidying up the website

The Council **RESOLVED** to agree to accept the quotation of £180 (plus VAT) to set up a new theme and Home page for the Parish Council website.

- 13. Facebook** – to consider and agree setting up an official Parish Facebook page
The Council **RESOLVED** to agree to the setting up of a Parish Council Facebook Page. Kathy Sharp agreed to be an additional administrator with the Clerk.

14. 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

No applications had been received.

- b. To note Notices of Decision

i. **17/00742/F**, Mr and Mrs Robert Hooke, 8 Rectory Close Wendlebury Bicester OX25 2PG for 'Demolition of existing garage, erection of new detached dwelling with integral garage, erection of replacement double garage for existing dwelling'. Refusal of Permission for development. Due to 'cramped form of development', restricted outdoor amenity space and no flood risk assessment.

ii. **17/01004/F**, Mr Gurman Gill, Melbank, Church Lane for 'Two storey side and rear extension; single storey rear extension - re-submission of 16/01790/F'. Permission for development subject to conditions

- c. **To receive a progress report from CDC regarding enforcement issues at the Lion**

The Clerk had received an appeal notice against the enforcement notice served on the 'unauthorised erection of outdoor barbecue' – reference 16/00132/EUNDEV (appeal reference APP/C3105/C/17/3174142). The Council **RESOLVED** to agree that no further comment need be made to the Planning Inspector and so no submission would be made. Comments to the Planning Inspector need to be sent by 24 August with the appellant's final comments by 14 September. The Planning Inspector would make a visit after the closing date.

The Clerk had asked for an update from the Enforcement Officers regarding the other matters, particularly the car park, but had not received one.

The Council **RESOLVED** to agree to write to the Local Government and Social Care Ombudsman.

- 15. Partial Review of the Cherwell Local Plan Part 1 (Oxford's Unmet Housing Need)** – to consider the Parish response to the consultation starting on 17 July
The Council considered the review which confirmed that the additional housing would be sited in the Kidlington, Yarnton, Begbroke area of the District and **RESOLVED** to agree to respond with strategic issues.

16. Safer Wendlebury

a. To receive a report from the working group

Kathy Sharp reported that the survey at the village Fete had received 46 responses.

44 of the 46 respondees agreed with reducing the speed within the village from 30mph to 20mph; although the use of speed humps was much closer with 17 for, 12 against and 5 'don't knows'.

The regular use of the speed watch camera was welcomed with 38 for, 2 against and 7 'don't knows' with five new volunteers coming forward who were prepared to help. Other comments included creating a cycle route / path to Bicester and the use of Vehicle Activated Speed signs.

The Council considered the report and **RESOLVED** to agree to commissioning Highways to install speed monitoring devices for a week in September, once the school holidays had finished, in sites to be agreed with Highways.

Some local traffic monitoring had been undertaken by villagers who noted that the busiest time was between 7.30 and 8.30am (with 340 cars in the hour), there was another peak between 3.30 and 4pm and another rise in traffic from 5.30pm.

b. To consider a suggestion from Islip Traffic Committee to investigate the purchase of a traffic speed video camera

The Chairman of Islip's Traffic Committee had been in contact with the Clerk. He had explained that the 20mph scheme appeared to have been successful with a general reduction in speed from 35mph through the village to 26mph and the villagers were more comfortable walking down the street. They had negotiated to pay OCC £4,5000 for the works.

The Traffic Committee was looking at other monitoring equipment and had invited other local Parishes, including Kirtlington, Bletchingdon and Wendlebury to join them to share in the purchase of a speed monitoring video camera which would cost in the region of £4,000. The Councillors **RESOLVED** to agree that this was something they would be prepared to look into further.

The Traffic Committee Chairman had also invited the Parish to a meeting in Islip to discuss the wider traffic issues with Kirtlington, Bletchingdon and a County Councillor on 22 August at 7.30. Tim Hibbert would see if he was available.

17. Parish Matters

a. Community Fund

i. Memorial bench

The Clerk reported that the names on the bench had been clarified. The new bench was larger than the old one and additional ground works would need to be undertaken to install the bench.

ii. To receive a progress report on the installation of the defibrillator

The Clerk had ordered the cabinet and received the pro-forma invoice. The cabinet would be delivered on receipt of the payment.

iii. To receive a progress report about the renovation of the path through the churchyard

The Clerk reported that she had received written confirmation from CDC Planning that, provided the proposed extension to the path was completed in the same material, was of a similar style and was not aesthetically different from the existing path, they were minded to say that an application would not be required.

The PCC had received two verbal quotes (ranging between £6,000 and £8,000) and one written one from Chris Brooker Building Services at a cost of £5,050 which included a comprehensive brief and method.

The Councillors **RESOLVED** to agree to Chris Brooker Building Services' quotation, but wished to clarify with the PCC whether they would be funding half of the project.

It was also noted that the doors from the churchyard to the A41 were starting to fall apart. It was thought that they may be the responsibility of Highways and so would be reported by the Clerk (together with the street lamp by the bus stop) to Fix My Street.

b. SE Relief Road – to receive a report

The Clerk had received a response from Peter Clark at OCC. It was understood that the road plans would be in abeyance until the new M40 junction had been agreed.

c. Railtrack repairs to 'back' road following railway construction – to receive a progress report

This was included in the talk from Mr Watson.

d. Wendlebury Stables – to receive an update regarding the railway

A response to the letters written to Network Rail and CDC had been received and circulated. No further comment was made at the meeting.

e. A41 Crossing – to receive a report

Tim Hibbert showed Cllr Ian Corkin the crossing when he updated him on the issues in the village. Cllr Corkin was appalled by the route and would be taking the issue further.

f. Grass Cutting

There had been no comments about the grass cutting, but it appeared the weed spraying had not yet been done. The Clerk would find out when it was likely to be completed.

18. Reports from Meetings

a. Parish Liaison Meeting – 21 June

Tim Hibbert, Janni Keogh and the Clerk attended the meeting which was primarily to introduce the consultation and plans for the Partial Review of the Local Plan, but there were also presentations from Emily Lewis-Edwards from CFO about Community Transport and from Meryl Smith from the Oxfordshire Playing Fields Association.

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

- a. OALC – May and June updates**
- b. CFO – summer newsletter**
- c. OALC – re AGM**
- d. OALC – re consultation on free use of public parks**
- e. Environment Agency – new contact for Flood Alleviation Scheme**
- f. Villager – re damage to car because of potholes on back road**
- g. Oxford Radcliffe Hosiptals – looking for volunteers to run events**
- h. OPFA – re funding for play areas**
- i. CDC – Empty Homes project**
- j. CDC – re feedback and notes from Parish Liaison Meeting**
- k. OCC – re Gypsy and Traveller services**
- l. Ian Corkin – re East West Rail Consultation**
- m. Ian Corkin – re Expressway**
- n. TVP – re 5 August Open Day**
- o. Clerks and Councils Direct**
- p. Villager – re RAF C130 (Hercules) flying over the village on 13 July**
- q. Soldiers of Oxfordshire Museum – re special Parish fundraising initiative to commemorate end of Great War**
- r. Oxfordshire Adult Learning - brochures**

20. Items for information or next Agenda only

- a.** The Clerk requested that all items for the next agenda be submitted by Thursday 14 September 2017.

b. Clerk CiLCA Course

The Clerk had attended seven sessions of the course. Three of the five units had been covered which included 19 learning objectives. She was ready to submit the first Unit (LOs 1 to 5) and much of Units 2 and 3 were complete.

The Clerk would register with SLCC during the holidays and would start submitting once she had received the registration documents.

c. Police Community Resilience Group

A meeting of the Police Community Resilience Group had been arranged for Thursday 24 August at 7pm at Fringford Village Hall. It would be specifically for the Rural Community to establish what the priorities were for the villages and how to work together. The Clerk asked the Councillors to let her know who would be able to attend.

d. Fix My Street

Ian Corkin had informed the Council that OCC was upgrading the Fix My Street system. Due to OCC's use of two different systems for logging issues, some issues which were marked as 'open' on the old system had been completed, but some were still ongoing and the reporter of the issue had been asked to confirm whether or not it had been resolved.

21. Date of next meeting

The Council **RESOLVED** to agree that the Parish Council meeting would take place on Thursday 28 September at 8pm.

The meeting closed at 10.05pm

Signed

Dated