

## DUNS TEW PARISH COUNCIL

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

**Present:** - Cllr Stapleton (Chairman), Cllr. Tickle (Vice Chairman) Cllr Hall, Cllr Landless, Cllr McRae, Cllr Semple, Cllr Kerford-Byrnes.

**In attendance:** Ms.Ralfe (Clerk) and 2 members of the public.

Minute Number	Agenda Number	Minute
22.22	1	<p><b>Election of Chairman:</b> Cllr Stapleton proposed by Cllr Semple and seconded by Cllr McRae. This was unanimously agreed.</p> <p><b>Election of Vice Chairman:</b> Cllr Stapleton proposed Cllr Tickle and seconded by Cllr Landless. This was unanimously agreed.</p> <p><b>Co-option to Councillor:</b> It was RESOLVED that Michael Howard was co opted as Councillor by unanimous vote.</p>
22.23	2	<p><b>Apologies for absence:</b> It was RESOLVED that no apologies were received.</p>
22.24	3	<p><b>Declarations of Pecuniary Interest and Requests for Dispensation</b> It was RESOLVED that there were no declarations of pecuniary interest.</p>
22.25	4	<p><b>Minutes of the Last Meeting:</b> It was RESOLVED that the council confirmed the minutes of the Parish Council meeting held on the 10th January 2022. The Chairman signed the minutes.</p>
22.26	5	<p><b>Public Participation:</b> There were 2 members of the public present.</p> <ol style="list-style-type: none"> <li>The two members of the public were taking their dogs for a walk and stepped aside on the footpath through Daisy Hill to let a Daisy Hill resident pass with their nervous dog. The two members of the public were verbally attacked by this same member of the public about staying on the footpath. Both members of the public attending the meeting felt that this behaviour was not typical of the community and both felt very uncomfortable with the abuse that they had received.</li> <li>A request was made that anything sent in to the newsletter was checked before printing.</li> </ol>
22.27	6a.	<p><b>Finance: Payments Due;</b> It was RESOLVED that the payments for the period January/February 2022, as listed below, were correct and approved for payment. It was RESOLVED that all invoices/relevant papers were signed by councillors Semple and McRae at the meeting.</p>

Date	Details	Invoice Number	VAT	Amount
7.3.2022	Kidlington Fencing (fence post repair)	3171 105	£48.00	£288.00
7.3.2022	Clerk Salary & Expenses January	106		£605.00
7.3.2022	Cherwell Graphics (Survey printing)	10384 107		£120.00
7.3.2022	Clerk Salary & Expenses February	108		£605.00

7.3.2022	OALC Membership	109	£25.00	£150.00
7.3.2022	Packet Echo (website hosting 20/21, 21/22)	110		£120.00
7.3.2022	Village Hall hire (March, May 2022)	111		£48.00
7.3.2022	Clerk Salary NALC increase backdated 4/21	112		£108.68
7.3.2022	Summer Fete Grant	113		£350.00
7.3.2022	Newsletter Grant	114		£175.00
		<b>Total</b>	<b>£73.00</b>	<b>£2,569.68</b>

**Debit Card:**

Date	Details	Invoice No.	VAT	Amount
	Monthly Fee (January)	DD		£3.00
	Monthly Fee (February)	DD		£3.00
		<b>Total</b>		<b>£6.00</b>

22.28	6.b.	<b>Finance: Income Received.</b> It was RESOLVED to NOTE the <b>Income Received:</b> for the period January/February 2021.
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Date	Details	Reference	Amount
	Cherwell Lottery		£2.00
	Cherwell Lottery		£2.50
		<b>Total</b>	<b>£4.50</b>

22.29	6.c.	<b>Financial Review:</b> Finances as at 28 February 2022. 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	
	Miscellaneous & Lottery	£72.50
£671.83	VAT Refund	£4,171.79
£31,990.87		<b>£28,665.96</b>
	<b>PAYMENTS</b>	
£7,845.93	Clerk's Salary, Expenses, PAYE & Training	£6,824.97
£359.45	Insurance	£361.04
£800.00	Grants	£0.00
£362.42	Membership Subscriptions	£212.00
£2,670.00	Grass/Hedge Cutting/Tree & Maintenance	£4,178.40
£141.00	Room Hire	£96.00
£320.00	Auditors	£610.00
£0.00	Elections	£0.00
£790.60	Play Area Rent, Inspection & Maintenance	£2,546.70
267.73	Administration	£203.87
£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	£87.00
-£40.00	Mid Cherwell Neighbourhood Plan	£0.00
	Misc	£370.45
£15,493.04		<b>£16,640.58</b>
£34,229.22	Balance Brought Forward	£21,447.00
£31,990.87	Add Total Receipts	£28,665.96
£66,220.09		£50,112.96
-£20,507.74	Less Total Payments	£16,640.58
£45,712.35	Balance c/f 31.03.2021	<b>£33,472.38</b>
	<b>BALANCES REPRESENTED BY:</b>	
£45,712.35	Unity Bank	£33,472.72
	Pending Payments	£0.00
£45,712.35	Total	<b>£33,472.72</b>
£0.00	Unpresented Cheques	£0.00
£0.00	Cancelled Cheques	£0.00
£0.00	Unpresented Receipts/ Credit	£0.00
	As at 28.2.2022	<b>£33,472.72</b>
Signed:		
Chairman:		R.F.O. Jean Ralfe
Date:		Date:

**Budget vs. Actual Spend (as at 28th February 2022):**

DUNS TEW PARISH COUNCIL	2021 - 2022 Actual Expenditure	2021 - 2022 Actual Income	Budget for 2021/2022
<b>EXPENDITURE</b>			
Clerks Expenses	£400.00		-480
Clerks Salary	£6,424.97		-7500
HMRC PAYE	£0.00		-100
Clerks Training	£0.00		-100
Bank Charges	£87.00		-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	£370.45		-400
Play Area Maintenance	£1,995.60		-2500
Play Area Rent	£130.00		-130
Play Area Upgrade	£0.00		-15000
Grass/Hedge Cutting & Maintenance	£4,178.40		-4050
Dog Bins	£604.72		-625
Speeding/Traffic/ Traffic Signs	£114.00		-1500
Admin/Office Equipment /Repairs	£203.87		-100
Councillors Training / Travel	£0.00		-500
Auditors	£610.00		-650
Elections	£0.00		-500
GDPR	£0.00		-150
Trees	£421.10		-100
<b>INCOME</b>			
Bottle Bank		£114.07	200
Precept		£24,000.00	24000
New Homes Bonus		£0.00	0
Miscellaneous		£72.50	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
	£16,640.58	£28,665.96	£0.00

22.30	6.d.	<b>External Audit Report:</b> It was RESOLVED that the External Audit Report for the year 2021/2022 was NOTED.
22.31	6.e.	<b>Grants:</b> It was RESOLVED to give the following grants: 1. The Village Newsletter - £175.00 2. The Village Summer Fete - £350.00

		It was RESOLVED to ringfence the remaining amount of £475.00 for the Queen's Jubilee Celebrations in June 2022.
22.32	6.f.	<b>Clerks Salary:</b> It was RESOLVED to adopt the new rates of pay agreed by the NJC. These are backdated to April 2021.

22.33	7	<b>County and District Councillors Reports:</b> Cllr Kerford-Byrnes gave the following updates: Council tax: <ul style="list-style-type: none"> <li>• Council tax ranges have been agreed and range from band A at £1423.36 to band H at £4276.08</li> <li>• Band D will be £2138.04</li> </ul> Ukrainian situation: <ul style="list-style-type: none"> <li>• Unity between all councillors in CDC. The Ukrainian flag is being flown on the council offices and the Council is arranging accommodation for Ukrainian refugees.</li> </ul>
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22.34	8.	<b>Clerk's Report</b>
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Item:	Action Required:	Result:
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<b>Hill Farm Lane. Overgrown Verge near Little Steine.</b>	Work completed in the first week of February.	ACTIONED.
<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.	Recent rains caused surface water flooding however this did not affect Longfield residents. The manhole (waste water) on the corner of Field Court has a blockage. Thames Water have attended and identified a blockage further down the pipe and will be returning to clear this. It was RESOLVED to continue to keep the matter under observation.
<b>Jubilee Tree</b>	Clerk to identify a position to plant a Jubilee tree as part of the Queen's Canopy to be funded by any remaining money from the Jubilee celebration event.	ACTION Clerk.

21:00 Cllr Kerford-Byrnes left the meeting.

22.35	9.	<b>Village Survey:</b> The survey has been printed and was included with the March newsletter distribution. Some completed surveys have been returned to the Clerk already. It was RESOLVED that Cllrs. would collect completed surveys from identified areas within the village by 31st March. The results will be collated in April and published in May.
22.36	10.	<b>Parish Council Website:</b> Cllr. JH and the Clerk have drafted a plan to restructure the website content and add more information. Training requirements will be identified during the process.
22.37	11.	<b>Queen's Platinum Jubilee: Cllr Tickle.</b> Hog roast with music and children's crown competition planned for: Date: 5th June

		Venue: Village Hall It was RESOLVED to apply for a road closure order for Middle Barton road should the extra space be needed and to keep children and families crossing to the play area safe.
22.38	12.	<b>Planning for Meetings:</b> <ul style="list-style-type: none"> <li>Annual Parish Meeting - RESOLVED to include the Chair's speech and the results of the survey.</li> <li>Meeting dates circulated and will be finalised at the next meeting.</li> </ul>
22.39	13.a.	<b>Parish Matters: Amenities. Update given by clerk:</b> <ol style="list-style-type: none"> <li>Tennis Court Resurfacing: It was RESOLVED to continue to delay installation as tarmac supply and pricing has not stabilised.</li> <li>Play Area fencing/maintenance - RT Gardens have not quoted for maintenance work. Another contractor to be identified.</li> <li>Checks - annual inspection - July. Monthly visual inspections are being done.</li> </ol>
22.40	14.b.	<b>Parish Matters: Community. Cllr Semple update:</b> <ol style="list-style-type: none"> <li>Defibrillator - Lights working well. No further updates.</li> <li>Welcome Pack - has been updated and put on the website.</li> <li>Emergency Plan - GDPR details with named individuals is in the process of being checked. Once updated will be submitted to OCC.</li> <li>Bottle banks - fly tipping and litter is increasingly a problem. It was RESOLVED to continue regular reporting and to investigate putting a bin near the banks.</li> </ol>
22.41	14.c.	<b>Parish Matters: Planning. Cllr Stapleton update:</b> <ul style="list-style-type: none"> <li><b>MCNP</b> - possible changes to Development Policies. Response required by April.</li> </ul>

Reference #	Location	Proposal/ Description.	Response Date	Status
<a href="#"><u>22/00282/F</u></a>	Land Parcel 5672 Duns Tew	Steel agricultural machinery storage building	18/03/22	Under Consultation
It was RESOLVED that comments would be submitted.				
<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	Under Consultation
<a href="#"><u>21/04116/TC A</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	Under Consultation
<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	Application Permitted
<a href="#"><u>21/01959/TEL</u></a>	Tmuk And 3 Telecommunicati ons 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

22.42	13.d.	<b>Parish Matters: Services. Cllr Tickle update:</b> <ol style="list-style-type: none"> <li>1. It was RESOLVED that reflector strips for the Middle Barton road gates would be purchased and attached. If these prove successful then the other gates at the entrances to the village would be completed.</li> <li>2. 20s Plenty Campaign: Further information e.g. accident statistics being sought. Survey results to be included in the case. Initially an application will be made for the whole village.</li> <li>3. The VAS is working well at the entrance to the village.</li> </ol>
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22.43	13.e.	<b>Parish Amenities: Cllr Landless.</b> <ol style="list-style-type: none"> <li>1. Concern raised by a resident that dog walkers are walking along the bottom of Dashwood Rise houses where there is no footpath. Access is gained through the fence which is falling apart in many places. It was RESOLVED that Cllr Landless would investigate and find out who the fence belongs to.</li> <li>2. Resilience group - report circulated.</li> </ol>
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22.44	14.	<b>Correspondence:</b> <ul style="list-style-type: none"> <li>• Hill Farm Lane Resident - thank you for resolving the verge issue with Highways. Works are complete and look good.</li> <li>• Resident requesting information about the 20s Plenty Campaign.</li> <li>• Review of MCNP Development Policies. It was RESOLVED that Duns Tew would continue to support the plan. Draft feedback on specific policies to be circulated and agreed before being submitted.</li> </ul>
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<b>Other Correspondence :</b>	<b>Sent to:</b>
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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

22.45	15.	<b>Reports from Meetings:</b> <ul style="list-style-type: none"> <li>a. <b>Village Hall Update:</b> Cllr Stapleton. The Hall is fully open again and operating as normal. Fund raising activities including the 100s club have started again. Significant repairs will need to be done as there is a damp problem and guttering needs fixing or replacing.</li> <li>b. <b>MCNF:</b> Cllr Tickle. Nothing to report as there has not been a meeting.</li> <li>c. <b>Resilience Group:</b> Cllr Landless. Last meeting report has been circulated.</li> </ul>
22.21	14.	<b>Date of the next Parish Council Meeting:</b> Monday 16th May 2022 at 7:30pm in the Village Hall.  <b>Date of the next Annual Parish Meeting:</b> Monday 16th May 2022 at 7:00pm in the Village Hall.

The Meeting finished at 21: 19 pm.

Signed by Chairman.....