

## DUNS TEW PARISH COUNCIL

Minutes of the Virtual Parish Council meeting held  
on **Tuesday 4th May 2021** at 7:30 pm for the transaction of the following business:

**Present:** - Cllr Jackson (Chairman), Cllr Stapleton (Vice Chair), Cllr Hall, Cllr Landless, Cllr Lang, Cllr Semple, Cllr Tickle.

**In attendance:** Ms. Ralfe (Clerk).

Minute Number	Agenda Number	Minute
21.57	1	<b>Election of Chairman and Acceptance of Office:</b> Cllr Jackson proposed by Cllr Stapleton and seconded by Cllr Semple. This was unanimously agreed. Councillor Jackson signed the Acceptance of Office.
21.58	2	<b>Apologies for absence:</b> It was RESOLVED that apologies were received from Cllr. Mike Kerford-Byrnes.
21.59	3	<b>Election of Vice Chairman:</b> Cllr Stapleton proposed by Cllr Lang, seconded by Cllr Hall. This was unanimously agreed.
21.60	4	<b>Appointment of Responsible Financial Officer:</b> It was RESOLVED that the Parish Clerk, Mrs J. Ralfe, continues as the RFO for the financial year 2021/2022.
21.61	5	<b>Appointment of Internal Auditor:</b> It was RESOLVED that Jane Olds be appointed as Internal Auditor for the financial year 2021/2022.
21.62	6	<b>Declarations of Pecuniary Interest and Requests for Dispensation</b> It was RESOLVED that there were no declarations of pecuniary interest.
21.63	7	<b>Minutes of the Last Meeting:</b> It was RESOLVED that the council confirmed the minutes of the Parish Council meeting held on the 1st March 2021. It was RESOLVED that these were to be signed by the Chairman after the virtual meeting.
21.64	8	<b>Public Participation:</b> There were no members of the public present.
21.65	9. a.	<b>Finance: Payments Due;</b> It was RESOLVED that the payments for the period March/April 2021, as listed below, were correct and approved for payment. It was RESOLVED that all invoices/relevant papers were to be signed by two councillors after the meeting.

### Payments for the period March/April 2021:

Details	Invoice/Cheque Number	Amount
Volunteer Driver Service Grant. (Citizens Advice North Oxford and South Northamptonshire.)	54	£200.00
Village Newsletter.	55	£200.00

Lloyds TSB bank charges (March)	BACS	£3.00
SLCC Membership 2021/22	MEM234675 57	£112.00
Community First Oxfordshire Membership	58	£55.00
Cherwell District Council. Dog Bin emptying.	7016360 59	£300.30
Clerks Salary and Expenses.	60	£788.63
Zoom License Renewal	P-85061412 61	£143.88
Jane Olds - Internal Auditor	JO105 62	£130.00
Clerks Salary. National Uplift back-dated to April 2020.	63	£422.66
Clerks Salary and Expenses.	64	£672.80
Farms and Gardens.	INV -1652. 65	£960.00
Lloyds TSB bank charges (April)	BACS	£3.00
	<b>Total</b>	<b>£3,991.27</b>

21.66	9.b.	<b>Finance: Income Received.</b> It was RESOLVED to NOTE the <b>Income Received:</b> for the period March/April 2021:
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Details	Reference	Amount
Cherwell Lottery	BACS	£2.50
CDC Precept		£12,000.00
CDC COMF Grant		£48.00
	<b>Total</b>	<b>£12,050.50</b>

21.67	9.c.	<b>Financial Review:</b> Finances as at 31st March 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		
2019/2020		2020/2021
	<b>RECEIPTS</b>	
£23,000.00	Precept	£22,000.00
307.6	OCC Grants	307.6
£411.78	Council Tax Grants	£152.31
161.36	Bottle Bank	£222.77
£7,437.20	Earmarked Duns Tew Play Area	
	Miscellaneous & Lottery	£52.00
£671.83	VAT Refund	£14,242.46
	Grant for Play Area Equipment	£35,047.50
	Grant for Tennis Court Fence	£13,695.00
£31,990.87		<b>£85,719.64</b>

<b>PAYMENTS</b>		
£7,845.93	Clerk's Salary, Expenses, PAYE & Training	£8,027.88
£359.45	Insurance	£557.15
£800.00	Grants	£400.00
£362.42	Membership Subscriptions	£341.16
£2,670.00	Grass/Hedge Cutting & Maintenance	£4,133.46
£141.00	Room Hire	£24.00
£320.00	Auditors	£560.00
£0.00	Elections	£0.00
£790.60	Play Area Rent, Inspection & Maintenance	£2,331.34
£5,014.70	Earmarked Play Area Upgrade	£27,404.00
	Play Area Upgrade	£15,229.60
	Play Area Equipment	£35,047.50
	Tennis Court Fence	£13,695.00
267.73	Administration	£203.87
£185.00	GDPR + Information Commissioner	£35.00
£336.93	Councillors Training	£420.00
£774.43	Dog Bins	£600.60
£485.55	Speeding/Traffic Signs	£727.15
£20.00	Emergency Equipment/Maintenance. Welcome Pack	£0.00
£120.00	Web Site	£0.00
£54.00	Bank Charges	£75.00
-£40.00	Mid Cherwell Neighbourhood Plan	£34.00
	Misc	£137.94
<b>£20,507.74</b>		<b>£109,984.65</b>
£34,229.22	Balance Brought Forward	£45,712.35
£31,990.87	Add Total Receipts	£85,719.64
£66,220.09		£131,431.99
-£20,507.74	Less Total Payments	-£109,984.65
<b>£45,712.35</b>	<b>Balance c/f 31.03.2021</b>	<b>£21,447.34</b>
<b>BALANCES REPRESENTED BY:</b>		
£45,712.35	Unity Bank	£21,447.34
	Pending Payments	£0.00
<b>£45,712.35</b>	<b>Total</b>	<b>£21,447.34</b>
£0.00	Unpresented Cheques	£0.00
£0.00	Cancelled Cheques	£0.00
£0.00	Unpresented Receipts/ Credit	£0.00
		<b>£21,447.34</b>
Signed:		
Chairman: David Jackson		R.F.O. Jean Ralfe
Date:		Date:

21.67	9.c.	<p><b>Financial Review:</b>  It was RESOLVED to NOTE the Review of the Effectiveness of the Internal Report for the year 2019/2020 as presented by Cllr. Stapleton.  It was RESOLVED that the updated Asset Register was correct and it was signed by the Chairman.  It was RESOLVED that the Statement of Internal Control was adopted and signed by the Chairman.</p>
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21.68	9.d.	<b>Year End Accounts and Governance Statement:</b> The Annual Governance Statement was RESOLVED to be agreed and accepted and was signed by the Chairman and RFO. Part 2 Accounting Statements of the Annual Return and the End of Year Accounts were RESOLVED to be agreed, accepted and these were signed by the Chairman and RFO. Details of the arrangements for the exercise of public rights were RESOLVED to be published with documents available for viewing, by arrangement, between Thursday 3rd June and Thursday 15th July.
21.69	9.e.	<b>Insurance Review and Renewal:</b> It was RESOLVED to renew the insurance with Aviva through HBIB at a premium of £361.04 under a 3 year Long Term Agreement.

21.70	10.	<b>County and District Councillors Reports:</b> There were no reports.
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21.71	11.	<b>Clerk's Report</b>
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Item:	Action Required:	Result:
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<b>Reinstatement of Assets of Community Value onto 5 year listing with Cherwell &amp; S Northants: White Horse Pub.</b>	There are some associated costs e.g. small payments for land registry maps.	White Horse Pub application in progress. ACTION Clerk.
<b>Play Area Fence.</b>	Quotes for the Play Area fence and vehicle gate were received and a comparison drawn up.	It was RESOLVED to discuss this under the Play Area Agenda Item 12.b.
<b>Hill Farm Lane. Overgrown Verge near Little Steine.</b>	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. ACTION Clerk.
<b>Play Area Sign</b>	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. ACTION Clerk.
<b>Tennis Court Surface Funding</b>	It was RESOLVED to determine if the outstanding costs for the play area could be funded by council and existing grant money. ACTION Clerk.	It was RESOLVED to discuss this under Agenda item: 12.b.
<b>Quarry Nature Reserve.</b>	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.	Smiths have said the quarry will be open in the summer but do not have a specific date yet. Clerk to follow up with OCC re: conditions.

<b>Drains/Flooding at Longfield/Main Road.</b>	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.
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21.72	12. a.	<p><b>Parish Matters: Services. Cllr Tickle update:</b></p> <ol style="list-style-type: none"> <li>1. 20s Plenty Campaign. Quote for 4 new signs and 2 stickers to go over existing signs. These will be put up in the village to support the campaign - alternating with the existing speed awareness signs and leaving some time between signs to increase the impact and lessen driver fatigue. Aim to put up the 20s plenty signs in June to coincide with a piece in the village newsletter about the campaign and how villagers can help. It was RESOLVED to go ahead with the purchase of the new signs and stickers and the plan for putting up and rotating the signs.</li> <li>2. VAS is in a new location and the batteries are being charged. Vehicles seem to slow down at the white gates and then speed up again as they get to the sharp corner on North Aston Road which is not ideal. The VAS will be moved to other locations to lessen driver fatigue.</li> <li>3. Highways Proposals for speeding/traffic calming (lines for specific parking spaces designed to utilise parked cars as a traffic calming measure). Possible that some new legislation may be coming in about parking on pavements outside of London. RESOLVED to wait and see what legislation if any is brought in and then to decide whether or not to pursue with Highways.</li> </ol>
21.73	12.b.	<p><b>Parish Matters: Amenities. Cllr Hall update:</b></p> <ol style="list-style-type: none"> <li>a. 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: <ol style="list-style-type: none"> <li>i. apply for any appropriate grants that might be obtained in time.</li> <li>ii. to check with the selected contractors if the quote has changed due to Brexit/Covid.</li> <li>iii. Determine the time frames in which the work could be completed - possibly in time for use in the summer.</li> </ol> </li> <li>b. Play Area Fencing. It was RESOLVED to contract Kidlington Fencing to complete the work.</li> <li>c. Play Area Trees. It was RESOLVED to plant a tree in memory of Cllr Jonnie Miall in the play area near the picnic table and to commission a plaque possibly for installation on the tennis court fence. It was RESOLVED that Cllr Jackson and the Clerk should plan how and when to do this in conjunction with the Miall family. ACTION Cllr Jackson and Clerk.</li> <li>d. Play Area Checks. Monthly Play Area checks are being done by Cllr Hall and are an insurance requirement.</li> </ol>
21.74	12.c.	<p><b>Parish Matters: Community. Cllr Semple update:</b></p> <ol style="list-style-type: none"> <li>1. Defibrillator - this has not been used. The Southern and Central Ambulance Service database has been replaced by a national database called Circuit. This should give better coverage and knowledge of where defibrillators are in the country. Cllr Semple will send all required information for the registration of the Defibrillator. The batteries are still good.</li> <li>2. Welcome Pack - new residents are being directed to the website where it is published. Updates have been made.</li> <li>3. Emergency Plan: <ol style="list-style-type: none"> <li>a. OCC will deliver 80 sand bags (1m cubed) for flooding emergencies.</li> <li>b. A place for a sandbag store in the Village Hall car park has been identified and agreed with the Village Hall Committee.</li> <li>c. It was RESOLVED to purchase a plastic/waterproof garden storage type container for the sandbags.</li> <li>d. It was RESOLVED that a suitable sticker identifying the sandbags be purchased for the storage box.</li> </ol> </li> </ol>

21.75	12.d.	<p><b>Parish Matters: Planning. Cllr Stapleton update:</b></p> <ol style="list-style-type: none"> <li>Oxfordshire 2050 plan. It was RESOLVED that Cllrs. Jackson and Tickle would raise with the MCNP Forum to make sure that consideration and responses are joined up.</li> <li>Planning Applications:</li> </ol>
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Reference #	Location	Proposal/ Description.	Validated	Status
<a href="#"><u>21/01242/F</u></a>	Paythorne Main Street Duns Tew OX25 6JL	Demolition of existing garden room and erection of single storey glazed extension, alterations to window openings on north elevation and insertion of rooflight.	29/04/2021	Under Consultation

It was RESOLVED that there were no comments or objections to this application.

<a href="#"><u>21/01538/TCA</u></a>	53 Main Street Duns Tew OX25 6JL	T1 x Cedar - Fell to ground level as top snapped out. T2 x Larch, T3 x Pine - Fell as without the Cedar, these trees will look out of balance.	26/04/2021	Case Officer Assigned
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It was RESOLVED that there were no comments or objections to this application.

<a href="#"><u>21/01164/DISC</u></a>	The Threshing Barn Main Street Duns Tew OX25 6JS	Discharge of Conditions 3 (insulation) and 4 (plumbing and ventilation details) of 21/00093/LB	01/04/2021	Under Consultation
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It was RESOLVED that there were no comments or objections to this application.

<a href="#"><u>21/01055/TCA</u></a>	Duns Tew Manor Main Street Duns Tew OX25 6JP	T1, T2, T3 x Apple in major decline - Fell and replant as part of The Dovecote renovation scheme and the new orchard of 20 new trees.	19/03/2021	Under Consultation
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It was RESOLVED that there were no comments or objections to this application.

<a href="#"><u>21/00771/TCA</u></a>	Little Steine Hill Farm Lane Duns Tew OX25 6JH	T1 x Yew - Crown lift to 3.5m and cut back overhang on planting beds by up to 1.5m. T2 x Sycamore - Reduce Sycamore tree from approx 17m to approx 12m and remove south eastern branch which overhangs out build (summer house, bedroom and office).The reduction of this tree is to allow for other plants and shrubs below to get more light and flourish encouraging more wildlife into garden. T3 x Chestnut - Crown lift to 4-5m approx and thin crown by 20% to allow more light to make it on to the lawn. T4 x Sycamore - Reduce tree from approx 19m to approx 14m. This is to allow light into the lower garden for the flower beds to be able to grow and provide food and shelter for many insects and other wildlife.	08/03/2021	Under Consultation
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It was RESOLVED that there were no comments or objections to this application.

21.76	12.e.	<p><b>Parish Matters: Poors Land. Cllr Landless.</b></p> <p>Poors land is currently rented to a resident and enquiries have been made to establish the details of the current occupancy and when it ends. Enquiries as to possible alternative uses to continue with trustees. ACTION Cllr Landless</p>
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21.77	12.f.	<p><b>Parish Matters: Communications. Cllr Hall update:</b></p>
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		Duns Tew website: there were recommendations in the Internal Auditors Report for this last financial year about the website. These are being considered and the Clerk has been given access to the website. Options for a separate website for the Parish Council to be investigated. ACTION Cllr Hall. Cllr Hall was thanked for his time and hard work on the website to date..
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21.78	13.	<b>Correspondence:</b> It was NOTED that the correspondence listed below has been sent to the Council. a. Highways re: drains and flooding at Longfield and on Main Street. b. Thames Water re: drains and flooding at Longfield and on Main Street. c. Resident of Duns Tew re: the opening of Horsehay Quarry. d. CDC Regulatory Services and Community Safety Team re: Noise complaints in the Play Area.
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<b>Other Correspondence :</b>	<b>Sent to:</b>
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

21.79	14.	<b>Reports from Meetings:</b> a. <b>Village Hall Update:</b> <ul style="list-style-type: none"> <li>● The Hall is still closed.</li> <li>● The storage box for the sandbags was unanimously agreed.</li> <li>● A grant has enabled the maintenance of the building during the last year of the pandemic. Fundraising activities going forwarded e.g.Coffee mornings starting again in June will require the support of the village/community.</li> </ul> b. <b>Mid Cherwell Neighbourhood Forum:</b> <ul style="list-style-type: none"> <li>● Middleton Stoney bus gate working group - looking at replacing the bus gate.</li> <li>● The application for a pharmacy at Heyford Park with doctors' rooms was refused. The decision has been appealed. A dentist called Heyford Smiles has opened in the complex near Sainsbury's.</li> <li>● Introduction to Stephen McKenna, Community Planning Officer, Community First Oxfordshire. Offers support for Neighbourhood Planning, Spatial Planning Issues, Development Management, Appeals and Section 106. There is a charge.</li> <li>● Climate change, tree planting and biodiversity. Surrounding Parishes are setting up wildlife corridors, communal orchards and tree planting in hedgerows and other areas. Wild flower meadows have been established.</li> </ul>
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		<ul style="list-style-type: none"> <li>Government White Paper: Neighbourhood Plan will need to be rewritten to respond. The MCNP is due for revision in 2024 in any case.</li> </ul>
21.80	15.	<p><b>Date of the next Meeting:</b> It was RESOLVED that the next meeting would be on Monday 5th July 2021 at 7:30pm at the Village Hall. Cllr Jackson and the Clerk will do an assessment and make recommendations about how to run this meeting within Covid restrictions closer to the time. ACTION Cllr Jackson and Clerk.</p>

The Meeting finished at 21.23 pm.

Signed by Chairman.....