

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 29th April 2021 at 7.15 pm

PRESENT: Parish Councillors N. Knott (Chair), P. Shaw, C. Glendinning, D. Robottom (7.40 pm), T. Gilbert, P. Johnson, A. Lee, A. Ward and District Cllr. Andrew Beaney

APOLOGIES: Cllr. R. Parker and C.C. Hilary Hibbert-Biles

IN ATTENDANCE: Mrs. Beth Sinclair – Parish Clerk

34. **DECLARATIONS OF INTEREST** – Cllr. Gilbert declared an interest in item 10 (Planning Applications) – Enstone Airline Hangars and Enstone Flying Club.

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

The minutes of the previous Parish Council Zoom meeting held on Thursday 25th March 2021, having been previously circulated, were read, corrected, approved and signed by Cllr. Knott. The draft minutes that had been placed on the website and noticeboard contained an error regarding the pre-planning application at Cleveley Road, relating to the number of proposed properties – these will actually be 2 x 1 bedroom, 2 x 2 bedrooms and 2 x 3 bedrooms properties. In addition, the minutes of the planning meeting concerning Heythrop Park (Warner Leisure), held on Tuesday 13th April, had also been circulated, read and approved.

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

- *Building of the bunds* – Awaiting update from CC Hibbert-Biles
- *Bridleway between Gagingwell & Great Tew* – construction vehicles – awaiting update from CC Hibbert-Biles
- *Caravan, Green Lane* – awaiting response from CC Hibbert-Biles
- *Overgrown ivy at the Hoar Stones* – the quote for £60.00 was agreed and the work will be carried out by Weed Control in May
- *Wig wam signs* – funds are available from the CC in the 2021/2022 budget for repair of these. If the PC wishes them to be replaced, this may be at a cost to the Parish Council. Ongoing
- *Tree Fund for local communities* – no further action
- *White lines, Litchfield Close* – ongoing
- *Heythrop Park* – the proposed construction route for vehicles – Cllr. Ward had written a report outlining the Parish Council's concerns which had been circulated to Heythrop Park and WODC who will liaise regarding the proposed plan. Cllr. Shaw raised concern that in the PDF traffic plan, vehicles may be routed through Enstone and Church Enstone rather than going along The Drive. This would not only cause difficulty at the bridge in Church Enstone, but could prove hazardous at the Bicester Road/A44 junction. Other Councillors were concerned that the vehicles would be directed along The Drive.
- *Cllr. Ward* was thanked for compiling the report and further information was awaited.

37. **PUBLIC DISCUSSION:-**

- There was no public discussion

38. **PARISH HALL:-**

- Cllr. Lee reported that the hall is due to re-open from the 17th May when Government restrictions ease. Discussion took place regarding the sanitising of the hall and the PHMC will purchase a thermometer. The track & trace app. will also be available. It was agreed that the Parish Council will reconvene at the Parish Hall on 24th June 2021 even though the legislation for virtual meetings was ending on 7th May. Members of the Council and clerk wish to have had their second Covid injection before meeting again in person. Discussion regarding whether to use the Litchfield Room or Main Hall will take place nearer the time.

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

- No report had been received.

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

- DC Andrew Beaney confirmed that the planning application regarding certain conditions at the Old Coal Yard has been withdrawn, as the Officers were going to recommend refusal. Cllr. Parker had queried this at the previous meeting. Noted.

41. **CORRESPONDENCE:-**

West Oxfordshire District Council:-

Joint Strategy – Electric Vehicles – There will be 24 electric vehicle sites across West Oxfordshire.

Visitor Economy – Information was received regarding promoting visitors to West Oxfordshire this year.

Oxfordshire County Council:-

- **Distribution Notice – Enstone** – The works were taking longer than anticipated and will be completed on 29th April.
- **Highways & Transport Operations** – Latest Structure Chart – this had been circulated to all members.
- **Better Broadband for Oxfordshire** – An update had been received
- **Grants available** – The clerk had circulated this information to all members as well as the Enstone Playing Fields Association.

Other:-

- **Parish Councillor Vacancy** – There are two interested residents in the vacancy. After discussion, it was agreed to organise the co-option of the tenth Parish Councillor at the Annual Council Meeting, to be held on Thursday 13th May. The clerk will organise this.
- **Gagingwell, Speed Indicator Devices** – these have now been installed and working successfully. Cllr. Shaw will contact Alpine Ltd. to thank them for funding one of the SIDs and he also thanked the Parish Council and, in particular, Cllrs. Parker and Ward for their help regarding the repositioning of the posts.
- **Burford Experimental HGV Van** – Cllr. Glendinning had attended the recent virtual meeting regarding this. The closure of Burford to HGVs is causing many problems for nearby villages and towns and the group will continue to persevere to get the restriction overturned. Cllr. Glendinning was thanked for attending.
- **Emergency Plan** – Cllr. Johnson was thanked for updating the Emergency Plan. Cllr. Knott queried that the information regarding the snow plough be added to the plan and Cllr. Johnson will do this. Cllr. Knott also commented that Heythrop Park should not be listed as a refuge during an emergency, due to all the building works that will be taking place this year. This will be reviewed next year. Noted.
- **Graffiti and cleaning of bus shelter** – Cllr. Knott explained that R & B Maintenance had recently disbanded and a quote from their successor is awaited. The clerk will also obtain a further quote for the cleaning of the window at the bus shelter opposite Worths' garage and the clearing of the graffiti from the bus shelter situated outside the village shop.
- **Replacement of litter bins** – Cllr. Glendinning queried when the litter bins along Cleveley Road, outside the village shop and outside the school will be replaced - WODC was undertaking an audit of this before the Covid pandemic. Cllr. Beaney will chase this up.
- **Grit Bin, bottom of Chapel Lane** – A resident had contacted the Parish Council requesting that a grit bin be provided for the bottom of Chapel Lane – the residents would be prepared to fund this. The Parish Council cannot see where this could be placed as there is such limited space and suggests that the residents keep small bags of salt at their homes. These can be obtained from the Parish Council. The clerk will contact the resident.
- **Chapel Lane Verges** – A resident had contacted the Council concerned about the destruction of the verges by large vehicles. Advice from Oxfordshire County Council suggests wooden posts but these are too expensive. The clerk will contact the resident to explain that the Parish Council will monitor the situation.

- **Traffic Calming Update** – Cllr. Glendinning was thanked for all her work with regards to the new village signs along the A44 and B4022. In addition, the updated flashing speed sign along the A44 and solar powered speed sign on the A44 coming from the direction of Chipping Norton. The total cost would be circa £9,000.00 as the Parish Council can reclaim the VAT. The Parish Council unanimously agreed to the installation of these posts and signs and requested that Cllr. Glendinning accepts these quotations and instructs the works to begin.
- **Quotes for pavements following the survey** – The clerk explained that she had been trying to obtain quotes for the installation of pavements around the parish – she had contacted OCC in January and was still awaiting quotes.
- **Enstone Playing Field Association (EPFA)** – The EPFA had recently undertaken an audit of trees around the playing field. Some of these trees are on highways' land and a copy of the report has been circulated to OCC for information and action.
- **OALC – March Update** – This useful document had been circulated to all members.
- **CPRE Oxon – Sustainable Water Campaign** – This questionnaire had been completed in relation to burst water pipes around the parish.
- **Enstone Pre-School** – Following the Annual Parish Meeting, when the Enstone School had requested help from Enstone PC towards the pre-school, DC Andrew Beaney explained that Enstone School was looking at the viability to run the pre-school. DC Andrew Beaney will update the Parish Council at the next meeting.

42. **Planning Applications:-**

- **Heythrop Park Hotel, Heythrop Park, 21/00508/FUL & 21/00509/LBC** - Phase 1 works including partial refurbishment of, and works to, the main building complex, landscaping, removal of marquee, provision of Arrivals Lodges and all incidental works. It is anticipated that these works could be completed by November 2021. Development part of overall upgrading of Heythrop Park Hotel and estate (Use Class C1). *Enstone Parish Council has no objection to the planning application but does have concerns regarding the proposed construction traffic management plan and has written a report concerning this to WODC and Heythrop Park.*
- **Enstone Airline Hangars, Enstone Airfield North, 21/00879/FUL** - Extension of existing aircraft maintenance hangar to form 'lean to' hangar for indoor aircraft maintenance - retrospective. *No objection but concern was raised that it was a retrospective planning application from a family member of a Parish Councillor which does not reflect well on the Council as a whole. All members are asked to avoid this happening in the future.. The risk of retrospective applications is that should they be turned down by the planning officers, the hangar would have to be taken down.*
- **Enstone Flying Club, Enstone Airfield, 21/01303/FUL** - Erection of hangar - retrospective. *No objection but concern raised that it was another retrospective planning application at the airfield.*
- Cllr. Knott queried whether any further retrospective planning applications would need to be submitted and Cllr. Gilbert explained that a retrospective application will be required regarding the extension to the car park. Noted
- The clerk thanked Cllr. Gilbert for allowing her to visit the airfield and to Cllr. Knott for arranging this.
- **West Manor, Church Enstone, 21/00547/LBC & 21/00546/HHD** - Alterations to include the erection of first floor extension and provision of a canopy over main entrance. Internal & external alterations to include the erection of first floor extension and provision of a canopy over main entrance. *No objection*
- **Church Enstone Hall, Little Tew Road, Church Enstone, 21/00366/FUL** - Change of use of land to enlarge garden area and renovation of existing outbuilding to become pool building, including leisure facilities and pool plant equipment, installation of a swimming pool with paved area and a proposed gravel track from existing driveway to the Tithe Barn courtyard. *Enstone Parish Council objects to this planning application. As the proposed location has been identified as being of historical and archaeological importance, a specialist report should be requested by the Planning Officer.*
- **May Cottage, Cleveley, 21/00775/HHD** - Erection of single storey extension. *No objection*

Decisions Received:-

- **Land South of Oxford Road, Oxford Rd, Enstone, 19/03524/S73** - Non-material amendment to allow the commencement of development approved under 19/03524/S73 to take place no later than 11th October 2021 – (Enstone PC had not been made aware of this application) - *Approved*
- **Flat 3, Kenelm Court, Cleveley Rd, Enstone, 21/00026/S73** - Variation of conditions 5 & 7 of planning permission 06/1674/P/FP to allow replacement windows to be recessed 125 mm from the face of the building and colour changed to willow tree green or dark green - *Approved*
- **Land East of The Drive, Enstone, 21/00087/FUL** - Construction of two detached self-build custom-build carbon-neutral houses, together with associated works and formation of vehicular access - *Withdrawn*

43. **Finance:-**

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

• Mrs Beth Sinclair	£1,363.31
• NEST Pension Scheme (er)	£42.60
• NEST Pension Scheme (ee)	£56.80
• Zoom	£14.39
• Personnel Advice & Solutions Ltd	£60.00
• WODC, loan	£573.61
• Thomas Fox, church, cemetery & verges (1 of 7)	£876.00
• Thomas Fox, parish hall (2 of 7)	£78.00
• Community First Oxfordshire, subscription	£70.00
• SLCC, subscription	£166.00
• Ensign, donation	£450.00

Received:-

• WODC, 1 st precept payment	£16,607.00
• Enstone PCC, contribution towards grass cutting	£250.00

b) **Statement of Affairs to 31st March 2021** – These had been circulated along with a set of the 2020/2021 accounts and subsequently approved by all members.

c) **Annual Governance and Accountability Return 2020/21** – The Annual Governance Statement was completed by all members and signed by the Chair and Clerk.

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

- Thursday 13th May – Annual Council Meeting via zoom
- Thursday 27th May – Parish Council Meeting via zoom
- Thursday 24th June – PC Meeting at The Parish Hall

There being no further business the meeting ended at 8.45 pm and the chair thanked everyone for attending.