

## DUNS TEW PARISH COUNCIL

Minutes of the Parish Council meeting held  
on **Monday 10th January 2022** at 7:30 pm in the Village Hall  
for the transaction of the following business:

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

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

Minute Number	Agenda Number	Minute
22.1	1	<b>Apologies for absence:</b> It was RESOLVED that apologies were received from Cllr. McRae and Cllr Hall. It was RESOLVED that item 8 and 10 would be moved up the agenda so that members of the public could leave afterwards if they so wished.
22.2	2	<b>Declarations of Pecuniary Interest and Requests for Dispensation</b> It was RESOLVED that there were no declarations of pecuniary interest.
22.3	3	<b>Minutes of the Last Meeting:</b> It was RESOLVED that the council confirmed the minutes of the Parish Council meeting held on the 8th November 2021. The Chairman signed the minutes.
19:40pm. Cllr. Kerford-Byrnes entered the meeting.		
22.4	4	<b>Public Participation:</b> There were 2 members of the public present. <ol style="list-style-type: none"><li>1. The possibility of fundraising for repairs to the lychgate as part of the Jubilee Celebrations was suggested.</li><li>2. The Jubilee celebrations are a few weeks before the summer fete was intended to take place. Options for dates were discussed but not confirmed.</li><li>3. The Survey was discussed and the need for feedback from other groups in the village if they wanted to include more focused questions.</li></ol>
22.5	8	<b>Village Survey:</b> An update was given on the village survey. It was RESOLVED that Cllrs would provide feedback on the circulated draft version. Feedback from groups and organisations within the village would be included and the final draft would be agreed and authorised for printing via email. It was RESOLVED that only a paper version of the survey would be used. It was RESOLVED that the survey would be printed and included with the March Village Newsletter for distribution. This would allow time for the results to be collated, analysed and made available in time for May. It was RESOLVED that Councillors would collect the completed surveys from residents as this provided a good opportunity to raise the council's visibility and for Cllrs to meet with residents.
22.6	10	<b>Queen's Platinum Jubilee:</b> It was RESOLVED that the Clerk would meet with the Church, Village Hall and WI representatives with the objective of forming a committee to organise the Duns Tew celebrations.

22.7	5	<b>Finance: Payments Due;</b> It was RESOLVED that the payments for the period November/December 2021, as listed below, were correct and approved for payment. It was RESOLVED that all invoices/relevant papers were signed by councillors Semple and Tickle at the meeting.
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Date	Details	Invoice Number	VAT	Amount
10.1.22	Taylor and Sons. Hadsham Farm. Christmas Tree	94		£70.00
10.1.22	Microsoft for Laptop subscription	96		£59.99
10.1.22	John Young (play area tree planting & equipment)	1069 98	£14.38	£86.30
10.1.22	Clerk Salary & Expenses	99		£605.00
10.1.22	Nigel Prickett (play area cuttings pile and hedge)	1569 100	£57.60	£345.60
10.1.22	Farms & Gardens. Christmas tree set up.	INV-1674 102	£16.27	£97.62
10.1.22	Clerk Salary & Expenses	103		£605.00
10.1.22	Service Charge	DD		£18.00
10.1.22	Play Area Rent	104		£130.00
		<b>Total</b>	<b>£88.25</b>	<b>£2,017.41</b>

**Debit Card:**

Date	Details	Invoice No.	VAT	Amount
2.11.21	Monthly Fee (November)	DD		£3.00
18.11.21	Brunel Engraving Company Ltd. Tree Plaque.	BE-119161 95	£17.35	£104.10
19.11.21	Brunel Engraving Company Ltd. Discount.	DD		-£9.30
24.11.21	Christmas Lights (Amazon)	97	£27.16	£162.94
7.12.21	Land Registry. Assets of Community Value.	101		£6.00
2.12.21	Monthly Fee (December)	DD		£3.00
		<b>Total</b>	<b>£44.51</b>	<b>£266.74</b>

22.8	5.b.	<b>Finance: Income Received.</b> It was RESOLVED to NOTE the <b>Income Received:</b> for the period November/December 2021
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Date	Details	Reference	Amount
10.11.21	Cherwell Lottery		£2.00
10.11.21	VAT Claim		£1,084.22
7.12.21	Cherwell Lottery		£2.50
		<b>Total</b>	<b>£1,086.72</b>

22.9	5.c.	<b>Financial Review:</b> Finances as at 31 December 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 31/3/2022		
2020/2021		2021/2022
	<b>RECEIPTS</b>	
£23,000.00	Precept	£24,000.00
307.6	OCC Grants	307.6
£411.78	Council Tax Grants	£0.00
161.36	Bottle Bank	£114.07
£7,437.20	Earmarked Duns Tew Play Area	£0.00
	Miscellaneous & Lottery	£68.00
£671.83	VAT Refund	£4,171.79
£31,990.87		<b>£28,661.46</b>
	<b>PAYMENTS</b>	
£7,845.93	Clerk's Salary, Expenses, PAYE & Training	£5,614.97
£359.45	Insurance	£361.04
£800.00	Grants	£0.00
£362.42	Membership Subscriptions	£212.00
£2,670.00	Grass/Hedge Cutting & Maintenance	£3,012.00
£141.00	Room Hire	£96.00
£320.00	Auditors	£610.00
£0.00	Elections	£0.00
£790.60	Play Area Rent, Inspection & Maintenance	£2,330.40
267.73	Administration	£143.88
£185.00	GDPR + Information Commissioner	£35.00
£336.93	Councillors Training	£0.00
£774.43	Dog Bins	£604.72
£485.55	Speeding/Traffic Signs	£114.00
£20.00	Emergency Equipment/Maintenance. Welcome Pack.	£396.43
£120.00	Web Site	£0.00
£54.00	Bank Charges	£81.00
-£40.00	Mid Cherwell Neighbourhood Plan	£0.00
	Misc	£266.83
£15,493.04		<b>£13,878.27</b>
£34,229.22	Balance Brought Forward	£21,447.34
£31,990.87	Add Total Receipts	£28,661.46
£66,220.09		£50,108.80
-£20,507.74	Less Total Payments	-£13,878.27
£45,712.35	Balance c/f 31.03.2021	<b>£36,230.53</b>
	<b>BALANCES REPRESENTED BY:</b>	
£45,712.35	Unity Bank	£36,230.53
	Pending Payments	£0.00
£45,712.35	Total	<b>£36,230.53</b>
£0.00	Unpresented Cheques	£0.00
£0.00	Cancelled Cheques	£0.00
£0.00	Unpresented Receipts/ Credit	£0.00
	As at 31.12.2021	<b>£36,230.53</b>
Signed:		
Chairman: David Jackson		R.F.O. Jean Ralfe
Date:		Date:

**Budget vs. Actual Spend (as at 31 December 2021):**

	2020 - 2021 Actual Expenditure	2020 - 2021 Actual Income	Budget for 2021/2022
<b>DUNS TEW PARISH COUNCIL</b>			
<b>EXPENDITURE</b>			
Clerks Expenses	£320.00		-480
Clerks Salary	£5,294.97		-7500
HMRC PAYE	£0.00		-100
Clerks Training	£0.00		-100
Bank Charges	£81.00		-144
Insurance	£361.04		-1000
<b>GRANTS</b>			
Community	£0.00		-1000
<b>SUBS</b>			
OALC	£0.00		-160
OPFA	£45.00		-60
SLCC	£112.00		-120
Community First	£55.00		-70
Parish Online/ GeoXphere	£0.00		-50
<b>OTHER</b>			
Room Hire	£96.00		-200
Information Commissioner	£35.00		-40
Emergency Equipment	£396.43		-200
Welcome Pack	£0.00		-75
MCNP/Planning	£0.00		-100
Web Site	£0.00		-60
Miscellaneous	£266.83		-400
Play Area Maintenance	£1,995.60		-2500
Play Area Rent	£0.00		-130
Play Area Upgrade	£0.00		-15000
Grass/Hedge Cutting & Maintenance	£3,012.00		-4050
Dog Bins	£604.72		-625
Speeding/Traffic/ Traffic Signs	£114.00		-1500
Admin/Office Equipment	£143.88		-100
Councillors Training / Travel	£0.00		-500
Auditors	£610.00		-650
Elections	£0.00		-500
GDPR	£0.00		-150
Tree Maintenance	£334.80		-100
<b>INCOME</b>			
Bottle Bank		£114.07	200
Precept		£24,000.00	24000
New Homes Bonus		£0.00	0
Miscellaneous		£68.00	0
Grass cutting grant from OCC		£307.60	307.6
VAT Reclaim		£4,171.79	5800
Play Area Grants		£0.00	1000
Allocation from Savings			6356.4
	£13,878.27	£28,661.46	£0.00

22.10	5.d.	<b>Budget and Precept:</b> It was RESOLVED that the budget was correct and it was RESOLVED by unanimous vote to request a precept of £24000.00 for the year 2022/2023. This is the same as the previous year's precept.
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22.11	6.	<b>County and District Councillors Reports:</b> Cllr Kerford-Byrnes gave the following updates: <ul style="list-style-type: none"> <li>Budget pressures will continue into 2022/23 and the year after for both the district and County Councils. CDC is looking at the maximum it can increase council tax which is the equivalent to £5 for a band D property. Police and Fire services will also be looking for a substantial increase.</li> <li>CDC's provision for new housing is below the required 5%.</li> <li>Duns Tew village does not have many facilities and is therefore unlikely to be able to sustain more house building. Cllr Kerford-Byrnes is a member of the Planning Overview board and will continue to represent local villages before his term ends in May.</li> <li>The Great Wolf and Bicester Rugby Club developments both went to appeal and both were upheld. Details are on the CDC website.</li> <li>Cllr Kerford-Byrnes has been a Cllr for 11 years and will not be standing in the next elections.</li> </ul> The Council gave Cllr Kerford-Byrnes a unanimous formal vote of thanks for all he has done for the parish in the past and wished him luck in his retirement.
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22.12	7a.	<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. List of community events in the White Horse.	Application submitted. No response yet. ACTIONED.
<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. Highways will inspect the drain and cost the verge. Work planned for completion before Christmas - depending on supply chains/materials. December - Highways have advised that a change of personnel on the contractors side means that a further site visit is required to scope the work again. This has been arranged for Wednesday, 9 <sup>th</sup> November.	Highways have advised that work is scheduled to start on January 31st 2022. Little Steine resident informed. Further communications with HFL planned once highways have confirmed date and traffic management plans.

<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.	No progress on the ditch yet. Talks between CDC and the landowner are still on-going. It was NOTED that there has not been any recent flooding. It was RESOLVED to place the matter under observation.
<b>Christmas Tree</b>	Tree reserved at Hadsham Farm which is between 12 and 15ft and it will cost about £70. They don't deliver trees so we will need to arrange to pick it up and install it. Check Christmas lights are at the White Horse. It was RESOLVED that Cllr. Landless will collect the Christmas tree and a member of the public would be asked to put it up.	Christmas tree successfully installed and removed. Lights and base stored. ACTIONED
<b>Play Area Tree</b>	Arrange tree planting and plaque. ACTION Clerk. Middle Barton Rd resident informed that the tree could not be planted to screen the zip wire pole. Tree has been planted and the plaque has arrived.	Clerk to arrange installation of the plaque on the tennis court fence near the tree. ACTIONED
<b>Defibrillator</b>	Light and heater need checking by an electrician. ACTION Clerk.	See minute 22.15. ACTIONED.
<b>Fibre Broadband.</b>	Add to Survey so that interest can be gauged. ACTION Clerk.	ACTIONED.

21:00 Cllr Kerford-Byrnes left the meeting		
22.13	9.	<b>Parish Council Website:</b> The proposal for the development of a dedicated Parish Council website was rejected.
22.14	11.a.	<b>Parish Matters: Amenities. Update given by clerk:</b> 1. Tennis Court Resurfacing: It was RESOLVED to delay installation as tarmac supply and pricing has still not stabilised. 2. Play Area fencing/maintenance - Kidlington Fencing have identified 2 rotten posts which need to be replaced. It was RESOLVED to approve the cost via email so that the work can be done as soon as possible. The remaining maintenance work is being assessed and quoted for by RT Gardens on 11th January. 3. Checks - annual inspection and monthly visual inspections have been done.
22.15	11.b.	<b>Parish Matters: Community. Cllr Sample update:</b> 1. Defibrillator - Electrician has checked the Defibrillator. The Switch had tripped. Turned back on and the unit sealed again. 2. Welcome Pack - now a paper version and has received excellent feedback from new residents to the village. 3. Emergency Plan - no new updates. Clothing bank full and has been reported.
22.16	11.c.	<b>Parish Matters: Planning. Cllr Stapleton update:</b>

Reference #	Location	Proposal/ Description.	Response Date	Status
<a href="#"><u>21/04198/TCA</u></a>	Duns Tew Village Hall Middle Barton Road Duns Tew OX25 6JN	T1 x Platanus x hispanica (London Plane) - Crown reduction by 2.5m to allow increased light into neighbouring property.	20/12/2021	Case Officer Assigned
<a href="#"><u>21/04116/TCA</u></a>	2 Spring Farm Court Duns Tew OX25 6JS	T1 x Hornbeam - crown by 2 metres and reshape to prevent overhanging fence	07/12/2021	Case Officer Assigned
<a href="#"><u>21/03599/F</u></a>	Treetops North Aston Road Duns Tew Bicester OX25 6JG	Variation of design of double garage (18/00142/F)	25.11.2021	Application Permitted
<a href="#"><u>21/03532/F</u></a>	The Beck Hill Farm Lane Duns Tew OX25 6JH	Erection of rear extension to provide a glazed garden room, alterations to ground levels to terrace, erection of porch canopy to front elevation, demolition of existing garage and erection of side extension (part open, part enclosed), rear additions to roof and insertion of two rooflights to front roof slope, demolition of existing front boundary wall and erection of wall on the boundary line, and internal reconfigurations on the ground and first floors	25.11.2021	Application Permitted
<a href="#"><u>21/03509/TCA</u></a>	7 Field Court Duns Tew OX25 6LD	T1 x Magnolia- Remove.	25.11.2021	Application Permitted
<a href="#"><u>21/02955/F</u></a>	5 Hill Farm Lane Duns Tew OX25 6JH	Demolish existing conservatory and build new garden room extension	27/08/2021	Application Permitted
<a href="#"><u>21/01665/F</u></a>	Land Adjacent To Malthouse Farm North Aston Road Duns Tew OX25 6JG	Grain store and weighbridge with access to North Aston Road	10/05/2021	Under Consultation
<a href="#"><u>21/01959/TEL</u></a>	Tmuk And 3 Telecommunications Mast 92842 Duns Tew Reservoir Oxford Road Steeple Aston OX25 5QF	Installation of 2 no Telefonica 300mm dish on the existing mast, the installation of equipment within the existing equipment cabinet and all ancillary development thereto	03/06/2021	Under Consultation
<a href="#"><u>21/02538/DISC</u></a>	Duns Tew Manor Main Street Duns Tew OX25 6JP	Discharge of Conditions 11 (door repair & restoration), 12 (construction design) & 13 (archaeological organisation/building recorder) of 17/01121/F	23/07/2021	Under Consultation

<a href="#"><u>21/02865/DISC</u></a>	Duns Tew Manor Main Street Duns Tew OX25 6JP	Discharge of Condition 13 (professional archaeological organisation/building recording) of 17/01122/LB	17/08/2021	Under Consultation
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22.17	11.d.	<b>Parish Matters: Services. Cllr Tickle update:</b> <ol style="list-style-type: none"> <li>20s Plenty Campaign: A walk through the village has been done to map areas of low visibility/ risk. Further information e.g. accident statistics is being sought and the survey results will be included in the case. Initially an application will be made for the whole village. Should that fail then zones would be identified that are more risky.</li> <li>The VAS is working well at the entrance to the village. It was suggested that this might be replaced in time by a permanent solar powered one while the moveable one could be used for different locations in the village. The batteries are starting to run down and need charging more frequently and for longer. These will need to be replaced in future.</li> </ol>
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22.18	11.e.	<b>Parish Amenities: Cllr Landless.</b> Cllr Landless indicated that he believed that the trustees were not minded to change the use of the Poors Land and therefore this could not proceed for village allotments at this stage.
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22.19	12.	<b>Correspondence:</b>
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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

22.20	13.	<b>Reports from Meetings:</b> <ol style="list-style-type: none"> <li><b>Village Hall Update:</b> <ul style="list-style-type: none"> <li>Soup lunch has been postponed.</li> <li>Committee meeting is taking place later this week.</li> </ul> </li> </ol>
22.21	14.	<b>Date of the next Meeting:</b> Monday 8th March 2022 at 7:30pm in the Village Hall.

The Meeting finished at 21: 47 pm.
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Signed by Chairman.....