

## DUNS TEW PARISH COUNCIL

Minutes of the Parish Council meeting held  
on **Monday 9th January 2023** at 7:30 pm in the Village Hall  
for the transaction of the following business:

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

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

| Minute Number | Agenda Number | Minute  |
|---------------|---------------|---|
| 22.120        | 1             | <b>Apologies for absence:</b><br>It was RESOLVED that apologies were received from Cllr Semple.   |
| 22.121        | 2             | <b>Councillor Vacancies:</b><br>It was RESOLVED by unanimous vote that David Jackson be co-opted onto the Council.  |
| 22.122        | 3             | <b>Declarations of Pecuniary Interest and Requests for Dispensation</b><br>It was RESOLVED that there were no declarations of pecuniary interest.   |
| 22.123        | 4             | <b>Minutes of the Last Meeting:</b><br>It was RESOLVED that the council confirmed the minutes of the Parish Council meeting held on the 7th November 2022. The Chairman signed the minutes.   |
| 22.124        | 5             | <b>Public Participation:</b><br>No members of the public were present.  |
| 22.125        | 6             | <b>County and District Councillors Reports:</b><br>There were no County or District Councillors in attendance. Cllr. Reeves sent his apologies.   |
| 22.126        | 7.a           | <b>Finance: Payments Due;</b><br>It was RESOLVED that the payments for the period November/December 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 Hall and Tickle. |

### Payments Due for the period November/December 2022:

| Date       | Details                     | Invoice Number | VAT            | Amount           |
|------------|-----------------------------|----------------|----------------|------------------|
| 05.12.2022 | Hadsham Farm Christmas Tree | 31365 DT 42    | £9.33          | £56.00           |
| 30.11.2022 | Clerk Salary & Expenses     | DT 43          |                | £638.50          |
| 30.11.2022 | NR Prickett                 | DT44           | £72.00         | £432.00          |
| 31.12.2022 | Play area rent              | DT 45          |                | £130.00          |
| 31.12.2022 | Clerk Salary & Expenses     | DT 46          |                | £638.50          |
| 31.12.2022 | Broxap Derby E Litter Bin   | DT 47. D843    | £81.40         | £488.40          |
|            |                             | <b>Total</b>   | <b>£162.73</b> | <b>£2,383.40</b> |

### Payments (Direct Debits) for the period November/December 2022:

Duns Tew Parish Council - DRAFT Meeting Minutes - 9th January 2023. Chairman's Initials:.....

| Date     | Details      | Invoice Number | VAT          | Amount        |
|----------|--------------|----------------|--------------|---------------|
| 30.11.22 | Bank Charges | BACS           | £0.00        | £3.00         |
| 31.12.22 | Bank Charges | BACS           | £0.00        | £3.00         |
| 31.12.22 | Bank Charges | BACS           | £0.00        | £18.00        |
| 31.12.22 | Microsoft    | BACS           | £0.00        | £59.99        |
|          |              | <b>Total</b>   | <b>£0.00</b> | <b>£83.99</b> |

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| 22.127 | 7.b. | <b>Finance: Income Received.</b><br>It was RESOLVED to NOTE the Income Received: for the period November/December 2022: |
|--------|------|---|

| Date     | Details          | Reference    | Amount       |
|----------|------------------|--------------|--------------|
| 30.11.22 | Cherwell Lottery |              | £2.50        |
| 31.12.22 | Cherwell Lottery |              | £2.00        |
|          |                  | <b>Total</b> | <b>£4.50</b> |

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| 22.128 | 7.c. | <b>Financial Review:</b><br>Finances as at 31st December 2022. It was RESOLVED to NOTE these were an accurate reflection of the Parish Council finances and that Cllr. Stapleton had checked the finances and bank reconciliation. |
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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                    | £24,000.00        |
| £307.60           | OCC Grants                 | 707.6             |
| £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    | £151.50           |
| £4,512.80         | VAT Refund                 | £0.00             |
| £5,008.97         | <b>Total other income.</b> | <b>£1,092.36</b>  |
| <b>£29,008.97</b> |                            | <b>£25,092.36</b> |

|                   |  |                   |
|-------------------|--|-------------------|
|                   | <b>PAYMENTS</b>                                      |                   |
| £8,143.65         | Clerk's Salary, Expenses, PAYE & Training            | £5,061.00         |
| £361.04           | Insurance  | £399.73           |
| £525.00           | Grants (S137).                                       | £1,475.00         |
| £362.00           | Membership Subscriptions                             | £234.00           |
| £4,178.40         | Grass/Hedge Cutting/Tree & Maintenance               | £2,328.00         |
| £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.          | £59.99            |
| £35.00            | GDPR + Information Commissioner.                     | £35.00            |
| £0.00             | Councillors Training                                 | £414.54           |
| £604.72           | Dog Bins   | £617.76           |
| £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   | £81.00            |
| £0.00             | Mid Cherwell Neighbourhood Plan                      | £291.00           |
| £370.45           | Misc   | £473.18           |
| £0.00             | Trees  | £56.00            |
| <b>£11,087.61</b> | <b>Total Other Payments</b>                          | <b>£7,326.69</b>  |
| <b>£19,231.26</b> |  | <b>£12,387.69</b> |
| £21,447.34        | Balance Brought Forward                              | £31,225.05        |
| £29,008.97        | Add Total Receipts                                   | £25,092.36        |
| £50,456.31        |  | £56,317.41        |
| -£19,231.26       | Less Total Payments                                  | £12,387.69        |
| <b>£31,225.05</b> | <b>Balance c/f 31.03.2021</b>                        | <b>£43,929.72</b> |
|                   | <b>BALANCES REPRESENTED BY:</b>                      |                   |
| £31,225.05        | Unity Bank   | £43,929.72        |
|                   | Pending Payments                                     | £0.00             |
| <b>£31,225.05</b> | <b>Total</b>   | <b>£43,929.72</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 31/12.2022</b>                              | <b>£43,929.72</b> |
| Signed:           |  |                   |
| Chairman:         | Harriet Stapleton                                    | R.F.O. Jean Ralfe |
| Date:             | 9.1.2023   | 9.1.2023          |

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

| DUNS TEW PARISH COUNCIL           | Expenditure | Income     | 22/23 Budget |
|-----------------------------------|-------------|------------|--------------|
| <b>EXPENDITURE</b>                |             |            |              |
| Clerks Expenses                   | £320.00     |            | -480         |
| Clerks Salary                     | £4,741.00   |            | -7500        |
| HMRC PAYE                         | £0.00       |            | -100         |
| Clerks Training                   | £0.00       |            | -100         |
| Bank Charges                      | £81.00      |            | -144         |
| Insurance                         | £399.73     |            | -1000        |
| <b>GRANTS</b>                     |             |            |              |
| Community                         | £1,475.00   |            | -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          | £35.00      |            | -40          |
| Emergency Equipment               | £0.00       |            | -200         |
| Welcome Pack                      | £0.00       |            | -75          |
| MCNP/Planning                     | £291.00     |            | -100         |
| Web Site                          | £0.00       |            | -60          |
| Miscellaneous                     | £473.18     |            | -400         |
| Play Area Maintenance             | £123.89     |            | -2500        |
| Play Area Rent                    | £0.00       |            | -130         |
| Play Area Upgrade                 | £0.00       |            | -15000       |
| Grass/Hedge Cutting & Maintenance | £2,328.00   |            | -4050        |
| Dog Bins                          | £617.76     |            | -625         |
| Speeding/Traffic/ Traffic Signs   | £111.60     |            | -1500        |
| Admin/Office Equipment /Repairs   | £59.99      |            | -100         |
| Councillors Training / Travel     | £414.54     |            | -500         |
| Auditors                          | £430.00     |            | -650         |
| Elections                         | £100.00     |            | -500         |
| GDPR                              | £0.00       |            | -150         |
| Trees                             | £56.00      |            | -100         |
| <b>INCOME</b>                     |             |            |              |
| Bottle Bank                       |             | £233.26    | 200          |
| Precept                           |             | £24,000.00 | 24000        |
| New Homes Bonus                   |             | £0.00      | 0            |
| Miscellaneous                     |             | £151.50    | 0            |
| Grants from CDC/OCC               |             | £707.60    | 307.6        |
| VAT Reclaim                       |             | £0.00      | 5800         |
| Play Area Grants                  |             | £0.00      | 1000         |
| Allocation from Savings           |             |            | 6356.4       |
|                                   | £12,387.69  | £25,092.36 | £0.00        |

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| 22.129 | 7.d | <b>Budget:</b><br>It was RESOLVED that the budget was correct and agreed for 2023/2024. |
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| 22.130 | 7.e | <b>Precept:</b><br>It was RESOLVED by unanimous vote to request a precept of £24000.00 for the year 2023/2024. This is the same as the previous year's precept. |
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| 22.131 | 8 | <b>Clerk's Report</b> |
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| Item:  | Action Required:  | Result:   |
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| <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><br>RESOLVED to purchase and install bin.   | Bin has been installed and CDC informed. They will be emptying the bin on their regular rounds.<br>ACTIONED.                          |
| <b>Snow Wardens.</b>                               | Patrick Hunter agreed to set up informal group of Snow Wardens.<br>Snow shovels requested @ about £15 from Halfords. 6 x £6 = £36<br>RESOLVED to purchase shovels.  | Snow wardens not confirmed yet.   |
| <b>Bus Shelter &amp; Notice Board Maintenance.</b> | The bus shelter and PC noticeboard need varnishing. RESOLVED to varnish bus shelter & noticeboard.  | Clerk to continue looking for contractors. ACTION Clerk.  |
| <b>Jubilee Trees</b>                               | 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. OCC Highways have agreed tree planting sites. Cost of £1500 per tree (planting and maintenance before handing over to them to own/maintain). Have to use OCC contractor to plant and buy from certified nurseries. | Suggestion that a bench is installed instead.<br>Options for sites discussed.<br>Clerk to investigate cost of bench.<br>ACTION Clerk. |
| <b>Drains/Flooding at Longfield/Main Road.</b>     | RESOLVED to place under observation.  | Road flooded again but does not appear to have affected Long Field. Thames Water were seen on site.                                   |

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| 22.132 | 9. | <b>Village Hall:</b><br>It was RESOLVED to defer the allocation of a Councillor to sit on the Village Hall Committee to the next meeting. |
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| 22.133 | 10    | <b>Parish Matters:</b>  |
|        | 10.a. | <b>Environmental: Update Cllr. Howard.</b><br>A map is being built up of the Parish in different layers, eg. trees, grasslands, hedgerows in order to work out where to focus nature recovery.<br>A survey of the hedgerows is planned in the spring and hedges/infills will be ordered in cooperation with other parishes. A land App can be used for this and the cost is minimal.<br>Ways to support pollinators, hedgehogs etc are being considered and nest boxes are in the process of being put up.<br>Quarry nature reserve is managed by the Banbury Ornithological society and the group plans to contact them about habitat enhancement at the site.<br>Future ready fuel ( hydrogenated vegetable oil) a 10 minute rule bill is being introduced (by George Eustace) in parliament this week about converting boilers to the cheaper and more |

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|        |       | effective fuel. It was RESOLVED that the Council would send a letter to MP. Victoria Prentis urging her to support the bill.   |
| 22.134 | 10.b. | <b>Services: Update Cllr. Tickle.</b><br>Cllrs. Arash Ali Fatemian and Eddie Reeves have been contacted about giving their support to Duns Tew's application for 20mph. They have both agreed. It is likely that Duns Tew will be included in the second group of villages by OCC, the timing of which is currently in 2024/25. It was RESOLVED to give an update about this in the village newsletter.  |
| 22.135 | 10.c. | <b>Community: Update sent by Cllr. Semple.</b><br>1. Defibrillator - has not been used. The stickers on the phonebox have been peeled off. New ones have been ordered from Cherwell Graphics.<br>2. Welcome Pack- new print run of Welcome Pack covers is required as they are running out. 75 have been ordered from Cherwell Graphics.<br>3. Emergency plan - up to date and filed with OCC.   |
| 22.136 | 10.d. | <b>Play Area - Tennis Court:</b><br>The previous contractor has let the Parish Council down. A new Contractor has been found and has quoted a competitive rate. It was RESOLVED to ask them to start work on resurfacing the tennis court as soon as the weather is warmer/drier as this will allow for a better surface. The grant from CDC can no longer be utilised.<br>It was RESOLVED to send the contractor a letter/email confirming the arrangements. Clerk to ACTION. |
| 22.137 | 10.e  | <b>Planning.</b><br><ul style="list-style-type: none"> <li>MCNP: <ul style="list-style-type: none"> <li>Meeting updates - report from Cllr. Tickle.</li> <li>Green fields and vistas - current &amp; proposed included in map from Cllr. Tickle.</li> </ul> </li> <li>Deddington Local Plan. It was RESOLVED to feedback concerns about future development impacting facilities such as the Deddington Health Surgery.</li> </ul>  |

| Reference #  | Location  | Proposal/ Description.  | Response Date | Status                |
|--|---|---|---------------|-----------------------|
| <a href="#"><u>22/03806/F</u></a>  | Willow Cottage Main Street Duns Tew Bicester OX25 6JR     | Single and two storey extensions to the north side of the house   | 20/12/2022    | Under Consultation    |
| <b><i>Willow Cottage - no comments or objections.</i></b>  |   |   |               |                       |
| <a href="#"><u>22/03760/TCA</u></a>  | North Barn 1 Spring Farm Court Duns Tew Bicester OX25 6JR | T1 x Birch - Crown lift to 3m. T2 x Poplar - Crown lift to 4m. T3 x Acer - Crown reduction by 1.5m. T4 x Rowan - Cut back lateral limbs from neighbouring roof by 0.5m. | 14/12/2022    | Case Officer Assigned |
| <b><i>North Barn, 1 Spring Farm - no comments or objections.</i></b>   |   |   |               |                       |
| <a href="#"><u>22/02486/F</u></a>  | Angora Croft Main Street Duns Tew OX25 6JL                | Installation of a log burner within the property with a flu to exit through the eastern side of the roof  | 06/12/2022    | Under Consultation    |
| <b><i>Angora Croft - Comments re: the flue pipe exits through the roof rather than the side wall and is black in colour to ensure least impact in the conservation area.</i></b> |   |   |               |                       |



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| <a href="#"><u>22/03528/F</u></a>                                      | The Lodge Main Street<br>Duns Tew Bicester<br>OX25 6JR                       | Internal alterations to form new en-suite to existing bedroom and addition of dormer to rear roof slope of dwelling  | 29/11/2022 | Under Consultation        |
| <b><i>The Lodge - Feedback to date: no comments or objections.</i></b> |  |  |            |                           |
| <a href="#"><u>22/02257/F</u></a>                                      | Lot 1 Land Parcel 5672<br>Street Heading West<br>From Duns Tew Duns<br>Tew   | Agricultural shed for storage of farm machinery and hay, with access to road and unpaved track   | 20.9.2022  | <b>Under Consultation</b> |
| <a href="#"><u>22/02543/F</u></a>                                      | Dinghams Hill Farm<br>Lane Duns Tew<br>Bicester OX25 6JH                     | Terrace to provide vehicle parking area  | 02/09/2022 | Application Permitted.    |
| <a href="#"><u>22/03367/TCA</u></a>                                    | The Malthouse Main<br>Street Duns Tew OX25<br>6JL                            | (T1-17) - Conifers fell due to excessive shading and low amenity value. Requesting approval to remove 17 conifer trees between 15 and 20 foot in height. Trees are located at the rear of The Malthouse planted in a row ~6 foot apart and ~4 foot from north facing garden stone wall | 09/11/2022 | Application Permitted     |
| <a href="#"><u>22/03386/F</u></a>                                      | Daisy Cottage 28 Main<br>Street Duns Tew<br>Bicester OX25 6JR                | Replacement Windows  | 09/11/2022 | Under Consultation        |
| <a href="#"><u>22/03387/LB</u></a>                                     | Daisy Cottage 28 Main<br>Street Duns Tew<br>Bicester OX25 6JR                | Replacement Windows  | 09/11/2022 | Under Consultation        |
| <a href="#"><u>22/03285/TCA</u></a>                                    | Paythorne Main Street<br>Duns Tew OX25 6JL                                   | T1 x Leylandii No 22 - Fel T2 x Sycamore - removal of 3 overhanging limbs  | 28/10/2022 | Under Consultation        |
| <a href="#"><u>22/02110/CLUP</u></a>                                   | Duns Tew Village Hall<br>Middle Barton Road<br>Duns Tew Bicester<br>OX25 6JN | Certificate of Lawfulness of Proposed Development for replacement of existing flat roof  | 15/07/2022 | Application Permitted.    |
| <a href="#"><u>22/02023/F</u></a>                                      | 1 Hill Farm Lane Duns<br>Tew Oxfordshire OX25<br>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     |
| <a href="#"><u>21/04198/TCA</u></a>                                    | Duns Tew Village Hall<br>Middle Barton Road Duns<br>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.       |

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|-------------------------------------|--|--|------------|-----------------------|
| <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    |
| <a href="#"><u>22/02979/TCA</u></a> | 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 |
| <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 CDC.  |

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|  | 13.f. | <b>Communications Update: Cllr. Hall.</b><br>Website continues as usual.   |
|  | 14    | <b>Correspondence:</b><br>a) Complaint about Remembrance Day<br>b) Complaint about a car parked on the pavement in Dashwood Rise.<br>c) Thank you - improved play area hedge maintenance and height. |

| <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    |



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|  | 15 | <b>Reports from Meetings:</b> <ul style="list-style-type: none"> <li>a) Village Hall - no update.</li> <li>b) MNCF meeting update - see report from Cllr. Tickle. It was RESOLVED that any MCNP consultation document or update should be made available to residents for feedback via the web and newsletter with awareness raised via WhatsApp. Any Feedback or comments should be sent to the clerk for input into MCNP as required. Cllr. Tickle and Clerk to ACTION.</li> </ul> |
|  | 16 | <b>Date of the next Meeting: Monday 6th March in the Village Hall at 7:30pm.</b>   |

The Meeting finished at 21:07 pm.

Signed by Chairman.....