

**Minutes of Chesterton Parish Council Meeting**  
**Held at Chesterton Community Centre**  
**Tuesday, 3<sup>rd</sup> October 2023 at 7.00 pm.**

**Councillors Present:** Johnathan Chavda (Vice-Chair), Paul Andrews, Mel Cantwell, Chris Hawes, Jenny Hodges, Jo Rogers, Andrew Thomas, Gary Warland, Stephen Webster (Co-Opted Planning Cttee)

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

**Apologies:** Cllr Tony Thompson, District Cllr Nigel Simpson

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

The Council accepted apologies from Tony Thompson and District Cllr Nigel Simpson.

**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 received.

**3. To Approve and Sign the Minutes of the Parish Council Meeting of 5<sup>th</sup> September 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

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

9.2 “No Parking” line outside school looking unlikely following OCC visit.

9.3 Church/Wobbly Road Hedge Cutting resumed and near completion.

14. Update on Emerging Cherwell Local Plan 2040 - Chesterton must have its say and be well represented in the draft consultation, in an effort to future-proof the village against potential/likely over development. Village/Public meeting/presentation required to create awareness, inform and garner maximum village support re input. To be held 2pm Saturday 28<sup>th</sup> October at Community Centre. Prior notification via village leaflet drop. JC to produce leaflet. Village circulation via all councillors. Residents also to be strongly encouraged via PC Facebook page and mail chimp to attend the John Paul II Centre Exhibition on 13<sup>th</sup> Oct. **Action: ALL**

**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. However, a village ‘walk-about’ with District Councillor Nigel Simpson is to be arranged, to include councillors. **Action: Clerk**

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

Jenny Hodges reported all plots now taken, with most being worked well. Footpath now mown back into correct alignment. Parish Council approval given for a fully supervised bonfire to be held on 5<sup>th</sup> November at a specific location on the allotments for the burning of all unwanted **allotment wood** only (no green waste). Village to be invited to come along. No fireworks (with the exception of sparklers) to be allowed due to surrounding houses, and no food/alcohol to be made available. Paul Mann to be consulted regarding insurance and safety requirements. Letters to go to local residents and notice to go in ABC. Timings to be confirmed and risk assessment to be produced. **Action: Allotment Committee.**

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

- 8.1 **Green Lane Parking (JR):** Particular parking issue now sorted. Pricing still awaited for barrier fencing. Nigel Simpson to be reminded to pursue this long overdue installation. **Action: AT/JR**
- 8.2 **Speedwatch Update (JR):** Parish Council to pursue with TVP the two obnoxious verbal attacks from same pedestrian in the village. Traffic flow returning to normal, and speeding remains a huge issue.
- 8.3 **Little Chesterton 20mph Speed Limit + Gated Drive Update (PA):** Two of the three proposals agreed, but the gated drive decision deferred and pending. Chris Hawes to report back following his imminent meeting. **Action: CH**
- 8.4 **Dangerous Dip on A4095 before Motorway Bridge:** OCC Highways aware and monitoring, but not concerned.

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

- 9.1 **Keep Chesterton Tidy Working Group (JR)-** Sadly littering activity resuming during Autumn months. GWR removed all debris from recent roadworks on A4095.
- 9.2 **Gigaclear Ultra-Fast Full Fibre Broadband Meeting Update (JC):** infrastructure now being installed earlier than planned. Work to be completed on Red Cow Green imminently. Gigaclear to present to the village end October, inviting residents to sign up for connection. Further update awaited.
- 9.3 **Chesterton Hotel Noise Issue (Clerk):** In view of the persistent and worsening music level problem and the increasing number of residential complaints, the Clerk to write to Environment Protection on behalf of the Parish Council to pursue the course of action to be taken. **Action: Clerk**
- 9.4 **Bruern Abbey Parking Issue (Clerk):** Fiona Rowe explained the satisfactory actions the school are now taking to prevent future issues.
- 9.5 **Access to Playing Field Area from Green Lane Properties (FR/SW):** Stephen Webster to check the original conveyancing plans and deeds for the playing fields to assess any possible right of access from Green Lane properties. **Action: SW**
- 9.6 **Bottom Green Drain Upgrade (FR):** It was unanimously resolved to agree that OCC Highways should be allowed to carry out the necessary works beneath the Red Cow (Bottom) Green to remedy the blocked drain situation and current flooding issues. **Action: Clerk/FR to produce necessary letter of permission.**
- 9.7 **Community Centre Car Park Barrier Operation (FR):** It was unanimously agreed that the top barrier should remain permanently closed. It was unanimously agreed that the responsibility for opening/locking the reinstalled bottom barrier should remain with the hall hirer or field user (football club etc) and needs to be written into the venue hire contract. **Action: Clerk/FR**
- 9.8 **Gates Behind Annexe (FR):** It was unanimously resolved that all remaining old gates and barriers should be disposed of as soon as possible. **Action: AT**
- 9.9 **Annexe Doors (FR):** Suitable repair to be to be organised. **Action: AT**
- 9.10 **Staging in Annexe (FR):** Sale/disposal to be organised. **Action: AT**
- 9.11 **Document Shredding (FR):** It was resolved that all parish council documentation for shredding, (in compliance with the Council's Document Retention policy), to be brought to the Community Centre 31<sup>st</sup> October latest. Liaise with Fiona Rowe. **Action: Clerk/FR**
- 9.12 **New Residents to the Village (JH):** Clerk to provide the necessary materials for a new pack. **Action: Clerk**

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

- 10.1 **Burnehyll Woodland Update:** Nothing further to report at the time of the meeting.

- 10.2 OCC/TWO Woodland Tree Planting Project (email 5/9 sent with agenda): Posters to be displayed on village noticeboards/planters/website. **Action: Clerk**

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

- 11.1 **Pavilion Agreement for 2023-24 (RFO):** Final amendments made and remaining signatures required by Andrew Thomas and Johnathan Chavda. **Action: RFO/AT/JC**
- 11.2 **Geminus Road Play Equipment – ROSPA Inspection/Management/Repair Agreement Update (JC) –** Three quotes now received. Matter to be discussed at October Finance Committee Meeting and a proposal brought to the November PC Meeting for discussion and agreement on the way forward. **Action: JC.** Chris Hawes to liaise with Cath Norman regarding sight of her weekly play equipment inspection check sheets. Important issues to be reported back to the Parish Council. **Action: CH**
- 11.3 **Requirement for Signage for Green Fencing re unacceptable ball kicking incidences (FR):** FR to contact Steve Honey re discouraging the practice. It was resolved to order three signs in an attempt to deter such action, due to the extensive cost of replacing the green fencing. **Action: Clerk + FR**

## 12. Governance

- 12.1 **CCTV Policy Agreement and Adoption (draft copy sent with agenda) AT/Clerk:** It was resolved the policy be adopted, subject to the discussed amendments being made. Policy then to be included on the parish council website. **Action: Clerk**
- 12.2 **Asset Register – to Agree Half Yearly Review:** After full discussion it was resolved to agree the Asset Register as correct. Fiona Rowe to continue checking and identify the PC/CIO assets. **Action: FR** Finance Regulations to be amended to stipulate an annual rather than twice-yearly review from 2024. Latest Asset Register to be put on the website. **Action: Clerk**

## 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 September 2024 (circulated prior to the meeting).** Accepted. The search for an additional councillor to join the Finance Committee was unfruitful.
- 13.2 **Monthly Report (circulated prior to meeting) – update (MW).** Discussed No questions raised. All councillors in agreement.
- 13.3 **Receipts & Payment Report - (circulated prior to meeting) update (MW).** No questions raised. All councillors in agreement.

## 14. To Receive Updates on Grant/Funding Applications (Chair/Vice Chair/JR)

- 14.1 **Rebecca McNaught (email 15/8) – Possible £20K funding for Chesterton Footpaths 1+2.** It was **RESOLVED** to request the £20K be spent improving the quality of the footpath leading from the pedestrian crossing on Vendee Drive, through the two hedgerows and into the first field, by laying a self-binding gravel stone. **Action: JC**
- 14.2 **TVP Community Groups (email 22/8) – Invite to apply for grant funding to help prevent local crime.** GW reported that the funding had closed a few days earlier.
- 14.3 **OCC Councillor Priority Fund (email 5/7) – open until 20/11/24.** Response awaited from Cllr Ian Corkin re partial funding towards an automated mobile speed camera. If unsuccessful, it was unanimously Resolved to go ahead in principle with fully funding the purchase of this much needed equipment at a cost of £3,304 plus VAT. Motion proposed by Andrew Thomas and seconded by Mel Cantwell. Jo Rogers to investigate training costs with TVP. **Action: AT/RFO/JR**

## 15. To Receive and Update on Chesterton Parish Plan vs Neighbourhood Plan (AT/SW)

Stephen Webster presented his recommendations for the bones of a 2-4 page Parish Plan which would not only potentially help in future planning battles, etc, but may also be a precursor to a Neighbourhood Plan should the village ever desire to put one in place. A working party to be set up consisting of Jenny Hodges, Andrew Thomas, Johnathan Chavda and Paul Andrews. Action: **SW + Working Party**

## 16. To Discuss Invitation to OCC Town & Parish Council Summit (email sent with agenda) AT

The Council learned of the aim of the three-part engagement and consultation plan for the development of an Oxfordshire Local Councils Charter, organised by representatives from OCC, CDC, OALC and parishes/towns. Andrew confirmed his attendance in an effort to help shape the shared charter from the very beginning, and to raise issues that matter most to Chesterton residents. A post-meeting report will be received. Action: **AT**

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

17.1 **Great Wolf Update (SW/JC):** SW to meet with GW representative to ascertain immediate plans for hording/security of the site, and restoration of the original public footpath across the land. Fiona Rowe to also continue pursuance re the public footpath issue. SW to also try to gauge GW's plans for the future. An extension to be requested to the relatively short consultation period for the planning application for the utilities work over Gagle Bridge, to allow for site visits and necessary discussions with CDC/OCC and GW. Action **Clerk/SW**.

17.2 **Lonestar Planning Meeting 14/08 Update (SW/JC/JH):** Nothing further to report at this stage.

17.3 **Hawkwell – Bucknell Parish Council Request for Support (email 14/8):** OCC objected, but nothing further to report at this stage.

17.4 **New Planning Application 23/02355/F – GG Oxford Investments (whole committee discussion)**  
**SW:** It was agreed to support Bicester Town Council's views on this potential development and put forward a strong argument for objection to the current plans. Action: **Clerk/SW**

### New Applications

17.5 **23/02337/F – Oxford Polo Ltd.** Os parcel 9366 Adjoining and West of Vermont Northampton Road, Weston on the Green. Change of use of land from agricultural to equestrian. **No objection.**

17.6 **23/02355/F – GG Oxford Investments Ltd.** Demolition of existing building and construction of 33 No. apartments, together with landscaping, car parking, bin stores, secure cycle parking and associated infrastructure. Resubmission of 21/02753/F. **Objection**

### Applications Pending

17.7 **23/02300/TCA – Chesterwood, Alchester Rd – T1 Larch fell.** No Objection.

17.8 **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**

17.9 **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?

17.10 **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?

17.11 **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?

- 17.12 **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.**
- 17.13 **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.**
- 17.4 **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**

- 17.15 **23/01938/F** – Resubmission of 23/00658/F (permitted) Mulsanne, Alchester Rd, Chesterton, Bicester, OX26 1UN. Two storey rear extension, removal of chimney, repair front dormers and associated alterations. **No Objection. Permitted.**

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

- Rural Services Network, September Bulletins
- Cherwell Local Plan 2040 Consultation Draft Documentation.

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

The Clerk confirmed agenda items submission deadline of Monday, 23<sup>rd</sup> October 2023.

The meeting Finished at: 9.20pm

Date of Next Meeting: Tuesday, 7<sup>th</sup> November 2023, 7pm

Signed: ..... Date: .....  
(Chair / Vice-Chair)

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

|                                        |                                                         |
|----------------------------------------|---------------------------------------------------------|
| Tuesday 2 <sup>nd</sup> May 2023       | Tuesday 9 <sup>th</sup> April 2024                      |
| Tuesday 6 <sup>th</sup> June 2023      | Tuesday 23 <sup>rd</sup> April 2024 (Annual Parish Mtg) |
| Tuesday 4 <sup>th</sup> July 2023      | Tuesday 7 <sup>th</sup> May 2024                        |
| Tuesday 5 <sup>th</sup> September 2023 | Tuesday 4 <sup>th</sup> June 2024                       |
| Tuesday 3 <sup>rd</sup> October 2023   | Tuesday 2 <sup>nd</sup> July 2024                       |
| Tuesday 7 <sup>th</sup> November 2023  | Tuesday 3 <sup>rd</sup> September 2024                  |
| Tuesday 5 <sup>th</sup> December 2023  | Tuesday 1 <sup>st</sup> October 2024                    |
| Tuesday 9 <sup>th</sup> January 2024   | Tuesday 5 <sup>th</sup> November 2024                   |
| Tuesday 6 <sup>th</sup> February 2024  | Tuesday 3 <sup>rd</sup> December 2024                   |
| Tuesday 5 <sup>th</sup> March 2024     |                                                         |

**Members of the Public welcome to attend.**