

## DRAFT MINUTES

### ENSTONE PARISH COUNCIL

#### **A Zoom on-line Meeting of the Council was held in view of the Coronavirus Government Regulations on Thursday 26<sup>th</sup> March 2020 at 7.15 pm**

**PRESENT:** Parish Councillors N. Knott (Chair), P. Shaw, P. Johnson, C. Glendinning, A. Ward, D. Robottom, and T. Gilbert. (Cllr. A. Lee joined at 8.15 pm)  
**APOLOGIES:** Parish Cllr. R. Parker and CC H. Hibbert-Biles  
**IN ATTENDANCE:** Mrs. Beth Sinclair – Parish Clerk

Cllr. Knott welcomed everyone to the first Zoom meeting and thanked Cllr. Philip Shaw for organising this. The coronavirus outbreak meant that the meeting could not be held in public due to Government restrictions. The Oxfordshire Association of Local Councils had confirmed that “virtual” meetings could be held during this time.

**At 8.00 pm the Parish Council paused to applaud all members of the N.H.S for the work they are doing, treating patients with the Coronavirus.**

23. Cllr. N. Knott declared an interest in Item 10 (Planning Applications) – Leys Farm, Little Tew Road, Church Enstone – Cllr. P. Shaw Chaired this item.
24. **MINUTES OF THE PREVIOUS MEETINGS:-**  
The minutes of the previous Parish Council meeting held on Monday 24<sup>th</sup> February 2020 and the Emergency Meeting (in view of the outbreak of the Coronavirus) on Thursday 19<sup>th</sup> March 2020, having been previously circulated, were read and approved. They will be signed when the Parish Council resumes meeting in person.
25. **MATTERS ARISING FROM PREVIOUS MINUTES:-**
- *Litter Bin Audit from WODC* – ongoing
  - *Clerk’s pack with instructions* – Updated and circulated to all members
  - *Overflow at Spring House* – Oxfordshire CC confirmed that this had now been resolved
  - *Enstone House* – The tree has been pruned. The clerk to check that the County Council will pay for the wig wag signals.
  - *Litter Picking Campaign* – This has had to be postponed due to the Coronavirus outbreak. Cllr. Shaw had contacted the residents who had volunteered to help to thank them. Cllr. Knott thanked Cllr. Shaw for organising this.
  - *Land at Cleveley Road* – Cllr. Knott will forward maps to the clerk who will contact OCC to confirm who has access to various paths.
  - *Annual Parish Meeting* – Mr Adrian Pallett has confirmed that he can attend the meeting regarding further defibrillator training. The meeting, however, may have to be cancelled this year due to the Coronavirus outbreak.
  - *Neighbourhood Plan – OALC Training* – The training is on 3<sup>rd</sup> June and Cllrs. Glendinning and Ward wish to attend. The clerk will contact OALC to organise this – it may be postponed due to the Coronavirus outbreak.
  - *OALC – Roles & Responsibilities Training* – this had been cancelled due to the Coronavirus outbreak.
26. **PUBLIC DISCUSSION:-**
- Cllr. Gilbert reported that three caravans and gypsies were living on The Green Lane between Heythrop Park and the Tew Road. The clerk will contact PSCO Helen Keen regarding this. Noted.

## 27. COUNTY COUNCILLOR'S REPORT

- CC Hilbert Hibbert-Biles had compiled a report regarding the Coronavirus outbreak explaining what help the OCC is able to offer for vulnerable residents. The "Community Resilience" form has been circulated to Parish & Town Councils for completion.
- All Registry Offices and Waste Recycling Centres are closed; staff and Councillors are now working from home.

## 28. DISTRICT COUNCILLOR'S REPORT

- No report had been received.

## 29. PARISH HALL MATTERS:-

- The Parish Hall is currently closed due to the Coronavirus outbreak.
- The signed "Declaration of Trust" document has been received by Knights Professional Services Ltd and this had been circulated to all members. Noted.

## 30. CORRESPONDENCE:-

### West Oxfordshire District Council:-

- The clerk had circulated all correspondence relating to WODC that included scrapping fly-tipping, the approval of the budget; a statement on CIL and support for businesses during the coronavirus outbreak. Noted.

### Oxfordshire County Council:-

- The clerk had circulated all correspondence relating to OCC that included the Bus Services Fund, Temporary Road Closures at Great Tew and Steeple Barton at the end of April, the Armed Forces Covenant and a Rights of Way Drop-in Event on Wednesday 29<sup>th</sup> April – this will probably be postponed due to the Coronavirus outbreak. Cllr. P. Shaw is interested in attending this event.

### **Other:-**

- **Parish Council's Community Resilience Response to the Coronavirus outbreak** – After discussion, it was agreed that Cllr. Robottom will devise a leaflet to put into the Ensign magazine (the Parish Council will pay for this leaflet) detailing local organisations that are helping vulnerable residents and listing telephone numbers of the Parish Councillors. There is also a community Facebook Page and the Parish website details information regarding pub closures/takeaways and information from WODC and OCC. The village shop is also handing out leaflets to residents. Cllr. Robottom was thanked for this.
- **Traffic Calming:-**
  - a) *Installation of Vehicle Activated Sign at Gagingwell* – Following the site visit with Cllrs. Shaw & Parker and Mr. James Wright from OCC, the Parish Council unanimously voted to progress with the installation of a VAS at Gagingwell at a cost of circa £5,000.00. The clerk confirmed that these monies had been budgeted for. The clerk will contact OCC regarding the maintenance of this and who would be responsible for it. The VAS will be positioned on the B4030 in Gagingwell near to the old cross as this is closest to an electricity pylon.
  - b) *Chevrons at Gagingwell* – OCC confirmed that it is in the process of painting chevrons on the road in and out of Gagingwell. shortly.
  - c) *Have your Say Meeting* – This had to be cancelled and will be rescheduled later in the year.
- **Parish Councillor Vacancy** – The resident who is interested in becoming a Parish Councillor will be invited to the next meeting that will be held at the Parish Hall. Noted.
- **Review of Emergency Plan** – This was reviewed at the Extraordinary Meeting on 19<sup>th</sup> March and deemed sufficient.
- **OALC** – The Parish Council will update its Standing Orders to include the necessity for Zoom/ video conferencing during the Coronavirus outbreak, as advised by the OALC.
- **Grass Maintenance** – Thomas Fox has suspended all work due to the current outbreak – the clerk will put this into the Ensign magazine.
- **28 Quarry Close** – The clerk will contact Cottesway Housing with regard to the faulty light.

31. **Planning Applications:-**
- **West Manor, Church Enstone, 20/00421/HHD** - Alterations and erection of first floor extension - *Approved*
  - **Leys Farm, Little Tew Road, Church Enstone, 20/00739/HHD** - Erection of first floor extension above existing hallway – *Approved (Cllr. Shaw Chaired this item)*
  - **4 Keens Close, Enstone, 20/00784/HHD** - Erection of two storey extension to both front and rear elevations - *Approved*

Decisions Received:-

- **Unit 3, The Old Coal Yard, Gagingwell, 20/00097/CLE** - certificate of lawfulness for the retention of use as artist studio/storage - *Approved*
- **Telecommunications Mast at the Old Coal Yard, Gagingwell, 19/03523/CLP** - Certificate of Lawfulness (change of use from workshop/general industrial (B2) to business (B1) and/or storage (B8) with associated works) - *Approved*
- **10 Litchfield Close, Enstone, 19/03418/HHD** - Rear single storey extension and front porch - *Approved*
- **Radford Farm, Radford, 19/01632/S73** - **Non-compliance with Conditions 4 (materials, window, door and rooflight details) 5 (window and door recesses) 8 (bat survey) and 9 (provision of nesting sites) on planning permissions 18/00436/FUL and 18/00437/LBC (Retrospective)** - *Approved*

32. **Finance:-**

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

- |                            |         |
|----------------------------|---------|
| • Mrs Beth Sinclair        | £664.02 |
| • NEST Pension Scheme (er) | £17.79  |
| • NEST Pension Scheme (ee) | £23.71  |
| • OALC, subscription       | £250.55 |
| • Green Gym                | £60.00  |

b. **Year End Risk Assessment:-**

- ❖ Internal Control Review – This had been updated and circulated and approved for the 2020/2021 Financial Year
- ❖ Internal Audit Procedures – This had been circulated and approved
- ❖ Accounting Procedure for 2020/2021 – It was agreed to use the *Receipts & Payments method*.
- ❖ Internal Auditor – It was agreed to appoint Howes & Co

c. Statement of Affairs – The clerk explained that due to illness and absence, the Statement of Affairs ending September & December 2019 were still to be approved. Noted.

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

- Thursday 30<sup>th</sup> April 7.15 pm
- Thursday 12<sup>th</sup> May – Annual Parish Meeting
- Thursday 19<sup>th</sup> May – Annual Council Meeting & Parish Meeting

It was agreed that an additional meeting will be arranged, if required, in view of the current Coronavirus pandemic.

There being no further business the Zoom meeting ended at 8.15 pm