

BLETCHINGDON PARISH COUNCIL

Minutes of the Parish Council Meeting held in Bletchingdon Village Hallon Thursday 19th May, 2016.

Present: Cllr A.K.Saunders (Chair), Cllr C.E. Lane, Cllr D.M.Ledger, Cllr Mrs M. Knight, Cllr Miss J. Benton, Cllr M.E.Taylor, Cllr M. Kersh

- 142/16 **Apologies:** The Clerk had received apologies from Cllr Lane & Cllr Kersh.
- 143/16 **Additional Agenda Items:** The Clerk reported two new items, Safety at the Playground and Verge in front of Village Hall.
- 144/16 **Election of Chairman and Declaration of Acceptance of Office:** The Clerk invited Councillors to give nominations for Chair of Bletchingdon Parish Council. Cllr Mrs Knight nominated Cllr Saunders and this was seconded by Cllr Ledger. The Chair was duly elected and Cllr Saunders signed the declaration of Acceptance of Office in the presence of the Proper Officer, the Clerk.
- 145/16 **Election of Vice Chair:** Cllr Saunders explained that a Parish Council is not required to have a Deputy Chair, but it had been agreed to elect a Vice Chair to address problems caused by absence of the Chair. Cllr Saunders invited nominations for the role of Vice Chair. Cllr Mrs Knight nominated Cllr Lane and this was seconded by Cllr Miss Benton. All Cllrs agreed that the Declaration of Acceptance of Office should be signed by Cllr Lane in the presence of The Clerk, at their earliest convenience.
- 146/16 **Confirmation of Minutes:** Cllr Saunders confirmed that Cllrs had received copies of the April Minutes. All agreed the Minutes and Cllr Saunders signed them.
- 147/16 **Declarations of Interest:** None
- 148/16 **Confirmation of Representatives and Advisory Groups:**
Bletchingdon Charity Committee – Mrs Sue MacReady, Mrs Julie Fenn, Mrs Greta Bickley
Village Hall Committee – Cllr Ledger and Cllr Miss Benton
Sports & Social Club Committee – Cllr Lane
Transport Representative – Miss Elinor Webber
Village News – Cllr Saunders & Mrs Rebecca McNaught
Planning Advisory Group – Cllr Saunders, Cllr Lane, Mr Mark Webber, Mr William Taylor
Representative on School Governing Body – Cllr Ledger expressed a wish to step down from this role. Cllr Taylor will seek advice about the role from Julie Fenn (Governor) and consider taking over. This will be raised again at next meeting.
London Oxford Airport Representative – Cllr Taylor wished to step down from this role as meetings were clashing with another commitment. Cllr Miss Benton agreed to take on this role.
Bletchingdon Community Foundation – Cllr Ledger stated that he is a Trustee and not a PC representative. Cllr Saunders agreed and explained that the Foundation was started with representatives from Village Hall Committee and the Charity, led by the Chair of the PC. Cllr Saunders thinks that is no longer appropriate and will check with Howard Dellar. Cllr Ledger added that a Trustee is not a representative of anybody and that the Foundation is now run by a board of Trustees.
- 149/16 **Caravans in Layby on Station Road:** Cllr Saunders was in correspondence with Thames Valley Police over the matter, which has gone from one caravan to two in the last few weeks. The Police advised Cllr Saunders to write to the residents to explain that there had been concern over the caravans obstructing visibility and requesting that they park them elsewhere. Cllr Saunders will write the letter.
- 150/16 **Playground Repairs:** Cllr Taylor reported that he now has all the parts required to repair the spinner. Cllr Saunders reported that a bay swing had been removed by Jamie McNaught

- following a small child falling out of it. Mr McNaught has examined the swing and advised the Clerk to report it to Kompan, the manufacturer. Councillors discussed the matter and agreed that we should replace both swings. The Clerk will see what Kompan offers and buy either one or 2 new swings, using funds from the Playground Fund.
- 151/16 **Highways Sign Cleaning:** Cllr Saunders reported that O.C.C. Highways had advised the Clerk that the PC could clean the signs themselves provided risks are assessed. Cllr Miss Benton suggested using Jake Williams who would do it for £150/day. Cllr Miss Benton will ask Jake to quote for cleaning of highways signs and clearing any vegetation from the village name signs, including the Enslow one.
- 156/16 **Direction sign missing:** Cllr Taylor reported that a direction sign was missing at the junction with the B4027 and A4095, at Enslow. The Clerk will report to O.C.C. Highways.
- 157/16 **Village Name Signs:** The Clerk had received a quote from O.C.C. Highways to provide a village name sign, including fixing posts and full installation would be £387.30 per sign. Cllr Ledger had done some research and said that was a good price. Cllrs agreed that one should read 'Bletchington' and the other 'Bletchingdon' and instructed the Clerk to place the order with O.C.C.
- 158/16 **Queen's 90th Birthday:** Cllr Saunders explained that following the last meeting, Cllr Miss Benton had started to pay for things for the party, and that the grant of £400 from Cherwell DC was due to come into the Parish Council bank account, therefore a cheque had been raised payable to 'Miss Julie Benton' for £400 to cover her expenses. Full costs, with receipts would be presented to the PC after the event, and any money unspent will be returned to PC.
Cllr Miss Benton suggested the tea party should be sandwiches etc, not just 'nibbles'. Cllrs agreed, with Cllr Saunders stating it should not be done by half to cut costs. Cllr Miss Benton stated she had been unable to get a 'Punch & Judy' but could hire some soft play equipment for young children, and she could get a professional archery area set up. Cllrs agreed to both of these. Cllr Saunders reported that the MUGA should also be available for ball games etc. for older children. Cllr Ledger will run a film. PC advised using disposable plates/cutlery. Cllr Saunders thanked Cllr Miss Benton for organising the event which will take place on Sunday 12th June.
- 159/16 **Annual Parish Meeting:** Cllr Saunders reported that this went well, with some new faces in attendance.
- 119/16 **Traffic Working Group Update:** Cllr Ledger reported that the speed/traffic monitoring equipment had been installed.
- 120/16 **Community Project Update:** Cllr Ledger reported that the contract between The Duchy and Allenbuild had been signed. Cllr Ledger also reported that the Agreement between the BCF and the school Governing Body had not been signed. Cllr Saunders added that he had had a conference call with the marketing writer and the architect to put together blurb for selling the houses.
- 121/16 **It's a Wacky Knockout:** Cllr Saunders explained that this event is being organised by Cllr Miss Benton to raise funds for the Community Garden on the land between Sands Close and Springwell Close, and the PC have paid for the hire of the inflatables. It takes place on Sunday 26th June. Cllr Miss Benton confirmed plans were going well.
- 122/16 **Planning Matters**
- 122a/16 **Applications:**
15/00822/F – Portdevon (Oxford) LLP Minns Estates Ltd – Neighbour notification – amended/additional plans/information – Cllr Ledger reported that there were some minor changes but they were still applying to build 14 dwellings.
- 122b/16 **Approvals:**
16/00089/TCA – T1 x Hazel Shrub, reduce/coppice to ground, The Malt House, Weston Road
16/00083/TCA – T1 x Prunus mume – fell, Monks Head, The Causeway, Weston Road
- 122c/16 **Split Decision:**

16/00133/DISC – The Malt House, Weston Road – discharge of Conditions 4, 5 and 6 of 15/01529/F – part of the application has been granted and part has been refused. Cllr Saunders read out the Notice of Decision to Cllrs.

16/00163/DISC – The Malt House, Weston Road – discharge of 3, 5, 6, 7, 8, 9, 10, 12 and 13 of 15/00770/LB - part of the application has been granted and part has been refused. Cllr Saunders read out the Notice of Decision to Cllrs.

122d/16 **Withdrawal:**

15/00121/F – Conversion of existing hotel accommodation to form 12 no.dwellings, The Oxfordshire Inn, Heathfield

123/16 **Insurance:** Cllr Saunders confirmed this had been renewed with a cheque payable to Came & Company for £498.35 being raised on 12/5/16 to cover this. The Clerk confirmed that this was year 2 of a 3-year agreement to take out insurance with Came & Company/Hiscox.

124/16 **Internal Audit & Annual Return:** Cllr Saunders read out the report by the internal auditor, Claire Fraser. Cllr Saunders expressed the PC thanks to Claire for carrying out the audit in time for this meeting. Cllr Saunders read the year end accounting reports prepared by the Clerk and then checked them against section 2 of the annual return which had been completed by the Clerk. He then read aloud the statements in Section 1 of the Annual Return and completed the form accordingly with the PC.

125/16 **Accounts for Payment**

St Giles Churchyard	£600.00
Bletchington Village Hall	£450.00
C Fraser	£340.00
Green Scythe Ltd	£456.00

The Clerk read a comment made by Cllr Lane ahead of the meeting, stating that when he was picking up twigs from the Village Green he had noticed that the grass cutting was not as good as usual. Cllr Taylor commented that the growth was very rapid due to weather, which may have affected this. Cllr Saunders resolved to monitor future cuts.

126/16 **Safety at the Playground:** Cllr Saunders told Cllrs there had been an incident on Sunday 15th May when a cricket ball had been hit over the fence and landed next to an adults feet in the playground area. It was a very near miss. Cllr Mrs Knight suggested higher fence. Cllr Saunders added possibly angled, and possibly a net. Cllr Taylor will discuss with Sports & Social Club/Cricket Club and report back. Cllr Saunders confirmed that it would probably be something funded by the PC.

127/16 **Verge in Front of Village Hall:** Cllr Saunders reported that this is growing rapidly and looks bad, and is used to access the school and hall by pedestrians. Cllrs agreed to ask Green Scythe to strim it until it becomes a building site. The Clerk to action.

128/16 **The Pensions Regulator:** Cllr Saunders read a letter that states that the staging date for automatic enrolment is 1st May 2017. The Parish Council needs to nominate a contact and Claire Fraser has offered to act for the PC. Cllrs invited Claire to attend the July meeting to inform Cllrs of the options and what is involved, if the Clerk decides to take a workplace pension.

129/16 **McAfee Internet Security:** Cllr Saunders informed Cllrs that the Clerk's internet security was up for renewal and she had found it on Amazon for £19.99. Cllrs agreed she could purchase this and be reimbursed next month.

130/16 **Parish Liaison Meeting, June 8th:** The Clerk will attend, and Cllr Saunders will try to attend.

131/16 **Frank Knight re: The Blacks Head:** Cllr Saunders read a letter received from Frank Knight on behalf of the owner of EMN Property Ltd who own The Blacks Head. The letter asks the PC to rescind the ACV status once the pub is open. Cllrs could not understand why they should do that, as once it is a pub again it is even more of an asset of community value. The Clerk and Cllr Saunders will write back to Knight Frank.

- 132/16 **Centenary Fields:** Cllr Saunders explained about this Fields In Trust initiative. Cllr Miss Benton thought it might be appropriate for the Community Garden Project, and took the paperwork to follow up.
- 133/16 **Trees on Green, base growth:** The Clerk raised this on behalf on Cllr Lane. Cllr Taylor said he would take a look and if they needed doing we will ask Bert Timms if he would do them again.
- 134/16 **Kerbstones on Finger Piece:** The Clerk said that Cllr Lane has reported that the kerb stones around the Finger Piece need re-setting now that the bollards are in place. The Clerk will report to O.C.C. Highways.
- 135/16 **Water on Kirtlington Road:** The Clerk said that Cllr Lane wanted to remind Cllrs about the risk of ice on the hill on Kirtlington Road where water flows across the road from Bletchingdon Park and down Springwell Hill. The Clerk will report to O.C.C. Highways stating it requires ducting under the road.
- 136/16 **Valentia Close, kerbstones:** Cllr Miss Benton reported that the kerbstones in Valentia Close need re-setting, due to vans parking up on the pavement. The PC asked the Clerk to report to O.C.C. Highways and to also ask that notes are sent to residents requesting that they do not park on pavements as it is damaging the kerbs.
- 137/16 **Hedges, Tollbrook Corner:** The Clerk said Cllr Lane asked what was happening about enforcement of grubbed out hedges. Cllr Taylor reported he had spoken to Julian Howe and he claimed the hedges were growing back and were immediately cut again. Cllr Saunders asked Cllr Taylor to request that Julian Howe monitors this and reports back to PC.
- 138/16 **Volvo parked on Highway:** Cllr Taylor reported a vehicle parked on Weston Road. Cllr Taylor will check its status on DVLA website.
- 139/16 **Salt Supply:** Cllr Ledger reported that the pile of salt needs removing from side of Village Hall. Cllr Saunders said he would fill all grit bins with it.
- 140/16 **Haynes Sisters:** Cllr Ledger reported that a parishioner had approached him suggesting that the Haynes sisters should be commemorated in the village somehow, as they had left a considerable sum of money to the church, and asked about a plaque on a village green bench. Cllrs all agreed that a suitable location would be the new area of open space near to the site of the red barn, the same barn their father had used as a milking shed. Cllr Ledger was asked to approach the church about paying for such a commemorative bench.
- 141/16 **July Meeting:** The Clerk requested that the July meeting be brought forward due to holiday commitments. Cllrs agreed to have meeting on 21st July 2016.
- Date of next meeting:** 7:30pm, Thursday 30th June, 2016 at Bletchingdon Village Hall.