

BLETCHINGDON PARISH COUNCIL

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

on Thursday 29th April 2021 at 7:30pm

Present: Cllr C. Lane (Chairman), Cllr R. Pirie, Cllr M. Whitehead, Cllr M. Taylor, Cllr D. Ledger

061/21 **Apologies:** Cllr A. Jordan.

062/21 **Declarations of Interest:** None.

063/21 **Public Participation:** None.

064/21 **To approve the Minutes of the Parish Council Meeting held on 25th March 2021:**

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

065/21 **Clerks update on action points:**

- a) Flooded gullies – The most recent visit to clean out the gullies was Tuesday 27th April 2021. All agreed we should diarise to make sure they come again within a year at the latest.
- b) With regards to the fence by field by the new development, Cllr Lane confirmed this has now been dealt with.
- c) Weston on the Green no longer require their 12x '20 is Plenty' signs and they have informed me that we can purchase these at a discounted price. All agreed we should look into these and purchase them if they are in good condition.
- d) The Litter Pick Kits are available in the shop now and I will ask for a summary of use before the next Parish Council meeting.
- e) We only had the 1 volunteer come forward for cleaning the signs but this is still something I will pursue and perhaps tie in with the Spring Clean.
- f) With regards to cars being left on jacks on the roadside/pavement, the advice from Highways is that we should contact our local PCSO for advice should it happen again.

066/21 **Oxfordshire County Council (OCC) matters/reports:**

- None.

067/21 **OCC Correspondence:**

- a) An email from Paul Mann about SSEN Community Resilient Fund was shared with everyone via email. No further action.

068/21 **Cherwell District Council (CDC) matters/reports:**

- a) The Clerk has now received a response from CDC about the caravan at Enslow and provided them with additional information as requested. The Clerk will chase for an update prior to the next meeting.

069/21 **CDC Correspondence:**

- a) The Cherwell Parish Bulletin update was circulated prior to the meeting. Within the article was a section about the 'Love where you live' volunteer awards. All agreed we should nominate the Bletch Bakers for the 'Voluntary Organisation of the Year Award' and the 'Bletchnet' volunteers/Bletchingdon as a whole for the 'Community Venue' award. The Clerk will submit the nominations.

- b) An email from Caroline Croghan about the annual Spring Clean being organised by the Environmental Services team at CDC. Dates are from the 21st May 2021 to the 14th June 2021. All agreed we should proceed with this on the weekend of the 5th/6th June and combine it with the sign cleaning initiative.

070/21 Parish matters:

- a) **Traffic Calming:** Cllr M. Whitehead reported on the meeting held between himself, Cllr D. Ledger, Cllr A. Jordan and Mr M. Wasley from OCC on the 30th March 2021. Mr M. Wasley was to get his recommendations to us before this meeting but has not done so. During the meeting, he witnessed lots of the dangerous activity around the new development that we have been reporting to OCC. His priority would be to sort out the parking around the Co-op and install further bollards along Station Road to match. He was not keen on the full width speed hump idea but he will provide us with the costing for this and for implementing a 20mph speed limit throughout the Village. He also acknowledged the lighting is a safety concern at the crossing as the current street lighting does not provide enough light. His recommendation would be for an overhanging beacon. Cllr Whitehead confirmed he will contact Mr M. Wasley again for his recommendations and the Clerk agreed to chase this up regularly. Cllr D. Ledger requested that we also approach him with the idea of changing the road past the Co-op into a one way system.
- b) **Enforcement update:** No further updates on the enforcement cases so the Clerk will chase this up again. With regards to the hedgerows at Tollbrook Corner, Cllr C. Lane confirmed he met with CDC on site who was not of much help as their records are poor. CDC have no historical records of this case and have asked that the Parish Council forward to them any records we still have on file. The Clerk will arrange this.
- c) **Additional Dog Waste Bin at Heathfield:** The new bin has now been installed at Heathfield. No further action.
- d) **Tree Survey:** Cllr C. Lane reported that we should be receiving our second report shortly so this can be discussed further at the next meeting.
- e) **Councillor Priority Fund for the Bottle Bank enclosure:** The Clerk has now spoken with CDC who have confirmed that they are happy to install fencing and a hard standing at the site of the bottle banks, at their own expense. Therefore, these funds can be re-allocated to the other elements in the application.
- f) **COMF application form:** The application was submitted and approved. The cleaning company has been instructed to clean both the Village Hall and the Church. All agreed that once those invoices have been received, the remaining funds can be donated to the School.
- g) **Vacancy:** There were 5 candidates who came forward for the vacancy. The Cllrs met with each of them via Zoom meeting. As they were all strong candidates, a second meeting was held by the Cllrs to discuss whom should be invited to join the Council. The Chairman was required to make a casting vote which was supported by everyone. The selection made was for Mr D. Robins and should he accept the position, he will be announced as our new Councillor at the Annual Parish Meeting. All agreed the other candidates have a lot to offer the Parish and therefore we should encourage their commitment to the Village in other ways. The Clerk is to work with the Cllrs to reply to each of the candidates as soon as possible.

- h) **Parish Plan:** Cllr A. Jordan reported the following via email.
I have nearly finished formatting the Parish Plan document into something a little more presentable. I could do with some photos of the village that show it in a good and presentable light. I can then distribute it for comment.
Cllr. D Ledger said he has some photos he can send to Cllr A. Jordan.
- i) **Annual Risk Assessment:** This was circulated to the Cllrs prior to the meeting. The risk assessment was reviewed and approved by all.
- j) **Report on ground work being carried out behind the 'old golf driving range' at Heathfield:** Cllr Lane contacted CDC planning office who confirmed that they do have planning permission for the works being carried out here. The plans submitted in 2019 were approved.
- k) **Defibrillator at the Village Hall:** Cllr D. Ledger has contacted the Bletchingdon Charity as they originally purchased both defibrillators in the Village. The ongoing costs of having these will reside with the Charity but at the suggestion of Cllr D. Ledger, the Parish Council should take responsibility for the one placed at the Village Hall to ensure it is serviced and maintained adequately. All agreed with this. The Clerk will maintain a diary record.
- l) **Benefactor:** Cllr A. Jordan reported via email a message from Mr M. Webber that our benefactor is willing to fund the 5 x stone entrances to the Village on the proviso that the Parish Council support him in his plans to rebuild the bus shelter. This decision will then be reported back to our benefactor through Mr M. Webber. A discussion was had and all Councillors present agreed that the Parish Council need to ensure the wishes of the Parishioners are shared with the benefactor as the priorities of each party differ greatly. Cllr Lane confirmed he will speak with both Cllr A. Jordan and Mr M. Webber to request a meeting with the benefactor as soon as possible. It was also agreed that the Annual Meeting of the Parish on the 6th May 2021 is a good opportunity to share this information with the Parishioners.
- m) **Finance:**
Invoices for payment on the 30th April 2021

Method	Payee and Reason	Budget	Minute Ref	Amount	VAT	Total
Debit card purchase	Viking Direct Ltd	General Admin	This Minute	£8.39	£1.68	£10.07
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 Playground February 2021 Invoice Number 1345	Parks, Trees and open spaces	This Minute	£60.00	£12.00	£72.00
Bank TF	Claire Fraser, Accountant. Payroll, P60 and Year End	General Admin	This Minute	£50.00	£0.00	£50.00

	Submission to HMRC.					
Bank TF	Cherwell District Council – Emptying of dog waste bins throughout the parish.	Dog waste	This Minute	£229.11	£45.82	£274.93
Bank TF	ICO – Annual Data Protection Fee	General Admin	This Minute	£40.00	£0.00	£40.00
Bank TF	Came and Co Insurance Renewal	Insurance	This Minute	£725.45	£0.00	£725.45

The Direct Debit to BT is due to go out on or just after 23rd April 2021 for £42.00 including VAT.

The Clerk reported that the relevant information has been forwarded to the new Internal Audit Company for our annual audit, but that they have not sent their report yet. The Clerk will chase this before the next meeting so that the AGAR forms can then be reviewed and signed off on receipt of this report.

071/21 Planning Applications-

a) Planning Applications Approved/Refused:

21/00489/TCA – St Giles Church, Church End, Bletchingdon. T1 x Acer negundo box Elder – Reduce canopy by removing the regrowth back to previous pruning points. Deadwood and rubbing branches. Keeping a similarly shared canopy. Approved.

20/02581/F – OS Parcel 9521 Underdowns, Lince Lane, Kirtlington – Erection of agricultural workers dwelling and new agricultural building. Approved.

21/00912/TCA – Home Farm House, 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. Approved.

21/00300/F – 24 St Giles, Bletchingdon OX5 3BX – Part two storey, part single storey extension and addition of porch to the front elevation. Refused.

b) Planning Applications Received:

21/00972/F – Mr Rajesh Gupta – Heathfield House Nursing Home, Heathfield OX5 3DX – Erection of staff accommodation building (alternative scheme to that refused permission under application 20/00861/F). No objections.

21/00894/F – Mr R Brannan and Ms C Bartlett – 2 Home Farm Cottages, Station Road, Bletchingdon OX5 3DD – Variation of condition 2 (plans) of 20/03350/F – sun tunnels to the South Face of the existing roof omitted. 2 no. small conservation roof lights proposed to the North Face of the existing roof and 1 no flat roof light proposed to the existing flat roof over Bed 1. Comments: This house is just within the (extended) conservation area and there are two proposed roof lights facing north onto the road. There are generally no other roof lights permitted on the road side elevations in the Conservation area. They need to find some way structurally of bringing sun pipes from the rear south elevation to light the staircase naturally or just omit them.

21/01076/TCA – Mr Daniel Parrott – Quincotts, Islip Road, Bletchingdon OX5 3DP – T1: Birch. Cut this tree down, it is dangerously close to the house and our insurers have advised us to monitor it carefully. Additionally, it is causing damp in the area marked in red and depriving sunlight from the house. T2: Large Holly Bush (under silver birch canopy, so not visible in google map view). Same reasons as T1. T3: Coniferous low-lying shrub. Cut it down because it is depriving light and encouraging damp in this part of the garden. It blocks light and view across the gardens. T4: Blue Spruce. Cut it down. Same reasons as T3. No objections.

21/00586/CLUE & 21/00587/CLUE – Mr Cooper-Barney – Greenhill Leisure Park, Greenhill Farm, Station Road, Bletchingdon OX5 3BQ – Certificate of Lawfulness of Existing use of land as a caravan and camping site (re-submission of 20/01343/CLUE and 20/01344/CLUE). No objections.

21/00692/F – Investfront Limited – The Oxfordshire Inn, Meadow Walk, Heathfield, OX5 3DX – Conversion of building to provide 6 No. Apartments. Objections: Having read the 3 sets of neighbour comments there is a reluctance to further develop accommodation units in this old pub. There are apparently unsold units from previous building adaptations as there is no real 'housing need' in this area so there is a need to question the strategy behind a development such as this. The concept behind suites 5 and 6 can only be to squeeze even more poor souls into the roof space of the building, as there will be no homeliness or quality of domestic life to found in either. It also seems that new windows will be opened between suites 1 and 2, opposite each other, which doesn't seem at all appropriate. This will probably result in further unsold units when the next available out building is subjected to planning permission. If this does go ahead, there needs to be a condition to contribute to the road repairs.

c) ACV renewal notice received:

NS/ACV/031 – The Blacks Head Inn – Coming to an end on the 24th May 2021. All agreed we need to renew the ACV and Cllr D. Ledger confirmed he will do so on behalf of the Parish Council. This will also be fed back to the owner via Mr M. Webber.

072/21 Other Correspondence Received:

- a) John Howell Newsletter. Shared with all, no further action.
- b) An email from Barbara Oster, Chair for the Bletchingdon School Governors, asking for our assistance to find a replacement for the Local Authority vacancy. Cllr A. Jordan suggested via email that we could see if Mr J. Rutt would be interested in this position. All agreed and the Clerk will write to him to ask the question.
- c) An email from Rebecca McNaught about the School Streets trial and asking if Bletchingdon will sign up for this? A discussion was had but it was felt that the practicalities of this unfortunately wouldn't work here. No further action.
- d) An email from CPRE requesting we complete a questionnaire about the impact of new developments and flooding as a result, to be completed by 31st May 2021. Cllr M. Taylor will complete this on behalf of Bletchingdon Parish Council.
- e) Another email from CPRE with a subscription invitation of £15. No further action.
- f) An email from David Scott about Community Speed Watch. Cllr M Whitehead confirmed he has already been in touch and they sound like a pro-active group. They have advised that we can purchase our own speed gun which will issue warning

- g) letters directly. We would need to purchase the appropriate signage and protective gear too. Cllr M. Whitehead confirmed he will look into the costings for these before the next meeting.
- h) An email from Laszlo Nagy about the location of waste bins on collection day in Dairy Crescent. All agreed this is a matter for the management company and not the Parish Council. The Clerk will send a reply.
- i) A letter (scanned and sent via email) from East West Rail, asking us to review their consultation documents and share our views on them. All agreed this does not affect Bletchingdon.
- j) An email from Tiffany Haynes offering to repaint the bus shelter. The Clerk is to reply with our gratitude and let her know we will purchase the anti-graffiti paint if she can let us know when she would be able to attend to this.
- k) An email from Susan Linnett of Physically Disabled Adults Across Oxfordshire charity, asking if we could offer some financial support. As they are not local to Bletchingdon, all agreed no further action.
- l) An email from the Airport Consultative Committee asking us to re-engage with them after Covid-19 restrictions. Cllr M. Taylor confirmed he is happy to attend these meetings again however the next one he will not be able to as he is away.

073/21 Any Other Business:

- Following a request from Tim Thompson who lives at Hampden Gay with regards to a new development at the Oxford Airport, Bletchingdon Parish Council supported his request for an Environmental Impact Assessment (EIA) and CDC have confirmed that this will be required when considering the project.
- Cllr C. Lane confirmed he will report back to Mr M. Webber about our suggestions of where new Blossom Trees could be planted.
- The Clerk will ask again for the Road Clearance team to come and clear the footpaths along Weston Road.
- All agreed the broken dog waste bin on Weston Road should be replaced with the same style as the other recently purchases bins. This will be added to next month's monthly payment schedule for approval.
- **Insurance Renewal** – The Council has just entered the final year of a 3 year long term agreement, which started in June 2019. The Insurance Policy Schedule was reviewed and all levels of cover are deemed still appropriate and it was approved by all.

074/21 Items for information or next Agenda only - all items for next agenda to be submitted to the Clerk by Thursday 20th May 2021.

075/21 Date of Next Meeting: to confirm the date of the next meeting as 27th May 2021 at 7:30pm.

Meeting Ended : 9:45pm.