

**Minutes of a Meeting of Wendlebury Parish Council held on Thursday 21 June 2018,
in Wendlebury Village Hall at 8.00pm**

- Present:** Brett Chambers, David Ford (co-opted at meeting), Tim Hibbert (Chairman), Keith Hooke, Katy Mimpress, Kathy Sharp
- In attendance:** 6 members of the public (4 left 8.35pm); Mike Wasley (OCC Highways) (left 8.35pm); Jane Olds (Parish Clerk)
- Apologies:** Charlotte Carry

1. Apologies for absence

Apologies had been received and accepted from Charlotte Carry.

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

Keith Hooke declared a pecuniary interest in agenda item 13. a. i. – planning application reference 18/00848/F – and agreed not to participate in the discussion.

3. To welcome Mike Wasley from OCC – to hear about traffic management plans for the village following the week’s speed and traffic monitoring

Mr Wasley reported that taking account of the data from the speed monitoring exercise, it would be possible to implement a 20mph zone through the village. The average mean speed through the village was 24mph and the maximum speed to implement a 20mph zone was 25mph.

The next step would be a formal 28-day Consultation with all stakeholders including villagers, District and County Councillors, the Police and others, at a cost of £2,600. If any objections were received, the proposal would be taken to Committee, otherwise, implementation could be started. It would be possible for the Parish Council to make representation to the Committee.

Mr Wasley estimated that the total cost of the project would be about £4,000 which would include the consultation and all the signage needed – a maximum of seven signs.

The time scale would be between six and seven months including the consultation, committee stage and implementation.

Mr Wasley recommended that all villagers who were in favour of the scheme should also respond to the consultation should the Parish Council choose to go ahead.

If the Parish Council wished to go ahead with the project an acceptance letter would need to be sent to OCC Highways with a commitment to cover the costs.

The Parish Council thanked Mr Wasley for his time. Mr Wasley left the meeting.

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

A member of the public raised concern about the inadequate repairs to the back road to Bicester. While some of the potholes had been fixed and the road had been top dressed, a number of the holes and damage had not been fixed and the section between the new Langford Lane and the entrance to the village had not been repaired as had been promised. The Council would look into this.

5. **Reports from District, County Councillors and Police** – for information only.
No Councillors attended the meeting

6. **Minutes of the Parish Council Meeting held on Thursday 24 May 2018**

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 renewal had been confirmed.

- b. **Clerk Pay Increase**

Payroll had been informed and had updated the records, supplying a revised pay slip.

- c. **Risk Assessment**

The risk assessment had been updated and published.

- d. **Parish Remuneration Report**

The report had been posted on the noticeboard.

- e. **CDC Open Space Review**

The Clerk had responded and had confirmed that the allotments were on the map.

- f. **Weed Spraying**

The weed spraying had been confirmed with the contractor.

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

One application had been received from Mr David Ford.

Following consideration, the Council **RESOLVED** to accept Mr Ford’s application and co-opted him on to the Council. Mr Ford signed his Acceptance of Office Form and was given a Register of Members’ Interests form to complete and return to the Clerk.

9. Finance

a. To receive the financial report – for information

As at 20 May the Accounts stood at

Current Account	£18,051.67
Savings Account	£16,180.40

There were 6 outstanding cheques totalling £762.38.

The first tranche of the Precept of £2,529.50 was received on 18 April and the CTRS Grant of £128.69 was received on 30 April.

The Savings Account has received £0.93 in interest.

The Information Commissioner Direct Debit for £35 would be taken on 30 May.

The Certificate of Exemption had been sent to the External Auditor and all the relevant documentation had been posted on the website in the 2017-2018 Financial Information section. The Notice of Electors’ Rights had been posted on the noticeboard and on the website; the inspection period was from 11 June to 20 July.

The Village Hall rent for 17/18 and 18/19 was received on 12/6. The Grass Cutting Grant of £302.17 was received on 14/6.

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
200042	JMC Olds for Clerk Salary 1 April – 30 June 2018	Clerk’s Salary	£480.42
200043	JMC Olds for Clerk Admin expenses (printing £49.33, stationery £0.54, postage £10.03)	Admin costs	£59.90
	Mileage expenses	Mileage expenses	£36.72
	Annual Parish Meeting expenses	APM Expenses	£21.43
	Total		

Cheque no:	Payee and reason	Budget	Amount
200044	Wendlebury PCC for Contribution to footpath extension construction in Churchyard	Community Fund	£5,050.00

10. Governance

a. **Appointment of a Parish Council representative for the Village Hall Committee**

– to agree the appointment

The Council **RESOLVED** to agree to defer the appointment.

b. **Standing Orders** – to discuss and consider the revisions recently advised by NALC to take account of the Openness regulations, the Data Protection Act and the Accounts regulations

The Council **RESOLVED** to agree to accept the recommendations and changes.

The Clerk would publish the revised document.

c. **Recording of Meetings Policy** – to consider the policy for adoption

The Council **RESOLVED** to agree to the Recording of Meetings Policy which would supplement the new Standing Orders section 3. 1.

d. **Marking the death of a Senior National Figure** – to consider forming a procedure

The Clerk had suggested to the Rector of St Giles that a procedure should be thought about. Mr Miller would discuss the issue with the PCC.

e. **Communication Policy** – to consider a review of the policy

The Council considered the revised policy and **RESOLVED** agree to adopt it.

11. Training

a. **CDC Code of Conduct Training** – to consider who would attend the training on 17 July or 12 September

The Council considered the training opportunity but no one was available to attend.

12. NHS Controlled Locality for NHS Pharmaceutical Regulations – to consider the consultation

The Council considered the consultation and agreed that to continue with the status quo for rural areas to be able to collect their prescriptions from their GP's surgery was helpful.

13. 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**

Mr Hooke took no part in this discussion

- i. **18/00848/F** at Streamways, 8 Rectory Close, OX25 2PG for Erection of new detached dwelling with integral garage

The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.

- ii. **18/00993/F and 18/00994/LB**, at Wendlebury Lodge Church Lane, OX25 2PN for Demolish existing conservatory and replace with new Garden room. Demolish existing detached garage. Internal alterations including new staircases and removal of internal walls (awaiting receipt of plans)

The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.

b. To note Notices of Decision

No notices had been received

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

The CDC Enforcement Officer intended to set up a meeting on site with the owners and go round everything which was still outstanding including the bund and the car park, but this was unlikely to happen until July. If a consensus could not be reached, CDC was still able to serve a further enforcement notice for rectification.

14. Parish Matters

- a. **SE Relief Road** – to receive a progress report

No further progress had been made.

- b. **Safer Wendlebury** – to receive a progress report

Following Mr Wasley's presentation at the beginning of the meeting, the Council considered the proposal to request a 20mph zone through the village which had been mentioned by many villagers over a number of years.

The Council **RESOLVED** to agree to request that OCC starts the consultation process and agreed to the commitment to cover the associated costs which would be no more than £4,000.

This would be paid for using the Traffic Calming Fund.

- c. **A41 Crossing** – to receive a report

Kathy Sharp had met with OCC Highways representatives at the crossing. The Council noted with concern that there might be the suggestion that the bus stops be closed, however the OCC representatives were reminded that the route was also a Public Right of Way and so a solution had to be found.

Ms Sharp also suggested that 106 funds from Bicester developments should be used to fund the solution as it was because of the increase in vehicle movement from the growth around Bicester which was causing the difficulties.

- d. A41 Bus Stop Gates** – to receive a progress report
No further progress had been made.
- e. Willow Trees** – to receive a progress report
No further progress had been made.
- f. Allotments** – to receive a progress report
Kathy Sharp reported that the rats were back because some of the tenants had not cultivated their plots this year which had given good cover for the rats. The tenants had been written to requesting that the plots were cleared. If this was not done, the plots would be taken back and a programme of weed killing developed and the tenants charged.
- g. Battle's Over** – to receive a progress report
Tim Hibbert would be forming the committee shortly. The Council **RESOLVED** not to apply for funding to purchase some silhouettes for the commemorations.

15. Reports from Meetings

- a. East / West Expressway presentation at Charlton on Otmoor – 6 June**
Tim Hibbert attended the meeting which was very popular. No additional information was gleaned from the presentations.
- b. Otmoor Parishes Meeting – 8 June**
No Councillors attended the meeting.
- c. Police Liaison Meeting – 13 June**
The Clerk attended the meeting which had very few attendees. Sergeant O'Leary was pleased to announce that rural burglary had reduced from 23 instances the previous year to 22 this year, but still reminded villagers to remain vigilant, to lock doors and windows of cars and property and to report suspicious activity.

The CDC representative reminded the meeting that it was important to report all fly tipping to CDC in order that they could monitor the issue, and also raised awareness that scrap metal merchants should be registered within the District area they were working in and so must have a licence to collect scrap metal in the Cherwell area.
- d. Parish Liaison Meeting – 20 June**
Tim Hibbert and the Clerk attended the meeting. Tim Hibbert reported that Cllr Wood outlined the issues surrounding the disintegration of Northamptonshire County Council and the implications it would have on the working relationship

between Cherwell and South Northamptonshire District Councils. Through mutual understanding it had been agreed to separate, although some contracts would be maintained for their duration. With the separation imminent, CDC had been looking for other partners and was in discussions with Oxfordshire County Council.

Adrian Colwell, Executive Director for Place and Growth, made a presentation on planning including the change in structure of the department, the status of Local Plan Part 1 which had been submitted to the Planning Inspector, but awaited a date for inspection, and other planning related matters.

Following the meeting, Mr Hibbert informed Mr Colwell that the Parish Council would be formally responding to CDC about the way the Lion applications and enforcement had been handled.

There was a final presentation about funding which included the SPARK funding which Wendlebury would be eligible for together with Community Infrastructure Funding which may be useful for the village hall renovations.

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

- a. **OALC** – May update
- b. **Cllr Ian Corkin** – OCC June Briefing and CDC/OCC Joint Working news
- c. **CFO AGM** – 28 June at Wootton and Dry Sandford Community Centre, 1.30 – 3.30pm
- d. **OALC AGM** – 2 July
- e. **OCC Emergency Planning team** – updating details.
- f. **OALC** – small grant towards commemorative silhouette remembering First World War

17. Items for information or next Agenda only

- a. The Clerk requested that all items for the next agenda be submitted by Wednesday 5 September 2018.
- b. **Defibrillator training**
The Clerk had spoken to the SCAS trainer. A training session with Paul Reis to learn to use the defibrillator and some basic first aid would take place on Saturday 22 September in the Village Hall.

There would be about 20 places which would be open to all – including children interested to learn.

It would be advertised on the Parish Council website, via an email notice and the Facebook page.

18. Date of next meeting

The Council **RESOLVED** to agree that the Parish Council meeting would take place on Thursday 20 September at 8.00pm

The meeting closed at 9.40pm

Signed

Dated