

# DRAFT MINUTES

## ENSTONE PARISH COUNCIL

A Meeting of the Council was held in Enstone Parish Hall on  
Thursday 22nd February 2018 at 7.15 pm

PRESENT: Parish Councillors N. Knott (Chair), P. Shaw, R. Parker, C. Glendinning,  
P. Johnson, T. Gilbert, D. Robottom, County Cllr. Hilary Hibbert-Biles  
and one member of the public

APOLOGIES: Cllrs. M. Ivings, P. Butler and A. Lee

IN ATTENDANCE: Mrs Beth Sinclair – Parish Clerk

Cllr. Knott welcomed everyone to the meeting.

12. **DECLARATIONS OF INTEREST:-**

- There were no declarations of interest.

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

- The minutes of the Parish Council Meeting held on Thursday 25<sup>th</sup> January 2018, having been previously circulated were taken as read, agreed and signed.

14. **MATTERS ARISING:**

- **Painting of second bus shelter** – Ongoing
- **Overgrown trees when exiting The Drive** – Work completed by Highways.
- **Speedwatch Campaign** – Ongoing.
- **Overhanging trees on the B4022** – Cllr. Butler confirmed that these trees were situated on Highways land and so Oxfordshire County Council would be arranging for them to be pruned.
- **Potholes along the Lidstone Road** – Ongoing work with Highways.
- **Dangerous parking along Coxs Lane** –The issue of reinstating the double yellow lines, following the recent work that had been undertaken by Enstone House, was discussed and County Cllr. Hilary Hibbert-Biles agreed to investigate this further. The clerk would also contact PCSO Chris Jones.
- **Land South of Oxford Road** – The clerk had contacted the Chair of the Enstone Playing Field Association regarding the S106 monies, to be used for recreational facilities, should the planning application be approved following the Appeal. Cllr. Knott explained that two residents had attended the Appeal hearing at WODC and that she had also undertaken a site visit with the Appeal Inspector.

15. **PUBLIC DISCUSSION**

- Cllr. Glendinning requested that the Council approve to fund the cleaning of the bus shelter. This was agreed.
- Cllr. Glendinning reported that three bollards were situated outside the primary school and that the middle bollard had split at the bottom and was leaning to one side. The clerk would contact the school concerning this.

- Cllr. Glendinning asked whether some further beech hedging could be planted on the corner of The Paddocks/Coxs Lane. Cllr. Johnson reported that the Parish Hall Management Committee was arranging to install a noticeboard at this area and so it was agreed to wait until this work had been carried out.
- Cllr. Parker reported that there was excess mud on the road and verges at Gagingwell where building works were being carried out. There was also a huge amount of concrete but as this was on private land no action could be taken.
- Cllr. Gilbert reported that the footpath along Cleveley between the 'phone box and the adjoining footpath was in need to pruning. The clerk would report this.

#### 16. COUNTY COUNCILLOR'S REPORT

- County Cllr. Hilary Hibbert-Biles reported that a balanced budget had been agreed. £350 million savings had been achieved since 2010.
- The increase in Council Tax for 2018/2019 would be 5.99 % - the additional 1 % would be budgeted for adult and children's social care.
- Funding totalling £15,000.00 would be available from 1<sup>st</sup> April 2018 for work requested by Town & Parish Councils and County Cllr. Hibbert-Biles would anticipate that this funding be matched by Town & Parish Councils. The Parish Council would discuss the funding of a snow plough at March's meeting.
- *Questions:-*  
Cllr. Johnson reported that the current state of the roads was worse than they had ever been since he had moved to the area 22 years ago and were now becoming dangerous. Cllr. Robottom agreed with this and enquired what the OCC's policy was concerning the balance of new roads compared to repairing existing roads. County Cllr. Hibbert-Biles explained that the OCC was responsible for the upkeep of 3,000 miles of roads within Oxfordshire and that the recently approved Growth Deal totalling £215 million would help towards this.
- A resident had contacted County Cllr. Hibbert-Biles asking the County Council to consider a pedestrian crossing near the school along the A44. The Parish Council reiterated that this had been discussed many times and that no S106 monies were currently available. Should the Mullin Project be approved, the Parish Council would ask for S106 monies towards traffic calming in Enstone. County Cllr. Hibbert-Biles agreed to review this further.

#### 17. DISTRICT COUNCILLOR'S REPORT

- No report had been received.

#### 18. PARISH HALL MATTERS:-

- *Heating System* – The clerk confirmed that three quotes were required in order to put in a claim for a grant to the WODC. Cllr. Gilbert would forward on information regarding a third company. The deadline for completion of the grant to WODC was 13<sup>th</sup> April. The clerk suggested that the application be sent by the Parish Hall Management Committee but that she would help with completing the grant form – this was agreed.

- *Declaration of Trust Document* – This had been received by Knights, Solicitors and Cllr. Lee would discuss this at the next meeting of the Parish Hall Management Committee. Ongoing

## 19. CORRESPONDENCE:-

### *West Oxfordshire District Council:-*

- *Boom time for Cotswolds Tourism* - Tourism is booming across the Cotswolds, a new report has revealed. In West Oxfordshire alone, 553,000 people stayed in the area while almost 3.7 million visited for the day spending more than £252m. Across the Cotswolds, there were 22.5 million visitors generating £745.7m for the area's economy. Noted
- *Broadband delivery in the Over Kiddington cabinet area* - The Connecting West Oxfordshire project is underway bringing ultrafast broadband to properties in West Oxfordshire. The Gigaclear team has started work in the Over Kiddington cabinet area and this includes Kiddington, Radford, Cleveley, Gagingwell, Ditchley, Glympton, Spelsbury and Taston. Noted
- *Full backing for Oxfordshire Housing and Growth Deal* - West Oxfordshire District Council is backing a deal set to unlock funding to provide thousands of homes and deliver major infrastructure upgrades in key areas such as the A40. Noted
- *Council tax to rise by £2.75 a year* - West Oxfordshire District Council's share of council tax is set to increase by just £2.75 a year for the average householder. The District Council's Cabinet have recommended a 3 % increase from April which will see an average Band D household paying £94.38, instead of £91.63 in the current financial year. Councillors were originally recommended to back a £5 a year rise - the maximum allowable without a referendum - but a combination of a sound investment strategy and cost savings has meant the lower level can be set. Noted.

### *Oxfordshire County Council:-*

- *Site Visit B4022* – The clerk had circulated an email from Cllr. Butler to all members prior to the meeting concerning the costs of reducing the speed limit to 40 mph. Mr. Anthony Kirkwood from the Traffic & Road Safety Team at OCC had done a site visit and, with the data, was optimistic that approval could be gained for a reduction in the current limit of 50 mph to 40 mph. The cost of the consultation process would be £2,600.00 which would provide a 40 mph on the length of the B4022 from the A44 junction to the B4030 as well as 30 metres of the same limit on the B4022 north of the junction and to the East. The limit would also extend to the existing limit of 30 mph at Church Enstone. Should approval be gained, the revised signage would cost £2,000.00. The Council fully agreed with this proposal and the clerk would contact Cllr. Butler to confirm this.
- *Oxfordshire County Council Planning Ref: LL.0088/17* – A consultation on a proposed update to the Local List of Information Requirements for validation of planning and related applications had commenced. Noted.

### *Other:-*

- *Emergency Plan* – Cllr. Johnson agreed to update the Parish Council's emergency plan and this would be discussed at March's meeting.

- *Winter Planning* – The Parish Council was considering purchasing a snow plough and would discuss this further with County Cllr. Hilary Hibbert-Biles. Noted
- *OALC – General Data Protection Regulations* – Cllr. Robottom had attended the recent seminar on this. The new legislation commences on 28<sup>th</sup> May 2018. Cllr. Robottom confirmed that all Parish Councillors will require a generic email address and that the Council's current policies and procedures needed reviewing to comply with the new legislation. The clerk's contract of employment would also need reviewing. Ongoing
- *Oxfordshire Clinical Commissioning Group – Locality Plans & Engagement Report* – this had been circulated to all members. Noted.
- *Tree Audit – Sports Club* – A resident at the Paddocks had contacted the Chair regarding a tree and queried whether it could be pruned. The Chair had contacted the Sports Club regarding this. Noted.
- *Traffic Survey – A44* – PCSO Chris Jones had undertaken a traffic survey at the entrance of the proposed site at Land South of Oxford Road. The results clearly demonstrated that a large number of vehicles travelling above the 30 mph speed limit – the results had been forwarded to the Planning Department at WODC. Noted.
- *Parish Transport Representatives Meeting* – The minutes from the last meeting had been circulated to all members. Noted.
- *Oxford Airport Consultation* – Cllr. Gilbert had attended a meeting regarding this consultation. Following discussion, the concern was that jet aircraft from Oxford Airport would start flying over Enstone village at 1,500 feet. This, in turn, would lead to aircraft taking off from Enstone airfield and flying lower over the surrounding villages. It was agreed that the clerk would put an article into the Ensign magazine regarding this suggesting that residents respond to the consultation. The clerk had also responded on behalf of Enstone Parish Council with these concerns.
- *CPRE (Campaign to Protect Rural England) – Oxford-Cambridge Expressway* – A call for a Public Inquiry had been requested by CPRE and County Cllr. Hilary Hibbert-Biles explained that Oxfordshire County Council had also requested this. Noted
- *Two firms collect mountain of garbage in town* – Cllr. Knott had circulated information regarding the recent litter picking campaign at Charlbury by two local firms that included the road from Enstone to Charlbury. It was agreed that the clerk would thank the companies for this. A litter picking campaign for Enstone was discussed and the clerk would write an article in the Ensign magazine asking for volunteers to come forward to organise the next campaign during the weekend of 7-8 April. The Council would provide litter pickers and rubbish sacks.

20. **Planning Applications:-**

- **Glyme Bank Lidstone, 17/03673/FUL** - Conversion of barn to ancillary dwelling. This has changed from "conversion of barn to a dwelling" – *No objection*
- **Upper Mill House, Cleveley, 18/00299/HHD** - Erection of single and first floor extensions with provision of a balcony to serve both new and existing bedrooms – *No objection*
- **The Old Water Tower, Broadstone Estate, Enstone, 18/00046/FUL** - Conversion of redundant agricultural water tower to residential accommodation – *No objection*

- **Willowbrook, Radford** – The Parish Council acknowledged the frustration of the residents of Radford concerning the new build. The planning department had confirmed that the footprint of the new build was of the size that had been approved.
- **Rose Cottage Church Enstone, 18/00356/LBC** - Internal alterations. Addition of one conservation roof light and two dormers to rear elevation (Resubmission and amendments to the approved scheme 15/01107/LBC). Planning (Listed Building and Conservation Areas) Act – *No objection*
- **Beaconsfield Farm, Great Tew, 17/04161/FUL** - Construction of an agricultural access track on land North of Beaconsfield Farm (Retrospective) – *Cllr. Knott had objected to this planning application on a personal basis. It was agreed that as it was not in the parish of Enstone that the Parish Council would not respond further.*
- Cllr. Gilbert commented that another track was in the process of being built by Soho Farmhouse at Apple Pie Wood and Cllr. Knott agreed to contact Mr. Phil Shaw, Planning Officer at WODC for further information.

3.

4. **Decisions Received:-**

- **Stoney Bridge House, Bicester Rd, Enstone, 17/04110/HHD** - Erection of single and two storey front extensions - *Approved*
- **The Cross House, Gagingwell, 17/03915/LBC** - Internal and external alterations to include changes to fenestration and internal layout with increase in wall height and glazed roof lantern to new kitchen - *Approved*
- **Stevens Cottage, Chapel Lane, Enstone, 17/03820/HHD** - Alterations and erection of two storey and first floor extensions - *Approved*

21. **FINANCE:-**

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

**Santander:-**

- |                                                   |         |
|---------------------------------------------------|---------|
| • Mrs Beth Sinclair                               | £577.99 |
| • NEST Pension Scheme - 1 % employer contribution | £5.55   |
| • OALC, training                                  | £48.00  |
| • Oxon CC, Speed survey                           | £240.00 |

5. *Received:-*

- |                                                        |        |
|--------------------------------------------------------|--------|
| • OALC, reimbursement from cancelled planning training | £84.00 |
|--------------------------------------------------------|--------|

b) *Electronic Banking* – The clerk had contacted Santander as it had not sent the required security codes to start the process for electronic banking.

c) *Risk Management Policy, Internal Audit Procedures and Appointment of Internal Auditor for 2017/2018 accounts.* The Council approved the risk management policy for 2018/2019 and the internal audit procedures would continue on a “Receipts & Payments” basis, rather than “Income & Expenditure.” The Council agreed to appoint Howes & Co. to perform the Internal Audit for the financial year 2017/2018.

22. **Date of Next Meeting:-**

- Thursday 29<sup>th</sup> March 7.15 pm
- Thursday 26<sup>th</sup> April 7.15 pm

There being no further business the meeting ended at 8.45 pm.