

## DUNS TEW PARISH COUNCIL

Minutes of the Parish Council meeting held  
on **Monday 8th November 2021** at 7:30 pm in the Village Hall  
for the transaction of the following business:

**Present:** - Cllr Jackson (Chairman), Cllr Stapleton (Vice-Chairman) Cllr Hall, Cllr Landless, Cllr McRae, Cllr Semple.  
**In attendance:** Ms.Ralfe (Clerk).

Minute Number	Agenda Number	Minute
21.133	1	<b>Apologies for absence:</b> It was RESOLVED that apologies were received from Cllr. Tickle and Cllr. Kerford-Byrnes.
21.134	2	<b>Declarations of Pecuniary Interest and Requests for Dispensation</b> It was RESOLVED that there were no declarations of pecuniary interest.
21.135	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 13th September 2021. The Chairman signed the minutes.
21.136	4	<b>Public Participation:</b> There were 5 members of the public present. 3 members of the public requested that the Parish Council consider asking the Cherwell District Council to extend the conservation area to include the field adjacent to the play area. This field borders the conservation area and has open countryside views of the surrounding fields. It was explained that the Senior Conservation Officer at CDC had been approached with this proposal and it had been rejected for the following reasons: <ul style="list-style-type: none"> <li>• The field had not been put forward for inclusion in the 2019 review.</li> <li>• Fields are usually only included in conservation areas if they are of historic significance.</li> </ul> Development of this field is protected by the fact that Duns Tew is a category C village, covered by the Cherwell Local Plan and the Mid Cherwell Local Plan. Any development on this field would be opposed by the Parish Council.  A member of the public requested that given the climate emergency the Parish Council put carbonisation, sustainability and biodiversity at the heart of any matters to be considered. It was explained that the Parish Council was in the early stages of preparing a consultation within the parish which would form the basis of the Council Plan going forward. Many of the actions and projects on the initial list for discussion were environmentally friendly.  A member of the public asked if there was anything that could be done about the play area hedge which has been cut down to a height of 2m. The reduction in height has resulted in the aerial runway pole and rubber tyre being visible from their house and it is ruining the view over the fields. The resident enquired if the pole, which is a luminous green, might be painted a different colour. It was RESOLVED that this was not a good use of public money as it would incur on-going maintenance costs. It was RESOLVED to soften the step on the hedge instead so that it sloped down rather than had a sharp step.
21.137	5.a.	<b>Finance: Payments Due;</b> It was RESOLVED that the payments for the period September/October 2021, as listed below, were correct and approved for payment. It was RESOLVED that all invoices/relevant papers were signed by councillors Stapleton and Semple at the meeting.

Date	Details	Invoice Number	VAT	Amount
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8.11.21	ICO	Direct Debit	84		£35.00
8.11.21	External Auditor. Moore	307793	85.	£80.00	£480.00
8.11.21	Nicholson's (play area tree)	81238	86.	£40.00	£240.00
8.11.21	Clerk salary & expenses	87			£623.55
8.11.21	Cherwell (Dog Bins)	88		£50.74	£304.42
8.11.21	Clerk salary & expenses	89			£605.00
8.11.21	Wooden crosses for Remembrance Day	90			£33.89
8.11.21	Village Hall Hire 13th September	91			£18.00
8.11.21	Village Hall Hire 8th November, 10 January	92			£48.00
8.11.21	NR Prickett. Grass/Hedge cutting.	93		£136.80	£820.80
		<b>Total</b>		£307.54	<b>£3,208.66</b>

21.138	5.b.	<b>Finance: Income Received.</b> It was RESOLVED to NOTE the <b>Income Received:</b> for the period September/October 2021:
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Date	Details	Reference	Amount
7.9.21	Cherwell Lottery		£2.50
17.9.21	CDC Precept.	30004609	£12,000.00
5.10.21	Cherwell Lottery		£2.00
		<b>Total</b>	<b>£12,004.50</b>

21.139	5.c.	<b>Financial Review:</b> Finances as at 31 October 2021. It was RESOLVED to NOTE these were an accurate reflection of the Parish Council finances.
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<b>DUNS TEW PARISH COUNCIL</b>		
<b>RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDING 31/3/2022</b>		
<b>2020/2021</b>		<b>2021/2022</b>
	<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	
	Miscellaneous & Lottery	£63.50
£671.83	VAT Refund	£3,087.57
£31,990.87		<b>£27,572.74</b>

<b>PAYMENTS</b>		
£7,845.93	Clerk's Salary, Expenses, PAYE & Training	£4,386.42
£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	£30.00
£320.00	Auditors	£130.00
£0.00	Elections	£0.00
£790.60	Play Area Rent, Inspection & Maintenance	£1,995.60
267.73	Administration	£143.88
£185.00	GDPR + Information Commissioner	£35.00
£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	£57.00
-£40.00	Mid Cherwell Neighbourhood Plan	£0.00
	Misc	£0.00
<b>£15,493.04</b>		<b>£11,173.67</b>
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£34,229.22	Balance Brought Forward	£45,712.35
£31,990.87	Add Total Receipts	£27,458.67
£66,220.09		£73,171.02
-£20,507.74	Less Total Payments	-£11,173.67
<b>£45,712.35</b>	<b>Balance c/f 31.03.2021</b>	<b>£61,997.35</b>
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<b>BALANCES REPRESENTED BY:</b>		
£45,712.35	Unity Bank	£37,846.41
	Pending Payments	£0.00
<b>£45,712.35</b>	<b>Total</b>	<b>£37,846.41</b>
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£0.00	Unpresented Cheques	£0.00
£0.00	Cancelled Cheques	£0.00
£0.00	Unpresented Receipts/ Credit	£0.00
	<b>As at 31.10.2021</b>	<b>£37,846.41</b>
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Signed:		
Chairman: David Jackson		R.F.O. Jean Ralfe
Date:		Date:

**Budget vs. Actual Spend:**

	2020 - 2021 Actual Expenditure	2020 - 2021 Actual Income	Budget for 2021/2022
<b>DUNS TEW PARISH COUNCIL</b>			
<b>EXPENDITURE</b>			
Clerks Expenses	£240.00		-480
Clerks Salary	£4,146.42		-7500
HMRC PAYE	£0.00		-100
Clerks Training	£0.00		-100
Bank Charges	£57.00		-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	£30.00		-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	£0.00		-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	£300.30		-625
Speeding/Traffic/ Traffic Signs	£114.00		-1500
Admin/Office Equipment	£143.88		-100
Councillors Training / Travel	£0.00		-500
Auditors	£130.00		-650
Elections	£0.00		-500
GDPR	£0.00		-150
Tree Maintenance	£0.00		-100
<b>INCOME</b>			
Bottle Bank		£114.07	200
Precept		£24,000.00	24000
New Homes Bonus		£0.00	0
Miscellaneous		£63.50	0
Grass cutting grant from OCC		£307.60	307.6
VAT Reclaim		£3,087.57	5800
Play Area Grants		£0.00	1000
Allocation from Savings			6356.4
	£11,173.67	£27,572.74	£0.00

21.140	6.	<b>County and District Councillors Reports:</b> There were no councillors in attendance.
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Councillor Hall joined the meeting at 19:58

21.141	7.	<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.	In progress.
<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.	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.
<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>Play Area Hedge</b>	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.	Letters have been sent and the hedge has been cut on the field side. The inside of the hedge is being cut by hand in November. ACTIONED.
<b>Council Policies and Procedures</b>	Updated versions uploaded to GoogleDocs to create a central repository for Councillors. These updates will also be published on the website.	Current versions uploaded to GoogleDocs and shared with Councillors. ACTIONED.
<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.

21.142	8.a.	<b>Parish Council Plan:</b> It was RESOLVED to conduct a survey in the spring to identify resident priorities. This will form the basis of the Parish Council plan. It was RESOLVED to create a working group composed of members of the public and councillors to focus on creating the survey. ACTION Clerk.
21.143	9.a.	<b>Policies and Procedures:</b> It was RESOLVED to adopt the Training policy and this was signed by the Chairman.
21.144	10.a.	<b>Parish Matters: Remembrance Day.</b> It was RESOLVED that Councillors would manage the traffic during the ceremony.
21.145	10.b.	<b>Parish Matters: Tennis Court Resurfacing.</b> It was RESOLVED to delay installation to allow tarmac supply and pricing to stabilise. It was confirmed that the CDC grant has been extended to 2022. Alternatives to tarmac have been identified if required.
21.146	10.c.	<b>Parish Matters: Play Area Tree.</b> It was RESOLVED to plant the tree once arrangements have been confirmed.
21.147	10.d.	<b>Parish Matters: Services. Cllr Tickle update:</b> See report submitted by Cllr. Tickle.
21.148	10.e.	<b>Parish Matters: Amenities. Cllr Hall update:</b> 1. Checks - annual inspection and monthly visual inspections are done. Cllr Hall attended a play area inspection training course that recommended more detailed inspections of equipment be done. It was RESOLVED to investigate companies, possible further training courses and the time commitments required. ACTION Cllr Hall and Clerk. 2. ROSPA Play area inspection has highlighted areas for improvement. ACTION: Cllr Hall and Clerk to investigate and develop an action plan.
21.149	10.f.	<b>Parish Matters: Community. Cllr Semple update:</b> 1. Defibrillator - new pads and lithium batteries have been installed. New expiry dates are registered on The Circuit. The light inside the defibrillator cabinet and heater (which keeps the pads warm) need checking by an electrician. ACTION Clerk. 2. Welcome Pack - now a paper version and updates to the village hall section are in progress. 3. Emergency Plan - no new updates.
21.150	10.g.	<b>Parish Matters: Planning. Cllr Stapleton update:</b>

Reference #	Location	Proposal/ Description.	Response Date	Status
<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	Under Consultation
It was RESOLVED that there were no comments or objections.				
<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	Under Consultation

It was RESOLVED that there were no comments or objections.				
<a href="#"><u>21/03509/TC A</u></a>	7 Field Court Duns Tew OX25 6LD	T1 x Magnolia- Remove.	25.11.2021	Case Officer Assigned
It was RESOLVED that there were no comments or objections.				
<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		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		Under Consultation
<a href="#"><u>21/01862/F</u></a>	1 Dashwood Rise Duns Tew OX25 6JQ	Single storey rear extension with raised terrace	27/07/2021	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 Telecommunication s 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>21/02471/F</u></a>	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	13/08/2021	Application Withdrawn
<a href="#"><u>21/02783/LB</u></a>	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	13/08/2021	Application Withdrawn
<a href="#"><u>21/02539/DISC</u></a>	Duns Tew Manor Main Street Duns Tew OX25 6JP	Discharge of Condition 6 (staircases) of 17/01122/LB	23/07/2021	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

21.151	10.h.	<b>Parish Amenities: Cllr Landless.</b> Discussions about the Poor's Land are on-going.
21.152	10.i.	<b>Parish Matters: Communications. Cllr Hall update:</b> <ol style="list-style-type: none"> <li>1. Duns Tew Website: It was RESOLVED that the Parish Council website was separated from the village website. Cllr Hall to investigate domain names. ACTION Cllr. Hall.</li> <li>2. There are different options for designing and hosting the website. It was RESOLVED that Cllr. Hall and the Clerk would investigate options and get 3 quotes for resolution at the next meeting. ACTION Cllr. Hall and Clerk.</li> <li>3. Fibre Broadband. It was RESOLVED to add this to the survey so that villagers could register an interest. ACTION Clerk.</li> </ol>

21.153	11.	<b>Correspondence:</b> It was NOTED that the correspondence listed below has been sent to the Council. <ol style="list-style-type: none"> <li>a. Objection to Malthouse Grain Store application.</li> <li>b. Request that the field adjacent to the play area is considered for the Conservation Area.</li> <li>c. Play area hedge/aerial runway issues as a result of recent cutting.</li> <li>d. Clean Slate Charity request. RESOLVED to investigate if anyone in the parish has ever used this charity.</li> </ol>
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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

21.154	12.	<b>Reports from Meetings:</b> <ol style="list-style-type: none"> <li>a. <b>Village Hall Update:</b> <ul style="list-style-type: none"> <li>● Coffee mornings reinstated</li> <li>● Looking at fundraising and encouraging people/organisations to use it more</li> <li>● Drains and soakaways will need redoing soon.</li> </ul> </li> </ol>
21.155	13.	<b>Date of the next Meeting:</b> Monday 10th January 2021 at 7:30pm at the Village Hall.

The Meeting finished at 21: 09 pm.
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Signed by Chairman.....