

DUNS TEW PARISH COUNCIL

Minutes of the Parish Council meeting held
on **Monday 6th March 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 Landless, Cllr Jackson.

In attendance: Ms.Ralfe (Clerk).

| Minute Number | Agenda Number | Minute |
|---------------|---------------|---|
| 23.23 | 1 | Apologies for absence: It was RESOLVED that apologies were received from Cllr Howard, Cllr Hall. |
| 23.24 | 2 | Declarations of Pecuniary Interest and Requests for Dispensation It was RESOLVED that there were no declarations of pecuniary interest. |
| 23.25 | 3 | Minutes of the Last Meeting: It was RESOLVED that the council confirmed the minutes of the Parish Council meeting held on the 9th January 2023. The Chairman signed the minutes. |
| 23.26 | 4 | Public Participation: 4 members of the public were present. <ol style="list-style-type: none">1. Planning Application - garden room at the Manor.<ol style="list-style-type: none">a. A very large building in close proximity to Home farm. It is not an orangery - it has an office, kitchen, etc Dimensions similar to 5 bed house and is within 25 m of Home Farm. It will impact the setting of Home Farm and the Manor House which are core to the conservation area and listed buildings. Home farm is the only remaining 16th building/farmstead of 3 original farms. Until the Manor gates were put in you could see Home Farm, the Manor and the dovecote. The gates affect the outlook and the conservation area.b. Light pollution from the garden room is also a consideration.c. The application refers to ancillary accommodation but is not specified in the application - what is this?d. The building will have 2.5 metres - 3 metres chimney stack above the building.e. The current site is in the kitchen garden - referred to as modern but has been there for more than 40 years. Eastern side of kitchen garden wall is in the 1885 ordinance survey map as a pony paddock wall.f. The sunken garden will require the excavation of 5 or 10 m of earth in order to build it - requiring large equipment and potentially damaging listed trees in the boundary.g. The size and design of the garden room threatens the dominance of Home Farm and the Manor house.h. A full planning committee should be considering this application - it should not be delegated.i. Request that it is also referred to Eddie Reeves.2. There are jackdaws in large numbers in the village and they are destructive - can anything be done about them? They have made holes in the gable end of the house. They have started again this year. |
| 23.27 | 5 | County and District Councillors Reports: There were no County or District Councillors in attendance. |
| 23.28 | 6.a | Finance: Payments Due; |

| | | |
|--|--|---|
| | | It was RESOLVED that the payments for the period January/February 2023, 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 January/February 2023:

| Date | Details | Invoice Number | VAT | Amount |
|---------|-------------------------|----------------|---------------|------------------|
| 31.1.23 | OPFA subs. | DT 48 | | £45.00 |
| 31.1.23 | Clerk Salary & Expenses | DT 49 | | £638.50 |
| 28.2.23 | SLCC subs. | DT 50 | | £139.00 |
| 28.2.23 | OALC subs. | DT 51 | £26.00 | £156.00 |
| 28.2.23 | Clerk Salary & Expenses | DT 52 | | £638.50 |
| | | Total | £26.00 | £1,617.00 |

Payments (Direct Debits) for the period January/February 2023:

| Date | Details | Invoice Number | VAT | Amount |
|---------|--------------|----------------|--------------|--------------|
| 31.1.23 | Bank Charges | BACS | £0.00 | £3.00 |
| 28.2.23 | Bank Charges | BACS | £0.00 | £3.00 |
| | | Total | £0.00 | £6.00 |

| | | |
|-------|------|--|
| 23.29 | 6.b. | Finance: Income Received. It was RESOLVED to NOTE the Income Received: for the period January/February 2023: |
|-------|------|--|

| Date | Details | Reference | Amount |
|---------|------------------|--------------|--------------|
| 31.1.23 | Cherwell Lottery | | £3.50 |
| 28.2.23 | Cherwell Lottery | | £5.00 |
| | | Total | £8.50 |

| | | |
|-------|------|---|
| 23.30 | 6.c. | Financial Review: Finances as at 28.02.2023. It was RESOLVED to NOTE these were an accurate reflection of the Parish Council finances. These have recently been checked by Cllr. Stapleton. |
|-------|------|---|

| 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 | 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 | £160.00 |
| £4,512.80 | VAT Refund | £0.00 |
| £5,008.97 | Total other income. | £1,100.86 |
| £29,008.97 | | £25,100.86 |
| | PAYMENTS | |
| £8,143.65 | Clerk's Salary, Expenses, PAYE & Training | £6,338.00 |
| £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 | £2,760.00 |
| £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. | £253.89 |
| £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 | £1,106.16 |
| £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 | £87.00 |
| £0.00 | Mid Cherwell Neighbourhood Plan | £291.00 |
| £370.45 | Misc | £473.18 |
| £0.00 | Trees | £56.00 |
| £11,087.61 | Total Other Payments | £8,383.09 |
| £19,231.26 | | £14,721.09 |
| £21,447.34 | Balance Brought Forward | £31,225.05 |
| £29,008.97 | Add Total Receipts | £25,100.86 |
| £50,456.31 | | £56,325.91 |
| -£19,231.26 | Less Total Payments | £14,721.09 |
| £31,225.05 | Balance c/f 31.03.2021 | £41,604.82 |
| | BALANCES REPRESENTED BY: | |
| £31,225.05 | Unity Bank | £41,604.82 |
| | Pending Payments | £0.00 |
| £31,225.05 | Total | £41,604.82 |
| £0.00 | Unpresented Cheques | £0.00 |
| £0.00 | Cancelled Cheques | £0.00 |
| £0.00 | Unpresented Receipts/ Credit | £0.00 |
| £31,225.05 | As at 31/12.2022 | £41,604.82 |
| Signed: | | |
| Chairman: | Harriet Stapleton | R.F.O. Jean Ralfe |
| Date: | 6.3.2023 | 6.3.2023 |

Budget vs. Actual Spend (as at 28. February 2023):

Duns Tew Parish Council - Meeting Minutes - 6th March 2023. Chairman's Initials:.....

| DUNS TEW PARISH COUNCIL | Expenditure | Income | 22/23 Budget |
|-----------------------------------|-------------|------------|--------------|
| EXPENDITURE | | | |
| Clerks Expenses | £400.00 | | -480 |
| Clerks Salary | £5,938.00 | | -7500 |
| HMRC PAYE | £0.00 | | -100 |
| Clerks Training | £0.00 | | -100 |
| Bank Charges | £87.00 | | -144 |
| Insurance | £399.73 | | -1000 |
| GRANTS | | | |
| Community | £1,475.00 | | -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 | £291.00 | | -100 |
| Web Site | £0.00 | | -60 |
| Miscellaneous | £473.18 | | -400 |
| Play Area Maintenance | £123.89 | | -2500 |
| Play Area Rent | £130.00 | | -130 |
| Play Area Upgrade | £0.00 | | -15000 |
| Grass/Hedge Cutting & Maintenance | £2,760.00 | | -4050 |
| Dog Bins | £1,106.16 | | -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 |
| INCOME | | | |
| Bottle Bank | | £233.26 | 200 |
| Precept | | £24,000.00 | 24000 |
| New Homes Bonus | | £0.00 | 0 |
| Miscellaneous | | £160.00 | 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 |
| | £14,721.09 | £25,100.86 | £0.00 |

| | | |
|-------|---|----------------|
| 23.31 | 7 | Clerk's Report |
|-------|---|----------------|

| Item: | Action Required: | Result: |
|--|---|--|
| Snow Wardens. | Patrick Hunter agreed to set up informal group of Snow Wardens. Snow shovels requested @ about £15 from Halfords. 6 x £6 = £36 RESOLVED to purchase shovels. | Snow wardens not confirmed yet. |
| Bus Shelter & Notice Board Maintenance. | The bus shelter and PC noticeboard need varnishing. RESOLVED to varnish bus shelter & noticeboard. | Clerk to continue looking for contractors for late spring/summer. ACTION Clerk. |
| Dates for 2023.24 Meetings | See list for discussion. | It was RESOLVED that these dates were confirmed. |
| Tennis Court. | Davies surfacing and Avon line marking to commence work May/June (weather dependent). CDC have confirmed that the grant is no longer available. Weeds need to be eradicated prior to the surface being laid. | It was RESOLVED that the Clerk would arrange to have the court sprayed to remove weeds before the surface is laid. |
| OCC Tree Planting | 1 tree at entrance to village North Aston Rd just before track down through fields past Dashwood Rise. 1 tree on the verge (North Aston) at junction with A4260. | Concern was expressed over the site of the tree on the junction. It was RESOLVED that the clerk would query if North Aston had another site. |
| 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. 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. Options for sites discussed. Clerk to investigate cost of bench/liasing with jubilee committee. ACTION Clerk. |
| Car parked on Dashwood Rise pavement | CDC attended and it has been moved onto the driveway. | ACTIONED. |

| | | |
|-------|-----|---|
| 23.32 | 8. | Village Hall: It was RESOLVED not to have a councillor on the Village Hall Committee as it is quorate. |
| 23.33 | 9 | Parish Matters: |
| | 9a. | Environmental: Update Cllr. Howard. No update. |
| 23.34 | 9b. | Services: Update Cllr. Tickle. Speed Limits - North Aston are in support of an extension of a reduced speed limit from Deddington up to the dual carriageway, not just to the North Aston turn off/junction. 20s Plenty - Pending an outcome from OCC. |
| 23.35 | 9c. | Community: Update sent by Cllr. Semple. |

| | | |
|-------|-----|---|
| | | <ol style="list-style-type: none"> 1. Defibrillator - has not been used. New stickers have been printed and put up on the phonebox by Cherwell Graphics. 2. Welcome Pack- new print run of Welcome Pack covers has been done by Cherwell Graphics and delivered. 3. Emergency plan - up to date and filed with OCC. |
| 23.36 | 9d. | <p>Play Area - Tennis Court: It was RESOLVED that the Clerk would liaise with the contractor about start dates (weather dependent) and once the weeds had been removed. Clerk to ACTION. No update from Cllr. Hall.</p> |
| 23.37 | 9e | <p>Planning.</p> <ol style="list-style-type: none"> 1. Mullin <ul style="list-style-type: none"> • Comes on top of SOHO farmhouse - 5 very major development projects that are not vernacular farmhouses and have large gates and walls. These will drive local people into towns and cities as they cannot afford to live in the county. • Developers talk about prosperity and jobs but these developments are largely self-sufficient, with their own staff who are not local, they provide their own catering etc and are not employing local people. • The roads are adversely affected - traffic has increased on very small roads - the sheer number of cars - 500 cars per day and more at the weekends is not sustainable. • There is an expansion at Dalesford, with a private members club, excluding local people. These affect the character of the countryside. • Increased traffic will make it more difficult to ride/cycle/walk. Access to bridleways. • Pollution noise, air and light is increased. There is an absence of renewable energy and green public transport. • Why do we need another Silverstone? • It was RESOLVED that the PC will support efforts made by others whom it will affect more than us. 2. Garden Room - Manor House See earlier public discussion. It was RESOLVED that the Parish Council would submit a response opposed to the development. ACTION CLERK. 3. CDC Local Plan This has been deferred as per Cllr. Tickle's report. 4. MCNP Cllr. Tickle is now on the Development task team looking at allocations of housing to villages. It has been decided to do this proactively and have some influence on where these might be built. 5. Deddington Local Plan. It was RESOLVED to feedback concerns about future development impacting facilities such as the Deddington Health Surgery. |

| Reference # | Location | Proposal/ Description. | Response Date | Status |
|--------------------------------------|--|--|---------------|--------------------|
| <u>23/00123/DISC</u> | Dinghams Hill Farm Lane Duns Tew Bicester OX25 6JH | Discharge of Condition 3 (opaque privacy screen details) of 22/02543/F | 17/01/2023 | Under Consultation |
| <u>23/00080/F</u> | Duns Tew Manor Main Street Duns Tew Bicester OX25 6JP | Erection of a garden room and associated landscaping | 12/01/2023 | Under Consultation |

| | | | | |
|--------------------------------------|---|--|------------|------------------------|
| <u>22/03806/F</u> | Willow Cottage Main Street Duns Tew Bicester OX25 6JR | Single and two storey extensions to the north side of the house. Revised Scheme | 20/12/2022 | Under Consultation |
| | | | | |
| <u>22/03760/TCA</u> | 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 | Application Permitted |
| <u>22/02486/F</u> | 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 | Application Permitted. |
| <u>22/03528/F</u> | The Lodge Main Street Duns Tew Bicester 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 | Application Permitted. |
| <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 | Application Withdrawn. |
| <u>22/02543/F</u> | Dinghams Hill Farm Lane Duns Tew Bicester OX25 6JH | Terrace to provide vehicle parking area | 02/09/2022 | Application Permitted. |
| <u>22/03367/TCA</u> | The Malthouse Main Street Duns Tew OX25 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 |
| <u>22/03386/F</u> | Daisy Cottage 28 Main Street Duns Tew Bicester OX25 6JR | Replacement Windows | 09/11/2022 | Under Consultation |
| <u>22/03387/LB</u> | Daisy Cottage 28 Main Street Duns Tew Bicester OX25 6JR | Replacement Windows | 09/11/2022 | Under Consultation |
| <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>22/01081/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. |

| | | |
|-------|------|---|
| 23.38 | 9.f. | Communications Update: Cllr. Hall. No update from Cllr. Hall. |
| 23.39 | 10 | Correspondence: a) Complaint about school bus being withdrawn - awaiting outcome. The Parish Council has supported this and raised awareness with both the District and County councillors. |

| 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 |

| | | |
|-------|----|--|
| 23.40 | 11 | Reports from Meetings: a) Village Hall - no update. b) MNCF meeting update - see planning update from Cllr. |
| 23.41 | 12 | Date of the next Meeting: Monday 22 May Parish Meeting at 7:00pm |

| | | |
|--|--|---|
| | | Parish Council AGM Meeting at 7:30pm |
|--|--|---|

| |
|-----------------------------------|
| The Meeting finished at 20.59 pm. |
|-----------------------------------|

Signed by Chairman.....