

WESTON ON THE GREEN PARISH COUNCIL

MINUTES

For the meeting of Parish Council, held in Village Hall on Wednesday 3rd July 2024

Meeting Number 24.411

Note for information: Cherwell District Council – CDC, Oxfordshire County Council - OCC

Public Participation

The residents from North View, North Lane provided the Councillors with an overview letter discussing a planning issue regarding the use of the verge to the front of their property for car parking as detailed in planning application 24/01102/F.

There has been a difference of opinion between the residents and Parish Council over the type of surface used to finish the verge so it is suitable for car parking. The residents are supportive of wanting to provide car parking on the verge as other houses have utilised and keeping the front of their property tidy and are enquiring if there is a compromise to solve the issue.

The Parish Council are guided by the 2021 made Neighbourhood Plan which highlights preserving verges as a key objective, formalised under policy E5, and holds the same legal process as the Cherwell Local Plan. The Parish Council works hard to uphold the Neighbourhood Plan as it was voted for by the parish at referendum. The Council are willing to discuss ways forward and the matter will be discussed further out of the meeting time.

The Parish Council welcome and listen to concerns provided and will take these comments on board for consideration at the time of the Neighbourhood Plan review.

24.411.1 To Receive: Apologies for non-attendance

Councillors Bohm (DB), Lanham (BL), Davis (SD), Miller (JM) and Rowan (TR) were all present.

Councillor Coton (Cherwell District Council) attended the meeting. Councillor Nigel Simpson (Oxfordshire County Council) sent his apologies.

4 members of the public were in attendance.

24.411.2 To Receive: Declarations of Interest

JM declared an interest in relation to planning application 24/01572/AGN – OS Parcel 4658 North of Shell Filling Station and SW of the Chequers.

24.411.3 For Information: Oxfordshire County & Cherwell District Councillor updates (OCC/CDC Councillors)

Councillor Coton (CDC) provided the following update:

The new CDC Executive has been voted in – a Green/Liberal Democrat alliance. The Vice Chair is from Kidlington so good to have a local interest, and they are interested in visiting Parish Council's.

Gordon Stewart, CDC Chief Executive is undertaking a walkaround in Weston on the Green on 11th July 2024 with district councillors and the oak tree footpath and Southfield issues will be discussed with the aim of progressing these matters to a conclusion.

Parish Council Meeting Minutes: 3rd July 2024

Minutes Approved: Dated.....

With regards to the oak tree footpath there has been no further update from Iain Osenton (CDC Arborist) as he is still waiting for the updated method statement from Milestone. The Council thanked Councillor Coton for her support on this issue.

DB asked if Councillor Coton could enquire over the outstanding issues at Southfield, the resurfacing has been done but the field opposite with the compound has not been cleared as yet. DB also enquired when the development gets signed off will the parish receive the S106 money and Councillor Coton agreed to follow this up.

24.411.4 To Receive & Approve: Minutes of the Parish Council meeting held on 5th June 2024 (DB)

The minutes of the Parish Council meeting held on 5th June 2024 were discussed with no changes required.

The resolution to approve the minutes for the Parish Council meeting held on 5th June 2024 was then proposed by DB and seconded by BL. The motion was supported unanimously by the Council.

Action: Clerk to present minutes to Chair to sign, then file and upload to the web.

24.411.5 For Information: Chairs Comment (DB)

DB discussed the following items:

1.CDC Parish Liaison Meeting - Three councillors attended the Parish Liaison Meeting on 12th June 2024. SD, TR and DB split up during the first session of ‘surgeries’ with officers of both CDC and OCC focussing on Planning & Planning Policy and OCC Highways. Responses help councillors discuss our specific concerns whilst learning more about regulations.

The second session of the event included a welcome and look forward from the new Chairman of CDC, Cllr Dr. Chukwudi Okeke, the newly elected Leader of CDC Cllr David Hingley and the fairly recently hired Chief Executive Gordon Stewart. The councillors had to work hard to get answers to: what is the five-year housing supply? When will the Local Plan be back in public view? How can the poor communication between communities and the district be improved? Why do planning applications take so long to be processed? Who is in control of S106 money and how can communities get hold of it?

The current thinking for the Cherwell Local Plan is that the next consultation will commence in January 2025. It is considered that the new government is unlikely to implement any change in planning for at least two years after coming to power and therefore the existing Local Plan to 2031 will stay in place. Weston on the Green’s Neighbourhood Plan whilst due for revision, has to align to the new Local Plan so this will be difficult to revise.

2. The Oxfordshire Councils Charter: this has been moved to a future agenda.

3. Planters: there has been an excellent response to help with the planters with seven volunteers coming forward.

4. Churchyard: DB highlighted that there will be a works day to help clear the Churchyard on 20th July 2024 and all volunteers are welcome.

24.411.6 For Information: Clerk report (Clerk)

The clerks report to the Council was noted which confirmed payments from the Parish Council bank account comprising the usual monthly clerk salary payment. The Council received payment from Barclays Bank for interest (£148.39) on 3rd June 2024 and the VAT claim from HMRC (£1,256.52) on 6th June 2024.

The clerk confirmed that the AGAR Form 3 and additional required documentation had been submitted to the External Auditors (Moore UK) within the required timeframe and the appropriate documentation had been placed on the Parish Council website. The Notice of Public Rights to allow anyone to inspect the accounts was placed on the noticeboard on 7th June 2024.

<p><i>Parish Council Meeting Minutes: 3rd July 2024</i></p> <p>Minutes Approved: Dated.....</p>
--

DB has put out a village request for people to help look after the planters with planting, pruning and watering (receipts can be submitted to the clerk for repayment), six volunteers have currently come forward. Should you wish to help out please contact either DB or the clerk.

The Parish Council has contacted Bicester Hotel, Golf & Spa to request that the vegetation overhanging from the Ben Jonson onto Westlands Avenue be cut back. The manager has confirmed that the works will be undertaken by themselves as there is currently no tenant.

The clerk has also requested the estate agent/fair advertising sign board be removed from the green to the front of the Ben Jonson Inn. IMS Property Group has confirmed they will remove it.

Cherwell District Council has undertaken the annual street cleaning in the village.

SD confirmed that the clerk's staff review had been undertaken with SD.

24.411.7 For Discussion: Discuss recommendations from the Planning Group on planning applications and update on planning consultant regarding Stoneyfield drainage (SD/DB)

Key planning applications on the planning report were discussed by the Council.

Building Applications

Decisions Received – Permitted:

24/00935/CLUE– **Summer Court** – Certificate of Lawfulness – excavated hard standing for parking on the grass verge.

24/00804/OUT – **Reynards Lodge, North Lane** - Outline Planning Approval for the demolition of workshops, stables and tennis court and erection of three dwellings and conversion of existing building to form a dwelling (renewal of 21/02146/OUT).

Decisions Received – Refused:

None

Withdrawn:

24/01137/LB - **The Old Vicarage Mill Lane** - Renovation of existing detached garage to incorporate first floor home office space.

Awaiting Decision:

23/03383/F – **2 Church Close**

Two storey side and rear extensions (re-submission of 23/01872/F).

Commented

24/00893/F – **Kelberg, Northampton Road** - Proposed erection of 8-bay workshop and associated works.

Commented

24/01102/F – **North View, North Lane** – RETROSPECTIVE – Upgrade of existing verge hardstanding

Commented

24/01136/F - **The Old Vicarage, Mill Lane** - Renovation of existing detached garage to incorporate first floor home office space.

Comments to be submitted regarding concerns over height addition >2m, screening covered by trees currently but concerns if removed in the future.

Parish Council Meeting Minutes: 3rd July 2024

Minutes Approved: Dated.....

New Applications:

24/01572/AGN – OS Parcel 4658 North Of Shell Filling Station And SW Of The Chequers Part Of A34 by Weston on the Green - Erection of a General Purpose Agricultural Storage Building (non-livestock) for kit, grass, hay.

Tree Applications:

24/00722/TCA – Manor Hotel - T1 x Multi stem Sycamore - (BLUE) overhanging power station/room, to fell; T2 x Poplar - (PINK) damaging wall of moat, to fell. **Commented**

24/01363/TCA - resubmitted as 24/01522/TCA – Land at Ben Jonson – 2 x sycamore (by the stocks). Remove low branches to allow lawn mowing. **Permitted**

Action: SD/Clerk to send appropriate planning replies to Cherwell District Council.

Saint Hill Copse: OCC/Environment Agency enforcement officers have visited the site two times and are reportedly happy with how the tenant is tidying the site up. There is a big mound of spoil which the tenant wants to get rid of but is not allowed until he has obtained a licence to screen it. The officers return every three months to inspect the site.

Schoolfield: A new auction date for the parcels of land has been set for 11th July 2024. Prices have been reduced slightly since the initial lots were advertised.

Members of the community have been talking collectively about purchasing the Schoolfield plots which come up for auction in order to protect ownership of the field. A letter was sent to the village asking if anyone would be interested in donating to purchase the Schoolfield collectively. The letter was prepared by James Painters of Shepherd’s Close and consent was given by Councillors for it to be shared with the village.

Stoneyfield update: DB has been in contact with a planning consultant regarding drainage at the Stoneyfield site off North Lane. It was commented that ideally if spending money one should wait until an application has been submitted, on this occasion a junior employee did a basic search and DB is waiting for a report.

24.411.8 For Information: Playing field & playground update (BL)

BL noted that the playground equipment is looking fine, the RoSPA inspection is booked for July. There has been some damage to the planter box which will therefore be removed.

BL has met the Ardley FC youth development manager who was very positive and engaged. He highlighted there had been a few issues around parking and some boundaries were set - a map is to be sent to the teams carers and a parking warden to be installed.

BL gave consent to Ardley FC to undertake an FA pitch review, they will provide a report with advice on how to maintain the pitch and possible grants to help. Ardley mentioned they are currently short of grounds so potentially they may wish to request an increased use of the field. BL requested an increase in the annual fee, Ardley FC will discuss this and send across a proposal on what they are able to pay.

24.411.9 For Information: Update on village works (JM)

JM confirmed that the children’s garden area on the playing field has been cleared and rotavated ready for planting. An invoice for hedge cutting in the village is to be expected from Stephen Grey.

Parish Council Meeting Minutes: 3rd July 2024

Minutes Approved: Dated.....

24.411.10 For Information: Update on Gigaclear (DB)

DB has highlighted previously the ongoing issues with the installation of full fibre broadband to the village by Gigaclear. The Parish Council’s role is to make sure it is accessible to people in the village and was concerned enough to survey all villagers to establish the full range of concerns and successes. James Henderson (Technology Advisor) and DB took these concerns to an Operations Director for Gigaclear who responded by walking the village on 12th July 2024 speaking to those who had issues covering installation, service and signal issues. The lead of the team asked for two weeks to resolve issues.

Key issues being investigated as a result of the walk:

1. Request for the Community Hub to be at the church (previously agreed to nominate the Church as Openreach already serve the Village Hall). Gigaclear agreed this and will lay the cable. The Church needs to apply for consent from the Church of England.
2. Availability of service on Mill Lane
3. State of pavements and some signal issue on Westlands Avenue
4. Specific issues on North Lane plus discussion re: verges
5. Specific issues on Northampton Road
6. Concerns re: road crossing at Knowle Lane.

A village meeting is planned to be held on 23rd July 2024, 7pm in the Village Hall as the Gigaclear operations team want to discuss concerns face to face with villagers.

Action: DB/clerk to advertise Gigaclear meeting on 23 July 2024.

24.411.11 For Information: Update on commercial use of Weston on the Green airfield (DB)

DB outlined the issue regarding the use of the Weston on the Green airfield by a commercial venture for parachuting that will occur at weekends. Basic concern for the villages of Weston on the Green, Chesterton, Middleton Stoney, Wendlebury, Kirtlington, Bletchingdon and Chesterton is that of noise and increased traffic.

DB and resident Jon Kirk (who is with the RAF) met with Squadron Leader Liam Power on 10th June 2024 to discuss the issue:

- OC RAF WOTG (Squadron Leader Liam Power) very keen to engage with local Parish Councils.
- Proposed Operation:
 - Skydive Centre (not for profit organisation) keen to complete charity tandem skydives at RAF WOTG.
 - Trial period July-September 2024 with local Parish Council’s fully engaged throughout.
 - From then, the intention is that civilian parachuting will be completed at weekends March-October.
 - Aircraft used will be Cessna 208B caravan (88dB at 1m on full power).
 - 20-30 tandem jumps per day, assuming 8 sorties per day.
 - Plan is to complete 2 sorties (drops) of 20 mins duration then fly away for refuel and return 40 minutes later.
- RAF WOTG in discussion with the Gliding Club as deconfliction is going to be an issue.
- Licensing: RAF WOTG has a licence for Civil parachuting.
- Noise:
 - RAF WOTG have completed a basic Noise Assessment which shows very low noise levels at the villages but doesn’t take into account the constant noise of aircraft climbing in the same location versus transiting aircraft noise.
 - Aim is to climb outside of the 2 NM Drop Zone around the airfield and move climbing areas around the village areas but this clearly depends on wind direction.
- Proposed Way Ahead:
 - Further meeting with 6 Parish Council leaders, RAF WOTG and Skydive Centre on 11th July 2024.
 - Thorough engagement through trial period including noise assessment completed in villages by Parish Councils (RAF to provide calibrated meters).
 - To consider how we can manage any potential for growth.

<i>Parish Council Meeting Minutes: 3rd July 2024</i>	
Minutes Approved:	Dated.....

24.411.12 For Information: Update on community van usage and costs (TR)

TR provided an overview of the usage and costs for the community van since its inception. There have been c100 trips already undertaken in the van by around 20 different users covering c2,000 miles. Some of the van costs have been offset by a £500 grant from the OCC Councillor Priority Fund and £700 from an OCC transport grant. The van has cost the Parish Council around £2,000 since the service commenced in 2023 (c£1/mile). The service is an asset to the community and the Parish Council has allocated budget for the running costs of the van in FY 2024-25.

The invoices for the vans recent MOT will be added to the costs total when received.

A community transport grant application is to be submitted to OCC by 12th July 2024.

Action: Clerk to submit the community transport grant application to OCC by 12th July 2024.

24.411.13 Resolution: To Approve the following invoices for payment (BL)

BL requested approval of the following invoices detailed in the table below.

PC Ref	Payee	Purpose	Total (incl VAT)	Budget Line	Amount Remaining in 2024-25 Budget
426	Clerk (J Mullane)	Postage stamps	£24.40	Sundries/Administration & printing costs	£300.00
427*	Oxford Edens	Grass cutting 08/06/24 (Church Close/Church Lane)	£54.00	Village Works/Village Contractor Grass Cutting	£2,484.43
428	Clerk (J Mullane)	Microsoft 365 renewal	£59.99	IT/Email server & 365 subscription	£230.00
429	Clerk (J Mullane)	Plants and soil for village planters (Homebase)	£52.00	Village Works/General Village Maintenance	£860.40
430*	Oxford Edens	Grass cutting 18/06/24 (playground, stocks/Ben Jonson)	£286.65	Village Works/Village Contractor Grass Cutting	£2,430.43
431*	Oxford Edens	Grass cutting 20/06/24 (Church Close/Church Lane)	£54.00	Village Works/Village Contractor Grass Cutting	£2,143.78
432	OALC	Clerk training - contractor management	£18.00	Staff Costs/Clerk & Councillors Training	£252.00
433	OALC	Clerk training - cyber security	£30.00	Staff Costs/Clerk & Councillors Training	£234.00
434	Clerk (J Mullane)	RAC annual breakdown cover for community van	£41.99	Village Works/Community Bus Scheme	1838.79
435	WotG Memorial Village Hall	Village Hall hire for Gigaclear village meeting (23 July 2024)	£15.00	Meeting Costs/Hire of Village Hall	£210.00

**invoices already paid*

It was noted that invoices PC Ref 427, 430 and 431 have already been paid. The resolution to approve the invoices detailed in the table was proposed by BL and seconded by TR. The motion was supported unanimously by the Council.

Action: Clerk to update invoice log with approvals.

Action: Clerk to initiative request for payments from Councillors and ensure payments authorised.

24.411.14 For Information: Update on oak tree footpath (OCC/CDC Councillors)

This item had been covered previously in the meeting.

Parish Council Meeting Minutes: 3rd July 2024

Minutes Approved: Dated.....

24.411.15 Resolution: To Approve Dignity at Work Policy (DB)

The resolution to approve the Dignity at Work Policy was proposed by DB and seconded by BL. The motion was supported unanimously by the Council.

Action: Clerk to add the Dignity at Work Policy to the PC website.

24.411.16 Resolution: To Approve Grievance Policy (DB)

The resolution to approve the Grievance Policy was proposed by JM and seconded by TR. The motion was supported unanimously by the Council.

Action: Clerk to add the Grievance Policy to the PC website.

24.411.17 Resolution: To Approve Disciplinary Policy (DB)

The resolution to approve the Disciplinary Policy was proposed by SD and seconded by TR. The motion was supported unanimously by the Council.

Action: Clerk to add the Disciplinary Policy to the PC website.

24.411.18 Resolution: To Approve Social Media & Communications Policy (DB)

The resolution to approve the Social Media & Communications Policy was proposed by DB and seconded by BL. The motion was supported unanimously by the Council.

Action: Clerk to add the Social Media & Communications Policy to the PC website.

24.411.19 Next Parish Council Meeting Date: Wednesday 7th August 2024, 7.30pm (DB)

Meeting Closed: 21.28

Parish Council Meeting Minutes: 3rd July 2024
Minutes Approved: Dated.....