

DRAFT MINUTES

ENSTONE PARISH COUNCIL

Held by Video Conference due to Government Restrictions in line with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 on Thursday 25th March 2021 at 7.15 pm

PRESENT: Parish Councillors N. Knott (Chair), P. Shaw, C. Glendinning, D. Robottom, T. Gilbert, P. Johnson, A. Lee, R. Parker, A. Ward, District Cllr. Andrew Beaney, County Cllr. Hilary Hibbert Biles and 13 residents.

APOLOGIES: None, all present

IN ATTENDANCE: Mrs. Beth Sinclair – Parish Clerk, Mr. Jason Tait, Mr. Graham Soame & Mr. Martin Cummings from Alpine Ltd.

23. **DECLARATIONS OF INTEREST** – No declarations were declared.

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

The minutes of the previous Parish Council Zoom meeting held on Thursday 25th February 2021, having been previously circulated, were read, approved and signed by Cllr. Knott.

PLANNING APPLICATION – WHITEWAYS TECHNICAL CENTRE, ENSTONE, 21/00347/FUL

- Mr. Martin Cummings, Facilities Manager at Alpine Ltd (previously Renault), attended to answer questions and was welcomed to the meeting. Cllr. Parker queried the height of the building and whether it would be too visible. Mr. Cummings explained that the height will be driven by the existing structure with screening onto the western elevation. The trees will be taller than the building itself. The visual amenity will not be impaired. The solar panels will add a further 100 mms to the height. Following discussion, the Parish Council had no objection to the planning application and Mr. Cummings was thanked for attending. Mr. Cummings reiterated that members of the Parish Council were always welcome to visit the site which has a strict Covid policy.

PRE-PLANNING APPLICATION – CLEVELEY ROAD

- Mr. Graham Soame was welcomed to the meeting and provided an update following suggestions made at February's meeting. Mr. Soame explained that the proposal will consist of three dwellings – 1 x 1 bedroom; 1 x 2 bedrooms and 1 x 3 bedrooms. It is an outline planning application to establish whether the principle of the development is acceptable. There will be three parking spaces made available to comply with standards. The main concern from the Parish Council is the issue of sufficient parking spaces. The existing property will have off-street parking together with small access at the property. Having smaller properties was commended.
- Mr. Soame was thanked for attending the meeting.

PRE-PLANNING APPLICATION – CHAPEL LANE

- Mr. Jason Tait was welcomed to the meeting. Thirteen residents attended the meeting with concerns regarding this proposed planning application. Mr. Tait explained that additional parking spaces will be created to ease congestion at the shop. The proposed houses will be set back to allow the current views to be maintained. There will be public open space within the site and a footpath at either end of Chapel Lane. Landscaping, a seating area, planting for biodiversity gains and a pond will be included and the dwellings will be family-sized for local residents.
- Members of the Parish Council made the following comments:-
 - i. It looks exciting and it was a good presentation.
 - ii. Who would have ownership of the open space? Would it be the Parish Council or a small Management Company that the residents would have to fund?
 - iii. It is important that the remainder of the site remains a green open space forever and the land would be best dedicated to the Parish Council.
 - iv. Would prefer the land to stay as it is but if it is approved, that the Parish Council takes on the open space.

- v. Provision for smaller houses is required to make it more affordable.
- vi. It has a positive benefit and it would be of benefit to also create additional parking spaces on the north end of Chapel Lane.
- vii. It would be necessary to provide as much off land parking as possible.
- viii. The best view will be taken away with the current lay out of the houses. You would not be able to stand at the gate and look at Church Enstone or the church.
- Residents made the following comments:-
 - i. Is there an historical covenant that does not allow houses to be built on this land?
 - ii. The extra parking should be via a permit system.
 - iii. Does Mr. Tait own the Methodist Church? The answer is “no”.
 - iv. A one way system would be required in Chapel Lane as the road is very narrow.
 - v. The development will block the views.
 - vi. There is lack of suitable access.
 - vii. There is potential for draining and flooding problems lower down the lane.
 - viii. Do we need any more houses as Chipping Norton is to have 1200 dwellings built.
 - ix. It will have a detrimental impact on the village.
 - x. The views from the village green and Chapel Lane will be destroyed.
 - xi. There will be a negative impact onto the green field site.
 - xii. Residents currently enjoy the field with sheep.
 - xiii. The houses will be too close to the Keens Close area of the field with worries about security.
 - xiv. Why is a walkway needed?
 - xv. Residents of Chapel Lane are very concerned about this development. To say that Chapel Lane is quiet is incorrect – there are many lorries and delivery vans on a daily basis.
 - xvi. There is great anxiety about construction traffic travelling along Chapel Lane.
 - xvii. There is concern for the future of the village.
 - xviii. The six cottages along Chapel Lane are very special, reflecting the ancient nature of the village.
 - xix. It is an amber area in terms of wildlife.
 - xx. To have sheep and lambs in the centre of a village is unique and special to Enstone; they are an important part of the fabric of Great Britain.
 - xxi. Vehicular access is of great concern – how will cars, delivery lorries, refuse collectors and oil deliveries manoeuvre within the site?
 - xxii. If the planning application is approved, the parish must look more carefully at the infrastructure of the village including ecology and preservation.
 - xxiii. The houses should be carbon neutral with electric charging points.
 - xxiv. A play ground rather than a seating area would be encouraged.
 - xxv. The Primary School is already full with a waiting list.
 - xxvi. The shop has not asked for more parking – the issue is that residents park outside the village shop.
- Mr. Tait responded as follows:-
 - I. A play ground can be installed.
 - II. There is agreement that the site needs to be more natural and Mr. Tait is open to ideas.
 - III. The detailed design will ensure that boundaries are in place.
 - IV. More view points are needed.
 - V. It will be energy efficient and biodiverse.

Mr. Tait was thanked for attending the meeting. **The plans will be placed on the parish website.**

25. **MATTERS ARISING FROM PREVIOUS MINUTES:-**

- *Top soil at Cleveley* – A report from Mr. Ross Markham concluded that there was no problem with the soil. Cllr. Parker queried whether this soil could now be used to complete the building of the bunds. **CC Hilary Hibbert-Biles will contact the planning department at OCC for an update.**

- *Update, Mullin Project* – Mr. Kieran Hedigan had updated the Council, reporting that the site was currently being cleared.
- *Bridleway between Gagingwell and Great Tew* – **CC Hibbert-Biles will contact her colleagues at OCC regarding the construction traffic along the Bridleway.**
- *Caravan, Green Lane* – A resident had reported feeling uncomfortable walking past the Caravans along the Green Lane – **CC Hibbert-Biles will chase this up.**
- *Trees, Sports Club* – It has been confirmed that the resident can cut back the beech tree overlooking his property, at his expense.
- *Gagingwell, site visit* – Covid restrictions have lifted slightly and so the site visit can take place w/e Monday 29th March. Cllrs. Parker & Ward will arrange to meet the resident at Gagingwell concerning the siting of the posts where the speed traffic signs will be erected.
- *Ditchley Park & Hoar Stones* – The quote from Weed Control for cutting back the ivy will be £60.00 + VAT. The Parish Council agreed to this figure and the clerk will contact Weed Control asking them to undertake this work.
- *Chapel Lane, verges* – The clerk will chase up the Highways Department at OCC concerning how to protect the verges along Chapel Lane.
- *Annual Parish Meeting, Thursday 22nd April* – The clerk suggested that residents with queries regarding the Parish Survey attend this zoom meeting and the Parish Council agreed to this. The clerk will report this in the Ensign magazine.
- *Enstone Airfield* – Ongoing – an email to the Civil Aviation Authority.

26. **PUBLIC DISCUSSION:-**

- Cllr. Knott reported that seven cars and a van, parked along the Lidstone Road, all had the windows smashed on the night of 24th March. The police have been informed.

27. **PARISH HALL:-**

- Cllr. Johnson reported that the hall will reopen after 17th May, once further Covid restrictions have lifted. Film nights will be arranged as well as a possible post lock-down celebration. The Parish Hall Management Committee is taking advice on this regarding risk assessments.

28. **COUNTY COUNCILLOR'S REPORT:-**

- CC Hilary Hibbert-Biles was welcomed to the meeting. CC Hibbert-Biles explained that she will give a full report at the Annual Parish Meeting on 22nd April.
- Covid cases had risen during the last week and there had been a 1.5 hrs briefing from the NHS and Public Health who were worried about what is happening in Europe.
- *One-way system at the village shop* – This would cost the Parish Council approximately £8,000.00 to implement and it was agreed to currently put this on hold. Should the pre-planning application at Chapel Lane go ahead, S106 monies could be put towards implementing this one way system.
- *Retirement* – CC Hibbert-Biles is not running for re-election on 6th May as she is due to retire.

29. **DISTRICT COUNCILLOR'S REPORT:-**

- DC Andrew Beaney was welcomed to the meeting and congratulated by the Chair on the recent arrival of his daughter.
- Covid testing kits are still available in Witney.
- 140 electric charging units have been agreed throughout the region with 37 in West Oxfordshire.
- Domestic abuse and homelessness are on the increase and West Oxfordshire District Council is increasing its funding to help with this crisis.
- Planning – WODC has lost its three year land supply which might cause difficulties with large development planning applications.
- Elections 6th May – District Cllr. Nigel Colston is retiring on 6th May. DC Andrew Beaney has a further two years before considering being re-elected.

30. **CORRESPONDENCE:-**

West Oxfordshire District Council:-

- **Local Elections** – Information relating to the District & County Elections were posted on the website. Noted.

- **Revised Affordable Housing SPD** – Cllr. Knott had read the consultation and there was nothing to report that would affect the parish.
- **Climate Action day** – 23rd April – Cllr. Robottom agreed to attend this virtual event.
- **Electric Vehicle Event** – This event had been organised by WODC – the press release was circulated on 15th March, with the event taking place on 18th March. Due to the short notice, the clerk will contact WODC to see whether the event can be repeated.
- **Playing Pitch Strategy** – Cllr. Gilbert will look at this on behalf of the Parish Council.

Oxfordshire County Council:-

- **Revised TTRO, Banbury** – The Temporary Road Closure in April was circulated to all members.
- **Local Transport and Connectivity Plan** – Vision Consultation. Cllr. Shaw had read this plan explaining that it was a very good five year vision document from OCC, who were asking for feedback from residents through an online questionnaire. Two areas of concern that were identified by Cllr. Shaw as not being emphasized within the Vision Statement were rural traffic speed and the connectivity of cycle ways and footpaths. Cllr. Shaw recommended that other Councillors read the Vision Statement and complete the questionnaire before the end of the Consultation which is at the end of March. Cllr. Hibbert-Biles will feed the Parish Council's views to OCC. The link to the document will be put onto the Parish' Facebook page.
- **Wig wam signs Oxford Road** – CC Hibbert-Biles will chase up the replacement of these.

Other:-

- **Church Enstone** – Two residents attended the meeting, concerned about the following:-
 - a) *The Green outside the Church* had flower pots placed onto it. The residents had also placed a wooden border along the edge of the Green – the clerk had sought clarification from the Highways Department, which owns this land, and confirmed that this was acceptable. The situation will, however, be monitored. The Parish Council thanked the residents for their involvement with this. The Chair reiterated that any further work on the Green must be authorised by the Highways Department.
 - b) *The Green with the pub sign* – The two residents were disappointed that the parish survey had conveyed that most residents did not want posts installed. Previous logs and stones placed at the site, to deter vehicles from parking there, had been removed. As the pub is due to re-open in April, there was concern that the parking problems will return. The Chair confirmed that she had discussed this situation with the Highways Department who agreed that flower pots can also be planted on this Green as a deterrent to vehicles parking there. The landlord at the pub is willing to fund these flower pots. All agreed that this was an excellent idea and thanked Highways for allowing this.
 - c) *White lines between Hathaways and Winchcombe Cottage* – The two residents were concerned about the blocking of vehicles and elderly residents being unable to walk on the pavements due to vehicles parking on the pavement. It was agreed that the site visit on Monday will include investigating the possibility of white lines being installed.
 - d) *Speedwatch Campaign* – The two residents are keen for the Parish Council to recommence the speedwatch campaign in Church Enstone. More volunteers are required for this, as three people are needed at each speedwatch. It was noted that these cannot currently take place due to Covid restrictions. Cllr. Parker commented that during the most recent campaign, no vehicles had been speeding.
 - e) *Traffic Calming* – The two residents felt that the results of the survey concentrated mainly on Enstone village. The Chair explained that the chicane at Church Enstone had been the initial priority for speed calming, that speed indicator devices are being installed at Gagingwell and the survey conveyed that residents are most concerned about speeding along the A44.
- **Litchfield Close** – A resident had contacted the Parish Council concerned about vehicles blocking the junction at Litchfield Close. It was agreed that a site visit with Highways will be arranged to see whether white lines could be installed.
- **Community Speedwatch** – The newsletter was circulated to all members. No speedwatch campaigns are currently allowed due to Covid restrictions.
- **Tree Fund for Local Communities** – Cllr. Knott queried where trees could be planted within the parish. Oxfordshire County Council would need to apply on behalf of the Parish Council. CC Hilary Hibbert-Biles will discuss this at the next Locality Meeting.
- **Emergency Plan** – Cllr. Johnson will update this and discuss it at April's meeting.
- **Parish Survey** – update – Cllrs. Glendinning, Knott, Lee and the clerk will meet with Mr. James Wright from Highways on Monday 29th March to finalise the signage and positioning of

the speed calming flashing signs along the A44. They will also look at Litchfield Close and Church Enstone regarding the possibility of white lines being installed. Cllrs. Knott and Glendinning will also answer all residents' queries from the survey during the next few weeks and the responses will be put onto the website. Cllr. Glendinning was thanked for all her hard work with this.

- **Sports Club Rent – 2021/2022** – It was unanimously agreed that the Sports Club only pay 50 per cent of the rent for the 2021/2022 financial year (£500.00). This will be due on 1st December 2021 and the clerk will inform the Sports Club.
- **Windrush Valley Traffic Action Group** – Following the last meeting, an update had been circulated to all members. The clerk will send through the information to CC Hibbert-Biles.
- **OALC:-**
 - ❖ *February's Update* – this was circulated to all members
 - ❖ *Renewal of membership* – details were circulated to all members.
 - ❖ *Council Meetings post 7th May 2021* – the National Association of Local Councils were in discussion with Government regarding the continuation of zoom meetings after the legislation ends on 7th May. Ongoing. DC Andrew Beaney explained that WODC will be continuing virtual meetings until Christmas 2021.
 - ❖ *Oxfordshire Protocol for death of a senior figure* – This policy had been circulated to all members. The clerk will forward the details to CC Hibbert-Biles.
 - ❖ *Remuneration – Parish Clerk/Responsible Finance Officer* – The clerk was asked to leave the meeting. The Chair explained that at February's Parish Council meeting, in view of the increased complexity and volume of work required, the Parish Council had decided that a review was needed of the Clerk's salary and the weekly hours worked. It was agreed to organise a job evaluation through the OALC. The job evaluation, having been completed, indicated that the hourly range was between £14.41 and £15.37. The Chair proposed and the Parish Council agreed to increase the clerk's salary from £11.70 to £14.41 per hour and to increase the hours worked from 12 hours per week to 14 hours per week. This increase would be backdated to 1st February 2021. Appreciation was expressed by all for the hard work and dedication of the Clerk. The total annual cost difference will be £3,294.00 of which the greater part will be covered by the budgeted contingency allocation.

31. **Planning Application:-**

- **Whiteways Technical Centre, Enstone, 21/00347/FUL**, Raise height of existing building to accommodate new second floor, together with associated works and installation of photovoltaic array to roof. *No objection*
- Decisions Received:-
- **Unit 4, The Old Coal Yard, Gagingwell, 20/03055/S73** - removal of condition 4 of planning permission 18/02994/PN56 (contamination) (amended description) – *withdrawn* – Cllr. Andrew Beaney will check the documentation regarding the removal of condition 4 and report back to Enstone Parish Council.

32. **Finance:-**

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

• Mrs Beth Sinclair	£668.66
• NEST Pension Scheme (er)	£18.14
• NEST Pension Scheme (ee)	£24.19
• Zoom	£14.39
• R & B Maintenance	£54.00
• OALC, annual subscription	£260.94
• OALC, training – Budget setting	£180.00
• Ubico Ltd	£50.08

33. **Dates of Next Meetings 7.15 pm:-**

- **Thursday 22nd April – Annual Parish Meeting**
- Thursday 29th April – Parish Council Meeting
- Thursday 13th May – Annual Council Meeting
- Thursday 27th May – Parish Council Meeting

There being no further business the meeting ended at 9.20 pm and the chair thanked everyone for attending.