

WESTON ON THE GREEN PARISH COUNCIL

MINUTES

For the meeting of Parish Council, held in Village Hall on Wednesday 6th November 2024

Meeting Number 24.415

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

Public Participation

There was no public in attendance.

24.415.1 To Receive: Apologies for non-attendance

Councillors Bohm (DB), Lanham (BL), Rowan (TR), Miller (JM) and Aldridge (MA) were in attendance. Councillor Davis (SD) sent her apologies, which were accepted, and the clerk was unable to attend due to illness.

Councillor Coton (Cherwell District Council) sent her apologies and Councillor Nigel Simpson (Oxfordshire County Council) was due to join the meeting later but was delayed by a previous meeting.

No members of the public were in attendance.

24.415.2 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.

24.415.3 To Receive & Approve: Minutes of the Parish Council meeting held on 2nd October 2024 (DB)

The minutes of the Parish Council meeting held on 2nd October 2024 were discussed with no changes required.

The resolution to approve the minutes for the Parish Council meeting held on 2nd October 2024 was 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.

24.415.4 For Information: Chairs Comment (DB)

DB reported that this is an important period with the Neighbourhood Plan update and changing wider economic climate within the community. DB highlighted the draft Local Plan had been made public and discussed implications for housing infrastructure. It was noted that Weston on the Green retains its "rural village" status without imminent new building pressures, although there were recommendations on keeping up with modern times. Considerable proposed development was identified in Banbury, Bicester and Kidlington.

All councillors were encouraged to review training materials, grant funding opportunities, and policies on sexual harassment provided by the Oxfordshire Association of Local Councils (OALC).

MA has been appointed chair of the traffic calming team, DB thanked GB for his contribution on the many projects he undertakes in the village.

The next meeting will begin earlier at 7pm to accommodate a presentation by the Puy Du Fou group.

Parish Council Meeting Minutes: 6th November 2024

Minutes Approved: Dated.....

24.415.5 For Information: Clerk report

The clerks report to the Council was provided by BL who confirmed payments from the Parish Council bank account including the usual monthly clerk salary payment and payments received including the rent for the use of the playing field by Ardley United FC (£300.00) on 03/10/24.

The report confirmed that a VAT 126 claim form for a total of £3,172.11 had been sent to HMRC to reclaim the VAT paid on goods purchased in Q1 and Q2 FY 2024-25.

Several infrastructure issues have been reported to OCC and Thames Water, including sinkholes, signage and road drainage problems.

Key dates were provided for the approval of the 2025-26 parish council budget and precept request. A draft budget will be submitted to the 4th December 2024 parish council meeting. TR highlighted that she will meet with the clerk to review the budget following tonight’s discussion.

24.415.6 For Discussion: Parish Council development plan and associated budget planning 2025-26 (DB/All)

The Council discussed the Parish Council development plan extensively. Progress made in various projects was discussed and with future projects outlined.

DB will update the action plan to identify key projects during 2025-28.

Action: DB to update and provide a revised draft of the Parish Council Development Plan.

24.415.7 For Discussion: Discuss recommendations from the Planning Group on planning applications

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

Building Applications

Decisions Received - Permitted

23/03383/F – 2 Church Close

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

24/02337/NMA - Erlinstoun, Shepherds Close

Replacement of front porch with oak frame open porch (retrospective - already completed).

24/02413/F - Home Farm, Church Lane

Replacement of existing timber garage with triple stone garage.

Decisions Received – Refused

None

Withdrawn

None

Awaiting Decision

24/01136/F - The Old Vicarage, Mill Lane

Renovation of existing detached garage to incorporate first floor home office space.

Commented

Parish Council Meeting Minutes: 6th November 2024
Minutes Approved: Dated.....

24/01572/AGN - OS Parcel 4658 North Of Shell Filling Station And SW Of The Chequers

Erection of a General Purpose Agricultural Storage Building (non-livestock) – Prior Approval Required.

New Applications**24/02685/F – Southview, Northampton Road**

Infill extension to existing bungalow and addition of first floor. Erection of garage and store with room in loft, including demolition of existing pole barn.

Tree Applications

24/01232/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.

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

24.415.8 For Information: Update on Schoolfield and Saint Hill Copse (DB)

DB provided an update on the items:

Schoolfield: James Painter and other residents purchased a section of the Schoolfield to prevent unwanted development. A village statement will be issued to explain the preservation efforts and outline plans to potentially secure the remaining land to protect its communal value. The field, featuring ridge and furrow terrain, holds historical value, and CDC has resisted development proposals due to its environmental importance.

A joint management committee of villagers invested in the field's preservation is recommended for ongoing maintenance.

The council considered designating the Schoolfield as a "net gain offset" area, enabling developers to offset environmental obligations through its conservation. This approach could provide revenue for the parish while preserving the land from development and maintaining it as a natural and historical asset. This item will be discussed further.

Saint Hill Copse: Environment Agency (EA) officers accompanied by an OCC officer conducted a site visit in late March following up the concerns arising from observations made by EA officers and the report from Weston on the Green Parish Council. Notice was served by the EA officers on the operator requiring removal of the waste on site. An update from the EA has been requested by OCC and a further joint visit will be conducted. Any future formal actions will be considered in the light of the above, and these will be communicated to the Council as appropriate.

24.415.9 For Information: Playing field and playground update (BL)

BL has inspected the playground and is not aware of any new issues with the equipment.

BL informed the council that repairs to the playground equipment by Playdale are scheduled for early December. The clerk's son has volunteered to help with surface repairs as part of a community service project.

The council noted that removing the basketball hoop remains in progress and will be completed alongside other playground updates.

Action: Council to inform village of playground repair works when date confirmed.

Parish Council Meeting Minutes: 6th November 2024

Minutes Approved: Dated.....

24.415.10 For Information: Update on village works (JM)

JM provided an update to the Council on various issues in the parish.

Weston Fen – JM requested that the Clerk write to Natural England to ask them to notify us of work in future and if they would assist in engaging with us regarding watercourse issues.

Action: Clerk to contact Natural England and request a meeting regarding watercourse issues.

Duck pond on North Lane – The council reviewed a report on the duck pond, which included maintenance recommendations and outlined works required. The council agreed to obtain quotes based on the report’s recommendations and will revisit the topic at a future meeting.

Action: JM to obtain quotes for required works at North Lane pond and report back to the Council.

24.415.11 Resolution: To Approve spend of up to £800.00 (excl VAT) for a contractor to undertake annual trim and tidy village hedging and entranceways (JM)

The resolution to approve spend of up to £800.00 (excl VAT) for a contractor to undertake an annual trim and to tidy community owned village hedging and entranceways was proposed by JM and seconded by DB. The motion was supported unanimously by the Council.

24.415.12 For Information: Update from Traffic Calming Action Group

Graham Barnett provided a report for the Council confirming that the group are still waiting for OCC to arrange a site visit for discussions regarding the B430 reduction in speed limit. MA will follow this up now as lead of the traffic group.

Speedwatch sessions are continuing as Islip are unable to do any at present, we do know that letters are going out as some residents have received them though there does appear to be a backlog.

James Henderson has now joined the community bus driver volunteers.

24.415.13 Resolution: To Approve Parish Council accounts for Q2 FY 2024-2025 (TR)

TR presented the Parish Council Q2 accounts for financial year 2024/25 following their approval by the finance advisory group. A summary of expenditure in Q2 vs budget, bank reconciliation and income details were provided.

The income for July - September 2024 was as anticipated (£13,624.45) and included payments for the CDC precept, donation for the community van and bank interest.

Budgeted expenditure this quarter stood at £6,471.32 (including VAT), slightly below budget mainly due to delays in invoicing for scheduled projects. TR highlighted the importance of fulfilling village improvement commitments within the current budget year, including tree maintenance, updated notice boards and playground safety.

It was noted that a VAT reclaim (£3,172.11) has been filed to HMRC covering Q1 and Q2 of this financial year.

The resolution to approve the Parish Council accounts for Q2 FY 2024-25 was proposed by TR and seconded by MA. The motion was supported unanimously by the Council.

Action: Clerk to upload the Parish Council Q2 accounts (FY 2024/25) to the Parish Council website.

Parish Council Meeting Minutes: 6th November 2024

Minutes Approved: Dated.....

24.415.14 Resolution: To Approve donation request of up to £90.00 to support running costs for the Neighbours Natter village group (TR)

The donation request of £90.00 to support running costs for the Neighbours Natter village group was discussed. The council noted the importance of supporting community engagement via key village groups.

The resolution to approve a donation request of up to £90.00 to support running costs for the Neighbours Natter village group was proposed by TR and seconded by DB. The motion was supported unanimously by the Council.

Action: Clerk to notify Patsy Parsons of the Councils decision on the Neighbours Natter donation.

Action: Clerk to request Village Hall to send invoice for hall hire for Neighbours Natter to the Parish Council in order to proceed with the donation (as assume no bank account).

24.415.15 Resolution: To Approve Adoption by the Parish Council of Oxfordshire Councils Charter (DB)

This item was deferred to a future meeting.

24.415.16 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
459*	Gray Contractors	Hedge & grass cutting to village entrances	£780.00	Village Works/General Village Maintenance	£808.40
460	Clerk (J Mullane)	Postage - transport grant acceptance contract	£2.10	Sundries/Administration & printing costs	£176.03
461*	Cherwell District Council	Dog litter bin emptying x5 (summer period)	£308.88	Village Works/Dog Litter Bin Emptying	£1,091.12
462*	Unitread Limited	Playing field mower tyres x4	£426.72	Village Works/Playing Field Mower Maintenance	£120.00
463*	Slade Estate Services Limited	Monthly maintenance of playing field – September	£334.28	Village Works/Playing Field Maintenance	£724.32
464	123 Con 24.415.16 nect Limited	Domain name 2 yr registration	£139.20	IT/Website, Domain Hosting, SSL Website Certificate	£147.44
465	24.415.16 Clerk (J Mullane)	Planter noticeboard posters A1 x6 Van & Foodbank (Instant Print)	£54.15	Sundries/Administration & printing costs	£173.93
466	Clerk (J Mullane)	Outdoor wood stain for benches (Amazon)	£19.32	Village Works/General Village Maintenance	£28.40
467	Sylva Consultancy	Oak Tree arboricultural works pre commencement meeting 10 May 2023	£390.00	Village Initiatives/Oak Tree Footpath	£5,000.00
468	Oxford Edens	Grass cutting 24/10/24 (playground, stocks & leaf clearance/Ben Jonson)	£370.65	Village Works/Village Contractor Grass Cutting	£466.21
469	Oxford Edens	Grass cutting 24/10/24 (Church Close/Church Lane)	£54.00	Village Works/Village Contractor Grass Cutting	£95.56
470	Playdale Playgrounds Ltd	Playground repairs - 50% deposit	£821.33	Contingency	£3,600.13

* invoices already been paid

It was noted that invoices 459, 461 - 463 had 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.

Parish Council Meeting Minutes: 6th November 2024

Minutes Approved: Dated.....

Action: Clerk to update invoice log with approvals.

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

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

DB provided an update in the absence of Councillors Simpson and Coton. The oak tree footpath project is progressing, with the council’s consultant and the CDC arborist coordinating with OCC to approve the method statement. We are still waiting for a date for works to commence, experts will be present on-site to monitor the work and ensure adherence to standards agreed by CDC, OCC and the Parish Council. A satisfactory end to this project has gone on far too long.

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

In the absence of CDC Councillor Coton, DB provided an update on timings for the Cherwell draft Local Plan. The draft local plan will proceed through CDC’s scrutiny and executive committees, followed by a public consultation period spanning the Christmas season and an additional two weeks. Finalisation of the draft is prioritised to align with regional timelines.

24.415.19 Next Parish Council Meeting Date: Wednesday 4th December 2024, 7.00pm (DB)

It was noted that the next Parish Council meeting will start at 7pm due to the attendance of the Puy du Fou team who are coming to discuss their historical theme park proposal for Cherwell.

Action: Clerk to note change of time to 7pm for December PC meeting.

Meeting Closed: 21.36

Parish Council Meeting Minutes: 6th November 2024
Minutes Approved: Dated.....