

**DRAFT MINUTES OF CHESTERTON PARISH COUNCIL
MEETING NO. 2019/07**

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

Public Attendance: 2

Item No.	Item	Action
1.	To Receive Apologies for Absence: It was resolved to accept apologies from Hugh Williams and Cllr Ian Corkin, both due to prior work commitments.	
2.	To Approve and Sign the Minutes of Meeting 2019/06, held on 1st October 2019 (Chair) It was resolved 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 recorded.	
4.	To Receive the County and District Councillor's Report (IC) – Chair No report available at the time of the meeting. To be circulated upon receipt.	
	<u>Public Session</u> At this point the Chair opened the meeting to the public. No questions forthcoming.	
5.	To Report on Progress Since the Last Council Meeting 1st October 2019 (PJC) 5.1 Audley Gardens Footpath – JW to maintain pressure on Taylor Wimpey for Meeting re allotment footpath. 5.2 Safety Measures for Alchester Rd end of Ginnel – JW to keep chasing.	JW JW
6.	To Receive a Report from the Highways Committee (PJC/FR) 6.1 The Hale pavement resurfaced, road re-widened and street signs relocated. Red Cow potholes repaired. Speed Restriction Surveys – The Hale (40mph) Green Lane + Alchester Rd (20mph) – FR to send necessary photos of street furniture to OCC. 6.2 Alchester Park Road Adoption Update – reason for delay confirmed by OCC who are progressing the issue with the developer.	FR/IC PC/FR/JW
7.	To Receive a Report from the Allotment Committee (CM) 7.1 Email to be sent out in January in CM's name re appropriate allotment dress code, no unattended incinerators, no play eqpt on plots. CM to contact:- 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.	JW CM

	incident. (Allotment water now turned off for winter period). d) Contact allotment holder re making fence safe. e) carry out poultry count and organise DEFRA visit. 7.2 Next Allotment Committee meeting to be organised for Nov/Dec re 2020 action programme.	JW/JHG/CM/FR
8.	To Receive a Report from the Community Committee (FR) 8.1 All village signs cleaned, and hedging cleared. To become an annual event involving residents. TT offered to clean dog bins by allotments. White village gates cleaned and cleared. To be painted white in Spring. 8.2 To vote re removal of unused telephone box on Top Green: Removal unanimously agreed due to lack of use.	FR TT FR JW
9.	To Receive a Report from the Playing Fields Committee (HW) Nothing further to report this month.	
10.	To Receive a Report on Neighbourhood Watch (TT) Most roads in village covered, one remaining sign to be given to Audley Gardens. No further activity foreseen. Article to be submitted to ABC magazine.	TT/PJC
11.	Rural Resilience Meeting 2nd October 2019 (CM) Report received from CM.	
12.	To Receive a Report from the Planning Committee (PJC/JH/JW) 12.1 Deborah Davis Fields Surveyor Activity (JW/IC). Very early days, no action necessary. Unlikely to materialise. 12.2 Gypsy Site Appeal 18/00042/REFAPP – attended by PJC/FR. Inspectorate Decision expected to take approx three months. 12.3 Update on BSA Application No. 19/00934/F – on hold at present awaiting further research. 12.4 Update on Great Wolf Lodge Proposal - Barry Wood Mtg 8/10/19 – report received. - Whole Village Mtg 20/10/19 with Sasha White QC – very successful mtg. - Joint Parish Mtg 23/10/19 – report received. Umbrella group agreed. - Action Group Mtg 24/10/19 – discussed umbrella group set-up. 12.5 Tubbs Lane PRoW Update – subject to the production of a legally binding agreement, FR proposed, and AT seconded a resolution that the PC withdraw their objection to the RF's application for adverse possession in accordance with the terms agreed in our letter dated 8th Nov 2019. 12.6 Update of Burnehyll Woodland Planning App 19/01351/CDC – granted for change of use from agricultural to leisure. 12.7 Catalyst Bicester Applications 19/01740/HYBRID + 19/01746/OUT – useful meeting with developers. Major issue once again with traffic implications. Consultee response submitted.	JW/PJC
13.	To Allocate and Agree Reporting Responsibility for Ox-Cam Expressway Developments (PJC) It was resolved that Andrew Thomas and Tony Thompson should continue to keep the Committee updated on developments.	AT/TT

14.	To Allocate and Agree Councillor(s) Responsible for Grants/Funding Applications (PJC) Due to workload, it was resolved that FR to provide AT with a list of projects requiring funding, to make the search for grants easier. To remain a whole council responsibility for now, but AT's experience to be utilised!	FR/AT ALL
15.	To Update and Discuss Organisation of VE75 Day (JW/PJC/FR) 15.1 Registration: JW to register village activities, including church involvement with bell ringing and fete day. 15.2 Possible funding via Cherwell Lottery: too difficult to organise. 15.3 Organisation Committee: PJC to approach Trustees for help. Only one volunteer from residents so far! A further appeal to go into December ABC.	JW PJC
16	To Agree Transfer of £5K Donated Funds to Friends of Burnehyll Woodlands Committee (PJC) It was resolved that the total sum of £6,298 be transferred to the Parish Council Current Account for donation to the Friends of Burnehyll Woodland, 'subject to its use on the Burnehyll Woodland only', thereby enabling them to gain charitable status. Motion proposed by CM and seconded by JH. PJC to write letter.	MW/PJC
17.	To Receive and Approve the Finance Committee Meeting Minutes of 23/10/19 (PJC) - £1,000 donation from Parish Council account to Wolf Lodge Fighting Fund: Proposed by TT, seconded by AT. Agreement unanimous. - CIO Lease – Proposed Amendment re Annual Rental Payment from £1 to £2K per annum: It was resolved to propose staggering the intended increase over a three-year term ie: 1st year no increase, 2nd year £500, 3rd year £1,000. These funds to serve as a PC sinking fund for external maintenance costs. All internal maintenance to be met by CIO as part of a full repair insuring lease. PJC to raise at a Trustees Mtg in Jan '20. - Internal Audit Records Checklist & Internal Audit Review 2019-20: It was resolved to approve these documents as proposed by JH and seconded by AT. - Potential expenditure of approx £650 for new accessibility compliant website: It was resolved to make the necessary funding available if required, possibly from the unused training funds. Motion proposed by FR and seconded by AT. - Additional Expansion Tank required on Boiler at £629.89: It was resolved that approval for this cost to be referred to the CIO for payment.	MW PJC MW JW FR
18.	To Receive the Monthly Finance Officer's Report and Approve Expenditure/ Payments/Income (MW) 18.1 Finance Officer's Monthly Report for September 2019 (previously circulated). The restructured report was discussed, and it was agreed that a cautious approach to expenditure for the remainder of year must be adopted. Contracts to be reviewed in good time for 2020/21. <u>Payments for Approval</u> 18.2 Green Scythe Ltd – Grass Cutting £448.80 - approved 18.3 Jackie Williams – Clerk's Expenses – Stationery £30.23 - approved 18.4 Clerk's Salary - approved 18.5 Finance Officer's Salary - approved	MW

	18.6 HMRC Contributions £176.26 - approved 18.7 P J Clarke – Expenses – Refreshments, paper, ink £33.44 - approved 18.8 Prysebros Complete Weed Control (half Year) £300.00- approved 18.9 Castle Water Allotment Water Bill £31.04 - approved 18.10 Castle Water Allotment Water Bill £102.49 - approved 18.11 CPRE – 2020 Membership £36.00 - approved 18.12 SLCC - Clerk Webinar Training £72.00 - approved 18.13 Jackie Williams – Clerk Expenses – Postage, stationery, office ink £114.76 – approved 18.14 Monthly DDR Payment to O2, Clerks Mobile Phone - £16.80 - approved <u>Great Wolf Account</u> 18.15 Jackie Williams – Placard materials for Exhibition Demo £23.98 - approved 18.16 Phil Stanway – Overpayment to 200 Club Subscription £100 - approved 18.17 Jackie Williams – Printer Ink – Flyers (home printer) £89.99 - approved <u>Payments Made:</u> 18.18 Playsafety Ltd -Rospa Play Area Inspection £136.80 Chq 2080 18.19 Clerk & Finance Officer’s Salaries Chqs 2081 + 2082 18.20 HMRC Contributions £176.26 Chq 2083 18.21 Green Scythe Ltd – Grounds Maintenance – July £592.20 Chq 2084 18.22 National Allotment Society – Annual Subscription £66.00 Chq 2085 18.23 A Marchetti – Grounds Maintenance – £640.00 Chq 2086 18.24 Monthly DDR payment to O2, Clerk’s Mobile Phone - £16.80 18.25 Vinyl Banners Printing - £110.00 Chq 0061 18.26 Banner Buzz – 30 Yard Signs - £363.30 Chq 0062 18.27 Ox Uni Print – 2,000 A5 leaflets - £175.00 Chq 0064 (Chq 0063 void) 18.28 Monthly DDR Payment to O2, Clerks Mobile Phone - £16.80 <u>Receipts:-</u> None	
19.	<u>Planning (PJC)</u> <u>New Applications:</u> None <u>Decisions Pending:</u> 19.1 19/00934 BSA Re-consultation application – comments made 19.2 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 traffic concerns. 19.3 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. 19.4 19/01255/SCOP - Great Wolf Resorts (Vanessa Thorpe) Scoping Opinion Redevpt of 9 holes of Golf Course to Water Theme Park – Info sent 02/08.	

	19.5 19/00934/F - Bicester Sports Association– Change of use – agricultural land + Extension of sports facilities – Objections + Concerns. 19.6 18/00042/REFAPP - Smith & Butcher Gypsy Site – Appeal (29/01) against Refusal – Objection (Appeal Inquiry Date 15.10.19 – 3 days) Attended + Objected 19.7 14/01641/OUT: (was 14/01641/OUT) A2 Dominion 1,700 resid dwellings, retirement village, commercial floorspace, social/community facilities, energy centre, primary school. Planning Committee sat – no final decision to date. <u>Decisions Made:</u> 19.8 19/01600/F Bicester Gateway Business Park – Compound and enclosure siting for 3 x LPG tanks within car park of approved hotel – no objections. Permitted. 19.9 19/01351/CDC Land North of Park & Ride Adj to Vendee Drive. Change of use from agricultural (arable) to informal rec with public access – comments made. Granted. 19.10 19/01692/TCA Andrew Thomas, St Mary’s Church. T1 x Sycamore Fell, T2 x Holly 30% Height reduce, G1 x 5 Line – Repollarded. No objections. Granted. 19.11 19/01839/F Allestree, Alchester Rd, Single Storey, side part rear extension. No objections. Granted + Conditions.	
20.	To Receive a Report on New Residents (JH) Two remaining houses to be occupied on Audley Gardens, and one new resident in the village.	JH
21.	To Review Correspondence Received Since Last Meeting (PJC/JW) - “Cherwell; A thriving economy, a thriving place” Workshop <i>emailed 30/10</i> - Council Tax Support Grant 50% reduction (20/21) + Complete removal (21/22) <i>emailed 30/10</i> - Ian Corkin’s Councillor Briefing <i>emailed 30/10</i> - Briefing: Oxfordshire Agencies Preparing for Brexit <i>emailed 13/10</i> - Oxfordshire’s Youth Schemes (from Ian Corkin) <i>emailed 30/10</i> - OALC Newsletter <i>emailed 30/10</i> - SLCC News Bulletin <i>emailed 25/10</i> - - CDC Forthcoming Consultation on Proposed Main Modifications to the Partial Review of Cherwell Local Plan (Oxford’s Unmet Housing Needs) 8/11 – 20/12. <i>emailed 30/10</i>	
22.	To Receive an update re Ongoing Complaint from Resident (PJC/JW) The Committee was informed of an ongoing written complaint lodged in Jan/Feb by a village resident against a parish councillor. The Committee heard that the parish councillor concerned had provided her written response. Following much correspondence and, in accordance with the Parish Council Complaints Procedure, a meeting between the complainant and the Complaints Sub-Committee took place on 28th October. The complainant’s response to a written report of the meeting is currently awaited.	

	The meeting closed at 9.45pm. Date of Next Meeting: The next meeting will be held on Tuesday, 3rd December 2019, 7.30pm <u>Future Meeting Dates:</u> Tuesday, 7th January 2020 Tuesday, 4th February 2020 Tuesday, 3rd March 2020 Tuesday 7th April 2020 Tuesday, 21st April 2020 – Annual Parish Meeting	
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