

## DRAFT MINUTES

### ENSTONE PARISH COUNCIL

A Meeting of the Council was held in Enstone Parish Hall on  
Thursday 26<sup>th</sup> October 2017 at 7.15 pm

- PRESENT: Parish Councillors N. Knott (Chair), A. Lee, P. Shaw, P. Butler, R. Parker, T. Gilbert, C. Glendinning, P. Johnson, D. Robottom, District Cllrs. Andrew Beaney & Nigel Colson and two members of the public
- APOLOGIES: Cllrs. T. Gilbert and M. Ivings
- IN ATTENDANCE: Mrs Beth Sinclair – Parish Clerk, Mr. David Einig and Mr. Paul Wilson from Oxfordshire County Council

Cllr. Knott welcomed everyone to the meeting.

96. **DECLARATIONS OF INTEREST:-**

- Cllrs. Shaw and Glendinning declared an interest in Item 10 (Soho Farmhouse) as they are both members.

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

- The minutes of the Parish Council Meeting held on Wednesday 20<sup>th</sup> September, having been previously circulated were taken as read, agreed and signed.

**1. UPDATE ON THE BUNDS – MR DAVID EINIG:-**

- Mr Einig was thanked for attending the meeting to update the Parish Council on the building of the bunds at the Shooting School. He explained that a survey was being carried out over the next few weeks to establish the timescale of the project.
- There had been concern that some lorries had been travelling through Gagingwell which was not allowed under the planning conditions. However, these lorries were travelling to a resident's property and were unrelated to the bunds.
- The muddy roads were causing a problem. Mr. Einig explained that he had purchased another road sweeper – there were around fifteen lorries attending the site daily.
- Another query was whether the lorries at the weekend were following the screening process and Mr. Einig confirmed that they were.

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**3. OXFORDSHIRE COUNTY COUNCIL, MR. PAUL WILSON, TEAM LEADER, AREA OPERATIONS**

- Mr. Wilson was welcomed to the meeting – County Cllr. Hilary Hibbert-Biles had requested that he attend the meeting following ongoing concerns regarding highways' issues around the Parish and the creep effect of several large planning applications within the area.
- Cllrs. Knott, Glendinning and Ivings had also met with Katharine Hamer, Transport Planner and Odele Payne from Oxfordshire County Council, to establish how the County Council makes decisions on planning applications in respect of Highways' decisions – all decisions are made on individual planning applications. It is

imperative that Enstone Parish Council becomes proactive with regards to decisions based on the S106 agreements between the Developers and Planners to manage the increase in traffic e.g. a pedestrian crossing on the A44, traffic lights at the junction of the A44/B4022 at Worths Garage etc. Mr. Wilson explained how the Parish Council could see what monies are currently available from S106 agreements and the clerk would investigate this further.

- The legal process of extending the 30 mph could be introduced by the County Council but could only go ahead if funding was available and if the proposal was judged to comply with the Department for Transport guidelines on setting speed limits. There would also be significant cost to the Parish Council. Mr. Wilson agreed to assess the B4022 urgently with regards to the trees that are obscuring the road – OCC can deal with the matter and then charge the landowners. Mr. Wilson would also assess the traffic using the B4022 – Mr. Butler explained that there are 44 tonne lorries driving at speed along the road and there had been a recent incident of an ABN lorry being forced off the highway. A video was also available showing two large lorries trying to pass each other at the narrowest point of the road.
  - Boundary wall along A44 – The Paddocks – Cllr. Knott explained that the overgrown hedge along the existing footpath had not been trimmed back and that Persimmon Homes had not completed its duties with regards to the boundary wall along the A44. Mr. Wilson will contact Persimmon Homes again regarding this.
  - Mr. Wilson explained that there was now a “Minor Works” budget for work such as cleaning sign posts, clearing out gullies, cutting back vegetation that is obscuring sign posts etc. The Parish Council would inform Mr. Wilson of works that needed to be carried out.
  - Mr. Wilson was thanked for attending.

98. **MATTERS ARISING:**

- **Japanese Knotweed** – Mr. Paul Wilson attended the meeting and confirmed that the County Council was in the process of treating the areas of Japanese Knotweed that were affecting highways’ land. The two landowners had still not responded to the request from Oxfordshire County Council to treat the Japanese Knotweed growing on private land. This item would now be taken off the agenda.
- **Painting of second bus shelter** – Cllr. Butler agreed to chase this up.
- **Sign at Gagingwell** – The sign had been re-erected. Noted.
- **Overgrown trees when exiting The Drive** – Ongoing with Highways
- **Bridleway between Cleveley & Radford** – Ongoing with Highways
- **Soho Farmhouse** – date for a site visit. The Chair had contacted Mr. Ergatoudis and suggested that an invitation be sent to all local Parish Councils to visit Soho Farmhouse simultaneously and this was agreed. A date was awaited.
- **Firework display at Soho Farmhouse** – The Chair had organised for the clerk to attend the firework display with her family as a thank you to all the work she does for Enstone Parish. The clerk thanked the Council for this kind gesture.
- **Planting of hedging** – Cllr. Knott agreed to organise this.

99. **PUBLIC DISCUSSION**

4. **There were no items reported.**

**100. COUNTY COUNCILLOR'S REPORT**

- No report had been received.

**101. DISTRICT COUNCILLOR'S REPORT**

- The new system for waste bin collections had had teething problems – all queries needed to be sent to WODC and would be dealt with.
- For residents requesting larger recycling bins, a request should be logged with WODC but excess recycling can be left in the old black boxes, in clear bags, next to the recycling bins.

Cllr. Beaney explained that the District Council had commenced work with regards to the new General Data Protection Regulations, due to come into force in May 2018, and stressed the need for the Parish Council to begin its preparations.

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**9. 102. PARISH HALL MATTERS:-**

- Cllr. Lee had received the report from One Planets Consultants Ltd which confirmed that the underground heating system was underpowered in that four bore holes should have been installed rather than three. The Company which had installed the bore holes had gone into liquidation. One Planets Consultants Ltd had provided quotes for two options – to install one additional bore hole or to install two – the difference in price would be circa £5,000.00. It was agreed that the installation of two further bore holes was required. Cllr. Lee would obtain further quotes before a decision was made.

- It was suggested that the grant monies received from the ground source heat pumps could go towards the cost of this work and this was agreed. District Cllr. Andrew Beaney suggested that the Parish Council seeks a grant from WODC and would forward details of how to do this to the clerk.

- Cllr. Lee attended an excellent training session on Charity Law, arranged by the OALC. This was to aid with the Declaration of Trust documents regarding the assets owned by the Parish Council and Parish Hall Management Committee (PHMC). Cllr. Lee described how PHMCs are now looking at becoming Charity Incorporated Organisations (CIOs) – i.e. the PHMC would become a Corporate Body that could enter into contracts rather than as individual Trustees which is how the PHMC is currently organised - this would also protect the Trustees of the PHMC.

- The Paddocks – Boundary Wall – It was agreed that monies from the Parish Hall account would fund the repair of the remaining boundary wall that had been knocked down by Persimmon Homes once Persimmon Homes had transferred the land over to the Management Company of The Paddocks.

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**103. CORRESPONDENCE:-**

*West Oxfordshire District Council:-*

➤ *Major Council scheme aims to prevent homelessness* – The Families First project will work with families and couples in a bid to prevent homelessness happening in the first place. Between 2015 and 2017, 42 per cent of applications were due to parents or relatives no longer being willing to accommodate adult children and 21 per cent were because of relationship breakdowns.

➤ *Local Plan* – The Council Leader has re-emphasised the urgent need for more homes in the area, despite figures suggesting housing demand in the county has

been over-estimated. Cllr. Mills has stressed the importance of ensuring that the District's Local Plan is put into place as quickly as possible to ensure that suitable and controlled development is rolled out over the next fifteen years. A new Government report suggests that Oxfordshire's housing need is 3,415 homes a year as opposed to a previously predicted 5,000. Noted.

- *Council on target for affordable housing* – Affordable housing targets are being met in West Oxfordshire. In the first quarter of 2017, 24 new homes have been built – WODC is committed to delivering 133 affordable homes within the / 2018 financial year.
- *Rallying call for businesses to apply for rate relief* – Businesses across the District have been sent letters on how to apply for discretionary rate relief but there has been a poor response. The clerk would put this into the Ensign 2017 magazine.
- *Provision of Services via Publica* – From 1<sup>st</sup> November employees at WODC will transfer to the newly created company called Publica. The four Councils will wholly own Publica and each Council will retain its independence, identity and responsibility for the services that are provided. The four Councils are WODC, Cotswold, Forest of Dean and Cheltenham Borough Council. This approach will result in savings of £5.6 million by 2020 and £41 million over the next ten years.
- *Transfer of WODC services to Publica Group Ltd* – Charlbury Town Council had circulated an email to all Town and Parish Councils within the District, concerned about the new council-owned company Publica Group Ltd. It feels that there was lack of transparency, concern regarding Governance & Accountability and concern over the quality of service. Enstone Parish Council disagreed with these concerns.
- *Annual Meeting of Town & Parish Councils* – Wednesday 22<sup>nd</sup> November 7.00 pm – Cllrs. Knott and Glendinning agreed to attend the meeting. Noted.
- *Getting Ready for Universal Credit* – A major change to the benefits system begins at the end of November. Universal Credit merges several benefits and credits into a single payment, replacing a number of existing benefits and tax credits. Enstone Parish Council agreed that there were concerns with this new system.
- *Funding approved for domestic abuse services* – Councillors have agreed to provide £35,000 a year to support services in the District to help bridge a funding gap caused by cuts in Oxfordshire County Council budgets. This will be used to help fund a team of outreach workers covering medium and high-risk victims.

#### *Oxfordshire County Council:-*

- *Community Emergency Plans & Workshop* – Friday 24<sup>th</sup> November 6.00 pm - Enstone PC would send apologies for being unable to attend this workshop. The clerk would update the Council's Emergency Plan and forward this on to the County Council.
- Review of meetings with Oxfordshire County Council – this was addressed with Mr. Paul Wilson. In summary, decisions on planning applications can only be based on the factual information of each application and cannot be made in conjunction with applications within the same area – i.e Heythrop Park, Soho Farmhouse, Enstone Airfield – all applications are based on an individual basis and, therefore, the concern regarding increased traffic with all these applications cannot influence the decision at the Planning Department.

#### *Other:-*

- **Rights of Way Footpaths** – An email had been circulated informing the Parish Council that from 2026, any historic footpaths/rights of way or ancient lanes that are not

defined on the County Council's Definitive Maps will be lost forever. The clerk would put this into the Ensign magazine.

- **Citizens Advice West Oxfordshire** – The annual request for a donation had been received. It was unanimously agreed to donate £50.00 to this worthy cause.
- **OALC September Update** – This had been circulated to all members.
- **OALC – Introduction to General Data Protection Regulations May 2018** – The new law begins in May 2018 and Cllr. David Robottom offered to be the appointed Lead for this. Cllr. Robottom was thanked for this.
- **Thames Valley Police – Hidden Harm Campaign** – This had been circulated to all members. Noted
- **Police & Crime Plan 2017 – 2021** – The Summary Leaflet had been circulated to all members prior to the meeting. Noted
- **Blenheim Palace – 10 year plan.** Cllr. Butler had attended a meeting organised by Woodstock Town Council with regards to this. There was a big issue at Woodstock with regards to planning applications. There had been a 20 % - 30 % increase in houses within the last few years, impacted by Cherwell District with 600 additional houses, as well as the planned 400 houses allocated by WODC. The overall plan by Oxford City Council is 5,000 houses as close to Oxford as possible – the equivalent size of Kidlington.

The Queens Pool has silted up leaving about half a metre depth and there was concern should the lake be dammed for dredging purposes. Of particular concern is the affect works will have on the wetlands upstream from the pool. Experts are being consulted on this issue.

Blenheim is in discussion with Oxford Brookes on how to generate income.

Enstone Parish Council reiterated its concern with regards to all the additional houses and the cumulative effect this would have at Woodstock, Bicester and Chipping Norton.

Cllr. Butler explained that the Cornbury Park Festival was returning in 2018.

- **Master Site Plan – The Mullin** – It was agreed that the Parish Council, as the elected Body, needed to arrange a public meeting as the previous meeting was held at short notice at Great Tew. The clerk would liaise with Mr. Hedigan and arrange a meeting.
- **Grass Cutting Contract 2018 Season** – Only three tenders had been received. It was agreed that the 2017 season had been disappointing, with the contractor ceasing his contract before the season had ended. This had caused disruption with a delay in the final cut of the season. After discussion, six Parish Councillors voted in favour of WODC and there was one abstention. Although it was the most expensive quote, it was reliable and there was a good working relationship with the Parish Council. The clerk would inform WODC of this. The clerk would also contact Enstone Parochial Church Council and the Parish Hall Management Committee, seeking financial contributions towards the 2018 season.

104. **Planning Applications:-**

- **Soho Farmhouse, Great Tew, 16/03803/FUL** – Formation of production garden and erection of ten guest cottages, together with glasshouse and potting shed and erection of five garden rooms. Construction of hard surface to form part of existing internal operations/servicing route. *No issue with planning application but concern*

*raised regarding the increase in traffic particularly at the junction of The Tew Crossroads.*

- **Soho Farmhouse, Great Tew, 16/04138/FUL** – Erection of ten pods (40 guest bedrooms) in the form of a pig arc style building, associated plant building, new woodland and landscaping, to the north of Apple Pie Wood. *No issue with the planning application but concern raised regarding the increase in traffic particularly at the junction of The Tew Crossroads.*
- **Five Chimneys, Church Enstone, 17/03221/LBC** – Alterations and insertion of two new windows – *No objection*
- **Land South of Oxford Road, Enstone, 17/00091/Appeal** – Erection of up to 30 dwellings and formation of a new access off Oxford Road. *Objection due to the dangerous junction at the entrance to the proposed application*

Decisions Received:-

- o **Stable Cottage, Church Enstone, 17/02443/HHD** – Alterations and erection of single storey extension – *Approved*
- o **Cuckolds Holt Farm, Gagingwell, 17/02819/HHD & 17/02820/LBC** – Single storey kitchen extension – *Approved*
- o **Quarry Cottage, Tew Road, Enstone, 17/01773/FUL** – Erection of five dwellings and associated works – *Approved*

105. **FINANCE:-**

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

**Santander:-**

- Mrs Beth Sinclair £653.43
- Mr Paul Cantwell £700.00
- Cleanslate £50.00
- Complete Weed Control £264.00
- Enstone Parish Hall £54.00

16. Received:-

- Sports Club, Rent £1,000.00
- WODC, 2<sup>nd</sup> Precept Payment £12,835.00

17.

18. b) *Statement of Affairs to 30<sup>th</sup> September 2017*

19. The clerk had circulated the Statement of Affairs to all members prior to the meeting. Cllrs. Lee & Butler checked and signed the risk assessment form. Noted

20.

21. c) *Pension Scheme – NEST*

22. Cllrs. Knott and Shaw signed the Direct Debit Instruction in relation to the Pension Scheme.

106. **Dates of Next Meetings –**

- Monday 13<sup>th</sup> November 7.15 pm – Finance Meeting
- Thursday 23<sup>rd</sup> November 7.15 pm
- Monday 18<sup>th</sup> December 7.15 pm

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