

DRAFT MINUTES

ENSTONE PARISH COUNCIL

A Meeting of the Council was held in Enstone Parish Hall on
Thursday 29TH September 2016 at 7.15 pm

PRESENT: Parish Councillors N. Knott (Chair), C. Glendinning, P. Butler, A. Lee, P. Shaw,
M. Ivings, D. Robottom, P. Johnson and District Cllr. Andrew Beaney

APOLOGIES Cllrs. T. Gilbert and R. Parker

IN ATTENDANCE Mrs. B. Sinclair (clerk)

104. **DECLARATIONS OF INTEREST:-**

- There were no declarations of interest

105. **MINUTES OF THE PREVIOUS MEETINGS:-**

The minutes of the Parish Council meeting held on 25th August 2016, having been previously circulated were taken as read, agreed and signed. With regards to the Planning Meeting held on Thursday 15th September 2016, it was agreed that the minutes were a true record of the meeting and were duly signed by Cllr. Andrew Lee who had Chaired that meeting (Cllr. R. Parker had attended the special meeting at 6.30 pm to discuss the minutes of the Planning Meeting).

106. **MATTERS ARISING:**

- **Parking at Cleveley** – the clerk to contact PCSO Chris Jones for an update.
- **Painting and cleaning of bus shelters** – The bus shelter by the shop had been cleaned and painted. It was agreed that the same work be undertaken for the second bus stop opposite Worths Garage.
- **Banners at Artyard Café** – District Cllr. Andrew Beaney confirmed that the Officers at WODC had visited the Artyard Café with regards to all the posters and signage and a report was awaited. The Parish Council agreed that publicity was needed for this new business but the number of posters required was queried.
- **“Take Your Litter Home” signs** – Waiting to hear from County Cllr. Hibbert-Biles.
- **Fairytale Farm/Cotswolds Hotel & Spa** – DC Andrew Beaney confirmed that as the new driveway had been a Highways issue, it was the County Council who had dealt with this which is why the Parish Council had not received a planning application. Cllr. Knott confirmed that a further sign had been erected between Fairytale Farm and the Traffic Lights.
- **Japanese Knotweed** – Cllr. Knott had undertaken a site visit with members of ENCON but due to the covering of other weeds, it had been difficult to see the Japanese Knotweed. A further visit would be undertaken later in the year.
- **Soho Farmhouse** – DC Andrew Beaney would forward a copy of the Entertainment License to the clerk for circulation.
- **“The Drive” sign** – This had now been replaced
- **Tew Crossroads signpost** – Highways was sorting out its repair as well as reviewing the road surface. The clerk to chase this up
- **Enstone Good Neighbourhood Scheme** – Mr. Tom Rosewarne had agreed to take this work on and was thanked for this. The clerk would put this into the Ensign magazine.

- **Relocation of the 30 mph signs along the Lidstone Road/Coxs Lane** – The clerk had chased this and the work could commence on 12th October.
- **Renault Motorsport** – Cllr. Butler had visited Renault Motorsport and was most impressed with the site. A site visit for the Parish Council and public would be arranged in due course. The traffic monitoring report was awaited (which included Gagingwell) and Mr. Cummings confirmed that he would be sharing this information with the Parish Council.
- **Letter to Planning Department** – Cllr. Knott explained that she had telephoned Mr. Philip Shaw, Head of Planning at WODC, with regards to the concerns over the planning applications for the Parish Hall, the lake at Land East of The Drive and Willowbrook, Radford. DC Andrew Beaney suggested that the Council write to Cllrs. Mills and Haine at WODC regarding these concerns and this was agreed.
- **Car Washing at Sports Club** – this had now ceased.
- **Overgrown verges** – the clerk confirmed that should there be an accident due to poor visibility, the County Council would be responsible for any liability. Cllr. Butler asked the Council to be aware of any 30 mph signs being covered up by overgrown vegetation.
- **Clearing out of filing cabinets in the Parish Hall** – ongoing
- **Emergency Plan** – Cllr. Johnson had prepared a draft plan and this would be discussed at October's meeting.

107. **PUBLIC DISCUSSION:-**

- **Site Visit at The Shooting School – 6.30 pm Thursday 29th September** – Cllr. Philip Shaw had attended a site visit just before the Parish Council Meeting and confirmed that the works were progressing well. Mr. Einig had shown Cllr. Shaw the area where the materials were being processed and the wheel wash. The bunds were now under construction and good progress was being made. A further site visit would take place in Spring 2017. The clerk to email Mr. Einig to thank him for arranging the site visit.
- **Speeding along the A44 in Enstone** – Cllr. Glendinning reported that this had become even worse and the general increase in traffic was noted. There were no monies at County level for a pedestrian crossing and Cllr. Glendinning queried whether monies towards a pedestrian crossing could be considered in next year's budget. It was felt that the cost of these was too high for the Parish Council to fund (circa £10K). After discussion, it was agreed that the clerk would contact PCSO Chris Jones to request him to undertake further speed monitoring checks and the suggestion of purchasing a speed gun was also discussed (Community Watch) to enable the Parish Council to undertake speed checks. DC Andrew Beaney asked whether the PC would consider collaborating with neighbouring Councils who were considering the same idea (Bladon PC) and this was unanimously agreed. DC Beaney would pass on the relevant information to the clerk on how to take this forward.
- **Sports Club** – An email had been received regarding the trimming of leylandii that had been planted to stop footballs from entering gardens. This would be looked into further and discussed at October's meeting.

108. **COUNTY COUNCILLOR'S REPORT**

- No report had been received

109. **DISTRICT COUNCILLOR'S REPORT**

- DC Andrew Beaney was welcomed to the meeting.
- The District Council was coping with the loss of two members – Cllr. Warwick Robinson had recently died and Cllr. Robert Courts had put his name forward for the by-election on 20th October following the resignation of MP David Cameron.

- The new waste bin schedules for 2017 had been published.
- Comments regarding the work of BETTER, the company that runs Chipping Norton Leisure Centre were sought as the contract is up for renewal shortly.
- DC Beaney asked the Council to feedback any problems with the current waste bin collections as a few issues had recently occurred.

110. **PARISH HALL MATTERS:-**

- Cllr. Knott was still making daily telephone calls to Persimmon Homes with regards to completion. Persimmon Homes was now asking that the monies be transferred from the PC to Persimmon Homes before its solicitor completed the transfer documents but it was unanimously agreed not to do this.

111. **CORRESPONDENCE:-**

West Oxfordshire District Council:

- *Council Supports power cuts helpline* – residents can dial “105” should a power cut occur. For Ensign and website.
- *New online social housing system goes live* – Noted
- *Businesses set for cash boost after Council investment* – Noted
- *Three Councils are best for Oxfordshire* – Noted
- *Notice of Election – Witney Parliamentary by-election Thursday 20th October* - Noted

Oxfordshire County Council:-

- *Authorisation to proceed with implementation form for a traffic calming island at Church Enstone* – Noted. Cllr. Butler was awaiting quotes from Mr. Einig
- *Liaison Service for Town & Parish Councils* – This new service began on 12th September to enable Town & Parish Councils to follow up matters affecting the community. Noted
- *Stakeholder Update* – A further update had been received. This was discussed and concern raised at the costs of undertaking surveys at both County and District Level in relation to forming a Unilateral Body. It was agreed to write to the Leaders of the County & District Councils concerning this and how the monies should be being used to deliver local services.

Other:-

- **Community First Oxfordshire AGM** – The Council to send apologies for this meeting.
- **OALC, Neighbourhood Planning Bill** – The National Association of Local Councils (NALC) was asking for Parish Councils to help shape its response to the Neighbourhood Planning Bill and informing the NALC of what needed to be included. The Parish Council discussed this and its response was that the Local Plan needed to be agreed first – the clerk to respond.
- **OALC, Precept Referendum Consultation** – The Department for Communities and Local Government (DCLG) had published a technical consultation on the Local Government Finance Settlement including proposals regarding council tax referendum principles for local parish and town councils. The NALC would be responding setting out its opposition to these proposals and calling for the removal of the Secretary of State’s powers on council tax referendums in the Localism Act 2011. Given the current financial climate and with local councils taking on more services from principal councils, the NALC strongly objects to these proposals. *The Parish Council also objects to these proposals and the clerk to respond accordingly.*
- **OALC – Invitation to a workshop.** The County Council wished to explore how it could improve its support to Parish and Town Councils and to be clear of the type and range of services that could be taken on by Parish Councils and what support and finance would be

available. *The PC agreed to accept the invitation to a workshop and the clerk to reply to OALC confirming this.*

- **Oxfordshire Clinical Commissioning Group** – updated information had been circulated regarding the delay to the consultation period. *Noted*
- **Chipping Norton Flu-jab bus service** – “Our Bus Bartons” based in Middle Barton was organising transport for eligible patients to attend Chipping Norton Health Centre for ‘flu vaccinations. The bus time table would be put onto the website and Ensign magazine.
- **Community Minibus Fund** – The Department of Transport had launched this for a second time totalling £2m and was open to use by education organisations and community groups. *Noted*
- **Meeting dates for October and December** – Thursday 27th October and Monday 12th December.
- **Grass Cutting Season 2017** – Cllr. Glendinning and the clerk had updated the map with regards to grass cutting – Coxs Lane would need to be cut on both sides of the Lane up to the junction of the Charlbury Road from 2017 due to the re-location of the 30 mph sign posts. This was agreed. The clerk would write to the PHMC requesting that it takes on the future funding of the grass cutting of the Parish Hall as the Parish Council had funded this work for the 2015 and 2016 seasons whilst the Parish Hall was established. The clerk would also write to the Parochial Church Council as to how it could help with regards to financing the graveyard and cemetery. The clerk would update the maps and send letters out for tender to all the companies that had contacted her (seven companies). Responses were required before 27th October.

112. **PLANNING APPLICATIONS:-**

- **Whiteways Technical Centre, Enstone, 16/02928/FUL.** Erection of new workshop. No objection
- **The Cottage, Chapel Lane, Enstone, 16/02945/HHD.** Proposed two storey rear extension. Reconstruct part of the front porch wall and internal alterations. Only concern was the impact of parking in Chapel Lane.
- **Land East of The Drive, Enstone.** Discussion took place with regards to the gift of land and wetland for community use. The Parish Council would own the land but arrange for it to be managed by organisations such as the Wildlife Trust. In principle, 6 Councillors voted in favour of this and 2 Councillors voted against.
- It was also agreed that the clerk would contact Mr Michael Kemp, Planning Officer, with regards to the proposed S106 monies requesting that it be spent on traffic calming measures and not on bus services.

Decisions Received:-

- **Bay Tree House, Cleveley Road, Enstone** - Erection of single storey rear extension – *Approved*
- **Willowbrook, Radford** - Erection of replacement dwelling and detached double garage (appearance and landscaping). *Approved subject to conditions*

113. **FINANCE:-**

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

Santander:-

- | | |
|---------------------|-----------|
| • Mrs Beth Sinclair | £643.43 |
| • WODC | £573.61 |
| • WODC | £1,084.36 |

- BDO, external audit report £360.00
 - Mr B Pennington, bus shelter £240.97
- b) *Monies Received:-*
- Enstone Sports Club, rent £1,000.00
- c) **BDO Report, External Audit:-**
- The external auditor's report stated that "on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met." The Annual Return and certificate was therefore approved and accepted by the Council and the clerk was thanked for all her hard work involved with the annual return. The only issue that arose was from the Internal Audit Check in that the Internal Auditor had put 'N/A' with no additional explanation in relation to the Trust funds. The Council had met its responsibilities as a trustee and so the Internal Auditor should have ticked the 'Yes' box.

There being no further business the meeting ended at 9.05 pm

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

- Thursday 27th October 2016 7.15 pm at Enstone Parish Hall
- Thursday 24th November 2016 7.15 pm at Enstone Parish Hall