

**Minutes of a Meeting of Wendlebury Parish Council held on
Thursday 24 November 2016, in Wendlebury Village Hall at 8.00pm**

Present: Brett Chambers, Tim Hibbert (Chairman), Janni Keogh, Katy Mimpress ((left at 9.30pm), Kathy Sharp, Anni Thompson

In attendance: Sixteen members of the public (one remained after 9.10pm), five members of the team from Bonnar Allan (until 9.00pm), Jane Olds (Parish Clerk)

Apologies: Charlotte Carry, Cllr Simon Holland (CDC), Cllr Catherine Fulljames (OCC), Cllr David Hughes (CDC)

1. Apologies

The Councillors accepted Charlotte Carry's apologies.

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 a short presentation from Mr Nigel Rankine from Bonnar Allan about a proposed new development

Mr Rankine attended the meeting with his colleagues. The group made a presentation relating to the land to the east of the village which had been submitted to CDC as a proposed site to take 2,200 of the houses from Oxford's unmet housing need which was currently open for consultation.

They made a number of proposals including looking at the infrastructure which would go with the housing including adding a station to the new railway line, shops, schools, surgeries, play spaces for children and adults, and a country park.

Concern was raised about building on the flood plain, but it was explained that they would work with Thames Water and the Environment Agency to eradicate future flooding. They also believed that the road through the village would not flood because of their plans.

Mr Rankine suggested coming to a further meeting in the spring to outline the proposals further.

Tim Hibbert thanked the group for their presentation and they left together with most of the members of the public.

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

Sixteen members of the public attended the meeting to listen to the Bonnar Allan presentation, fourteen of whom left at 9pm when the meeting resumed and one at 9.05pm.

5. Minutes of the Parish Council Meeting held on Thursday 15 September

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. **Bloombridge** – the Clerk had emailed the company asking them about the funding process but hadn't received a response.

- b. **Letter to Secretary of State for DCLG**

The clerk had sent a letter to the Secretary of State requesting information about the progress on the new M40 junction. Only after chasing had she received an acknowledgement informing her that the letter had been sent to the Department for Transport. The Clerk would chase further with Victoria Prentis MP.

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

No Councillors attended the meeting

8. Finance

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

As at 20 October the Accounts stood at:

Current Account	£7,249.37
Savings Account	£21,166.14
'Allotment' Savings Account	£320.20

The Current Account had received the second tranche of the precept of £2,120.

There were no outstanding cheques.

The Savings Account had received £8.28 in interest since April.

The Allotment invoices had been sent out and the money was currently being collected. The Clerk had also been working on the figures so that it was understood how much should be in the Allotment fund and how much expenses were likely to be before calculating the grant to Church.

Cheque number 100657 for £78.00 was cancelled as it was not possible for Janni Keogh to attend the OALC training course.

Cheque number 100659 for £40.00 was incorrectly signed and so was cancelled. A new cheque would be drawn.

- b. **To consider the draft budget for 2017/18**

The Clerk had started to work on the budget, but had not received the figures for grass cutting or the tax base figure for the year. The Councillors **RESOLVED** to agree to discuss the budget at the January meeting.

- c. **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
100661	K Sharp for Newsletter Printing (re-issue)	Newsletters/ Leaflets	£40.00

Cheque no:	Payee and reason	Budget	Amount
100662	Cherwell District Council (invoice no 7001163) for dog bin emptying	Dog bin emptying	£96.10
100663	Kate Lewis for donation to village Christmas Tree		£125.00
100664	JMC Olds for UK2 wendleburypc.org.uk domain name	Website	£7.79
	JMC Olds for Admin expenses (printing £43.87; postage £5.70; telephone £0.57)	Admin costs	£50.14
	JMC Olds for Mileage expenses	Mileage expenses	£59.16
	Total		£117.09

9. Website – to receive a progress report

The Clerk had purchased the .org.uk domain name. Janni Keogh agreed to help the Clerk arrange the DNS to make the .org.uk domain name the primary domain.

The Clerk had created a MailChimp account and had given Kathy Sharp access so that she could update the newsletter list already started.

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

The Councillors considered a report which Kathy Sharp had written for the meeting.

The Councillors **RESOLVED** to agree to:

- Keep the group small and to bring on expertise or additional people as required. The permanent members of the group would be Kathy Sharp, Tim Hibbert, Shelagh Leonard and Sue Jacobs.
- Survey the village on traffic calming and speed reduction issues.
- Carry out a speed check survey.
- Create a Traffic Plan (which would include traffic speed / 20mpa zone, traffic calming schemes and a bridge over the A41 with a brief) following the survey for use with OCC and TVP (Police) which summarised the issues and plan.
- Open discussions with the Traffic Manager at TVP.
- Approach OCC Highways and Safety team for pricing of conversion to a 20mph zone based on the recent costs for Shiplake and Islip.
- Continue to pursue the long term goal of an A41 crossing.
- Create social media to communicate.

11. Staffing Committee – to agree to form a Staffing Committee, membership and terms of reference

The Councillors considered the terms of reference and **RESOLVED** to agree to form a staffing committee, adopt the terms of reference and agreed that three out of the seven Councillors (always including the Chairman) would be members of the Committee.

12. Parliamentary Boundary Review – to consider a response to the Parliamentary Boundary Review consultation on the proposal to include Wendlebury in the Henley / Thame Constituency rather than the Banbury / Bicester Constituency

The Clerk had circulated Chesterton's response which the Councillors considered. The Councillors **RESOLVED** that a meeting of all the villages affected be convened with Cllr Barry Wood (CDC) to discuss a full response.

The closing date for responses was 5 December.

13. To note the response to CDC's Open Space, Sport and Recreation Review

The Clerk had circulated the response to the review which had included amending the map to include the allotments.

14. High Sheriff's Awards – to consider nominations for the High Sheriff's Awards

The Councillors considered the request for nominations but had no suggestions. The closing date was 11 January 2017.

15. Snow Clearance – to consider the options for snow clearance in the village should the need arise

The Clerk asked if any of the local farmers had a snow plough attachment for their tractor or who might be considering acquiring one that the parish could call on (for a fee) to clear the road.

The Councillors would ask their contacts.

16. 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 new applications had been received

Comments had been submitted on the following application:

- i. **16/01876/F and 16/01877/LB** at the Lion re Retrospective approval to regularise the changes which have occurred from the approved plans ref. 15/00072/LB:
 - Step in roof of extended barn. Use of metal cladding to gable end of existing building
 - Changes to the roof of the small rear extension to the south of the site
 - Changes to side elevation of small rear extension
 - Addition of a new window to the new kitchen
 - Two existing flues repositioned
 - Changes to signage on northern gable with associated lighting and planters
 - Reinstatement of southern boundary wall
 - Addition of external wall lights mounted on kitchen extension

Whilst the majority of the changes applied for were acceptable, the Councillors did have concerns about the addition of the external wall lights mounted on the kitchen extension and the lighting on the northern gable as they may disturb the neighbours more with the nights drawing in.

b. To note notices of Decision

- i. 16/01645/F, Mr S Castle, at Land East Of Bridge House And 2 The Villas Main Street Wendlebury, for 'Erection of 2 No detached dwellings with garages - re-submission of 15/00252/F' – refusal of permission for development
- ii. 16/01540/F, Miss Sue Jacobs, at Oxford Cottage Oxford Road Wendlebury, OX25 2PT, for 'Erection of a 1.5 storey building to form 2 No one bedroom flats; alterations to create new vehicular access onto highway to serve existing dwelling' – Permission for development subject to conditions (which include full specification details of the access parking and manoeuvring areas)
- iii. 16/01790/F, Mr G Gill, Melbank, Church Lane, OX25 2PN, for 'Two storey rear and side extensions and conversion of garage to habitable accommodation' – Permission for development subject to conditions.

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

The Clerk had heard from the CDC Enforcement Officer similar to the September meeting, the Planning Team has one application still for consideration which detailed the many cosmetic alterations. The Enforcement Officer still had not received the other applications (for the car park and extractor fans) however she understood that the agent would be submitting the applications shortly having now received the flood risk assessment.

Tim Hibbert had attended the Planning Committee meeting at CDC that afternoon making the case for the Parish Council regarding application number 16/01430/F and requested that the conditions be made tight.

17. Proposed Removal of the Telephone box

The Clerk informed the meeting that BT had decided to review about 80 telephone boxes around the Cherwell area which have low usage. According to CDC, just two calls had been made from the kiosk on Main Street in the last twelve months.

The Councillors **RESOLVED** to investigate adopting the telephone box for use as a defibrillator store.

18. To consider responses to CDC for:

- a. the consultation on Local Plan Part 1 - Partial Review for Oxford's Unmet Housing Need;
- b. the Community Infrastructure Levy Draft Charging Schedule;
- c. the Developer Contributions Supplementary Planning Document

The Councillors **RESOLVED** to agree to discuss the consultation further and convene an additional planning meeting once Tim Hibbert, Kathy Sharp and the Clerk had attended a workshop about the review on 7 December. The Councillors noted the deadline for responses as 9 January.

19. 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

The Clerk had made investigations about the installation of the defibrillator and had been in touch with the Community Heartbeat team.

Following the suggestion that the telephone box be used, further consideration and investigation on the options needed to be made.

iii. To further consider the renovation of the path through the churchyard
No further progress had been made.

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.

e. Weed Killing – to consider and agree the map and receive quotations for weed killing the public spaces within the village

Due to time constraints, the Councillors **RESOLVED** to agree to look at this more closely at the next meeting.

f. Grass cutting

- i. **To consider transferring the responsibility for cutting the grass within the village from OCC to the Parish Council**
- ii. **To consider and agree the map and receive quotations for cutting the grass verges within the village**

Due to time constraints, the Councillors **RESOLVED** to agree to consider the grass cutting at the next meeting.

g. Christmas Tree – to confirm contribution towards a Christmas Tree for the village

The Councillors **RESOLVED** to pay a contribution of £125.00 towards the artificial tree from the Youth Support Reserve.

20. Reports from Meetings

a. Parish Liaison Meeting (9 November)

Kathy Sharp and the Clerk attended the meeting. The discussion included the possibility of the Council Tax referendum principles, rural broadband rollout, a planning policy update by David Peckford , a briefing about the Cherwell Design Guide from the Design and Conservation Team Leader, Clare Mitchell, and a briefing from Guideposts on Dementia Oxfordshire.

- 21. Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required
- a. **Victoria Prentis** (2 letters forwarded from previous Clerk) one re Hands around Our Horton, dated 1 August and one about the DfT minibus fund (dated 12 September)
 - b. **Marie Curie** – request for donation
 - c. **FLP Outdoor Play Solutions**
 - d. **Enforcement Bailiffs Ltd** – specialists in removal of trespassers, and travellers and horses
 - e. **OCC** – September Update
 - f. **OALC** – re Precept referendum (responded on behalf of all three of my councils)
 - g. **CFO** – re AGM on 27 October
 - h. **Charles Wrench** – re Bloombridge traffic meeting and the archaeological remains around the proposed site
 - i. **Bicester CAB** – re annual public meeting on 20 October
 - j. **CDC** – re increase in number of councillors on the council
 - k. **Tim Hallchurch Otmoor newsletters**
 - l. **Responses to Letter to Secretary of State for Local Government** – acknowledgements from Victoria Prentis, Cllr Nimmo-Smith, Catherine Fulljames, and finally (on 17 November following an email chase, from DCLG saying it had been forwarded to the Department for Transport)
 - m. **OCC, ESF Community Grants Fund** – information
 - n. **OALC** – October update
 - o. **OCC** – Day time support review (consultation running from 1 November to 20 December)
 - p. **OCC** – November update
 - q. **Scottish and Southern Electricity** – re preparing for winter and a Priority Service Register
 - r. **Villager** – re response to the Local Plan consultation
 - s. **Clerks and Councils Direct**
 - t. **OALC** – re powers in relation to bus services
 - u. **CDC** – re Parish Liaison Meeting followup
 - v. **OALC** – re NALC lobby for parish councillors to claim Dependents Carers Allowance
 - w. **Chesterton Parish Council** – response to the Parliamentary Boundary Commission consultation

22. Items for information or next Agenda only

- a. The Clerk requested that all items for the next agenda be submitted by Monday 3 January 2017.
- b. **Village Hall** – the Clerk had been asked to find out whether there were any files relating to the Village Hall, including the original lease, available. The Clerk and Kathy Sharp had looked in the filing cabinets in the hall, but there was nothing relevant there.

The Clerk had asked Lynne Newin at CFO and had received an electronic copy of the lease which was for 60 years commencing in 1975.

The Clerk had also looked to see when the last time the peppercorn rent (of £1) had been paid and had been through the finance records as far as 2010, but without success. She had, however, sent the Village Hall Committee an invoice for 2016. The Clerk recommended that the Councillors should discuss the rent at the January meeting.

23. Date of next meeting

The Councillors **RESOLVED** to agree the date of Thursday 12 January 2017 at 8pm in the Village Hall.

The meeting closed at 10.15pm

Signed Dated