

**Minutes of a Meeting of Wendlebury Parish Council held on Thursday 28 March 2019,  
in Wendlebury Village Hall at 8.00pm**

- Present:** Brett Chambers (from 9.40pm), Charlotte Carry (from 9.00pm), David Ford, Tim Hibbert (Chairman), Kathy Sharp (from 8.25pm)
- In attendance:** 6 members of the public (3 left at 9.10pm), Cllr Ian Corkin (OCC) (left 8.25pm), Rachael Riach (CFO, left 9.10) and Jane Olds (Parish Clerk)
- Apologies:** Katy Mimpres

While the meeting was inquorate, presentations were received from Cllr Ian Corkin and Rachael Riach from Community First Oxfordshire. The order of the meeting was therefore changed.

- 1. Public Participation** – to receive questions from members of the public relating to items on the Agenda, in accordance with the Council’s code of conduct and standing orders

The members of the public attended to hear Cllr Corkin and Rachael Riach.

- 2. Reports from District, County Councillors and Police** – for information only.  
Cllr Corkin reported that the HS2 project would be funding the footbridge over the A41. There was a great process of paperwork to complete in order to receive the first tranche of funding which would pay for the planning and design this year. It was intended that the implementation of the bridge would take place in 2020.  
Cllr Hibbert requested that the Parish Council and the land owners be involved at an early stage of the planning process.

With the proposed A41 road closures in June (see point 13. a.) Cllr Corkin was concerned about the rat running through the village and had asked Highways Officers to mitigate this.

A review of signage on the A41 had been undertaken and agreed to be rationalised. As the accident rate on the road was much higher than it should be, speed cameras would be erected near the Vendee Drive roundabout.

The joint working between OCC and CDC was being monitored. A six-month review had just been undertaken and it was hoped that a saving of £600,000 would be made in the first year by sharing officers.

Cllr Corkin was also one of the Directors of the Graven Hill self-build project. The *Grand Designs* team from Channel 4 had been filming the first ten projects over the last two years and it was due to be screened from April.

8.25pm: Kathy Sharp joined the meeting and it was made quorate

**3. To welcome Rachael Riach from Community First Oxfordshire - to hear a presentation about Neighbourhood Plans**

Rachael Riach outlined the opportunities which a Neighbourhood Plan could give to the village. It was a plan which was written by the local community to set out planning policies for the local area. She provided written information which the Councillors would take away to consider.

Cllr Hibbert thanked Ms Riach for her presentation which gave considerable food for thought.

**4. Apologies for absence**

Apologies had been received and accepted from Katy Mimpres.

**5. Requests for Dispensations, Declarations of Interest, gifts and hospitality – to receive any requests for Dispensations or Declarations of Interest from Councillors relating to items on the Agenda, in accordance with the Council’s code of conduct and note any gifts and hospitality**

No declarations of interest had been received.

**6. Minutes of the Parish Council Meeting held on Thursday 24 January and the Planning Meeting held on 21 February 2019**

It was **RESOLVED** that these be accepted as a true record and were signed by the Chairman.

**7. Update on progress from the Minutes – the Clerk /Chairman will report on progress of outstanding items which do not require further decision**

- a. **Church request for increasing the lighting grant** – the Clerk Data had written to the PCC
- b. **Precept** – the Clerk had confirmed the Precept with CDC but was surprised when the bills were published showing a 4% increase rather than the 2.5% calculated. The Clerk asked for clarification from CDC and it was noted that CDC’s way of calculating the increase was different from the Clerk’s because CDC included the Tax Base in the percentage increase. Even if there had been no increase in Precept, there would have been a percentage increase on the bill because of the Tax Base.
- c. **Financial Regulations** – the Financial Regulations have been published on the website.
- d. **Social Media Policy** – the policy had been published on the website
- e. **Meeting Dates** – the meeting dates were available on the website and the noticeboard
- f. **Spring Litter Pick** – the equipment had been ordered and a poster designed. A MailChimp mailing reminder would be sent out shortly.

**8. Finance**

**a. To receive the financial report – for information**

As at 7 March the Accounts stood at

|                 |            |
|-----------------|------------|
| Current Account | £12,213.43 |
| Savings Account | £16,198.93 |

There were no outstanding cheques.

The Current Account had received £50 in Allotment Rent.

The Savings Account had received £5.50 in interest.

**b. To receive requests for grants from Bicester Good Neighbour Scheme and Clean Slate**

The Council considered the requests, but were not able to send donations as there was nothing available in the budget. However, the Council **RESOLVED** to agree to include a small amount of grant funding in the future budget.

**c. To consider invoices for payment itemised on the payment schedule**

The Council **RESOLVED** to approve the following invoices for payment:

| <b>Cheque no:</b> | <b>Payee and reason</b>  | <b>Budget</b>         | <b>Amount</b> |
|-------------------|--|-----------------------|---------------|
| 200060            | JMC Olds for Clerk Salary 1 January – 31 March 2019  | Clerk's Salary        | £480.42       |
| 200061            | Countrywide Grounds Maintenance Ltd for grass cutting February (Invoice 46044) and March (Invoice 50452) (£83.06 each) | Grass Cutting         | £166.12       |
| 200062            | Oxfordshire Association of Local Councils for Annual Subscription  | Subscriptions         | £138.97       |
| 200063            | Oxfordshire Playing Fields Association for Annual Subscription   | Subscriptions         | £42.00        |
| 200064            | Community First Oxfordshire for Annual Subscription  | Subscriptions         | £55.00        |
| 200065            | TMB Services for Allotment Fencing repairs   | Allotment expenditure | £605.64       |
| 200066            | JMC Olds for Admin Expenses (printing £33.62; sustenance and stationery £14.49; postage £6.15)                         | Admin Costs           | £54.26        |
|                   | Mileage Expenses   | Mileage Expenses      | £42.57        |

| <b>Cheque no:</b> | <b>Payee and reason</b>   | <b>Budget</b>    | <b>Amount</b> |
|-------------------|---|------------------|---------------|
|                   | Total   |                  | £96.83        |
| 200067            | Cherwell District Council winter dog bin emptying (invoice no 7009786)          | Dog bin emptying | £144.14       |
| 200068            | Society of Local Council Clerks for Annual Subscription                         | Subscriptions    | £27.20        |
| 200069            | TP Jones & Co LLP for Payroll preparation (invoice no P381)                     | Payroll          | £73.20        |
| 200070            | Navitas Design Ltd for adding website accessibility and test (invoice no 27854) | Website          | £24.00        |

**9. Governance**

- a. Freedom of Information Policy** – to consider and adopt the revised policy  
The Council reviewed the policy and **RESOLVED** to agree the revisions and to adopt it.
  
- b. Gifts and Hospitality Policy** – to consider the draft Policy and form to comply with the Information Commissioner Office’s recommendations  
The Council **RESOLVED** to agree to adopt the policy.
  
- c. Complaints Procedure** – to consider a procedure and form  
The Council **RESOLVED** to agree to adopt the procedure and form.
  
- d. Staffing Policies** – to consider the revised document recommended by OALC’s Dispute Resolution Guide
  - i. To agree to adopt the Dispute Resolution Guide  
The Council **RESOLVED** to agree to adopt the OALC Dispute Resolution Guide.
  
  - ii. Draft Dignity at Work Policy  
The Council **RESOLVED** to agree to adopt the revised Dignity at Work Policy.
  
- e. Internal Financial Controls Policy** – to consider and adopt the policy  
The Council **RESOLVED** to agree to adopt the Internal Financial Controls Policy. The Councillor Responsible for Internal Financial Control would be appointed at the May meeting.

**f. To consider the CDC Parish Remuneration Report for 2019/20 and agree Members' allowances**

The Council received the report and **RESOLVED** to agree that members would not claim any of the allowances except for mileage to external meetings where necessary. A note to this effect would be added to the public notice.

**g. Website** – to agree to Navitas Design ensuring that the website menu structure is accessible to conform to Website Accessibility regulations

The Council **RESOLVED** to agree to Navitas Design undertaking the work.

**h. Appointment of a Parish Council representative for the Village Hall Committee**

– to consider and agree the appointment

The Council **RESOLVED** to agree to defer the appointment until the May meeting following the election.

**10. Training**

**a. OALC Training** – to consider attendance of any of the 2019 courses

The Council **RESOLVED** to consider all further training at the May meeting following the Election.

**11. Planning**

**a. Applications** - to consider all recent applications received from Cherwell District Council detailed below and any other planning applications submitted between the circulation of the agenda and the meeting

- i. **19/00372/R56** Manor Farm, Main Street, OX25 2PS for Prior approval for the change of use of agricultural buildings to a flexible use, in this case B1  
The Council considered the application and **RESOLVED** that there were objections to the proposal. Of particular concern was the lack of detail which made it impossible to make a judgement on the potential impact of the change of use to the community and possibility that once conversion to B1 use had been made, it would be very easy to convert to housing. Concern was also mentioned about the access road and the exit onto the increasingly busy Oxford Road at a sharp bend.

**b. To note Notices of Decision**

- i. **18/02246/R56** at Farrowing House Barn, College Farm, Main Street, OX25 2PR for Change of use as an agricultural building (known as The Farrowing House) to a flexible use falling within Class C1. The nature of the C1 use proposed is to form 2 no. Bed and Breakfast units, one 2 bed unit and one 1 bed unit, totalling 191sqm.  
**Decision:** Permission for development
- ii. **19/00081/F** at The Lion Main Street, OX25 2PW for Retrospective application for grass bank on eastern boundary of site  
**Decision:** Permission for development

- iii. **18/02151/TPO** at The Willows 1 Willow Court Main Street OX25 2JY for Willow trees A and B - reduce by 3m to reduce weight and prevent trees from collapse, pollard remaining limbs to previous pollard points. Willow trees C, D and E reduce by 3m and remove larger low limbs growing over road, pollard remaining limbs to previous pollard points - Subject to TPO 18/1992

**Decision:** Consent under tree preservation order(s) subject to conditions

**c. Appeals**

- i. **18/00848/F** Streamways, 8 Rectory Close, OX25 2PG – to note appeal against refusal and consider a response  
The Council noted the appeal and **RESOLVED** that no further response was necessary.

- d. **Neighbourhood Plan** – to consider the implementation of a Neighbourhood Plan  
The Council **RESOLVED** to agree to look further at the possibilities of a Neighbourhood Plan in due course. It was agreed to hold discussions with other communities who had completed plans together with those who may wish to create one.

9pm: Charlotte Carry joined the meeting

- e. **The Lion** – to receive a progress report from CDC regarding enforcement issues at the Lion  
No further report had been received.

There was great concern about the approval of the bund (point 11. b. ii.) and the impact of the decision on the neighbouring houses. While Enforcement Officers had verbally mentioned taking enforcement action to remove the bund, no formal written agreement had been received.

12. **Oxfordshire Plan 2050** – to consider a response to the OCC consultation  
The Council **RESOLVED** to agree to Tim Hibbert preparing a response.

**13. Parish Matters**

- a. **A41 Crossing** – to receive a progress report  
As mentioned by Cllr Corkin, the footbridge over the A41 was in progress.
- b. **A41 Bus Stop works** – to receive a progress report  
The programme of highways works had been started, but there were still a few outstanding items to be completed which included:
  - replacement sign on the Vendee Drive Roundabout – delayed due to late delivery of said sign
  - up-righting of sign on central reservation on exit from roundabout South bound

- further cleaning of signs on southbound carriageway
- bus stop marking refurbishment – weather and obstruction issues whilst previous lane closure was in place
- top-soiling to bollarded off area
- a bit more work to resolve the non-shutting bus stop gate

A further road closure to enable the additional road repairs would take place over 11 days between 8pm and 6am from 27 June. The road diversion would be via Chesterton and Weston-on-the-Green.

There had also been a meeting with the MD of Oxfordshire Stagecoach, Chris Coleman, and their Business Development Manager, Karen Coventry, who assured the Parish that there was no intention of withdrawing the S5 bus from stopping at the A41 stops and that they would be very willing to help promote the use of the bus once the footbridge was operational. Mr Coleman also reported that buses could wait for between six and 11 minutes at the exit from the Park and Ride onto the Vendee Drive roundabout and would be happy to add weight to the request for the roundabout to have traffic lights.

- c. **East / West Expressway** – to receive a progress report and to consider further action

Cllr Hibbert reported that he had attended two meetings recently. The Council **RESOLVED** to agree to Cllr Hibbert attending the Expressway meeting on 30 March.

- d. **Safer Wendlebury and 20mph zone** – to receive a progress report and to consider further action

The Council considered the specification provided by OCC Highways and **RESOLVED** to agree to accept it and pay the proposed scheme costs of £1,257 from the Traffic Calming budget. The Clerk would write to confirm acceptance.

- e. **SE Relief Road** – to receive a progress report

No further progress had been made.

- f. **Allotments** – to receive a progress report

Kathy Sharp reported that there was still a small amount of rent still due and that there were 1 ½ plots currently available. The fencing work which had been completed would be paid for from the allotment fund generated from the sale of the greenhouse and machinery.

#### 14. Reports from Meetings

- a. **Bicester Police Rural Community Resilience Group** (20 February) – to receive a report

The Clerk had attended the meeting. It had been suggested that villages may be able to work together on Speedwatch so that volunteers were not monitoring their own village; it was also suggested to ask for support from the County

Councillors' Localities funding for a 'radar gun' and possibly a VAS which could be shared.

Following the meeting the Clerk had written to Bicester Town Council's Chief Officer about the traffic issues surrounding Bicester which had implications for the surrounding villages and to ask if the Parishes could join the Town Council's Traffic Advisory Group. This request would be taken to the next Full Council meeting.

**b. SLCC Branch Meeting (19 March)**

The Clerk had attended the meeting. The topics were Elections and Website Accessibility – which the Clerk had presented.

The meeting had been sponsored by Utility Aid which was an ethical energy and water broker and may be of use to the Village Hall Committee and the Church.

**c. Bloombridge**

Cllrs Hibbert, Chambers and Sharp together with the Clerk attended a meeting with Richard Cutler from Bloombridge who outlined changes to their original proposals.

The footings for the Holiday Inn Hotel were currently taking shape. However, they would not be undertaking the proposals for the business park between the chicken farm and the garden centre as Albion Land had taken over the development.

Bloombridge had changed their plans for the remainder of the land that they were able to develop to high density micro housing with business units which would encourage the use the current transport infrastructure. They would be putting in a planning application shortly.

**15. Attendance at Meetings**

No meetings were proposed.

9.40pm: Brett Chambers joined the meeting

**16. Correspondence** – to note correspondence received not otherwise on the agenda where decisions were not required

The Clerk presented the meeting with a list of correspondence received which included:

- a. Oxfordshire Playing Fields Association** – winter newsletter
- b. OALC** – January and February Updates
- c. CFO** – winter newsletter
- d. Volunteer Connect** – added to website and forwarded to ABC
- e. OCC** – review of Parish Liaison events
- f. Islip Medical Practice** – consultation



- g. **OCC** – weight restriction information
- h. **OCC** – Oxfordshire Matters briefing
- i. **CPRE** – response to the Oxfordshire Plan 2050
- j. **Healthwatch** – briefings
- k. **OALC** – OCC Peer Review session on 21 March
- l. **Rural Services Network** – newsletters
- m. **Clerks and Councils Direct**

**17. Items for information or next Agenda only**

**a. Agenda Items**

The Clerk requested that all items for the next agenda be submitted by Wednesday 1 May 2019.

**b. Annual Parish Meeting – 16 May**

The Chairman would invite leaders of the children’s climate change protest to talk about climate change.

**18. Date of next meeting**

The Council **RESOLVED** to agree that the Parish Council meeting would take place on Thursday 16 May 2019 following the Annual Parish Meeting which would commence at 7.30pm.

The meeting closed at 9.45pm

Signed .....

Dated .....