

DUNS TEW PARISH COUNCIL

Minutes of the Parish Council meeting held
on **Monday 6 November 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 Jackson
In attendance: Ms.Ralfe (Clerk)

Minute Number	Agenda Number	Minute
23.98	1	Apologies for absence: It was RESOLVED that no apologies were received.
23.99	2	Declarations of Pecuniary Interest and Requests for Dispensation It was RESOLVED that there were no declarations of pecuniary interest.
23.100	3	Minutes of the Last Meeting: It was RESOLVED that the council confirmed the minutes of the Parish Council meeting held on the 4th September 2023. The Chair signed the minutes.
23.101	4	Public Participation: There were 3 members of the public present: <ol style="list-style-type: none"> 1. Village Hall committee representative - should have a representative from the Parish Council. Village Hall meet about 4 times a year - need not be very onerous if the representative does not have a lot of time. Would be another voluntary role for councillors. It was RESOLVED that in the short term, the clerk will attend to ensure communications/updates between the Parish Council and Village Hall meetings. 2. Malthouse planning application: concerns raised about the following: <ul style="list-style-type: none"> ● who the end user would be? ● sewage/water and how that would be connected. At both ends of village sewage systems are over whelmed and water pressure is not good. ● the application did not refer to MNCP at all. ● if this is infill, it is beyond the edge of where people have lived. ● planning applications/conditions have not been fulfilled previously. ● It is not actually a planning application - application to see if the planning would be allowed. See the planning consultant's letter - all the parameters that they would need to comply with which would make it permitted development. Existing buildings are grain stores - with dwellings inside them. Outside would be unchanged. Might provide affordable housing. Idea is that the look is as exactly as it is at the moment. ● access/parking in the plan? ● sheep shed planning permission was granted but not started? will that be put up and then the use changed? ● change from delegated decision - lobby district councillor.
23.102	5	County and District Councillors Reports: There were no County or District Councillors present.
23.103	6.a	Finance: Payments Due: It was RESOLVED that the payments for the period September/October 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 Tickle and Semple.
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Agenda Item:	6.a.	Finance: Payments for the period September/October 2023:
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Date	Details	Invoice Number	VAT	Amount
31.10.2023	CDC Dog Bins	20012395 DT26	£61.78	£370.66
31.10.2023	Poppy Shop UK	Order # 12001619809 DT 27	£8.31	£49.89
31.10.2023	NR Prickett (Sept. Oct Play Area and Village)	2069 DT 28	£66.00	£396.00
31.10.2023	Village Hall Hire. 7th August.	INV 3987 DT 29	£0.00	£8.00
31.10.2023	Moore. External Auditor fees.	17024/979 DT 30	£42.00	£252.00
31.10.2023	Clerks Salary & Expenses. September	DT 31	£0.00	£40.00
31.10.2023	NR Prickett (Sept. Oct Play Area and Village)	2071 DT 32	£66.00	£396.00
31.10.2023	Clerks Salary & Expenses. October	DT 33	£0.00	£46.22
		Total	£244.09	£1,558.77

Payments (Direct Debits) for the period September/October 2023:

Date	Details	Invoice Number	VAT	Amount
31.10.23	Lloyds Bank Charges	BACS	£0.00	£3.00
31.10.23	Unity Bank Charges	BACS	£0.00	£18.00
31.10.23	Lloyds Bank Charges	BACS	£0.00	£3.00
		Total	£0.00	£24.00

Agenda Item	6.b	Finance: Income Received in the period September/October 2023:
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Date	Details	Reference	Amount
7.9.2023	Precept	30026115	£12,000.00
13.10.23	Adopt a Site for Oct 22-March 23	30026769	£119.24

29.9.23	Adopt a Site for April-June 23	30026768	£61.41
		Total	£12,180.65

Agenda Item.	6.c	Financial Review: 2023/2024 It was NOTED that Cllr. Stapleton had checked the Parish Council finances prior to this meeting and signed them off.
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DUNS TEW PARISH COUNCIL		
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDING 31/3/2024		
2022/2023		2023/24
	RECEIPTS	
£24,000.00	Precept	£24,000.00
£307.60	OCC Grants	307.6
£0.00	Council Tax Grants	£0.00
£233.26	Bottle Bank	£180.65
£0.00	Duns Tew Play Area Grants	£0.00
£564.00	Miscellaneous & Lottery	£30.00
£0.00	VAT Refund	£727.92
£1,104.86	Total other income.	£1,246.17
£25,104.86		£25,246.17
	PAYMENTS	
£7,615.00	Clerk's Salary, Expenses, PAYE & Training	£3,379.50
£399.73	Insurance	£445.62
£1,475.00	Grants (S137).	£0.00
£574.00	Membership Subscriptions	£55.00
£2,760.00	Grass/Hedge Cutting/Tree & Maintenance	£2,496.00
£96.00	Room Hire	£104.00
£430.00	Auditors	£200.00
£100.00	Elections	£0.00
£253.89	Play Area Equipment, Rent, Inspection & Maintenance.	£123.60
£59.99	Administration. Office equipment & repairs.	£0.00
£35.00	GDPR + Information Commissioner.	£35.00
£414.54	Councillors Training	£0.00
£1,106.16	Dog Bins	£317.46
£111.60	Speeding/Traffic Signs	£210.60
£0.00	Emergency Equipment/Maintenance. Welcome Pack	£127.74
£0.00	Web Site	£0.00
£108.00	Bank Charges	£57.00
£291.00	Mid Cherwell Neighbourhood Plan	£0.00
£473.18	Misc	£0.00
£56.00	Trees	£0.00
£8,744.09	Total Other Payments	£4,172.02
£16,359.09		£7,551.52
£31,225.05	Balance Brought Forward	£39,970.82
£25,104.86	Add Total Receipts	£25,246.17
£56,329.91		£65,216.99
-£16,359.09	Less Total Payments	£19,063.82
£39,970.82	Balance c/f 31.03.2023	£46,153.17

BALANCES REPRESENTED BY:		
£39,970.82	Unity Bank	£46,153.17
£0.00	Pending Payments	£0.00
£39,970.82	Total	£46,153.17
£0.00	Unpresented Cheques	£0.00
£0.00	Cancelled Cheques	£0.00
£0.00	Unpresented Receipts/ Credit	£0.00
£39,970.82	As at 31/10/2023	£46,153.17
Signed:		
Chairman:		R.F.O.
Date:	6.11.2023	6.11.2023

Budget vs. Actual Spend (as at 31. October 2023):

DUNS TEW PARISH COUNCIL	Expenditure	Income	23/24 Budget
EXPENDITURE			
Clerks Expenses	£240.00		-480
Clerks Salary	£3,139.50		-7900
HMRC PAYE	£0.00		-100
Clerks Training	£0.00		-200
Bank Charges	£57.00		-150
Insurance	£445.62		-450
GRANTS			
Community	£0.00		-2000
SUBS			
OALC	£0.00		-180
OPFA	£0.00		-60
SLCC	£0.00		-150
Community First	£55.00		-55
Parish Online/ GeoXphere	£0.00		0
OTHER			
Room Hire	£104.00		-250
Information Commissioner	£35.00		-35
Emergency Equipment	£37.74		-250
Welcome Pack	£90.00		-100
MCNP/Planning	£0.00		-300
Web Site	£0.00		-60
Miscellaneous	£0.00		-507.6
Play Area Maintenance	£123.60		-2000

Play Area Rent	£0.00		-130
Play Area Upgrade	£11,512.30		-3000
Grass/Hedge Cutting & Maintenance	£2,496.00		-4050
Dog Bins	£317.46		-700
Speeding/Traffic/ Traffic Signs	£210.60		-750
Admin/Office Equipment /Repairs	£0.00		-100
Councillors Training / Travel	£0.00		-200
Auditors	£200.00		-700
Elections	£0.00		-200
GDPR	£0.00		-150
Trees	£0.00		-100
INCOME			
Bottle Bank		£180.65	200
Precept		£24,000.00	24000
New Homes Bonus		£0.00	0
Miscellaneous		£30.00	0
Grants from CDC/OCC		£307.60	307.6
VAT Reclaim		£727.92	800
Play Area Grants		£0.00	0
Allocation from Savings			
	£19,063.82	£25,246.17	£0.00

23.104	7	Clerk's Report	
Item:	Action Required:	Result:	
Internal Auditor	Internal auditor to confirm.	TBC.	
External Audit	To Note the results of the external audit	The results have been emailed to the full council, published on the noticeboard and council website. The results were NOTED.	
Bus Shelter & Notice Board Maintenance.	The bus shelter and PC noticeboard need varnishing. RESOLVED to varnish bus shelter & noticeboard. Clerk to obtain quotes.	Quotes. In progress.	

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. Mtg re: bench - 8th June. Next Village Hall mtg: Sunday evening 17th September at 7:30	Quotes. In progress.
Fibre Broadband	Confirmed with OCC that fibre will be installed to the village hall. Village hall will have to use preferred supplier BT for 3/4 years as part of the agreement. Once dates confirmed/communicate road closure to residents. It was RESOLVED that would give the Village Hall a grant first 3 to 4 years to cover the cost of the provider - provision is for the wider population in order to provide fibre capability to the village. Dates of installation TBC. Village Hall committee informed.	ACTIONED. Dates TBC
Remembrance Day	Remembrance Sunday (12th November)	Road closure ACTIONED. Arrangements to be made.
Village Newsletter	See attached information. In order to continue production, the newsletter needs to apply for an "emergency" grant from the Parish Council in the 23/24 budget year of £675, which would reduce to £360 in future years based on current cost estimates and successful applications for increased grants from the PCC and Village Hall of £180 respectively.	RESOLVED to grant £675 Village Hall and PCC have agreed to increase their grants. The newsletter does not make a profit but is valued in the village. Enough adverts will also be included to augment the grants.
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 TBC.
Christmas Tree	Arrangements to be agreed.	It was RESOLVED that a christmas tree will be purchased for the village and set up outside the White Horse on 1 December.
Drains/Flooding at Longfield/Main Road.	RESOLVED to place under observation.	Road flooded again but does not appear to have affected Long Field. Thames Water were seen on site. A mini digger is required to clear the ditch.

23.105	8	Village Hall Representative: It was RESOLVED that the Clerk will attend meetings in the short term until it is decided which councillor will attend.
23.106	9	Parish Matters:
23.107	9.a	Planning:

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Reference #	Location	Proposal/ Description.	Response Date	Status
23/02900/TCA 5	Plumage Archer Grange Main Street Duns Tew Bicester OX25 6JL	FIVE DAY NOTICE T1 x Laburnum - Fell T2 x Laburnum - Fell T3 x Sycamore - Fell	18/10/2023	Application Permitted
23/02880/TCA 5	Plumage Archer Grange Main Street Duns Tew Bicester OX25 6JL	FIVE DAY NOTICE T1 X Willow - Remove	17/10/2023	Application Permitted
23/02830/LB	Daisy Hill Farm Main Street Duns Tew Bicester OX25 6JS	Internal refurbishment and renovation works, essential structural maintenance, and redecorating of the external windows and porch	12/10/2023	Under Consultation
It was RESOLVED that there were no objections.				
23/02850/Q56	Malthouse Farm North Aston Road Duns Tew Bicester OX25 6JG	Change of Use of two agricultural buildings to form five dwellinghouses	12/10/2023	Under Consultation
It was RESOLVED to object to this application. See public feedback.				

23/02351/LB	Church View Main Street Duns Tew Bicester OX25 6JL	Removal of painted wooden windows and replace with double glazed units and composite doors to north and south elevations	05/09/2023	Application Refused
23/02222/F	White House Dane Hill Oxford Road Duns Tew Oxfordshire OX25 6JD	Creation of a 5 bedroom house in garden plot of the White House	21/08/2023	Application Withdrawn
23/02065/DISC	Willow Cottage Main Street Duns Tew Bicester OX25 6JR	Discharge of Condition 6 (Arboricultural Impact Assessment Report) of 23/00475/F	26/07/2023	Application Permitted
23/01931/F	Lot 2 Land Parcel 5672 Duns Tew	RETROSPECTIVE - A 5.1m water tower for livestock drinking water and irrigation of new trees and hedging	24/07/2023	Under Consultation
23/01977/DISC	Land North Of Hill Farm Hill Farm Lane Duns Tew	Discharge of Conditions 6 (schedule of landscape maintenance), 7 (Archaeological Written Scheme of Investigation),	18/07/2023	Application Permitted

		11 (ecological buffer zone) and 15 (proposed gatehouse, security gate and fencing details) of 20/00574/F		
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<u>23/02711/DISC</u>	Land North Of Hill Farm Hill Farm Lane Duns Tew	Discharge of Conditions 8 (programme of archaeological evaluation and mitigation) of 20/00574/F	18/07/2023	Under Consultation
<u>23/01942/CLUE</u>	The Lodge Hill Farm Lane Duns Tew Bicester OX25 6JH	Certificate of Lawfulness of Existing Use - Existing permission: B.525/65 relating to Pt OS parcel no.153 near Hill Farm, Duns Tew (agricultural workers cottage). Approved on 2nd August 1965. The original 1965 consent contains Condition 4 constraining the dwelling to be used by agricultural workers only. The property has been occupied by non-agricultural workers for a period of at least the past ten years. It is therefore believed that the current occupation is lawful in accordance with the provisions of the Town and Country Planning Act 1990, sections 171B and 191, no enforcement action having been taken by the Council during this period	13/07/2023	Application Permitted

<u>23/01393/F</u>	The Malthouse Main Street Duns Tew Bicester OX25 6JL	Small link infill extension and timber free standing framed hovel along with associated internal and external works	29/06/2023	Under Consultation
<u>23/01394/LB</u>	The Malthouse Main Street Duns Tew OX25 6JL	Small link infill extension and timber free standing framed hovel along with associated internal and external works	29/06/2023	Under Consultation
<u>23/01634/F</u>	Ash Berry Cottage Main Street Duns Tew Bicester OX25 6JS	Front porch with associated internal and external works	15/06/2023	Application Refused
<u>23/01088/TCA</u>	The Sheiling Main Street Duns Tew Bicester OX25 6JS	T1 x Silver Birch - Crown reduce by up to 2 metres, to previous points.	25/04/2023	Application Permitted
<u>23/00886/LB</u>	Church View Duns Tew Bicester Oxon OX25 6JL	Replacement of front and rear windows and doors (re-submission of 22/02524/LB)	13/04/2023	Application Refused
<u>23/00806/F</u>	Land South Of The Bridleway Main Street Duns Tew	Extension to existing stables	03/04/2023	Application Permitted

23.108	9.b	Community: update Cllr. Semple. <ol style="list-style-type: none"> Defibrillator: batteries are in good working order. Welcome packs: delivered a few more to new residents. First Aid/Defibrillator training - advertise in the newsletter for awareness. Emergency plan: plan updated.
23.109	9.c	Amenities: - update Cllr. Hall. <ol style="list-style-type: none"> Play Area Maintenance: It was RESOLVED to replace the train and play tower with a new structure. 3 quotes and designs were considered and the Caledonian option chosen.
23.110	9.d	Services: - update Councillor Tickle and Jackson: <ol style="list-style-type: none"> VAS batteries new and good. A4260 Junction - It was RESOLVED that the Parish Council should try and get Highways to take action to improve it as it is dangerous. Newsletter article requesting feedback and anonymised dashcam footage - to do with vehicles/near misses. More bunched traffic since the speed restrictions meaning a lot of traffic now at that spot. It was RESOLVED to liaise with North Aston. It was RESOLVED to investigate installing a solar powered VAS on the Hempton end of the Main Street to reduce speeding.
23.111	9.e	Environmental: Update Cllr. Howard. Parish path wardens request. So far no one has volunteered to do this full time. Some interest in doing it on an ad hoc basis as and when walking.

23.112	10.	Correspondence: <ol style="list-style-type: none"> Complaint about parking near the White Horse. Complaint about damage to property by another resident. Complaint about the burning muck heap - Horse Hay Farm Campervan - parked in layby near defibrillator Halloween night incident - damage to a residents property.
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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

23.113	11	<p>Reports from Meetings:</p> <ul style="list-style-type: none"> a) MCNP updated plan - delayed consultation until January. Environmental aspect and development work group looking at how housing can be allocated amongst villages - Steeple Aston looking at sites within the village (47). Criteria put in place and each site assessed against these. Kirtlington will be following a similar process to review possible sites (46). Brownfields appraised before green fields sites - surrounding villages would like mitigation for development - transport, surgeries etc - submitted to Cherwell. b) Cherwell 2040 plan - summary to send around. c) Green transport - look at proposals that made eg: Heyford a hub.
23.114	12	<p>Date of the next Meeting: Monday 15 January at 7:30pm in the Village Hall.</p>

The Meeting finished at 21:13 pm.

Signed by Chairman.....