

## BLETCHINGDON PARISH COUNCIL

Minutes of the Parish Council Meeting held in Bletchington Village Hallon Thursday 28<sup>th</sup> March, 2019 at 7:30pm

**Present:** Cllr. A.K.Saunders (Chair), Cllr. Mrs. M. Knight, Cllr M. Taylor, Cllr R. Pirie, Cllr D. Ledger, Cllr C Lane (arrived 7:50pm)

- 055/19 **Apologies:** Cllr A. Jordan, County Cllr C. Griffiths, Dist. Cllr Hughes, Dist. Cllr Hallechurch
- 056/19 **To approve the Minutes of the Parish Council Meeting held on 10<sup>th</sup> January 2019:** The Minutes were approved by PC and signed by Cllr Saunders.
- 057/19 **Declarations of Interest:** Cllr Ledger declared an interest in planning application 19/00355/F at Michealmas Cottage, Islip Road as a neighbour. Cllr Pirie declared an interest in item 076/19 as it involved her work as a County Council Officer.
- 058/19 **Progress with the stone path from Springwell to Station Road:** Cllr Saunders reported that the removal of the ivy from the stonewall has opened up the entrance to the path, making it much easier to use, but also opening up the gap for children to run out into the road. Cllr Saunders added that the Duchy Fields plan is to make good the path where it is public right of way, and this doesn't include the 'dog-leg' off it to the car park path. Regarding safety the Clerk was asked to contact Sian Gibbons and Chris Grain at OCC Highways for their view. The plastic footpath has been down for almost 4 school years and Cllr Saunders will go back to Duchy Field to try to bring this forward in their plans and negotiate a link from the public footpath to the village hall car park as well. The stony path to Springwell needs discussions with Highways/Cllr Griffiths.
- 059/19 **Litter Bin:** Chad has installed a post for the litter bin but there were bolts etc missing from the bin, which have now been sent to Clerk. Jamie McNaught will finish the job.
- 060/19 **School Board of Governors:** Cllr Saunders has received no response to his recent correspondence but is meeting with the Joint Management Committee and the Chair of Governors may be there. Cllr Saunders will then invite any Governor to attend the PC meetings.
- 061/19 **Marlborough School Bus:** the clerk reports that parents are taking out private contract with Cherwell Valley Route Management and the contract is with individual parents so no separate charity is being formed to take out a contract. It is hoped that parents will be able to obtain a grant of £200 for the school year 2019/20 per child, for use on this bus only, from the Bletchington Charity to help with the transition to funding own school transport. Cllr Pirie said that was a really good outcome.
- 062/19 **Councillor Priority Funding:** The notice board has been purchased. The Clerk took the decision to have engraved lettering as opposed to vinyl (stickers), which added £133.50 to the cost. All agreed that was the right decision. Clerk suggests claiming that in the 2019/20 Councillor Priority funding application, meaning there is still £463.61 available. Clerk intends to make a second application in April/May in order to not miss out, so really need any additional items now. It was agreed that the village entrance fencing should be provided from the traffic calming funding. Cllr Knight added that we could put reflective strips onto. The Old Parish Notice Board is going to be looked at – Cllr Lane to ask resident cabinet-maker, Dave Keen, if he could get it refurbished.

- 063/19 **Sewage Smell:** The Clerk reported that Thames Water continue to provide updates and that the issue is now with a Pumping Station Specialist.
- 064/19 **Grounds Maintenance:** The Clerk met with Jake Williams – he is looking at the weeds in the paving as a long-term project and using various treatments to tackle moss and weeds and to get rid of what has grown up and to attack un-germinated seeds. Application costs may therefore vary each time, but this is what the Clerk asked him to do, not the other way round. The Clerk also asked him to remove the ivy from the stone wall at the entrance to the plastic path and he should trim the hedge before end of March to avoid nesting birds.
- 065/19 **Planning Application 19/00241/LB & 19/00240/F:** The Clerk received no further comments regarding the old Rectory planning application and commented stating no objections. Neighbours raised concerns about noise from the pool plant room.
- 066/19 **Picnic Bench:** The picnic table has been ordered, but hasn't been delivered yet. It will arrive fully assembled and will need fixing to the concrete with supplied fixings.
- 067/19 **Village Litter Pick:** This went well. Over two days the whole village was covered by 2 individuals and 6 families, collecting a number of sacks of rubbish which were collected on the Monday morning by Cherwell DC. Thanks to Cllr Pirie for leading the volunteers on the Sunday. Cllr Saunders will report the builders litter in the woods behind Springwell to Duchy Fields.
- 068/19 **Posts on Village Green:** Chad replaced damaged posts on the Green – 8 in total.
- 069/19 **Enforcement Update:** Cllr Saunders has been chasing the enforcement officer and a reply was received. The email was read out by the Clerk. The land south of Diamond Farm has been sold and the new owners are meeting with CDC to ensure the requirements of the notice are met. Tollbrook Corner was closed last year as it was deemed inexpedient to take it further, both the Clerk and Chair believe emails were exchanged asking them not to close that case. Cllr Saunders will chase this. Enforcement notices are being drawn up for the unauthorised build at The Diggings in Heathfield.
- 070/19 **Reports from District & County Councillors:** Report from Carmen was circulated.
- 071/19 **Fix My Street:** Cllr Saunders reported on the Village Walk with Highways Officer, Chris Grain and the Clerk. He looked at the whole village and looked at potholes, whitelines, drainage, the zebra crossing and speed limits. He logged everything and some potholes have already been filled in.
- 072/19 **Planning Applications:**
- 072a/19 **Notices of Decision:**
- 19/00151/CLUP Willow Cottage Nursery, Weston Road - Application Refused. This application was not discussed previously at a Parish Council meeting because it was not a consultation. Now that it has been refused it is likely to go to full planning at which point we would be consulted.
- 19/00057/CLUP Smiths & Sons, Enslow Wharf - Application Refused. Again PC was not consulted on this.
- 072b/19 **Applications Received:**
- 19/00445/F Michaelmas Cottage, Islip Road – Conversion of garage to ancillary accommodation. Cllrs discussed at length and comment that the proposal does not affect the external appearance of the building except that a garage door will become a large window, but suggest a bat survey may be required. The Clerk will send comments to CDC.
- 19/00014/SO & Variation of Condition 2 of 15/00822/F – Alterations to parking layout at Enslow Mill Wharf development. PC make no comment.

Cllr Saunders added that the PC has received an email from a resident in Enslow stating that their private water supply has been tapped into by the development – Cllr Ledger to respond stating he has done the right thing in contacting Thames Water, but should also contact the planning department at Cherwell DC.

19/00093/TCA – Corner House, Weston Road – Fell Old Apple Tree as this is now partially hollow and too large for the garden. Replant with flowering cherry or similar. PC had no objection.

**073/19 Finance:**

073a/19 Cllrs were asked to consider invoices for payment itemised on the payment schedule.

Cheque No	Payee and Reason	Budget	Minute Ref	Total Amount	VAT
101566	Cherwell District Council – dog bin emptying	Parks & Open Spaces	This minute	£240.24	£40.04
101567	Wybone Ltd – picnic bench	Parks & Open Spaces	023/19	£959.98	£160.00
101568	CJH Fencing & Landscaping – posts on green £300, no parking sign Weston rd & post for litter bin.	Parks & Open Spaces	026/19 042/19 034/19 053/19	£455.00	N/A
101569	R. McNaught Expenses – printer paper £18.27, clipboard file £5.95	General Admin	199/18 (printer paper)	£24.22	£4.03
101570	Greenbarnes Ltd	Councillor Priority Funding	201/18	£1679.58	£279.93
101571	Oxfordshire County Council – radar survey	Traffic Calming	112/18	£240	£40
101572	Oxfordshire County Council – radar survey	Traffic Calming	228/19	£120	£20
101573	Jake Williams	Parks & Open Spaces	040/19	£100	N/A
101574	Rebecca McNaught – salary Jan, Feb, Mar	Clerk's Salary	This minute	£1125	N/A
101575	Claire Fraser – payroll & Year End submissions	General Admin	This minute	£40	N/A

The Direct Debit to BT went out on or just after 23/03/19 for £32.26

- 073b/19 The Clerk left the room and that the Clerk's Salary will be reviewed annually in March and should be included on the March agenda. The agreement was that using the NALC payscale the Clerk should be on Scale Point 11 from April 2019, an hourly rate of £11, making an annual salary of £5148 for 39 hours/month.
- 073c/19 Report of the Parish Remuneration Panel– Clerk read out. Cllrs unanimously agreed not to take any remuneration payment, and the Chair agreed to keep the Chair Allowance at £150, well below the suggestion of the Panel. All agreed that they were not here to get paid and gave their time voluntarily for the benefit of the community.
- 073c/19 Final budget 2019/20 (April '19 – March '20) – the Clerk circulated a number of finance reports by email after the last meeting. The clerk has updated the payments and receipts spreadsheets and the budget. We spent about 80% of the budget, and had no overspends, leaving a healthy carry forward figure. A bank reconciliation will be produced at 31st March and the actual carry forward figure and year-end report will be given at the April Meeting.
- 073d/19 Appointment of internal auditor – All agreed to appoint Claire Fraser as internal auditor again. The Clerk will arrange this.
- 074/19 **Kick Wall:** In Cllr Jordan's absence this will be postponed to next meeting.
- 075/19 **Traffic Working Group:** Cllr Saunders asked if this should be re-started. Cllrs asked why this was needed as the PC was now progressing actions and in discussions with Highways. Cllr Saunders had prepared a report to show the findings of the recent traffic surveys. The Clerk will go back to James Wright, OCC, asking if they would support a change based on our survey and to start the ball rolling. Cllr Saunders was approached by Percy Lawson of Bletchingdon Park Estate Management to see some of the data. He asked if he could contribute towards the cost of the survey and Cllr Saunders asked if he might consider something more material and contribute to traffic calming scheme. They responded saying they would consider that.
- 076/19 **Good Neighbour Scheme, Islip Medical Practice Patient Participation Group & The Older People's Strategy & Youth Services:** Clerk gave a report explaining that due to Bletchingdon residents using the Islip GNS, the organiser has asked if Bletchingdon would consider starting their own scheme. The Clerk, in the interim, has become a volunteer driver on the Islip GNS, and has said the PC will look at the possibility, need for a scheme and the options of jining up with other small parishes eg. Hampton Poyle. The Clerk has also taken on the role of the PPG representative and may have to attend meetings in relation to that. The Youth Services stems from an item in Cllr Griffiths report and also a recent report from NALC – the Clerk would be keen to look at youth engagement and youth provision. Cllr Saunders had received correspondence from one young person in the village stating there was nothing to do in the village and could something like a skate park be provided. Cllrs invited that young person to attend a PC meeting with some friends to discuss how the PC could help.
- 077/19 **Annual Parish Meeting:** It was agreed that the Annual Parish Meeting should be held on Thursday 16<sup>th</sup> May and that Chris Grain, OCC Highways, should be invited to attend. The Clerk will promote the meeting around the village.
- 078/19 **Correspondence Received:** Email correspondence was received regarding parking space lines to be painted in Annesley Close, because without defined spaces there is parking chaos in the Close. The email was forwarded on to both Sanctuary Housing and OCC Highways. The response received from Sanctuary said that it had been

passed to Tanya Constable. No response had been received from her or from Mike Wasley at OCC. The Clerk will chase.

**078/19 Items for information or next Agenda only - all items for next agenda to be submitted to the Clerk by Thursday 21<sup>st</sup> March**

- The Clerk will write to 21 St Giles and request that they do not park vehicles in such a way that the pavement is obstructed.
- The Clerk will get someone to clear leaves and debris from the path between St Giles garages and Annesley.

**079/19 Date of Next Meeting:** to confirm the date of the next meeting as 25th April 2019 at 7.30pm The Clerk added that the May meeting will fall in half term – all agreed to bring it forward to 23<sup>rd</sup> May.