

## DRAFT MINUTES

### ENSTONE PARISH COUNCIL

A Meeting of the Council was held in Enstone Parish Hall on  
Thursday 26<sup>th</sup> April 2018 at 7.15 pm

PRESENT: Parish Councillors N. Knott (Chair), P. Butler, P. Shaw, C. Glendinning, M. Ivings, A. Lee, D. Robottom, T. Gilbert, R. Parker, P. Johnson, District Cllr. Andrew Beaney and County Cllr. Hilary Hibbert-Biles (Due to prior commitments, Cllr. Robottom and CC Hibbert-Biles attended at 8.00 pm)

APOLOGIES: All Councillors present

IN ATTENDANCE: Mrs Beth Sinclair – Parish Clerk

Cllr. Knott welcomed everyone to the meeting.

**34. DECLARATIONS OF INTEREST:-**

- Cllr. Robottom declared an interest in Item 11 (Finance) regarding the financial contribution towards the Ensign magazine.

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

- The minutes of the Parish Council Meeting held on Thursday 29<sup>th</sup> March 2018, having been previously circulated were taken as read, agreed and signed.

**36. MATTERS ARISING:**

- **Painting of second bus shelter** – Ongoing
- **Dangerous parking & reinstatement of double yellow lines** – The clerk had chased up when the double yellow lines would be reinstated, and a response was awaited
- **Overgrown footpath at Cleveley** – The clerk had chased this up and a response was awaited.
- **Split bollard outside school** – Highways had confirmed that this would be repaired soon. Noted.
- **Soho Farmhouse** – Extensive work was being carried out at Soho with as many as 20 trucks delivering earth daily. District Cllr. Andrew Beaney would investigate this further.
- **Sports Field Fence** – Following the last meeting, the Chair had undertaken a site visit of the area concerned and confirmed that no ivy was causing a problem on the Sports Club side but that the branches from the trees that had been trimmed by the resident were pressing against the resident's own fence. The Chair had emailed the resident explaining this. Noted.
- **Westbury Farm, Little Tew Road** – The Chair thanked PCSO Chris Jones for his help following concerns by residents in relation to work being carried out at the site. A retrospective planning application would be required regarding access to the field.
- **Land South of Oxford Road** – Result of Appeal awaited

- **Mullin Project** – Kim Smith, Planning Officer at WODC, confirmed that members of the Uplands Planning Committee were invited to undertake a site visit, prior to an ‘issues’ report being presented to them at the sub committee meeting on 4<sup>th</sup> June. District Cllr. Andrew Beaney confirmed that the public could register to speak at this meeting. Cllr. Shaw agreed to speak on behalf of the Council. It was noted that the objections to the project by the Ecological and Environmental Departments had subsequently been withdrawn.

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### 37. **PUBLIC DISCUSSION**

- Cllr. Gilbert reported that the bunds being built at the Shooting School were not in accordance with the planning permission. There was a huge amount of soil on the south side of the road which was not part of the planning application. District Cllr. Andrew Beaney would investigate this further.
- It was reported that ten wild boars were now at Cling Clang Farm. The wild boar license had been granted on 12<sup>th</sup> March. Cllr. Ivings queried who has the rifle that needs to be made available over a 24 hour period, in case of an emergency. Cllr. Glendinning offered to send the phone number displayed at the farm to Cllr. Ivings.
- Cllr. Gilbert reported that the incorrect signpost for Little Tew had not yet been changed – the clerk would chase this up with OCC.
- Dog Fouling – An article from a National Newspaper regarding a village’s map of dog mess had been circulated – Cllr. Glendinning would research this further.

Cllr. Gilbert reported that there was a possible breach of planning at Enstone Airfield regarding accommodation being built within a commercial unit without permission. District Cllr. Andrew Beaney agreed to investigate this further. Noted.

### 38. **COUNTY COUNCILLOR’S REPORT**

- *Pedestrian Crossing near the School* – Mr. Kirkwood from OCC had been in discussion with County Cllr. Hilary Hibbert-Biles concerning the request for a pedestrian crossing from a resident near the school. This had been requested several years ago when it was deemed that the width of the road was too narrow. County Cllr. Hilary Hibbert-Biles explained that Mr. Kirkwood would be reviewing this.
- *OCC Meetings* – A meeting had been arranged for 30<sup>th</sup> October 2018 at The Glyme Hall, Chipping Norton, for Parish Councillors and the clerk to meet with the Chief Executive and Officers of OCC. Noted.

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### 39. **DISTRICT COUNCILLOR’S REPORT**

- District Cllr. Andrew Beaney reminded the Council that local elections take place on Thursday 3<sup>rd</sup> May that would affect one third of the District Council. Six District Councillors were retiring including the Chair of the Uplands Planning Committee.

### 40. **PARISH HALL MATTERS:-**

- *Community Facilities Grant* – WODC – Cllr. Lee reported that the grant had been received at WODC who were requesting further information regarding the parish hall. A copy of the land registry document was required, and the clerk would email this to Cllr. Lee.

- *Ofgem – Site Audit of RHI Installations against the requirements of Renewable Heat Incentive Regulations 2011* – A site audit had been undertaken demonstrating anomalies with the readings. The written report was still awaited. The annual service had been arranged.
- *Declaration of Trust Contract* – This had been signed by members of the Parish Hall Management Committee and returned to Knights Solicitors.
- *GDPR* – Policies were being drawn up for the new regulations.
- There had been a recent film night at the hall which was excellent, with over sixty residents attending. A further film night would be organised later in the year.

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#### 41. CORRESPONDENCE:-

##### *West Oxfordshire District Council:-*

- *None*

##### *Oxfordshire County Council:-*

- *Resilient Communities Fund – Emergency Plan* – Cllr. Johnson would email the updated plan to the clerk, for circulation to all members and the website. The clerk would send the information regarding the Resilient Communities Fund to Cllr. Lee regarding equipment to help during an emergency.
- *Consultation – B4022 & B4030* – Cllr. Butler reported that no objections for reducing the speed limit from 60 mph to 40 mph had been received. The closing date was Friday 27<sup>th</sup> April. It was noted that there was an error in one of the documents relating to Enstone Parish Speed Limits Order 201\*, under schedule 1, Gagingwell – the direction should be westerly and not easterly. Cllr. Butler would report this to OCC.
- *Temporary Traffic Regulation Order – T5602 Road Closure at St. Kenelm’s Church* – The road would be closed from 14<sup>th</sup> May to 18<sup>th</sup> May whilst resurfacing of carriageway works are carried out by Thames Water. Noted.
- *Pedestrian Crossing A44* – Cllr. Butler had met with Mr. Anthony Kirkwood from the County Council concerning traffic calming at the junction of the A44 near Worths Garage and the B4022. The options were a pedestrian crossing, a central refuge to assist pedestrians to cross more safely, traffic lights on the junction or a roundabout. The width of the road where the garage is located creates a major problem regarding safety issues and none of the options were feasible and would cost circa £1 million. The preferred option would be a roundabout and should the Mullin Project be approved, the Parish Council would revisit this option with the use of S106 monies. It was agreed that the Parish Council would write to the County Council and Planning Department requesting S106 monies from the Mullin Project be put towards traffic calming measures.
- *Weight Restriction signs – Lidstone Road* – Following the last meeting, it was reported that fewer lorries were using the Lidstone Road, as the Burford Road in Chipping Norton had now re-opened. The situation would be monitored and Cllr. Butler would report back to the County Council.

Other:-

- *General Data Protection Regulations 25<sup>th</sup> May 2018* – Cllr. Robottom circulated details of the requirements needed, to be compliant with the new regulations. A data protection audit will be undertaken to ensure that procedures and processes are up to date. It was agreed that a generic email address would be set up for all members and the clerk. Cllr. Robottom was thanked for his work on this.
- *OALC* – The March update had been circulated prior to the meeting. Noted.
- *Water Leak, Gagingwell* – Cllr. Parker reported that this had now been fixed. Noted.
- *London Oxford Airport* – A response regarding the Parish Council’s concerns had been circulated to all members. Noted.
- *Snow Plough/AB Agri Ltd* – Cllrs. Knott and Butler had attended an excellent meeting with the Operations Manager at AB Agri Ltd., to address measures on how to keep roads open within the Parish during snowy weather. AB Agri Ltd. has offered to contract its snow plough to the farmer who has agreed to drive the tractor and snow plough on behalf of the Parish Council. The Parish Council would pay the farmer an hourly rate of £35.00. AB Agri would be responsible for the storage and maintenance of the snow plough. Oxfordshire County Council would also work with the Parish Council regarding this. The clerk had contacted Came & Company regarding insurance details. The Parish Council would draw up a map route and ensure that funds were put into the budget.
- *Litter Picking Campaign/Enstone Show/AB Agri Ltd* – Only one resident had offered to help with the litter picking campaign and a further article had been placed in the Ensign magazine, to no avail. AB Agri explained that every employee has to undertake two days of voluntary work each year and agreed to help with litter picking around Enstone. Cllr. Shaw would contact AB Agri later in the year regarding this. AB Agri would also be interested in attending the Enstone Show regarding this.

42. **Planning Applications:-**

- **Oxfordshire Sport Flying Club, Enstone, 18/01043/FUL** - Erection of hanger – *No objection*
- **Church Cottage, Church Enstone, 18/01182/LBC & 18/00736/HHD** - Demolition of Barn 3, relocation of existing green house and various alterations to refurbish Barn 2 including the replacement of roof and doors – *No objection*
- **Willowbrook, Radford, 18/00623/S73** - Variation of condition 2 of Planning Permission 16/00342/RES to allow amendments to the approved plans – *The Parish Council objects and has requested that the planning officers undertake a site visit before a decision is made.*
- **Pigeon House, Chapel Lane Enstone** – The Council had received an email from WODC stating that the fence was a ‘permitted development’ and, as such, planning permission was not required. The reason for this is that the fence was not adjacent to a highway or used y vehicular traffic. Noted.

16.

**17. Finance:-**

18. a. *To agree the following accounts for payment:-*

19. *Santander Account (normal parish account):-*

- |                             |         |
|-----------------------------|---------|
| • Mrs Beth Sinclair         | £630.01 |
| • NEST Pension Scheme       | £5.55   |
| • Enstone Parish Hall, rent | £54.00  |
| • SLCC Annual Subscription  | £115.00 |

- Namesco, renewal website domain £43.99
- Namesco, renewal starter host fee £59.90
- Came & Company, insurance £437.35
- Ensign Magazine, donation to be agreed 350.00

b. *Statement of Affairs to 31<sup>st</sup> March 2018:-*

- The Statement of Affairs had been circulated to all members prior to the meeting, including the spreadsheet of accounts for 2017/2018. Cllr. Lee and Butler checked and signed these. Noted.

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

- **Thursday 17<sup>th</sup> May – Annual Parish Meeting 7.15 pm**
- Thursday 24<sup>th</sup> May Annual Council Meeting & Parish Meeting 7.15 pm
- Thursday 28<sup>th</sup> June 7.15 pm

There being no further business the meeting ended at 9.15 pm.