

## DRAFT MINUTES

### ENSTONE PARISH COUNCIL

**Held by Video Conference due to Government Restrictions in line with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 on Thursday 30<sup>th</sup> July at 7.15 pm 2020**

PRESENT: Parish Councillors N. Knott (Chair), P. Shaw, P. Johnson, C. Glendinning, A. Ward, A. Lee, R. Parker, D. Robottom, CC Hilary Hibbert-Biles (joined 7.45 pm) and DC Andrew Beaney

APOLOGIES: Cllr. T. Gilbert did not attend meeting

IN ATTENDANCE: Mrs. Beth Sinclair – Parish Clerk, Mr. Michael Ergatoudis, Soho Farmhouse, Mrs Rachel Hunt, webmaster

62. There were no declarations of interest.

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

The minutes of the previous Parish Council Zoom meeting held on Thursday 25<sup>th</sup> June 2020, having been previously circulated, were read, approved and signed by Cllr. Knott.

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

- *Travellers at Green Lane* – The enforcement team at WODC confirmed that no action could be taken at this time. Noted.
- *Stones & Wooden posts – Church Enstone* – CC Hilary Hibbert-Biles confirmed that Highways had no objection to wooden posts being installed along the green at Church Enstone – each post would cost £180.00. PCs Knott and Parker will attend the site to establish the best location for the posts and advise the residents and landlord.
- *The Mullin Project* – District Cllr. Andrew Beaney confirmed that following approval of the outline planning application, the more detailed planning application detailing the schedule of conditions was awaited. Ongoing
- *Parish Hall* - £250.00. The monies had been paid from the Parish Hall Management Committee.
- *Barnmead* – The Inspectors will be visiting the site during August.
- *Oak Tree* – Church Enstone – The work will be undertaken in September.
- *Thames Water* – An email had been received regarding the previous leaks. Due to the coronavirus pandemic, work to repair the pipes is delayed.
- *OALC* – roles & responsibilities training – Cllr. A. Ward will attend the zoom training on 23<sup>rd</sup> September 2020.

**MR. MICHAEL ERGATOUDIS, DEVELOPMENT DIRECTOR, SOHO FARMHOUSE JOINED THE MEETING AT 7.30 PM TO DISCUSS THE PLANNING APPLICATIONS THAT HAD BEEN SUBMITTED.**

Mr. Ergatoudis was welcomed to the meeting to update the Parish Council.

- Soho Farmhouse had been closed from March until July. There is currently significant investment being put into the site regarding post-covid social distancing specifications.
- The planning application 20/01367/FUL (five proposed new cabins in place of five kitchen garden rooms) was discussed and the PC had no objection to this. There would be no change in traffic movements compared with the numbers presented in the original proposal which included the five kitchen garden rooms that have not been built.
- Planning Application – 20/1723/FUL & 20/1724/LBC – the details had been submitted and the PC had no objection to these planning applications (detailed below under Planning Applications).
- There will be a delicatessen based in the main courtyard and an outdoor bar area.
- A further planning application will be submitted for a further 24 electric car charging points.
- There are plans for pop-up food operatives adjacent to the outside swimming pool and outside gym area.
- Insulation of buildings to prepare for the winter months is being planned.

- Soho is looking into the replacement of the current tents with shepherd huts or similar, to be occupied all year round.
- The staff car park is having security barriers erected and a general tidy up.
- There will be a “wellness” area created to include yoga to aid health and fitness.
- Mr. Ergatoudis invited Enstone PC to have one of its meetings at Soho Farmhouse once meetings in person were allowed to take place.
- Currently, members are allowed to attend on a four hourly basis – either at 7.00 am until 11.00 am or at 12.00 pm until 4.00 pm with a restriction in numbers.

**Questions:-**

- Cllr. R. Parker was concerned about the possible increase in traffic movements.
- Cllr. N. Knott asked for clarification on what would happen if a member of staff or member of the club tested positive for Coronavirus. CC Hilary Hibbert-Biles confirmed that Public Health would become involved and the track & trace system will be instigated.
- Cllr. P. Shaw thanked Mr. Ergatoudis for the useful update and enquired whether Soho Farmhouse had any concerns regarding the Mullin Project. Mr. Ergatoudis explained that there were no concerns and Soho Farmhouse had no association with the Mullin Project, apart from its close proximity.

Cllr. Knott thanked Mr. Ergatoudis for updating the Parish Council and he left the meeting at 8.05 pm.

**66. PUBLIC DISCUSSION:-**

- *The Old Coalyard, Gagingwell, 20/00118/FUL* – The Senior Planner at WODC had contacted Enstone PC regarding this planning application, to confirm whether or not the Parish Council agreed that the approval is delegated, or whether it preferred that the planning application be discussed at the Uplands subcommittee for a decision. This is on the basis that the planning officers are satisfied that the development forms part of a farm diversification scheme which will add value to the farm business. The following points were raised:-
  - a. District Cllr. Andrew Beaney was thanked for his input into this planning application.
  - b. Concerns were raised about extra traffic using the Radford Lane and might it be possible to have access only from the A44 and into the village? It was agreed to monitor the traffic.
  - c. It was important that the pedestrian access was safe.

After a vote, the majority decision was that the planning application be delegated on the basis that there is safe access for pedestrians.

- *Dog Mess* – Concerns around the increase in dog mess, particularly along The Drive and around the entrance to Heythrop Park was raised. The clerk will mention this in the Ensign magazine.
- *Cllr. Robottom* reported that articulated lorries had been seen driving into The Spinneys, to turn round, following the signs that had been installed along the Lidstone Road disallowing HGVs. It was agreed that the clerk will contact Highways to ask whether the HGV signs could be placed at the turning from the A44 into Coxs Lane and at the Charlbury Road/Coxs Lane junction.

**67. DISTRICT COUNCILLOR’S REPORT**

- DC Andrew Beaney reported that there will be a consultation period regarding the new garden village at Eynsham.

**68. COUNTY COUNCILLOR’S REPORT**

- CC Hilary Hibbert-Biles confirmed that there is an increase of Coronavirus cases, particularly in Oxford East whether there is high density of residents and that everyone must continue to be vigilant.

**69. CORRESPONDENCE:-**

*West Oxfordshire District Council:-*

- The weekly Covid De-briefing reports continue to be circulated. Noted.
- Poster for Town & Parish Councils – “Take your Litter Home” – a poster had been circulated to all Councils. Noted.
- Businesses urged to put Test & Trace rules in place – Noted
- Pavement Licenses – to encourage people to start eating out, the rules for pavement licenses have been relaxed – Noted

- Consultation – Community Infrastructure Levy – Enstone PC had no comments to make on this consultation.

Oxfordshire County Council:-

- *20 mph signs – Enstone.* Following the last meeting, CC Hibbert-Biles explained that there is now a real problem with funding from Government. Most of the funding will be going to Oxford City which is disappointing. The cost of the actual 20 mph signs will have to be funded by the Parish Council. However, CC Hibbert-Biles confirmed that the County Council will pay for the feasibility study to be undertaken, if this is possible.
- *Enstone Footpath 14 – The Planks* – Cllr. N. Knott explained that she had been in contact with Kate Farquhar-Thomson, who is a Cotswold Warden, regarding the planks. The land owner has also been contacted and he will repair the stile which is currently unsafe. There are no further updates from OCC but no work will be undertaken before 2021.
- *TTRO – Temporary Road Closure – Southcombe* – details had been forwarded to all members. However, Cllr. N. Knott pointed out that the information was incorrect and CC Hibbert-Biles will look into this further.
- *Experimental Traffic Road Order – Burford* – the weight limit for vehicles travelling through Burford will be 7.5 tonnes and this will be reviewed in six months' time. Noted.

**Other:-**

- *Gagingwell, Vehicle Activated Sign* – the monies had now been paid to OCC for the installation of the VAS at Gagingwell. A response from Renault was awaited with regards to an additional VAS at the other end of the village.
- *Display Sign – A44* – Cllr. Glendinning queried whether the flashing display sign could be relocated nearer to the junction at Worths garage and whether it could be larger, to be more effective. CC Hibbert-Biles will liaise with Mr James Wright at Highways concerning this.
- *OALC – June update* – this had been circulated to all members – noted.
- *NetWise* – updating website to comply with new Accessibility Regulations for public sector bodies by 23<sup>rd</sup> September 2020. Cllr. Knott, the clerk and Mrs Rachel Hunt, webmaster, had held a zoom meeting to discuss this further. NetWise is a company that focusses on creating websites for Parish Councils and Kingham Parish Council has had its website created by NetWise recently. Mrs. Hunt confirmed that these web providers seem very reasonable in price and cover all the aspects of the parish requirements. Mrs. Hunt recommends the Premium package at £599.00 ( 5 gb disk space, 20 gb bandwidth) with an annual charge of £300.00.
  - I. Mrs. Hunt was thanked for all her input into helping the Parish Council with this.
  - II. It was agreed to proceed with the Premium package and Mrs. Hunt will contact NetWise regarding this.
  - III. Cllr. Shaw queried how the website is managed and who has ownership over it. Mrs. Hunt confirmed that she would be the quality controller and there would be administrators who could access the site e.g. the parish clerk, secretary of the PHMC and representatives of the various organisations.
  - IV. Cllr. Parker suggested that income could be generated by advertisements and this will be discussed further.
  - V. Cllr. Parker queried who would pay for the website? The PC currently pays for the enstoneparish.org website and the PHMC pays for its current website. The two organisations will amalgamate into one website and the sharing of the costs will need to be discussed.
  - VI. Neighbourhood Plan – Cllr. Ward had circulated his report following the training arranged by OALC. All members will read through this and discuss it further at the next meeting. Cllr. Ward was thanked for all his help with this. Neighbourhood Plans are implemented to protect the character of villages and towns. A huge amount of work would be required with good communication across the whole community.
- *Building works, A44* – A resident had raised concern about cars parking on the strip opposite the new building works – these buildings are now up for sale. The Parish Council discussed this and realise the potential problem – the clerk will contact the OCC Highways Department for advice regarding this particular situation and look into posting a notice on the verge asking people not to park on it. The situation will be kept under review and the PC will monitor the situation to see whether or not parking on the verge continues, now that the building work has been completed. It was agreed not to re-seed the area because of the shade from the trees.

- *Aircraft noise* – Enstone Airfield – a complaint has been received regarding aircraft doing aerobatics on a Sunday afternoon. There are restrictions on two of the airstrips but one airstrip has no regulations and pilots do not have to adhere to these restrictions. It was agreed that the colour and registration number of the plane would be needed.

70. **Planning Applications:-**

- **Radford House, Radford, 20/01488/HHD & 20/01489/LBC** – Replacement of part of roof and formation of new utility and wet room. No objection
- **Soho Farmhouse, 20/01367/FUL** – Five proposed new cabins in place of five kitchen garden rooms. No objection
- **Soho Farmhouse, 20/01488/HHD & 20/01489/LBC** – Alterations to existing building, including removal of modern internal walls; provision of counter; opening of internal walls and new internal wall; new external flues; awning to north elevation, to facilitate the creation of bakery. No objection

Decisions Received:-

- **Stable Cottage, Church Enstone, Insertion of two rooflights on rear elevation** – Agreed
- **Stoney Bridge House, Bicester Road, Enstone, Erection of timber framed conservatory** – Agreed
- **Flat 3, Kenelm Court, Cleveley Road, Enstone, variation of conditions 5 & 7 of planning permission to allow replacement windows to be recessed 1255 mm from the face of the building and colour changed to a dark green** – Application withdrawn

71. **Finance:-**

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

• Mrs Beth Sinclair	£595.67
• NEST Pension Scheme (er)	£18.14
• NEST Pension Scheme (ee)	£24.19
• Cllr. N. Knott, stationery expenses	£79.16
• Zoom	£14.39
• Oxon County Council, VAS, Gagingwell	£4,492.80
• Thomas Fox	£876.00
• Thomas Fox, Parish Hall	£282.00
• Thomas Fox, Parish Hall	£156.00

*RECEIVED:-*

• HMRC, VAT reimbursement 2019/2020	£3,135.40
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- b. **Internal Audit Report** – The clerk confirmed that Astral Accountancy had undertaken the internal audit and there were no queries raised. The clerk was thanked for all her work with this. All the paperwork will now be sent to the External Auditors.
- c. **Statement of Affairs to 30<sup>th</sup> June 2020** – These had been circulated, together with the accounts for 2020/2021 up to 30.6.2020. They were checked and confirmed to be correct by all members of the Parish Council.

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

- Thursday 27<sup>th</sup> August 7.15 pm
- Thursday 24<sup>th</sup> September

There being no further business the Zoom meeting ended at 9.20 pm. The clerk will circulate the invitation for the next Zoom meeting. It was agreed that the Parish Council will pay the cost of a monthly subscription of £14.39 to Zoom so there is no time limit to future meetings.

For some reason, the zoom meeting did not continue after forty minutes and so three separate invitations were sent throughout the evening. Cllr. D. Robottom and CC H. Hibbert-Biles were unable to log on to the final session.