

Wendlebury Parish Council

Minutes of the Parish Council meeting held on Thursday 28th March 2024 at 7.30 pm in Wendlebury Village Hall

Present: Cllrs: Doug Blake (Chairman), Adrian Redford (Vice-Chair), David Ford, Phil Bowles, and James Daulton

In attendance: Sarah Kearney (Parish Clerk), and District Councillor: Gemma Coton left at 7.20pm

Residents:

Apologies: No Apologies

1. To receive and accept apologies for absence – receive apologies (Clerk)
No Apologies

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 Residents

4. To Confirm the Minutes of the Parish Council Meeting held on 15th January 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

Full Council and the Budget

At Full Council on the 26th of February, a budget was approved. The Progressive Oxfordshire Group successfully amended the Conservative administration budget to ensure the following:

- There was a delay to the introduction of a charge for replacement waste and recycling bins.
- There was a freeze to the charge for bulky waste collection, with the introduction of an extra service for residents needing faster collection
- There was a freeze to the charges for the use of recreational facilities at the NOA, Cooper School and Stratfield Brake
- Keep the Pioneer Square public conveniences open in Bicester

This budget means that council tax will increase by £5 per year for a Band D household.

Land Supply

The Planning Inspector has recently declared that Cherwell does not have a five-year land supply. This opens up villages to speculative development and is of concern.

Elections in May

District Council elections taking place in May. Like at the last elections, residents will need a form of ID to be able to vote in person. The rules around Postal Voting have also changed. From October 2023 there is now the requirement to prove your identity when applying for a postal vote and you now need to reapply for a postal vote every three years. If your postal vote, it might be worth just double-checking that you are still registered with these new rules in place.

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 accepted by CDC £7,681.00 3% increase from last year. The first half payment will be on 10th April and the second half payment will be on 11th September 2024.
- 6.2 **Adrain Redford** – has been set up as a signatory on Lloyds Bank – Thank you to Cllr Blake for sorting this out

7. Governance

- 7.1 **Policies** – New and re-adopted policies to be considered and agreed
 - 7.1a **Financial Regulations** – re-adopted
 - 7.1b **Complaints Procedure** – re-adopted
 - 7.1c **Freedom of Information Introduction & Publication Scheme** – re adopted
 - 7.1d **Gifts & Hospitality Policy** – re-adopted
 - 7.1e **Grants Policy** – New
 - 7.1f **Grievance Policy** – re-adopted
 - 7.1g **Office Protocol** – re-adopted
 - 7.1h **Protocol on Pre-application Meetings for Major Developments**
 - 7.1i **Reserve’s Policy** – re-adopted
 - 7.1j **Risk Assessment** – re-adopted

The Council unanimously **RESOLVED** and agreed to all the above policies to be re-adopted or adopted
- 7.2 **New Vice-Chair** – to consider a new Vice-Chair
The Council unanimously **RESOLVED** and agreed for Cllr Redford to be the Vice-Chair
- 7.3 **Co-Option** – to Co-opt James Daulton onto Wendlebury Parish Council
The Council unanimously **RESOLVED** and agreed to the Co-option of James Daulton

8. Finance

- 8.1 **Financial Report** – Clerk Reported:
 - Current Account - £ 3,922.49
 - Deposit Account - £16,576.78
 - Total = £20,499.27**

March payments: £1,456.52

Income Received:
Total = £ 0.00

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 - March 2024							
Invoice Number	Cheque No:	Payee	Reason	Budget	Minutes Ref:	Amount Agreed	Powers
1	000026	Sarah Kearney	Paper, Stamps	Admin	Ref:18/24	£15.00	
2	000027	Sarah Kearney	Clerk Salary	Salary	Ref:18/24	£790.60	
3	000028	HMRC	HMRC	HMRC	Ref:18/24	£124.40	
4	000029	OALC	Membership Subscription for 2024-25	Subscription	Ref:18/24	£168.00	
5	000030	SLCC	Membership Subscription for 2024-26	Subscription	Ref:18/24	£158.00	
6	000031	ABC	Donation	S137	Ref:18/24	£120.00	
7	000032	T P Jones	Payrol for Year 2023 - 24	Payrol	Ref:18/24	£80.52	
Total of payments						£1,456.52	

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

- 8.3 **Budget Monitoring for March** – to consider any overspends on the budget so far
The Clerk reported: There are only a couple of overspends on HMRC and Subscriptions, overall, still within budget and the accounts will now be closed for the end of the year.
The Council unanimously **RESOLVED** and agreed they were happy with the Budget Monitoring for March.
- 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 **Reserves Amounts** – to consider and agree for 2024/25
The Clerk reported that there would be £3,922.49 left in the current account, and it was recommended that maybe some of this amount could be considered to be reserved back for

Allotments and Play Equipment once the council has received the next precept in April. This is to be agreed at the May meeting.

The Council unanimously **RESOLVED** and agreed to consider this at the May meeting once new precept had been received

- 8.6 **Cllr Chambers** – to agree that Cllr Chambers will now be taken off as Signatory to the Bank
The Council unanimously **RESOLVED** and agreed to remove Cllr Chambers from Lloyds Bank as a signatory.

9. Parish Matters

- 9.1 **Environment Agency – Cllr Blake reported:** It was stated that the brook didn't flood more due to the amount of rainfall, so there's no update for now.
- 9.2 **Allotments – Clerk reported:** that all payments have been received from the allotment holders. Additionally, a reminder letter has been sent out to the allotment holders, stating that they need to start working on their allotments. Failure to do so will result in individual letters being sent to them. Furthermore, three plots have been offered to the Bicester Town Council to see if any of their residents would be interested.
An allotment holder has also sent a letter asking if damaged fencing can be replaced with new fencing.
The Council unanimously **RESOLVED** and agreed to arrange for some quotes for new fencing.
ACTION: A meeting to be arranged with Clerk, Cllr Redford to see what needs to be done.
- 9.3 **Flooding – Cllr Blake reported:** A meeting took place at Chesterton Community Centre involving some parishes, Cllr Corking and Thames Water to discuss issues related to flooding and sewage problems. At the end of the meeting, it was agreed that a working group would be formed to address the discussed issues and meet as required.
- 9.4 **Bicester Police Rural Resilience Group – Cllr Ford reported:** no update. The Clerk reported that Cllr Simpson, who chairs the Police Rural Group, mentioned a meeting had been arranged and the date would be sent through.
- 9.5 **Village Hall Play Equipment – Clerk reported:** The Clerk has received an email from the Chair of the Wendlebury Village Hall Committee. They have requested a grant to purchase new equipment for the play area. The Clerk has sent a Grant form which has been filled out and shared with all the councillors before the meeting. The form indicates that the committee is requesting a grant of £5,000. The councillors believe that the grant form did not clearly state that the grant money was solely for the play area equipment. They also felt that it would have been beneficial for a committee member to attend the meeting in place of the chair, who was unable to attend due to prior engagements. The clerk has reported that Councillor priority funding is available which could be used for this project, but the village hall committee will need to provide quotes to apply for the funding.
- 9.6 **Newsletter for recruitment for new Councillors** – to consider what information should be included in the newsletter or leaflet.
Councillors agreed to the layout of the newsletter and added some additional wording for the Traffic Calming section. Once completed another draft will be circulated to Councillors to agree on ready for print.
- 9.7 **EZK329 – Manor Farm Bungalow, Main Street, Bicester, OX25 2PS** – to discuss the ownership of the substation and agree that work can be done for the above property.
SSE has reached out to the Parish Council to inquire whether they own the land where the SSE station is located. They need to dig a trench along this land to connect some electricity from the above address. However, the Council has been facing difficulty in finding this information as it is not present on the Land Register. Cllr Blake has asked all the Councillors if they have any objection to this if the Parish can locate the necessary paperwork.
The Council unanimously **RESOLVED** and agreed that the work could go ahead once ownership paperwork had been found.

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** – This needs to be register with TVP

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

11.1a **Potential Traffic Calming Measures** – to acknowledge the traffic Calming details which Tritax have sent

All councillors had received the draft traffic calming details, which were discussed and felt there were a couple of items which need to go back to Tritax to look at.

11.2 – **Local Plan 2040** – Wendlebury has responded, which can be viewed 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 **23/02399/REM** – Land Nth of Bicester Ave Garden Centre, Oxford Road, Bicester, **Reserved matters approval for 23/010580/OUT – details of access, appearance, landscaping, layout and scale relating to the proposed development of class E9(g)(i) (formerly B1(a)) office/commercial building and Class E(g)(ii) (formerly B1 (b)) Research and Development Units, plus associated car parking**
NO OBJECTION

Planning Applications Pending: - to note

11.4 **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**

Planning Application Decisions: – to note

- 11.5 **23/03611/F** - College Farm, Main Street, Wendlebury, Bicester, OX25 2PR - **Extension of an existing agricultural building.**
- 11.6 **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**
- 11.7 **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**
- 11.8 **23/02803/F** – The old Barn, College Farm, Main Street, Wendlebury, OX25 2PR – **Erection of a single storey glass extension. NO OBJECTION**
- 11.9 **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**
- 11.10 **21/02735/F** – Wendlebury Park Farm, Wendlebury Road, Chesterton, OX25 2PE – **Extension to existing Commercial Building and detached stables with Integrated Store.**
- 11.11 **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**

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

- **OCC, Tree Cutting Schedule & Mao** – Circulated
- **Tim Darch - Oxford** – Circulated on 22/01/24
- **Neighbourhood Plan - Heyford** – Circulated on 22/01/24
- **Rural** – Circulated Weekly
- **Parish online News** – Circulated 07/02/24
- **Police & Crime Bulletin** – Circulated on 25/01/24
- **Healthwatch** – Circulated
- **CDC Budget Consultation** – circulated on 27/11/23
- **OCC Newsletter** – Circulated 07/02/24
- **Cherwell Parish Bulletin** – Circulated 29/02/24
- **OCC – Communities News** – Circulated 29/02/24

Items for information or next Agenda only – all items for the next agenda are to be submitted to the Clerk by 20th May 2024

Date of next meeting – Thursday 30th May 2024 at 7.00 pm - Wendlebury Village Hall / Annual meeting at 6.30pm

The meeting closed at 8.50 pm.

Signed Dated