

**Minutes of Chesterton Parish Council
Held at Chesterton Community Centre
Tuesday, 5th September 2023 at 7.00 pm.**

Councillors Present: Johnathan Chavda (Vice-Chair), Paul Andrews, Mel Cantwell, Chris Hawes, Jenny Hodges, Jo Rogers, Tony Thompson, Gary Warland. Stephen Webster (Planning Cttee)

In Attendance: Jackie Williams (Parish Clerk - Acting), Fiona Rowe (Parish Clerk - Acting), Mike White (RFO),

Apologies: Andrew Thomas (Chair), Mel Cantwell

1. Apologies for Absence – To receive apologies (Clerk)

The Council accepted the apology from Cllr Andrew Thomas.

2. Requests for Dispensations, Declarations of Interest, Gifts and Hospitality (Chair)

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 and to note any gifts or hospitality.

None declared.

3. To Approve and Sign the Minutes of the Parish Council Meeting of 4th July 2023 (Chair)

The Council unanimously **RESOLVED** that the minutes be accepted as a true and accurate record of the meeting and were duly signed by the Vice Chair. Motion proposed by Jenny Hodges and seconded by Tony Thompson.

4. Update on Progress from Previous Minutes – Reports of progress of outstanding items which do not require further decision. (Chair)

Jo Rogers informed the Committee that the date for the next Rural Resilience Meeting, will be 7pm on Tuesday, 17th October at Chesterton Community Centre. Public presence is strongly recommended as this is an opportunity to hear of developments firsthand and for direct dialogue with the Police.

5. Public Participation – to receive questions from members of the public relating to items on the agenda, by the Council's Code of Conduct and Standing Orders. This session will last no longer than 30 minutes and each resident is entitled to one question relating to an agenda item for a period lasting no more than 5 minutes.

No members of the public present.

6. To Receive a Report from the District /County Councillor (Cllr Nigel Simpson) and (Cllr Ian Corkin)

No report had been received by Cllr Simpson or Corkin at the time of the meeting.

7. To Receive a Report from the Allotment Committee (JH/JR/MC)

Jenny Hodges reported that following a second allotment inspection, there remained just a few outstanding issues surrounding grass cutting and general plot maintenance, but generally all was well. Unfortunately, Allotment Committee expenditure would be required to return a neglected, vacated plot back to a cultivatable condition for a new tenant.

8. To Receive a Report from the Highway Committee (JC/JR/PA/CH/GW)

- 8.1 **2023 NHT Public & Public Representatives Satisfaction survey (JC)** –deferred to next meeting.
- 8.2 **Speedwatch Update** – Jo Rogers reported an inactive summer season due to the considerable GW roadworks throughout the village. Increased speeding has since returned, and more volunteers urgently required to man speed gun sessions. Possible £4K funding to be researched for a standalone mobile speed camera for the village. **Action: (JC/JR/PA/CH/GW)**

9. To Receive a Report from the Community Committee (Chair/TT/JR/JC)

- 9.1 **Keep Chesterton Tidy Working Group (JR)**- Activity slowed during August, but will likely resume during Autumn months, once hedgerows die back. Fly Tipping continues. One consisting of UPVC doors reported to CDC. More N O cylinders also found.
- 9.2 **Resident Letter re poor condition of “No Parking” line outside school** – **Action: JR to chase status with OCC.**
- 9.3 **Church/Wobbly Road Hedge Cutting (JR)** – halted due to birds nesting, but now resuming.
- 9.4 **Grant funding for EV Charging Points (JC)** – Expression of Interest form for OCC completed.
- 9.5 **Gigaclear Ultra-Fast Full Fibre Broadband Meeting (JC)**: Meeting with Gigaclear arranged for 12/9.
- 9.6 **New Residents Update (JH)**: Fiona Rowe to deliver welcome pack to one new resident. **Action: FR**

10. To Receive a Report from Environmental/Burnehyll Woodland Committee (JC/TT/MC)

Mel Cantwell reported on plans for new chain link fencing between Park & Ride and new planting area, a new and more secure gate, and a new hard driveway to ease access for tree planting purposes. Decision to be made as to whether to allow cycling on the footpaths in the woodland, (not normally permitted on public footpaths), along with appropriate signage.

11. To Receive a report from the Pavilion and Playing Fields Committee (JC/RFO/CH)

- 11.1 **Pavilion Agreement for 2023-24 (RFO)** – the finalised agreement incorporating the £50 per annum insurance contribution, signed by the Parish Council, was handed to Chris Hawes at the meeting to obtain signatures from both the Football and Cricket Clubs. Completed form to then be duly returned to the RFO. **Action: CH**
- 11.2 **Geminus Road Play Equipment – ROSPA Inspection/Management/Repair Agreement Update (JC)** – third quote awaited for cost of Annual ROSPA Inspection and subsequent repairs/maintenance to be carried out. Matter to be discussed at the next Finance Committee Meeting, and a proposal brought to the October PC Meeting for discussion and agreement. **Action: JC**

12. Governance

- 12.1 **To record the archiving of old minutes and allotment records in OCC Vaults. (Clerk)** The Clerk confirmed to the meeting that these documents were delivered to OCC Vaults on 21st March, the receipt for which is lodged in the parish council safe.
- 12.2 **To Resolve to Agree the Revised Standing Orders as distributed on 29/8. (Clerk)**
It was **RESOLVED** to agree to adopt the latest version of the Standing Orders. A copy to be placed on the council website. Proposed by Jo Rogers, Seconded by Tony Thompson. **Action: Clerk**
- 12.3 **To Resolve to Agree the Revised Financial Regulations as distributed on 29/8. (Clerk)**
It was **RESOLVED** to agree to adopt the latest version of the Financial Regulations. A copy to be placed on the council website. Proposed by Johnathan Chavda. Seconded by Tony Thompson. **Action: Clerk**
- 12.4 **To Resolve to Agree that the Parish Council delegates its responsibility under the Finance Regulations, where shown, to the Finance Committee (RFO).** It was **RESOLVED** to agree this motion. Proposed by Gary Warland and seconded by Jenny Hodges.

13. To Receive the Finance Officer's Monthly Report, Discuss other Finance Matters and Approve Expenditure/Income – update (RFO - MW)

- 13.1 **Finance Committee Meeting Minutes 25th July and 29th August (circulated prior to the meeting).** Accepted – no questions raised.
- 13.2 **Monthly Report (circulated prior to meeting) – update (MW). Discussed.** Future investment plans, as proposed by the Finance Committee, were explained by the RFO. All councillors in agreement.
- 13.3 **Receipts & Payment Report - (circulated prior to meeting) update (MW).** No questions raised.
- 13.4 **Reconciled Bank Statement.** No questions raised.
- 13.5 **Agreement of July & August's Account Balance to Bank Accounts (MW) –** No questions raised.

14. To Receive a Report on the Emerging 2040 Local Plan (SW)

A report was received from Stephen Webster, who elaborated on his earlier email to councillors prior to the meeting, stressing the vital long-term importance of the outcome of this plan in terms of its impact on Chesterton. A six-week period now exists for parish councils to submit their responses for consideration by CDC. The finalised plan to then be submitted to the Planning Inspectorate during 2024, followed by a public inquiry, which will take some considerable time. The finalised Plan to be in place in 2025. It was agreed for the Planning Committee to organise a special meeting in four weeks' time (w/c 2nd October), to formulate Chesterton's response, to which any other interested councillors were invited to attend. **Action: JC/SW**

15. To Consider a Response to the EWR "Stop the OXCAM Arc" Petition (emailed 28/8) (AT/FR)

Fiona Rowe stressed the need for the parish council to remain vigilant of the potential activity surrounding the Oxford to Cambridge Road. Andrew Thomas to continue monitoring developments closely. **Action: AT**

16. To Consider/Resolve to Agree* Grant/Funding Applications (Chair/Vice Chair/JR)

- 16.1 **Rebecca McNaught (email 15/8) – Possible £20K funding for Chesterton Footpaths 1+2.** It was **RESOLVED** to agree to direct this funding to Tim Screen for the Burnehyll Woodland project, towards footpath upgrades regularly used by Chesterton residents. **Action: JC**
- 16.2 **Tim Darch, OCC (email 18/8) – Grant for New and Improved Community Transport Provision.** In view of current low usage of the existing community transport arrangement, it was unanimously agreed that justification for an application for further limited funding would be unsuccessful.
- 16.3 **TVP Community Groups (email 22/8) – Invite to apply for grant funding to help prevent local crime.** Gary Warland to liaise with Steve Honey regarding benefit of metal shutters/CCTV for the Pavilion. If in agreement, the funding application to be pursued on behalf of the parish council. **Action: GW**
- 16.4 **OCC Councillor Priority Fund (email 5/7) – open until 20/11/24.** It was **RESOLVED** to approach Cllr Corkin regarding a contribution towards a mobile speed camera. **Action: AT**

17. To consider a Chesterton Parish Plan vs Neighbourhood Plan (AT/SW)

- 17.1 **Village Reclassification Research** - In view of the successful inclusion of neighbourhood plans within the developing Local Plan, Stephen Webster stressed the future relevance and key role of a parish plan. Stephen to provide a skeleton parish plan framework for parish councillors to contribute to, reflecting their aspirations for Chesterton's future. **Action: SW**

18. To Receive a Report from the Planning Committee (JH/JC/PA/SW)

- 18.1 **Great Wolf Update (SW/JC)** – In the absence of any further information from Great Wolf, and as per their statement, it is expected that all ongoing roadworks relevant to footpaths and utility provisions will continue through to a targeted planned completion date of early 2024. Matters to be pursued with Great Wolf/CDC Planning include **a)** careful monitoring of the situation to ensure conformity to planning conditions, **b)** careful tracking of planning permission being sought for the revised plans at Gagle Brook. **c)** clarification with CDC Planning re the current status of, and imminent plans for the golf course public footpath. **d)** investigate plans for site security and projected future timings. **e)** updates on the ongoing water supply situation with Thames Water. **Action: JC/SW.**

In conjunction with the imminent Great Wolf footpath works on Green Lane, major concern was raised regarding the totally inappropriate route planning and timing in the BSA Construction Traffic Management Plan for works on Green Lane, being totally at variance with that of Great Wolf. It was unanimously agreed that a letter demonstrating the parish council's extreme disappointment and concern at not being consulted over the BSA CTMP be sent to David Peckford, requesting an investigation of events. **Action: SW/Clerk.**

- 18.2 **Lonestar Planning Meeting 14/08 Update (SW/JC/JH)**
A report was received on the Lonestar meeting, regarding the piece of land in question. In view of the evolving Local Plan, it was agreed to keep in touch, but in the interim await the adoption of the Local Plan. **Action: JC**
- 18.3 **Hawkwell – Bucknell Parish Council Request for Support (email 14/8)**
It was agreed that Chesterton should support Bucknell in this matter. An initial dialogue on how best to do this to take place with Bucknell Parish Council. **Action: JC/SW**
At this point it was also agreed that a general village update by means of a Parish Council Report from the Chair should appear in the October ABC magazine (submission deadline for which is 15th September). **Action: JC/AT**

New Applications

- 18.4 **23/01938/F** – Resubmission of 23/00658/F (permitted) Mulsanne, Alchester Rd, Chesterton, Bicester, OX26 1UN. Two storey rear extension, remove chimney, repair front dormers and associated alterations. **No objection.**
- 18.5 **23/02300/TCA** – Chesterwood, Alchester Rd – T1 Larch fell. **No Objection**
- 18.6 **23/01711/REM** - Reserved matters approval for 17/02534/OUT - Proposed construction of a sub-station with all associated works. Land north of Bicester Avenue Garden Centre, Oxford Rd, Bicester. **No objection**

Applications Pending

- 18.7 **23/01493/REM** – Cala Homes Ltd, Proposed Himley Village Nth West Bicester, Middleton Stoney Road, Bicester, Reserved Matters Application including access, layout, landscaping, and scale pursuant to outline planning permission 14/02121/OUT for internal primary and secondary streets along with the part discharge of conditions 12, 16, 17 and 19 for Phase 1B at Himley Village Bicester. Decision due 6/9?
- 18.8 **23/00170/REM** - Cala Homes (Cotswolds) Ltd - Proposed Himley Village Northwest Bicester, Middleton Stoney Road, Bicester - Reserved Matters Application pursuant to Outline planning permission 14/02121/OUT for infrastructure comprising two junctions to providing vehicular and pedestrian access into the site from Middleton Stoney Road and two initial sections of internal road. Decision due 2/8?
- 18.9 **23/01080/OUT** – Peveril Securities Ltd and Sladen Estates Ltd, Land North of Bicester Avenue Garden Centre, Oxford Road, Bicester, Variation of Condition 4 (approved plans and documents), Condition 30 (highway design) and Condition 34 (employment floor space limit) of 17/02534/OUT 0 see supporting Planning Statement for full details. Target decision date 2/8?
- 18.10 **21/03610/F** - Parkside, Bicester Road, Chesterton, OX26 1UF - Proposed rear extension, Velux windows to front elevation, demolition of ex. Garage and construction of new garage with and single storey annexe to the rear garden. Decision due date 22/9/22. – **Comment submitted.**

- 18.11 **22/01368/F** – The Chesterton Hotel, Bicester Road, Chesterton, Oxfordshire, OX26 1UE – Construction of an emergency service access, overflow carpark and ancillary works. Decision due 22/9/22. – **No Objection.**
- 18.12 **21/02735/F** – Wendlebury Park Farm, Wendlebury Road, Chesterton, Bicester, OX25 2PE – Extension to existing commercial building and detached stables with integrated store. Decision due 19/5/23 – **No Objection**

Decisions Made

- 18.13 **23/00173/OUT** - Land South Of, Green Lane, Chesterton - Outline planning application for up to 147 homes, public open space, flexible recreational playing field area and sports pitches with associated car parking, alongside landscaping, ecological enhancements, SuDs, green/blue and hard infrastructure, with vehicular and pedestrian/cycle accesses, and all associated works (all matters reserved except for means of access) **Objection with Report. Refused.**
- 18.14 **23/00725/F** - Kemsley Farm, Northampton Road, Weston-On-The-Green, OX25 3AA – Construction of double garage with home office in roof space above. **No objection. Permitted.**
- 18.15 **23/01438/F** – 16 Augustan Rd, Proposed two storey Side/Rear & Single Storey Rear Extension. **No objection but comments. Permitted.**
- 18.16 **23/01648/F** - Greves House, Manor Farm Lane, Chesterton, OX26 1UD - Erection of a free-standing garden room. **No objection but comments. Permitted.**
- 18.17 **23/01311/F** – Albion Land, Unit 5, Charles Shoulder Way, Bicester, OX25 2DS, Use of Unit as a Electric Vehicle Servicing Centre or for uses in Use Classes E(g)(i) and/or E(g)(ii) and/or E(g)(iii). **No Objection. Permitted.**

19. To List Important Correspondence Received Since Last Meeting (Clerk)

- Rural Services Network, August Bulletins
- Community First Oxfordshire Newsletter Aug 23
- Cherwell Parishes Bulletin July 23
- CPRE Newsletter Aug 23
- TVP Email 14/8 re: work commencing on new forensic laboratory.
- Neighbourhood Police Update 10/8 (emailed via Cllr Nigel Simpson)
- OALC July Newsletter
- SLCC News Bulletin 3/8

20. Date for Receipt of Items for Next Agenda (Clerk)

The Clerk confirmed agenda items submission deadline of 20th September 2023.

The meeting Finished at: 8.20pm

Date of Next Meeting: Tuesday, 3rd October 2023, 7pm

Signed: Date:
(Chair / Vice-Chair)

Chesterton Parish Council Meeting Dates 2023-2024 (commencing 7pm at the Community Centre):

Tuesday 3 rd October 2023	Tuesday 7 th May 2024
Tuesday 7 th November 2023	Tuesday 4 th June 2024
Tuesday 5 th December 2023	Tuesday 2 nd July 2024
Tuesday 9 th January 2024	Tuesday 3 rd September 2024
Tuesday 6 th February 2024	Tuesday 1 st October 2024
Tuesday 5 th March 2024	Tuesday 5 th November 2024
Tuesday 9 th April 2024	Tuesday 3 rd December 2024
(Annual Parish Council Meeting: Tuesday 23 rd April 2024)	

Members of the Public welcome to attend.