

Wendlebury Parish Council

Minutes of the Parish Council meeting held on Thursday 28th September 2023 at 7.30 pm in Wendlebury Village Hall

Present: Cllrs: Doug Blake (Chairman), Brett Chambers (Vice Chair), Adrian Redford, David Ford, Phil Bowles

In attendance: Sarah Kearney (Parish Clerk), District Councillor: Gemma Coton,

Residents:

Apologies:

1. **To receive and accept apologies for absence** – receive apologies (Clerk)
None Received
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
Nothing was declared.
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
4. **To Confirm the Minutes of the Parish Council Meeting held on 25th July 2023, previously circulated**
The Council unanimously **RESOLVED** that the minutes be accepted as a true and accurate record of the meeting.
5. **Reports from District and County Councillors** – update
Update from District Councillor Gemma Coton – Attended meeting at 7.30 pm and left at 8.15 pm
 - **Local Plan 2040** – Consultation on the local plan started on the 22nd of September and will close on the 3rd of November 2023.
 - **Village Hall Scheme** – Grants up to £25,000 are available for Village Hall. The Clerk stated that she had already emailed CDC to make sure that Wendlebury Village Hall was on the list to receive an application pack and if not, please could they make sure they send one through.
 - **Bicester Market Square** – Proposals are being made for consultants to plan the development of Bicester Town Centre.
 - **Cherwell District Council Offices** – There are also discussions about the relocation of the CDC offices to Castle Quays.
6. **Update on progress from the Minutes – The Clerk/Chairman will report on the progress of outstanding items which do not require a further decision.**
Clerk reported:
 - 6.1 **Defibrillator, New pads have been installed and the machine is being checked monthly** – Thank you to Cllr Redford
 - 6.2 **EV Interest** – This paperwork has been completed for the Wendlebury Village Hall
7. **Governance**
 - 7.1 **Register of Interest** – paperwork needs to be corrected
Paperwork completed and ready to be sent back to CDC
 - 7.2 **Policies** – to be considered and agreed
 - 7.2a **Privacy Notice** – re-adopted
 - 7.2b **Dispensations Procedure** – re-adopted

- 7.2c **Document Retention & Disposal Policy and Appendix** – re-adopted
- 7.2d **Health & Safety Policy** – New
- 7.2e **Internal Audit Terms of Reference** – New

The Council unanimously **RESOLVED** and agreed to all the above policies to be re-adopted or adopted

8. Finance

8.1 Financial Report – Clerk Reported:

Current Account - £ 5,403.46
 Deposit Account - £16,442.63
Total = £20,803.82

September payments: £1,042.27

Income Received:

Total = £94.50 – Chesterton Parish Council for the Speed G

The Council unanimously **RESOLVED** and agreed to the financial report

8.2 Invoices for payment – to consider invoices for payment itemised and the payment schedule sheet

Invoice Payments for - September 2023

Invoice Number	Cheque No:	Payee	Reason	Budget	Minutes Ref:	Amount Agreed	Powers
1	000010	Navitas Designs	Correct Problem with Website, and Hosting and Domain	Website	15/23	£138.28	Local Government Act 1972, S142
2	000011	Sarah Kearney	Defib Pads	Contingencies	15/23	£77.99	
3	000012	Sarah Kearney	Stationery Items	Admin Cost	15/23	£11.20	
4	000013	Sarah Kearney	Clerk Salary	Clerk Salary	15/23	£710.40	
5	000014	HMRC	HMRC Payment	HMRC	15/23	£104.40	
Total of payments						£1,042.27	

The Council unanimously **RESOLVED** and agreed to the September payments

8.3 Budget Monitoring for September – to consider any overspends on the budget so far

The Clerk reported: There are no overspends, within budget on everything.

The Council unanimously **RESOLVED** and agreed they were happy with the Budget Monitoring for September.

9. Parish Matters

9.1 Environment Agency – Cllr Blake reported: No update

9.2 **Allotments – Clerk reported:** Contract will be sent out for the next year. There are a few empty plots which need to be refilled. Advert to be put in the ABC and to speak to Bicester Town Council to see whether any of their waiting list might be interested.

9.3 Flooding – Cllr Blake reported: Nothing to report

9.4 **Bicester Police Rural Resilience Group** – The next meeting will be at Chesterton Community Centre on 17th October at 7.00 pm

9.5 **Defibrillator – Cllr Blake reported:** that new pads have been installed and regular monthly inspections are now being conducted by Cllr Redford. However, careful consideration needs to be given by the Parish Council to the potential acquisition of a new battery, as the age of the current battery remains uncertain. The clerk has received a quote of £205.00 plus VAT for a new battery. The Council unanimously **RESOLVED** and agreed to purchase another battery, Cllr Blake will check first whether the original battery needs to be changed before the Parish Council purchases one.

9.6 **Village Hall** – to consider and agree that a War Memorial Plaque on the Wall next to the bench – (clerk)

The Council unanimously **RESOLVED** and agreed that it has no objections to the War Memorial Plaque. However, the Village Hall Committee will make the final decision.

The Council unanimously **RESOLVED** and agreed

9.6a **Village Hall Play Equipment** – The Trustee would like the PC to consider taking on the Play area as their responsibility.

The Parish Council has determined that additional deliberation is necessary with the Village Hall Committee regarding the question of responsibility for the play equipment prior to any decisions being reached.

ACTION: Clerk to arrange a meeting with Village Hall Committee

10. Highways

- 10.1 **SE Relief Road** – The Local Plan Review 2040 contains several noteworthy comments related to the Southeast Relief Road. According to Councillor Chambers, it is imperative that the Parish Council closely monitors the developments surrounding the road. The local community may have a stake in the matter and therefore it is essential to stay on top of any progress or changes that may occur. The comments within the review suggest that the Southeast Relief Road may have a significant impact on the area, and it is crucial for the council to stay informed.
- 10.2 **Safer Wendlebury** –
- 10.2a **Speed Watch** – **Clerk to contact Bletchington PC to see whether they would like to do their training with Wendlebury PC volunteers**
- 10.3 **Repainting of Speed Humps** – The Clerk received an email from OCC, assuring that the road humps will be painted towards the end of October. However, due to the current damaged state of the road humps, it is uncertain how long the painting will last. Despite this, the Clerk has proactively contacted Cllr Ian Corkin, the County Councillor, to ask if he can speak to OCC about the damaged speed humps. Previously, the Clerk had sent an email to OCC about the damaged speed humps but received a reply stating that repair works would require road closures in Wendlebury, which could not be granted.

11. **Planning** – to consider all recent Applications received from Cherwell District Council detailed below and any other Planning Applications submitted between the circulation of this Agenda and the meeting:

- 11.1 – **Siemens** – received email update
<https://www.wendleburypc.org.uk/wp-content/uploads/2023/09/Tritax-update.pdf>
- 11.2 – **Local Plan 2040** – Consultation time started on 22nd September and Closing on 3rd November 2023
<https://www.cherwell.gov.uk/local-plan-review-2040>
- 11.3 – **Orchard House TPO** – waiting on an update from CDC

Planning Applications New: - to note

- 11.4 **23/02380/F** – East of Kyleburn and West of Manor Farm, Main Street, Wendlebury – **Change of Use of agricultural paddock to secure dog walking area and associated works (including small area of hardstanding and agricultural fencing) NO OBJECTION**

Planning Applications Pending: - to note

- 11.5 **21/02735/F** – Wendlebury Park Farm, Wendlebury Road, Chesterton, OX25 2PE – **Extension to existing Commercial Building and detached stables with Integrated Store.**
- 11.6 **23/01844/F** – Land Nth East of Holts Farm, Mansmoor Road, Charlton On Otmoor – **Change of Use of land for a mobile home for a temporary period of three years – re-submission of 22/01443/F – No Objection**

Planning Application Decisions: – to note

- 11.7 **23/01730/LB** – The Lion, Main Street, Wendlebury, OX25 2PW – **Update/refresh of the existing signage for the hotel business, Retrospective. New external lighting fixed to the exterior of the building to replace brass swan-neck lighting installed without LBC (new lighting to replace the “swan necks” has not yet been installed) NO OBJECTION**
- 11.8 **23/01742/ADV** – The Lion, Main Street, Wendlebury, OX25 2PW – **RETROSPECTIVE – Update/refresh of the existing signage for the hotel business. NO OBJECTION**
- 11.9 **22/03756/F** – Wendlebury Park Farm, Wendlebury Road, Chesterton, OX25 2PE - **Additional building within existing yard area for associated B1 and B8 use – Permitted 9/8/23**
- 11.10 **23/00438/F** – Mole End, Main Street, Wendlebury, Bicester, OX25 2PS, **Demolition of outbuilding, two-storey extension to side and rear of existing dwelling – Re-submission of 22/01049/F - Permitted**

12. **Correspondence** – to note correspondence received not otherwise on the agenda were decisions are not required.

- **The Rural Bulletin**
- **CDC Bulletin updates**
- **Healthwatch**

- **EV Interest Form**
- **Local Plan 2040 Review** – Closing date will be on 3rd November
- **Tracy OCC** – Footpath by the Solar Farm
- **Resident email** – regarding the plaque for the War Memorial to be placed on Village Hall
- **OCC** – Repaint Lines onto Speed Humps

Items for information or next Agenda only – all items for the next agenda are to be submitted to the Clerk by 5th October 2023

Date of next meeting – Thursday 30th November 2023 at 7.30 pm - Wendlebury Village Hall

The meeting closed at 8.55 pm.

Signed Dated