

DUNS TEW PARISH COUNCIL

Minutes of the Parish Council meeting held
on **Monday 4th July 2022** at 7:30 pm for the transaction of the following business:

Present: - Cllr Stapleton (Chairman), Cllr Hall, Cllr. Howard, Cllr Landless, Cllr. McRae, Cllr Semple.

In attendance: Ms.Ralfe (Clerk)

Minute Number	Agenda Number	Minute
22.56	1	Apologies for absence: It was RESOLVED that apologies were received from Cllr. Tickle.
22.57	2	Declarations of Pecuniary Interest and Requests for Dispensation It was RESOLVED that there were no declarations of pecuniary interest.
22.58	3	Minutes of the Last Meeting: It was RESOLVED that the council confirmed the minutes of the Parish Council meeting held on the 16th May 2022. The Chairman signed the minutes.
22.59	4	Public Participation: There were no members of the public present.
22.60	5.a	Finance: Payments Due; It was RESOLVED that the payments for the period May/June 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 McRae.

Payments for the period May/June 2022:

Date	Details	Invoice Number	VAT	Amount
20.5.2022	Grant to Village Hall for Jubilee Celebrations	DT 16.	£0.00	£1,475.00
31.5.2022	Clerk Salary and Expenses	DT 17	£0.00	£638.50
31.05.2022	N.R.Prickett. Grass Cutting.	DT 19. 1666	£92.00	£552.00
30.6.2022	Village Hall. Expenses for Jubilee (CDC Grant)	DT 20. INV 1.	£0.00	£295.83
4.7.2022	Community First Oxfordshire Membership	DT21.	£0.00	£55.00
30.6.2022	Clerk Salary and Expenses	DT 22	£0.00	£638.50
30.6.2022	Cherwell Graphics - Jubilee adverts printing.	DT23.	£0.00	£35.00
30.6.2022	Bank Charges (Unity)		£0.00	£18.00
30.6.2022	N.R.Prickett. Grass Cutting.	DT24. 1698	£92.00	£552.00

		Total	£184.00	£4,259.83
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Break down of the CDC Jubilee Grant:

Date	Details	Invoice	Amount
16.5.22	Cherwell Graphics printing (flyers, posters, tickets). Paid in May 2022.	DT15. INV 10641	£70.00
30.6.22	Village Hall - Disposable cups, plates, cutlery, Live Music, Children's Prizes, Crown competition making kits.	DT20 INV 1.	£295.83
30.6.22	Cherwell Graphics printing adverts in newsletter (April, May) and Jubilee trail card (June).	DT 23 INV 10812	£35.00
		Total	£400.83

Payments (Debit Card) for the period May/June 2022:

Date	Details	Invoice Number	VAT	Amount
26.5.2022	Pigeon spikes for the swing in the play area.	DT 18	£0.00	£6.29
17.5.22	Bank Charges		£0.00	£3.00
16.6.22	Bank Charges		£0.00	£3.00
		Total	£0.00	£12.29

22.61	5.b.	Finance: Income Received. It was RESOLVED to NOTE the Income Received: for the period May/June 2022:		
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Date	Details	Reference	Amount
26.5.2022	OCC. Grass cutting	9700847071	£307.60
6.5.22	CDC Lottery		£2.00
		Total	£309.60

22.62	5.c.	Financial Review: Finances as at 30th June 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 31/3/2023		
2021/2022		2022/23
	RECEIPTS	
£24,000.00	Precept	£12,000.00
£307.60	OCC Grants	307.6
£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	£404.00
£4,512.80	VAT Refund	£0.00
£5,008.97	Total other income.	£827.36
£29,008.97		£12,827.36
	PAYMENTS	
£8,143.65	Clerk's Salary, Expenses, PAYE & Training	£1,230.00
£361.04	Insurance	£399.73
£525.00	Grants (S137).	£975.00
£362.00	Membership Subscriptions	£179.00
£4,178.40	Grass/Hedge Cutting/Tree & Maintenance	£276.00
£144.00	Room Hire	£96.00
£610.00	Auditors	£190.00
£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	£330.00
£604.72	Dog Bins	£300.30
£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	£24.00
£0.00	Mid Cherwell Neighbourhood Plan	£0.00
£370.45	Misc	£608.46
£0.00	Trees	£0.00
£11,087.61	Total Other Payments	£3,378.49
£19,231.26		£4,608.49

£21,447.34	Balance Brought Forward	£31,225.05
£29,008.97	Add Total Receipts	£12,827.36
£50,456.31		£44,052.41
-£19,231.26	Less Total Payments	£4,608.49
£31,225.05	Balance c/f 31.03.2021	£39,443.92
BALANCES REPRESENTED BY:		
£31,225.05	Unity Bank	£39,443.92
	Pending Payments	£0.00
£31,225.05	Total	£39,443.92
£0.00	Unpresented Cheques	£0.00
£0.00	Cancelled Cheques	£0.00
£0.00	Unpresented Receipts/ Credit	£0.00
£31,225.05	As at 30/06.2022	£39,443.92
Signed:		
Chairman:	Harriet Stapleton	R.F.O. Jean Ralfe
Date:	4.7.2022	Date: 4.7.2022

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

DUNS TEW PARISH COUNCIL	Expenditure	Income	Budget
EXPENDITURE			
Clerks Expenses	£80.00		-480
Clerks Salary	£1,150.00		-7500
HMRC PAYE	£0.00		-100
Clerks Training	£0.00		-100
Bank Charges	£24.00		-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	£0.00		-70
Parish Online/ GeoXphere	£0.00		-50
OTHER			
Room Hire	£96.00		-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	£608.46		-400
Play Area Maintenance	£0.00		-2500
Play Area Rent	£0.00		-130

Play Area Upgrade	£0.00		-15000
Grass/Hedge Cutting & Maintenance	£276.00		-4050
Dog Bins	£300.30		-625
Speeding/Traffic/ Traffic Signs	£0.00		-1500
Admin/Office Equipment /Repairs	£0.00		-100
Councillors Training / Travel	£330.00		-500
Auditors	£190.00		-650
Elections	£0.00		-500
GDPR	£0.00		-150
Trees	£0.00		-100
INCOME			-37664
Bottle Bank		£115.76	200
Precept		£12,000.00	24000
New Homes Bonus		£0.00	0
Miscellaneous		£404.00	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
	£4,608.49	£12,827.36	TRUE

22.63	6	County and District Councillors Reports: There were no County or District Councillors in attendance.
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22.64	7	Clerk's Report
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Item:	Action Required:	Result:
Reflector Strips for entrance gates.	To give greater visibility to gates at entrances of the village in the dark. Gates need to be cleaned and dry when strips are attached.	ACTION Clerk.
Chalk Spray/Dog Mess	Chalk spraying of dog mess to raise awareness and get people to clean up after their dogs.	Plan to revisit in October when the days get shorter/darker.
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 on their rounds.	RESOLVED to purchase and install bin. ACTION Clerk. In Progress.
Jubilee Celebrations: 5th June at the Village Hall.	Road Closure - Middle Barton - application.	Jubilee Celebrations complete. ACTIONED.

Jubilee Trees	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.	Village Hall contribution of £500 returned. Profit of £1460.03 to be used for trees and planting costs and plaque in the Village Hall. It was RESOLVED to determine options for places to plant trees. ACTION Clerk.
Village Hall	Maintenance of the Village Hall is required. Initial approaches about a grant have been made. ACTION Clerk to investigate further.	Village Hall applying for grants and exploring options. Further clarity required before decisions can be made.
Drains/Flooding at Longfield/Main Road.	RESOLVED to place under observation.	No further developments.

22.65	8	Policies and Procedures: Reserves Policy. It was RESOLVED to adopt the Reserves Policy and the Chairman signed the policy off.
22.66	9a	Amenities - Cllr. Hall: 1. Play Area is due its annual inspection by ROSPA this month. Cllr Hall has cleaned the basket swing and put up the pigeon deterrents. In the toddler area the train and slide tower will need replacing soon. 2. Website - plan to replace the front end and keep updated documents behind it. ACTION Cllr. Hall.
22.67	9.b	Community - Cllr. Semple: 1. The Defibrillator has not been used. 2. The Welcome Pack has not been requested. 3. The Emergency Plan has been updated and submitted to OCC.
22.68	9.c	Environment and Nature Recovery Network - Cllr. Howard: 1. Working group - of residents has been formed and will meet in the next few weeks. Different people have different experiences and skills which will be valuable. The first deliverable will be a strategy for the Parish Council to support and co-ordinate. 2. Oxford Treescapes - the opportunities map has been delivered and is being considered. It identifies different types of landscapes: grasslands, hedgerows etc 3. Cllr Howard attended an event with the Oxfordshire Community Actions Group. Different groups are feeding into the initiative and creating a network for the nature recovery plan. Duns Tew can then use these to enable our plan. Currently Duns Tew has approximately 4% woodland +10% grassland and the challenge is to do more in the Parish. 4. Options for allotments and a community orchard to be explored further.
22.69	9.d.	Planning - Cllr. Landless: <ul style="list-style-type: none"> • OxSRFI development consultation - An initial response has been submitted. Not clear if CDC are going to consult differently as the proposal now includes 2 further sites. It was RESOLVED to coordinate with MNCF on this. • Land Parcel 5672 Duns Tew. Application withdrawn. • Main Street - meeting requested re: potential application is being rescheduled.

Reference #	Location	Proposal/ Description.	Response Date	Status
22/01703/F	6 Daisy Hill Duns Tew Bicester OX25 6LB	Rear single-storey extension & formation of new window opening to first floor on rear elevation. Installation of metal flue for stove.	22/06/2022	Under Consultation

<u>22/01704/LB</u>	6 Daisy Hill Duns Tew Bicester OX25 6LB	Rear single-storey extension & formation of new window opening to first floor on rear elevation. Installation of metal flue for stove.	22/06/2022	Under Consultation
It was RESOLVED that there were no objections to this application.				
<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 Sent
<u>22/00282/F</u>	Land Parcel 5672 Duns Tew	Erection of a steel agricultural machinery storage building, together with formation of a new access and track.	20/5/2022	Application Withdrawn
<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

22.70	15.d	Services - Cllr Tickle: 1. No update.
22.71	15.e	Services - Cllr. Landless: 1. Footpath to the main road via the fields to be investigated with landowners. ACTION Cllr. Landless.

22.72	16.	Correspondence: It was NOTED that the correspondence listed below has been sent to the Council. a. A resident querying litter in the play area. Response sent after investigation. b. A number of residents - thanking the Parish Council and organisers of the Platinum Jubilee celebrations.
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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

22.73	17.	Reports from Meetings: a. Village Hall Update: <ul style="list-style-type: none"> ● Cllr McRae to attend the next meeting. b. Mid Cherwell Neighbourhood Forum: <ul style="list-style-type: none"> ● No update. Last minutes circulated. c. Police Resilience Group: <ul style="list-style-type: none"> ● No update. Last minutes circulated.
22.74	18.	Date of the next Meeting: Monday 5th September in the Village Hall at 7:30pm.

The Meeting finished at 20.55 pm.

Signed by Chairman.....