

BLETCHINGDON PARISH COUNCIL

Minutes of the Parish Council Meeting held in Bletchingdon Village Hallon Thursday 21st July, 2016.

Present: Cllr A.K.Saunders (Chair), Cllr C.E. Lane(arrived 8:09pm), Cllr Miss J. Benton, Cllr M. Kersh, Cllr M. Taylor & Cllr D Ledger

165/16 **Apologies:** Cllr Mrs M Knight

166/16 **Declarations of Interest:** None

167/16 **Public Participation:** Cllr Saunders welcomed the 2 members of public and asked them if they had any questions relating to items on the agenda. No questions were raised. Claire Fraser(Financial advisor) attended to explain Workplace Pension situation.

168/16 **To approve the Minutes of the Parish Council Meeting held on 30th June 2016:** The Clerk was asked to invite the other two District Councillors (Cllr Timothy Hallchurch & Cllr David Hughes) as well as Dist. Cllr Simon Holland & County Cllr Anthony Gearing to PC meetings. The Minutes were approved by PC and signed by Cllr Saunders.

169/16 **Update on progress from the Minutes:**

- a) Cllr Taylor thanked Cllr Saunders for installing the Wacky Spinner at the Recreation Ground playground.
- b) PC agreed to get a further quote from Jake Williams to carry out vegetation clearance around the highways signs that he had cleaned,
- c) Cllr Saunders read out email from Clare Fraser regarding the issue of parked vehicles in Valentia Close. Cllr Saunders will look at the problem and instructed the Clerk to email Sanctuary with photos and detailed information.
- d) Traffic Working Group met on Tuesday 19th July and looked at figures from surveys, which will be published in due course. Based on the survey the Working Group recommended trying to get a weight limit put on the village so Cllr Kersh proposed that the PC apply for a weight restriction on B4027 of 3.5tonnes. Cllr Benton seconded the proposal and Cllrs were unanimously in favour. Cllr Kersh will investigate how to proceed with this application.

[Cllr Lane arrived]

- e) Cllr Ledger reported on progress with the commencement of the new housing. In addition he proposed that the Medical Room be turned into the Parish Council Office, which would be a designated space for the Clerk to work from at any time, and a room that no-one else would have access to. All Cllrs were in agreement with this proposal. Cllr Benton also added that she has been in correspondence with Cherwell DC over the environmental plan/landscaped areas within the housing area because the PC will manage this when completed and Cllr Benton pointed out that the plan was inappropriate and it is being reviewed.

170/16 **Reports from District and County Councillors:** All reports had been circulated to all – nothing to note.

171/16 **Workplace Pensions:** Claire Fraser explained to the PC that as an employer it had a duty to offer a Workplace Pension. Clare, as our payroll accountant, will ensure that the necessary steps are taken to comply with the duties, and so far she has registered and found that the Clerks earnings are below the lower limit of £10,000/annum, which means the PC can't offer the Clerk a workplace Pension. Clare has to make a declaration of compliance after the staging date, which is May 2017. Claire will also have to make this declaration annually. Cllr Ledger asked if the PC chose to pay the Clerk a pension, could they, and Clare explained that they could but not this one (ie Workplace Pension).

172/16 **Finance**

- a) Quarterly Financial Report
As at 30 June the Accounts stood at

Barclays Business Premium Account £11,031.16

The Community Account has received a total of £10,864.71 from the CDC New Homes Bonus, the first instalment of the precept and the £400 grant for the Queen's birthday celebrations. The Parish Conservation Plan Account holds £709.01 (this figure has been reported incorrectly for a year, but has now been amended). The Play Equipment Account holds £460.28, but we have just placed an order for two new baby swings which totalled £162.24. We have also earmarked £15,000 for traffic calming measures. There are 9 outstanding cheques. The BT Direct Debit is now up and running and the following payments have been made: 6/4/16 £33.15, 24/4/16 £24.99, 24/5/16 £25.44 & 23/6/16 £25.93. Cllr Saunders proposed that £10,000 was moved from the Community Account and put into the Business Premium Account. All Cllrs agreed.

b) To consider invoices for payment itemised on the payment schedule

Invoices for payment 21 July 2016

Cheque No	Payee and Reason	Budget	Minute Ref	Amount
101432	Green Scythe Ltd	Trees & Open Spaces	069/16	502.80
101433	SLCC Enterprises	General Administration	078/16	118.80

The Direct Debit to BT was taken on 23/6/16 for a sum of £25.93.

- 173/16 **NALC Transparency Grant:** Cllr Ledger explained that there was funding available for PCs to improve their websites in order to comply with Transparency. He showed the Fringford PC website to Cllrs and proposed that the PC gets the Company, Navitas, to produce a website for Bletchingdon, which could also involve BCF, The Village Hall, the Church, the Village News and links to other organisations websites. The total cost will be about £600 plus £50/annum for hosting. All Cllrs liked the website and unanimously agreed to let Cllr Ledger pursue this using Navitas.
- 174/16 **Representative on School Governing Body:** Cllr Ledger explained that he is not giving up the post.
- 175/16 **Village Name Signs:** Cllr Ledger suggested he looks for an alternative to the County Council installed signs, as the quote was quite high and the contact at OCC has been difficult to meet with. Cllr Ledger reported that the PC can put the signs up provided they are not statutory signs. All Cllrs agreed.
- 176/16 **Marlborough School Bus:** Cllr Saunders read an email received from a resident concerned about the location of where the Marlborough school bus collects children in the mornings. After brief discussion Cllrs asked the Clerk to write to the bus company and ask if they'll consider stopping at the kerb adjacent to the Blacks Head to collect children in the mornings.
- 177/16 **Planning Matters:**
- 177a/16 To consider all recent Applications received from Cherwell District Council detailed below or on the District Council website up to the date of the meeting;
16/01322/F Burdock Cottage, 1 Home Farm Cottages, Station Road, Bletchingdon – Rear Conservatory.
- 177b/16 To note Notices of Decisions
16/00808/F 35 Valentia Close, Bletchingdon – Alterations to convert garage to living accommodation and erection of first floor side extension above – PERMITTED
16/00244/DISC The Malt House, Weston Road, Bletchingdon – Discharge of Condition 6 of 15/01529/F – PERMITTED
16/00243/DISC The Malt House, Weston Road, Bletchingdon – Discharge of Conditions 3,4,6,8 & 13 of 15/00770/LB - PERMITTED
- 178/16 **Bus Service:** The new bus timetable is available online and Elinor Webber has put them up at bus stops until the official ones are put up.
- 179/16 **Parish Plan Workshop:** Cllr Saunders reported on a workshop he had attended in May. In conclusion, Cllr Saunders thinks that a Parish Plan would be a formalized version of what was done for the school/village hall/housing project and a Parish Plan doesn't seem to carry that much weight at the end of the day. It would be an awful lot of work. Cllr Saunders

recommended that the PC should wait and not start the process of writing a Parish Plan at this time. All Cllrs agreed.

- 180/16 **Public Footpath Sign at Church:** Cllr Taylor reminded the PC that there was still no public footpath sign outside the church. The Clerk had asked OCC to replace the missing signpost for the footpath that goes from the church path across the gravel drive of The Stables and out into the fields last year, but it had not been done. The Clerk will contact OCC again.
- 181/16 **Highway Verges:** Item for next agenda raised by Cllr Benton – she has been asked about the highways verges and why they haven't been cut. Cllr Saunders asked the Clerk to contact OCC Highways and find out when they are next due for a cut to eliminate hazards at junctions.
- 182/16 **Salt for Roads:** Item for next agenda raised by Cllr Benton – suggested using any excess road salt for Islip Surgery.

Meeting Closed at 9:48pm

Date of next meeting: 7:30pm, Thursday 25th August, 2016 at Bletchingdon Village Hall.