

DUNS TEW PARISH COUNCIL

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

Present: - Cllr Tickle (Chairman), Cllr. Howard, Cllr Landless and Cllr Semple.

In attendance: Ms.Ralfe (Clerk)

Minute Number	Agenda Number	Minute
22.95	1	Apologies for absence: It was RESOLVED that apologies were received from Cllr. Stapleton and Cllr. Hall.
22.96	2	Declarations of Pecuniary Interest and Requests for Dispensation It was RESOLVED that there were no declarations of pecuniary interest.
22.97	3	Minutes of the Last Meeting: It was RESOLVED that the council confirmed the minutes of the Parish Council meeting held on the 5th September 2022. The Chairman signed the minutes.
22.98	4	Public Participation: No members of the public were present.
22.99	5	County and District Councillors Reports: There were no County or District Councillors in attendance. Cllr. Reeves sent his apologies.
22.100	6.a	Finance: Payments Due; It was RESOLVED that the payments for the period September/October 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.

Payments Due for the period September/October 2022:

Date	Details	Invoice	VAT	Amount
30.9.22	Clerk Salary & Expenses	DT 32	£0.00	£638.50
30.9.22	N.R. Prickett	1762 DT 33	£66.00	£396.00
30.9.22	CDC. Dog Bins	180002971 DT 34	£52.91	£317.46
20.10.22	RBL Poppy Shop. Poppy crosses for Remembrance Day.	12001322917 DT36	£0.00	£33.89
31.10.22	Clerk Salary & Expenses	DT 37	£0.00	£638.50
31.10.22	MCNP Fees	DT 38	£0.00	£194.00
31.10.22	N.R. Prickett	1792 DT 39	£0.00	£276.00
31.10.22	MNCP Fees (Revised Additional)	DT 40	£0.00	£97.00
31.10.22	Mrs P.Tickle.Travel expenses.	DT 41	£0.00	£18.54
		Total	£118.91	£2,609.89

Payments (Direct Debits) for the period September/October 2022:

Date	Details	Invoice Number	VAT	Amount
1.9.22	ICO	Direct Debit. DT35	£0.00	£35.00
6.9.22	Bank Charges	BACS	£0.00	£3.00
17.10.22	Bank Charges	BACS	£0.00	£3.00
30.9.22	Bank Charges	BACS	£0.00	£18.00
		Total	£0.00	£59.00

22.101	6.b.	<p>Finance: Income Received. It was RESOLVED to NOTE the Income Received: for the period September/October 2022:</p>
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Date	Details	Reference	Amount
5.9.2022	CDC Precept	CS000416	£12,000.00
6.10.2022	CDC Bottle banks.	30016013	£117.50
15.9.2022	OALC Training Refund HMcR		£132
		Total	£12,249.50

22.102	6.c.	<p>Financial Review: Finances as at 31st October 2022. It was RESOLVED to NOTE these were an accurate reflection of the Parish Council finances.</p>
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DUNS TEW PARISH COUNCIL		
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDING 31/3/2023		
2021/2022		2022/23
	RECEIPTS	
£24,000.00	Precept	£24,000.00
£307.60	OCC Grants	307.6
£0.00	Council Tax Grants	£0.00
£114.07	Bottle Bank	£233.26
£0.00	Duns Tew Play Area Grants	£0.00
£74.50	Miscellaneous & Lottery	£547.00
£4,512.80	VAT Refund	£0.00
£5,008.97	Total other income.	£1,087.86
£29,008.97		£25,087.86
	PAYMENTS	
£8,143.65	Clerk's Salary, Expenses, PAYE & Training	£3,784.00
£361.04	Insurance	£399.73
£525.00	Grants (S137).	£975.00
£362.00	Membership Subscriptions	£234.00
£4,178.40	Grass/Hedge Cutting/Tree & Maintenance	£1,656.00
£144.00	Room Hire	£96.00
£610.00	Auditors	£430.00
£0.00	Elections	£100.00
£2,834.70	Play Area Equipment, Rent, Inspection & Maintenance.	£123.89
£323.87	Administration. Office equipment & repairs.	£0.00
£35.00	GDPR + Information Commissioner.	£35.00
£0.00	Councillors Training	£396.00
£604.72	Dog Bins	£300.30
£114.00	Speeding/Traffic Signs	£111.60
£396.43	Emergency Equipment/Maintenance. Welcome Pack	£0.00
£120.00	Web Site	£0.00
£108.00	Bank Charges	£57.00
£0.00	Mid Cherwell Neighbourhood Plan	£0.00
£370.45	Misc	£939.29
£0.00	Trees	£0.00
£11,087.61	Total Other Payments	£5,853.81
£19,231.26		£9,637.81

£21,447.34	Balance Brought Forward	£31,225.05
£29,008.97	Add Total Receipts	£25,087.86
£50,456.31		£56,312.91
-£19,231.26	Less Total Payments	£9,637.81
£31,225.05	Balance c/f 31.03.2021	£46,675.10
	BALANCES REPRESENTED BY:	
£31,225.05	Unity Bank	£46,675.10
	Pending Payments	£0.00
£31,225.05	Total	£46,675.10
£0.00	Unpresented Cheques	£0.00
£0.00	Cancelled Cheques	£0.00
£0.00	Unpresented Receipts/ Credit	£0.00
£31,225.05	As at 31/10.2022	£46,675.10
Signed:		
Chairman:	Philippa Tickle	R.F.O. Jean Ralfe
Date:	7.11.2022	Date: 7.11.2022

Budget vs. Actual Spend (as at 31st October 2022):

DUNS TEW PARISH COUNCIL	Expenditure	Income	Budget
EXPENDITURE			
Clerks Expenses	£240.00		-480
Clerks Salary	£3,544.00		-7500
HMRC PAYE	£0.00		-100
Clerks Training	£0.00		-100
Bank Charges	£57.00		-144
Insurance	£399.73		-1000
GRANTS			
Community	£975.00		-1000
SUBS			
OALC	£0.00		-160
OPFA	£45.00		-60
SLCC	£134.00		-120
Community First	£55.00		-70
Parish Online/ GeoXphere	£0.00		-50
OTHER			
Room Hire	£96.00		-200
Information Commissioner	£35.00		-40
Emergency Equipment	£0.00		-200
Welcome Pack	£0.00		-75
MCNP/Planning	£0.00		-100
Web Site	£0.00		-60
Miscellaneous	£939.29		-400
Play Area Maintenance	£123.89		-2500
Play Area Rent	£0.00		-130
Play Area Upgrade	£0.00		-15000
Grass/Hedge Cutting & Maintenance	£1,656.00		-4050
Dog Bins	£300.30		-625
Speeding/Traffic/ Traffic Signs	£111.60		-1500
Admin/Office Equipment /Repairs	£0.00		-100
Councillors Training / Travel	£396.00		-500
Auditors	£430.00		-650
Elections	£100.00		-500
GDPR	£0.00		-150
Trees	£0.00		-100
INCOME			-37664
Bottle Bank		£233.26	200
Precept		£24,000.00	24000
New Homes Bonus		£0.00	0
Miscellaneous		£547.00	0
Grass cutting grant from OCC		£307.60	307.6
VAT Reclaim		£0.00	5800
Play Area Grants		£0.00	1000
Allocation from Savings			6356.4
	£9,637.81	£25,087.86	TRUE

22.103	7	Clerk's Report
Item:	Action Required:	Result:
Village Tidy Up. Reflector Strips for white entrance gates.	Village tidy up was cancelled due to bad weather. Cllr. Tickle and the Clerk have cleaned all the gates and road signs and put up the reflector strips on all the white entrance gates.	ACTIONED
Chalk Spray/Dog Mess	Chalk spraying of dog mess to raise awareness and get people to clean up after their dogs.	To start in November. ACTION Cllrs. Tickle and Semple.
Bin for the Bottlebank site:	To install a bin on the hard standing to the 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 the bin on their rounds. RESOLVED to purchase and install bin.	Bin ordered and has a lead time. ACTION Clerk.
Snow Wardens.	Patrick Hunter agreed to set up an informal group of Snow Wardens.	RESOLVED to purchase 6 snow shovels (£6 each) for snow wardens.
Bus Shelter & Notice Board Maintenance.	The bus shelter and PC noticeboard need varnishing.	RESOLVED to get quotes. ACTION Clerk.
Jubilee Trees	Jubilee Committee trees (as part of the Queen's Canopy) and plaque in Village Hall funded by £1460.03 remaining from the Jubilee celebration event. Village Hall contribution of £500 returned. RESOLVED to determine options for places to plant trees.	Highways requested for site visit. New contact in OCC given and contacted. Awaiting response. ACTION Clerk.
Remembrance Day. 13th November.	Road Closure arranged and CDC notice is up near the church. Barriers to be delivered the night before.	ACTIONED.
Duns Tew Christmas Tree.	Cllr Landless to fetch the tree (£70). Sebastian Stapleton to put up the tree - beginning of December and take down after Christmas (Expenses to be paid). Stand is stored at Hill Farm Lane. Clerk to give lights to Sebastian. White Horse have confirmed that they will be happy to plug in the lights.	ACTIONED.
Letter re: Play Area Hedge Height.	Letter sent to residents re: Play Area hedge height.	It was NOTED that the annual letter has been sent.
Little Stein - Laurel Tree.	Letter sent to resident re: maintenance arrangements.	It was NOTED that the annual letter has been sent.
Precept and Budget for 2023/24	Budget needs to be set and the Precept requested from CDC in January. The Clerk	ACTION Clerk.

	will be working with each of the Cllrs to budget for areas and collate before then.	
Drains/Flooding at Longfield/Main Road.	RESOLVED to place under observation.	No further developments.

	8	Policies and Procedures:
22.104	8a.	Civility and Respect Pledge: It was RESOLVED to adopt the Civility and Respect pledge and the Chairman signed the pledge.
22.105	8b.	Dignity at Work Procedure: It was RESOLVED to adopt the Dignity at Work Procedure and the Chairman signed the procedure.
22.106	8c.	Code of Conduct 2022: It was RESOLVED that the Code of Conduct adopted by the Cherwell District Council was adopted as the Code of Conduct for members and co-opted members of the Duns Tew Parish Council to replace the current Code of Conduct. The Chairman signed the document.
22.107	9	Tennis Court: It was RESOLVED to ask the contractor to start work on resurfacing the tennis court although it might take a while to complete due to the changeable weather. Starting the work will ensure that the grant from CDC is utilised. It was RESOLVED to send the contractor a letter/email making clear the arrangements. Clerk to ACTION.
22.108	10.	Remembrance Day: RESOLVED that Cllrs Tickle, Landless, Semple and Clerk to direct traffic on the day.
22.109	11.	Duns Tew Christmas Tree: It was RESOLVED to purchase and put up the Christmas tree.
22.110	12.	Village Hall: It was RESOLVED to move the allocation of a Councillor to sit on the Village Hall Committee to the next meeting.
	13	Parish Matters:
22.111	13.a.	Environmental: Update Cllr. Howard. A map is being built up of the Parish in different layers, eg. trees, grasslands, hedgerows. A survey of the hedgerows is planned. Hedges/infills will be ordered in cooperation with other parishes. Some members of the group have attended a tree planting workshop in Charlbury. Community initiative being considered which would support pollinators, hedgehogs, nest boxes etc. Quarry nature reserve is managed by the Banbury Ornithological society and the group plans to contact them about habitat enhancement at the site.
22.112	13.b.	Services: Update Cllr. Tickle. Cllrs. Arash Ali Fatemian and Eddie Reeves have been contacted about giving their support to Duns Tew's application for 20mph. speed limit.
22.113	13.c.	Community: Update Cllr. Semple. 1. Defibrillator - has not been used. It is registered on Circuit, however the details need to be updated on line once a month. 2. Welcome Pack- new print run of Welcome Pack covers required as they are running out. ACTION Cllr Semple to get a quote from original printers and ACTION Clerk to get another quote.

		3. Emergency plan - up to date and filed with OCC.
22.114	13.d.	Amenities: Cllr. Hall. No update.
22.115	13.e.	Planning: Cllr. Landless. <ul style="list-style-type: none"> ● MCNP. (See report from Cllr. Tickle). ● Cherwell Local Plan Review 2040 (See report from Cllr. Tickle). ● Mullin Masterplan (See report from resident).

Reference #	Location	Proposal/ Description.	Response Date	Status
<u>22/02257/F</u>	Lot 1 Land Parcel 5672 Street Heading West From Duns Tew Duns Tew	Agricultural shed for storage of farm machinery and hay, with access to road and unpaved track	20.9.2022	Under Consultation
<u>22/02543/F</u>	Dinghams Hill Farm Lane Duns Tew Bicester OX25 6JH	Terrace to provide vehicle parking area	02/09/2022	Under Consultation
<u>22/02572/CLUP</u>	The Lodge Main Street Duns Tew Oxfordshire OX25 6JR	Certificate of Lawfulness of Proposed Development for internal alterations to form new en-suite to existing bedroom and dormer to rear of property	28.10.2022 (Decision Date).	Application Refused.
<u>22/02110/CLUP</u>	Duns Tew Village Hall Middle Barton Road Duns Tew Bicester OX25 6JN	Certificate of Lawfulness of Proposed Development for replacement of existing flat roof	15/07/2022	Application Permitted.
<u>22/02023/F</u>	1 Hill Farm Lane Duns Tew Oxfordshire OX25 6JH	Demolition of existing rear extension. Single storey rear extension. First floor loft extension with dormers windows. New gable to East elevation. Window alterations.	06/07/2022	Application Permitted
<u>22/03285/TCA</u>	Paythorne Main Street Duns Tew OX25 6JL	T1 x Leylandii No 22 - Fel T2 x Sycamore - removal of 3 overhanging limbs	28/10/2022	Case Officer Assigned
<u>21/04198/TCA</u>	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.
<u>21/04116/TCA</u>	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

<u>22/02837/TCA</u>	Duns Tew Manor Main Street Duns Tew OX25 6JP	T1 x Red Cherry- Crown reduce 1,5m to clear Dovecote.	09/09/2022	Application Permitted
<u>22/02979/TCA</u>	Walnut Cottage 43 Middle Barton Road Duns Tew Oxfordshire OX25 6JN	T1 x Walnut - Crown lift to ensure a clearance of 2 metres from the nearby buildings.	29/09/2022	Application Permitted
<u>22/02461/TCA</u>	Quills 36 Main Street Duns Tew OX25 6JS	G1 (Job 1) x Native Plum with Elder and vines Large Plum: Front garden and down the side of the house - Fell the largest Plum and grind out the stump. Fell to ground level and grind out the smaller one and the adjacent Elder. Fell and grind down the side of the house to give space to plant a hedge. T1 x Sorbus - Thin out the crown by 30%. T2 x Purple leaf Plum - Fell to ground level and grind out the stump. T3 x Old Damson - Fell in sections to ground level and grind out the stump. T4 x Viburnum - Fell to ground level and grind out the stump.	15/08/2022	Application Permitted.
<u>22/02434/TCA</u>	The Ridge House Main Street Duns Tew Oxfordshire OX25 6JL	TCA Application T1-3 x (Walnut - Crown reduction of up to 2 meters to prevent limbs breaking and damage to overhead cables. Crown lift of 1 metre to allow vehicle and pedestrian access along the driveway. The trees are semi-mature specimens. They are visible from the adjacent road. Given the age of the trees they should respond well to the proposed reduction work, which will be carried out before the winter to prevent the pruning cuts bleeding	22/9/2022	Application Permitted.
<u>22/02460/TCA</u>	Willow Cottage Main Street Duns Tew Bicester OX25 6JR	H1 x unspecified and Conifer (A) - reduce height by up to 2.5 metres to prevent interference with telegraph lines T1-T2 x Conifer (B) - fell	22/9/2022	Application Permitted
<u>22/02344/TCA</u>	Paythorne Main Street Duns Tew OX25 6JL	T1 x -Yew Felling- Over canopy producing stress and forced growth. T3 x -Maple cut 3 branches as overhanging and orchard to be planted. T4--T9 Conifers felling suffering from canopy. T10 x Willow- To be pollarded.	6/09/2022	Application Permitted

<u>22/01289/TCA</u>	Church Of St Mary Magdalene Main Street Duns Tew OX25 6JL	G1 x Yews - Crown lift to 3 metres to enable access for church users and maintenance staff & clear from neighbouring property to allow more light levels	03/05/2022	Application Permitted
<u>22/01081/TEL</u>	TMUK And 3 Telecommunications 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 CDC.

22.116	13.f.	Communications Update: Cllr. Hall. No update.
22.117	14	Correspondence: a) A resident enquired about use of Poors Land for Community Orchard. Resident will contact the trustees. b) A resident enquired about the Village Tidy Up and Snow Wardens. An update will be given. ACTION Clerk. c) A resident gave an update on the Mullin development. The Council is monitoring this. d) A resident reported a white car with a flat tyre parked on the pavement in Dashwood Rise. Community police to be contacted. ACTION Clerk.

Other Correspondence :	Sent to:
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. Forwarded as received.	Full Council
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

22.118	15	Reports from Meetings: a) Village Hall - no update. b) MNCF meeting update - see report from Cllr. Tickle. c) Cherwell Local Plan - see report from Cllr. Tickle. d) Resilience Group meeting - see report from Cllr Tickle.
22.119	16	Date of the next Meeting: Monday 10th January 2023 in the Village Hall at 7:30pm.

The Meeting finished at 21:07 pm.

Signed by Chairman.....