

BLETCHINGDON PARISH COUNCIL

Minutes of the virtual Parish Council Meeting held by Zoom (due to Coronavirus)

on Thursday 25th March 2021 at 7:30pm

Present: Cllr C. Lane (Chairman), Cllr R. Pirie, Cllr M. Whitehead, Cllr A. Jordan, Cllr M. Taylor, Cllr D. Ledger, Country Cllr C. Griffiths, Parishioner J. Rutt and Mr N.Simpson.

046/21 **Apologies:** None.

047/21 **Declarations of Interest:** None.

048/21 **Public Participation:** None.

049/21 **To approve the Minutes of the Parish Council Meeting held on 25th February 2021:**

The Minutes were approved by all and they will be signed by Cllr Lane when received in hard copy form from the Clerk.

050/21 **Clerks update on action points:**

- a) Flooded gullies – County Cllr C. Griffiths contacted Oxfordshire County Council (OCC) about the drainage issue in Bletchingdon. We are on the list but they could not say when they will be coming.
- b) The two new bins for the Village Hall are now in place and the Clerk has managed to arrange with Cherwell District Council (CDC) to have these emptied weekly. No further action.
- c) The Clerk had a response from Percy Lawson about the Cottages on the Row. He replied to say that they are aware of the problems with the roof. Roof mesh has now been fitted to stop falling material. No further action.
- d) Mr Hill replied to our letter about the fence by field. He advised that he is not willing to spend any more time on it. Cllr Lane confirmed he will talk to him.
- e) Jean Conway from the 20 is plenty campaign replied with advice. All agreed putting up signs throughout the Village is a good idea. Before the next meeting, we should see where these could go and therefore how many are needed. The Clerk is also to contact Weston on the Green with regards to spacing as they have already put these throughout their Village. Mr N. Simpson mentioned that OCC has a budget of £200,000 for the '20 is Plenty' campaign so we may be able to bid for some of that money in due course.
- f) Mike Seaton from the Co-op agreed to hold a couple of Litter Pick Kits in the shop for us and this has been advertised in the Village News.
- g) A request for volunteers to help clean the signs in Bletchingdon was also put in the Village News.
- h) The pot holes in St Giles and at the Hampdon Gay junction have all been repaired. No further action.
- i) With regards to the Cars being left on jacks – Highways have not responded as of yet. The Clerk will continue to pursue this.
- j) The play inspection report was reviewed and all the points needing attention have been addressed. No further action.
- k) Tony Saunders has confirmed he will remain on the Planning Committee. No further action.

051/21 OCC matters/reports:

- County Cllr C. Griffiths reported that the Oxford to Cambridge Expressway has been cancelled, for now.
- The e-scooter trial is now being extended to Cowley, East Oxford and Iffley.
- There are plans to change the A40 Witney to Wolvercote road into Oxford, by introducing a bus lane. There will be a new Park and Ride in Eynsham to encourage more people to use public transport. Work is due to start in 2022, and expected to finish in 2024.
- There is a new initiative for Schools in built up areas, which is to close off the surrounding streets during the time of day when children go to and leave School to make it safer. Cones and Marshalls will in place during these times.
- There are Covid-19 grants available to individuals who are struggling financially as a result of Covid-19. The Clerk is to let our Charity know about this so that they can pass on this information to anyone applicable from Bletchington.
- The lighting at Oxford Parkway is dimmed during late night hours which is reducing power usage by 70%.
- Oxfordshire has been at the top of the recycling table for the 7th year in a row.
- James Crozier is the Community Emergency Planning officer who can provide us with leaflets with advice of what to do in an emergency.
- County Cllr C. Griffiths advised that this is her last meeting as she is leaving. County Cllr C. Griffiths was thanked for her excellent attendance and service over the last four years.

At 7:50pm, County Cllr C. Griffiths left the meeting.

052/21 OCC Correspondence:

- a) An email about the exhibition that has been launched with regards to plans for the A34 junction at Lodge Hill was shared prior to the meeting. No further action.
- b) An email about the zero emissions zone pilot to be launched in August was also shared prior to the meeting. No further action.

053/21 CDC matters/reports:

- a) The Clerk sent a report to CDC about the caravan at Enslow and will follow this up as there has been no response.
- b) The erection of a building going up without planning permission has also been reported and noted.

054/21 CDC Correspondence:

- a) The Cherwell Parish Bulletin update was circulated prior to the meeting. No further action.

055/21 Parish matters:

- a) **Traffic Calming:** The Clerk has contacted Mike Smith who has agreed to meet on site. Cllrs A. Jordan, D. Ledger and M. Whitehead will attend. The Clerk will confirm the date and time for the meeting with Mike Smith and send him the list of items we wish to discuss, as he requested.
- b) **Enforcement update:** The Clerk has not had a response from the enforcement officer so the Clerk will keep putting pressure on for an update. Cllr Lane reported that the caravan at Kingsground, Lince Lane Copse, Enslow has now been removed.

- c) **Additional Dog Waste Bin at Heathfield:** The new bin has been purchased, the location has been agreed with the landowner and the installation is in progress.
- d) **Tree Survey:** The second quote is in progress and the Clerk will chase the third company for a response.
- e) **Councillor Priority Fund for the Bottle Bank enclosure:** The Clerk has approached CDC to request an onsite consultation but as yet has had no response. In the meantime, the funds received will be moved to the deposit account and allocated to the project accordingly. Cllr Jordan will contact Mark Webber for advice on the design.
- f) **COMF application form:** An email was received from Bletchingdon School requesting a donation towards their plans to build a new, enclosed outdoor classroom. This was shared with the Cllrs and all agreed this should be included in the COMF application. The Clerk checked a donation would be acceptable before submitting our request.
- g) **Maintenance quotes for 2021:** Green Scythe Limited have provided us with a quote for the next three years which has been circulated to everyone for approval. All agreed at the meeting held on the 18th March 2021, the three year option should be accepted. The Clerk will send the confirmation.
- h) **New play area for older children in the Duchy Development:** It has been confirmed that the new playground is included in the current plans at the Duchy Development. No further action.
- i) **Parish Plan:** Prior to this meeting, Cllr Jordan spoke with Cllr Ledger to make sure the budget and the Parish Plan are cohesive. Cllr Jordan confirms he is still working on this and more detail will follow in a few weeks. A discussion was then had about our benefactor and a potential overlap of actions with the School who are also approaching him. All agreed that the Parish Council need to redevelop a relationship with the School to make sure we have a communication link. The Clerk is to contact the Chair of the Governing Body at the School in this regard.
- j) **Clerks Salary:** Cllr Lane reported that all have agreed to the Clerk receiving a pay rise with effect from April 2021. A new contract adding an annual appraisal and the opportunity to claim for overtime if more than 40 hours in a month have been necessary, subject to approval by Cllrs, has also been approved. It has been noted that the Clerk was underpaid by £172.80 for the current year which is to be added to the Clerks's next salary payment. As the PAYE for March 2021 has already been processed, this underpayment will be carried forward to June 2021.
- k) **Budget for 2021/22:** Cllr Ledger reported his proposed budget layout for 2021/22 which was approved by all.
- l) **Finance:**
Invoices for payment on the 30th March 2021

Method	Payee and Reason	Budget	Minute Ref	Amount	VAT	Total
Debit card purchase	1 month Zoom Pro subscription	General Admin	This Minute	£11.99	£2.40	£14.39
Bank TF	KJ Cleaning Solutions – Zoono Spray to protect Bletchingdon	Parks, Trees and open spaces	This Minute	£60.00	£0.00	£60.00

	Playground February 2021 Invoice Number 1345					
Debit card purchase	Office supplies from Viking	General Admin	This Minute	£61.83	£12.37	£74.20
Bank TF	Glasdon UK Limited – the purchase of an additional dog waste bin for Heathfield Village	Parks, Trees and open spaces	This Minute	£107.57	£21.51	£129.08
Bank TF	Clerks Salary for January, February and March 2021	General Admin	This Minute	£1320.00	£0.00	£1320.00
Bank TF	Jake Williams – for the installation of the new dog waste bin at Beehive Corner	Parks, Trees and open spaces	This Minute	£45.00	£0.00	£45.00
Bank TF	OALC – Annual membership fee	General Admin	This Minute	£169.81	£33.96	£203.77
Bank TF	KJ Cleaning Solutions – Zoono Spray to protect Bletchingdon Playground March 2021 Invoice Number INV1414	Parks, Trees and open spaces	This Minute	£60.00	£12.00	£72.00

The Direct Debit to BT is due to go out on or just after 23rd March 2021 for £39.84 including VAT.

With regards to finding a new internal auditor, the Clerk spoke with the Clerk from Weston on the Green (WOTG), as agreed in February's meeting. They use IAC Audit & Consultancy Ltd for their internal audit. The Clerk approached this company and they are willing to take us on too. Their pricing is very similar to what we have been paying previously so all agreed we should use them from now on. In addition, the Clerk at WOTG processes her own PAYE. Claire Fraser has offered to do some training on this with the Clerk. So from April 2021 onwards, all agreed that the Clerk will process the PAYE for Bletchingdon Parish Council.

056/21 Planning Applications-

- a) Planning Applications Approved:
21/00340/TCA – The Old Rectory, Weston Road, Bletchingdon OX5 3DH – T9 x Laburnum – Fell due to poor form and overcrowding. G1 x 4 nos Conifers – Fell due to poor form and overcrowding of feature Oak tree. T5 x Field Maple – Fell due to poor form and close to proximity wall. CG x Conifer group x 19 nos stems approx. – Fell due to overcrowding and poor collapsing specimens.

20/02870/F – Land South of Springwell Close Adj to Station Road, Bletchingdon – Application for the erection of a two storey dwelling with associated works and access.

b) Planning Applications Received:

21/00912/TCA – Mrs Cook, Home Farmhouse, Islip Road, Bletchingdon OX5 3DP – T1 x Birch tree: Front garden. This tree has decay at the base and dieback at the top. Fell in sections to ground level and grind out the stump. No objections.

c) ACV renewal notice received:

NS/ACV/031 – The Blacks Head Inn – Coming to an end on the 24th May 2021. All agreed the Clerk should write to the owner of the pub first to see what their intentions are and then we will discuss this again at the next meeting in April.

057/21 Other Correspondence Received:

- a) John Howell Newsletter. Shared with all, no further action.
- b) An email from Sheldon Barwick reporting more cases of inconsiderate parking on Station Road was shared with everyone. This will be added to the report being made to Mike Smith.

058/21 Any Other Business:

- Cllr Lane mentioned that he has met with Greta Bickley who still have a number of Parish files at her home. She would like these removed and stored in the Parish Office. Cllr Lane will collect these from her and meet with the Clerk to put them away.
- Mark Webber has approached the Parish Council to consider following in the footsteps of the National Trust who are rolling out a series of Japanese blossom projects across the country. This is to create a destination of Britain in blossom. All agreed we are supportive of this idea and will take time to look around the Village to see where we could place Blossom Trees in Bletchingdon. Cllr Jordan will reply to Mark Webber and this will be discussed again at the next meeting.

059/21 Items for information or next Agenda only - all items for next agenda to be submitted to the Clerk by Thursday 22nd April 2021.

060/21 Date of Next Meeting: to confirm the date of the next meeting as 29th April 2021 at 7:30pm.

Meeting Ended : 9pm.