

BLETCHINGDON PARISH COUNCIL

Minutes of the Parish Council Meeting held by virtual WebEx (due to Coronavirus)on Thursday 26th March 2020 at 7:30pm

Present: Cllr A.K.Saunders (Chair), Cllr D. Ledger, Cllr R. Pirie, Cllr M. Whitehead & Cllr A. Jordan.

056/20 **Apologies:** Cllr C. Lane & Cllr M. Taylor.

057/20 **Declarations of Interest:** None.

058/20 **Public Participation:** None.

059/20 **To approve the Minutes of the Parish Council Meeting held on 27th February 2020:** The Minutes were approved by all and will be signed by Cllr Saunders post Coronavirus lockdown.

060/20 **Reports from District or County Councillors:** None.

061/20 **Coronavirus – Contingency Plan:** Following the current advice from the Government, the Parish Council meetings will be held ‘virtually’ until such time that face to face meetings can resume. It has been acknowledged that all ongoing actions are likely to be delayed due to lockdown..

Supporting the Community. Cllr Saunders reported that there are a number of volunteer groups working very hard to support our parishioners. It should be noted that the community spirit in the Village is something to be proud of and celebrated. Cllr Pirie asked if more Cllrs should have access to our Parish Website in order to ensure up to date information is available for our Parishioners as soon as possible. Cllr Ledger offered to create a new ‘page’ specifically for Coronavirus so that all our information can be put in one place. The Clerk is to liaise with Cllr Ledger to assist with this.

062/20 **Traffic Calming:** Cllr Saunders reported to the Cllr’s the outcome of the meeting held with Dave Catling and Mike Smith from Oxfordshire County Council.

Dave Catling is going to put something in writing to give us an indication of the cost of putting a 20mph speed limit throughout the village. He is also going to look into putting APM bars either side of the Zebra Crossing to try and prevent people from parking in the part of the layby that should have been squared off. Hopefully these plans will get added to the Weston Road plans. **Mike Smith** is going to contact the developer via email to ask them to change the Belisha Beacons as soon as possible, for LED/Ring Halo Beacons and removing the bulbs from the poles altogether. He is also going to challenge the developer on whether they had done a simulation on the exit onto Station Road usually done with a large vehicle like a bin lorry as he’d like to query that. The Clerk is to contact Mike Smith to ask for a copy of his email to the developer as he had planned on sending it that day (Friday 13th March 2020). Cllr Jordan reported that his ‘Fix my Street Super User’ training had to be cancelled due to the Coronavirus lockdown.

063/20 **Pot Holes:** All agreed that it is unlikely much will happen soon with regards to road repairs due to Coronavirus lockdown.

064/20 **Enforcement Update:** Cllr Saunders reported that there has been no update and again this is due people working from home and focusing on the Coronavirus pandemic.

- 065/20 **Programmable Flashing Lights:** The Clerk reported that they are now installed but that one of the signs has not been connected to the power yet. The Clerk is to follow up on this and also to request that the sign be straightened.
- 066/20 **Bottle Banks:** Following the Clerks email to Cherwell District Council where the Health and Safety issues with regards to their current location were highlighted, the response from CDC was that they performed a risk assessment and decided it was a good place to put them. All agreed the Clerk should reply and dispute the location again and ask for a copy of the risk assessment. The Clerk is also to share the contact details for reporting to the CDC when the bottle banks are full/any other issues.
- 067/20 **Blocked Footpath behind The Row:** Cllr Lane reported via email that the deeds to the properties at The Row show that the boundary stops before the wall. Cllr Saunders will try to see if what he can find out with regards to the boundary to properties on the other side of the wall, on Coghill.
- 068/20 **Empty Properties at The Row:** Percy Lawson replied to the Clerks email stating that due to delays, there are unable to prepare the properties for occupancy for the time being. All agreed there is nothing more we can do about that.
- 069/20 **Rocks on pavement/grass verge:** Chris Grain sent his letter to the resident who has removed the rocks however at the time of the meeting, the bins were put in their place. All agreed the situation should be reviewed at the next meeting.
- 070/20 **Grounds Maintenance Contract:** Cllr Saunders reported that the Bletchingdon Community Foundation (BCF) had received the invoice for backcharges and confirmed that this will be paid.
- 071/20 **New Public Transport Representative (PTR):** The Clerk reported that she had received an email reply to her letter showing some interest and asking a few more questions about the role. The Clerk is to remind them nearer the time of the next PTR meeting, currently set for June 2020.
- 072/20 **Spring Clean 2020:** Due to Coronavirus Lockdown, the Spring Clean has been postponed till September 2020.
- 073/20 **PC/BCF Meeting:** No date has been set for this meeting yet and due to the Coronavirus Lockdown, this meeting will have to be put on hold. All agreed a virtual meeting would not be appropriate and that this can wait.
- 074/20 **Planning Applications.**
A discussion was had about the best way to approach circulating planning applications during the Coronavirus pandemic. All agreed, the best approach would be to circulate the details electronically and any comments to be sent back to the Clerk via email. These emails will then be kept for the record.
- 074a/20 **Applications Received:**
20/00428/LB – Mr & Mrs Tim Lawrence – Briar Cottage, Weston Road, Bletchingdon OX5 3DH – Proposed replacement rear timber conservatory off the same footprint. No objections.
- 075/20 **Finance:**
A discussion was had with regards to approving items for payment. All agreed that the payment schedule is to be circulated via email prior to the meeting with verbal confirmation given at the virtual meeting. These schedules will later be signed off officially, post Coronavirus lockdown.

Cllrs were asked to consider invoices for payment itemised on the payment schedule.

Invoices for payment 26th March 2020

Method	Payee and Reason	Budget	Minute Ref	Total Amount	VAT
Bank TF	Fiona Mason Clerk – Salary for January, February & March 2020	Clerks Salary	074/20	£1,125.00	£0.00
Bank TF	Bletchington Village Hall – Rent for January, February & March 2020	Village Hall Hire	074/20	£450.00	£0.00
Standing Order	Bletchington Village Hall – Rent to be paid by monthly Standing Order from April 2020 until further notice	Village Hall Hire	074/20	£150.00 per month	£0.00
Bank TF	Fiona Mason Clerk – Reimbursement for office supplies (printer paper)	General Administration	074/20	£20.99	£3.50
Bank TF	C Fraser – Payroll for Jan, Feb & Mar 2020	General Administration	074/20	£30.00	£0.00

The Direct Debit to BT is due to go out on or just after 23rd March 2020 for £36.79 including VAT.

All payments approved.

076/20 Correspondence Received:

- a) John Howell Newsletter - shared via email.
- b) Percy Lawson reply email with regards to the empty properties at The Row – shared via email.
- c) Greg Mikula from CDC email reply with regards to the Bottle Bank location.- Shared via email.
- d) OALC membership letter. The Clerk shared the contents of the letter with the Cllrs. It is an invitation to subscribe to them, which was approved by the Cllrs.
- e) Pre-renewal letter from Came & Co with regards to our insurance. – Shared via email. Clerk is to reply and complete their form as requested.
- f) Thank you card from North Oxon Citizens Advice Bureau for our donation.

077/20 Reports from meetings: None.

078/20 Any Other Business:

- a) Cllr Saunders asked the other Cllrs how they felt about the virtual meeting. All agreed it was a suitable alternative under the current circumstances. It was suggested that the meeting could be streamed online so that it could be open to the public. Cllr Saunders will look into alternative ‘virtual meeting’ options prior to our next meeting.

- b) Cllr Saunders reported that a new sign has been put up in the Village which is a hazard as he nearly bumped his head. The Clerk is to contact the company who put up the sign and ask that they raise them up so it is not a hazard for other pedestrians.

079/20 Items for information or next Agenda only - all items for next agenda to be submitted to the Clerk by Thursday 23rd April 2020.

- The Annual Parish Council meeting. Is it best to cancel or postpone? If no further information or advice has been provided by CDC nearer the time of our next meeting, the Clerk is to contact them to get some advice ready for discussion.

079/20 Date of Next Meeting: to confirm the date of the next meeting as 30th April 2020.

Meeting Ended : 8:40pm.