

DRAFT MINUTES OF CHESTERTON PARISH COUNCIL
MEETING NO. 2020-04
Held via Zoom on Tuesday, 1st September 2020

Present: Philip Clarke (PJC), Chair Andrew Thomas (AT)
Ian Corkin (IC), CDC+OCC Cllr Tony Thompson (TT)
Jenny Hodges (JH) Mike White (MW), FO/RFO
Fiona Rowe (FR), Vice Chair Jackie Williams (JW), Clerk

Residents Present: 0

Item No.	Item	Action
1.	To Receive Apologies for Absence: None required. MW joined the meeting at 7.40pm. + Ian Corkin joined at 8.10pm.	
2.	To Approve and Sign the Minutes of the last Parish Council Meeting held on 7th July 2020 (Chair) It was resolved to unanimously approve and adopt the minutes as a true and accurate record of the meeting, proposed by TT, seconded by AT.	
3.	To Record Members' Declarations of Interest regarding Agenda Items (Chair) None declared.	
4.	To Receive the County and District Councillor's Report (IC) A verbal update report was gratefully received, encompassing:- - Progress on village speed restrictions – funding search ongoing. - Vehicle Activated Sign – research still ongoing. - Dorchester (Heyford) Plan – further investigation required. Awaiting revised technical note in September for further consultee comments. Probability of October Planning Committee. Suggested possible mitigation measures of 7.5T weight restriction on A4095 and further traffic calming measures - Village flooding – following recent meeting with affected residents, awaiting summary of property damage to relay back to Thames Water and OCC for further thorough investigation. - Walked Route to School/Transport Issues – update received regarding very difficult situation of mobilising 9000 school children on buses with much reduced capacity due to Covid-19 restrictions. Matter ongoing. - Audley Gardens Footpath – Extra funding still being pursued via Jason Russel at OCC. (Cllr Corkin left the meeting at this point).	IC IC IC IC IC
5.	To Receive a Report from the Highways Committee (PJC/FR) 5.1 Dorchester (Heyford) Masterplan Response (PJC/FR) – response lodged. Refer Cllr Corkin's update in item 4. above. 5.2 National Highway & Transport Public Satisfaction Survey (AT/JH) – meeting arranged w/c 7/9 to complete and return survey. Copy to Clerk.	

	5.3 Update on Speed Restriction/Traffic Calming Measures (PJC/FR) – Refer to Cllr Corkin’s update in item 4. 5.4 Vehicle Activated Sign – Speeding Deterrent Device (PJC/FR) – Refer Cllr Corkin’s update in item 4. 5.5 Village Flooding – Detailed report received by Fiona Rowe. Refer also to Cllr Corkin’s update in item 4 above.	
6.	To Receive a Report from the Allotment Committee (FR/JH/JW) A report was received from Jenny Hodges and Fiona Rowe. It was resolved to hold a ‘bonfire weekend’ in November.	FR/JW
7.	To Receive a Report from the Community Committee (FR/PJC/AT) 7.1 Security Measures Planning/Viridor Grant Application (PJC/FR/JW) – Andrew Thomas awaiting response from Viridor clarifying possible application error and confirming potential November re-entry. 7.2 Antisocial Behaviour Issues (PJC/FR/JW) – the Clerk gave a detailed update, confirming a partial closure order had been applied on the relevant property and local residents were aware of further action to be taken as and when necessary. 7.3 Walked Route to School Proposals (PJC/JW) – The Committee heard that no response had been forthcoming from OCC despite several emails from the Clerk. Cllr Corkin’s update in Item 4 refers. 7.4 Red Cow Bus Shelter/Free Library project (AT) – work in progress. Quotes for materials and labour currently prohibitive. Consideration being given to possible cheaper conversion of Top Green bus shelter. Voluntary assistance unavailable until 2021.	AT AT
8.	To Receive a Report from the Friends of Burnehyll Woodland (TT) The Committee received a verbal report from TT confirming the Woodland ownership was now transferred to CDC. Archaeologists currently in situ. Further meeting next week to discuss planting. Concern re broken glass in/around pond – strong surrounding planting probably required.	
9.	To Receive a Report from the Pavilion & Playing Fields Committee (FR) 9.1 Re-opening of Geminus Rd Play Areas (JW) – the Committee heard that following a risk assessment, appropriate notices had been secured in several prominent places and the unmonitored play areas were now re-opened. 9.2 ROSPA Report (JW) – The Committee learned from Hugh Williams of the extensive repair work and subsequent documentation he had undertaken to comply with the ROSPA report, in order that responsibility for regular play areas inspection and maintenance can be handed over to the next person. The Committee thanked Hugh for his efforts and commitment. 9.3 Football Subs Invoice (JW) – The Committee resolved that the Clerk should issue the relevant annual invoice to the Football Club.	JW
10.	To Receive Various Reports from the Planning Committee (PJC/FR/AT/JH) 10.1 Alchester Road Parking (School Expansion) Traffic Consultation (PJC/AT/FR) – Andrew Thomas confirmed that this would be going to Cabinet for a decision on 17th September. 10.2 DMMO + Permissive Pathway Update (TT/AT) – Unanimously agreed Tony Thompson to inform the solicitor that the matter is to be put on hold, pending advice from CDC. 10.3 Bicester Gateway Phase 2 Meeting Update (PJC/FR) – The Committee heard that the Planning Committee would report back following a meeting with the developer on Tuesday, 8th September.	TT PJC

	10.4 Chesterton Hotel Planning Application 18/01529/F Update (PJC/JW) – The clerk had received confirmation from the case officer of the deviations from permitted plans. Now awaiting notification of CDC’s decision as to any subsequent action to be taken. 10.5 Audley Gardens/Allotment Footpath (PJC/FR) – Matter ongoing. Refer Cllr Corkin’s update in item 4. 10.6 Comments on the Planning For Cherwell to 2020 Consultation Papers (PJC) – Following comments from the Committee, Philip Clarke to forward the final version of his paper to the Clerk for submission	PJC/JW
11.	To Receive an Update on Parish Councillor Vacancies Situation (PJC/FR): The Clerk confirmed that yet again no applications had been forthcoming from residents. It was agreed that both the short and long term prospects of this situation were extremely worrying for the village’s future well-being. Philip Clarke to produce a further insert for the September flyer to encourage more interest.	PJC/JW
12.	To Receive the Finance Officer’s Monthly Report, Discuss Other Finance Matters and Approve Expenditure/Income (MW) 12.1 The Finance Officer’s July and August reports were unanimously accepted. 12.2 The List of Annual Subscriptions, Memberships and Contracted Suppliers for 2020-21 were unanimously approved by the Committee. <u>Payments for Approval:</u> It was resolved to unanimously approve the following payments: <u>July:</u> 12.3 Clerk’s Monthly Mobile Telephone DDR £17.68 12.4 Cllr F Rowe – Councillor Fundamentals Online Training £42.00 12.5 Cllr F Rowe – Experienced Councillor Online Training £42.00 12.6 Cllr A Thomas – Councillor Fundamentals Online Training £42.00 12.7 Cllr A Thomas - Budgeting/Financial Control Online Training £42.00 12.8 Cllr A Thomas - Financial Management Online Training £42.00 12.9 Chair P J Clarke - Financial Management Online Training £42.00 12.10 Cllr J Hodges - Councillor Fundamentals Online Training £42.00 12.11 Cllr J Hodges – Experienced Councillor Online Training £42.00 12.12 Clerk & FO’s Salary £880.10 12.13 HMRC Contributions £165.71 12.14 Cllr T Thompson – Councillor Fundamentals Training £42.00 12.15 Dial-a-Bin – Allotment Skip Hire £360.00 12.16 Green Scythe Ltd – Grounds Maintenance £471.00 12.17 Play Safety Ltd –ROSPA Play Areas Annual Inspection £115.80 <u>August:</u> 12.18 Clerks monthly Mobile Telephone DDR £17.68 12.19 Clerk’s + FO’s Salary £880.10 12.20 HMRC Contributions £165.71 12.21 SLCC - Cllr A Thomas Village Green Training Course £42.00 12.22 SLCC – Cllr A Thomas Common Land Webinar Training £42.00 12.23 SLCC – Cllr A Thomas Rights of Way Webinar Training £30.00 12.24 Ambrosden PC (incorrect Training Reimbursement to Chesterton PC) £216.00 12.25 Secure-a-Field, Playing Field Fencing + Gate £2,751.63 12.26 Slam Proof Ltd – Gate Soft Close Mechanism as per ROSPA report £114.12	

	12.27 Streetscape Ltd – Play Area Maintenance as per ROSPA Report £129.60 12.28 Play Safety Ltd – Play Area Maintenance as per ROSPA Report £115.80 12.29 G Williams – Play Area Maintenance as per ROSPA Report £200.00 12.30 Marchetti Garden Maintenance (Village Gates & Signs Maintenance) £50.00 12.31 Marchetti Garden Maintenance (allotment strimming – May) £90.00 12.32 Marchetti Garden Maintenance (Churchyard Maintenance) £280.00 12.33 Green Scythe Ltd – Grounds Maintenance £603.00 12.34 J Williams – Clerk’s Expenses (Zoom, Stationery, Play Area Materials) £807.00 12.35 F Rowe – Cllr Expenses: Online Workshop + Stationery £42.48 12.36 Philip Clarke: Chair’s Expenses (Stationery + Ink) £44.98 12.37 J Williams – Clerk’s Expenses (Stationery + Play Area Maintenance) £25.61 <u>Income Received:</u> None.	
13.	<u>Planning (PJC)</u> <u>New Applications:</u> 13.1 20/01615/F – Bignell Stud Farmhouse – Erection of two storey side extension to existing dwelling. No objection but comments. 13.2 20/01641/F + 20/01642/LB – 2 Chesterton Court – Retrospective erection of a gate And creation of an access in a curtilage listed wall. No objections but concerns. 13.3 20/01763/TCA – Bruern Abbey School -T1xHolly, T2x Laurel – dismantle as growing In close proximity to wall. No objection 13.4 20/01920/F – 18 Fortescue Drive – Single storey extensions to front and rear of dwelling. No objection <u>Decisions Pending:</u> 13.5 20/01305/DISC – Appleyard, Alchester Rd – Discharge of Conditions 3, 4, 6, 7, 8, 9 +10 of application 19/00597/F – (permission granted on day of meeting) 13.6 20/00293/OUT Bicester Gateway – Outline App: Phase 1B B1 office space, residential units, gym, café, mixed use co-working hub, multi-storey carpark, games area, amenity space. No Objections 13.7 19/02941/F Huish House, Home Farm Close, Chesterton – change of use from agricultural to Residential. Objection <u>Decisions Made:</u> 13.8 20/01350/R56 – Bignell Park Farm, Kirtlington Rd – Change of Use of agricultural barn to B1(a) office, as one of the flexible uses defined by Class R. No objections but concerns.- Permitted. 13.9 20/01331/F – March Hares, Alchester Rd – Creation of habitable room from existing workshop; defenestration and addition of 2 rooflights; rear conservatory extension; No objections but concerns – Permitted 13.10 20/00531/F 2 Chesterton Court – Removal of S+VP from exterior + minor internal alterations – No objections - Permitted	

14.	To Receive a Report on New Residents (JH) News of several more new residents had reached the Parish Council since the last meeting. Jenny Hodges organising delivery of welcome packs. The Clerk to produce more booklets.	JH/JW
15.	To Review Correspondence Received Since Last Meeting (PJC/JW) 15.1 Changes to the Current Planning System Consultation – White Paper (PJC) – Any further councillor comments to be forward to Philip Clarke by Fri 4 th Sept, for inclusion in his document. The Clerk to submit on Monday 7 th September. 15.2 Appointment of Snow Warden (JW) – Article to be included in the September flyer. 15.3 FOI Request by Resident – The Clerk informed the Committee of this request, confirming that the matter was in hand. 15.4 Great British Spring Clean 11-27 September 20 – now referred to as the “September Clean”. Article to appear in September flyer requesting volunteers to take part 25 th -27 th September. Clerk to organise event and inform CDC for necessary drop-off/pick-up of equipment at the Community Centre.	ALL PJC/JW JW JW JW
	The meeting closed at 9.35pm Date of Next Meeting: Tuesday, 13 th October 2020 <u>Future Meeting Dates:</u> Tuesday, 3 rd November 2020 Tuesday, 1 st December 2020 Tuesday, 5 th January 2021 Tuesday, 2 nd February 2021 Tuesday, 2 nd March 2021 Tuesday, 6 th April 2021 Tuesday, 20 th April 2021 – Annual Parish Meeting	