

Wendlebury Parish Council

Minutes of the Parish Council meeting held on Thursday 14th November 2023 at 7.30 pm in Wendlebury Village Hall

Present: Cllrs: Doug Blake (Chairman), Adrian Redford, David Ford, Phil Bowles

In attendance: Sarah Kearney (Parish Clerk),

Residents: 0

Apologies: Brett Chambers (Vice Chair), and District Councillor: Gemma Coton,

1. **To receive and accept apologies for absence** – receive apologies (Clerk)
The Council received and accepted apologies from Cllr Chambers
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
No one attended
4. **To Confirm the Minutes of the Parish Council Meeting held on 28th September 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
No update received
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** – Completed and in working order and being checked by Cllr Redford
 - 6.2 **Interest of Register form** – Need to Cllr Bowles to sign his form, completed and ready to send to CDC
7. **Governance**
 - 7.1 **Policies** – to be considered and agreed
 - 7.1a **Standing Order** – New Version
 - 7.1b **Code of Conduct** – New Version
 - 7.1c **Data Protection Policy** – re-adopted
 - 7.1d **Expenses Policy** – re-adopted
 - 7.1e **Media & Press Policy** – re-adopted
 - 7.1f **Meeting Attendance Policy** – re-adopted
 - 7.1g **Vacancy Procedure** – re-adopted
 - 7.1h **Website Policy** – re-adopted
 - 7.1i **Website Privacy Notice** – re-adopted
 - 7.1j **Website Accessibility Statement** – re-adopted

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 - £ 8,319.63
 Deposit Account - £16,468.85
Total = £24,788.48

November payments: £1,617.82

Income Received:
Total = £3,728.44 – Second Half of Precept
£ 230.00 – Allotment payments

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 - November 2023							
Invoice Number	Cheque No:	Payee	Reason	Budget	Minutes Ref:	Amount Agreed	Powers
1	000015	Sarah Kearney	Clerk Salary	Clerk Salary	16/23	£951.00	Local Government Act 1972, S142
2	000016	Sarah Kearney	HMRC Payment	HMRC	16/23	£164.40	
3	000017	Cherwell District Council	Emptying Dog Bins	Dog Bins	16/23	£200.77	Open spaces act 1906, ss9&10
4	000018	Sarah Kearney	Defib replacement battery	Contingencies	16/23	£258.00	
5	000019	Sarah Kearney	Admin Cost, Stamps, Allotment postage, Printing paper	Admin Cost	16/23	£23.65	
6	000020	Royal British Legion Poppy A	Poppy Wreath	\$137 Grant	16/23	£20.00	

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

- 8.3 Budget Monitoring for November – to consider any overspends on the budget so far**
The Clerk reported: There is only one overspend on HMRC, overall still within budget.
 The Council unanimously **RESOLVED** and agreed they were happy with the Budget Monitoring for November.
- 8.4 Bank Reconciliation – to consider and agree with bank statements**
 The Council unanimously **RESOLVED** and agreed with the reconciliation, signed by Chair
- 8.5 Budget for 2024-25 – to consider and agree ready for December Precept application to CDC**
 The Clerk went through with the council the whole budget and suggested a Precept of £7,681.00 which is an increase of 3.01% on last year's precept
 The Council unanimously **RESOLVED** and agreed to Budget Figures for 2024-25 and with the precept increase figure.
- 8.6 Clerk Wages Increase – to note the NALC revised cost of living salary scale for the Clerk for 2023/24 together with the amount backdated from April 2023.**
 The Council unanimously **RESOLVED** and agreed to increase and acknowledge the back page.
- 8.7 Internal Auditor – to acknowledge and acceptance of Elaine Anstee to complete the Internal Audit for 2023-24**
 The Council unanimously **RESOLVED** and agreed to the acceptance of Elaine Anstee to complete the 2023-24 Internal Audit
- 8.8 Fixed Assets – to review the condition of the fixed asset**
 The Clerk reported that all fixed assets had been checked and there wasn't anything to report.
 The Council unanimously **RESOLVED** and agreed that they were happy with the clerk's report.

9. Parish Matters

- 9.1 Environment Agency – Cllr Blake reported:** Environment Agency several days ago had been in the Village completing some work within the brook.
- 9.2 Allotments – Clerk reported:** All agreements had gone out to Allotment Holders and most of them had renewed and received most of the payments. There are only 3 half plots to be let, which will be advertised within the ABC.
- 9.3 Flooding – Cllr Blake reported:** Nothing to report
- 9.4 Bicester Police Rural Resilience Group –** The group has now changed, and all parishes will be coming together for two meetings a year.
- 9.5 Village Hall Play Equipment – Cllr Blake reported:** Nothing to report, waiting for the Trustee to attend the meeting.

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** – Need to set up by January 2024
- 10.3 **S101 Grass Cutting Agreement** – to acknowledge and acceptance of the OCC agreement
The Council unanimously **RESOLVED** and agreed of the acceptance of the OCC agreement.

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** – Wendlebury has responded, which can be view on the below website link
<https://www.wendleburypc.org.uk/wp-admin/post.php?post=14724&action=edit>

Planning Applications New: - to note

- 11.3 **23/02847/F** – College Farm, Main Street, Wendlebury, OX25 2PR – **The construction and siting of 2 no. self-catering holiday let straw bale cabins, associated change of use and associated works including access track, decking and a sewage treatment plant. No OBJECTION**
- 11.4 **23/02775/F** – Elm Tree Farm, Main Street, Wendlebury, OX25 2QA, - **Change of use of part of agricultural field for use as a dog walking area. NO OBJECTION**
- 11.5 **23/02803/F** – The old Barn, College Farm, Main Street, Wendlebury, OX25 2PR – **Erection of a single storey glass extension. NO OBJECTION**

Planning Applications Pending: - to note

- 11.6 **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**
- 11.7 **21/02735/F** – Wendlebury Park Farm, Wendlebury Road, Chesterton, OX25 2PE – **Extension to existing Commercial Building and detached stables with Integrated Store NO OBJECTION**
- 11.8 **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

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

- **The Rural Bulletin**
- **CDC Bulletin updates**
- **Healthwatch**
- **Tracy OCC** – Footpath by the Solar Farm

Items for information or next Agenda only – all items for the next agenda are to be submitted to the Clerk by 12th January 2024

Date of next meeting – Thursday 25th January 2024 at 7.30 pm - Wendlebury Village Hall

The meeting closed at 9.00 pm.

Signed Dated