

**Minutes of a Meeting of Wendlebury Parish Council held on  
Thursday 26 September 2019, in Wendlebury Village Hall at 8.00pm**

- Present:** Brett Chambers, Charlotte Carry (from xx pm), David Ford, Tim Hibbert (Chairman), Katy Mimpres
- In attendance:** 7 members of the public (4 left 8.25); Stuart Malaure (Environment Agency) (left 8.37); Cllr David Hughes (CDC) (left 8.27pm), Jane Olds (Parish Clerk)
- Apologies:** Kathy Sharp

- 1. Apologies for absence** – to receive apologies  
Kathy Sharp's apologies were accepted.

**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.

- 2. 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.

- 3. To welcome the vehicle operators of Wendlebury Park Farm**

The vehicle operators and site owner attended the meeting to outline their plans for the site and operation; this was for a pallet distribution business delivering to postcodes in the OX and RG areas.

There would be seven LGVs and four trailers consisting of two small Sprinter-type vans, three 10 tonne vehicles, two 18 tonne vehicles and one articulated vehicle all in the firm's livery. They confirmed that they would always use the A41 junction unless actually delivering to addresses in the village and signage instructing the drivers would be erected on site.

They expected that there would be approximately 26 movements a day, but not at weekends, and evenings would be limited to one delivery at midnight, however there would be no reversing warning sounds to disturb neighbouring properties.

They confirmed that the Vehicle Operators Licence application was advertised locally in May. They assured the meeting that they would like to work with the village and if villagers had any issues to raise them with the owner of the property.

**4. To welcome Stuart Malaure from the Environment Agency**

Mr Malaure made a presentation about the Catchment Partnership which had been created. This included working with Parish Councils to find out what the water / flooding issues were in order that they could help to mitigate the impact on villages.

The Council **RESOLVED** to agree to hold a 'workshop-style' meeting with interested villagers.

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

Cllr Corkin sent a written report.

- The Pedestrian bridge over the A41 was still projected to be designed and approved in the current financial year with the build in 2020/21. Due to Highways owning more of the land around the proposed site than originally thought, it may allow for a more accessible structure.
- Vendee Drive roundabout was widely recognised as not fit for purpose and would require significant improvement work. The recent double fatality remained the subject of a Thames Valley Police Investigation; the Coroner's Inquest was due to take place in early December. All comments were likely to have an impact on the proposals for the junction. Added to this were the recent plans from Catalyst Bicester which would be monitored closely.
- Speed enforcement on A41. TVP had accepted that enforcement had not taken place on the stretch between Vendee Drive and the M40 junction and had instructed OCC to make the necessary changes to the signage to allow this.
- A41 remedial work. The carriageway closures and repairs had been carried out over recent months. The gate repair would be chased.
- Cllr Corkin had been appointed Cabinet Lead at OCC for exiting the EU.

**6. To receive and approve the Minutes of the Parish Council meeting held on 11 July 2019**

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. Bus Stop Gate**

The Clerk and Cllr Corkin had chased this again.

**8. Governance**

**a. Councillor Co-option – to consider any applications received**

No applications had been received.

**b. "Stop the Wolf" contribution – to consider making a contribution for a traffic consultation to the 'Stop the Wolf' campaign**

The Council considered the suggestion and **RESOLVED** to agree to spend £500 from the Community Fund as a contribution towards a traffic consultation.

**c. Meeting Attendance Policy** – to consider adoption of the policy

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

**d. Dispensations Procedure and Form** – to consider adoption of the procedure and form

The Council considered the procedure and form and **RESOLVED** to adopt them.

**e. Revised Vacancy Procedure** – to consider the revised procedure

The Council considered the procedure and **RESOLVED** to adopt it.

**f. Financial Regulations** – to consider the document following NALC's revisions  
NALC had recently revised the Regulations to take account of very minor changes and limits under Public Contract Regulations. The Council considered the Financial Regulations and **RESOLVED** to adopt the document including an additional change to point 6.1 from quarterly to three times a year.

**g. Oxfordshire Environment Board** – to consider joining the mailing list

The Council **RESOLVED** to agree to join the mailing list.

**h. CPRE Membership** – to consider whether to join as a Parish Council

The Council **RESOLVED** to join the Campaign to Protect Rural England at the Parish Council rate of £36 per year.

**i. Bottle Banks** – to confirm the Councillor responsible for the bottle banks at the Village Hall

The Council **RESOLVED** to agree that Charlotte Carry would continue to be responsible for the bottle banks.

**9. Finance**

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

As at 20 August the Accounts stood at

Current Account	£12,315.99
Savings Account	£16,214.99

There was one outstanding cheque of £250.

The Savings Account had received £5.41 in interest.

The Precept remittance had been received from CDC, but not confirmation from the bank.

The Budget Monitoring sheet to the end of July was available.

- b. AGAR Signature Redaction** – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from ‘specific and identifiable threats’ of identity theft and GDPR concerns

The Council **RESOLVED** to agree that, to protect the signatories from identity theft, all the signatures on the web version of the AGAR should be redacted. The hard copy of the document would be available for inspection, but not duplication.

- c. Church Path Maintenance and Lighting** – to consider the Parish contribution to the Church path maintenance and lighting

The Council **RESOLVED** to agree to contribute £400 for the footpath maintenance and £160 for the lighting to enable pedestrians access to the A41 bus stop under Highways Act 1980, ss.43, 50 and the Parish Councils Act 1957, s.3 and to review at next year’s budget.

- d. Poppy Wreath** – to consider a donation to the Royal British Legion for a Remembrance Day Poppy Wreath

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

- e. To consider invoices for payment itemised on the payment schedule**

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

<b>Cheque no:</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Amount</b>
200083	JMC Olds for Clerk Salary 1 July - 30 September	Clerk’s Salary	£504.90
200084	Countrywide Grounds Maintenance Ltd for August and September Grass Cutting (Invoice nos 73217 and 78228)	Grass cutting	£166.12
200085	Navitas Design Ltd for domain name, renewal, web hosting and SSL certificate (invoice no 28206)	Website	£124.78
200086	Cherwell District Council for summer dog bin emptying (invoice no 7011475)	Dog bin emptying	£180.18
200087	Wendlebury PCC for footpath maintenance 2019	Churchyard footpath maintenance	£400.00
	Wendlebury PCC for footpath lighting 2019	Churchyard footpath lighting	£160.00
	Total		£560.00

<b>Cheque no:</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Amount</b>
200088	Campaign for the Protection of Rural England for Annual Membership Subscription	Subscriptions	£36.00
200089	Royal British Legion for poppy wreath	S137 Grants	£50.00

## 10. Training

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

It had not been possible to book Brett Chambers on the Planning Course on 21 November as there was a waiting list. OALC would contact the Clerk if a space became available.

## 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. **19/01746/OUT** at Land Adj To Promised Land Farm, Wendlebury Road, Chesterton for “Outline planning application (with all matters reserved excluding access) for up to 10,200sqm of B1 development (B1a and/or B1b and/or B1c); access and associated landscaping and infrastructure works”

The Council **RESOLVED** to delegate the response to the Clerk in consultation with the Councillors following a consultation meeting with the applicant.

- ii. **19/01740/HYBRID** at Land Adj To Promised Land Farm, Wendlebury Road, Chesterton for Hybrid' for planning application comprising: - Outline planning permission (all matters reserved except for access) for up to 23,400sq.m of B1 development (Use Classes B1a and/or B1b and/or B1c); highway works (including provision of a new roundabout at the junction between Vendee Drive and Wendlebury Road); creation of a wetland and landscaped areas and associated infrastructure works. - Full planning permission for a health and racquets club, associated access and car parking, outdoor tennis courts, air dome, outdoor swimming pool, spa garden and terrace, and associated landscaping.

The Council **RESOLVED** to delegate the response to the Clerk in consultation with the Councillors following a consultation meeting with the applicant.

- iii. **19/01841/TEL** at Telecommunications Mast 61418 OS Parcel 1100 South West Of Kyle Urn Adjoining A34 M40 Junction 9 Oxford Road Wendlebury for “Proposed telecommunications installation upgrade to existing EE 20m High Eve Type 9 Lattice Tower on concrete foundation and associated works”  
The Council **RESOLVED** that there were no comments or objections.

**b. To note Notices of Decision**

- i. **19/00592/F** at Farrowing House Barn College Farm Main Street Wendlebury OX25 2PR for “Conversion of the existing Agricultural Building to form 2no. B&B Units ('associated operational development', defined as 'building or other operations in relation to the same building or land which are reasonably necessary to use the building' as permitted by 18/02246/R56.)”  
Permission for development
- ii. **19/01006/LB** at Elm Tree House, Church Lane, OX25 2PN for “Internal and external alterations to the house and garage”  
Permission for development
- iii. **19/01170/F** at Wendlebury Village Hall, Main Street, OX25 2PS for “Improvement of community facilities at Wendlebury Village Hall comprising construction of a disabled toilet, garage for community mini-bus, installation of bi-fold doors to rear of Hall (Re-submission of 18/01363/F)”  
Permission for development
- iv. **19/01237/F** at Lark Hill, College Farm, Main Street, OX25 2PR for “Installation of a Klargestor Biodisc BC sewage treatment plant”  
Permission for development

**c. Planning applications received between meetings**

- i. **19/01104/F** at 13 St Giles Close, OX25 2PZ for “First floor side extension to provide ancillary accommodation plus French doors to side elevation”  
No comments or objections
- ii. **19/01490/R56** at Farm buildings at Manor Farm, Main Street, OX25 2PS for “Change of use of agricultural buildings to flexible use (B1)”.  
The Council responded that the site should be continued to be for agricultural use, but it was not clear how any future business use could be compatible with farming activities. It was felt very strongly that the conversion to B1 business use would not be appropriate for the agricultural setting and could result in inappropriate development in rural countryside.

The Council did not agree with the observations of OCC Highways, as the access road to and from the site meant that any vehicle exiting the site would approach the Oxford Road where there was a very sharp bend with poor visibility; which was a safety hazard due to the considerable traffic currently using the road as a ‘rat run’ through the village.

However, if the Planning Officer was mindful to approve the application, the Parish Council requested that one of the Conditions should be that the buildings may not be converted to residential use at a future date.

**12. Review of Cherwell Polling Districts and Polling Places** – to consider a response to the review

The Council **RESOLVED** to agree that no further comment was necessary.

**13. Parish Matters**

**a. A41 Crossing** – to receive a progress report

As Cllr Corkin had reported earlier, there was no progress on the crossing. The Council **RESOLVED** to agree to write to the OCC Chief Executive (in consultation with Cllr Corkin) to obtain confirmation of the funding and expenditure and to ask when planning permission was to be sought.

**b. East / West Expressway** – to receive a progress report and to consider further action

It was reported that all parishes consulted by the No Expressway Alliance were opposed to the project.

The Clerk had registered the Parish as a Stakeholder with Highways England.

**c. Safer Wendlebury and 20mph zone** – to receive a progress report and to consider further action

Charlotte Carry would arrange a Speedwatch event.

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

No further progress had been made.

**e. Allotments** – to receive a progress report

The Tenancy Agreements and rent invoices would be sent out shortly.

**14. Reports from Meetings** – to receive reports from any meetings attended

**a. Joint Parishes Meeting** – 16 September

Tim Hibbert and the Clerk attended the meeting; the minutes would be circulated when published. The Great Wolf Resorts were holding a public consultation exercise over four days from 25 September which members of the Council had attended.

**15. Attendance at Meetings**

**a. Bicester Rural Community Resilience Group** – 2 October

The Clerk hoped to attend

**b. Parish Liaison Meeting** – 13 November

The Clerk would remind the Councillors of the meeting when she received the agenda.

**16. 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. **Healthwatch** – updates
- b. **TVP Police and Crime Commissioner** – updates and newsletters
- c. **Rural Services Network** – bulletins
- d. **Oxfordshire Association for the Blind** – appeal for funds
- e. **OCC** – Permit Scheme for road works
- f. **OALC** – July and August updates
- g. **OALC** – NALC survey about May election 2019
- h. **OCC** – salt
- i. **OCC** – upgrade of broadband for rural public buildings – the Village Hall may be eligible
- j. **OCC** – Deddington Depot Open Day – 5 October
- k. **Chesterton Parish Council** – various messages about the Great Wolf proposals
- l. **Scope** – clothing bank request (forwarded to Village Hall Committee)
- m. **OCC** – Loneliness conversation event – 8 October
- n. **OCC** – Shared Lives scheme
- o. **OCC** – suicide prevention survey
- p. **OCC** – Oxfordshire Environment Board
- q. **OPFA** – AGM 29 October
- r. **Clerks and Councils Direct**
- s. **CDC** – Empty Homes Week
- t. **OCC** – Rural Broadband Gigabit Voucher Scheme

#### **17. Items for information or next Agenda only**

##### **a. Agenda Items**

The Clerk requested that all items for the next agenda be submitted by Wednesday 13 November 2019.

##### **b. Road Closure**

The road between Bicester Avenue and ‘Shoulder Way / road off Vendee Drive roundabout’ would be closed southbound between 23 September – 18 October. More information was available on the website.

##### **c. Electric Blanket Checks**

OCC was organising the annual free Electric blanket checks at the Fire Station on 22 October. An appointment was necessary.

#### **18. Date of next meeting**

The Council **RESOLVED** to agree to confirm the date of the next meeting as Thursday 28 November at 8pm

The meeting closed at 9.30pm

Signed .....

Dated .....