###### **DUNS TEW PARISH COUNCIL**

## Minutes of the Parish Council meeting held

## on **Monday 2 September 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 Jackson, Cllr Landless, Cllr Semple Cllr. Howard.

**In attendance**: Mrs. Friend (Clerk).

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| **Minute Number** | **Agenda Number** | **Minute** |
| 24.93 | 1 | **Apologies for absence:**  It was RESOLVED that there was an apology from Cllr Hall |
| 24.94 | 2 | **Declarations of Pecuniary Interest and Requests for Dispensation**  It was RESOLVED that there were no declarations of pecuniary interest. |
| 24.95 | 3 | **Minutes of the Last Meeting:**  It was RESOLVEDto sign the minutes at the next meeting to give council time to read through. Minutes dated 1st July 2024. |
| 24.96 | 4 | **Public Participation:**  There were 2 members of the public present.   * There was nothing raised. |
| 24.97 | 5 | **County and District Councillors Reports:**  District Councillor David Rogers attended the meeting:   * Cherwell District Council has the intention to push the local plan to regulation 19 this autumn. * Heyford park has withdrawn from the Mid-Cherwell Neighbourhood plan and this forms part of the Cherwell plan and the legal status becomes questionable. * Flooding and flood response for Duns Tew areas needs submitting. * The Manor house planning application will get called into committee if looking like it’ll be approved. |
| 24.98 | 6.a | **Finance: Payments due for the period July/August 2024:**  It was RESOLVEDthat the payments for the period July/August 2024, 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.  Bank reconciliation for July and August was signed by Cllr Tickle |

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| **Date** |  | **Invoice** | **VAT** | **Amount** |
| 10/07/24 | ROSPA inspection | 81271 | £21.20 | £127.20 |
| 31/07/24 | N R Prickett - grass cutting | 2294 | £55.20 | £331.20 |
| 31/07/24 | N R Prickett - grass cutting | 2325 | £67.20 | £403.20 |
| 31/07/24 | N R Prickett - grass cutting | 2263 | £110.40 | £662.40 |
| 10/08/24 | Clerk salary - FF - July |  | £0.00 | £122.64 |
| 10/08/24 | Clerk salary - JR - July |  | £0.00 | £325.00 |
| 10/09/24 | Clerk salary - August |  | £0.00 | £316.46 |
| 22/08/24 | Moore External audit |  | £42.00 | £252.00 |
| 02/09/24 | HMRC- Employers NI- July |  | £0.00 | £30.60 |
| 02/09/24 | May payment- Newsletter |  | £0.00 | £120.00 |
| 02/09/24 | September Payment- Newsletter | | £0.00 | £120.00 |
| 07/10/24 | Clerk salary - September |  | £0.00 | £316.26 |
| 07/10/24 | HMRC- Employers NI- August | | £0.00 | £79.00 |
| 07/10/24 | HMRC- Employers NI - September | | £0.00 | £79.20 |
|  |  | **Total** | £296.00 | £3,285.16 |

**Payments (Direct Debits) for the period July/August 2024:**

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| **Date** | **Details** | **Invoice Number** | **VAT** | **Amount** |
| 16/05/24 | Lloyd’s Bank Charges |  | £0 | £3.00 |
| 29/08/2024 | ICO date handling payment | Z2358905 | £0 | £35.00 |
|  |  | **Total** | **£0.00** | **£38.00** |

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| 24.99 | 6.b | **Finance: Income Received in the period July/August 2024:**  It was RESOLVEDthat the income for the period July/August 2024, as listed below, was correct. |

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| **Date** | **Details** | **Reference** | **Amount** |
| 13/8/24 | Cherwell Lottery |  | £5.00 |
|  |  | **Total** | **£5** |

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| 24.100 | 6.c | **Financial Review: 2024/2025.**  **Current Bank Balance = £27,809.10**  The Financial Review and bank balance were NOTED. |

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| 24.101 | 6.d | **Review of Reserves: 2024/2025.**  It was RESOLVED to NOTE the updated reserves. |

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| 24.102 | 6.e. | **Online banking**  It was noted the addition of new clerk on the online banking |

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| 24.103 | 6.f. | **Standing Order:**  It was RESOLVED after review. ACTION Clerk. |

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| 24.104 | 6.g. | **To consider moving across to scribe:**  It was RESOLVED to move across to Scribe lite at £13 per month direct debit |

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| 24.105 | 6.h. | **To review ongoing grants:**  There are no ongoing grants pending to review |

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| 24.106 | 7 | **Clerks Report** |

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| **Item:** | **Action Required:** | **Result:** |

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| **Moore External Audit received** | Review report, upload findings to the website. | Clerk to ACTION |
| **Insurance** | Update insurance with new play area equipment. | Clerk to ACTION. |
| **Weed spray** | Consider whether or not to do a weed spray in for maintenance purposes on:   * Tennis court edges (to prevent deterioration of the surface) * Defibrillator (visibility) * Play Area Path (prevent breaking up of the path). | It was RESOLVED to spray the weeds.  Clerk to ACTION- find contractor for future. |
| **Jubilee Bench** | 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. | ACTIONED.  Cyan bench chosen. Awaiting delivery and installation Cllr. Landless |
| **Drains/Flooding at Longfield/Main Road.** | RESOLVED to place under observation.  Floods over Christmas. To determine further action if required. | On going – see above Cllr Rogers update. |
| **OCC Local Flood Risk Strategy.** | The consultation for OCC’s draft Local Flood Risk Management Strategy is now live - [Local Flood Risk Management Strategy consultation | Let's Talk Oxfordshire](https://letstalk.oxfordshire.gov.uk/local-flood-risk-management-strategy). The closing date is the 23rd August 2024. | RESOLVED to respond. |
| **Councillors Priority Fund** | VAS (Solar powered). | Awaiting reply from OCC |

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|  | **8** | **Parish Matters:** |
| 24.107 | **8.a.** | **Amenities: - update Cllr. Hall.**  No update |
| 24.108 | **8.b** | **Community: update Cllr. Semple.**  i Defibrillator – all fine  ii Welcome Pack - delivered to new residents.  iii Emergency plan - up to date and filed with OCC.  iv. Bottle bank- none residents of Duns Tew are just dumping even when full. Discussion on CCTV and signage to be added to the area. Action: clerk to get Nigel to cut back around the back of the bins. |
| 24.109 | **8.c** | **Planning:** |

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| **Reference #** | **Location** | **Proposal/ Description.** | **Response Date** | **Status** |
| [***24/01295/F***](https://planningregister.cherwell.gov.uk/Planning/Display/24/01295/F) | Duns Tew Manor Main Street Duns Tew OX25 6JP | Erection of a garden room and associated landscaping | 24/05/2024 | Under Consultation |
| **The Parish Council RESOLVED to object to this application.** | | | | |

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| 24.110 | **8.c** | **Planning/MCNP: update Cllr. Tickle.**  i. MCNP needs a new review due to the removal of Heyford Park. Regulation 14 consultation needs redoing.  ii. Heyford park further development- the greenfield site has a planning application already on the system but they want to put more houses on the brownfield site and looking for support from the MCNF. There will be a huge impact of a town developed at Heyford. |
| 24.111 | **8.d** | **Services: Cllr Jackson.**   1. To receive update on VAS- 2 or 3 to be installed the main blocker is whom to use for putting posts in. OCC might have funding available. There are 2 OCC approved installers for Elamcity and Westcotex. VAS signed to be solar powered signs but there are issues on how long the battery might last. Action: Clerk to write to obtain a grant from Soho farm house and Alpine F1 team, 2. Crossroads: 11 people joined and a potential new chair. Awaiting conformation from OALC and SLCC |
| 24.112 | **8.e** | **Environment: Cllr Howard.**   1. Met with Wild Oxfordshire regarding how to enhance the village. Sustainable Duns Tew proposal for community growing beds has been sent round. There is a potential for it to be funding by Cherwell DC. 2. Footpaths: walks to be carried out twice a year and report it back to OCC. Stile is still broken. |

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| Agenda Item | 10. | **Correspondence** |

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| 1. Ashberry cottage 2. Microlights and Marquees. 3. Dashwood rise path |

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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 |

**Next Meeting: 4 November 2024.**

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| The Meeting finished at 21:35 pm. |

Signed by Chairman……………..