

**Minutes of the Meeting of Wendlebury Parish Council held on
Thursday 25 January 2018, in Wendlebury Village Hall at 8.00pm**

- Present:** Brett Chambers, Tim Hibbert (Chairman), Keith Hooke, Janni Keogh, Katy Mimpres
- In attendance:** 17 Members of the Public (15 left at 8.55pm), Cllr David Hughes (CDC) (left at 8.45pm), Mr David Nathan (Brakspear) (left at 8.55pm), Jane Olds (Parish Clerk)
- Apologies:** Charlotte Carry, Kathy Sharp

1. Apologies

Apologies had been received and accepted from Charlotte Carry and Kathy Sharp.

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

Tim Hibbert welcomed all to the meeting and wished to highlight the installation of the defibrillator and cabinet on the exterior of the Village Hall.

4. To welcome David Nathan from Brakspear to present plans for the future of the Lion

Tim Hibbert welcomed Mr David Nathan, Brakspear’s Finance Director.

Mr Nathan explained the company’s ethos and outlined the plans for the Lion following their purchase in November. Brakspear had added the Lion to their Managed Pubs portfolio which took the number to 12 pubs managed directly (rather than leasing or tenanted). They intended to improve the food menu which would be indirectly managed by an Executive Chef and locally by a new kitchen team which they were currently recruiting. They also hoped to upgrade the furniture and re-launch with a new, seasonal, menu in the next few weeks.

The medium term plan was to complete the accommodation block (planned for the end of April) and invest in the pub for the long term with exemplary service, good food and drink including wine and beer (brewed for them by Marstons).

Mr Nathan acknowledged the various planning issues:

- the noise from the kitchen extractor fans which he hoped had been solved by fixing a faulty unit, but the aesthetic issues still needed exploring;
- the car park tarmac which was more complicated than first imagined as there was 8 foot (just over 2 metres) of clay under the car park which meant that the original semi-permeable surface and drainage would not have worked. They are seeking expert advice and exploring other alternatives as a matter of urgency.

One villager raised the issue of the earth bund at the back of the property, which while it protected the pub, directed water onto the neighbouring properties. It was understood that Planning Enforcement was aware of the issue.

Car parking outside the car park was raised and it was requested that signage to direct patrons to the car park be considered. Mr Nathan also hoped that it might be possible to extend the car park (without recourse to tarmac).

The villagers hoped that the Aunt Sally pitch could be maintained.

Mr Nathan explained that it was planned to close the pub for a week for refurbishment and to train the staff with the revised menu, and this was likely to be towards the end of February or beginning of March.

The Council asked that they be kept informed via the Clerk.

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

a. County Councillor

Cllr Corkin sent a written report which was noted.

b. District Councillors

Cllr Hughes attended the meeting and welcomed Mr Nathan's talk. He departed at 8.45pm).

6. Minutes of the Parish Council Meeting held on Thursday 30 November 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. Defibrillator

The Clerk confirmed that the cabinet had been connected to the mains supply and the registration document sent to SCAS. A web page had been created at www.wendleburypc.co.uk/parish-defibrillator/ with more information.

It was hoped that the Clerk would be able to arrange a defibrillator / first aid training course shortly.

b. TP Jones letter of engagement for Payroll

The Clerk had sent off the signed letter and suggested that the invoice be sent in time for the meeting to avoid missing the 14 day payment terms. The Clerk would send the meeting dates.

c. Affordable Housing in Cherwell

The Clerk had responded to the request.

d. Data Protection Regulations

The Clerk informed the meeting that there was no further news.

8. Finance

a. To receive the monthly financial report – for information

As at 20 December the Accounts stood at

Current Account	£12,234.30
Savings Account	£16,175.72
Allotment Savings Account	£0.00

The Current Account had received the funds transfer from the old 'Allotment' Account (reference 01457144) of £320.48 (28p additional interest) and £390.00 allotment rent.

There were no outstanding cheques.

The Savings Account had received £0.78 in interest.

A sheet for budget monitoring to the end of November had been published.

The Clerk had made a further application to the NALC Transparency Grant for assistance with the Domain Name and Hosting renewal plus the website revamp and hoped to hear shortly.

b. To consider setting up a Direct Debit to pay the Information Commissioner annual renewal fee

The Council **RESOLVED** to agree to set up a Direct Debit. Two of the bank signatories signed the form for the Clerk to return to the Information Commissioner's Office.

c. To agree to the Clerk receiving an additional spine point pay rise for the completion of her Certificate in Local Council Administration

The Council **RESOLVED** to agree to the Spine Point increase from SCP20 to SCP21 (£10.467 per hour) a total of £157.01 per month.

d. To consider the draft budget for 2018/19

The Clerk presented the meeting with a detailed draft budget which the Council considered. This itemised the level of expenditure for each budget heading explaining the increases / decreases as necessary and took account of the Reserves held and the anticipated additional expenditure (for items such as the new dog bin and emptying) together with the anticipated income, excluding the Precept.

The Council **RESOLVED** to agree to the budget of £9,032.

e. To agree the level of Precept for 2018 / 19

CDC had informed the Parish that the estimated Tax Base for 2018/19 would be 189.6. The CTRS Grant was likely to be £128.69 provided that CDC resolved to agree the grants for all parishes.

The Council **RESOLVED** to agree to a 2% increase in Precept to £5,059 which would mean that the annual cost to a Band D household would be £26.68, an increase of £0.50 over the year.

The Clerk would inform CDC of the decision.

f. 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
200019	JMC Olds for Clerk Salary 1 October – 31 December 2017	Clerk’s Salary	£454.46
200020	JMC Olds for one third of CiLCA course	Training	£163.00
200021	Wendlebury PCC for contribution from Allotment Rents	Allotment expenditure	£300.00
200022	SLCC for Training Seminar (shared with Caversfield and Launton) Invoice no: 124524	Training	£15.00
200023	S Goddard for electricity connection of Defibrillator Cabinet (Invoice no: GES 13462)	Community Fund	£114.00

9. 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. **17/02534/OUT**, Scenic Land Developments Ltd, Land North Of Bicester Avenue Garden Centre Oxford Road Bicester ‘OUTLINE - The construction of a business park of up to 60,000 sq.m (GEA) of flexible Class B1(a) office / Class B1(b) research & development floorspace; parking for up to 2,000 cars; and associated highways, infrastructure and earthworks’

The Council considered the application. No detailed issues had arisen from the scope of the development. However, no account appeared to have been taken in the Transport Assessment or Travel Plan to the cumulative effect of traffic growth from this and adjacent sites and its impact on the increase in vehicle movements between the Vendee Drive roundabout south on the A41 and Junction 9 of the M40. It was felt that this would be a good opportunity to request S106 funds for a crossing to assist villagers crossing the road to use the bus services. It was also suggested that a travel plan, along the lines of the Gateway Development be requested in order that traffic did not use the back roads to avoid the A41 / A34.

- ii. **17/02557/REM**, London and Regional Properties, Hotel, Bicester Gateway Business Park, Wendlebury Road, OX25 2BX ‘Reserved matters to 16/02586/OUT - Erection of hotel and associated works’

The Council considered the application and no comments or objections to the development, but there was concern that there was no transport plan.

b. To note Notices of Decision

17/02318/TPO, Mrs Robinson-Smith, The Lion, Main Street, ‘Ash tree with TPO on neighbouring property that overhangs our clients property. In order for our clients to complete their building works safely 1 No branch adjacent to the current scaffolding needs to be removed and the crown on that side needs to be raised by 2.5m - subject to TPO 13/2015’. Consent under tree preservation order(s) subject to conditions.

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

The Clerk had requested a report from the Planning Officer, but had not received a response.

- d. **London Oxford Airport and Brize Norton Consultations** – to consider the consultations about the re-designation of local uncontrolled airspace to controlled airspace, in order to contain and protect new procedures (closes 22 March)

The Council considered the consultation, which it was understood would not affect the flight path of the parachute training over the village, and **RESOLVED** that there were no comments.

- e. **Oxfordshire Minerals and Waste Local Plan: Part 2 Site Allocations: Informal Consultation and Renewed Call for Site Nominations** – to consider responding to the consultation (closing date 16 February)

The Council considered the consultation and **RESOLVED** to agree not to respond.

10. Governance

- a. **Financial Regulations** – to review and consider the Financial Regulations
The Council reviewed the Financial Regulations and **RESOLVED** to agree to the renewal.

11. Training

- a. **Clerk CiLCA Course** – to receive an update and to consider funding one third of the Clerk's course costs
The Clerk was pleased to report that she had received confirmation that she had passed all the Units of the course and was now qualified. The Council congratulated her on her achievement.

The Council would be eligible to adopt the *General Power of Competence* after the next election in 2019, provided there were five elected members.

- 12. **Parliamentary Boundary Commission** – to note the submission made to the consultation.

The Council noted the submission.

- 13. **Meeting dates for 2018 / 19** – to consider the meeting dates, including the date of the Annual Parish Meeting for 2018 / 19

The Council **RESOLVED** to agree to the following dates with planning meetings convened as required.

24 May - Annual Parish Meeting 7.30pm and Annual Meeting of the Parish Council to follow

19 July

20 September

29 November

2019

24 January

28 March

14. Parish Matters

- a. **SE Relief Road** – to receive a progress report
The responses to the Freedom of Information requests had not been satisfactory and further consideration of the questions was needed.

- b. **A41 Crossing** – to receive a report
No further progress had been made.

- c. **A41 Bus Stop Gates** – to receive a progress report
No further progress had been made.
- d. **Grass Cutting** – to consider quotations from contractors for cutting the verges as per the map supplied by Oxfordshire County Council
The Clerk had been unable to obtain three quotations. The Council **RESOLVED** to agree to discuss the matter at the March Meeting.
- e. **Weed Spraying** – to consider quotations from contractors for weed spraying Rectory Close, St Giles Close and the edges of Church Lane bridge and Old Rectory Court bridge
The Clerk had been unable to obtain three quotations. The Council **RESOLVED** to agree to discuss the matter at the March Meeting.
- f. **Dog bin** – to consider quotations
The Clerk reported that she had received permission from OCC Highways to install the bin on the footpath sign pole outside Elm Tree Farm.

The Council **RESOLVED** to agree to the purchase of a HGN 45 dog waste bin from Earth Anchors at a cost of £161 plus £18.95 carriage and VAT.

The Clerk would confirm the diameter (2" square post) of the pole and Keith Hook agreed to install it and straighten the post.

- g. **Allotments** – to receive a progress report
The majority of the rent had been received. The Clerk had created an Allotment Reserve (total £834.40) resulting from the small amount left over from the original grant, the sale of the equipment sold last autumn and the remainder of the current year's rent once the payment to Church had been made. This would go towards the outgoings including the vermin control course and the new fencing when needed.

Following a request from the Allotment Group the Council **RESOLVED** to agree to Keith Skerrett undertaking a certified vermin control course at a cost of £60 plus rat bait.

- h. **Village tidy-up day** – to consider a date for the Village Tidy-up Day
The Clerk would ask Charlotte Carry to suggest a date.
- i. **Willow Trees** – to consider the next course of action
While the willow trees were picturesque, without regular maintenance they would cause issues with the power lines and the brook bank. The villagers in the cottages nearest the trees had been asked to maintain them otherwise a significant proportion of the Parish Council Precept would need to be set aside for their maintenance.

- j. **Environment Agency** – to consider a response to the correspondence regarding the viability of a flood alleviation scheme in the village.
The Clerk had requested the report from the Environment Agency mentioned in their November email, but had not received a response. She would chase the report and try to arrange a meeting.

15. Reports from Meetings

No meetings had been attended.

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

- a. **OALC** – November and December updates
- b. **Ian Corkin** – Oxford to Cambridge Expressway updates
- c. **Ian Corkin** – OCC December update
- d. **Thames Valley Police** – Rural Crime update
- e. **CDC** – full electoral register
- f. **TP Jones** – calendar
- g. **OCC** – re recycling survey
- h. **Villager** – re request for dog bin
- i. **HMRC** – re a change in procedure for reclaiming VAT
- j. **Oxfordshire Association for the Blind** – request for financial assistance
- k. **Clerks and Councils Direct**

17. Items for information or next Agenda only

- a. The Clerk requested that all items for the next agenda be submitted by Thursday 8 March 2018.

18. Date of next meeting

The Council **RESOLVED** to agree that the Parish Council meeting would take place on Thursday 22 March 2018 at 8pm.

The meeting closed at 9.45pm

Signed

Dated