

MINUTES OF CHESTERTON PARISH COUNCIL MEETING NO. 2019/09

Present: Philip Clarke (PJC), Chair Tony Thompson (TT)
Jenny Hodges (JH) Hugh Williams (HW)
Chris Muddiman (CM) Jackie Williams (JW), Clerk/RFO
Fiona Rowe (FR), Vice Chair
Andrew Thomas (AT)

Public Attendance: 2

Item No.	Item	Action
1.	To Receive Apologies for Absence: It was resolved to accept apologies from Mike White (FO) due to holiday. No apology received from Cllr Corkin at time of meeting.	
2.	To Approve and Sign the Minutes of Meeting 2019/08, held on 3rd December 2019 (Chair) Resolution was passed to unanimously approve and adopt the minutes as a true and accurate record of the meeting.	
3.	To Record Members' Declarations of Interest regarding Agenda Items (Chair) None.	
4.	To Receive the County and District Councillor's Report (IC) – Chair Cllr Corkin's report had been circulated prior to the meeting.	
5.	To Report on Progress Since the Last Council Meeting 5th November 2019 (PJC/JW) 5.1 Mtg arranged with Taylor Wimpey MD for 31 st January 2020. 5.2 Burnehyll Woodland Update (TT) – David Jones Report commented on by PJC 5.3 Neighbourhood Watch Update (TT) – Communication with organisers still unsatisfactory. JW to get quote for signs. Neither NW nor police alerts being received. Questionable as to the value in continuing. 5.2 VE75 Day Update (JW) - Funding possibilities still being pursued. Final request for assistance to be made in Feb ABC. Trustees to be approached for assistance. A negative response will lead to a non-event. 5.3 Good Neighbourhood Scheme – presenting at Annual Parish Meeting 21/4/20	JW JW JW/PJC JW
	At this point the meeting was opened to the members of public present. No points were raised.	
6.	To Receive a Report from the Highways Committee (PJC/FR) Nothing new to report. All roadwork notifications scheduled to appear in relevant in ABC editions.	

7.	To Receive a Report from the Allotment Committee (CM) 7.1 Allotment Committee held on 16 th December. 7.2 New “Dogs on Lead” sign ordered for gate from Audley Gardens. 7.3 Email to be sent out end Jan ‘20 re appropriate allotment dress code, no unattended incinerators, no play eqpt on plots. Also requesting confirmation by end Feb 20 of intention to continue with tenancy for year commencing 1.4.20. New tenants to be offered availability from 1.4.20. 7.4 CM still to pursue:- a) resident re suggestion; b) plot holder re permission to plant trees as per tenancy agreement; c) plot holder re payment of invoice for water pipe damage during strimming. incident. d) contact allotment holder re making fence safe. e) poultry count ongoing and still to organise DEFRA visit. 7.5 Plot numbering to be done by end January. 7.6 Unused plots to be covered. Materials to be purchased. 7.7 It was proposed that plot rent to be increased by £5 from 1 st April 2020. Unanimous Parish Council agreement reached. 7.8 Advert for vacant plots to appear in Feb ABC; 7.9 Water meter reading to be taken regularly at beginning of each month; 7.10 FR to supply AT with 3 quotes for new allotment entry gate for funding; 7.11 JW to purchase waterproof casing for defib sign on allotments;	JW JW JW CM CM CM CM CM FR/JH FR/JH JW JW FR/JH/CM FR JW
8.	To Receive a Report from the Community Committee (FR) Nothing to report at present.	
9.	To Receive a Report from the Pavilion & Playing Fields Committee (FR/HW) Nothing to report since last meeting.	
10.	To Receive a Report from the Planning Committee (PJC/JH/JW) 10.1 Great Wolf Lodge Application 19/02550/F: Objection letter exercise going well. 600+ letters on portal and more coming. Need to keep momentum going until it goes to Committee (poss end March 2020 earliest). 3 consultants on target for final response by 31 st Jan 20. Discussions ensued. 10.2 Tubbs Lane Public Right of Way Update: - The draft agreement by Honniball & Co was discussed. It was resolved that AT would draft a revised agreement for the PC to agree and submit to our legal representative for checking, prior to forwarding to Honniball & Co for their client to approve. JW to inform Honniball & Co of the current situation. - DMMO Training/Update (PJC) TT confirmed he had made no progress on the DMMO to date. TT to pursue training with David Jones.	AT/JW TT
11.	To Approve the Amended CIO Lease from the Parish Council (circulated separately) (PJC) The Committee resolved to accept the Lease, subject to the minor amendment to section 3.12. Outside organisations to insure any of their equipment stored on our premises. JW to amend for presentation at the CIO meeting on 9 th January 20.	PJC JW

12.	To Discuss and Highlight the Importance of GDPR/Use of PC Email Accounts (HW) It was resolved that in order to comply with GDPR regulations and from a cost effectiveness point of view, all councillors must in future communicate all parish council business via their parish council email address only. HW will rectify any outstanding issues with councillors' email accounts.	ALL HW
13.	To Receive the Monthly Finance Officer's Report and Approve Expenditure/ Payments/Income (MW) 13.1 To Receive the Finance Officer's Monthly Report for December 2019 and To discuss and accept the minutes of the Finance Meeting of 18th December (both previously circulated). Following discussion a resolution to accept both was unanimously agreed. It was proposed the Clerk should submit a precept figure to CDC Finance of £28,000, reflecting an 11p per week increase to the rate payer, based on the budget figures for 2020-21. FR proposed and TT seconded the motion. Agreement was unanimous. 13.2 To discuss and agree the draft 2020-21 Budget preparations (PJC): The draft budget figures were discussed in-depth and agreed. PJC to amend. <u>Payments for Approval</u> 13.3 Green Scythe Ltd – November Grass Cutting - £592.20 Approved 13.4 OALC – 1 x clerk Website Accessibility training course - £60.00 Approved 13.5 Jenny Hodges – Cllr Travel Expenses - £17.10 Approved 13.6 Philip Clarke – Cllr Expenses (Mtg refreshments + Ink) - £74.44 Approved 13.7 Clerk's Salary - £852.59 Approved 13.8 Finance Officer's Salary - £154.553 Approved 13.9 HMRC Contributions - £240.46 Approved 13.10 M White – FO's Expenses (stationery) - £45.15 Approved 13.11 Friends of Burnehyll Woodland (transfer of gifted funds) - £6,298.00 App. 13.12 Jackie Williams – Expenses (Xmas solar lights, stationery, postage) £65.03 Approved 13.13 Monthly DDR Payment to 02, Clerk's Mobile Phone £16.80 Approved <u>Great Wolf Account</u> 13.14 Jackie Williams – Expenses (paper, ink etc) £37.80 Approved <u>Payments Made</u> 13.2 Green Scythe Ltd – Grass Cutting £461.40 (2100) 13.3 Anna Marchetti – Grounds Maintenance £470.00 (2101) 13.4 Pavilion Account – Sinking Fund Annual Payment £180.00 (2102) 13.5 Jackie Williams – Clerk's Salary £716.79 (2103) 13.6 Mike White – Finance Officer's Salary £154.75 (2014) 13.7 HMRC - Clerk's + FO's Contributions £176.26 (2105) 13.8 Oxford County Council – Comet Bus 10/19-3/20 £300.00 (2106) 13.9 Bower Bailey – Legal Charges £540.00 (2107) 13.10 Castle Water – Allotment Bill (year final) £0.76 (2108) 13.11 Jackie Williams – Expenses (stationery + postage) £24.57 (2109) 13.12 Monthly DDR Payment to 02, Clerk's Mobile Phone £16.80 13.13 OALC Training Courses x 2 – Clerk £90.00 (2110 - subsequently voided due	MW/JW JW PJC

	to cancellation of one course. Cheque re-issued for £60)	
	<u>Receipts:-</u> CDC – Hill Commutation 15 Year Fund for grassed area adjacent to Community Centre - £45,057.36	
14.	<u>Planning (PJC)</u> <u>New Applications:</u> 14.1 19/02469/F Bruern Abbey School – conversion of garage to create two classrooms and store (Listed Building). No Objections. 19/02550/F Great Lakes UK Ltd (Great Wolf Resorts) – Redevelopment of part of golf course to provide new leisure resort, waterpark, entertain centre, hotel, conf facilities, restaurants + parking. Objection. <u>Decisions Pending:</u> 14.1 19/01740/HYBRID – Catalyst Bicester/Albion – Adj to Promised Land Farm, Wendlebury Rd - 23,400 Sq m Wetland, health & racquets club, tennis courts, pools, spa etc. No objections but major traffic concerns. 14.2 19/01746/OUT – Catalyst Bicester/Albion – Land adj to Promised Land Farm Wendlebury Rd, 10,200sq m B1 Devpt, access + landscaping . No objections but traffic concerns. 14.3 19/00934/F - Bicester Sports Association– Change of use – agricultural land + Extension of sports facilities + Re-Consultation – Objections + Concerns. 14.4 18/00042/REFAPP - Smith & Butcher Gypsy Site – Appeal (29/01) against Refusal – Objection (Appeal Inquiry Date 15.10.19 – 3 days) Attended + Objected <u>Decisions Made:</u> None	
15.	To Receive a Report on New Residents (JH) None to report.	
16.	To Review Correspondence Received Since Last Meeting (PJC/JW) - It was resolved to include the four different TTRO notifications in the relevant ABC publications between Jan – May. - The Committee received confirmation that the telephone box on the Top Green would be removed in due course due to lack of use. - It was resolved that the Community First Rural Survey to be completed by AT on-line.	JW AT
	The meeting closed at 10pm. Date of Next Meeting: Tuesday, 4 th February 2020, 7.30pm <u>Future Meeting Dates:</u> Tuesday, 3 rd March 2020 Tuesday 7 th April 2020 Tuesday, 21 st April 2020 – Annual Parish Meeting	

