

# Wendlebury Parish Council

Minutes of the Parish Council meeting held on Thursday 25<sup>th</sup> January 2024 at 7.30 pm in Wendlebury Village Hall

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

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

**Residents:** 1

**Apologies:** Cllr Brett Chambers (Vice Chair), and Phil Bowles

1. **To receive and accept apologies for absence** – receive apologies (Clerk)  
The Council received and accepted apologies from Cllr Chambers and Cllr Bowles
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  
**One Resident attended:** He wanted to address the Council about a planning application that he intends to send to Cherwell District Council, seeking a change in land use from agricultural to commercial.
4. **To Confirm the Minutes of the Parish Council Meeting held on 14<sup>th</sup> November 2024, 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  
There was a meeting at CDC on the 18<sup>th</sup> of December and the following policies were discussed
  - Solar Energy Strategy
  - Period Poverty
  - Section 21 Notices
  - Right to Grow
  - Services HubsCDC have appointed a new Chief Executive Gordan Stewart who started on 8<sup>th</sup> January 2024
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 **Precept for 2024-25** – has been submitted to CDC in December 2023
7. **Governance**
  - 7.1 **Policies** – to be considered and agreed
    - 7.1a **Social Media Policy** – re-adopted
    - 7.1b **Internal Audit Terms of Reference** – re-adopted
    - 7.1c **Internal Financial Controls Policy** – re-adopted
    - 7.1d **Litter Picking Risk Assessment** – re-adopted
    - 7.1e **Scheme of Delegation** – re-adoptedThe Council unanimously **RESOLVED** and agreed to all the above policies to be re-adopted or adopted

7.2 **Change of Time of Parish Council Meetings** – to consider moving the meetings start time from 7.00pm instead of 7.30pm

The Council unanimously **RESOLVED** and agreed to the change in meeting time from 7.30 pm to 7.00 pm starting from March 2024

## 8. Finance

8.1 **Financial Report** – Clerk Reported:

Current Account - £ 5,379.014  
 Deposit Account - £16,522.29  
**Total = £21,901.30**

**January payments:** £1,502.80

**Income Received:**

**Total = £ 180.00 – 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 - January 2024							
Invoice Number	Cheque No:	Payee	Reason	Budget	Minutes Ref:	Amount Agreed	Po
1	000021	Sarah Kearney	Admin, Cartridges, Microsoft 365 and present	Contingencies	Ref:17/24	£137.40	
2	000023	Sarah Kearney	Clerk Salary	Salary	Ref:17/24	£951.00	
3	000024	HMRC	HMRC	HMRC	Ref:17/24	£164.40	
4	000025	Wendlebury Village Hall Maintenance Fund	Play area equipment funding	Maintenance Village Hall	Ref:17/24	£250.00	
5							
6							
<b>Total of payments</b>						<b>£1,502.80</b>	

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

8.3 **Budget Monitoring for January** – 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 January.

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 **ABC Magazine** – to consider and agree on whether WPC donate to the Magazine

The Council unanimously **RESOLVED** and agreed to donate £10.00 a month the amount of £120.00

## 9. Parish Matters

9.1 **Environment Agency – Cllr Blake reported:** Although the Environment Agency cleared the brook twice last year, the brook still overflowed onto the road due to heavy rain in December.

9.2 **Allotments – Clerk reported:** Have now received all payments from the Allotment holders there are only 2 plots to fill and will advertise this in the ABC and Village Newsletter.

9.3 **Flooding – Cllr Blake reported:** I spoke to Councillor Corkin and asked if it would be possible to have a local contact number for Thames Water when Wendlebury experiences flooding, instead of having to go through the help desk. District Councillor Gemma Coton has also agreed to find out a contact number.

9.4 **Bicester Police Rural Resilience Group** – Meetings now run only twice a year. The Oxfordshire area will focus on tackling anti-social behaviour, drugs, and drinking and driving.

9.5 **Village Hall Play Equipment – Cllr Blake reported:** Nothing to report, waiting for the Trustee to attend the meeting.

9.6 **Newsletter for recruitment for new Councillors** – to consider what information should be included in the newsletter or leaflet.

**Cllr Blake reported:** He drafted a newsletter with multiple topics and circulated it among the other councillors, asking if they wanted to make any additions or changes. The newsletter was set to be distributed in February, following the Siemens meeting.

## 10. Highways

- 10.1 **SE Relief Road** – The Local Plan Review 2040 contains several noteworthy comments related to the Southeast Relief Road.
- 10.2 **Safer Wendlebury** –
  - 10.2a **Speed Watch** – Needs to be set up by April 2024, do have several residents who are happy to help with this

## 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** – meeting be arranged in February
- 11.2 **Local Plan 2040** – No information regarding the Local Plan 2040, consultation time has finished and should hear further details in the summer.  
<https://www.wendleburypc.org.uk/wp-admin/post.php?post=14724&action=edit>

### Planning Applications New: - to note

- 11.3 **23/03612/F** - Straw Barn, College Farm, Main Street, Wendlebury - **Variation of Condition 2 of 20/02859/F - to change the roof pitch from 12 to 15 degrees NO OBJECTION**
- 11.4 **23/03611/F** - College Farm, Main Street, Wendlebury, Bicester, OX25 2PR - **Extension of an existing agricultural building. NO OBJECTION**

### Planning Applications Pending: - to note

- 11.5 **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**
- 11.6 **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**
- 11.7 **23/02803/F** – The old Barn, College Farm, Main Street, Wendlebury, OX25 2PR – **Erection of a single storey glass extension. NO OBJECTION**
- 11.8 **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**
- 11.9 **21/02735/F** – Wendlebury Park Farm, Wendlebury Road, Chesterton, OX25 2PE – **Extension to existing Commercial Building and detached stables with Integrated Store NO OBJECTION**
- 11.10 **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.

- **Rural Services Bulletin** – Circulated weekly
- **OALC Newsletter** – Circulated on 7/12/23
- **Cherwell Parish Bulletin** – Circulated on 16/11/23
- **Community First Oxon Planning & Green Belt** – Circulated on 27/11/23
- **CDC Recharges for Elections 2024/25** - Circulated on 27/11/23
- **Community First Oxfordshire Delivering the Housing that your Rural Community Needs** – Circulated on 27/11/23
- **On Line Parish News** – Circulated
- **CDC Budget Consultation** – circulated on 27/11/23
- **Draft Oxfordshire Councils Charter** – Circulated 15/01/24 – Consultation deadline 11<sup>th</sup> February

**Items for information or next Agenda only** – all items for the next agenda are to be submitted to the Clerk by 10<sup>th</sup> March 2024

**Date of next meeting** – Thursday 28<sup>th</sup> March 2024 at 7.00 pm - Wendlebury Village Hall

**The meeting closed at 8.45 pm.**

Signed ..... Dated .....