

## DUNS TEW PARISH COUNCIL

Minutes of the Parish Council meeting held  
on **Monday 15 January 2024** at 7:30 pm in the Village Hall  
for the transaction of the following business:

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

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

Minute Number	Agenda Number	Minute
24.1	1	<b>Apologies for absence:</b> It was RESOLVED that apologies were received from Cllr Jackson
24.2	2	<b>Declarations of Pecuniary Interest and Requests for Dispensation</b> It was RESOLVED that there were no declarations of pecuniary interest.
24.3	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 6th November 2023. The Chair signed the minutes.
24.4	4	<p><b>Public Participation:</b> There were 3 members of the public present: Drains at Longfield.</p> <ul style="list-style-type: none"> <li>● Before Christmas a wheelbarrow of debris was cleared from the stormwater drain after the first rain - this helped the flow. Surface water from the road builds up. Another half a wheelbarrow load was removed after the very heavy rain. This is not helped by the fact that the water from the other side of the road - ditch is not deep enough - surface/storm water sits over the sewer manhole, the system becomes overwhelmed and Longfield can't use their toilets. There are springs in the neighbouring field which have been filled in and now the water has nowhere to stand and flows onto the road. None of the drains in the village are maintained.</li> <li>● Letter from residents and neighbours has been sent to CDC and highways. Residents have written to the environment agency, and Cllr Sudbury replied that the ditch was the responsibility of the land owner.</li> <li>● In Dashwood Rise the 2 drains are full of mud. Roads are not cleared of leaves etc which accumulate in the drains.</li> <li>● The Middle Barton Road drain is flooded too.</li> <li>● It was RESOLVED that the Chair would try and speak to the landowners about maintenance of the hedge and ditch.</li> <li>● It was RESOLVED that the Parish Council would include drain clearing as part of the village tidy up day and ask CDC for big wheelie bins to collect all the debris.</li> </ul> <p>Planning application on Main Street - Mrs Fowler.</p> <ul style="list-style-type: none"> <li>● Pearl and Don were left the land to build a house to retire to. Next generation would now like to build a house to retire to. Land has a lot of family history and they would like to be back in the village.</li> <li>● The planning response from 2021 referred to and the Council made it clear that those issues would need to be address before anything will be approved. In addition to which this is not regarded as infill space and is between historic buildings in the centre of the conservation area - Manor House, Dove Cote, Manor Farm House and Daisy Hill.</li> <li>● Mrs Fowler said some changes had been made: <ul style="list-style-type: none"> <li>○ the wall should now look seamless when the gate is closed.</li> <li>○ cladding has been removed</li> </ul> </li> </ul>

		o windows have been changed
24.5	5	<b>County and District Councillors Reports:</b> There were no County or District Councillors present.
24.6	6.a	<b>Finance: Payments Due:</b> It was RESOLVED that the payments for the period November/December 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.

Agenda Item:	6.a.	<b>Finance: Payments due for the period November/December 2023:</b>
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Date	Details	Invoice Number	VAT	Amount
9.11.2023	NR Prickett (Playarea hedge)	DT 35	£48.00	£288.00
13.12.2023	MNCP Membership Fees	DT34	£0.00	£421.00
31.11.2023	Clerks Salary & Expenses. November	DT 38	£0.00	£428.70
31.12.2024	Clerks Salary & Expenses. December	DT 39	£0.00	£152.13
31.12.2023	Christmas Tree	DT 40	£0.00	£75.00
		<b>Total</b>	<b>£48.00</b>	<b>£1364.83</b>

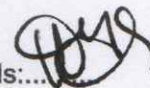
**Payments (Direct Debits) for the period November/December 2023:**

Date	Details	Invoice Number	VAT	Amount
31.12.2023	Lloyds Bank Charges	BACS		£3.00
31.12.2023	Unity Bank Charges	BACS		£18.00
31.12.2023	Lloyds Bank Charges	BACS		£3.00
31.12.2023	Microsoft for Clerk's Laptop (37)	DD		£59.99
31.12.2023	Amazon. Snow Shovels (36)	BACS		£57.98
		<b>Total</b>	<b>£0.00</b>	<b>£141.97</b>

Agenda Item	6.b	<b>Finance: Income Received in the period November/December 2023:</b>
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Date	Details	Reference	Amount
		<b>Total</b>	<b>0</b>

Agenda Item.	6.c	<b>Financial Review: 2023/2024</b> 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
	<b>RECEIPTS</b>	
£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	£39.00
£0.00	VAT Refund	£727.92
£1,104.86	Total other income.	£1,255.17
<b>£25,104.86</b>		<b>£25,255.17</b>
	<b>PAYMENTS</b>	
£7,615.00	Clerk's Salary, Expenses, PAYE & Training	£3,465.72
£399.73	Insurance	£445.62
£1,475.00	Grants (S137).	£675.00
£574.00	Membership Subscriptions	£55.00
£2,760.00	Grass/Hedge Cutting/Tree & Maintenance	£3,288.00
£96.00	Room Hire	£112.00
£430.00	Auditors	£452.00
£100.00	Elections	£0.00
£253.89	Play Area Equipment, Rent, Inspection & Maintenance.	£123.60
£59.99	Administration. Office equipment & repairs.	£59.99
£35.00	GDPR + Information Commissioner.	£35.00
£414.54	Councillors Training	£0.00
£1,106.16	Dog Bins	£688.12
£111.60	Speeding/Traffic Signs	£210.60
£0.00	Emergency Equipment/Maintenance. Welcome Pack	£185.72
£0.00	Web Site	£0.00
£108.00	Bank Charges	£78.00
£291.00	Mid Cherwell Neighbourhood Plan	£0.00
£473.18	Misc	£49.89
£56.00	Trees	£0.00
£8,744.09	Total Other Payments	£6,458.54
<b>£16,359.09</b>		<b>£9,924.26</b>
£31,225.05	Balance Brought Forward	£39,970.82
£25,104.86	Add Total Receipts	£25,255.17
£56,329.91		£65,225.99
-£16,359.09	Less Total Payments	£21,436.56
<b>£39,970.82</b>	Balance c/f 31.03.2023	<b>£43,789.43</b>
	<b>BALANCES REPRESENTED BY:</b>	
£39,970.82	Unity Bank	£43,807.43
£0.00	Pending Payments	£0.00
<b>£39,970.82</b>	Total	<b>£43,807.43</b>
£0.00	Unpresented Cheques	£0.00
£0.00	Cancelled Cheques	£0.00
£0.00	Unpresented Receipts/ Credit	£0.00
<b>£39,970.82</b>	<b>As at 31/10/2023</b>	<b>£43,807.43</b>
Signed:		
Chairman:		R.F.O.
Date:	15.01.2023	15.01.2023



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

DUNS TEW PARISH COUNCIL	Expenditure	Income	23/24 Budget
<b>EXPENDITURE</b>			
Clerks Expenses	£240.00		-480
Clerks Salary	£3,225.72		-7900
HMRC PAYE	£0.00		-100
Clerks Training	£0.00		-200
Bank Charges	£78.00		-150
Insurance	£445.62		-450
<b>GRANTS</b>			
Community	£675.00		-2000
<b>SUBS</b>			
OALC	£0.00		-180
OPFA	£0.00		-60
SLCC	£0.00		-150
Community First	£55.00		-55
Parish Online/ GeoXphere	£0.00		0
<b>OTHER</b>			
Room Hire	£112.00		-250
VH fibre broadband			
Information Commissioner	£35.00		-35
Emergency Equipment	£95.72		-250
Welcome Pack	£90.00		-100
MCNP/Planning	£0.00		-300
Web Site	£0.00		-60
Miscellaneous	£49.89		-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	£3,288.00		-4050
Dog Bins	£688.12		-700
Speeding/Traffic/ Traffic Signs	£210.60		-750
Admin/Office Equipment /Repairs	£59.99		-100
Councillors Training / Travel	£0.00		-200
Auditors	£452.00		-700
Elections	£0.00		-200
GDPR	£0.00		-150
Trees	£0.00		-100
<b>INCOME</b>			
Bottle Bank		£180.65	200
Precept		£24,000.00	24000
New Homes Bonus		£0.00	0
Miscellaneous		£39.00	0
Grants from CDC/OCC		£307.60	307.6
VAT Reclaim		£727.92	800
Play Area Grants		£0.00	0
Allocation from Savings			
	£21,436.56	£25,255.17	£0.00

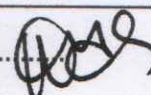
<b>Agenda Item.</b>	<b>6.d</b>	<b>Budget: 2024/2025</b> It was RESOLVED that the budget for 2024/2025 was agreed and signed off.
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Agenda Item.	6.e	<b>Precept: 2024/2025</b> It was RESOLVED that the Precept requested for 2024/2025 was £22000 representing a decrease to residents, in the precept portion of council tax, by 10.77%.
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24.7	7	<b>Clerk's Report</b>
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Item:	Action Required:	Result:
<b>Internal Auditor</b>	Internal auditor to confirm.	TBC.
<b>MCNP Engagement Meeting</b>	February (date TBC) 9:00 - 11:30 To note and attend.	Date and meeting to be arranged. TBC
<b>Jubilee Trees/Bench</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. Mtg re: bench - 8th June. Next Village Hall mtg: Sunday evening 17th September at 7:30	Quotes. In progress.
<b>Fibre Broadband</b>	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
<b>Snow Wardens.</b>	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.
	RESOLVED to place under observation. Floods over Christmas. To determine further action if required.	

24.8	8	<b>Drains/Flooding at Longfield/Main Road and elsewhere in the village:</b> RESOLVED that the PC will write to CDC, Highways, OCC, Environment Agency and Land owner to raise the issue. RESOLVED to investigate the possibility to have as part of clear up day - drain cleaning/rodding. RESOLVED to investigate Drain wardens..
24.9	9	<b>MNCP:</b> RESOLVED that the Council supports the MCNP and all the work that Martin Lipson and the Forum have been doing to update it. Meeting to talk about the updates will be scheduled in the Village Hall. Date TBC.
24.10	10. a	<b>Parish Matters:</b> <b>Environmental: Update Cllr. Howard.</b>



		Parish path wardens requested. 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. Cllr. Howard has volunteered.
24.11	10.b	<b>Services: - update Councillor Tickle and Jackson:</b> <ol style="list-style-type: none"> <li>1. VAS batteries new and still good.</li> <li>2. A4260 Junction - 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. Clear that traffic does not know how to do that</li> <li>3. Road markings at Hempton Rd end of the village - highways will repaint.</li> <li>4. It was RESOLVED to investigate installing a solar powered VAS on the Hempton end of the Main Street to reduce speeding.</li> </ol>
24.12.	10.c	<b>Community: update Cllr. Semple.</b> <ol style="list-style-type: none"> <li>1. Defibrillator: batteries are in good working order. First Aid/Defibrillator training - advertise in the newsletter for awareness.</li> <li>2. Welcome packs: delivered a few more to new residents.</li> <li>3. Emergency plan: plan updated.</li> </ol>
24.13.	10.d	<b>Amenities: - update Cllr. Hall.</b> <ol style="list-style-type: none"> <li>1. No update.</li> </ol>
24.14	10.e	<b>Planning: - Cllr. Landless.</b> <ul style="list-style-type: none"> <li>• CDC Local plan 2040. Copy available online.</li> <li>• MCNP - copy distributed at meeting.</li> <li>• MCNP update meeting - date TBC.</li> </ul>

Reference #	Location	Proposal/ Description.	Response Date	Status
<u>23/03619/F</u>	Daisy Hill Farm Main Street Duns Tew Bicester OX25 6JS	Erection of an Alitex Greenhouse in back garden, size 4.077m x 2.577m. Located parallel to a north facing wall, but not touching any wall	09/01/2024	Under Consultation
<i>It was RESOLVED that there was no objection to this application.</i>				
<u>23/03469/AGN</u>	Duns Tew Manor Main Street Duns Tew Bicester OX25 6JP	Erection of a general storage building	08/01/2024	Case Officer Assigned
<i>It was RESOLVED that there was no objection to this application.</i>				
<u>24/00014/TCA</u>	Duns Tew Village Hall Middle Barton Road Duns Tew OX25 6JN	T1 - Box Elder (Acer negundo) Crown reduction by 2m and clearance from nearby utility pole & lines by 1m.	03/01/2024	Case Officer Assigned
<i>It was RESOLVED that there was no objection to this application.</i>				
<u>23/03595/DISC</u>	Daisy Hill Farm Main Street Duns Tew Bicester OX25 6JS	Discharge of Condition 4 (details of removal of paint from beams) of 23/02830/LB	22/12/2023	Under Consultation
<i>It was RESOLVED to object/comment on this application.</i>				
<u>23/03487/F</u>	Land Off Main Street Duns Tew	Erection of a single self build 2-bedroom single family dwelling	19/12/2023	Under Consultation Object



<u>23/03493/TCA</u>	2 Spring Farm Court Duns Tew Oxfordshire OX25 6JS	T1 x Damson - reduce left hand limb to reduce weight on the tree and then reduce remaining tree to match left hand limb protrudes heavily from the canopy and is misbalancing the canopy, other limbs shall be reduce by up to 0.5 metres left hand limb by 1.5 metres T2 x Damson - reduce from 8 metres tall to 7 metres tall and 5 metres span to 4.5 metres span	12/12/2023	Case Officer Assigned
<i>It was RESOLVED that there was no objection to this application.</i>				
<u>23/03423/F</u>	The Beck Hill Farm Lane Duns Tew OX25 6JH	Demolition of existing garage and utility room. Single storey side extension. Window, door and roof light alterations. Render to existing dwelling.	05/12/2023	Consultation Closed  No objection
<i>It was RESOLVED that there was no objection to this application.</i>				
<u>23/03362/LB</u>	Daisy Hill Farm Main Street Duns Tew Bicester OX25 6JS	Increase the height of a second-floor bedroom door opening, from 1.52m to approx. 1.75m to create a more practical doorway and prevent head injury.	30/11/2023	Under Consultation
<i>It was RESOLVED that there was no objection to this application.</i>				
<u>23/03278/E</u>	The Old Forge Middle Barton Road Duns Tew OX25 6JN	Convert the upper floor and part of the ground floor and outbuilding into a holiday let	23/11/2023	Under Consultation
<u>23/03174/TCA</u>	Barn End 5 Field Court Duns Tew Oxfordshire OX25 6LD	T1 x Sycamore - Reduce from 9 metres tall to 7.5 metres tall and 12 metres spread to 9 metres spread to pull into shape T2 x Goat Willow - Re-pollard at 6 ft T3 x Self set Ash tree - Reduce from 2.4 metres tall to 2 metres tall	14/11/2023	Application Permitted
<u>23/03175/CLUP</u>	West Winds Hill Farm Lane Duns Tew Bicester OX25 6JH	Certificate of Lawfulness of Proposed Development to externally render the lower ground floor (to match existing); horizontal timber cladding to the upper ground floor (to match existing areas of cladding on north elevation) and insertion of 3 no roof windows to the south (side) roof slope	14/11/2023	Under Consultation
<u>23/03156/TCA</u>	Cairn Main Street Duns Tew Oxfordshire OX25 6JS	T1 x Apple tree - fell to ground level T2 x Apple tree - fell to ground level	12/11/2023	Application Permitted
<u>23/02900/TCA_5</u>	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



<u>23/02880/TCA_5</u>	Plumage Archer Grange Main Street Duns Tew Bicester OX25 6JL	FIVE DAY NOTICE T1 X Willow - Remove	17/10/2023	Application Permitted
<u>23/02830/LB</u>	Daisy Hill Farm Main Street Duns Tew Bicester OX25 6JS	Internal refurbishment and renovation works, essential structural maintenance, and redecoration of the external windows and porch	12/10/2023	Application Permitted
<u>23/02850/Q56</u>	Malthouse Farm North Aston Road Duns Tew Bicester OX25 6JG	Change of Use of two agricultural buildings to form five dwellinghouses	12/10/2023	Prior Approval Refused
<u>23/02351/LB</u>	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
<u>23/02222/F</u>	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
<u>23/02065/DISC</u>	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
<u>23/01931/F</u>	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
<u>23/01977/DISC</u>	Land North Of Hill Farm Hill Farm Lane Duns Tew	Discharge of Conditions 6 (schedule of landscape maintenance), 7 (Archaeological Written Scheme of Investigation), 11 (ecological buffer zone) and 15 (proposed gatehouse, security gate and fencing details) of 20/00574/F	18/07/2023	Application Permitted
<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	13/07/2023	Application Permitted





		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		
<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	Application permitted
<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	Application permitted
<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	<b>Appeal Lodged (Against Refusal)</b>
<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

24.15	11.	<p><b>Correspondence:</b></p> <ul style="list-style-type: none"> <li>a) Complaint about parking near the White Horse.</li> <li>b) Complaint about damage to property by another resident.</li> <li>c) Complaint about the burning muck heap - Horse Hay Farm</li> <li>d) Campervan - parked in layby near defibrillator</li> <li>e) Halloween night incident - damage to a residents property.</li> </ul>
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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	<b>Reports from Meetings:</b> a) MCNP updated plan - RESOLVED that Parish Council support the payment of fees for consultation to Martin Lipson. b) Cherwell 2040 plan - summary to send around.
23.114	12	<b>Date of the next Meeting: Monday 4 March at 7:30pm in the Village Hall.</b>

The Meeting finished at 21:13 pm.

Signed by Chairman.....

Chairman's Initials:..... 