

DRAFT MINUTES

ENSTONE PARISH COUNCIL

A Meeting of the Council was held in Enstone Parish Hall on
Thursday 23rd February 2017 at 7.15 pm

PRESENT: Parish Councillors N. Knott (Chair), A. Lee, T. Gilbert, C. Glendinning, D. Robottom, P. Johnson, R. Parker, P. Butler, M. Ivings, District Cllr. Andrew Beaney, County Cllr. Hilary Hibbert-Biles and ten members of the public

APOLOGIES Cllr. P. Shaw

IN ATTENDANCE Mrs. B. Sinclair (clerk), Mr. D. Einig, Ms. Stacey King, Mr. A. Kerr & Mr. D. Parris

12. DECLARATIONS OF INTEREST:-

- There were no declarations of interest.

13. MINUTES OF THE PREVIOUS MEETING:-

The minutes of the Parish Council meeting held on 26th January 2017, having been previously circulated were taken as read, agreed and signed.

Mr. David Einig – Update regarding building of bunds at the Shooting School

- Mr. Einig attended the meeting to update the Council regarding work at the Shooting School. He apologised for the recent excess mud that had been left on the road by lorries exiting the Shooting School and explained that two further wheel wash machines had now been purchased at the site. A letter had also been sent to all contractors asking them to ensure that they kept to the speed limits. The majority of lorries do adhere to the road regulations but one lorry, driven by a contractor, had been found to be speeding. Mr. Einig confirmed that the bunds are being built on schedule.
- Chicane – Church Enstone** - Cllr. Butler explained that the start date for the installation of the chicane at Church Enstone was mid-March. The road would be closed for approximately one week and the clerk would put a notice in the Ensign magazine. Cllr. Butler wished to acknowledge Mr. Einig's hard work in relation to this.
- Mr. Einig was thanked for attending the meeting – a site visit to the Shooting School would be arranged in the spring.

Mr. Alex Kerr – Community Radio License for Enstone

Mr. Alex Kerr had asked to present the idea of a Community Radio Station to the Council. The purpose would be to serve the residents of Enstone and the surrounding area and could focus on local issues and events. It would have to be managed and run completely by volunteers, but could give valuable experience for anyone wishing to pursue a career in broadcasting. The broadcast equipment is available but a "studio" would need to be found (with high speed broadband). It would broadcast over the internet to keep costs down, but they would be in the region of £500.00 to £1,000.00 per year and would have to be raised from sponsorship or advertising. It was agreed that this proposal would be put into the Ensign magazine.

Superfast Broadband:-

- Many residents from Church Enstone attended the meeting to listen to a presentation from Ms. Stacey King, Regional Manager from British Telecom, regarding the installation of superfast broadband. Cllr. Butler had invited Ms. King following the collapse of the contract between Cotswold Broadband and West Oxfordshire District Council to install superfast broadband to all properties.

There were now three options – one would be to wait for the completion of WODC's work with a different supplier which would, not be completed until at least 2019/20.

The second option would be for residents to raise 50 per cent of the funds required to have superfast broadband installed into their properties by BT under their Community Broadband project – a ball park figure of between £10,000.00 to £150,000.00 was quoted by Ms King

- Ms. King explained the procedure. British Telecom would need to know which properties wished to have broadband installed with the full address, post-code and land-line telephone number. All the information would be collated and a figure obtained as to the cost of the installation. There is no monetary commitment until the research has been completed.
- Cllr. Butler had also arranged a meeting with the local company Wurzel to discuss this, but the gentleman had failed to attend. The option here would be to install a satellite dish at the top of St. Kenelm's Church – Wurzel was awaiting information from the Church Diocese concerning this. The houses would need to be in a clear line of sight of the church tower with a minimum of seven properties.

Proposal:-

After discussion, it was proposed that Cllr. Butler would continue with this work – he would, with others, gather the data required and would present this at the next Parish Council meeting. A further meeting would also be arranged with Wurzel. Cllr. Butler would put an article in the Ensign magazine concerning this.

This was proposed by Cllr. Lee and seconded by Cllr. Ivings. All other members agreed with the proposal.

Ms. King was thanked for attending the meeting.

Parish Hall – Heating System:-

- Mr. David Parris from the Parish Hall Management Committee (PHMC) attended the meeting to discuss the heating system at the Parish Hall. The query arose as to whether or not Cllrs. Johnson & Lee who are members of both the Council and PHMC had to declare an interest or not. It was felt that they could discuss the subject but were not allowed to vote. The clerk would contact Mr. Keith Butler, Monitoring Officer at WODC concerning this and to request dispensation.
- Cllr. Parris explained that there was a definite problem with the design of the heating system as it was insufficient to heat the main hall satisfactorily. It was agreed that independent advice was required.
- It was agreed that it was the Parish Council's responsibility to remedial the problem. It was a complex situation as it was unclear who was responsible for the design of the heating system - Persimmon Homes was responsible for the fitting of the system but not the design.
- It was agreed that independent legal advice was required to identify where the responsibility lay for the design of the heating system.

Following discussion it was agreed that Cllr. Andrew Lee would check the insurance details and that Mr. Parris would obtain a further quote. One quote for this legal advice to ascertain who was responsible had been obtained at circa £2,300.00. The clerk confirmed that monies were

available in the Barclays Account (Parish Hall Account) to fund this and that it would not come out of the Parish Precept.

14. **MATTERS ARISING:**

- **Japanese Knotweed** – response awaited from Oxfordshire County Council.
- **Renault Motorsport** – Cllr. Butler confirmed that the height of the new build was the same as the existing building apart from protruding air vents. Cllr. Butler had contacted Mr. Cummings at Renault, who acknowledged that traffic calming was an issue through Gagingwell and that this would be discussed further once work pressures had lessened. Noted.
- **Emergency Plan** – ongoing
- **2nd Bus Shelter** – ongoing
- **Heythrop Park/ISSEE** – Awaiting Environmental Report regarding noise levels. Ongoing – the clerk would forward the emails from WODC to District Cllr. Andrew Beaney.
- **Traffic Calming/Church Enstone** – work was due to commence in mid-March.
- **Tree Survey, Sports Field** – this had been circulated to all members. It confirmed that the beech trees in question were safe and secure. The report had been sent to the Sports Club who is responsible for the work that is required. The clerk was asked to send the report to Mr. O’Neill and Cllr. Knott would also speak to Mr. Allen at the Sports Club.
- **Heythrop Park, off road vehicles** – this matter had now been resolved.
- **Dog Bins at Fulwell and behind St. Kenelm’s Church** – each dog bin would cost £207.47 and Parish Councils would be charged annually for the weekly emptying of these bins. It was agreed to go ahead with the purchase of these bins. Ditchley had agreed to donate monies towards the bin at Fulwell.
- **Community Speedwatch** – it was agreed to purchase a speed gun at the cost of £96.00, as suggested by PCSO Chris Jones – this could also be rented out to other Parishes. Cllr. Butler agreed to help organise the speedwatch campaign once the gun had been purchased.
- **PCSO Awards** – the clerk confirmed that the nomination form for PCSO Chris Jones had been completed.
- **Meeting with MP Robert Courts** – it was disappointing that the Council had been given the incorrect time for the meeting and, therefore, arrived late. Mr. Courts had only allowed thirty minutes but confirmed that he was very keen to get involved with Parish Councils and that he personally responded to all emails – responses were awaited from several emails that had been sent regarding local issues. Cllr. Knott had also invited him to a Parish Council meeting.
- **Filing cabinets the Parish Hall** – the clerk to look through these tomorrow.

15. **PUBLIC DISCUSSION:-**

- Cllr. Parker noted that advertising signs had been placed on trees in Gagingwell which was not allowed – Cllr. Knott to speak to the oil company regarding this, asking them to take the signs down.
- Cllr. Knott wished to formally thank Mrs. Susanne Hamilton for her hard work as Chair of the PHMC – it was agreed that the clerk would send a letter.

(Cllr. Gilbert left the meeting at this point – 9.00 pm)

16. **COUNTY COUNCILLOR’S REPORT**

- *Council tax* would increase by 4.99 % of which 3 % would go towards social care.
- The *budget* for this year was not as difficult as last year’s budget and there was still £15 million in the transition fund.

- £250 K was reserved towards a Communities Fund for localities.
- The County Council elections were due to take place in May 2017.
- *The NHS Consultation for Banbury Hospitals which includes Chipping Norton* had commenced. The County Council had agreed not to support the consultation because it contained insufficient information to know what impact the changes would make with regards to social services. A meeting had been arranged for Thursday 9th March 6.00 pm at St. Mary's Church, Chipping Norton, to discuss the consultation. The clerk would put this into the Ensign magazine. The County Council was more concerned regarding the Phase 2 part of the consultation which would affect Community Hospitals including the Maternity Hospital, First Aid Unit and Peripheral Clinics at Chipping Norton as these were all under threat.

One Oxfordshire – Cllr. Butler had attended the workshop, run by the County Council, on 22nd February. All residents had been sent a letter by the District Council expressing its deep concern regarding the abolition of the County Council, City and all five District Councils, to be replaced by One Unitary Council. All areas in Oxfordshire have different needs and residents in West Oxfordshire could be faced with a huge rise in its council tax, should the harmonisation of council tax take place – Currently, West Oxfordshire residents pay £91.00 whereas residents in Oxford City pay £257.00. Cllr. Butler expressed the importance of everyone responding individually to the proposals and he agreed to draft an email to Cllr. Mills, the Leader of West Oxfordshire District Council, who had declared that he was not going to participate in the consultation process, which was a great concern. County Cllr. Hibbert-Biles explained that a One Unitary Council would save the most monies and those savings would be spent on residents' needs. There would be Localities and Area Boards with one Councillor for each area. District Cllr. Andrew Beaney agreed to the proposal of one Unitary Council but was against how Cllr. Ian Hudspeth was trying to push it through so quickly – the closing date was 28th February 2017.

(Cllr. A. Lee left the meeting – 9.30 pm)

17. DISTRICT COUNCILLOR'S REPORT

- Soho House were putting in a further planning application shortly.
- The District Council's council tax will be increasing by £5.00 for the 2017/2018 financial year.
- Residents would now be charged £30.00 per annum for a green bin as the grant for these had now ceased.

18. PARISH HALL MATTERS:-

- The clerk had received an email from the new solicitors, Johnson & Gaunt, confirming that it would take a further three months before the Land Registry documents would be transferred to the Parish Council.
- Ofgem had confirmed that Enstone Parish Hall had been accepted into the Renewable Heat Incentive (RHI) Scheme.
- The footpath along Coxs Lane and reduction of the kerb sets had been completed and the Council was very pleased with the result. The building of the stone wall had been delayed by two weeks.

19. CORRESPONDENCE:-

West Oxfordshire District Council:-

- *Community Infrastructure Levy* – This is a charge that can be levied on most new developments to help pay for new infrastructure. The consultation period ends on 10th March – Noted.

- *Printing deal saves thousands for taxpayers* – A three year contract has been awarded to UK Mail to outsource the printing and mailing of council tax and business rates bills, as well as housing benefit documents. A total of £35,000 will be saved. Noted.
- *Warning issued over council tax ‘scam’* – Residents in West Oxfordshire are being warned that fraudsters pretending to be from HM Revenue & Customs are calling residents and telling them that they are under investigation and are due in court which is untrue. Noted.
- *Sign up for new garden waste collection service* – All residents will receive a letter encouraging them to sign up for a new opt-in garden waste collection service which starts on 1st April 2017 and costs £30.00 per bin per year with fortnightly collections. Noted
- *Too good to lose* – Residents are being warned that the proposed creation of a ‘super council’ could see council tax rise, services decline and spell the end of free parking. Noted
- *Call for Non-Executive Director* – WODC is looking for individuals to sit on the boards for Publica Group – three new local authority-owned companies providing services for district councils in Gloucestershire and Oxfordshire. Noted.
- *Flood prevention measures pay off* – WODC has spent more than £1 million on a comprehensive rolling plan of prevention, maintenance and improvements since the 2007 floods. Noted.
- *Funding in place for community-led house building* – WODC has been allocated £376,966.00 from the Government’s Community Housing Fund to help individuals get a foot on the property ladder. Noted.
- *Funding approved for “super council” battle* – Funding totalling £25,000.00 has been allocated to the battle against proposals to create a super council. Cllr. Mills, Leader of WODC, is in favour of the creation of a combined authority model with a local mayor which would pave the way for devolution, unlocking central government funds for major infrastructure improvements. Noted

Oxfordshire County Council:-

- *Oxfordshire Minerals & Waste Local Plan* – this documentation had been circulated to all members. Noted

Other:-

- **The Green Lane/Stopping Order** – An email had been received from Mr. Ergatoudis at Soho House explaining that access to the public would continue. The Council agreed that a legal agreement should be drawn up guaranteeing a public right of way. The clerk to write to Mr. Ergatoudis and Department of Transport requesting this.
- **OALC** – The bulletin for December and January had been circulated to all members. It was noted that the external auditors for the next five years from 1st April 2018 would be Moore Stephens. Responsibilities will relate to accounts for the financial year beginning 1st April 2017.
- **The High Sheriff of Oxfordshire** – A letter had been received from the High Sheriff of Oxfordshire, Mrs. Sarah Taylor, regarding Carers Oxfordshire which is the theme for the year, requesting help from Parish Councils. It was agreed that with the pressures of the current workload, that the Council was unable to help at this stage. The clerk to reply accordingly.
- **Good Neighbourhood Scheme** – A new Co-ordinator was required – the clerk would advertise the role in the Ensign magazine.
- **The Paddocks – Boundary Wall** – this would be discussed in March.
- **Tackling Flooding 2017** – An invitation had been received to attend a conference in London concerning this. Noted.

- **Litter Picking** – The date of Sunday 2nd April was agreed 9.30 am to 12.00 pm for a Spring clean. The clerk would advertise this in the Ensign magazine.

20. **Planning Application:-**

- **Enstone Poultry Farm, Enstone, 17/00116/FUL** – The erection of four agricultural structures comprising Electrical Switch Room; Generator; Fuel Tank and General Purpose Building and parking area at Enstone Poultry Farm (retrospective) – *No objection*

Decisions Received:-

- **The Cottage, Chapel Lane, 16/02945/HHD**, Proposed two storey rear extension. Reconstruct part of the front porch wall and internal alterations. *APPROVED*
- **Heythrop Zoological Gardens, 16/04040/FUL**, Erection of detached dwelling, detached garage with first floor accommodation and lion enclosure - *REFUSED*
- **Lower Stone Farm Cottage, Lidstone, 16/04115/HHD** – Removal of existing conservatory, with erection of new single storey extension to the rear elevation. *APPROVED*
- **Abbey Farm, Gagingwell, 16/03974/FUL, 16/04022/LBC, 16/04021/HHD, 16/03966/LBC** – Conversion of barn to dwelling; internal & external alterations to convert existing two dwellings into one, including erection of new entrance porch and link extension to existing outbuilding; *APPROVED*
- **Enstone Poultry Farm, Banbury Rd, Enstone, 16/03754/FUL** – Erection of a renewable energy biomass boiler and fuel store (retrospective) *APPROVED*
- **Renault Formula 1, Whiteways Technical Centre, 16/03580/FUL** – Extension and remodelling of Renault Sport Formula One’s headquarters at their site in Enstone. *APPROVED*
- **The Farm, Gagingwell, 16/03605/HHD** – Single storey rear extension. *APPROVED*
- **4 The Spinneys, Enstone, 16/03674/HHD** – Erection of single storey extension to rear elevation. *APPROVED*
- **2 The Spinneys Enstone, 16/02648/HHD** – Alterations and erection of single and two storey extensions. *APPROVED*
- **Quarry Cottage, Tew Rd, 16/02645/FUL** – Demolition of existing building and erection of four dwellings with associated works and parking facilities. Alterations to existing access. *APPROVED*

21. **FINANCE:-**

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

Santander:-

- Mrs Beth Sinclair £567.19
- WODC, dog bins TBA in March

Received (Santander):-

- OCC grass cutting grant £1,023.77

Barclays:-

- Stones for wall £696.72

b) Statement of Affairs April to December 2016 – this would be undertaken at March’s meeting

c) Risk Management Policy, Internal Audit Procedures & Appointment of Internal Auditor for the 2016/2017 accounts – it was agreed to discuss this at March’s meeting.

There being no further business the meeting ended at 9.45 pm

22. **Date of Next Meeting** - Thursday 30th March 2017 7.15 pm at Enstone Parish Hall