

DRAFT MINUTES

ENSTONE PARISH COUNCIL

A Meeting of the Council was held at Enstone Parish Hall on
Monday 24th February 2020 at 7.15 pm

PRESENT: Parish Councillors N. Knott (Chair), P. Shaw, P. Johnson, C. Glendinning, A. Ward, D. Robottom, R. Parker, A. Lee, DC Andrew Beaney and five members of the public.

APOLOGIES: CC Hilary Hibbert-Biles and PC Tom Gilbert

IN ATTENDANCE: Mrs. Beth Sinclair – Parish Clerk, Mr. Ross Markham regarding planning application Markham Farm and one resident, observing before considering the position of Parish Councillor.

Cllr. Knott welcomed everyone to the meeting.

12. There were no declarations of interest declared.

13. **MINUTES OF THE PREVIOUS MEETING:-**

The minutes of the previous Parish Council meeting held on Thursday 23rd January 2020, having been previously circulated, were read, approved and signed.

- **PLANNING APPLICATION – THE LONG BARN, OXFORD ROAD, OLD CHALFORD, 20/00410/FUL** – Erection of new office building - Resident, Mr. Michael Douglas attended the meeting and expressed his concerns for objecting to this planning application. *The Parish Council raised concerns regarding lack of car parking spaces, that there is a Tree Preservation Order on site and the increase in traffic on an existing small site. The Parish Council has requested that the planning department undertakes a site visit before a decision is made. DC Andrew Beaney agreed to take this forward.*
- **Markham, Farm, Enstone Shooting School, Ref: MW.0043/18** – Building of the bunds. Mr. Ross Markham attended the meeting to update the Parish Council, following the cessation of the work due to the financial collapse of the contractor, David Einig. Mr Markham explained that he is working with Oxfordshire County Council and the Environment Agency on how to progress with the works. Only one area has been completed and incorrect permits were issued. The Environment Agency will not grant another permit whilst the current material is still on site. The Parish Council sympathised with Mr. Markham, who agreed to keep the Parish Council updated. Cllr. Parker expressed concern that the current bunds will drop down in size over time. Mr. Markham was thanked for attending the meeting.

14. **MATTERS ARISING FROM PREVIOUS MINUTES:-**

- *Litter Bin Audit from WODC* – The clerk has chased this several times and DC Andrew Beaney will also try and retrieve the information from Unico.
- *Clerk's pack with instructions* – The clerk has circulated this to all members.
- *The Planks* – Cllr. Knott undertook a site visit with a member from WODC. Noted
- *Encon* – Encon has offered to help with any environmental work that is required. Noted
- *The Hoar Stones* – The updated information has been checked and the clerk will put this into the Ensign magazine and website. The clerk will thank the History Society for this interesting information. The Parish Council will need permission by Ditchley Park for the plaque to be installed.
- *Meeting with WODC* – DC Andrew Beaney has organised a meeting on Thursday 27th February for Town and Parish Councils to address their concerns regarding planning and enforcement issues. Cllr. Knott will attend this meeting on behalf of the Parish Council and was thanked for this.
- *Overflow at Spring House* – awaiting OCC to undertake a site visit
- *Cleaning of bus shelter* – Completed and Cllr. Glendinning was thanked for organising this.
- *Enstone House* – The tree has been pruned.

- *“Wig wag” orange signals* – It is still unclear who is financially responsible for this work. The clerk to re-contact CC Hilary Hibbert-Biles.
- *Litter Picking Campaign* – Four residents have offered to help – the clerk will re-advertise this in the Ensign magazine. Saturday 28th March at 9.30 am.
- *Planning Training* – Cllr. Ward had attended the planning training organised by OALC and explained how useful it had been.

15. PUBLIC DISCUSSION:-

- Cllr. Knott explained that during the recent storms, a tree had fallen at Church Enstone near the church, also knocking down the electricity pole. The OCC is working to re-install the electricity supply and residents can collect the wood. The remaining log may be turned into a bench.
- Cllr. Knott has been asked to attend a meeting with the landlord at The Crown Inn pub and residents concerning ongoing parking difficulties in Church Enstone. After discussion it was agreed that this was a matter for the County Council and so Cllr. Knott will contact CC Hilary Hibbert-Biles. It was agreed that this is not a Parish Council matter. Cllr. Johnson suggested improving the lighting along the Little Tew Road and through the churchyard.
- Cllr. Knott had been involved with rescuing pigs that had escaped from Westbury Farm which had involved the police and Trading Standards.
- Cllr. Parker explained that he had attended the defibrillator training session on 10th February, held at the sports club. It was very useful and suggests that this is undertaken every six months. It was agreed to invite Mr Pallett, who organised the training, to the Annual Parish Meeting in May.

16. COUNTY COUNCILLOR’S REPORT

- ❖ No report has been received. CC Hilary Hibbert-Biles is currently unwell and the clerk has contacted her on behalf of the Parish Council.

17. DISTRICT COUNCILLOR’S REPORT

- DC Andrew Beaney had nothing to report
- Cllr. Knott explained that Cllr. Parker, herself and the clerk had attended the Chipping Norton Town Council meeting recently when DC Geoff Saul spoke about S106 monies being replaced by the Community Infrastructure Levy (CIL). Cllr. Knott asked DC Beaney to clarify the difference. DC Andrew Beaney explained that the CIL will be a set amount per square metre, in replacement of S106 monies. Fifteen per cent of these monies will go to Parish/Town Councils and the remaining monies to WODC. However, if the Parish/Town Council has a Neighbourhood Plan, 25 per cent of the monies will be funded to the Parish/Town Council.
- After discussion, it was agreed that the Parish Council will re-visit the idea of having a Neighbourhood Plan and the clerk will see whether any training is available.

18. PARISH HALL MATTERS:-

- Cllr. Lee explained that he is still dealing with Ofgem with regards to the heating grant.
- An event will be held at the Parish Hall on Friday 8th May to celebrate VE Day. The PHMC will put together its proposals for the day and ask the PC for a financial contribution towards this.

19. CORRESPONDENCE:-

West Oxfordshire District Council:-

- *Keep ditches clear landowners urged* - Landowners are being reminded of their responsibilities to keep roadside ditches clear. Operatives working for West Oxfordshire District Council are now working with Oxfordshire County Council staff to identify ditches that are not being maintained and are causing roads to flood. *The clerk will include this information into the Ensign magazine.*

- *West Oxfordshire housing project shortlisted for prestigious national housing award* - West Oxfordshire's 'Our house' community housing project has been shortlisted as a finalist in the prestigious Tpas Awards. Run by Cottsway Housing in partnership with West Oxfordshire District Council, the project supports single, under-35s who are in housing and employment need. They join Our house as 'trainees', living together in a house provided by Cottsway and are given support to get back into employment, education or training.
- *Call to ban dumping of sewage in rivers* - A letter from WODC will be written to Environment Secretary calling for legislation to be set in place by the end of the year to prohibit the release of untreated sewage into rivers.
- *BT consultation on removal of 12 'phone boxes in West Oxfordshire* – It was agreed that the telephone box in Enstone be removed.
- *Wychwood Project plants over 2000 trees in Fulbrook* - The Wychwood Project, funded by WODC, has been in Fulbrook's neck of the woods planting thousands of 'whips' at The Spinney. Over 30 volunteers attended the tree planting this weekend to help plant trees along two fence lines on an elevated site overlooking Burford and the river Windrush.
- *Growth in garden waste collections* - A total of 32,983 licences have been issued in the last year with almost 60 per cent of households in the District subscribing to the service. Now residents are being urged to sign up or renew their subscription which runs from 1 April 2020 to 31 March 2021 and costs £30.00 per bin a year for a fortnightly collection.
- *Pack Taverns Ltd fined £6,024.00 for food safety offences* - Pack Taverns Ltd, trading as The Bull Inn, Charlbury, pleaded guilty in the Oxford Magistrates' Court to offences under food safety and hygiene legislation relating to an incident on 14 April 2019.
- *2019/2020 Parish Survey* – the clerk has completed this on behalf of the Parish Council.
- *Chipping Norton customer access point set to close* - The District Council's customer access point in Chipping Norton is set to close due to declining footfall. Usage of the facility at the Guildhall has dropped sharply prompting a review which shows that from January 2018 to December 2019 the number of users declined by 66 per cent to an average of 163 a month or 38 a week. The main reason for the fall is the growing trend for customers to access Council services digitally.
- *New energy contract promises greener power* - A commitment to using as much green energy as possible has been made by WODC. A meeting of the Cabinet has approved the renewal of the Council's contract with broker West Mercia Energy (WME) with the intention of switching to a larger balance of renewable electricity and fully green gas supply as it becomes available.
- *Enstone Airfield* – The Enforcement Team at WODC has contacted the Parish Council with an update on breaches at Enstone Airfield - ongoing

Oxfordshire County Council:-

- *Oxfordshire County Council Mineral & Waste Sift Drafts Plan Consultation* – this had been circulated to all members and does not appear to affect the parish. Noted.
- *Brexit Briefing* – This had been forwarded to all members. Noted.
- *Patient Transport Representatives Meeting* – The minutes had been forwarded to all members which also included details of S106 projects around West Oxfordshire. Noted.
- *Community Emergency Planning Survey* – It was agreed that the Parish Council's plan needed updating at March's meeting.

Other:-

- **Parish Councillor Vacancy** – A resident was observing the meeting before considering applying for the vacancy.
- **OALC – January's update** – This had been forwarded to all members.
- **Community First Oxfordshire** – A report and subscription request has been received – this will cost £70.00 as there are now over 1,000 residents in Enstone. Noted.
- **Quarry Close, Lighting difficulties** – The OCC has undertaken a site visit – it appears that the original lighting had been installed by Cottsway Housing many years ago. This circuit was now not working but the residents concerned had not managed to get any help from Cottsway Housing. It was agreed that the clerk will contact Cottsway Housing on behalf of the residents and a quote was awaited from OCC to improve the lighting in the area – this would be at the expense of the Parish Council.
- **Land at Cleveley** – Cllr. Knott had been approached by several residents in Cleveley with regards to a field that may be sold to a third party. After discussion it was agreed that the

clerk will contact the Rights of Way Department at OCC to ascertain who has access around the field and inform the Planning Department.

• **Traffic Calming:-**

- i. Speed & Volume Data – Cllr. Robottom had circulated the report prior to the meeting and this will be available for the meeting on 19th March. Cllr. Robottom was thanked for his analysis of the data.
- ii. Vehicle Activated Signs at Gagingwell – Cllr. Shaw and Parker had met with Mr. James Wright from OCC to discuss the installation of two VAS at Gagingwell. Mr. Wright will send quotes for this work, which will be at the expense of the Parish Council. Once quotes have been received, the PC will contact Renault with a request for some financial assistance, as has been offered by Renault in the past.
- iii. Meeting 19th March 7.00 pm – Members of the Parish Council will set up the display boards around the hall from 6.00 pm. These boards will include climate change, how the £15K monies could be allocated, illustrations of sign posts, the speed & volume data etc.

20. **Planning Applications:-**

- **Unit 1, The Old Coal Yard, Gagingwell, 20/00118/FUL** - Change of use of premises from light industrial/workshop (class B1 use) to café/farm shop (class A3 use) with associated outdoor seating and vehicle parking spaces – *The Parish Council raised concerns regarding light and noise pollution. Clarification regarding access and hours of operation are also required. The clerk will contact the planning department regarding this.*
- **2 Brookside Cottages, Cleveley, 20/00301/HHD & 20/00302/LBC** - Erection of single storey side extension to create entrance lobby. Conversion of existing detached outbuilding to create ancillary living space. Internal & external alterations to erect single storey side extension to create entrance lobby. Conversion of existing detached outbuilding to create ancillary living space. *No objection*
- **Cotswolds Hotel & Spa, Southcombe, 19/03504/OUT** - Erection of up to 100 holiday homes and associated infrastructure in connection with existing facilities. *A planning meeting will be arranged for Thursday 19th March at 6.30 pm, before the open meeting at 7.00 pm. The clerk will prepare agendas and advertise this in the Ensign magazine.*

With the cessation of paper copies from WODC, of planning applications from 1st April 2020, Cllr. Lee agreed to look into using the projector in the Litchfield Room for displaying electronic planning applications at future meetings.

• **Decisions Received:-**

- None

21. **Finance:-**

a. *To agree the following accounts for payment - Santander Account (normal parish account):-*

- Mrs Beth Sinclair £583.65
- NEST Pension Scheme (er) £17.79
- NEST Pension Scheme (ee) £23.71
- Community First Oxfordshire, subscription £70.00
- Ensign, leaflet £40.00
- R & B Maintenance £54.00

b. *Statement of Affairs to 31.12.2019*

It was agreed that this would be checked and verified at the next meeting on 26th March.

22. **Dates of Next Meetings:-**

- Thursday 19th March 6.30 pm
- Thursday 26th March 7.15 pm
- Thursday 30th April 7.15 pm

There being no further business the meeting ended at 9.30pm