

## DRAFT MINUTES

### ENSTONE PARISH COUNCIL

A Meeting of the Council was held in Enstone Parish Hall on Thursday 26<sup>TH</sup> May 2016 at 7.30 pm following the Annual Council Meeting

PRESENT: Parish Councillors N. Knott (Chair), A. Lee (Vice-Chair), P. Butler, P. Johnson, P. Shaw, T. Gilbert, D. Robottom, Mrs. M. Ivings, R. Parker, District Cllr. Nigel Colston

APOLOGIES Cllr. C. Glendinning

IN ATTENDANCE Mrs. B. Sinclair (clerk), Mr. D. Einig & Mr T. Shickle

60. **DECLARATIONS OF INTEREST:-**

- Cllr. Mrs. N. Knott declared an interest in Item 10, Enstone Church Building Endowment Fund.

#### **OXFORDSHIRE TOGETHER**

Mr. Tim Shickle from *Oxfordshire Together* attended the meeting to update the Council on the new proposed local agreements regarding Highways' work that the County Council would no longer be undertaking due to financial restraints. A lengthy email had been sent by him on the afternoon of the meeting so many members had not had time to read the contents of this. Examples of work that could be undertaken by Parish Councils included grass cutting, sign cleaning, vegetation & drainage notifications. Oxfordshire County Council would still be responsible for Bridleways and Green Lanes where there was now a Parish Path Warden Scheme. In total, there are 16 services that Parish Councils could undertake with local agreements being agreed between the Parish and County Council. It was agreed that a separate meeting would be arranged to work through all these Services in order to decide which services to undertake. Mr. Shickle offered to attend this meeting for further guidance. Mr. Shickle was thanked for attending and a meeting date would be agreed at June's Parish Council meeting.

#### **MARKHAM FARM – Mr. Einig, contractor**

Mr. Einig attended the meeting to update the Council on progress with regards to the building of the bunds. There had been no problems reported. Cllr. Butler had also visited the site with Mr. Einig.

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

The minutes of the Parish Council meeting held on 26<sup>th</sup> April 2016, having been previously circulated were taken as read, agreed and signed.

62. **MATTERS ARISING:-**

- **Parking at Cleveley** – several cars and vans had been relocated. PCSO Chris Jones was fully aware of the problem.
- **Painting of bus shelters** – ongoing
- **Banners at Artyard Café** – the clerk had contacted District Cllr. Beaney concerning this and was awaiting an update – ongoing
- **School Car Parking** – this had been discussed at the Annual Parish Meeting and PCSO Chris Jones was reviewing the situation on a regular basis.

- **“Take Your Litter Home” signs** – awaiting a response from WODC. The clerk would also find out whether the Council would be allowed to put these signs up.
- **Blocked culvert at Cling Clang Lane** – Highways had inspected this and could not find a culvert or drain but managed to clear away silt and debris.
- **Springs leaking along Lidstone.** Highways confirmed that it would undertake repair of these during this financial year – the Lidstone Road would need to be closed for five days.
- **Stall at Enstone Show** – this would be discussed at future meetings regarding litter picking and an “Adopt a Sign” scheme.

63. **PUBLIC DISCUSSION:-**

- **1-2 Bank Cottages** – the residents had contacted the Parish Council regarding the deterioration of the pavement outside the property and Highways were reviewing this.
- **Overgrown vegetation at the junction of Coxs Lane/Charlbury Road.** Cllr. Johnson was thanked for clearing away the vegetation following several complaints regarding poor visibility. The County Council were due to prune the vegetation around the County over the next fortnight. Cllr. Knott explained that the hedges were not allowed to be cut back by farmers until September.
- **Fairytale Farm/Cotswolds Hotel & Spa** – Cllr. Knott queried why the Council had not received a planning application regarding the new layout of the drive at Fairytale Farm that was within the Parish’ boundary. District Cllr. Nigel Colston agreed to look into this further.
- **Knocked down barrier at Gagingwell.** The clerk would contact the Highways’ Department regarding the knocked down barrier at Gagingwell outside a resident’s property.
- **Knocked down sign at The Tew Crossroads** – the clerk would contact Highways regarding this.
- **Grass Cutting** – a few complaints had been received regarding the poor quality of grass cutting – the clerk to contact WODC regarding this.
- **West Oxfordshire’s Strategic Housing and Economic Land Availability Assessment 2016**  
A letter had been circulated regarding the suitability of various parcels of land across the District for housing and employment use – it would not be for allocating sites as this was the role of The Local Plan. The majority of sites had been put forward by developers and private landowners for consideration by the District Council. Ten sites had been submitted to the District Council and the Parish Council responded with a decision of two sites that may be considered in the future – Land off A44 and land at Enstone Airfield (north of the runway).

64. **COUNTY COUNCILLOR’S REPORT**

- No report had been received

65. **DISTRICT COUNCILLOR’S REPORT**

- District Cllr. Nigel Colston was welcomed to the meeting and congratulated on his re-appoint at the recent elections. He expressed his concerns regarding the plans for a Unitary Council and the various options that were being discussed.
- Concerns regarding all the current planning applications for Soho House were discussed at great length as there was no Parish Council within the boundary of Soho House and so the planning applications were not being sent to any local authority for consideration. There are currently four planning applications under consideration without any Parish Council input – the applications included the Walled Garden at Great Tew. The right of way along The Green Lane had been discussed with the planning officers and there was an application for 50 pigsty type accommodation units as well as bell tents for the summer months. After

discussion it was agreed that District Cllr. Colston would ask the planning department to send all applications regarding Soho House to Enstone Parish Council.

- The clerk had invited the Development Manager of Soho House to the next meeting on 30<sup>th</sup> June and was still awaiting a response.

66. **PARISH HALL MATTERS:-**

- The cheque to John Dykowski had been cleared at the bank and completion was awaited. The delay was with Persimmon Homes.
- The electrical work would commence in June.

67. **CORRESPONDENCE:-**

*West Oxfordshire District Council:*

- *A Better Deal for Oxfordshire* – A letter had been received by Sir Barry Norton, previous Leader of the Council, asking for Parish Councils' views on the forthcoming devolution within Oxfordshire. It was agreed that the Council would await the report from PricewaterhouseCoopers.
- *Brownfield Land Register* – WODC was seeking assistance with compiling a register of brownfield land for West Oxfordshire. The clerk would respond explaining that the questionnaire for the Strategic Housing Land Availability Assessment had been completed and to use that for information.
- *No need to re-register for EU Referendum* & Notice of EU Referendum & polling cards had been issued. Noted.
- *District Leaders rule out cross-boundary unitary solution* – It was agreed that cross-boundary unitary options were too complicated and would result in lengthy delays to the devolution process. Noted.
- *New Council Leader* – Cllr. James Mills had been elected as the new Leader for WODC.

*Oxfordshire County Council:-*

- *Public Service Re-organisation* – Grant Thornton UK LLP has been appointed by Oxfordshire County Council to consider how local government could be reorganised to reduce costs and protect vital services. The review would be completed in mid-July. Noted.
- *Invitation to Unitary Workshop* – It was agreed that Cllr. P. Shaw and the clerk would attend this at Chipping Norton Town Hall on Tuesday 14<sup>th</sup> June.
- *Fleet Pilot Study* – this pilot would provide a flexible and affordable service where anyone could request the County Council to provide transport. The study would be presented to Cabinet on 24<sup>th</sup> May. Noted.
- *Consultation B4030 Church Enstone – Proposed Traffic Calming Feature* – The deadline for any objections was Friday 10<sup>th</sup> June. Cllr. Butler updated the Council with regards to the possibility of installing solar panelled signs in order to reduce costs and he would discuss this with Mr. James Wright once outline costs were known. Mr. Einig had also undertaken this type of work and would submit a quote for this project. Cllr. Butler was also thanked for all the recent work regarding an audit of lorry movements through Church Enstone and part of this work would be televised in September.
- *Consultation Coxs Lane & Lidstone Road – Proposed 30 mph Speed Limit Extensions* – The deadline for any objections was Friday 17<sup>th</sup> June. Noted.

*Other:-*

- **Japanese Knotweed** – Cllr. Knott has asked Encon for its help with this increasing problem. Cllrs. Knott, Butler & Glendinning had driven around the parish and maps showing the areas of Japanese Knotweed had been sent to Oxfordshire County Council who explained that the land owners were responsible for the disposal of it – as it was in escheat land and owned by the Crown Estate it was proving difficult to sort out. Encon would look into this further and report back.
- **OALC** – the latest update had been circulated. The Council agreed that Cllr. Robottom attend the training for new Councillors on Saturday 10<sup>th</sup> September. A survey requested by the NALC had been received asking for a SWOT analysis on the current Sector but it was agreed not to complete this due to time restraints.
- **Enstone Church Building Endowment Fund** – This registered charity was set up in 2001 to accrue capital so that income could be used towards church fabric repairs. It was completely separate to the Parochial Church Council and one trustee is nominated by the Parish Council every three years. It was agreed to re-nominate Mr. Robert Parsons as a trustee and the clerk would inform Mr Charles Powell, Chair, regarding this.
- **Emergency Plan** – Cllr. Johnson agreed to take forward the development of the Parish Emergency Plan including applying for SSE community grant funding to cover emergency aid equipment including grit bins. Cllr. Johnson was thanked for this.
- **Queen’s 90<sup>th</sup> Birthday Celebration Dance** – Cllr. Parker encouraged members to buy tickets for this community party which takes place on Friday 10<sup>th</sup> June at Enstone Parish Hall.
- **Came & Company** – the clerk queried whether or not the Council was being “over-insured” and would check this further before the next meeting. District Cllr. Colston also commented that his Parish was reviewing its insurance as well for the same reasons.
- **PCSO Chris Jones** – The Parish Council had nominated PCSO Chris Jones for an award for all his work in the community and he was congratulated on winning this award.
- **Need not Greed** – An email had been circulated as to why Councils should object to the Strategic Economic Plan. Noted.
- **Soho House** – concerns regarding an increase in traffic and the recent firework display late at night was discussed. The Development Director had been invited to the meeting on 30<sup>th</sup> June and a response was awaited.

68. **PLANNING APPLICATIONS:-**

- **Church Cottage, Church Enstone, 16/01362/LBC.** Replacement glazed link and single storey extension (to allow changes to design). *No objection*
- **Land North East of Industrial Estate, Enstone Airfield, 16/01302/FUL.** This application seeks full planning permission for the change of use of identified land to open storage. *No objection*
- **Rectory Farm Bungalow, Church Enstone, 16/01257/LBC** (internal & external alterations) and **16/01256/HHD** – alterations to dwelling and outbuildings, erection of workshop/store. *No objection*
- **Glyme Bank, Lidstone, 16/01185/HHD** Alterations and extensions to enlarge existing dwelling including new games room, indoor pool, plant room and store on proposed lower ground floor. *No objection*

Decisions Received:-

- **Markham Farms MW.0160/15.** The importation and processing of material on land at Enstone Shooting Range, Enstone for placement on the permitted bunds as per planning permission 14/1178/P/FP at Enstone Airfield, Enstone. *Approved*

69. **FINANCE:-**

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

**Santander:-**

- |                       |          |
|-----------------------|----------|
| • Mrs Beth Sinclair   | £569..41 |
| • SLCC subscription   | £131.00  |
| • OALC, training fees | £90.00   |
| • Howes & Co.         | £300.00  |

*Received (Santander Account):-*

- Bank Interest                      £10.84

b) *Internal Audit Report* – Howes & Co. had undertaken the internal audit report for the financial year 2015/2016 where no queries were raised. The clerk was thanked for all her work with this.

c) *Accounting Statements for 2015/2016* – Section 2 of the external audit form was subsequently agreed and signed by the Chair and Clerk.

There being no further business the meeting ended at 9.20 pm

70. **Date of Next Meeting:-**

- Thursday 30<sup>th</sup> June 2016 7.15 pm at Enstone Parish Hall