

**Minutes of a Meeting of Wendlebury Parish Council held on
Thursday 29 November 2018, in Wendlebury Village Hall at 8.00pm**

- Present:** Charlotte Carry (from 8.30), Brett Chambers, David Ford,
Tim Hibbert (Chairman), Katy Mimpress
- In attendance:** 2 members of the public; Cllr David Hughes (CDC) (from 9.20pm),
Jane Olds (Parish Clerk)
- Apologies:** Kathy Sharp
- Absent:** Keith Hooke

1. Apologies for absence

Apologies had been received and accepted from 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 of interest had been received.

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

The members of the public had nothing specific to raise.

4. Reports from District, County Councillors and Police – for information only.
Councillor Hughes attended the meeting from 9.20pm but had nothing to report.

5. Minutes of the Parish Council Meeting held on Thursday 20 September 2018

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. OALC Training

The planning training was fully booked so Brett Chambers was unable to attend.

b. SLCC Regional Training Seminar – Newbury

The Clerk did not attend as it was a repeat of the course she had attended earlier in the year.

c. Defibrillator Training

The Clerk had had to cancel the training due to lack of interest. A further date may be arranged in due course.

7. Finance

a. To receive the financial report – for information

As at 1 November the Accounts stood at

Current Account	£13,402.70
Savings Account	£16,188.02

There were no outstanding cheques.

The second tranche of the Precept of £2,529.50 was received on 14 September.

The SurveyMonkey Direct Debit had been cancelled.

The Savings Account had received September and October’s interest a total of £4.77.

b. To consider the draft budget

The Council considered the draft budget and Precept calculations which the Clerk had circulated. The Council **RESOLVED** to take the figures away for consideration at the next meeting but the Chairman recommended no more than a 2.5% increase in line with inflation.

c. To agree to a donation to the Royal British Legion for the Remembrance Day Poppy Wreath

The Council **RESOLVED** to agree to a donation of £50 for the poppy wreath.

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

The Council **RESOLVED** to approve the following invoices for payment:

Cheque no:	Payee and reason	Budget	Amount
200051	Countrywide Grounds Maintenance Ltd for grass cutting October (Invoice 28411) and November (Invoice 32873) (£83.06 each)	Grass cutting	£166.12
200052	Navitas Design Ltd for SSL Certificate and configuration (invoice 27489)	Website	£149.99
200053	JMC Olds for Admin Expenses (printing £49.33; postage £2.26)	Admin costs	£51.59
	Mileage Expenses	Mileage expenses	£48.03
	Total		£99.62
200054	Royal British Legion for Poppy Appeal	S137 grants	£50.00

The Council noted the following payment paid by Direct Debit

Date	Payee and reason	Budget	Amount
21/09/18	Survey Monkey Subscription	Traffic Calming	£35.00

8. Governance

- a. **Data Protection Policy** – to consider the revised policy taking into account the Data Protection Act 2018

The Council **RESOLVED** to agree to adopt the revised policy.

- b. **Councillor co-option form** – to consider a co-option application form for future co-options

The Council **RESOLVED** to agree the form to formalise the co-option process and ensure that the Council was compliant with GDPR and Standing Orders.

9. Training

- a. **OALC Training** – to consider attendance of any of the 2019 courses

The Council **RESOLVED** to agree to Councillors attending any of the OALC courses for the forthcoming year, but decisions on attendance would be made nearer each course.

10. Website – to receive an update

The Clerk reported that the SSL Certificate had been implemented and the website updated and checked.

Following OALC’s October Update about website accessibility, the Clerk had checked through the site which she believed was reasonably compliant. However, she had asked Navitas Design to give further guidance in due course.

11. Planning

- a. **Applications** - 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. **18/01972/LB** Wendlebury Lodge, Church Lane, OX25 2PN for Sub-division of existing second floor bedroom to provide two smaller children's rooms
The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.

- b. **To note Notices of Decision**

- i. **18/01582/LB** at Wendlebury Lodge, Church Lane, OX25 2PN for ‘New boiler and flue location; new roof tile vent to kitchen mechanical ventilation’.
Permission for development

- ii. **18/01590/TPO** at The Willows, 1 Willow Court, Main Street, OX25 2JY for ‘Willow Trees A and B - Twin stemmed tree on right leaning over access road, reduce by at least 50% to reduce weight and prevent tree from collapsing. Trees C, D and E - Three stems of Willows, top left of garden, reduce by 50% and remove larger low limbs growing towards the road. Trees F, G and H - Three stems of Willow close to the bridge, reduce by 50% to reduce weight and allow new crown to form. Subject to TPO 18/1992’
Permission to undertake tree works.

Charlotte Carry entered the meeting (8.30pm)

- iii. **18/01363/F** at Wendlebury Village Hall Main Street, Wendlebury, OX25 2PS for Improvement of community facilities comprising construction of disabled toilet, garage for community minibus, bi-fold door and patio
Application withdrawn
The Council **RESOLVED** to agree to write to the Environment Agency to discuss the supposed flooding concerns around the Village Hall. The Clerk also recommended that the Village Hall Committee discuss the application with Community First Oxfordshire.

- c. **Weston-on-the-Green Neighbourhood Plan** – to consider a response to the consultation
The Council **RESOLVED** to agree to look at the plan and respond on an individual basis.

Following the consideration of the Plan, the Council requested that further thought be given to the creation of a Neighbourhood Plan for the village. The Clerk would invite representatives from Community First Oxfordshire to the January Meeting to give more information about the process.

- d. **The Lion** – to receive a progress report from CDC regarding enforcement issues at the Lion
It was understood that the drainage issues had been resolved between the owners and the Planning Enforcement Officer, but that the issue of the bund at the back of the curtilage was still on-going.

12. Parish Matters

- a. **A41 Crossing** – to receive a progress report
The Chairman, Kathy Sharp and the Clerk had met Chris Coleman, CEO of Stagecoach buses who run the S5 bus which uses the bus stop. A number of issues were raised including the fare structure, the possibility of some buses coming through the village rather than going along the A41, the redesign of the bus stop layby to assist with the safe egress of the bus back on to the A41. Mr Coleman would look into all the issues and also indicated that he would be happy to be involved in future planning involving the bus service.

The A41 road outside the village which had been affected by considerable subsidence following the dry summer would be repaired in March. The majority of the repairs would be undertaken during night road closures.

b. A41 Bus Stop Gates – to receive a progress report

The gates and fencing had been scheduled to be repaired at the same time as the road work (above), but following representations to Highways by the Parish Council, this work would now be undertaken in January. It was hoped that the vegetation would be cut back and the signs cleaned at the same time.

c. East / West Expressway – to note the announcement of the ‘corridor’ and to consider the next course of action

A number of meetings had been attended by various Councillors including a Highways England ‘roadshow’. Tim Hibbert understood that all the proposals at the Roadshow had just used computer modelling. All attendees of the Highways England event were asked what their preferred option was, but Tim Hibbert informed the questioner that it was not possible to answer that question as there was not enough evidence to give a preference. A response to the consultation needed to be made before the end of December which would be drafted along the lines agreed for the briefing note given to the BBC earlier in the month.

A group of members of villages around Weston-on-the-Green had also met to discuss the best way forward.

d. Safer Wendlebury – to receive a progress report

The Clerk had received confirmation that the consultation for the 20mph zone had closed on 26 October and that all 30+ of the responses to the consultation were positive. The application, therefore, would not need to go to Committee. The next step would be for the Highways Officer to produce a quotation and specification for the implementation of the project.

Tim Hibbert, Kathy Sharp and a villager had had a meeting with John Croxton from Thames Valley Police about the future plans including the 20mph zone. Mr Croxton confirmed that once the 20mph zone was implemented, then the village would formally need to commence regular Speedwatch monitoring.

Mr Croxton recommended waiting to see how the 20mph project was received before implementing further initiatives.

e. SE Relief Road – to receive a progress report

No further progress had been made.

f. Willow Trees – to receive a progress report

No further progress had been made.

g. Allotments – to receive a progress report

The Clerk reported that the Tenancy Agreements and rent requests had been sent out recently to all the allotment holders.

Repairs to the fences would need to be made as several of the posts were rotten, it was also planned to change the fence line slightly at the top to allow the first few plots to extend as the hedge line at the top of the field makes the bottom part of those plots almost unusable. A quote from the original fencing contractor was being sought but it was thought it would be about £100 to make good. The fencing work would be undertaken shortly.

13. Reports from Meetings

a. Rural Police Community Liaison Meeting – 23 October

The Clerk attended the meeting in Piddington Village Hall. The overall attendance from other parishes was disappointing, but it was a useful meeting. The Clerk informed the Police of the 20mph project.

b. CDC Parish Liaison Meeting – 7 November

Tim Hibbert and the Clerk had attended the meeting. A note of the meeting provided by CDC had been circulated.

It was noted that while the presentation about health and wellbeing was of interest, the presentation about planning applications and how Parish authorities could make effective responses was poorly presented by CDC's Senior Planners.

c. SLCC Meeting – 22 November

The Clerk attended the meeting. The two speakers were Paul Clayden, the editor of *Local Council Administration*, and Kate Ashbrook from the Open Spaces Society who did a talk on the variety of the organisation's work.

d. OCC Town and Parish Event – 28 November

Tim Hibbert and the Clerk attended the meeting which was helpful. Key OCC officers including members from Highways, Emergency Planning, Health and Volunteers listened, in round table discussions, to understand the issues from a Parish perspective.

14. Attendance at Meetings

a. Oxfordshire Resilience Group – Communities Evening – to consider attendance at the meeting on 15 January (6 – 8pm)

The Council **RESOLVED** to agree to Charlotte Carry attending the meeting with the Clerk.

15. Correspondence – to note correspondence received not otherwise on the agenda where decisions were not required

The Clerk presented the meeting with a list of correspondence received which included:

- a. **OALC** – September and October updates
- b. **OALC** – 2019 training schedule
- c. **CDC** – Members’ Allowances confirmation
- d. **CDC** – Empty Homes Week 2018
- e. **Expressway Correspondence**
- f. **OCC** – Trees of Remembrance
- g. **High Sheriff** – re annual awards
- h. **OPFA** – newsletter
- i. **Victoria Prentis MP** – re East West Expressway

16. Items for information or next Agenda only

- a. The Clerk requested that all items for the next agenda be submitted by Wednesday 10 January 2019.
- b. The electrical connection to the Defibrillator cabinet had been fixed following the discovery of a faulty connection box which was letting in water
- c. WWI Commemoration Saplings – the saplings had been collected from OCC and potted up. A final location would need to be decided in due course.
- d. Litter Pick – the spring litter pick had been confirmed for 31 March

17. Date of next meeting

The Council **RESOLVED** to agree that the Parish Council meeting would take place on Thursday 24 January 2019 at 8.00pm

The meeting closed at 9.42pm

Signed

Dated