

BLETCHINGDON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Thursday 6th January 2022 at 7:30pm

Present: Cllr C. Lane (Chairman), Cllr M. Taylor, Cllr D. Robins, Cllr D Ledger, Cllr R. Pirie, Oxfordshire County Cllr (OCC) N. Simpson, Parishioner M. Webber and Parishioner S. Dunne.

001/22 **Covid-19 precautions taken:** The Clerk sanitised the building and made sure it was well ventilated. An attendee register is no longer required since restrictions were lifted on the 19th July 2021.

002/22 **Apologies:** Cllr M. Whitehead, District Cllr D. Hughes and Cllr M. Taylor who advised he would arrive late.

003/22 **Declarations of Interest:** None.

004/22 **Public Participation:** Parishioner M. Webber.

005/22 **To approve the Minutes of the Parish Council Meeting held on 25th November 2021:** The Minutes were approved by all and signed by Cllr C. Lane.

006/22 **Clerks update on action points (not covered in Parish matters):**

- The Row soakaway has been investigated by Highways but they think it might be a problem with the profile of the road. They will return when it has rained substantially for further investigation.
- The additional fireproof filing cabinet is due to arrive on Monday 10th January 2022.
- The road sweeper was next due in January but when the Clerk asked which day they would be coming, she was advised that they are no longer able to sweep any of the villages in the district. The Clerk is to clarify this response and request at least one more sweep before this service is removed, if that really is the case.
- Manco have still not responded to our request for the loading bay and hatch outside the house near the Co-op be repainted, the belisha beacon to be replaced, to repaint the lines on the crossing or to move the notice board to the right position. The Clerk will chase these points again.
- The application to purchase an additional bin through the Community Priority Fund has been completed and awaiting the response from OCC.
- The list of planning applications not received by Planning has been sent to David Hughes but he has not replied so this will also be chased by the Clerk.
- Stephen Dunne has received our invitation to come to tonight's meeting to discuss his future plans for his home and should arrive shortly.
- The defibrillator posters with instructions and locations listed are now in the noticeboards.
- The Clerk has reported the abandoned car and contacted CDC about the land behind station Road. She is waiting for a further update from CDC.
- 3 Oxford Road was reported to Environmental Services at CDC. They visited the site, recommended they clear the garden and later revisited the site to confirm they have done as they said they would. CDC are satisfied that there is no longer any risk and the case is now closed.

007/22 Oxfordshire County Council (OCC) matters/reports:

- County Cllr N. Simpson reported that he has chased Dave Catling again today on our behalf for the detailed information we need in order to progress our traffic calming plans. Dave Catling advised him that we should receive the information very soon. With regards to our application for the 20mph speed limit in Bletchingdon, County Cllr N. Simpson advised we should hear more in the very near future.
- He reported that OCC is at the top of the recycling table for the 8th year in a row.
- From now on at County Hall, only vegan food will be served.
- More electrical vehicle charging ports are being rolled out.
- Lastly, the Oxford North development project at Pear Tree will be carbon neutral.

008/22 OCC Correspondence:

- a) An email from Joe Kay, Strategic Transport Lead at OCC, about the Local Transport and Connectivity Plan (LTCP).

009/22 Cherwell District Council (CDC) matters/reports:

None.

010/22 CDC Correspondence:

- a) The Cherwell Parish Bulletin update. No further action.

011/22 Parish matters:

- a) **Neighbourhood Plan/Parish Plan** – Cllr D. Ledger shared with the Cllrs prior to the meeting, his thoughts for the first stages of producing the neighbourhood plan. The very first step to be formally agreeing to and noting for the record that the Parish Council are going to create a neighbourhood plan. If in agreement to proceed, he reported that a steering group for the neighbourhood plan would be advised, which should include a couple of Cllrs but also other members of our community. Once appointed, they should meet to clarify what goes in the parish plan, what goes in the neighbourhood plan and what area the neighbourhood plan will include. Then a meeting with CDC should be arranged for their advice, followed by a public participation meeting whilst also investigating potential sources of funding. All agreed the Parish Council support this proposal to create a neighbourhood plan. Cllr D. Ledger will put together a steering group and report back at the next Parish Council meeting in February. Confirmed participants of the steering group include at this time, Cllr D. Ledger, Cllr D. Robins, Cllr R. Pirie and Parishioner M. Webber.
- b) **Benefactor** – Parishioner M. Webber was invited to attend this meeting in order to discuss the three main projects for the Village, on behalf of the Benefactor.
 - Trees – This is moving ahead but he wanted to know if he would be reimbursed for our of pocket expenses. A utility search is required before planting the trees and the fee is £70.00. All agreed the Parish Council have sufficient budget to cover this and will reimburse him this cost. With regards to the care of the trees once planted, M. Webber will enquire if the benefactor is able to include this maintenance until Highways can adopt them in three years' time.
 - Bus Shelter – This is ongoing and currently the benefactor is reviewing the design with another architect.
 - Entrance Walls – A discussion was had and it was agreed that the Parish Council will work with M. Webber to apply for planning permission. The Clerk is also to

check with regards to our insurance cover in case of an accident and confirm whom would be liable.

The Blacks Head – With regards to renovating the Pub, the owner has a new architect working on plans which will hopefully be approved. In the meantime, the pub will open on a small scale.

M. Webber asked if the letter drafted by P. Lawson was acceptable. All agreed it was and that the Parish Council will sign it.

Parishioner S. Dunne arrived at 8:25pm, following an invitation from the Parish Council to come and discuss his plans for the Manor House. Please see minute number 012/22/c.

Cllr M. Taylor arrived at 8:30pm.

Parishioner S. Dunne and Parishioner M. Webber left the meeting at 8:45pm.

c) Public Transport – No further action at this time.

d) Communication – The Clerk asked if anyone had anything they would like to include in the next edition of the Village News. The Clerk suggested a 'save the date' section with regards to the next Spring Clean which all agreed should be included. A discussion was had about when ours would take place and all agreed it will be the weekend of the 9th and 10th April 2022. With regards to Jubilee Plans, all agreed the Clerk should approach A. O'Donnell and H. Webber first before putting anything in the Village News, to see if they would be interested in putting together an event for Bletchingdon like they have done in the past. All agreed we should include something to notify people that this year is an Election Year for the Parish Council. If possible, the Clerk is to ask the Editor if the Defibrillator poster with instructions can be included. Lastly, Cllr R. Pirie suggested that something with regards to seeking more volunteers for speed monitoring be included. The Clerk is to contact Cllr M. Whitehead on this matter.

e) Traffic Calming –

Full width speed humps and 20mph speed limit. As County Cllr N. Simpson reported earlier, Dave Catling will be in touch with more information as soon as possible with regards to the breakdown of costs for full width speed humps. There will also be more news about our 20mph speed limit application shortly.

Recording speeds. Cllr M. Whitehead reported via email that the Community Speed Watch signs have now all been erected. He added that any volunteers to record speeds cannot do so until they have received the appropriate training from the police neighbourhood team and he is still waiting for some dates of when this training can be delivered.

Wooden posts – Cllr Lane reported that the wooden posts should be erected in the next two weeks. Once this has been done, Cllr C. Lane will reinstate the ground where it has been damaged.

f) Signage Around the School – No further news at this time.

g) Plastic Footpath – No further news at this time.

h) Enforcement Update –

Hedgerows at Tollbrook Corner – Case closed, pending our attempts to re-open the case. The Clerk confirmed there has been no reply from John Howell or his secretary yet, so the letter is to be sent for the third time.

Ingleby Farm – Under investigation at CDC.

- i) **Replacement Dog Waste Bin on Weston Road & new one at the Stonehouse -**
The Clerk has contacted Jake Williams again to request that these be installed and will continue to chase until it is done.
- j) **Councillor Priority Funds for the Storage Unit –** No further action at this time.
- k) **Recreation Ground maintenance quotes and repairs to chain link fence –** Cllr C. Lane confirmed that the repairs to the chain link fence is fully complete. All that remains is to replace the damaged grass area with artificial lawn. The artificial lawn has now been delivered and will be installed shortly.
The Clerk has received a second of three requested quotes for the maintenance repairs needed at the recreation ground. The first being £2,046.84 from Kompan Ltd and the second being £9,371.04 from Playforce Ltd. All agreed there was no need to chase the third which was requested months ago and that the quote from Kompan Ltd should be accepted. The Clerk is to ask them to proceed as soon as possible. It was then discussed that perhaps the Charity would contribute towards the cost of the repairs so the Clerk is to write to the Charity before their next meeting which is being held on the 10th January 2022.
- l) **Maintenance around Village Hall –** The Clerk has contacted Green Scythe Ltd for confirmation of their costs for 2022 (based on their projection in our three year contract) and have asked what it will be if we add the Village Hall section. Once this has been received, the Clerk will contact the BCF to confirm in writing an agreement to ensure the Parish Council are reimbursed.
- m) **Placement of Parish Notice Board –** As discussed in the Clerks report, this will be included in the Clerks chaser email to Manco along with the other development issues pending.
- n) **Precept requirement –** Cllr D. Ledger reported to the Cllrs his thoughts about the precept request. Because our tax base has gone up with the additional houses in the parish, the precept request would result in a reduction of -3.84% if we stick to the precept request based on the budget agreed in November 2021's meeting. In the interest of keeping costs down for parishioners but also raising funds to go towards the cost of creating a Neighbourhood Plan which all have agreed is valuable to the parish, we could request a precept of £24,500.00 which would result in a 0% increase on last year's costs for parishioners and raise £990 for the Neighbourhood Plan. All agreed and approved the precept request of £24,500.00.
- o) **Finance –** The following payments standing orders and direct debits were approved by the Parish Council.

Method	Payee and Reason	Budget	Minute Ref	Amount	VAT	Total
Bank TF	K J Cleaning Solutions Limited Invoice No. 1643	General Admin	This Minute	£60.00	£12.00	£72.00
Bank TF	Artificial Lawn 12m squared	Tree works and Open Spaces expenses	This Minute	c£324		
Monthly Standing Order	Bletchington Village Hall	Village Hall Office Rent	This Minute	£150.00	£0.00	£150.00

		January – December 2022				
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The Direct Debit to BT is due to go out on or just after 23rd January 2022 for £42.00 including VAT.

Review of regular payments such as Direct Debits and Standing Orders.

Currently in place are;

- Standing Order to Bletchingdon Village Hall for Parish Office rent and use of the meeting room. £150.00 per month.
- Direct Debit payment to BT for payment of Parish Office landline phone. Variable amount paid monthly.

All regular payments were approved to continue.

012/22 Planning Applications-

a) Planning Applications Approved/Refused/Withdrawn:

21/03218/CLUE – Crofters, 3 Ingleby Paddocks, Enslow, OX5 3ET. Approved.

21/03833/TCA – 3 Islip Road, Bletchingdon OX5 3DP. T1 x Cherry, fell and treat stump. T x 2 Magnolia, reduce sides by up to 1.5m. Approved.

21/03866/TCA – Manor Farm House, Islip Road, Bletchingdon OX5 3DP – Split decision. Approval of T1, T3 x Elm – Fell and G1 x 8 no.s Douglas Fir – Fell.

Objection for T2 x Maple, T4, T6, T7 x Hawthorn, T5 x Maple, T8 x Acer, and T9 x Maple Field Acer – Fell. A TPO has been placed on these trees reference TPO25/2021.

21/03618/F – Mymms Cottage, Weston Road, Bletchingdon OX5 3DH – Removal of single storey rear extension and erection of single storey rear extension - Refused. TPO No. 18/2021 – One Lime Tree and One Birch Tree situation on Land at The Old Rectory, Weston Road, Bletchingdon OX5 3DH – Approved.

b) Planning Applications Received:

21/03836/LB – Mr Ian Jones – London House, Islip Road, Bletchingdon OX5 3DP – Introduction of an oak pillar which will stand under and support, the existing beam in the living room - this would reduce the span and load to better support the weight of the room above. The pillar would be bolted to a concrete pad beneath the existing living room floor; to double up the existing joists in the floor area beneath the new en-suite bathroom and to add a new oak bracing beam to run from the main beam to the wall to support the wall of the bathroom and additional joists - this would be under the floor and not visible within the room. No objections.

21/04099/TCA – Bedwell – Causeway Cottage, The Causeway, Weston Road, Bletchingdon OX5 3DH - T1 x Cornus - to tip reduce over and extend branches back up to 1.0m, bringing the tree back into scale with garden and adjacent building. T2 x Cherry - to tip reduce over extended branches back up to 1.0m to promote better form and shape. T3 x Ornamental Coniferous specimen - fell to ground level due to close proximity of boundary walls. T4 x Silver Birch - to reduce by up to 1.5m making cuts at secondary points of live growth and promoting a balanced rounded crown form associated with species. Retaining size and form in relation to garden and neighbouring property. No objections.

21/04103/F – Nick Cox Architects – Park View Cottage, Church End, Bletchingdon OX5 3DL - Carefully dismantle the remaining walls and floor structures of the main and the western wings of the building to salvage any recyclable material and to rebuild this section of the cottage, but with increased footings and greater structural stability and integrity. No objection but the comments to be reported back to CDC are that the Parish Council would like to see a treatment system in the sewerage works.

- c) Invitation to S. Dunne to discuss their plans at The Manor House, Islip Road, Bletchingdon.

A discussion was had about the concerns raised by some parishioners with regards to the work recently carried out at the Manor House, in particular at Red Lane and the trees in the conservation area. S. Dunne assured everyone that this is his family home and he only has plans to renovate and extend the property. He added that the land needed a lot of work and he has only removed brambles and dead trees to make it safe and to allow access to the ditches that are blocked. Following the discussion, the Parish Council were satisfied that there is no cause for concern and thanked S. Dunne for his time and openness. S. Dunne thanked the Parish Council for the opportunity to 'clear the air' and is happy to keep the Parish Council informed with all future plans so that no further concerns are raised.

013/22 Other Correspondence Received:

- a) John Howell Newsletter. Shared with all, no further action.
- b) An email from Bethany Gorton with regards to the parking issues she is experiencing outside her house. All agreed that the Clerk should look into some options of signage that the Parish Council could purchase to try and assist her.
- c) An email from National Highways with regards to plans for the A34. No further action.
- d) An email of support with regards to the proposed new speed limit in the Village of 20mph plus some additional ideas. The Clerk is to reply with thanks and to let her know her ideas will be considered and looked into.
- e) An email from Gareth Miller with a query about a possible new footpath on Station Road and trees around the junction of Station Road and Valentia Close. Cllr C. Lane will reply and advise Gareth Miller of the proposed development plans along Station Road and the measures the Parish Council have already started for the corner of Valencia and Station Road.

014/22 Report from meeting/Any Other Business:

- Cllr M. Taylor has now met with Bletchingdon Charity and has been asked to fill in some forms. He has also been asked to attend their next meeting on the 10th January 2022.
- The Charity have advised that the BCF will be taking responsibility for cutting back the trees along Oxford Road, in the allotment. In light of the recent news with regards to the road sweeper, all agreed the Clerk should request this be dealt with as soon as possible with a reminder that our initial request was submitted to the charity 10 months ago.
- Cllr M. Whitehead emailed in a request with regards to the day in which the Parish Council meetings are held. Between now and June, he is unavailable

to attend any meetings held on Thursday evenings due to important training he must attend. He requested if it might be possible to move our Parish Council meetings to the last Wednesday of the month until June of this year. All agreed this should be fine but that it will also be confirmed during each meeting when the following meeting will take place.

015/22 Items for information or next Agenda only - all items for next agenda to be submitted to the Clerk by Wednesday 16th February 2022.

016/22 Date of Next Meeting: to confirm the date of the next meeting as 23rd February 2022 at 7:30pm at the Village Hall.

Meeting Ended: 10pm.