

Wendlebury Parish Council

Minutes of the Parish Council meeting held on Thursday 30th May 2024 at 7.30 pm in Wendlebury Village Hall

Present: Cllrs: Doug Blake (Chairman), Adrian Redford (Vice-Chair), David Ford, Phil Bowles, and

In attendance: Sarah Kearney (Parish Clerk)

Residents: 9

Apologies: Cllr James Daulton and District Councillor Gemma Coton

1. To Carry Out the Election of the Chair (Clerk)

The Council unanimously **RESOLVED** and voted Cllr Doug Blake as Chair of Wendlebury Parish Council for 2024/25

2. To receive and accept apologies for absence – receive apologies (Clerk)

The Council received and accepted apologies from Cllr James Daulton and District Councillor Gemma Coton

3. To Carry Out the Election of Vice-Chair (Chair)

The Council unanimously **RESOLVED** and voted Cllr Adrian Redford as Vice-Chair of Wendlebury Parish Council for 2024/25

4. 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

Nothing was declared.

5. 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

9 Residents – including the Chair from the Village Hall Committee to speak about the Play Area equipment

8 Residents – regarding the Tritax and Winvic Newsletter

Residents wanted to discuss the Tritax and Winvic Newsletter, which mentions the S5 Bus Service being stopped during the development of the Siemens project. The residents are concerned about the bus service being stopped, as it will affect several residents and school children who use this service to get into Bicester. The Chairman listened to all the concerns and then stated that the Parish Council has been in discussion with Tritax for the last year or so, discussing traffic calming. In the previous meeting with Tritax and Winvic regarding the S5 Bus Stopping, this decision is up to Oxfordshire County Council. Tritax and Winvic have taken on board the Wendlebury residents' concerns regarding the Bus Service and suggested that they conduct a questionnaire to be sent to all the houses in Wendlebury to see how many residents use the service.

6. To Confirm the Minutes of the Parish Council Meeting held on 28th March 2024, previously circulated

The Council unanimously **RESOLVED** that the minutes be accepted as a true and accurate record of the meeting.

7. Reports from District and County Councillors – update

No update – due to the District Council's apologise to unable to attend the meeting

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

Clerk reported:

8.1 **EZK329 - MANOR FARM BUNGALOW, MAIN STREET, BICESTER, OX25 2PS** – to discuss the ownership of the substation and agree that work can be done for the above property – PC happy for them to complete these works

9. Governance

9.1 **New Website / Email address** - Website and email address (.gov.uk) from a company called Parish Online – cost for the year for both £315.00 to consider changing to this company. The Council unanimously **RESOLVED** and agreed to move to this company for the PC Website and email address for the Councillors.

10. Finance

10.1 **Financial Report** – Clerk Reported:
Current Account - £ 8,077.66
Deposit Account - £16,629.69
Total = £24,707.35

May payments: £2,325.80

Income Received:
First Half of Precept £3,840.50
Allotment Fee – Plot 10A £12.50
OCC Grass Cutting £302.17
Total £4,155.17

The Council unanimously **RESOLVED** and agreed to the financial report

10.2 **Reconciliation of Accounts** – to consider and agree on bank reconciliation with the bank Statements

The Council unanimously **RESOLVED** and agreed to the Reconciliation of Accounts

10.3 **Budget Monitoring for March and April 2023/24** – to consider any overspends
The Clerk reported: that the Council had kept well within the budget sections there were only a few which had an overspend and this was because of not knowing what the yearly increase would be. The Council unanimously **RESOLVED** and agreed to the End of Year Budget Monitoring

10.4 **Reserves** – to confirm the reserves amounts for 2024/25 (circulated increase amounts) Policy was agreed at the March meeting 2024

The Council unanimously **RESOLVED** and agreed to the Reserves amounts for 2024-25

10.5 **Statement of Accounts** – to consider and approve the Statement of Accounts for the year ending 31st March 2023-24

The Council unanimously **RESOLVED** and agreed to the Statement of Accounts signed by the Chair and Clerk/RFO

10.6 **Internal Audit** – to receive and review the report from the Internal Auditor

The Council unanimously **RESOLVED** and was pleased with the Internal Auditor's report. The clerk will present the action plan at the next meeting.

10.7 **AGAR Signature Redaction** – to consider redaction of the signatures on the web version of the Annual identity theft and GDPR concerns.

The Council unanimously **RESOLVED** and agreed to the redaction of the signature when posted on the website

10.8 **External Audit** – to consider the 2023/24 AGAR for submission to the External Auditor

10.8a **Annual Governance Statement** – to consider and agree on the accounting Statement Figures
The Council unanimously **RESOLVED** and agreed on the Annual Governance Statement

10.8b **Electors' Rights** – to consider and approve the dates
The Council unanimously **RESOLVED** and agreed to the dates on the Electors Right notice

10.8c **Statement of Variance** – to consider the draft Statement of Variance

The Council unanimously **RESOLVED** and agreed to the Statement of Variance signed by the Chair and Clerk/RFO

10.9 **Annual Subscriptions and Regular Payments** – to consider and agree on the list

The Council unanimously **RESOLVED** and agreed to the Subscription which the PC deals with

10.10 **Bank Signatories** – to review and agree on the bank signatories.

The Council unanimously **RESOLVED** and agreed to Cllr Doug Blake and Cllr Adrian Redford

10.11 **Invoices for payment** – to consider invoices for payment itemised and the payment schedule sheet

Invoice Payments for - May 2024							
Invoice Number	Cheque No:	Payee	Reason	Budget	Minutes Ref:	Amount Agreed	Po
1	000033	Wendlebury PCC	Footpath Lighting	Footpath Lightin	Ref:19/24	£200.00	
2	000034	Wendlebury PCC	Footpath Maintenance	Footpath Mainte	Ref:19/24	£450.00	
3	000035	Wendlebury PCC	Allotment Rent 2023-24	Allotment Rent	Ref:19/24	£300.00	
4	000036	CDC	Emptying Dog Bins	Dog Bin Emptying	Ref:19/24	£200.77	
5	000037	OALC	HR Training	Clerk Training	Ref:19/24	£12.00	
6	000038	OALC	Asset Training	Clerk Training	Ref:19/24	£48.00	
7	000039	HMRC	Employer Tax	HMRC	Ref:19/24	£167.40	
8	000040	Sarah Kearney	Clerk Salary	Clerk Salary	Ref:19/24	£747.40	
9	000041	E Anstee	Internal Audit	Internal Audit	Ref:19/24	£150.00	
10	000042	Sarah Kearney	Stationary requirements	Admin	Ref:19/24	£50.23	
Total of payments						£2,325.80	

The Council unanimously **RESOLVED** and agreed to the May payment schedule

10.12 **Budget Monitoring for May 2024** – to consider any overspends

11. Parish Matters

11.1 **Environment Agency – Cllr Blake reported:** no update – 1 resident mentioned a concern that others clear the brook but leave the reeds, causing blockages. It was suggested to mention this in the Newsletter

11.2 **Allotments – Clerk reported:** All plots have been filled, unworked plots will be inspected, and letters will be sent to their owners.

11.3 **Flooding – Cllr Blake reported:** no update

11.4 **Bicester Police Rural Resilience Group – Cllr Ford reported:** The meeting held on May 28th at Chesterton Community Centre was very interesting, as the police came under much pressure for the lack of work. Speed watch was also mentioned, where car details are reported into the system. However, when there are many speeding cars in one section of a village, this information isn't being acted upon by the community police as it isn't getting through to them.

11.5 **Village Hall Play Equipment – The Chair from the Village Hall Committee reported:** The Chair of the Village Hall Playground Committee spoke to the Parish Council about the need to replace and repair parts of the play equipment. The Village Hall Committee submitted a Grant Form to the Wendlebury Parish Council, requesting a £5,000 grant for the repair works.

The Clerk reported: The Clerk had already organised for £1,000 from the County Councillors Priority Fund but needed quotes to obtain the money to be able to submit this to Oxfordshire County Council.

The Council unanimously **RESOLVED** and agreed the Wendlebury Parish Council has agreed to contribute £4,000 towards the project, and an additional £1,000 will be provided from the County Councillor priority funding, making the total contribution £5,000. Once the money has been received from Oxfordshire County Council then all the money will be released to Village Hall Committee from Wendlebury Parish Council.

Clerk Action: to apply for County Councillors Priority Funding from Oxfordshire County Council

11.6 **Newsletter for recruitment for new Councillors** – need to redraft this

11.7 **Church Contribution** – to consider uplift on the yearly amount given to them

The Clerk reported: that the Chair had received an email from the Church to see whether they could consider their yearly payments towards the church could be increased to cover the extra cost of electricity etc.

The Council unanimously **RESOLVED** and agreed it was felt that the amount given yearly by the Parish Council to the church was quite large. If this amount had to be increased, it would significantly raise the precept each year to cover the increase.

11.8 **Weston-on-the green private club parachute jumping** – to acknowledge the concern of another club

The Councillors agreed that there are concerns about having a commercial parachute jumping club at Weston-On-The-Green, and they would support the Weston-On-The-Green Parish Council in their endeavors.

12. **Highways**

- 12.1 **SE Relief Road** – no update
- 12.2 **Safer Wendlebury** – no update
- 12.2a **Speed Watch** – no update

13. **Planning** – to consider all recent Applications received from Cherwell District Council detailed below and any other Planning Applications submitted between the circulation of this Agenda and the meeting:

- 13.1 **Siemens** – received email update
 - 13.1.1a **Potential Traffic Calming Measures** –
All councillors had received the draft traffic calming details, which were discussed and felt there were a couple of items which need to go back to Tritax to look at.
- 13.2 **Local Plan 2040** – Wendlebury has responded, which can be viewed on the below website link
no update

Planning Applications New: - to note

- 13.3 **24/00817/F** – The Stables, College Farm, Main Street, Wendlebury, Bicester, OX25 2PR, **The change of use and conversion of equestrian stables an storage barn to a create a single residential dwelling** – **OBJECTION WITH COMMENTS**
- 13.4 **23/02715/REM** - Land North Of Bicester Avenue Garden Centre, Oxford Road, Bicester, **Reserved matters approval for 23/01080/OUT - Details of access, appearance, landscaping, layout and scale relating to the proposed development of a Class E(g)(i) (formerly B1(a)) office/commercial building and associated development, plus associated car parking**

Planning Applications Pending: - to note

Planning Application Decisions: – to note

- 13.6 **23/02399/REM** – Land Nth of Bicester Ave Garden Centre, Oxford Road, Bicester, **Reserved matters approval for 23/010580/OUT – details of access, appearance, landscaping, layout and scale relating to the proposed development of class E9(g)(i) (formerly B1(a)) office/commercial building and Class E(g)(ii) (formerly B1 (b)) Research and Development Units, plus associated car parking**
- 13.7 **23/03612/F** - Straw Barn, College Farm, Main Street, Wendlebury - **Variation of Condition 2 of 20/02859/F - to change the roof pitch from 12 to 15 degrees** – **NO OBJECTION**

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

- The Rural Service – Circulated each week
- TPO – Orchard Hse Trees
- Flood Risk Management funding
- Ian Corkin update – Circulated 19/04/24
- Community First Newsletter – Circulated 19/4/24

Date of next meeting – Thursday 25th July 2024 at 7.00 pm - Wendlebury Village Hall

The meeting closed at 8.55pm

Signed Dated