

## DUNS TEW PARISH COUNCIL

Minutes of the Parish Council meeting held  
on **Monday 5th September 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. Howard, Cllr Landless, Cllr. McRae and Cllr Semple.

**In attendance:** Ms.Ralfe (Clerk)

Minute Number	Agenda Number	Minute
22.75	1	<b>Apologies for absence:</b> It was RESOLVED that no apologies were received.
22.76	2	<b>Declarations of Pecuniary Interest and Requests for Dispensation</b> It was RESOLVED that there were no declarations of pecuniary interest.
22.77	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 4th July 2022. The Chairman signed the minutes.
22.78	4	<b>Public Participation:</b> Four members of the public were present and raised a number of concerns about the application ( <a href="#">22/02257/F</a> ) for a barn at the edge of the parish near Over Worton. In addition a number of residents in Duns Tew and Over Worton have emailed the Council.  <ol style="list-style-type: none"><li>1. The majority of the objections raised against the first application for this barn are still relevant.</li><li>2. The visual impact of the barn in an area of natural beauty from which the Deddington church can be seen.</li><li>3. Two old entrances have been closed and a new one made without planning permission being granted. These have not been reinstated. The new entrance is in a dangerous position, particularly in winter when icy.</li><li>4. The water tower was constructed without planning permission and has not been taken down.</li><li>5. Trees and wildflower meadows have been planted in the field and the footpath moved.</li><li>6. Change of use of land from agricultural to amenity.</li><li>7. Location of the barn. Better location would be near the road and old access point opposite existing buildings where it would be safer for farm machinery and lorries to access the site.</li><li>8. The business case for the hay making is not viable. The yield from the field does not justify the investment in the barn and agricultural equipment in addition to which some of the land has been given over to trees and wild flower meadows. Although viability is not a reason for objecting, the application and activity to date is not an indication of good faith.</li><li>9. Trees and wild flower meadows have also been planted in the fields. This will reduce the harvest. No hay has been cut to date.</li><li>10. Proof should be given that the property is a working farm and if an agricultural building is genuinely required, a building of this size could be constructed without formal planning consent under the permitted general development order for agriculture which allows a building of 465m squared. However if there were future plans to turn the barn into a residence, planning permission might be desirable from the start. The landscape planting further strengthens this assumption that the longer term plan is for a residential building.</li></ol>

		<p>11. The barn has an unusually large number of openings; the largest of which (9.5m) faces in the opposite direction of the newly created track along which hay making machinery and vehicles would travel.</p> <p>12. 9.5m is excessive for an opening into a barn.</p> <p>13. Dimensions for the length of the barn do not divide into the usual 4.5 or 6 metre bay sizes.</p> <p>14. The dimensions of the barn are inconsistent in the planning application documents.</p> <p>15. The size of the barn is inconsistent with what might be required for the potential hay yield and the size of the machinery.</p> <p>16. It was widely felt that this application was clearly the first application in a series or process to build something with a different use eg. residential.</p> <p>It was RESOLVED to object to the application.</p>
22.79	5	<p><b>County and District Councillors Reports:</b> There were no County or District Councillors in attendance. Cllr. Reeves sent his apologies.</p>
22.80	6.a	<p><b>Finance: Payments Due;</b> It was RESOLVED that the payments for the period July/August 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.</p>

**Payments Due for the period July/August 2022:**

Date	Details	Invoice Number	VAT	Amount
8.7.2022	CDC Election Charges	DT 25. 20006994	£0.00	£100.00
31.7.22	NR Prickett. Grass/hedge cutting.	DT 26. 1719	£46.00	£276.00
31.7.22	Clerk Salary & Expenses	DT 27.	£0.00	£638.50
9.8.22	ROSPA Playsafety Ltd.	DT 28. 65263	£19.60	£117.60
19.8.22	Moore (External Auditor)	DT 29. 313025	£40.00	£240.00
31.8.22	Clerk Salary & Expenses	DT 30.	£0.00	£638.50
31.8.22	OALC Training. Cllr.	DT 31.	£11.00	£66.00
		<b>Total</b>	£116.60	<b>£2,076.60</b>

**Payments Due (Debit Card) for the period July/August 2022:**

Date	Details	Invoice Number	VAT	Amount
18.7.22	Bank Charges	BACS	£0.00	£3.00
16.8.22	Bank Charges	BACS	£0.00	£3.00
		<b>Total</b>	£0.00	<b>£6.00</b>

22.81	6.b.	<p><b>Finance: Income Received.</b> It was RESOLVED to NOTE the <b>Income Received:</b> for the period July/August 2022:</p>
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Date	Details	Reference	Amount
12.7.22	Cherwell Lottery (Client's deposit)	BACS	£2.00

9.8.22	Cherwell Lottery (Client's deposit)	BACS	£2.00
		<b>Total</b>	<b>£4.00</b>

22.82	6.c.	<b>Financial Review:</b> Finances as at 31th August 2022. It was RESOLVED to NOTE these were an accurate reflection of the Parish Council finances and that they 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	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	£408.50
£4,512.80	VAT Refund	£0.00
£5,008.97	Total other income.	£831.86
<b>£29,008.97</b>		<b>£12,831.86</b>
	<b>PAYMENTS</b>	
£8,143.65	Clerk's Salary, Expenses, PAYE & Training	£2,507.00
£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	£1,380.00
£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.	£6.29
£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	£111.60
£396.43	Emergency Equipment/Maintenance. Welcome Pack	£0.00
£120.00	Web Site	£0.00
£108.00	Bank Charges	£30.00
£0.00	Mid Cherwell Neighbourhood Plan	£0.00
£370.45	Misc	£939.29
£0.00	Trees	£0.00
£11,087.61	Total Other Payments	£4,992.21
<b>£19,231.26</b>		<b>£7,499.21</b>

£21,447.34	Balance Brought Forward	£31,225.05
£29,008.97	Add Total Receipts	£12,831.86
£50,456.31		£44,056.91
-£19,231.26	Less Total Payments	£7,499.21
<b>£31,225.05</b>	Balance c/f 31.03.2021	<b>£36,557.70</b>
	<b>BALANCES REPRESENTED BY:</b>	
£31,225.05	Unity Bank	£36,557.70
	Pending Payments	£0.00
<b>£31,225.05</b>	Total	<b>£36,557.70</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>	<b>As at 31/08.2022</b>	<b>£36,557.70</b>
Signed:		
Chairman:	Harriet Stapleton	R.F.O. Jean Ralfe
Date:	5.9.2022	Date: 5.9.2022

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

DUNS TEW PARISH COUNCIL	Expenditure	Income	Budget
<b>EXPENDITURE</b>			
Clerks Expenses	£160.00		-480
Clerks Salary	£2,347.00		-7500
HMRC PAYE	£0.00		-100
Clerks Training	£0.00		-100
Bank Charges	£30.00		-144
Insurance	£399.73		-1000
<b>GRANTS</b>			
Community	£975.00		-1000
<b>SUBS</b>			
OALC	£0.00		-160
OPFA	£45.00		-60
SLCC	£134.00		-120
Community First	£55.00		-70
Parish Online/ GeoXphere	£0.00		-50
<b>OTHER</b>			
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	£939.29		-400
Play Area Maintenance	£6.29		-2500
Play Area Rent	£0.00		-130

Play Area Upgrade	£0.00		-15000
Grass/Hedge Cutting & Maintenance	£1,380.00		-4050
Dog Bins	£300.30		-625
Speeding/Traffic/ Traffic Signs	£111.60		-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
<b>INCOME</b>			<b>-37664</b>
Bottle Bank		£115.76	200
Precept		£12,000.00	24000
New Homes Bonus		£0.00	0
Miscellaneous		£408.50	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
	£7,499.21	£12,831.86	TRUE

22.83	6.d.	<b>Appointment of Internal Auditor:</b> It was RESOLVED to appoint the internal auditor Jane Olds for the financial year 2022/23. The Chairman signed the Agreement of Terms.
22.84	6.e.	<b>External Audit Report:</b> It was RESOLVED to NOTE the External Audit Report.
22.85	6.f.	<b>Review of the Effectiveness of the Internal Controls:</b> It was RESOLVED to NOTE, as correct, the report which was completed by Cllr. Stapleton. It was signed by the Chairman, Vice Chairman and the RFO.

22.86	7	<b>Clerk's Report</b>
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Item:	Action Required:	Result:
<b>Village Tidy Up.</b>	Proposed Village Tidy up on morning of Sunday 18th September. Possibly with tea and cake in the Village Hall (is available) afterwards. Includes litter, washing signs & gates. CDC will supply litter pickers, bags and collect the rubbish afterwards. Individuals would need to wear high vis.	It was RESOLVED to organise a village tidy up in October. Clerk to check availability of Village Hall and gauge interest of residents. WhatsApp/Facebook to advertise and liaise with all Cllrs to set a date. ACTION Clerk.
<b>Reflector Strips for entrance gates.</b>	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.	To be done when gates are cleaned during village tidy up. 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.	Plan to revisit in October when the days get shorter/darker. ACTION Cllrs. Tickle and Semple. Article in the October newsletter, including dog mess must be picked up

		on fields and footpath. ACTION Clerk.
<b>Bin for the Bottlebank site:</b>	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 <b>CDC will empty on their rounds.</b> RESOLVED to purchase and install bin	Bin ordered. In Progress. ACTION Clerk.
<b>Snow Wardens.</b>	Grit bins checked and OCC informed. Should the PC set up a Snow Warden scheme?	Clerk to speak to interested resident. See if they would be willing to set up a group of volunteers. ACTION Clerk.
<b>Footpath to the main road via the fields.</b>	Landowners are not in favour of a path inside the hedges..	ACTION Cllr. Landless to walk along potential route to see if it would be viable as a decent walking surface possibly with a severe mowing/pruning regime and holes filled in. Insurance implications to be investigated.
<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. 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.  Highways to be consulted about positioning of trees. ACTION Clerk.
<b>Code of Conduct</b>	New Code of Conduct. CDC training currently being rescheduled as there is a new Monitoring Officer.	To be noted/updates to be communicated. ACTION Clerk.
<b>Civility and Respect Pledge.</b>	SLCC/ OALC recommend signing up to this. By signing the council would be agreeing to treat councillors, clerks, employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles.	It was RESOLVED to sign up to this at the next meeting. ACTION Clerk.
<b>Option to opt out of the SAAA central external auditor appointment arrangements.</b>	Every 5 years there is the option to opt out of the central External Auditor arrangements. If choosing to opt out the Parish Council would still have to find, appoint and pay for their own External Auditor. SLCC/general advice is to stay in.	RESOLVED to remain within the scheme/arrangements.
<b>Remembrance Day. 13th November.</b>	David Jackson will be doing the service. Parish Council to arrange road closure as in previous years. Will need volunteers to help with the traffic.	Application for the road closure to CDC. ACTION Clerk. Cllrs will help manage traffic. ACTION Cllrs.
<b>Drains/Flooding at Longfield/Main Road.</b>	RESOLVED to place under observation.	No further developments.

**Parish Matters:**

22.87	8a	<p><b>Services: - Cllr Tickle.</b></p> <ol style="list-style-type: none"> <li>1. Update on the 20s Plenty Campaign. It was RESOLVED to apply for a 20mph speed limit.</li> <li>2. District and County councillor support is required to submit the application. ACTION</li> </ol>
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		Cllr. Tickle.
22.88	8b	<b>Amenities - Cllr. Hall:</b> <ol style="list-style-type: none"> <li>1. Play Area checks on going.</li> <li>2. The Annual Inspection Report done by ROSPA in July was NOTED.</li> <li>3. It was RESOLVED that if the tennis court resurfacing costs came within the existing budget of £16000 (exl. VAT) the work was to go ahead.</li> <li>4. Slide Tower and Train replacement in the toddler area. Some money saved towards this and will need to do this soon.</li> <li>5. Website - no new developments.</li> </ol>
22.89	8.c	<b>Community - Cllr. Semple:</b> <ol style="list-style-type: none"> <li>1. The Defibrillator has not been used.</li> <li>2. The Welcome Pack has been delivered to new residents.</li> <li>3. The Emergency Plan. Grit bins checked.</li> </ol>
22.90	8.d.	<b>Planning - Cllr. Landless:</b> <ul style="list-style-type: none"> <li>• Barn near Over Worton (<a href="#">22/02257/F</a>). See the list below.</li> <li>• Proposed Neighbourhood Plan Area designation - Parishes of Bletchindon, Hampton Gay and Poyle. It was RESOLVED that there was no objection.</li> <li>• MNCP Revision - Cllr Tickle will represent Duns Tew.</li> <li>• Cherwell Local Plan Review 2040. Cllr. Landless will represent Duns Tew.</li> <li>• 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. No Further updates.</li> </ul>

Reference #	Location	Proposal/ Description.	Response Date	Status
<a href="#">22/02257/F</a>	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
It was RESOLVED to object to the application.				
<a href="#">22/02543/F</a>	Dinghams Hill Farm Lane Duns Tew Bicester OX25 6JH	Terrace to provide vehicle parking area	26.9.2022	Under Consultation
It was RESOLVED that there was no objection to this application.				
<a href="#">22/02572/CLUP</a>	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).	Under Consultation
<a href="#">22/02110/CLUP</a>	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	Under Consultation
<a href="#">22/02023/F</a>	1 Hill Farm Lane Duns Tew	Demolition of existing rear extension. Single storey rear extension. First floor loft extension with dormers windows. New	06/07/2022	Application Permitted

	Oxfordshire OX25 6JH	gable to East elevation. Window alterations.		
<a href="#"><u>22/02461/TCA</u></a>	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	Case Officer Assigned
<a href="#"><u>22/02434/TCA</u></a>	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	Case Officer Assigned
<a href="#"><u>22/01703/F</u></a> <a href="#"><u>22/01704/LB</u></a>	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.	N/A	Application Withdrawn.
<a href="#"><u>22/02460/TCA</u></a>	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	Case Officer Assigned
<a href="#"><u>22/02344/TCA</u></a>	Paythorne Main Street Duns Tew OX25 6JL	T1 x -Yew Felling- Over canopy producing stress and forced growth. T3 x -Maple cut 3 branches branches as overhanging and orchard to be planted. T4--T9 Conifers felling suffering from canopy. T10 x Willow- To be pollarded.	6/09/2022	Under Consultation
<a href="#"><u>22/01289/TCA</u></a>	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
<a href="#"><u>22/01081/TEL</u></a>	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

<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>	Application Withdrawn
<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

22.91	8.e	<p><b>Environment and Nature Recovery Network - Cllr. Howard:</b></p> <ol style="list-style-type: none"> <li>1. Working group - has been formed and had a first meeting. The second meeting will be in September.</li> <li>2. Oxford Treescaping report needs a further level of detailed information added to the map e.g. some of the land identified as grassland is not. Next actions; <ol style="list-style-type: none"> <li>a. Attending workshops in Charlbury will provide some learning.</li> <li>b. Bat Society survey - to see what kind of bats there are in Duns Tew.</li> <li>c. Hedge survey.</li> <li>d. Source nest boxes for swallows/swifts - residents could be asked to put them up on their houses.</li> </ol> </li> </ol>
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22.92	9.	<p><b>Correspondence:</b> It was NOTED that the correspondence listed below has been sent to the Council.</p> <ol style="list-style-type: none"> <li>a. A resident enquiring about the village tidy up and snow wardens.</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. 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

22.93	10.	<p><b>Reports from Meetings:</b></p> <ol style="list-style-type: none"> <li>a. <b>Village Hall Update:</b> <ul style="list-style-type: none"> <li>• No update.</li> </ul> </li> <li>b. <b>Mid Cherwell Neighbourhood Forum:</b> <ul style="list-style-type: none"> <li>• No update. Last minutes circulated.</li> </ul> </li> <li>c. <b>Police Resilience Group:</b> <ul style="list-style-type: none"> <li>• No update. Last minutes circulated.</li> </ul> </li> </ol>
22.94	11.	<b>Date of the next Meeting: Monday 7th November in the Village Hall at 7:30pm.</b>

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The Meeting finished at 21:22 pm.

Signed by Chairman.....