

DRAFT MINUTES

ENSTONE PARISH COUNCIL

A Meeting of the Council was held in Enstone Parish Hall on
Thursday 27th July 2017 at 7.15 pm

PRESENT: Parish Councillors N. Knott (Chair), A. Lee, P. Shaw, C. Glendinning, T. Gilbert, P. Johnson, R. Parker, M. Ivings and District Councillor Andrew Beaney
APOLOGIES: Cllrs. D. Robottom and P. Butler
IN ATTENDANCE: Mrs Beth Sinclair – Parish Clerk

Cllr. Knott welcomed everyone to the meeting.

65. **DECLARATIONS OF INTEREST:-**

- None

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

- The minutes of the Parish Council Meeting held on Monday 26th June 2017, having been previously circulated were taken as read, agreed and signed.

67. **MATTERS ARISING:**

- **Japanese Knotweed** – Mr. Paul Wilson from Oxfordshire County Council was still awaiting correspondence from the landowners at the Enstone Airfield and Quarry site regarding their responsibilities regarding the treatment of Japanese Knotweed. Ongoing
- **Painting of second bus shelter** – ongoing
- **Heythrop Park/ISSEE** – At the last meeting, it was agreed that the clerk would contact the Environmental Agency regarding ISSEE. West Oxfordshire District Council's Environmental Health Department was also carrying out checks regarding the noise levels. The clerk explained that she had contacted the Environmental Agency but that it did not deal with noise levels. Ongoing.
- **Renault** – The Chair confirmed that a tree had blown down and was replaced by hedging. Noted
- **Bagnalls Yard** – The rubble was still present and this item would be kept on the agenda. Noted.
- **Parking outside the village shop** – There were difficulties when cars were parked for longer than two hours. The warden had attended on a few occasions. This particularly occurred during weekends. The Chair would check whether or not the time limits were during the weekend as well as week days.

68. **PUBLIC DISCUSSION**

- Cllr. Knott reported that a car accident had occurred at the entrance of Heythrop Park when a taxi driver had not stopped when coming out of Heythrop Park and had driven into a car that was travelling from Church Enstone. Following this, Cllr. Knott

had contacted Heythrop Park requesting that it repainted the white lines to the entrance of the Park. Cllr. Knott subsequently organised an urgent site visit with Mr James Wright from Oxfordshire County Council who arranged for all the road markings to be repainted.

- Cllr. Knott also reported to Heythrop Park that there was raw sewerage leaking into the driveway and that an urgent site visit from Thames Water was required. Cllr. Knott would chase up with Heythrop Park that this had been organised.
- Cllr. Glendinning reported that she had seen several residents clearing up rubbish from the bus shelters and the parish hall recently and suggested that the Parish Council put a “Thank you” into the Ensign magazine and this was agreed.
- A car was parking most evenings outside the school gates along the Lidstone Road and the driver was also throwing beer cans out of the window. Cllr. Knott had reported this to PCSO Chris Jones and Cllr. Lee would also check this.
- Cllr. Glendinning reported that there were weeds growing along the edge of the new wall along Coxs Lane and it was agreed that she would clear these and was thanked for this.
- Cllr. Parker reported that there had seemed to be a decrease in the number of lorries attending the Shooting Club regarding the bunds. The clerk would email Mr. Einig for an update.
- Cllr. Shaw reported that the 30 mph speed limit at Gagingwell had been knocked over. The clerk would report this to Highways.
- The clerk reported that a resident had contacted her regarding overgrown trees that were obscuring vision when exiting The Drive. One of the trees was blocking the path near the bus stop as well as obscuring the traffic speed camera. The clerk would try and establish who owned the field where these trees were located.
- A resident had queried whether or not the speed camera was in operation as the lens appeared to have been sprayed black. The clerk would contact Highways regarding this.

69. COUNTY COUNCILLOR'S REPORT

- No report had been received

70. DISTRICT COUNCILLOR'S REPORT

- A new fortnightly recycling service was being launched in October. DC Andrew Beaney would check as to whether or not residents were able to have two recycling bins.

71. PARISH HALL MATERS:-

- The fire proof safe had now been purchased in which to store the Land Registry documents – Noted.
- Cllr. Lee was in the process of obtaining an independent report regarding the heating system.

- The clerk had contacted the OALC regarding the Declaration of Trust in order to establish the assets belonging to the Parish Council and Parish Hall Management Committee (the previous hall had been owned by the PHMC) in relation to the new hall. It was agreed the legal advice was required and the clerk would contact the solicitor who had been recommended by OALC.
- A document titled “**Village and community halls: the legal framework**” had been circulated to all member prior to the meeting. This had been published in the Clerks & Councils Direct magazine by Mr Paul Clayden, Chief Executive of the Local Councils Advisory Service.

CORRESPONDENCE:-

West Oxfordshire District Council:-

- *New recycling service set to launch* – all residents had received a letter regarding the new service, starting in October 2017 where the current boxes would be replaced with a large bin – glass would need to be recycled into a separate box. Noted.
- *Plastic bags can now be used to line food waste bins* – Noted, the clerk would put this into the Ensign magazine.
- *Safety first for electric blankets* – A free service was available for residents to have their blankets checked, in October. This would be put into the Ensign magazine.
- *Major infrastructure report for Oxfordshire* – This had been circulated to all members
- *Local Plan hearings concluded* – The results of the hearings would be known in a few months' time.
- *Cotswolds pictures pull in the crowds* - Noted

Oxfordshire County Council:-

- None

Other:-

- *Speedwatch Campaign* – The first two sessions had gone very well with traffic being monitored at Worths garage, from both directions. There were many lorries turning onto the B4022 that slowed the traffic from Woodstock.
- Emails had been received from residents living near to Woodford Bridge regarding the speed of traffic. The 30 mph sign stops at the Cleveley Road so vehicles can drive at up to 60 mph at the Woodford Bridge – this was creating problems with road surface damage. A request to have the 30 mph zone to include this area had been sent to County Cllr. Hilary Hibbert-Biles and a response was awaited. It was noted that the Parish Council is only able to carry out checks within a 30 mph zone.
- Cllr. Glendinning felt that a pedestrian crossing across the A44 was required for residents who were crossing over from Cleveley Road with prams etc. to attend school. The clerk would circulate the email from Oxon County Council relating to this proposal that had already been put forward – it would cost circa £27,000.00.
- Another resident had raised concerns regarding the speeding of traffic along the A44 as it passed the school gates and Enstone House and suggested that the travel limit be reduced to 20 mph through the village. *The Parish Council would arrange a speed survey at this point in the Autumn.*

- Another resident had raised concerns regarding traffic turning into Coxs Lane from the A44 and seeing the “unrestricted signs” as it meant that vehicles tended to speed up along the Coxs Lane. *A speed watch would be arranged to take place along the Coxs Lane.*
- There had been many builders’ vans parked along The Drive during building works, with some vans parked dangerously on the corner of The Drive at the entrance to Heythrop Park.
- A resident had also raised concerns regarding traffic coming out of Chapel Lane at the shop entrance as it was becoming more difficult to exit, with cars parked badly around the shop. Concern was also raised regarding the forthcoming barn conversion behind the shop with regards to lorries entering and leaving Chapel Lane. This would be reviewed on a monthly basis.
- The Parish Council wished to thank Cllr. Butler for all this hard work involved with setting up the Speedwatch Campaign and the clerk would also record this in the Ensign magazine.
- *Bollards – Bay Tree House, Enstone* – the resident had erected bollards and stones outside his property on the grass verge. This belongs to Highways and is not permitted. DC Andrew Beaney advised the clerk to contact Highways and ask them to contact the resident. The grass was unable to be cut at this site.
- *Boundary wall – The Paddocks*
 1. A resident had contacted the clerk regarding the overgrown trees, one of which was touching the roof of his property. The trees belong to Persimmon Homes and the Chair had made extensive ‘phone calls to Persimmon Homes regarding this piece of land, which had not yet been transferred over to the Management Company. The Chair had emailed the resident explaining this.
 2. Before the meeting, the Chair, clerk and District Councillor had a site visit of the boundary wall where the land still belongs to Persimmon Homes. This had not yet been transferred over to the Management Company. The land is overgrown and in need of clearing up and repairs made. However, it is increasingly difficult to receive any response from Persimmon Homes. The Chair had contacted WODC Planning Department with these concerns and the response had been that the contracts and paperwork had been signed off and that the Parish Council should seek advice from a solicitor. This is not the responsibility of the Parish Council – DC Andrew Beaney agreed to look through the WODC Planning Application regarding the boundary and to whom the land should belong. The Management Company at The Paddocks refuses to take responsibility for these pieces of land until Persimmon Homes has tidied up the area and pruned the overgrown vegetation.
 3. The Chair had contacted Mr. Paul Wilson from the Highways Department to request he contact Persimmon Homes and is still awaiting a response from him. The Chair will arrange a site visit with Mr. Wilson.
 4. The stone wall along the A44 is also in need of repair but the Management Company will not take this on.
 5. The Parish Council had offered to rebuild the stone wall from Coxs Lane to The Spinneys. However, following the last meeting, it was confirmed that

permission from Persimmon Homes would be required as it is their wall. Persimmon Homes do not want the responsibility of maintaining the wall after it has been rebuilt.

6. **As explained, District Cllr. Andrew Beaney will look through the planning application regarding the boundary and contact the Parish Council.**

- A resident had contacted the clerk regarding concerns about the trees on sports club land overhanging her garden, blocking out the light and leaning against her fence. After discussion, it was agreed that the chair would contact the Sports Club regarding this and the clerk would send the resident a copy of the Tree Survey Report. With approval from the Sports Club, the resident would be contacted explaining that the trees can be pruned at a height agreed with the Sports Club, at her expense.
- *OALC:-*
- a. Training Courses – It was agreed that Cllr. Lee would attend the training course on “Charity Law” and that Cllrs. Shaw & Glendinning and the clerk attend the training course on Planning Applications. The clerk would contact Cllr. Robottom regarding the training on Roles & Responsibilities. The clerk to organise this.
- b. June Update – It had been asked that Parish Councils ensured that road signs are up to date for the emergency services – it was agreed that the clerk would respond suggesting that the signs are cleaned and cut back by the Highways Authority.
- c. June Update – Internet Security – It was agreed that the clerk would contact Rachel Hunt and Kate Farquhar-Thomson regarding the report regarding internet security, in relation to the website and Facebook page. The clerk would email them a copy of the report.
- d. June Update – General Data Protection Regulations – the clerk explained that these will be introduced in May 2018 and that all Parish Councils will require a Data Protection Officer as Parish Councils are considered to be local authorities. Noted.
- *Date of September's Meeting* – The Chair explained that as she would miss August's meeting, whether September's meeting could be changed to a different date. However, it was agreed to keep it to Thursday 28th September.

72. **Planning Application**:-

- **Land East of The Drive, Enstone. Planning Appeal 17/00075/APPEAL. Residential development of up to 10 dwellings, together with a new access onto The Drive (means of access only).** The Council discussed this and agreed to add concern regarding the footpath that would go through the development, in addition to concerns already raised regarding the school, sewerage and the impact on the environment. It was agreed that the clerk would circulate the minutes of the meeting held in September 2016 regarding this planning application, particularly in relation to the part of the field which is not included in the development.

Decisions Received:-

- **Land at Great Tew Estate, 17/01450/S73** - Non-compliance with conditions 2, 4 and 7 of planning permissions 15/02762/FUL to allow amendments to approve scheme - *Approved*
- **Land at Great Tew Estate, 17/01695/S73** - Non-compliance with condition 2 of planning permission 15/02763/LBC to allow amendments to approve scheme - *Approved*
- **Manor Farm, Chapel Lane, Enstone, 17/00724/FUL** - Conversion of barns to three dwellings and erection of machinery store. *Approved*
- **Willowbrook, Radford, 17/01512/CND** - Discharge of condition 4 (13/0321/P/OP) - *Approved*
- Abbey Farm, Gagingwell, 17/01675/LBC - Alterations to insert two chute holes for escape. *Approved*

73. **FINANCE:-**

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

Santander:-

- Mrs Beth Sinclair £565.20
- M & D Gardening Services £700.00
- Fireproof Safe £23.84
- Enstone Parish Hall, rent £33.75

Received:-

- Oxfordshire County Council
(grass cutting grant) £1,023.77

- b) **Statement of Accounts April to June 2017.** With the absence of Cllr. Butler it was agreed to postpone this to August's meeting.
- c) **The Pensions Regulator** – It was agreed that the clerk would commence a pension scheme with 1 % contribution from both employee and employer.
- d) **Transparency Fund – Grant** – It was agreed the Parish Council did not need to apply for a grant as all the necessary equipment was already installed.

There being no further business the meeting ended at 9.00 pm.

74. **Dates of Next Meetings –**

- Thursday 31st August 2017 7.15 pm
- **Wednesday 20th September 2017 7.15 pm**