

**DRAFT AND UNAPPROVED Minutes of a Meeting of Wendlebury Parish Council held on Thursday 23 January 2020, online via a virtual Zoom meeting at 8.00pm due to the COVID19 Coronavirus crisis**

**Present:** Charlotte Carry, Brett Chambers, David Ford,  
Tim Hibbert (Chairman), Kathy Sharp  
**In attendance:** 1 member of the public, Jane Olds (Parish Clerk)  
**Apologies:** Katy Mimpres

**1. Apologies for absence** – to receive apologies

Katy Mimpres' apologies were accepted and a general extension given to her to cover at least the next six months during the current crisis.

**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

Nothing was raised. The member of public in attendance chose not to identify themselves.

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

No reports had been received. However, Councillor Corkin had been appointed Lead Member for Customers and Transformation and had been heading up the COVID19 Coronavirus co-ordination team.

**5. To confirm the Minutes of the Parish Council meeting held on 23 January 2020**

It was **RESOLVED** that these be accepted as a true record and would be signed by the Chairman at the next in-person meeting.

**6. Update on progress from the Minutes** – the Clerk /Chairman will report on progress of outstanding items which do not require further decision

**a. Precept** – had been confirmed with CDC

**b. Doug Blake's Paperwork** – the Clerk had met with Mr Blake and he had completed all the paperwork. The Register of Members' Interests form had been sent to CDC and was available on the CDC website.

**c. Meeting Dates** – the meeting dates had been published on the website and the noticeboard.

**7. Finance****a. Financial Report** – to receive the report (for information)

As at 10 March 2020 the Accounts stood at

Current Account	£7,698.97
Savings Account	£16,231.36

There were no outstanding cheques

The Savings Account had received £5.52 in interest.

**b. 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>
200098	Countrywide Grounds Maintenance Ltd – February and March instalments (£83.06 per month) for Grass Cutting (Invoice nos 102339 and 107687)	Grass cutting	£166.12
200099	Oxfordshire Association of Local Councils for Annual Subscription (Invoice no: W00295/2020)	Subscriptions	£140.42
200100	Oxfordshire Playing Fields Association for Annual Subscription	Subscriptions	£42.00
200101	Community First Oxfordshire for Annual Subscription	Subscriptions	£55.00
200102	JMC Olds for Clerk Salary 1 January 2020 – 31 March 2020	Clerk's Salary	£504.90
200103	JMC Olds for Admin Expenses (Printing £25.29, laminating £2.40, postage £4.76, telephone £2.08)	Admin Costs	£34.53
	JMC Olds for Mileage expenses	Mileage Expenses	£31.41
	Total		£65.94
200104	TP Jones & Co LLP for Payroll administration	Payroll	£73.20
200105	Society of Local Council Clerks	Subscriptions	£32.20

**8. Governance****a. Review and Adoption of Policies****i. Document Retention and Disposal Policy and Procedure**

The Council **RESOLVED** to agree to defer the policy until it could be considered at a meeting 'in person'.

**ii. Website Privacy Notice**

The Council **RESOLVED** to agree to the Privacy Notice as there were no changes necessary.

**iii. Website Accessibility Statement (draft)**

The Council **RESOLVED** to agree to defer the Statement until it could be considered at a meeting 'in person'.

**b. Temporary delegation scheme in response to Covid-19 – to consider a recommended interim measure**

The Council **RESOLVED** to agree to the following delegation scheme:

The Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman (or other Councillors if the Chairman and / or Vice Chairman are indisposed) to take any actions necessary with associated expenditure to protect the interests of the community and ensure Council business continuity during the period of the pandemic Covid-19 coronavirus, informed by consultation with the members of the Council. This delegated authority ceases upon the first meeting of the Council at the Village Hall after this meeting.

**9. Training**

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

The Council **RESOLVED** to agree to discuss training at a later meeting when the courses were running again.

**10. 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. 20/00293/OUT** at Bicester Gateway Business Park Wendlebury Road Chesterton for "Outline application (Phase 1B) including access (all other matters reserved) for approximately 4,413 sqm B1 office space (47,502 sqft) GIA, approximately 273 residential units (Use Class C3) including ancillary gym, approximately 177 sqm GIA of café space (Use Class A3), with an ancillary, mixed use co-working hub (794 sqm/ 8,550 sqft GIA), multi-storey car park, multi-use games area (MUGA), amenity space, associated infrastructure, parking and marketing boards" (time extension agreed)

The Council considered the application and **RESOLVED** to agree to object on the grounds that the proposals were a vast over-production of the original intention.

This original intention was for small flats, community-living, flats with technology business units below and limited parking spaces which would encourage sustainable transport use.

The new proposals were vastly different and were a huge over-production of the site. There were particular concerns regarding the multi-storey car park which would encourage car-use and the impact of extra traffic on the surrounding infrastructure would be detrimental to the area and particularly to the village.

- ii. **20/00532/F** at The Bungalow, Oxford Road, OX25 2PT for “Remove existing garage and construct new double garage and garden store” (time extension requested)

The Council considered the application and **RESOLVED** to support the application. However, it was requested that the applicant should ensure that the essential drainage culvert on the property should be maintained and kept clear during, and after, the development.

**b. Notices of Decision – to note**

- 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”  
Application refused (19/3/20)

- ii. **20/00009/R56** at Farm buildings at Manor Farm, Main Street, OX25 2PS for “Change of Use of three agricultural buildings to a mixture of B1 use”.  
Permission for Development subject to conditions (10/3/20).

The Council requested that the Planning Officer be asked to ensure that a site visit had taken place prior to the work commencing.

- iii. **19/02550/F Great Lakes UK Ltd** at Land to the east of M40 and south of A4095 Chesterton for “Redevelopment of part of golf course to provide new leisure resort (sui generis) incorporating waterpark, family entertainment centre, hotel, conferencing facilities and restaurants with associated access, parking and landscaping”.  
Application refused at Committee (12/3/20)

**c. A41 Consultation – to consider the A41 Consultation and the proposed speed limits**

The Council considered the consultation and **RESOLVED** to respond that it did not believe that the proposals would reduce the speed danger. Both sides of the carriageway should be given the same consideration including the suggested 50mph which should also be over longer distance.

The Council welcomed the suggested hard standing for the speed camera van.

## 11. Parish Matters

- a. **Covid-19** – to consider how the Parish Council can help the village  
The Council commended the Village Club on the valued job they had done in circulating information and supporting villagers. The Council **RESOLVED** to agree that if the Council could help in any way with printing or other support this would be acceptable. The Clerk would continue to put information out via the Parish Council website, Facebook page and Mailchimp mail list.
- b. **A41 Crossing** – to receive a progress report  
The Council **RESOLVED** to agree that it should be involved in the discussions surrounding the bridge process with Councillor Corkin and OCC.
- c. **Expressway** – to receive a progress report  
No further progress had been made.
- d. **Safer Wendlebury** – to receive a progress report  
No further progress had been made.
- e. **SE Relief Road** – to receive a progress report  
No further progress had been made.
- f. **Allotments** – to receive a progress report  
The Clerk had ordered the padlock for the allotment gate which would be delivered to Kathy Sharp.
- g. **Village Playground** – to consider how to help the Village Hall Committee refurbish the playground  
The Clerk had not had an opportunity to look into this further. However, the Clerk confirmed that the gates had been closed and locked to comply with the current procedures.
- h. **Spring Litter Pick** – to note that Keep Britain Tidy had postponed their campaign until the autumn  
The Council **RESOLVED** to note the information and to re-arrange the litter pick when convenient.

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

- a. **Rural Resilience Meeting** – 22 January  
The Clerk had circulated the Minutes for information.

**13. Attendance at Meetings**

No further meetings had been scheduled.

**14. 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. **Rural Services Network** – updates
- b. **Chesterton PC** – re Great Wolf Resorts
- c. **OALC** – January and February updates
- d. **OCC** – Brexit briefing
- e. **CPRE** - updates
- f. **OCC** – February briefing
- g. **Clean Slate** – grant request
- h. **Cllr Corkin** – Covid-19 update
- i. **OCC** – Rights of Way Drop-in
- j. **TVP** – Police and Crime bulletins

**15. Annual Parish Meeting** – to note that it was unlikely that this would now take place  
The Council noted the NALC recommendation that Annual Parish Meetings should not take place.

**16. 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 May.

**b. Clearing up Fallen Tree**

The Council would like to thank the kind villager who cleared up the tree which was blocking the northern entrance to the village following the gales in February.

**17. Date of next meeting**

The Council **RESOLVED** to agree to confirm the date of the next meeting as Thursday 28 May at 8pm via Zoom.

The meeting closed at 8.48pm

Signed .....

Dated .....