

BLETCHINGDON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Wednesday 11th May 2022 at 7:30pm

Present: Cllr C. Lane, Cllr M. Taylor, Cllr D. Robins, Cllr M. Whitehead, Cllr R. Pirie, District Cllr G. Coton, District Cllr P. Vaughan and Oxfordshire County Cllr (OCC) N. Simpson

064/22 **Apologies:** Cllr D. Ledger

065/22 **Election of Chairman and Declaration of Acceptance of Office** - The Clerk invited the Councillors to give nominations for Chair of Blethingdon Parish Council. Cllr M. Taylor proposed Cllr C. Lane. This was seconded by Cllr D. Robins and Cllr R. Pirie. Cllr C. Lane accepted and was duly elected. He then signed the declaration of Acceptance of Office in the presence of the Proper Officer, the Clerk.

066/22 **Election of Vice-Chair.** The Chair invited nominations for the role of Vice Chair. Cllr C. Lane proposed Cllr M. Whitehead which was seconded by all remaining Cllrs present. The newly elected Vice-Chair signed the Declaration of Acceptance of Office in the presence of the Proper Officer, The Clerk.

067/22 **Confirmation of Representatives and Advisory Groups:**

Blethingdon Charity Committee – Mrs Sue MacReady & Mrs Julie Fenn

Village Hall Committee – Currently no committee.

Sports & Social Club Committee – Cllr Lane

Transport Representative – Mrs Anne Maclachlan

Village News – Chair & Clerk

Planning Advisory Group – Mr Tony Saunders, Cllr C. Lane, Mr Mark Webber, Mr Andy Jordan, Cllr D. Robins, Cllr D. Ledger & Cllr M. Whitehead.

Representative on School Governing Body – Mr Christopher Tyer.

London Oxford Airport Representative – Cllr M. Taylor

7:43pm – Cllr M. Whitehead arrived.

068/22 **Declarations of Interest:** None.

069/22 **Public Participation:** None.

070/22 **To approve the Minutes of the Parish Council Meeting held on 27th April 2022:** The Minutes were approved by all and signed by Cllr C. Lane.

071/22 **Clerks update on action points (not covered in Parish matters):**

- The clerk has contacted Dave Catling to ask for a further breakdown of the full width speed humps, but has had no reply to date.
- The clerk has contacted the Gas Company to advise them of the situation with regards to the bottle banks on Oxford Road.
- The email from David Miles has been forwarded to our Public Transport Representative and she has confirmed she will contact him.
- The new house on St Giles has been reported to Cherwell District Council (CDC) who have confirmed they will investigate.

- The clerk wrote to the Co-op to enquire about their views on increasing the parking bays along Station Road. It was then discussed about the street lights in this area. It would appear they have faulty wiring and need to be reported accordingly.

072/22 Oxfordshire County Council (OCC) matters/reports:

- County Cllr N. Simpson reported that the Rail Freight Consultations are coming up and that he will be attending one on Saturday 14th May 2022. There is a further development of a similar size planned now too.
- The new football stadium is still under negotiation.
- He has not heard back from the School yet with regards to their plans to resolve the thorn bush problem.

073/22 OCC Correspondence:

- a) None.

074/22 Cherwell District Council (CDC) matters/reports:

- None at this early stage.

075/22 CDC Correspondence:

- a) None.

076/22 Parish matters:

- a) **Clerks Salary** – The clerk was asked to leave the room whilst the Cllrs discussed the clerk's salary. All agreed an increase to LC2, Level SCP22 would be appropriate which is £14.05 per hour and is effective from the 1st April 2022.
- b) **Green Bletchingdon proposal** – The clerk has provided A. Maclachlan with the contact details of Nick Mould as agreed with him, so that they can discuss the proposal of new trees as part of the Queens Canopy in further detail. A. Maclachlan thanked the Parish Council for their assistance on this matter.
- c) **Bletchingdon Bus Service** – No further information at this time.
- d) **Bletchingdon School Hedge replacement** – No further news at this time.
- e) **Neighbourhood Plan/Parish Plan** – Cllr D. Ledger to report next month.
- f) **Benefactor** – Cllr C. Lane reported that Percy Lawson is happy to act as intermediary for us.
- g) **Communication** – A discussion was had about what to include in the next edition of the Village News. Items to be included are;
Grant provided to the Blacks Head to provide an Afternoon Tea Party to celebrate the Queens Jubilee.
News about the public footpath through the Duchy development and updates about the playground.
Information about the new speed limit application.
- h) **Traffic Calming** –
Full width speed humps – The clerk is to chase Dave Catling again for a further breakdown.
20 MPH Speed Limit - County Cllr N. Simpson said he is meeting with Mike Wasley tomorrow so he will ask on our behalf how the application is progressing. In the meantime, a discussion was had about the '20 is Plenty' signs. All agreed these should go up in the meantime, pending approval of the application. Cllr M. Whitehead will arrange this and enquire about potentially pooling with Islip and/or Weston on the Green speed watch teams whilst Bletchingdon volunteers await their training.

- i) **Plastic Footpath** – No further news at this time.
- j) **Enforcement Update** –
Ingleby Farm – Under investigation at CDC.
New House, Sti Giles – Under investigation at CDC.
- k) **New Storage Unit** – Cllr C. Lane reported that the land is still in need of preparation before the storage unit can be bought. This should be done in the next couple of months.
- l) **Recreation Ground maintenance and installation of artificial lawn** – Cllr C. Lane reported that the repairs to the recreation ground have begun but a number of new items have been highlighted as needing repair. As this is a Health and Safety issue, all agreed this additional work will have to go ahead as well. Cllr C. Lane will liaise with Kompan Ltd accordingly. He went on to report that the Sports and Social Club have now obtained the services of D. Higgins to install the artificial lawn.
- m) **Maintenance around Village Hall** – No further action at this time.
- n) **Vacancy** – A discussion was had about letting people know about the vacancy in the next Village News. It was agreed by everyone that something should be included.
- o) **Jubilee Plans** – The clerk reported that the application has been submitted to CDC for the available grant to be passed on to the Blacks Head for the Afternoon Tea Party.
- p) **Planning Meeting** – Cllr D. Robins reported that he has the necessary information now and will arrange a meeting in due course.
- q) **The Slipe** – The clerk reported that she has written to the Bletchingdon Community Foundation to enquire about the Slipe but has not received a reply yet. The clerk will continue to chase this.
- r) **Asset Register to be reviewed** – A copy of the asset register was provided to everyone prior to the meeting. This was reviewed and approved by all.
- s) **Annual Internal Audit Report to be reviewed** – The clerk provided all Cllrs with a copy of the Internal Audit report prior to the meeting. The observations were discussed and action points raised where appropriate.
- t) **Annual Governance Statement (AGS) to be completed** – Following on from the Internal Audit report, the AGS was completed, approved by all and signed off by the Chair.
- u) **Statement of Accounts to be completed** – 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.
- v) **Period of Exercise of Public Rights dates to be confirmed** – The clerk shared the Notice with the Cllrs and confirmed the dates to be from the 1st June 2022 to the 14th July 2022.
- w) **Finance** – The following payments itemised on the payment schedule for May 2022 were all approved by the Parish Council.

Method	Payee and Reason	Budget	Minute Ref	Amount	VAT	Total
Debit Card	JnDee Limited – Union Jack Flags for Jubilee Celebrations	General Admin	This Minute	£58.20	£11.70	£69.90
Bank TF	Kompan Ltd – Repairs to play equipment at the Recreation Ground	Parks, Trees and Open Spaces	This Minute	£1,705.70	£341.14	£2,046.84
Bank TF	Jake Williams – Installation of replacement dog waste bin on Weston Road	Parks, Trees and Open Spaces.	This Minute	£90.00	£0.00	£90.00

A discussion was had about the renewal quote provided by the Insurance Brokers. The clerk is to go back to them and ask why the premium has increased by £160.00 since last year and why we have only been provided with one option. As the new policy needs to start with effect from the 1st June 2022, the clerk is to obtain quotes, agreement by Cllrs and authorisation for payment before the next Parish Council meeting at the end of June. This was agreed to be done at the Annual Meeting of the Parish being held on the 25th May 2022.

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

077/22 Planning Applications-

- a) Planning Applications Approved/Refused/Withdrawn:
22/00695/LB – London House, Islip Road, Bletchingdon – First floor vaulted ceiling insulation. Approved.
- b) Planning Applications Received:
22/01261/F – Park Farm, Akeman Street, Kirtlington OX5 3JQ – Change of use to leisure/tourism incorporating 7 no. lightweight, timber clad cabins, an associated “service” building and the continued use of existing on-site parking. No objection.
22/01234/LB – Mr Daniel Parrott – Quincotts, Islip Road, Bletchingdon OX5 3DP – Removal of a cross beam and raise to a higher point in the roof to enable work to continue vault ceilings – bedrooms 1, 2, 3 and 5. No objection.

078/22 Other Correspondence Received:

- a) John Howell Newsletter. Shared with all, no further action.
- b) An email reply from Mike Seaton, Co-op Manager. They don’t have funding available to extend the layby but are happy for this to go ahead. Cllr C. Lane asked if it could be done privately which would be much cheaper for the Parish. County Cllr N. Simpson will make some enquiries for us.

079/22 Report from meeting/Any Other Business:

- 2 wooden posts have been dislodged on the Finger Piece again. Cllr C. Lane confirmed he will fix these.
- There are kerb stones out on Valencia Close, Oxford Road and Islip Road. The clerk will report these on Fix My Street.

- Overgrown bushes as you leave Bletchingdon Park Stables are making it dangerous when trying to exit that road. The clerk is to report this to Highways as a safety issue.
- Cllr M. Taylor is to clarify the situation with the houses on The Row owned by Sanctuary Housing and report back at the next meeting.
- The broken wall at the bottom of the hill at Bunkers Hill needs to be repaired. County Cllr N. Simpson will raise this with Mike Wasley tomorrow too.
- With regards to charging points for electric vehicles, Cllr C. Lane asked if Cllrs could try and think of locations that might be possible such as the land behind Station Road.
- 22 St Giles to be reported to Sanctuary Housing again.
- With regards to David Hughes, all agreed the Parish Council should send a letter of thanks to him for all of his time and service over the years.

080/22 Items for information or next Agenda only - all items for next agenda to be submitted to the Clerk by Wednesday 22nd June 2022.

081/22 Date of Next Meeting: to confirm the date of the next meeting as 29th June 2022 at 7:30pm at the Village Hall.

Meeting Ended: 9:07pm.