

DRAFT MINUTES

ENSTONE PARISH COUNCIL

**A Zoom on-line Meeting of the Council was held on
Thursday 30TH April 2020 at 7.15 pm
This was in accordance with Government Regulations
During the Coronavirus**

PRESENT: Parish Councillors N. Knott (Chair), P. Shaw, P. Johnson, C. Glendinning, A. Ward, D. Robottom, T. Gilbert, A. Lee and R. Parker
APOLOGIES: CC H. Hibbert-Biles
IN ATTENDANCE: Mrs. Beth Sinclair – Parish Clerk

The Chair, Cllr. Nikki Knott, opened the meeting with the following statement:-

“Just before we start tonight, I would just like to take a moment to think about what is going on in the world right now. We shall pause for a few seconds to think about all the key workers in the country and all those who have lost their lives to Covid-19. The Parish Council wishes to thank Sarah Mann and her team at Enstone School for keeping it open for key workers’ children; to Tony and Debbie for all their hard work keeping Adams of Enstone open and for stocking us all with food; to Worths Garage which has been brilliant with supplies; to Rachel Hunt who has kept the Parish website full of information that anyone might need. We wish Colonel Tom Moore a very Happy 100th Birthday and congratulate you on your amazing achievement. Finally, can I just say that, sadly, John Watts who served on the Parish Council for many years has recently died and our thoughts are with his family”.

34. Cllr. T. Gilbert declared an interest in Item 6 – The Mullin Project

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

The minutes of the previous Parish Council meeting held on Thursday 26th March 2020, having been previously circulated, were read and approved. They will be signed when the Parish Council resumes meeting in person.

36. **MATTERS ARISING FROM PREVIOUS MINUTES:-**

- Land at Cleveley – the clerk had circulated information from Oxfordshire County Council regarding the bridleway and rights of way that included pathways for walkers, horses and cyclists. Noted.
- Travellers at Green Lane – They are still in situ and the clerk will re-contact PCSO Helen Keen concerning this.

37. **PUBLIC DISCUSSION:-**

- Cllr. Knott reported that Warner Leisure Hotels has decided to pause the Heythrop Park project in response to the Covid-19 virus. Cllr. Knott will reply to the email.
- Cllr. Parker commented that there are still many posters at the entrance to Heythrop Park advertising family weekends and parties.
- It was noticed that there seemed to be a drop off in residents observing the Government’s Lock-down regulations. The council urges everyone to follow the Government’s instructions regarding social distancing. The clerk will report this in the Ensign magazine making it clear that if residents have concerns about the behaviour of others, they should contact the Police by dialling 101.
- Cllr. A. Lee commented that the grass verge at the junction of Coxs Lane/Charlbury Road was becoming overgrown, obscuring vision. The clerk will contact CC Hilary Hibbert-Biles concerning this.
- Rachel Hunt had emailed the clerk regarding the updating of the website which needs to conform with the Accessibility Regulations for public sector bodies by 23rd September 2020 – this item will be put onto May’s agenda. It was agreed that the Parish Council and Parish Hall Management Committee will work together on this.

- Cllr. Shaw explained that the Enstone Show has been postponed for this year due to the Coronavirus but it is hoped that the Horticultural Society may be able to organise a produce and flower show in September or October.
- Cllr. Gilbert expressed concern at the number of crows nesting in the trees at Litchfield Farm and the noise they were making throughout the day and night. Cllr. Knott explained that she will have an update regarding this at May's meeting. Cllr. Glendinning commented that the situation was similar along the A44 near to The Paddocks.

38. **PARISH HALL MATTERS:-**

- The gardener has recently retired. It was agreed that the clerk will contact Thomas Fox to request a quote for the grass cutting at the Parish Hall.

39. **CORRESPONDENCE:-**

West Oxfordshire District Council:-

- The weekly Covid De-Briefings had been circulated during the month. These were very useful and had also been placed on the website. Noted.

Oxfordshire County Council:-

- *Community Matters Fund* – This had been circulated to all members. Noted.

Other:-

- **Traffic Calming:-**

Installation of Vehicle Activated Sign at Gagingwell – Following the last meeting, the clerk had contacted OCC regarding the maintenance of the VAS. It was unanimously agreed that the OCC should be asked to take responsibility for the maintenance of this at a cost of £490.00, to cover the next thirty years. The clerk will contact OCC requesting that the installation of the VAS is undertaken. Cllr. Parker will contact the residents in Gagingwell explaining where the VAS will be placed. It was noted that, as part of the Mullin Project, it is hoped that additional VAS equipment will be erected in Gagingwell in the future.

- **OALC Updates** – These had been circulated to all members.
- **SLCC, Virtual Meetings Regulations** – This document had been circulated, approving Parish and Town Councils to hold meetings “virtually” during the pandemic crisis.
- **Sports Club – Rent** – The Sports Club had contacted the Chair requesting that the annual rent for 2020/2021 be re-considered. The club was currently closed following Government advice during the coronavirus pandemic. After discussion, the majority vote was that the Sports Club's Rent be reduced to £500.00 for the coming year and that this can be paid in instalments. The clerk will contact the Sports Club regarding this.
- **Church Enstone** – stones & wooden posts. The landlord at The Crown has placed stones on The Green in order to prevent cars from parking there. Cllr. Knott will contact the landlord to ask him to contact the Highways Department at OCC concerning this.
- **Sign posts along the Lidstone Road** – New sign posts have been erected stating “unsuitable for HGVs” – one of the signs has been placed incorrectly and Mr. James Wright from OCC will arrange for it to be re-positioned. Noted.
- **Grass Cutting Donation** – Enstone Parochial Church Council – In view of the Coronavirus pandemic, it was agreed that the Parish Council requests an annual contribution of £250.00 towards the grass cutting at the churchyard and cemetery (the total cost to the parish of all mowing is circa £8,000.00). This payment can be paid in instalments and delayed until later in the year. The clerk will contact Revd. Mark Abrey concerning this.
- **Came & Co., Insurance Renewal Update** – The Council updated the insurance renewal update and the clerk will inform Came & Co., regarding this. Noted.
- **The Mullin Project** – Update – Planning Reference 18/03319/OUT. The summary of the Project had been displayed on the planning portal at WODC and the following observations were made:-
 - a) The WODC will receive 5 % of the excess of the annual income from ticket sales over the annual expenditure on running costs at the Museum, commencing 18 months from the opening of the Museum – for such projects as WODC considers necessary

to mitigate any unanticipated environmental and/or social effects arising from the Development.

- b) It will be a requirement that one Collectable Automobile belonging to the owner of each Lodge to be made available for public display.
- c) There will be a shuttle bus – *the clerk will ask for the route to request that it covers Enstone as this would be good for the community*
- d) The S278 Agreement – *The Parish Council is still concerned that there is insufficient traffic calming for Enstone – the clerk will contact DC Andrew Beaney and the Planning Department concerning this.*

40. **Planning Applications:-**

- **Flat 3, Kenelm Court, Cleveley Road, 20/00879/S73** – Variation of conditions 5 and 7 of planning permission 06/1674/P/FP to allow replacement windows to be recessed 125 mm from the face of the building and colour changed to a dark green. Condition 5 requires the fenestration to be recessed a minimum distance of 100 mm from the face of the building unless otherwise agreed in writing by the Local Planning Authority. However, the company which supplied the original fenestration has gone out of business and to replace the windows on one of the properties would probably require 120 mm (1 inch) minimum distance from the face of the building. In all other aspects, the window is to be viewed as the same to the original (design details are submitted). Condition 5 – The window and door frames shall be recessed a minimum distance of 120 mm from the face of the building unless otherwise agreed in writing by the LPA. *No objection*
- **11 Cleveley Road, Enstone, 20/00740/HHD** – Erection of single storey rear extension. *No objection*
- **Church Cottage, Church Enstone, 20/00930/HHD** – Erection of pergola and creation of pond. *No objection*

Decisions Received:-

- **The Pentacle, Enstone Airfield, North Banbury Rd, Enstone, 20/00525/CLE** – To allow the continued use of Barn 1 (units 5 and 6) as an automotive garage, including vehicle servicing and MOT's together with associated general office space – *Refused*
- **West Manor, Church Enstone, 20/00421/HHD & 20/00422/LBC** – Alterations and erection of first floor extension (amended plans) – *Withdrawn*
- **2 Brookside Cottages, Cleveley, 20/00301/HHD & 20/00302/LBC** – Erection of single storey side extension to create entrance lobby. Conversion of existing detached outbuilding to create ancillary living space. *Withdrawn*

41. **Finance:-**

a. *To agree the following accounts for payment - Santander Account (normal parish account):-*

• Mrs Beth Sinclair	£606.64
• NEST Pension Scheme (er)	£17.79
• NEST Pension Scheme (ee)	£23.71
• Ensign Magazine, contribution	£400.00
• Enstone Parish Hall, rent	£27.00
• Enstone Ensign, leaflet regarding Coronavirus	£120.00
• WODC, loan	£573.621
• Thomas Fox, landscaping	£876.00

RECEIVED:-

- WODC, Precept £16,528.00

- b. **Statement of Affairs to 31.3.2020** – The clerk had circulated the Statement of Affairs to 31.3.2020 and the accounts for the 2019/2020 financial year to all members prior to the meeting. The Parish Council unanimously approved the accounts.
- c. **Moore Stephens – External Auditor** – All Parish & Town Councils have an extended period in which to complete the Year End Accounts, due to the coronavirus. The period has been extended by two months from the end of June to the end of August.
- d. **The Pensions Regulator** – The clerk confirmed that she will update the Pensions Regulator website, a requirement every three years. Agreed.

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

- Thursday 28th May 7.15 pm
- The Annual Parish Meeting & Annual Council Meeting have both been postponed until 2021
- Thursday 25th June 7.15 pm

There being no further business the Zoom meeting ended at 8.25 pm. The clerk will circulate the invitation for the next Zoom meeting. It was agreed that the Parish Council will pay the cost of an annual subscription of £12.99 to Zoom so there is no time limit to future meetings.