

BLETCHINGDON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Thursday 27th May 2021 at 7:30pm

Present: Cllr C. Lane (Chairman), Cllr M. Whitehead, Cllr M. Taylor, Cllr A. Jordan, Cllr R. Pirie, Cllr D. Robins, Oxfordshire County Cllr (OCC) Mr N. Simpson & Parishioner D. Montrose.

076/21 **Covid-19 precautions taken:** The Clerk provided all Councillors and parishioners due to attend this meeting with the risk assessment, as provided by the Village Hall, prior to the meeting. The Clerk also sanitised the building, made sure it was well ventilated and that the seats were spaced 2 meters apart. An attendee register was completed by everyone who came to be sent to the Village Hall manager.

077/21 **Apologies:** Cllr D Ledger.

078/21 **Election of Chairman and Declaration of Acceptance of Office** - The Clerk invited Councillors to give nominations for Chair of Bletchingdon Parish Council. Cllr M. Taylor nominated Cllr C. Lane. This was seconded by Cllr R. Pirie. Cllr C. Lane was duly elected and signed the declaration of Acceptance of Office in the presence of the Proper Officer, the Clerk.

079/21 **Election of Vice-Chair.** The Chair invited nominations for the role of Vice Chair. Cllr M. Taylor nominated Cllr M. Whitehead. This was seconded by Cllr R. Pirie. Cllr M. Whitehead signed the Declaration of Acceptance of Office in the presence of the Proper Officer, the Clerk.

080/21 **Confirmation of Representatives and Advisory Groups:**

Bletchingdon Charity Committee – Mrs Sue MacReady, Mrs Julie Fenn, Mrs Greta Bickley and Cllr M. Taylor.

Village Hall Committee – Mr Tony Saunders

Sports & Social Club Committee – Cllr Lane

Transport Representative – Mrs Anne Maclachlan

Village News – Vice Chair & Clerk

Planning Advisory Group – Cllr Saunders, Cllr Lane, Mr Mark Webber, Mr Roger Simmonds, Cllr Jordan, Cllr D Robins.

Representative on School Governing Body – Vacancy

London Oxford Airport Representative – Cllr Taylor

Cllr M. Taylor put himself forward to be added to the Bletchingdon Charity Committee. The Clerk will contact them to request this.

Cllr A. Jordan advised he may know of someone who could be put forward for the School Governor vacancy.

A discussion was had with regards to how the Parish Council can achieve better communication between each of these groups. It was agreed that the Clerk will approach them all and explain our Parish Plan to them and invite them to contribute to and participate in it.

081/21 **Declarations of Interest:** Cllr C. Lane with regards to planning application number 21/01628/F, minute reference 090/21/f.

082/21 **Public Participation:** Parishioner D. Montrose.

083/21 To approve the Minutes of the Parish Council Meeting held on 27th April 2021: The Minutes were approved by all and signed by Cllr C. Lane.

084/21 Clerks update on action points:

- a) With regards to the '20 is Plenty' signs they had in Weston, the condition of these signs have been checked and they are in used but good condition. All agreed the purchase of these signs should go ahead.
- b) Mike at the Co-op said the litter pick kits stored in the shop have had 1 x use so far and 1 x enquiry about them which sadly they were told there were none in the store by someone who didn't know any better. All agreed better communication about these is what needs to happen. The Clerk is to arrange this.
- c) Bottle Banks. The Clerk emailed Cherwell District Council (CDC) about the gas box that is adjacent to the bottle banks. He confirmed he anticipates his team completing the works by mid-June 2021.
- d) The caravan miss-use at Enslow is now in the hands of the enforcement team which the Clerk will chase for an update.
- e) The Spring Clean weekend 5th/6th June has been advertised by putting a notice in the Village News, on Whatsapp and Facebook. The Clerk is also to put up posters throughout the Village.
- f) The Clerk sent an email to Mike Wasley and Mike Smith from OCC. Mike Wasley has come back with information with regards to the cost for double yellow lines but Mike Smith has still not provided any information on costs for the full width speed cushions or the 20mph speed limit. The Clerk and Cllr M. Whitehead continue to chase for this information.
- g) Tiffany Haynes with her daughter, has made a start to the bus shelter. The Clerk is to see if she wishes to return to complete the work of if this is something the Parish Council need to complete.
- h) With regards to the footpaths on Weston Road and The Causeway, the Clerk has been in touch with CDC again and requested they be widened. They have replied to say this is an OCC issue. The Clerk will pursue this again.
- i) The planning application for the Notice Board has been completed and is ready to be approved. The fee should be £66 which the Clerk has added to the Monthly Payment Schedule for approval.

085/21 Oxfordshire County Council (OCC) matters/reports:

- County Cllr N. Simpson introduced himself to us as our new County Cllr. He has years of experience working on Parish Councils and as Chairman. His is focused on making sure that all the funding raised on the back of all the large developments in our area, is spent locally and for the benefit of the locals. He reported that 5 parking tickets were issued last week to people who had parked badly in Bletchington and he added that Thames Valley Police (TVP) also have a pot of funding to go towards traffic calming.
- Cllr A. Jordan asked what impact the Parish Council comments have with regards to Planning Applications as in our experience, they appear to have little impact. County Cllr N. Simpson confirmed he will speak to Simon Holland about this as they should have a large impact.

086/21 OCC Correspondence:

- a) An email consultation from OCC with regards to the Islip Bridge was shared with all. No further action.
- b) An email from OCC advising of a temporary road closure at Enslow, A4095 Gibraltar Hill and Station Road was shared with all. No further action.
- c) An email from OCC with news about new trials to improve safety and air quality outside Schools which is now to expand to Witney, Oxford and Abingdon. Shared with all.

087/21 Cherwell District Council (CDC) matters/reports:

- a) None.

088/21 CDC Correspondence:

- a) The Cherwell Parish Bulletin update was circulated prior to the meeting. With regards to the Parish Liaison meeting being held virtually on the 16th June 2021, both the Clerk and Cllr R. Pirie will try to attend.

089/21 Parish matters:

- a) **Communication** – Parishioner D. Montrose was invited to the meeting so that she and the Parish Council could discuss ways in which she could assist with improving Parish Communication. For example, she could put together relevant information from Parish Council meetings to be shared with Bletchingdon, send it to the Parish Council for approval before it is published. Parishioner D. Montrose and the Clerk will arrange a time to work on this together.
- b) **Traffic Calming** – Mike Wasley from OCC has emailed to say the cost for double yellow lines is estimated to be £4,255 and will be payable by the Parish Council. Mike Smith from OCC has still not provided the costs for implementing full width speed cushions or a 20mph speed limit for comparison. County Cllr N. Simpson suggested the Clerk forward to him the emails that have been sent by the Parish Council to see what he can do to try and speed up a response for us.
- c) **Signage Around the School** – This was an action point raised from the Annual Meeting of the Parish (APM) by Bletchingdon School. The Clerk is to contact the School to seek clarification of what the School would like the Parish Council to do to assist.
- d) **Plastic Footpath** – Another action point raised from the APM. The plastic footpath between Springwell Hill and the Village Hall/School car park is still in need of replacing with something more suitable and permanent. Cllr C. Lane will approach the land owner who is currently applying for planning permission in this area, to seek clarification if this will be included in the new development if approved.
- e) **Enforcement Update** – Hedgerows at Tollbrook Corner. Cllr C. Lane reported to the Council, the response from CDC which was to say that the case was closed on 24th November 2011 because it was determined that the hedgerow was removed to improve highway safety. However he did acknowledge that there may have been an offence committed because CDC does not have receipt of a Hedgerow Removal Notice as is required before any works of this nature commence. But he then went on to say that since the Local Authority was made aware of this 10 years ago and at the time they chose not to take formal action, it would not be in the public interest to prosecute for this offence now. The Parish Council

- f) discussed this response and all agreed we are not looking to prosecute, but would like to see the hedgerows replaced. The Clerk is to reply to CDC to this effect. With regards to The Digs and Studio, Cllr C. Lane reported that since the enforcement order was appealed, we have had no further update. Lastly, both cases at Land South of Diamond Farm and Kingsground, Lince Lane Copse, Enslow should be signed off and closed now but we are still waiting for this confirmation. The Clerk will continue to chase for updates.
- g) **Replacement Dog Waste Bin on Weston Road** – The cost for a new waste bin has been added to the monthly payment schedule and all approved this purchase should go ahead. The Clerk will place the order.
- h) **Tree Survey** – Cllr C. Lane reported that he has spoken with a second tree surgeon company for a comparative tree survey report for the tree works required on The Green and at the Recreation Ground. The cost for the survey was approved by all and the payment for which is on the monthly payment schedule.
- i) **Councillor Priority Funds for the Bottle Bank enclosure** – The Clerk reminded everyone that as CDC are installing the fencing around the bottle banks at their expense, the other elements applied for under this funding should be considered. They were to go towards the entrance ways and a marquee for use by the Village. The Clerk asked if everyone could give this some thought to discuss how this funding should be used and actioned at the next meeting.
- j) **Parish Plan** – Cllr A. Jordan shared with everyone that he has completed the framework for the Parish Plan so that each Cllr can take ownership of a different element from this Plan and work on it. This framework will be emailed to each Cllr for their input by Cllr A. Jordan.
- k) **Annual Internal Audit Report to be reviewed** – The Cllrs were all provided with a copy of the Internal Audit report which was completed by our new internal auditors IAC Audit & Consultancy Ltd (IAC). The Cllrs all agreed that IAC gave a thorough and fresh prospective and welcomed and accepted their observations. The negative responses were noted, discussed thoroughly and an action plan has been put together to address these.
- l) **Annual Governance Statement (AGS)** – Following on from the Internal Audit report, the AGS was completed, approved by all and signed off by the Chair.
- m) **Statement of Accounts** – Then the Statement of Account was completed, approved by all and signed off by the Chair. The Clerk will now submit the completed paperwork to the external auditors and publish the notices accordingly.
- n) **The Slipe** – Cllr C. Lane reported that he is still not been able to speak directly with the land owner to discuss access to the Slipe. He will continue to attempt contact.
- o) **Benefactor** – A discussion was had with regards to accepting the offer from our Benefactor for five Cotswold stone entrances to be built on each road entrance to Bletchingdon and changes to the existing bus shelter. The Parish Council have taken on board the comments made by some Parishioners that they will be sad to see the old bus shelter taken down but it is felt that the traffic calming effect that will come from the new road entrances alerting drivers they are entering a Village will be of great benefit to all in Bletchingdon and therefore this generous offer

should not be turned down. It was also agreed that the Parish Council would be happy to arrange a special plaque to be placed on the new bus shelter to acknowledge those who built the original bus shelter. Communicating all of this to the Parish was highlighted as a priority and Parishioner D. Montrose agreed to work with both the Clerk and Cllr A. Jordan to present this decision to the Parishioners.

- p) Clerks Salary** – Cllr C. Lane reported for the record, the back pay due to the Clerk as calculated by Cllr Ledger. On the 1st April 2020, the Clerk moved from pay scale LC10 to LC1.11, which is equivalent to £11.30 per hour on a 40 hour per month contract. This was approved by all at the time, however, Cllr D. Ledger reported that the increase had not been implemented as agreed by the Council at the time. This meant the Clerk had been underpaid by £172.80 during the year 2020/2021 and this back pay has been approved by all to be added to the Clerks next quarterly payment on the 30th June 2021.

Secondly for the record, Cllr C. Lane reported that the Clerks salary was approved for a salary increase with effect from 1st April 2021 to pay scale LC1.14 which is equivalent to £12 per hour, on a 40 hour per month contract. In addition to this, any overtime is to be recorded by the Clerk and reported to the Council at the end of each quarter so that they may consider whether or not to approve payment of overtime on a pro rata basis (£12 per hour).

- q) Finance** – Consider invoices for payment, itemised on payment schedule for May 2021.

Invoices for payment on the 30th May 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 Playground – Inv No. 1472	Parks, Trees and open spaces	This Minute	£60.00	£12.00	£72.00
Bank TF	KJ Cleaning Solutions Ltd – Deep clean of Bletchingdon Village Hall plus Biomist – Inv No. 1457	Other	This Minute	£350.00	£70.00	£420.00
Bank TF	KJ Cleaning Solutions Ltd – Deep clean of Bletchingdon Church plus Biomist – Inv No. 1460	Other	This Minute	£350.00	£70.00	£420.00

Bank TF	Arbor Tree Specialists Ltd – Tree Inspection	Parks, Trees and Open Spaces	This Minute	£350.00	£70.00	£420.00
Bank TF	Bletchington Primary School – Donation towards new outdoor classroom	Other	This Minute	£1,814.00	£0.00	£1,814.00
Debit Card Purchase	Bushnell Velocity Speed Radar Gun	Traffic Calming Measures	This Minute	£188.88		
Bank TF	Green Scythe Limited	Grounds Maintenance	This Minute	£266.00	£53.20	£319.20
Bank TF	Cherwell District Council – Planning Application for erection of Notice Board	General Admin	This Minute	£66.00		
Bank TF	Weston-on-the-Green Parish Council – purchase of used '20 is Plenty' signs.	Traffic Calming Measures	This Minute	£200.00	£0.00	£200.00
Bank TF	Glasdon UK Limited – Fido 25 Dog Waste Bin C/W tamtorque banding kit	Dog Waste Bin Purchase & Emptying	This Minute	£116.50	£23.30	£139.80
Bank TF	Reimbursement for the purchase of anti-graffiti paint for the bus shelter	General admin	This Minute	£192.61	£38.52	£231.13

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

090/21 Planning Applications-

a) Planning Applications Approved:

21/00894/F – 2 Home Farm Cottages, Station Road, Bletchington 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.

b) Planning Applications Received:

21/01518/LB – Mr Daniel Parrott – Quincotts, Islip Road, Bletchington OX5 3DP – Vault ceilings by removing ceiling partition between 1st floor and loft. No objection.
21/01515/LB – Mr Daniel Parrott – Quincotts, Islip Road, Bletchington OX5 3DP – Strip and re-paint all exposed beams throughout the property. In the kitchen area, these have been stained a dark black colour. We wish to strip them and paint them a light colour – white and green. No objection.

21/01302/F – Mr Ian Huckin – Stone Quarry House, Lince Lane, Kirtlington OX5 3AX – Removal of existing prefabricated single garage and erection of a new garage in new location within boundary. No objection.

21/01628/F – Duchy of Cornwall – Land South of Springwell Close Adj to Station Road, Bletchingdon – Application for the erection of a two storey dwelling with associated works and access (re-submission of 20/02870/F). Comments:

They are claiming the grass verge area to the front on Station Road and adding a path and Duchy style bollards. Whilst this is great to extend the path and stop parking on the verge the application fails to clearly state who is responsible for all of the shown paths and pavements. They are drawn but not specified who will build and/or surface. Also, there is a Station Road sign and BT utilities in big green units right where the house entrance is. These do not appear to be mentioned anywhere. If they are being relocated, what's the risk to the village in terms of disruption? And where will they reinstate the Station Road sign? Where will the 5/6 vehicles that currently park in this area go? Some control will be needed here otherwise they will simply mount the verge further round the corner to Springwell? Perhaps bollards should be placed there too, to prevent bad parking.

21/01763F – Mrs Hillary Parrott – Quincotts, Islip Road, Bletchingdon OX5 3DP – Internal refurbishments. Workshop convert into Art Studio. Extra front door, internal door walls removed. New rooms created. House rewired, new French doors. Secondary glazing added. Dormers added to rear. A/C removed.

Bookshelves added, fireplace opened to become wardrobe. New flues; French door, new patio created and steps, satellite dish added. Two chimneys removed and balcony added. Oil tank removed. Works to roof lights, roof top to become terrace. New car parking on verge. Objection: The proposed terrace above the art studio could also overlook the immediate neighbour to the North and result in the loss of their privacy. The proposal to excavate 0.5m wide from the verge to provide a space in which to park a car, is a ridiculous concept. Not only will it make the footpath an increased risk for anyone using it, it will not accommodate a car. It will simply formalise a pseudo, personal 'on street' parking space in probably the most inappropriate location in the village. This will cause a major bottle neck at rush hour and is just before a sharp corner which is dangerous.

21/01485/F – Mr Libby Durant – Heathfield Golf and Country Club, Heathfield OX5 3DX – Variation of condition 7 (caravans, motor caravans or tents) of 19/01789/F – the caravans, motor caravans or tents shall not be occupied as a person's sole, or main place of residence and shall be occupied for holiday purposes only and a register of occupiers shall be kept and made available for inspection by an authorised officer of the Local Planning Authority at all reasonable times. Objection: The restriction of time a caravan or similar can be on a touring caravan site is fundamental to it being a touring caravan site.

21/01792/F – Mr M Lennon – Mymms Cottage, Weston Road, Bletchingdon OX5 3DH – Demolition of a single storey extension and erection of single storey side and rear extension. No objections.

- c) Notice of Impending Removal from Register of Asset of Community Value (ACV) – Expired 24/04/2021 and notification has now been received to say that the ACV has been removed. Cllr D. Robins has confirmed he is still working on the application to

- d) re-instate the ACV but he needs the information he requested in his email of the 23rd May 2021 in order to complete it.

091/21 Other Correspondence Received:

- a) John Howell Newsletter. Shared with all, no further action.
- b) An email from Play Safety advising us that they will attend to perform our annual inspection of our play area in July 2021. No further action, await their report.
- c) An email update from Diane Bohm about the Great Wolf Resort Appeal Decision. No further action.

092/21 Any Other Business:

- Anne Maclachlan emailed the Parish Council to enquire how she may be able to add to our Parish Website, the details of the new organisation 'Green Bletchingdon'. All agreed, any additions to the website should be through the Clerk. The Clerk will reply to this effect.
- The Bletch Babes have approached the Clerk to request permission to use The Green to host a cake sale in order to raise funds for Macmillan Charity. They would like to hold it on the Green on the weekend of the 4th/ 5th September 2021. All agreed they have permission to proceed.
- Cllr M. Whitehead reported that he has attended the community speed watch scheme and requested that the Parish Council try to recruit more volunteers. All agreed to support this and communicate this to the Parish.

093/21 Items for information or next Agenda only - all items for next agenda to be submitted to the Clerk by Thursday 17th June 2021.

094/21 Date of Next Meeting: to confirm the date of the next meeting as 24th June 2021 at 7:30pm.

Meeting Ended : 10:05pm.