

## DRAFT MINUTES

### ENSTONE PARISH COUNCIL

A Meeting of the Council was held in Enstone Parish Hall on Thursday 28<sup>th</sup> April 2016  
at 7.15 pm.

PRESENT: Parish Councillors N. Knott (Chair), A. Lee (Vice-Chair), P. Butler, P. Johnson, P. Shaw, T. Gilbert, D. Robottom, Mrs. M. Ivings, Mrs. C. Glendinning and eight members of the public

APOLOGIES Cllr. R. Parker and County Councillor Hilary Hibbert-Biles

IN ATTENDANCE Mrs. B. Sinclair (clerk), Mr. D. Einig & Miss D. McDonald

*Cllr. Knott welcomed everyone to the meeting. Residents had attended to hear from Mr. Michael Ergatoudis, Development Director at Soho House, regarding future development at Soho House. Unfortunately, Mr. Ergatoudis was attending an Awards' Ceremony and so was unable to attend the meeting. Cllr. Knott apologised on his behalf and a further meeting would be arranged. The residents commented that they were concerned about the proposed increase in traffic and how this would be managed. Noted.*

Mr. David Einig and Ms. Dee McDonald attended the meeting to update the Council regarding the planning permission in respect of the construction of the bunds at the Shooting School. The planning application had now been approved and Mr. Einig wished to thank the Parish Council for its help with this. Mr. Einig would arrange to meet with Cllrs. Butler and Gilbert concerning the lorry movements. Mr. Einig would email the Council on a monthly basis with a progress report and asked that his telephone number and email address be put into the Ensign magazine asking residents to contact him with any concerns. The clerk had forwarded on the dates of the Parish Council meetings for 2016 to Mr. Einig.

49. **DECLARATIONS OF INTEREST:-**

- Cllr. Mrs. N. Knott declared an interest in Item 9, Enstone Church Building Endowment Fund. Cllr. D. Robottom declared an interest in Item 11, Ensign Magazine donation.

50. **MINUTES OF THE PREVIOUS MEETING:-**

The minutes of the Parish Council meeting held on 24<sup>th</sup> March 2016, having been previously circulated were taken as read, agreed and signed.

51. **MATTERS ARISING:-**

- **Parking at Cleveley** – a further complaint had been received regarding the cars being parked at Cleveley. Cllr. Knott had spoken to PCSO Chris Jones who confirmed that the Police were fully aware of this and work was ongoing with regards to this. Cllr. Lee reported that two of the cars had recently been parked at the school car park. Cllr. Knott would inform PCSO Chris Jones regarding this. Noted
- **Painting of bus shelters** – After discussion it was agreed to pay £80.00 labour costs per day for the estimated 2 days work in addition to the cost of materials estimated at £50.
- **Banners at Artyard Café** – the clerk had contacted District Cllr. Beaney concerning this and was awaiting an update
- **Banners at Heythrop** – a response was awaited from District Cllr. Beaney.

- **Japanese Knotweed** – it was reported that this was spreading to adjoining land. It was agreed that Cllrs. Knott, Butler and Glendinning would undertake a survey on where the knotweed was present and report back at May’s meeting.
- **The Villager Bus** – only one resident had contacted the clerk following a request in the last Ensign magazine who stated that residents were not aware of its existence. It was, therefore, agreed not to fund this following the cessation of subsidised bus services in July.
- **Clerk’s appraisal** – this had now been undertaken and it was agreed that the clerk would receive a 1.5 % increase in pay from 1<sup>st</sup> April 2016. It was requested that Councillors raised their hands before speaking to aid the smooth running of the meetings.
- **Curtilage of the village** – the 30 mph sign posts would be re-routed in the summer – the County Council needed to contact the Police before work could commence.

52. **PUBLIC DISCUSSION:-**

- *Parking at School* – a resident had complained regarding the danger of cars parking during the school drop off period, blocking off driveways and causing obstructions, particularly along Cox Lane. This was an ongoing situation – it was noted that following the concerns raised last year, the school governors had agreed to undertake a study on this but no report had been received. It was agreed that this should be discussed at the *Annual Parish Meeting* on 12<sup>th</sup> May as those present would include PCSO Chris Jones and a School Governor.
- *High kerbstones on the corner of The Spinneys* – it had been reported that the kerbstones on the corner of The Spinneys were so high that it was difficult to access the road for those with prams, push chairs, in a wheelchair or buggy. The Council fully agreed with these concerns and it was decided to see what monies would be available from the S106 agreement following the relocation of the 30 mphs signs in order to ascertain whether or not funding would be available to level this area. The pavement would also need to be widened.
- *Blocked drains A44* – The Highways’ Department was in the process of cleaning out the gullies along the A44 where the drains were getting blocked. Noted

53. **COUNTY COUNCILLOR’S REPORT**

- No report had been received

54. **DISTRICT COUNCILLOR’S REPORT**

- No report had been received

55. **PARISH HALL MATTERS:-**

- Cllr. Knott reported that the Buildings Regulation Certificate had been received and a copy had been passed onto the Parish Council’s solicitor.
- The electrical work was to take place shortly and the cost of this would be paid for by Persimmon Homes.
- The final account to pay Persimmon Homes was in the process of being checked and agreed by Persimmon Homes (circa £43,000.00). Correspondence had been received from Mr. J. Dykowski, Solicitor regarding the transfer of monies and this would take place through him and not paid directly by the Parish Council to Persimmon Homes. The payment would be made on the day of transfer of the land to the Parish Council.
- Cllr. Shaw congratulated Cllr. Knott and the clerk for all their hard work concerning this.
- The clerk would write to Mr. Martin Spicer, Project Manager, for all his hard work concerning this last bit of work that was required before completion took place.

## 56. CORRESPONDENCE:-

### *West Oxfordshire District Council:*

- A builder had been fined nearly £2,000.00 for failing to dispose of construction waste correctly. Noted
- Consultee Access – An update from the Planning Department had been received concerning access to all planning applications online. Noted.
- Leader of the Council – Sir Barry Norton had circulated a letter stating that due to ill health he was standing down from the Council. Noted
- Tourism Newsletter – the latest tourism details had been circulated. Noted
- Notices of Poll – the clerk had distributed this onto the noticeboard – these were for the Elections of District Councillor and Police Commissioner to take place on Thursday 5<sup>th</sup> May 2016. District Cllr. Nigel Colston was standing for re-election
- New funding leads the way for rural businesses – New funding was available and the clerk to put the details into the Ensign magazine.

### *Oxfordshire County Council:-*

- *Emergency Planning* – funding was available through the energy firm SSE towards funding for up to £20,000.00 towards community resilience in the event of an emergency. The clerk would investigate this further and Cllr. Johnson agreed to review the Parish' emergency plan in order to have it updated. The query of whether or not funding of grit bins through this fund would be possible would be investigated. **It was agreed to hold a further Winter Planning Meeting in September 2016.** The closing date for the application was 9<sup>th</sup> September.
- *Public Service Re-organisation* – an update had been received regarding a Unilateral Council. Noted.
- *Subsidised Bus Services* – all subsidies for bus services would cease from 20<sup>th</sup> July 2016.
- *Parish Transport Representatives Meeting* – the Council would send apologies for this.
- *Oxfordshire's Strategic Economic Plan* – the clerk circulated information concerning this and leaflets would be placed in the village shop and the clerk would put an article into the Ensign magazine.
- *Devolving Powers to Towns & Parishes* – Oxfordshire Together had circulated its plans inviting Parish & Town Councils to sign its S101 agreement relating to Highways' Services that were being devolved to Parish & Town Councils. It was agreed that the Council would invite someone from Oxfordshire Together to attend the Annual Parish Meeting on 12<sup>th</sup> May regarding this to seek clarification on the way forward.

### *Other:-*

- **Enstone Church Building Endowment Fund** – Cllr. Knott explained that a trustee needed to be re-elected by the Parish Council. It was agreed that the clerk would obtain further information regarding this.
- **Came & Company Insurance** – the latest update had been circulated to all members. Noted.
- **Community First Oxfordshire** – The Spring Newsletter had been circulated and the clerk noted that once the work on the parish hall had been completed, the Council may wish to consider updating its Community Plan (Parish Plan). Noted
- **Traffic Calming** – Cllr. Butler reported that he was awaiting quotes regarding the installation of a chicane at Church Enstone from other sources that would need approval by the Highways' Department. Cllr. Butler was thanked for all the work that had been undertaken with regards to speeding and overweight lorries. He reported that a programme on the BBC

South "Inside Out" would be reporting this for a future 8 minute feature. A further audit was also being carried out by residents and Cllr. Butler would report back the results at May's meeting. It was felt, by some, that the numbers of overweight lorries driving through Church Enstone had decreased.

- **Litter Picking Weekend** – Cllr. Shaw was congratulated on his sterling work organising the recent Litter Picking Weekend. The guides had helped with this towards their community badge and the clerk would send a thank you note to them for their help with this. There were eight helpers on Saturday and seven on Sunday. Cllr. Shaw thanked the members of the Council who helped out. 35 sacks of rubbish were filled and 10 sacks of recycling – there were also tyres, a wheel barrow and a pergola. Most of the bags had now been collected by the District Council. It had been a good exercise that demonstrated how disrespectful people are, particularly with regards to approximately 200 beer cans that were scattered around the entrance of the Old Quarry and onto part of the Airfield. Cllr. Shaw asked whether the Council should consider purchasing "Take your Litter Home" signs – the clerk to look into the costs of these – to put at the entrance of the Quarry and Airfield. It was agreed to repeat the exercise in November and March 2017. The clerk would write an article in Ensign thanking those who had helped.
- **Highways' Issues** – A resident from Cling Clang lane attended the meeting with regards to the overgrown verges, as had been reported at the meeting in March. There appeared to be a blocked culvert at the bottom of the lane causing a build up of mud and water. It was agreed that the clerk would contact Highways' Department asking for the culvert to be cleared. There were also many brambles in this area.
- The clerk had received quotes for the cleaning of signs and it was agreed not to go ahead with this Company as this kind of work would be undertaken by the S101 agreement with Oxfordshire Together.
- **Stall at the Enstone Show** – it was agreed that this would be of great benefit with regards to asking residents to "Adopt a Sign" and be responsible for cleaning this sign, to help with the planting of seeds in the verges, to sign up to help with litter picking etc.

57. **PLANNING APPLICATIONS:-**

- **Rectory Farm Bungalow, Church Enstone, 16/00959/FUL.** Re-alignment and extension of approved drive including change of use from agricultural land. *No objection – it was noted that the planning department had named this a bungalow which was incorrect*
- **Land at The Old Coach Yard, Gagingwell (retrospective) 16/01025/FUL** – erection of 18 m high broadband mast. *No objection although it was requested that the planning department consider having the mast moved to a less visible place*

Decisions Received:-

- **Workshop & Premises, Enstone Airfield.** Erection of storage building. *Approved*
- **New House, Cleveley Road, Enstone.** Widening the existing driveway entrance onto Cleveley Road by five feet. *Approved*

58. **FINANCE:-**

a) *To agree the following accounts for payment:-*

**Santander:-**

- Mrs Beth Sinclair £575.65
- Ensign Magazine Donation £300.00
- Came & Company, Insurance £441.27
- WODC, election costs £98.51

1660

- Namesco, website fees £118.67

*Received:-*

- WODC, precept £11,049.50

*To agree following accounts for payment:-*

**Barclays:-**

- Ice Energy Heat Pumps Ltd £282.00
- Persimmon Homes £43,585.44

b) *Annual Governance Statement 2015/2016* – A copy of the Annual Governance Statement that was sent by BDO, the external auditor, was circulated to all members and checked through at the meeting. It was unanimously agreed that the correct procedures were in place regarding this.

c) *Statement of Affairs for the period ending 31<sup>st</sup> March 2016.* A copy of the Statement of Affairs and the excel spreadsheets detailing the year's accounts for both the Santander and Barclays accounts had been circulated prior to the meeting, checked and signed by Cllrs. Lee and Butler. Both sets of accounts had been reconciled against the bank statements.

d) *Internal Auditor* – the clerk had visited two Companies in Chipping Norton namely V.M. Murphy & Co. and Howes & Co. It was noted that Howes & Co. also undertook accounting work on behalf of Chipping Norton Town Council. V.M. Murphy & Co. quoted £200.00 + VAT and Howes & Co. quoted a maximum of £250.00 + VAT. It was agreed to appoint Howes & Co. to complete the Internal Audit work relating to the financial year 2015/2016.

There being no further business the meeting ended at 9.30 pm

59. **Dates of Next Meetings:-**

- Thursday 12<sup>th</sup> May 2016 – Annual Parish Meeting, 7.15 pm
- Thursday 26<sup>th</sup> May 2016 – Annual Council Meeting and Parish Council Meeting, 7.15 pm