

DUNS TEW PARISH COUNCIL

Minutes of the Parish Council meeting held
on **Monday 5th July 2021** at 7:30 pm for the transaction of the following business:

Present: - Cllr Jackson (Chairman), Cllr Hall, Cllr Landless, Cllr Semple, Cllr Tickle. Cllr. Mike Kerford-Byrnes

In attendance: Ms.Ralfe (Clerk).

Minute Number	Agenda Number	Minute
21.81	1	Apologies for absence: It was RESOLVED that apologies were received from Cllr Hall.
21.82	2	Declarations of Pecuniary Interest and Requests for Dispensation It was RESOLVED that there were no declarations of pecuniary interest.
21.83	3	Minutes of the Last Meeting: It was RESOLVED that the council confirmed the minutes of the Parish Council meeting held on the 4th May 2021. The Chairman signed the minutes.
21.84	4	Minutes of the Last Parish Community Meeting: It was RESOLVED that the council confirmed the minutes of the Parish Community meeting held on the 4th May 2021. The Chairman signed the minutes.
		Cllr. Stapleton entered the meeting at 17:37pm.
21.85	5	Public Participation: There were 3 members of the public present. A resident of Middle Barton road enquired about the play area hedge and when it would be cut down to a height of 2m. The Chairman explained that the resident was correct in assuming that the hedge should be 2m high as per the planning conditions. This had not been possible while the 3m poles were in the hedge but these had been removed from the bottom end. There had been representations made from people living near the top of the hedge to keep it at a height of 3m to screen the play area from their properties. All residents involved were happy to have the hedge stepped in the middle (bottom end 2m and the top end 3m) and the council would be deciding later in this meeting whether or not to apply for a change to the planning conditions. If the planning department decided that the conditions could not be changed then the whole hedge would be cut down to 2m after nesting season. The Sustainable Duns Tew Chairman enquired if the Parish would be willing to support wildlife corridors within the village. Suggested areas for the establishment of wild flower meadows were the bank/verge on the North Aston road opposite Hill Farm Lane, the verge on Main Street out towards Hempton and a section between the hedge and the path near the tennis court in the play area. It was suggested that Insect hotels were included in these areas however concern was expressed over safety and having increased bees and wasps in the play area. Smaller, individual bee/insect hotels were suggested that might be situated in different places in the village.
21.86	6. a.	Finance: Payments Due; It was RESOLVED that the payments for the period May/June 2021, as listed below, were correct and approved for payment. It was RESOLVED that all invoices/relevant papers were signed by councillors Semple and Jackson at the meeting.

Details	Invoice/Cheque Number	Amount	
Keter Store Box (Amazon) for sandbags	203-0068200-8937937. 66	£23.33	£139.99
Cherwell Graphics (Play Area Sign)	INV - 9369. 67	£8.00	£48.00
Cherwell Graphics (20s Plenty Signs)	INV - 9370. 68	£19.00	£114.00
Clerk Salary and Expenses	69		£627.60
B&Q Sandbag Box wood, wood screws & braces.	70		£71.06
Internal Auditor Jane Olds. Fees for 2021/2022	71		£190.00
Cherwell Graphics (Sandbag stickers)	72	£2.50	£15.00
Clerk Salary and Expenses	73		£641.73
Farms and Gardens (grass cutting June)	74	£246.00	£1,476.00
OPFA play area inspection training seminar. (Cllr. Hall)	75		£45.00
Lloyds Bank Charges (May)			£3.00
Lloyds Bank Charges (June)			£3.00
Unity Trust Bank Charge (April, May, June)			£18.00
	Total	£298.83	£3,392.38

21.87	6.b.	Finance: Income Received. It was RESOLVED to NOTE the Income Received: for the period May/June 2021:
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Details	Reference	Amount
Oxfordshire County Council	9700717094	£307.60
HMRC (VAT)		£3,087.57
Cherwell Lottery (May)		£2.00
Cherwell Lottery (June)		£2.50
	Total	£3,399.67

21.88	6.c.	Financial Review: Finances as at 30 June 2021. It was RESOLVED to NOTE these were an accurate reflection of the Parish Council finances.
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DUNS TEW PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDING 31/3/2021		
2020/2021		2021/2022
	RECEIPTS	
£23,000.00	Precept	£12,000.00
307.6	OCC Grants	307.6
£411.78	Council Tax Grants	£0.00
161.36	Bottle Bank	£0.00
£7,437.20	Earmarked Duns Tew Play Area	
	Miscellaneous & Lottery	£52.50
£671.83	VAT Refund	£3,087.57
£31,990.87		£15,447.67
	PAYMENTS	
£7,845.93	Clerk's Salary, Expenses, PAYE & Training	£1,884.09
£359.45	Insurance	£0.00
£800.00	Grants	£0.00
£362.42	Membership Subscriptions	£167.00
£2,670.00	Grass/Hedge Cutting & Maintenance	£960.00
£141.00	Room Hire	£0.00
£320.00	Auditors	£130.00
£0.00	Elections	£0.00
£790.60	Play Area Rent, Inspection & Maintenance	£0.00
267.73	Administration	£143.88
£185.00	GDPR + Information Commissioner	£0.00
£336.93	Councillors Training	£0.00
£774.43	Dog Bins	£300.30
£485.55	Speeding/Traffic Signs	£0.00
£20.00	Emergency Equipment/Maintenance. Welcome Pack	£0.00
£120.00	Web Site	£0.00
£54.00	Bank Charges	£6.00
-£40.00	Mid Cherwell Neighbourhood Plan	£0.00
	Misc	£0.00
£15,493.04		£3,591.27
£34,229.22	Balance Brought Forward	£45,712.35
£31,990.87	Add Total Receipts	£15,447.67
£66,220.09		£61,160.02
-£20,507.74	Less Total Payments	-£3,591.27
£45,712.35	Balance c/f 31.03.2021	£57,568.75
	BALANCES REPRESENTED BY:	
£45,712.35	Unity Bank	£33,303.74
	Pending Payments	£0.00
£45,712.35	Total	£33,303.74
£0.00	Unpresented Cheques	£0.00
£0.00	Cancelled Cheques	£0.00
£0.00	Unpresented Receipts/ Credit	£0.00
		£33,303.74
Signed:		
Chairman: David Jackson		R.F.O. Jean Ralfe
Date:		Date:

21.89	6.d.	Bank Reconciliation: It was RESOLVED to NOTE that the bank reconciliation had been checked and signed by Cllr. Stapleton on the 27th June 2021.
21.90	6.e.	Financial Review: It was RESOLVED to NOTE the Review of the Effectiveness of the Internal Report for the year 2020/2021 as presented by Cllr. Stapleton. This would be updated, circulated and put on the next meeting agenda for sign off.

21.91	7.	County and District Councillors Reports: District Cllr. Mike Kerford-Byrnes gave the following update: 1. Budget. Cherwell District Council has not had the difference of 2.5 million which was incurred during the pandemic made up by central government. Savings of 7.5 million need to be made this year - therefore a cut of 10 million on a 25 million budget. Transitional relief has been promised by central government. There is no indication as to how much this will be so the assumption is 0. Cost cutting in the past has been achieved by not backfilling staff who leave, postponed/not done projects as quickly. CDC will start charging to take away the brown bins. Residents will have to register and have a licence printed for 30 or 40 pounds a year per bin. This will allow income to be generated without hurting too many people too much. 2. Planning. The local plan is being reviewed - how to engage with the public has been published and gone through. There has been some delay because of extra houses for Oxford city being apportioned out to other districts. Judicial review currently on going about Oxford housing. 2050 Oxfordshire Housing plan incorporates an analysis of expectations of economic uplift generating new jobs and therefore attracting more people. Includes analysing changing working patterns due to covid. Early stages of rail freight interchange application. Barnards Green/Cherwell valley services application for 4 or 5 mega warehouses on 66 acres with 1400 parking spaces for the logistics businesses.
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21.92	8.	Clerk's Report
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Item:	Action Required:	Result:
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Reinstatement of Assets of Community Value onto 5 year listing with Cherwell & S Northants: White Horse Pub.	There are some associated costs e.g. small payments for land registry maps.	White Horse Pub application in progress. ACTION Clerk.
Play Area Fence.	Quotes for the Play Area fence and vehicle gate were received and a comparison drawn up. It was RESOLVED to contract Kidlington Fencing to complete the work.	Work on the play area started on 5th July and is expected to take 3 days. ACTIONED.
Hill Farm Lane. Overgrown Verge near Little Steine.	Vegetation on the road. Meeting with Highways looked at the verge on 27.10.2020. Referred to an engineering specialist in Highways. Kerbside recommended and included in Highways 20/21 budget and work schedule. Skanska to estimate the cost.	No new update from Highways. It is on the list of jobs to do but no start date confirmed yet. It was RESOLVED that a letter be sent re: maintenance of the laurel tree due August 2021. ACTION Clerk.

Play Area Sign	A new play area sign is needed to replace the damaged one. It should include social distancing and consideration for neighbours points. The smaller sign below it on the fence will be removed as it is no longer required. It was RESOLVED that the sign will be ordered from Cherwell graphics as per quote, using the COMF grant funding from CDC for the purchase.	The new play area sign has been put up. Photos and completion documentation send to CDC. ACTIONED.
Tennis Court Surface Funding	Tennis Court Resurfacing. This can be funded out of existing Parish Council resources and CDC grant leaving the required reserves. It was RESOLVED go ahead with the resurfacing work and to do the following: <ul style="list-style-type: none"> i. apply for any appropriate grants that might be obtained in time. ii. to check with the selected contractors if the quote has changed due to Brexit/Covid. iii. Determine the time frames in which the work could be completed - possibly in time for use in the summer. 	CDC grant must have been used by 8th December 2021. Clerk to confirm when contractor would be able to resurface tennis court - timetable needs to fit with CDC grant so that it is not lost. ACTION Clerk.
Quarry Nature Reserve.	Correspondence has been received about the Quarry Nature Reserve and its accessibility to residents. It was RESOLVED that this has been responded to and that the Clerk should check regularly with Smiths to see what action has been taken.	OCC planning legal department have confirmed that this planning condition should have been completed 4 years ago. Smiths have said the quarry will be open in the summer but do not have a specific date yet. It was RESOLVED to wait until the end of July and if the Quarry had not been opened to report to OCC Planning Enforcement.
Drains/Flooding at Longfield/Main Road.	Meeting held with Thames Water, Highways, residents and Clerk on 31st March. See Report and email update. Thames Water and Highways have completed all investigations and surveys. Outstanding action of dredging the ditch. CDC/Highways to contact the landowner to arrange this.	No progress on the ditch yet. Duns Tew is first on the list. Additional staff recruited to help and will update for the next PC meeting.
Internal Auditors Report.	Internal Audit report circulated.	It was RESOLVED to note the recommendations.
Old Safety covers for basketball posts.	The old safety covers are damaged and no longer required now that the posts are outside the tennis court fence.	It was RESOLVED to get rid of these. ACTION Clerk.

21.93	9.	Grass Cutting Tender: It was RESOLVED to award the tender to: Nigel Prickett. This is a 3 year tender to be reviewed every year.
21.94	10.	Parking in the village: It was RESOLVED to

		<ul style="list-style-type: none"> • Not pursue parking bays with highways • NOTE that complaints have been received by farmers who are having difficulty getting past vehicles with tractors. • Place a polite notice in the newsletter • Respond to the resident on Main Street suggesting parking 2 cars in their drive so that it is apparent that access is required.
21.95	11.	<p>Play area hedge: It was RESOLVED to apply for a change to planning conditions to accommodate two different heights in the hedge; 2 metres at the bottom end near the 5aside field and 3 metres at the top near the tennis court and the toddler area.</p>
21.96	12.	<p>Parish Council Plan: Priorities and projects over the next year and 10 years. It was RESOLVED to postpone this item until the next meeting.</p>
21.97	13.	<p>Planning Committee: It was RESOLVED to re-adopt the terms of reference.</p>
21.98	14.	<p>Policies and Procedures: It was RESOLVED to re-adopt the Dealing with the Media policy. It was RESOLVED to adopt the Equality and Diversity policy.</p>
21.99	15.a.	<p>Parish Matters: Services. Cllr Tickle update:</p> <ol style="list-style-type: none"> 1. 20s Plenty Campaign signs to go up in this week. Article to go into the newsletter and messages on social media. 2. VAS is positioned on North Aston Rd and is working well there.
21.100	15.b.	<p>Parish Matters: Amenities. Cllr Hall update:</p> <ol style="list-style-type: none"> 1. No update.
21.101	15.c.	<p>Parish Matters: Community. Cllr Semple update:</p> <ol style="list-style-type: none"> 1. Defibrillator - It was RESOLVED to replace the pads and lithium batteries as these expire in October. 2. Welcome Pack - new residents are being directed to the website where it is published. Updates have been made. 3. Emergency Plan - the sandbags have been installed at the village hall and stickers put on the outside of the box for identification. A note will be put into the newsletter to let residents know where they are.
21.102	15.d.	<p>Parish Matters: Planning. Cllr Stapleton update:</p> <ol style="list-style-type: none"> 1. Malthouse plan response has been put in. There was good attendance at the planning meeting. 2. There was one planning application since the planning meeting on the 28th May 2021 - see below:

Reference #	Location	Proposal/ Description.	Response Date	Status
<u>21/02191/F</u>	Ash Berry Cottage Main Street Duns Tew OX25 6JS	Two Part Single Rear and Garage Extension with Associated Internal and External Works	29.7.21	Under Consultation
It was RESOLVED that there were no comments or objections.				

21.103	15.e.	<p>Parish Amenities: Cllr Landless.</p> <ol style="list-style-type: none"> 1. Tree for the play area. Cllr Landless has researched some possible options. It was RESOLVED to postpone this to the next meeting.
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21.104	15.f.	Parish Matters: Communications. Cllr Hall update: No update.
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21.105	16.	Correspondence: It was NOTED that the correspondence listed below has been sent to the Council. a. Parking on Main Street. b. Horsehay Quarry. c. Play area hedge. d. Bird scarer. e. Track near the play area.
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Other Correspondence :	Sent to:
Rural Funding Digests - regular email updates forwarded as received.	Full Council
The Rural Bulletins/Rural Services Network - regular email updates forwarded as received.	Full Council
SLCC News Bulletins - regular email updates forwarded as received.	Full Council
OALC updates and news - regular email updates forwarded as received.	Full Council
Public Sector News and Analysis emails. Regular email updates forwarded as received.	Full Council
Police and Crime Bulletins - regular email updates forwarded as received.	Full Council
Health Watch Oxfordshire emails - regular email updates forwarded as received.	Cllrs Jackson and Semple.
Parish On-line updates - regular email updates forwarded as received	Full Council
Planning Applications and Decisions from Cherwell District Council. Forwarded as received.	Full Council
Covid-19 updates/information from Central Government.	Full Council

21.106	17.	Reports from Meetings: a. Village Hall Update: <ul style="list-style-type: none"> ● Summer BBQ event planned ● Would like to encourage groups to use the village hall. A new Ballet school are using the hall but not as much as the previous one so bookings are down.. ● Have got reserves but will need more use to make it viable.
21.107	18.	Date of the next Meeting: Monday 13th September 2021 at 7:30pm at the Village Hall.

The Meeting finished at 21.44 pm.

Signed by Chairman.....