

DRAFT MINUTES

ENSTONE PARISH COUNCIL

A Meeting of the Council was held in Enstone Parish Hall on
Thursday 28th March 2019 at 7.15 pm

PRESENT: Parish Councillors N. Knott (Chair), P. Butler, C. Glendinning, P. Shaw,
P. Johnson, R. Parker, D. Robottom, A. Lee, T. Gilbert, M. Ivings and
one resident

APOLOGIES: County Cllr. Hilary Hibbert-Biles and District Cllr. Andrew Beaney

IN ATTENDANCE: Mrs Beth Sinclair – Parish Clerk

Cllr. Knott welcomed everyone to the meeting.

155. **DECLARATIONS OF INTEREST:-**

- Cllr. Butler declared an interest in Item 10 (Planning Applications), Barnmead.

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

- The minutes of the Parish Council Meeting held on Thursday 28th February, having been previously circulated were taken as read, agreed and signed.

157. **MATTERS ARISING:-**

- **Breach of planning at Enstone Airfield** – The enforcement team at WODC had undertaken another site visit that included inspection of the bunds. There also appear to be additional aircraft hangars. An update will be sent to the Parish Council in due course. Noted.
- **GDPR** – Rachel Hunt had emailed the Council explaining that there is no legal requirement for a local council to have an email disclaimer or link to the privacy policy. The clerk will ask OALC for further advice on this.
- **Noticeboards** – Cllr. Gilbert had still not repaired the noticeboards. It was agreed that he will obtain quotes for two new noticeboards.
- **New entrance at site of old quarry** – DC Andrew Beaney is investigating this further.
- **Damage to bridge parapet at Church Enstone** – This has now been repaired.
- **Builders' mess along B4022 on the verge** – No further action required.
- **Erection of agricultural barn A44** – Cllr. Knott has emailed the Planning Department with a photograph and map showing its location, querying whether planning permission had been obtained.

158. **PUBLIC DISCUSSION**

- A resident had contacted Cllr. Knott informing her that Soho Farmhouse is now shooting clays. Cllr. Knott has emailed DC Andrew Beaney concerning this, to see if WODC is aware of this.
- Cllr. Robottom explained that a resident had arranged a meeting with SSE regarding the ongoing power cuts in Enstone and asked whether a Parish Councillor could also attend this meeting. Cllr. Butler agreed to this and was thanked. Noted.
- A resident had attended the meeting to raise concern that the Parish Council needed to be seen to be impartial during its decision-making process with regards to planning applications, particularly with the current Mullin Project. This concern related to a previous planning application "*Land South of Oxford Road*" where Cllr. Knott had sent a photograph to the planning department of the field in question – he felt that this was not impartial on the part of the Parish Council. Cllr. Knott explained that the reason she had done this was to alert the planning department to the fact that the

field contained natural springs and that her water supply was supplied from these natural springs. Cllr. Lee explained that the Parish Council's role in relation to planning applications is to alert the Planning Authority to local issues that they need to be made aware of.

- The resident raised concern about how his own planning application was handled by the Parish and District Councils and that the Enforcement Department attended with regards to the pond in his field. The whole process had been distressing and unpleasant. Cllr. Lee stated that, in fact, complaints had been received by the Parish Council following its planning meeting regarding "*Land East of The Drive*" to the effect that the Council had not objected sufficiently. The Parish Council's role is to raise local issues. Local residents had formed petitions and a Save our Glyme Valley Campaign with a website – The Parish Council was not involved with these petitions. The resident's planning application had been refused at the Appeal Stage by the Secretary of State.
- With regards to the Mullin Project, the resident was in favour of the project as more houses are needed and the project will create many jobs. Cllr. Johnson explained that the Parish Council had been impartial to the views of residents and these were detailed on the planning portal and parish website.

159. COUNTY COUNCILLOR'S REPORT

- No report had been received.

160. DISTRICT COUNCILLOR'S REPORT

- No report had been received.

161. PARISH HALL MATTERS:-

- Cllr. Lee reported that the heating system had now been fixed.
- The invoice from One Planets Ltd. was still awaited but the company had gone into liquidation. Without this invoice, the grant from WODC cannot be redeemed.
- Cllrs. Lee and Glendinning were keeping records of the meter readings required by the RHI (Renewable Heat Incentive) scheme. Noted.
- There was another film night next Friday starting at 8.00 pm – a query was raised as to whether or not the next film night could start earlier at 7.30 pm in order to attract more families? This was thought to be a good idea and would be discussed at the next Parish Hall Management Committee.

162. CORRESPONDENCE:-

West Oxfordshire District Council:-

- *Town & Parish Councils Forum* – Cllr. Knott had attended this workshop and the presentations during the meeting had been circulated to all members. Noted.
- *Groups line up for grant funding* – Councillors are set to approve more than £166,000 in grants to community organisations in West Oxfordshire. Noted.
- *Notice of Election for District & Town/Parish Councils* – The Monitoring Officer at WODC had circulated the notice of election forms and the clerk had displayed these onto the noticeboards. The deadline for submission of forms is Wednesday 3rd April at 4.00 pm and must be delivered by hand. Cllr. Glendinning was thanked for taking in the forms that had been completed prior the meeting, to WODC.

Oxfordshire County Council:-

- *Traffic Calming* – The clerk reported that the rumble strips to record the measurement of speed had been placed by OCC along the A44. Noted.
- *Temporary Traffic Regulation Notice* – Information regarding the closure along the A44 from the Radford junction to Enstone Village for 24 hours on 4th June. Noted.

Other:-

- *OALC, February's Update* – All members had been circulated the update. Cllr. Knott queried that the Parish Council's assets had all been registered with Land Registry – the clerk confirmed that the sports field and land surrounding the parish hall are registered. Noted.
- *Thames Water* – Cllr. Knott and the clerk had a very good meeting regarding the burst pipes which had caused sewerage to overflow into the river Glyme and fields several months ago. Investigations showed that this was as a result of a back-up of wet wipes etc. Parts of the pipes are being tested in a laboratory to check whether or not they are corroded and need replacing – the results are due in April. Thames Water will also investigate whether or not a generator should be installed at the pumping station in view of all the power cuts that occur within Enstone. Thames Water also confirmed that the pumping station is adequate to cope with the extra houses that are being proposed within the village.
- *Power Cuts* – A resident had emailed concerning the ongoing power cuts in Enstone. A meeting with SSE has been arranged for Tuesday 2nd April and Cllr. Butler is attending this meeting.
- *Litter Picking Campaign* – 15 residents and several Parish Councillors have volunteered to help with this on Saturday 6th April. Cllrs. Shaw & Glendinning are co-ordinating the morning and were thanked for this. One team will start at The Green and the other team will begin at the junction of the B4022/B4030 crossroads. Unfortunately, ABN are unable to help on this occasion.
- *Recycled Litter Bins/Benches* – WODC confirmed that the existing litter bins could not be replaced with recycled litter bins. Instead, the clerk will put an article into the Ensign magazine asking for suggestions as to where to put a bench in the parish – this is from a donation from a resident.
- *Police & Crime Bulletin March 2019* – This had been circulated to all members. Noted.
- *Enstone Parochial Church Council/Grass Cutting* – As in previous years, it was agreed that the clerk would contact Enstone PCC regarding a financial contribution towards the grass cutting at St. Kenelm's Church – the same contribution of £250.00 would be requested.
- *The Planks* – A few residents had raised concern regarding the deterioration of the planks. The clerk will contact the Rights of Way Officer at Oxfordshire County Council regarding this.
- *Shooting School – Bunds* – Cllr. Knott had contacted County Cllr. Hilary Hibbert-Biles, DC Andrew Beaney and the Environmental Agency regarding the current cessation of the building of the bunds. The issue relates to the final license from the OCC for the processing plant at the site, as to whether this is just for the bunds, or whether the site can be used as a processing plant for future use. Cllr. Knott has requested that the movement of lorries be stopped until the dispute is resolved. The clerk had emailed Mr. Einig for an update but received no response. It is noted that the bunds need to be finished within five years of commencement. The clerk will request that Mr. Einig attends April's meeting to discuss this further.
- *Rose Cottage, Church Enstone* – The resident at Rose Cottage had emailed the Parish Council, concerned that WODC has refused permission for him to rent out the annexe that he had built for his mother, who is now too ill to live there. The clerk had emailed DC Andrew Beaney concerning this.

163. **Planning Applications:-**

- **Lowesby, Oxford Road, Enstone, 19/00549/HHD** – Alterations and erection of first floor rear extension and front porch. *No objection*
- **Slade Cottage, Oxford Rd, Enstone, 19/00677/HHD** – Conversion of first floor conservatory to create bedroom with balcony – *No objection*

- **Barnmead, Church Enstone, 19/00500/OUT** – *Outline Planning Application for Retirement Dwellings, Community Building and Communal Recreational Facilities; Access Roads and Pedestrian/cycle links; hard and soft landscaping; foul and surface water drainage systems; and other works.*
 - Cllr. Butler queried why this planning application needed to be advertised in the Ensign magazine. It was agreed that a policy is required regarding applications such as this. It was proposed by Cllr. Johnson that planning applications for a development of houses rather than a single dwelling need to be advertised in the Ensign magazine and a separate planning meeting be arranged. This was seconded by Cllr. Robottom and all Parish Councillors voted unanimously in support of this. Cllr. Butler did not vote. It was agreed that a meeting date to discuss this application would be arranged for 6.30 pm on Thursday 25th April in the Parish Hall.
 - Cllr. Knott queried a letter from Thames Water regarding this application that was on the planning portal – the letter states 26 dwellings which is incorrect – it should state 33 dwellings. Noted.
 - An email from Mr. M. Utting addressed to Abby Fettes (Planning Officer) had also been placed on the planning portal at WODC which was factually incorrect. It states that informal meetings have been held with Enstone Parish Council (November 2018) – this is incorrect and should state that the meetings were with residents and had not been organised by the Parish Council. The clerk would contact Mr. Utting and Abby Fettes concerning this inaccuracy.

Decisions Received:-

- **The Mullin Project** – Cllr. Knott reported that the Development Control Committee (i.e. the Uplands Committee and Lowlands Committee) convened on Monday 25th March to discuss the Mullin Project. Mr. Phillip Shaw, Development Manager at WODC, had recommended approval of the project, subject to a legal agreement. After a 3.5 hrs meeting, it was voted to defer the decision until further information was available. Several residents had contacted Cllr. Knott over the previous weekend requesting that she speak at the meeting but she declined. District Cllrs. Beaney & Colston had voted to refuse the application on the grounds that it contravened The Local Plan (e.g. museums must be built in Towns) – only seven other members voted for refusal which was an insufficient number. The majority of the Uplands Committee were against the application, whereas members of the Lowlands Committee were for the planning application but required further information. More precise information was required on matters, such as the materials of the buildings - the lodges drew the most concern from all members of the Committees and more clarification was requested. Other main concerns were traffic, the Corporate Events, the effect on the residents of Gagingwell in regard to noise and light pollution and the car park which only has space for 200 vehicles. DC Andrew Beaney suggested that a Park & Ride Scheme be set up in Chipping Norton and Bicester. Cllr. Knott suggested that the Parish Council arranges to meet with neighbouring Parish Councils who all have concerns regarding the impact of traffic. It was agreed not to do this but to await further information from DC Andrew Beaney.

164. **Finance:-**

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

- | | |
|----------------------------|---------|
| • Mrs Beth Sinclair | £602.88 |
| • NEST Pension Scheme (er) | £11.63 |

- NEST Pension Scheme (ee)

£13.95

- b) *Statement of Affairs to 31st December 2018* – This was checked and approved by Cllrs. Butler and Lee.
- c) *Internal Audit Arrangements* – It was agreed to invite Howes & Co., to undertake the internal audit arrangements for the 2018/2019 financial accounts.
- d) *Financial Risk Assessment for 2019/2020* – The clerk had updated and circulated the Financial Risk Assessment document, to include online banking arrangements. This was agreed. Noted.

165. **Dates of Next Meetings:–**

- Thursday 25th April at 7.15 pm following public discussion of “Barnmead” outline planning application
- Thursday 9th May – 7.15 pm – Annual Council Meeting, to be followed by Annual Parish Meeting at 7.30 pm

There being no further business the meeting ended at 8.50 pm.