

DUNS TEW PARISH COUNCIL

Minutes of the Parish Council meeting held
on **Monday 13th September 2021** at 7:30 pm in the Village Hall for the transaction of the following
business:

Present: - Cllr Jackson (Chairman), Cllr Hall, Cllr McRae, Cllr Semple, Cllr Stapleton, Cllr Tickle.

In attendance: Ms.Ralfe (Clerk).

Minute Number	Agenda Number	Minute
21.108	1	Apologies for absence: It was RESOLVED that apologies were received from Cllr. Mike Kerford-Byrnes and Cllr. Landless.
21.109	2	Councillor Vacancies: It was RESOLVED that Helen McRae was co-opted to the Parish Council by unanimous vote.
21.110	3	Declarations of Pecuniary Interest and Requests for Dispensation It was RESOLVED that there were no declarations of pecuniary interest.
21.111	4	Minutes of the Last Meeting: It was RESOLVED that the council confirmed the minutes of the Parish Council meeting held on the 5th July 2021. The Chairman signed the minutes.
21.112	5	Minutes of the Last Planning Meeting: It was RESOLVED that the council confirmed the minutes of the Planning meeting held on the 28th June 2021. The Chairman signed the minutes.
21.113	6	Public Participation: There were no members of the public present.
21.114	7. a.	Finance: Payments Due; It was RESOLVED that the payments for the period July/August 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.

Details	Invoice/Cheque Number	VAT	Amount
Village Hall Hire June (28th Planning Meeting)	3803. 76		£12.00
BHIB Insurance Payment	LCO02015-517190. 77		£361.04
Kidlington Fencing.	3082. 78	£306.00	£1,836.00
Village Hall Hire July (5th July meeting).	3809 79		£18.00
Clerk Salary and Expenses	80		£605.00
ROSPA	Inv. 57670. 81	£18.60	£111.60
N.R. Prickett	Inv. 1511 82	£96.00	£576.00
Clerk Salary and Expenses	83		£628.00
	Total	£420.60	£4,147.64

21.115	7.b.	Finance: Income Received.
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It was RESOLVED to NOTE the **Income Received:** for the period July/August 2021:

Details	Reference	Amount
CDC grant.	30003502	£114.07
Jane Olds		£190.00
Cherwell Lottery		£2.00
Cherwell Lottery		£2.00
	Total	£308.07

21.116	7.c.	Financial Review: Finances as at 31 August 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	£249.00
£671.83	VAT Refund	£3,087.57
£31,990.87		£15,644.17
	PAYMENTS	
£7,845.93	Clerk's Salary, Expenses, PAYE & Training	£3,153.42
£359.45	Insurance	£0.00
£800.00	Grants	£0.00
£362.42	Membership Subscriptions	£212.00
£2,670.00	Grass/Hedge Cutting & Maintenance	£2,436.00
£141.00	Room Hire	£0.00
£320.00	Auditors	£320.00
£0.00	Elections	£0.00
£790.60	Play Area Rent, Inspection & Maintenance	£48.00
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	£114.00
£20.00	Emergency Equipment/Maintenance. Welcome Pack	£396.43
£120.00	Web Site	£0.00
£54.00	Bank Charges	£33.00
-£40.00	Mid Cherwell Neighbourhood Plan	£0.00
	Misc	£0.00
£15,493.04		£7,157.03

£34,229.22	Balance Brought Forward	£45,712.35
£31,990.87	Add Total Receipts	£15,644.17
£66,220.09		£61,356.52
-£20,507.74	Less Total Payments	-£7,157.03
£45,712.35	Balance c/f 31.03.2021	£54,199.49
	BALANCES REPRESENTED BY:	
£45,712.35	Unity Bank	£30,048.55
	Pending Payments	£0.00
£45,712.35	Total	£30,048.55
£0.00	Unpresented Cheques	£0.00
£0.00	Cancelled Cheques	£0.00
£0.00	Unpresented Receipts/ Credit	£0.00
		£30,048.55
Signed:		
Chairman: David Jackson		R.F.O. Jean Ralfe
Date:		Date:

DUNS TEW PARISH COUNCIL	2021 - 2022 Actual Expenditure	2021 - 2022 Actual Income	Budget for 2021/2022
EXPENDITURE			
Clerks Expenses	£160.00		480
Clerks Salary	£2,993.42		7500
HMRC PAYE	£0.00		100
Clerks Training	£0.00		100
Bank Charges	£33.00		144
Insurance	£0.00		1000
GRANTS			
Community	£0.00		1000
SUBS			
OALC	£0.00		160
OPFA	£45.00		60
SLCC	£112.00		120
Community First	£55.00		70
Parish Online/ GeoXphere	£0.00		50
OTHER			
Room Hire	£0.00		200
Information Commissioner	£0.00		40

Emergency Equipment	£396.43		200
Welcome Pack	£0.00		75
MCNP/Planning	£0.00		100
Web Site	£0.00		60
Miscellaneous	£0.00		400
Play Area Maintenance	£48.00		2500
Play Area Rent	£0.00		130
Play Area Upgrade			15000
Grass/Hedge Cutting & Maintenance	£2,436.00		4050
Dog Bins	£300.30		625
Speeding/Traffic/ Traffic Signs	£114.00		1500
Admin/Office Equipment /Repairs	£143.88		100
Councillors Training / Travel	£0.00		500
Auditors	£320.00		650
Elections	£0.00		500
GDPR	£0.00		150
Tree Maintenance	£0.00		100
INCOME			
Bottle Bank		£0.00	200
Precept		£12,000.00	24000
New Homes Bonus		£0.00	0
Miscellaneous		£249.00	0
Grass cutting grant from OCC		£307.60	307.6
VAT Reclaim		£3,087.57	5800
Play Area Grants		£0.00	1000
	£7,157.03	£15,644.17	

21.117	7.d.	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.
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21.118	8.	County and District Councillors Reports: There were no councillors in attendance.
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21.119	9.	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.	List of community events in the White Horse. 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.	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	Highways will inspect the drain and cost the verge. Work planned for completion before Christmas -

	specialist in Highways. Kerbside recommended and included in Highways 20/21 budget and work schedule. Skanska to estimate the cost.	depending on supply chains/materials.
Laurel Tree on Hill Farm Lane.	It was RESOLVED that a letter be sent re: maintenance of the laurel tree due September 2021.	ACTIONED.
Quarry Nature Reserve.	The Quarry is now open and information about it was published in the September Newsletter.	ACTIONED.
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. Talks between CDC and the landowner are on-going.
Play Area Hedge	Planning recommended retaining the current conditions and cutting the bottom end to 2m and the top to 3m high. It was RESOLVED to do this and write to residents annually.	Letters to be sent to relevant neighbours. ACTION clerk.
District wide community governance review.	Respond by Friday 17th September.	No comments. ACTION clerk.

21.120	10.	Parish Council Plan: Draft plan to be created for discussion. ACTION Cllr. Jackson.
21.121	11.	Policies and Procedures: It was RESOLVED to adopt the Vexatious Complaints policy. It was RESOLVED to adopt the updated Requests for Information policy.
21.122	12.a.	Parish Matters: Tennis Court Resurfacing. Tarmac supply chain difficulties have impacted the contractor's ability to commit to a date and price for the work to be completed. It was RESOLVED to delay installation to allow tarmac supply and pricing to stabilise. Alternatives to be investigated. ACTION Cllr Jackson and Clerk.
21.123	12.b.	Parish Matters: Play Area Tree. It was RESOLVED to purchase a tree and plant it in the play area.
21.124	12.c..	Parish Matters: Services. Cllr Tickle update: <ol style="list-style-type: none"> 1. VAS is positioned on North Aston Rd and is working well there. 2. 20s Plenty signs are up and have been noticed. Speeding has been noticed on the Middle Barton Road. Complaints about speeding tractors have been received. 3. Parking near the White Horse has improved.
21.125	12.d.	Parish Matters: Amenities. Cllr Hall update: <ol style="list-style-type: none"> 1. ROSPA Play area inspection and Play Area Training course recently attended by Cllr Hall have highlighted areas for improvement. ACTION: Cllr Hall and Clerk to investigate and develop an action plan.
21.126	12.e.	Parish Matters: Community. Cllr Semple update: <ol style="list-style-type: none"> 1. Defibrillator - New pads and lithium batteries have been installed. Light in the cabinet is not working. ACTION. Cllr. Semple to investigate - possible electrical fault or new bulb required. 2. Welcome Pack - now doing a paper version and updates have been made. 3. Emergency Plan - no new updates.

21.127	12.f.	Parish Matters: Planning. Cllr Stapleton update: It was NOTED that the Mid Cherwell Neighbourhood Forum represents Duns Tew on County and District planning developments; Oxfordshire 2050 plan, OX Cam Arc consultation and the Cherwell Local Plan.
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Reference #	Location	Proposal/ Description.	Response Date	Status
<u>21/02471/F</u> <u>21/02783/LB</u>	Plumage Archer Grange Main Street Duns Tew OX25 6JL	Replacement front door and window surrounds; replacement rear door and window surrounds; replacement bedroom windows, sky lights and lower level windows; replacement kitchen and study windows		Withdrawn
<u>21/01895/TPO</u>	Little Steine Hill Farm Lane Duns Tew OX25 6JH	T2 x Sycamore - crown lift to provide a ground clearance of 6m, reduce the western crown periphery by up to 3m to provide clearance from the adjacent Horse chestnut, reduce/reshape the remainder to the crown to improve symmetry, reduce the height by up to 2.5m. 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 - crown lift to provide a 6m ground clearance by removing/reducing the more horizontal branching to narrow the lower crown portion. - subject to TPO 1/89		Under Consultation

It was RESOLVED that there were no comments or objections.

<u>21/02955/F</u>	5 Hill Farm Lane Duns Tew OX25 6JH	Demolish existing conservatory and build new garden room extension		Under Consultation
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It was RESOLVED that there were no comments or objections.

<u>21/01665/F</u>	Land Adjacent To Malthouse Farm North Aston Road Duns Tew OX25 6JG	Grain store and weighbridge with access to North Aston Road		Under Consultation
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21.128	12.g.	Parish Amenities: Cllr Stapleton. Discussions about the Poor's Land are on-going.
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21.129	12.h.	Parish Matters: Communications. Cllr Hall update: Hosting options for the Parish Council website to be considered. ACTION Cllr. Hall.
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21.130	13.	Correspondence: It was NOTED that the correspondence listed below has been sent to the Council. <ul style="list-style-type: none"> a. Horsehay Quarry - to confirm the completion and opening. b. Play area grass cutting - a noise complaint about the cutting of the grass in the play area on Friday between 5 and 6pm was received from a resident. This has been responded to.
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Other Correspondence :	Sent to:
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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
ZEZ Pilot in Oxford to launch in February 2022 - Information	Full Council
Oxfordshire Air Quality website	Full Council
Oxfordshire Bid for Active Travel Funding	Full Council
ROSPA Play Area inspection report	Full Council

21.131	14.	Reports from Meetings: a. Village Hall Update: <ul style="list-style-type: none"> ● Village Hall AGM 16. September 2021. ● Funding and finances are secure.
21.132	15.	Date of the next Meeting: Monday 8th November 2021 at 7:30pm at the Village Hall.

The Meeting finished at 21:40 pm.

Signed by Chairman.....