

**MINUTES OF CHESTERTON PARISH COUNCIL**  
**MEETING NO. 2019/10**  
**Held in the Community Centre on Tuesday, 4<sup>th</sup> February 2020**

Present: Philip Clarke (PJC), Chair Tony Thompson (TT)  
 Ian Corkin (IC), District/County Cllr Mike White (FO)  
 Jenny Hodges (JH) Hugh Williams (HW)  
 Chris Muddiman (CM) Jackie Williams (JW), Clerk/RFO  
 Fiona Rowe (FR), Vice Chair

Public Attendance: 8

Item No.	Item	Action
1.	<p><b>To Receive Apologies for Absence:</b>            It was resolved to accept apologies from Andrew Thomas due to work pressures.</p> <p>At this point, the Committee sadly resolved to accept the resignation of Cllr Hugh Williams, due to pressure of work, effective end March '20. As a time and cost saving exercise, the benefit was recognised of accepting any further imminent resignations prior to the March '20 meeting.</p>	
2.	<p><b>To Approve and Sign the Minutes of Meeting 2019/09, held on 7<sup>th</sup> January 2020 (Chair)</b>            Resolution was passed to unanimously approve and adopt the minutes as a true and accurate record of the meeting.</p>	
3.	<p><b>To Record Members' Declarations of Interest regarding Agenda Items (Chair)</b>            None.</p>	
7.45pm	<p><b>At this point the Chair opened up the meeting to questions from the public.</b>  <u>Neighbourhood Watch Scheme</u> – the Committee learned that the scheme had folded. An information article would appear in the March ABC magazine and on the PC website. Street posters still be available from Cllr Tony Thompson.</p> <p><u>Tubbs Lane (The Lane)</u> The need for direct access from the village (arising from the 2012 residential poll) was explained, in conjunction with the officially recognised inadequacies of all other existing access points within the village. Recent historical events were summarised by the Chair, indicating that the parish council were in the process of negotiating via solicitors regarding full compliance with the landowner's conditions for potential future access for pedestrians/pushchair/wheelchair users. It was confirmed that PC spending had been capped at £500 (2 hours of solicitors' fees), as further expenditure was felt to be inappropriate. Funding to be a matter for discussion between any future parties involved if and when a future need was proven. However, no costs for necessary future repair works would fall to the landowner. It was clarified that</p>	JW/TT

	<p>Chesterton Parish Council would not be able to fund such work on its small village precept. Final agreement details to be published via the ABC magazine and PC Minutes.</p> <p>As an aside, it was confirmed that sadly the parish council have no jurisdiction over inconsiderate and potentially dangerous parking within the village, which remains a police matter.</p> <p>As there were no further questions it was resolved to move the meeting forward and several members of the public left at 8.10pm.</p>	
4.	<p><b>To Receive the County and District Councillor's Report (IC) – Chair</b></p> <p>Cllr Corkin reported on the following:-</p> <ol style="list-style-type: none"> <li>1. Middleton Stoney roadworks end date of 10<sup>th</sup> February 2020. Extra traffic queues through Chesterton noted by County traffic planners.</li> <li>2. Cherwell and Oxfordshire budgets are in process of final ratification, including a CDC expenditure on the Burnehyll Woodland of £230K in total (£80K in '20/21, £95K in '21/22 and £55K in '22/23. Commercial partners also being sought for various funding.</li> <li>3. The Hale + Green Lane/Akeman St - 60mph to 40mph agreed. Investigation into various 20mph zones ongoing. It was resolved to make one final collective traffic regulation order due to prohibitive individual TRO cost of £2-3K to the PC.</li> <li>4. Improvements to A41 cycling requirements being investigated. Cycle path provision planned from Wendlebury Rd into Chesterton.</li> <li>5. Public Health England advice re Coronavirus, to take sensible precautions. JW confirmed PHE advice on village noticeboards and PC website and in ABC magazine.</li> </ol>	<p>Highways Committee</p> <p>JW</p>
10.4	<p><b>Taylor Wimpey Meeting 31.01.20 – Audley Gardens/Allotment Footpath (PJC/FR) (discussed whilst Cllr Corkin present)</b></p> <p>A recount was heard re progress made at a meeting with Andrew Lehmann, Technical Director of Taylor Wimpey. PJC to request a breakdown from OCC of £31,500 expenditure on The Ginell. Andrew Lehmann organising costing estimate by contractors and will contact OCC Highways. (Cllr Corkin left the meeting at this point).</p>	PJC
5.	<p><b>To Report on Progress Since the Last Council Meeting 7<sup>th</sup> January 2020 (PJC/JW)</b></p> <ol style="list-style-type: none"> <li>5.1 VE75 Day Response Update: it was sadly resolved that a free family fun day for the village would not take place due to lack of resident support.</li> <li>5.2 Good Neighbourhood Scheme – presenting at Annual Parish Meeting 21/4/20. Details passed on to Evergreens for future presentation.</li> </ol>	
6.	<p><b>To Receive a Report from the Highways Committee (PJC/FR)</b></p> <p>Future roadworks summary to appear in March ABC and individually in future relevant ABC editions. Red Cow potholes repaired once again.</p>	JW

7.	<b>To Receive a Report from the Allotment Committee (CM)</b> 7.1 Plot numbering and covering to be completed by end Feb. 7.2 New “Dogs on Lead” sign installed by gate from Audley Gardens. 7.3 Email to be sent out re necessary tenancy amendments. 7.4 Hedging now planted along Audley Gardens boundary. 7.5 CM still to pursue:- a) resident re suggestion. b) plot holder re permission to plant trees as per tenancy agreement. c) water pipe damage during strimming incident to be paid with next tenancy payment d) contact allotment holder re making fence safe <u>now very urgent</u> . e) poultry count / DEFRA visit ongoing. 7.7 Water meter reading to be taken regularly at beginning of each month. 7.8 FR to supply AT with 3 quotes for new allotment main gate ref funding. 7.9 JW to purchase waterproof casing for defib sign on allotments.	FR/JH HW JW  CM CM  CM/JH CM CM FR FR/JH JW
8.	<b>To Receive a Report from the Community Committee (FR)</b> 8.1 Report received on Community First Meeting, 23.01.20, at Kirtlington Village. (Agenda Item 11 refers). It was resolved to investigate possible future climate change measures to be taken by village/PC.  It was resolved to address a joint emergency plan with Wendlebury Parish Council, for which an SSE application for grant funding will be made.	ALL  PJC/FR/JW
9.	<b>To Receive a Report from the Pavilion &amp; Playing Fields Committee (FR/HW)</b> Nothing to report since last meeting. Joint agreement to be signed at next meeting due March 2020.	FR
10.	<b>To Receive a Report from the Planning Committee (PJC/JH/JW)</b> 10. 1 Great Wolf Lodge Application 19/02550/F: Objection letter exercise ongoing 900+ letters on portal. Momentum still crucial. Official objection response and executive summary to be sent to 30+ Parish Council Chairs for further objections and to <u>all</u> CDC councillors for information. New flyer in progress. USA Directors also addressed. Golf England involved in objection. Letter of support received from Victoria Prentis. 10.2 Tubbs Lane Public Right of Way Update: (refer to earlier public session). Draft agreement forwarded to PC solicitors for approval prior to forwarding to landowner’s solicitors. DMMO Training/Update (PJC) TT confirmed no progress made to date on DMMO, but his name was down for training. 10.3 Bicester Gateway Mtg (Richard Cutler) 27.01.0 (PJC/FR) Phase 1a) Hotel opening in July. Phase 1b) Co-Working/Living Plans very recently submitted. Display materials requested for villagers’ viewing. 10.4 Covered earlier in minutes. 10.5 Charles Bushe Letter 23.01.20 Ref BSA Application 19/00934/F (PJC). Discussion ensued. It was resolved that PJC to respond.	PJC/JW/FR  JW TT  PJC

11.	<p><b>To Receive a Report on Community First Meeting on 23.01.20 at Kirtlington VH (PJC/FR)</b></p> <p>This item was covered earlier in Minute 8.</p>	
12.	<p><b>To Discuss Consultation Request from Christian Mauz (Communities) re A41 Oxford Rd &amp; Wendlebury Rd (Chesterton to Bicester) Proposed 40mph Speed Limit, Toucan Crossing &amp; Bus Stop Clearway. Response Required 21.02.20 (PJC)</b></p> <p>Discussion ensued. It was resolved the clerk should respond indicating PC's agreement with 40mph speed limit but question the location of the Toucan Crossing (additional set of traffic lights).</p>	JW
13.	<p><b>To Receive the Monthly Finance Officer's Report and Approve Expenditure/ Payments/Income (MW)</b></p> <p>PJC issued official guidance to councillors on Section 137 spending powers. Currently £1,960 pa of the village precept is allocated to cutting and maintain the churchyard grass. This was resolved by the full committee to be adequate expenditure on the church. PJC to communicate this via AT to the parochial council.</p> <p>13.1 To Receive the Finance Officer's Monthly Report for January 2020 (MW) Following discussion it was unanimously resolved to accept both the monthly report and the revised 2020-21 Budget. Motion proposed by JH, seconded by TT.</p> <p>13.2 To review and minute acceptance of Internal Audit documents: Statement of Internal Control y/e 31/3/20, Risk Assessment 2019/20 + Internal Audit Review Checklist 2018/19 (JW). It was resolved to unanimously accept these three documents and correct. JW to therefore forward them to the Internal Auditor.</p> <p>13.3 It was resolved, with effect from the new financial year, to move wherever possible to internet banking and direct debit payments. Security measures will remain intact. The Financial Regulations and Internal Audit Checklist will reflect this process.</p> <p><u>Payments for Approval</u></p> <p>13.4 Jackie Williams Clerk's Salary £716.59 - approved</p> <p>13.5 Mike White, Finance Officer's Salary £154.75 - approved</p> <p>13.6 HMRC, Contributions £176.26 - approved</p> <p>13.7 OALC Audit Training Course FO + Clerk (RFO) £120.00 - approved</p> <p>13.8 OALC Internal Audit Training Course Clerk (RFO) £60.00 - approved</p> <p>13.9 OALC Charitable Trusts Training Course (F Rowe) £108.00 - approved</p> <p>13.10 Waterman Graphics Ltd – Allotment 'Dogs on Lead' Sign £50.40 – appr.</p> <p>13.11 ICO GDPR Annual Registration £40.00 - approved</p> <p>13.12 Castle Water – Allotment Water Bill £2.30 - approved</p> <p>13.13 Community First Oxfordshire Annual Membership £55.00 - approved</p> <p>13.14 SLCC Webinar Training Course £36.00 - approved</p> <p>13.15 Jackie Williams, Clerk's Expenses: Ink, stationery, sundries £75.42 – appr.</p>	<p>PJC/AT</p> <p>MW</p> <p>JW</p> <p>MW</p>

	<p>13.16 OALC Councillors Refresher Training FR, JH, TT, CM £432.00 - approved</p> <p><u>Great Wolf Account</u></p> <p>13.17 Paul Basham Associates (Transport Consultancy) £1,350.00 - approved</p> <p>13.18 Paul Basham Associates (Transport Consultancy) £450.00 - approved</p> <p><u>Payments Made:</u></p> <p>13.19 Green Scythe Ltd – November Grass Cutting - £592.20 (2111)</p> <p>13.20 OALC – 1 x clerk Website Accessibility training course - £60.00 (2112)</p> <p>13.21 Jenny Hodges – Cllr Travel Expenses - £17.10 (2113)</p> <p>13.22 Philip Clarke – Cllr Expenses (Mtg refreshments + Ink) - £74.44 (2114)</p> <p>13.23 Clerk’s Salary - £852.59 (2115)</p> <p>13.24 Finance Officer’s Salary - £154.55 (2116)</p> <p>13.25 HMRC Contributions - £240.46 (2117)</p> <p>13.26 M White – FO’s Expenses (stationery) - £45.15 (2118)</p> <p>13.27 Friends of Burnehyll Woodland (transfer gifted funds) - £6,298.00 (2119)</p> <p>13.28 Jackie Williams – Expenses (tree lights, stationery, stamps) £65.03 (2120)</p> <p>13.29 Monthly DDR Payment to 02, Clerk’s Mobile Phone £16.80</p> <p><u>Great Wolf Account</u></p> <p>13.30 Jackie Williams – Expenses (paper, ink etc) £37.80 (068)</p> <p><u>Receipts:</u></p> <p>None</p>	
14.	<p><u>Planning (PJC)</u></p> <p><u>New Applications:</u></p> <p>14.1 <b>19/02941/F</b> Huish House, Home Farm /Close, Chesterton – change of use from agricultural to Residential. <b>(Objection)</b></p> <p>14.2 <b>19/02958/F</b> Bicester Gateway – Foul Water Tank + Pumping Station Compound – Holiday Inn Express Hotel <b>(no objections)</b></p> <p>14.3 <b>19/02953/ADV</b> Bicester Gateway - Various illuminated + non-illuminated signage – Holiday Inn Express Hotel <b>(no objections)</b></p> <p><u>Decisions Pending:</u></p> <p>14.4 <b>19/02550/F</b> Great Lakes UK Ltd (Great Wolf Resorts) – Redevelopment of part of golf course to provide new leisure resort, waterpark, entertainment centre, hotel, conferencing facilities, restaurants + parking. <b>Objection.</b></p> <p>14.5 <b>19/01740/HYBRID</b> – Catalyst Bicester/Albion – Adj to Promised Land Farm, Wendlebury Rd - 23,400 Sq m Wetland, health &amp; racquets club, tennis courts, pools, spa etc. <b>No objections but major traffic concerns.</b></p> <p>14.6 <b>19/01746/OUT</b> – Catalyst Bicester/Albion – Land adj to Promised Land Farm, Wendlebury Rd, 10,200sq m B1 Devpt, access + landscaping . <b>No objections but traffic concerns.</b></p> <p>14.7 <b>19/00934/F</b> - Bicester Sports Association– Change of use – agricultural land + Extension of sports facilities + Re-Consultation – <b>Objs + Concerns.</b></p>	

	<p>14.8 <b>18/00042/REFAPP</b> - Smith &amp; Butcher Gypsy Site – Appeal (29/01) against Refusal – Objection (Appeal Inquiry Date 15.10.19 – 3 days) <b>Attended + Objected</b></p> <p><u>Decisions Made:</u></p> <p>14.9 <b>19/02469/F</b> Bruern Abbey School – conversion of garage to create two classrooms and store (Listed Building). <b>No Objections. Granted + Conds</b></p>	
15.	<p><b>To Receive a Report on New Residents (JH)</b></p> <p>None to report.</p>	
16.	<p><b>To Review Correspondence Received Since Last Meeting (PJC/JW)</b></p> <p>16.1 3 x TTRO's: T7438, T7321, T7410 – will appear in ABC.</p> <p>16.2 SLCC Climate Change Training Webinar Info for Councillors/Clerks. JW to arrange training as requested.</p>	<p>JW</p> <p>JW</p>
	<p>The meeting closed at 9.15pm</p> <p><b>Date of Next Meeting:</b> Tuesday, 3<sup>rd</sup> March 2020, 7.30pm</p> <p><u>Future Meeting Dates:</u></p> <p>Tuesday, 3<sup>rd</sup> March 2020</p> <p>Tuesday 7<sup>th</sup> April 2020</p> <p>Tuesday, 21<sup>st</sup> April 2020 – Annual Parish Meeting</p>	