

## DUNS TEW PARISH COUNCIL

Minutes of the Parish Council meeting held  
on **Monday 16th May 2022** at 7:30 pm for the transaction of the following business:

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

**In attendance:** Ms.Ralfe (Clerk) Cllr Kerford-Byrnes and 3 members of the public.

Minute Number	Agenda Number	Minute
22.22	1	<b>Election of Chairman and Acceptance of Office:</b> Cllr. Stapleton proposed by Cllr. Tickle and seconded by Cllr Landless. This was unanimously agreed. Councillor Stapleton signed the Acceptance of Office.
22.23	2	<b>Election of Vice Chairman:</b> Cllr Tickle proposed by Cllr Stapleton, seconded by Cllr Semple. This was unanimously agreed. Councillor Tickle signed the Acceptance of Office.
22.24	3	<b>Apologies for absence:</b> It was RESOLVED that no apologies were received.
22.25	4	<b>Declarations of Pecuniary Interest and Requests for Dispensation</b> It was RESOLVED that there were no declarations of pecuniary interest.
22.26	5	<b>Minutes of the Last Meeting:</b> It was RESOLVED that the council confirmed the minutes of the Parish Council meeting held on the 7th March 2022. The Chairman signed the minutes.
22.27	6	<b>General Power of Competence:</b> It was RESOLVED that the General Power of Competence was adopted. The Clerk has completed the CiLCA qualification and 2022 is an election year in the Parish.

22.28	7	<p><b>Public Participation:</b></p> <p>A resident of Over Worton and two residents of Duns Tew wished to draw the Parish Council's attention to the planning application <a href="#"><u>22/00282/F</u></a> for an agricultural barn on the edge of the Duns Tew parish and close to Over Worton. Over Worton is within the West Oxfordshire Council.</p> <p>The Over Worton Parish Council met a few weeks ago and an objection has been submitted. Residents wished to raise the following points and observations about the site to the Duns Tew Parish Council:</p> <ul style="list-style-type: none"> <li>● The Site Notice went up and was then taken down 24 hours later. Residents were unaware of the application.</li> <li>● Work has started and planning has not been granted <ul style="list-style-type: none"> <li>○ A Water tower has been built that is not included in the application</li> <li>○ A new access has been created</li> </ul> </li> <li>● Application for an agricultural barn building but indication of potential longer term plans for residential building eg. tree planting across the field, entrance is not what you would expect for agricultural use. Application includes a septic tank which is unnecessary for agric machine/hay storage.</li> <li>● Area of natural beauty which will be spoilt by the large building. Views to the neighbouring parishes of Deddington and the Bartons.</li> <li>● The size of the building is disproportionate to the size of the land (20 hectares).</li> <li>● Access point is on a dangerous part of the road on which a lorry overturned this winter. Pedestrians, cyclists and horses use the road frequently. Mud is often on the</li> </ul>
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		<p>road and in winter it is icy, however the Highways safety assessment was done in the middle of day and would not have taken these factors into account..</p> <ul style="list-style-type: none"> <li>• A public footpath runs through the middle of the field and trees have been planted on either side of it blocking views and potentially access.</li> <li>• The field has been levelled and the application includes very wide doors on one side of the barn. These are wider than normally required for agricultural machinery.</li> <li>• The amount that the fields sold for would suggest that they are not going to be used for making hay.</li> <li>• An example of creeping development/extension of the village boundaries.</li> </ul>
22.29	8	<p><b>County and District Councillors Reports:</b></p> <p>Cllr Kerford-Byrnes thanked the Parish Council of Duns Tew for their hard work and commitment. He said that Parish Councils and Councillors made things happen locally and fulfilled a vital role in the country.</p> <p>Cllr. Kerford-Byrnes gave the Duns Tew Parish Council a gravel for which the Chair thanked him.</p>
22.30	9	<p><b>Risk Assessment:</b></p> <p>It was RESOLVED that the Risk Assessment for 2022/23 was agreed and it was signed by the Chair.</p>
22.31	10	<p><b>Meeting Dates for 2022/23:</b></p> <p>It was RESOLVED to agree the meeting dates for the next year.</p>
22.32	11.a	<p><b>Finance: Payments Due;</b></p> <p>It was RESOLVED that the payments for the period March/April 2022, as listed below, were correct and approved for payment. It was RESOLVED that all invoices/relevant papers were signed and then approved on-line by Cllrs Semple and Tickle.</p>

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

Date	Details	Invoice Number	VAT	Amount
31.3.22	Bank Charges			£18.00
7.5.22	Duns Tew Village Hall bookings for July 2022, September, November, January 2023	3883. DT 2		£96.00
31.3.22	Clerks Salary and Expenses	DT 3		£615.00
30.4.22	NR. Prickett. Grass/hedge cutting.	1639. DT 4	£46.00	£276.00
28.4.22	Jane Olds. Internal Auditor.	JO155. DT 5		£190.00
29.3.22	Graff-City Ltd. Chalk Spray.	INV-GB-121282591-2022-9640. DT6	£4.34	£25.98
30.4.22	Clerks Salary and Expenses	DT 7.		£615.00
31.3.22	Oxfordshire Playing Fields Subs.	DT 8.		£45.00
29.3.22	CDC Dog Bin Services.	20005572. DT 9.	£50.50	£300.30
5.4.22	OALC Training. Cllr JS.	W-2083. DT10	£11.00	£66.00
6.4.22	OALC Training. Cllr MH.	W-2084. DT11	£22.00	£132.00
14.4.22	Portrait of HM. London Bridge.	INV-GB-100105011-2022-461. DT12	£2.08	£12.48

1.5.22	SLCC Subs.	MEM239213-1 DT13	£0.00	£134.00
10.5.22	OALC Training. Cllr HMcR	W-2123 DT14	£22.00	£132.00
01.06.22	BHIB Insurance	LCO02015 - 643496		£399.73
11.5.22	Cherwell Graphics printing for Jubilee Celebrations.	INV-10641 DT15	£0.00	£70.00
		<b>Total</b>	<b>£157.92</b>	<b>£3,127.49</b>

22.33	11.b.	<b>Finance: Income Received.</b> It was RESOLVED to NOTE the <b>Income Received:</b> for the period March/April 2022:
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Date	Details	Reference	Amount
16.3.22	VAT Claim	BACS	£341.01
1.4.22	CDC. Precept	30010419	£12,000.00
1.4.22	CDC. Bottlebanks	30009997	£115.76
20.4.22	Jubilee Grant	30010861	£400.00
		<b>Total</b>	<b>£12,856.77</b>

22.34	11.c.	<b>Financial Review:</b> Finances as at 30th April 2022. It was RESOLVED to NOTE these were an accurate reflection of the Parish Council finances and had been checked (including the bank reconciliation) by Cllr. Stapleton prior to the meeting.
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DUNS TEW PARISH COUNCIL		
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDING 31/3/2023		
2021/2022		2022/23
	<b>RECEIPTS</b>	
£24,000.00	Precept	£12,000.00
£307.60	OCC Grants	0
£0.00	Council Tax Grants	£0.00
£114.07	Bottle Bank	£115.76
£0.00	Duns Tew Play Area Grants	£0.00
£74.50	Miscellaneous & Lottery	£2.00
£4,512.80	VAT Refund	£0.00
£5,008.97	Total other income.	£117.76
<b>£29,008.97</b>		<b>£12,117.76</b>

	<b>PAYMENTS</b>	
£8,143.65	Clerk's Salary, Expenses, PAYE & Training	£0.00
£361.04	Insurance	£0.00
£525.00	Grants (S137).	£0.00
£362.00	Membership Subscriptions	£0.00
£4,178.40	Grass/Hedge Cutting/Tree & Maintenance	£0.00
£144.00	Room Hire	£0.00
£610.00	Auditors	£0.00
£0.00	Elections	£0.00
£2,834.70	Play Area Equipment, Rent, Inspection & Maintenance.	£0.00
£323.87	Administration. Office equipment & repairs.	£0.00
£35.00	GDPR + Information Commissioner.	£0.00
£0.00	Councillors Training	£0.00
£604.72	Dog Bins	£0.00
£114.00	Speeding/Traffic Signs	£0.00
£396.43	Emergency Equipment/Maintenance. Welcome Pack	£0.00
£120.00	Web Site	£0.00
£108.00	Bank Charges	£3.00
£0.00	Mid Cherwell Neighbourhood Plan	£0.00
£370.45	Misc	£0.00
£0.00	Trees	£0.00
£11,087.61	Total Other Payments	£3.00
<b>£19,231.26</b>		<b>£3.00</b>
£21,447.34	Balance Brought Forward	£31,225.05
£29,008.97	Add Total Receipts	£12,117.76
£50,456.31		£43,342.81
-£19,231.26	Less Total Payments	£3.00
<b>£31,225.05</b>	Balance c/f 31.03.2021	<b>£43,339.81</b>
	<b>BALANCES REPRESENTED BY:</b>	
£31,225.05	Unity Bank	£43,339.81
	Pending Payments	£0.00
<b>£31,225.05</b>	Total	<b>£43,339.81</b>
£0.00	Unpresented Cheques	£0.00
£0.00	Cancelled Cheques	£0.00
£0.00	Unpresented Receipts/ Credit	£0.00
<b>£31,225.05</b>	As at 30/04.2022	<b>£43,339.81</b>
Signed:		
Chairman:	Harriet Stapleton	R.F.O. Jean Ralfe
Date:	16.5.2022	Date: 16.5.2022

**Budget vs. Actual Spend (as at 30th April 2022):**

<b>DUNS TEW PARISH COUNCIL</b>	<b>2021 - 2022 Actual Expenditure</b>	<b>2021 - 2022 Actual Income</b>	<b>Budget for 2021/2022</b>
<b>EXPENDITURE</b>			
Clerks Expenses	£0.00		-480
Clerks Salary	£0.00		-7500
HMRC PAYE	£0.00		-100
Clerks Training	£0.00		-100
Bank Charges	£3.00		-144
Insurance	£0.00		-1000
<b>GRANTS</b>			
Community	£0.00		-1000
<b>SUBS</b>			
OALC	£0.00		-160
OPFA	£0.00		-60
SLCC	£0.00		-120
Community First	£0.00		-70
Parish Online/ GeoXphere	£0.00		-50
<b>OTHER</b>			
Room Hire	£0.00		-200
Information Commissioner	£0.00		-40
Emergency Equipment	£0.00		-200
Welcome Pack	£0.00		-75
MCNP/Planning	£0.00		-100
Web Site	£0.00		-60
Miscellaneous	£0.00		-400
Play Area Maintenance	£0.00		-2500
Play Area Rent	£0.00		-130
Play Area Upgrade	£0.00		-15000
Grass/Hedge Cutting & Maintenance	£0.00		-4050
Dog Bins	£0.00		-625
Speeding/Traffic/ Traffic Signs	£0.00		-1500
Admin/Office Equipment /Repairs	£0.00		-100
Councillors Training / Travel	£0.00		-500
Auditors	£0.00		-650
Elections	£0.00		-500
GDPR	£0.00		-150
Trees	£0.00		-100
<b>INCOME</b>			-37664
Bottle Bank		£115.76	200
Precept		£12,000.00	24000
New Homes Bonus		£0.00	0
Miscellaneous		£2.00	0
Grass cutting grant from OCC		£0.00	307.6
VAT Reclaim		£0.00	5800
Play Area Grants		£0.00	1000
Allocation from Savings			6356.4
	£3.00	£12,117.76	TRUE

22.35	11.d.	<b>Asset Register:</b> It was RESOLVED that the updated Asset Register was correct and it was signed by the Chairman.
22.36	11.e.	<b>Year End Accounts:</b> The details of the end of year accounts for the year 2021/22 were presented. It was RESOLVED that these were accurate and they were signed by the Chairman and RFO.
22.37	11.f.	<b>AGAR - Annual Internal Audit Report 2021/22:</b> It was RESOLVED to NOTE the Internal Auditor's report for the year 2021/22.
22.38	11.g	<b>AGAR - Annual Governance Statement 2021/22:</b> It was RESOLVED that the statement was agreed and accepted. It was signed by the Chairman and RFO.
22.39	11.g	<b>AGAR - Accounting Statements 2021/22:</b> It was RESOLVED that the Accounting Statement for 2021/22 was correct and it was signed by the Chairman and RFO.
22.40	11.h	<b>Internal Control Statement:</b> It was RESOLVED that the Internal Control Statement was correct and it was adopted and signed by the Chairman and RFO.
22.41	11.i	<b>Notice of Public Rights:</b> The Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return. The accounts for the year ended 31st March 2022. It was RESOLVED that this would commence on 6th June 2022 and end on 15th July 2022.
22.42	11.j.	<b>Insurance Review and Renewal:</b> It was RESOLVED to renew the insurance with Aviva through HBIB at a premium of £399.73 This is the second year of a 3 year Long Term Agreement.
22.43	11.k	<b>Appointment of Internal Auditor:</b> It was RESOLVED that Jane Olds be appointed as Internal Auditor for the financial year 2022/2023.
22.44	11.l	<b>Grants:</b> It was RESOLVED to grant the Village Hall a grant for £1475 for the Jubilee Celebrations. This was made up of the following: £475 ear marked from the 2021/22 grant budget (S137). £500 set aside in the 2022/23 budget £500 from the 2022/23 grant budget (S137).

22.45	12	<b>Clerk's Report</b>
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Item:	Action Required:	Result:
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<b>Reflector Strips for entrance gates.</b>	To give greater visibility to gates at entrances of the village in the dark. Stripes have been delivered. Gates need to be cleaned and dry when strips are attached.	ACTION Clerk.
<b>Chalk Spray/Dog Mess</b>	Chalk spraying of dog mess to raise awareness and get people to clean up after their dogs.	In progress and has raised awareness. Plan to revisit in October when the days get shorter/darker as the problem seems to get worse then.
<b>Bin for the Bottlebank</b>	To install a bin on the hard standing to the	RESOLVED to purchase and install bin.

<b>site:</b>	left of the clothes bank. Bin with a lid to reduce fly away litter and a flat surface for fly tipping sticker CDC will empty on their rounds.	ACTION Clerk.
<b>Jubilee Celebrations: 5th June at the Village Hall. 12:30 - 18:00</b>	Road Closure on Middle Barton - application in progress. To include the footpath from Middle Barton Road through Daisy Hill - Jubilee pedestrians going between the Hall and play area.	Flyers to be distributed on Middle Barton Rd and in Daisy Hill. ACTION Clerk.
<b>Jubilee Trees</b>	Jubilee Committee have suggested planting Jubilee trees (as part of the Queen's Canopy) funded by remaining monies, if any, from the Jubilee celebration event.	Trees for the entrances identified. 1 Silver Birch for North Aston Rd. 1 Oak for Middle Barton Rd. 2 Maples/other for Hempton/Main Street entrance.
<b>Drains/Flooding at Longfield/Main Road.</b>	It was RESOLVED to place the matter under observation.	No further developments.

22.46	13	<b>Clerk's Salary:</b> It was unanimously RESOLVED that further rises in spine points for 2022.23 should be applied in accordance with the Clerk's Contract of Engagement and as the CiLCA qualification has been successfully completed.
22.47	14	<b>Portfolios of Work:</b> Councillors RESOLVED which portfolios of work would be their responsibility for the coming year as below: Cllr. Stapleton - Chair. Governance Cllr. Tickle - Vice-chair. VAS/Speeding/Parking/Highways/Junction A4260/Road Signs. Planning, MCNP Cllr. Hall - Play area, IT (website and communications). Cllr. Landless - Footpaths, bridleways, Poor's land, highways, grass, street cleaning & furniture, resilience group. Planning (Chair), MCNP. Cllr. Howard - Environment and Nature Recovery Network. Cllr. McRae - Planning. Village Hall committee representative. Cllr. Semple - Emergency plan, Welcome pack, Defibrillator (AED), Bottle bank, Planning.
22.48	15a	<b>Amenities - Cllr. Hall:</b> 1. Play Area Maintenance Cllr Hall has trimmed the bolts on the tower, dug away the bank near the tennis court gate and fixed the bolt on the swing. It was RESOLVED to purchase pigeon deterrents for the top of the basket swing to keep it clean.
22.49	15.b	<b>Community - Cllr. Semple:</b> 1. The Defibrillator has not been used. 2. The Welcome Pack will be updated with the new agreed portfolios of work as above. 3. The Emergency Plan has been updated and submitted to OCC.
22.50	15.c.	<b>Planning - Cllr. Stapleton:</b> <ul style="list-style-type: none"> <li>OxSRFI development consultation - it was RESOLVED to draft an initial response to be discussed at the next MNCF meeting on 8th June. Cllr Tickle will attend the meeting.</li> <li>Land Parcel 5672 Duns Tew. It was RESOLVED that the Clerk would create a draft response to be circulated to the Council. The final response to be submitted on the 17/18th May.</li> </ul>

Reference #	Location	Proposal/ Description.	Response Date	Status
<a href="#">22/01289/TCA</a>	Church Of St Mary Magdalene	G1 x Yews - Crown lift to 3 metres to enable access for church users and maintenance staff & clear from	03/05/2022	Case Officer Assigned

	Main Street Duns Tew OX25 6JL	neighbouring property to allow more light levels		
<a href="#"><u>22/01081/TEL</u></a>	TMUK And 3 Telecommuni cations Mast 92842 Duns Tew Reservoir Oxford Road Steeple Aston OX25 5QF	The proposed works comprise the removal of 3 no. antennas, and the installation of 3 no. new antennas 1. no 300mm transmission dish, and ancillary development required thereto including 12 no. Remote Radio Heads (RRHs) located behind the antennas	11/04/2022	Preapp Response Sent
<a href="#"><u>22/00282/F</u></a>	Land Parcel 5672 Duns Tew	Erection of a steel agricultural machinery storage building, together with formation of a new access and track.	<b>20/5/2022</b>	Under Consultation
<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/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	Under Consultation

22.51	15.d	<b>Services - Cllr Tickle:</b> <ol style="list-style-type: none"> <li>20s Plenty Campaign. Case to be created using the data from the village survey, and other data about traffic, accidents, pinch points and blind corners/drives.</li> <li>VAS works well where it is currently situated on North Aston Road.</li> </ol>
22.52	15.e	<b>Services - Cllr. Landless:</b> <ol style="list-style-type: none"> <li>Footpath to the main road to be investigated with Highways - possible options. There is a footpath in the fields. ACTION Clerk.</li> <li>Grass cutting at the junction is currently being done by Nicholson's but not going far enough to aid line of sight for vehicles turning up the A4260 towards Oxford. Additional grass cut needed. ACTION Clerk.</li> </ol>

22.53	16.	<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 resident querying the footpath along the bottom of Dashwood Rise. Response agreed and sent after investigation with the land owners.</li> <li>A resident describing a disturbing incident in the play area.</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
Parish related information from Cherwell District Council or Oxford County Council.	Full Council



Forwarded as received.	
Planning Applications and Decisions from Cherwell District Council. Forwarded as received.	Full Council
Planning Applications and Local Plan information. MCNF. Forwarded as received.	Full Council

22.54	17.	<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>• Maintenance of the Village Hall is required. Initial approaches about a grant have been made. ACTION Clerk to investigate further.</li> </ul> </li> <li>b. <b>Mid Cherwell Neighbourhood Forum:</b> <ul style="list-style-type: none"> <li>• Next meeting on 8th June. Cllr Tickle to attend.</li> </ul> </li> <li>c. <b>Police Resilience Group:</b> <ul style="list-style-type: none"> <li>• Next meeting on 29th June. Cllr Stapleton to attend.</li> </ul> </li> </ol>
22.55	18.	<b>Date of the next Meeting: Monday 4th July in the Village Hall at 7:30pm.</b>

The Meeting finished at 21.23 pm.
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Signed by Chairman.....