

## DRAFT MINUTES

### ENSTONE PARISH COUNCIL

A Meeting of the Council was held at Enstone Parish Hall on  
Thursday 25<sup>th</sup> July 2019 at 7.15 pm

<u>PRESENT:</u>	Parish Councillors N. Knott (Chair), P. Shaw, R. Parker, A. Lee and two members of the public
<u>APOLOGIES:</u>	Cllrs. D. Robottom, T. Gilbert, P. Johnson, M. Ivings, C. Glendinning, DC Andrew Beaney & CC Hilary Hibbert-Biles
<u>IN ATTENDANCE:</u>	Mrs Beth Sinclair – Parish Clerk

Cllr. Knott welcomed everyone to the meeting.

199. Cllr. Knott declared an interest in Item 10 (Litchfield Farm, Lidstone) – Cllr. P. Shaw, Vice-Chair, will Chair this item.

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

The minutes of the previous Parish Council meeting held on Thursday 27<sup>th</sup> June, having been previously circulated, were read, approved and signed.

201. **MATTERS ARISING:-**

- **Breach of planning at Enstone Airfield** – Due to a shortage of Enforcement Officers at West Oxfordshire District Council, there will be a delay in receiving this report.
- **Thames Water** – The report regarding the pipes was still awaited. The clerk will chase this up.
- **The Planks** – Oxfordshire County Council has started work on replacing the planks. The clerk will seek confirmation that OCC will be responsible for funding this work.
- **Kerbsets** – Confirmation has been received from OCC with regards to the repair of the kerbsets along Coxs Lane. Noted.
- **Bunds** – Cllr. R. Parker commented that there is still a large amount of soil at the site and is concerned regarding the time limit for the completion of the building of the bunds. The clerk will ask CC Hibbert-Biles for an update regarding this.
- **Litter/poo bins** – WODC will contact the clerk regarding replacement litter bins and an additional dog poo bin near to the bus stop at Enstone.
- **“Enstone” Signage** – CC Hibbert-Biles is seeking advice from Mr. James Wright at the Highways Department concerning improved signage along the A44.

202. **PUBLIC DISCUSSION**

- ❖ *Chicane, Church Enstone* – Two residents attended the meeting with concerns relating to the chicane and proposed new entrance for the Barnmead planning application. It appears that the Planning Officer is unaware of this and the residents had sought clarification from the Highways Department at Oxfordshire County Council. This new information from Highways cannot be found on the planning portal. After discussion, it was agreed that the Chair would organise a site meeting with the Planning Department, OCC and residents and that the clerk would add the Parish Council's concerns onto the planning portal that the information it had supplied is not yet on the planning portal with regards to the proposed new entrance.
- ❖ *Contaminated Water, Quarry Site* – A resident attended the meeting concerned that there may be water contamination from the old quarry site. The quarry had been originally used for landfill waste and a large quantity of rubbish remains at the site including asbestos. The water sample that had been tested by the Environment Agency at Wallingford confirmed that it was within acceptable parameters. However, it would not issue a formal statement confirming this. After discussion, it was agreed that the email communication between the resident and Environment Agency would be circulated to the Parish, District and County Councils for further advice and action.

- ❖ *Loud Music – Heythrop Park* – Cllr. Knott explained that loud music could be heard from her property over the previous four weekends from Heythrop Park and she had also received several complaints during this time. Cllr. Knott had to contact Heythrop Park to ask them to lower the bass sound. Heythrop Park confirmed that it is buying equipment help monitor this.
- ❖ *Japanese Knotweed at Heythrop Park* – Cllr. Knott explained that the escalating Japanese knotweed had been discussed at a recent ENCON meeting. Heythrop Park confirmed that it is undergoing an eradication programme over the next few years.
- ❖ *Plane Display – Soho Farmhouse* – Cllr. Knott had received several complaints regarding aeroplanes that had caused noise disturbance and it transpired that it had been from an aerobatic display at Soho Farmhouse. Cllr. Knott contacted Mr. Michael Ergatoudis requesting that he informs the Parish Council of such future events.
- ❖ *Soho Farmhouse* – Mr. Ergatoudis at Soho Farmhouse reiterated that Soho Farmhouse is conscious of the speeding traffic and has requested that a 20 mph zone be put in place at Tracey Lane. Mr. Ergatoudis also explained that the police should have informed the Parish Council that equipment to monitor speeding traffic had been purchased by Soho Farmhouse, for the Parish Council to use. The police had not informed the Parish Council of this and Cllr. Knott explained this to Mr. Ergatoudis.

203. **COUNTY COUNCILLOR'S REPORT**

- ❖ No report received

204. **DISTRICT COUNCILLOR'S REPORT**

- ❖ No report received

205. **PARISH HALL MATTERS:-**

- *Grant Monies* - Cllr. A. Lee confirmed that the grant monies had been received (sent to the Parish Council account) from WODC regarding the additional bore holes and the clerk had paid the invoice from the Parish Council account – the monies will be transferred from the Barclays Account to the Parish Council Account.
- *Trustees – PHMC* – Cllr. A. Lee confirmed that he was in discussion with Knights Solicitors and the Charity Commission regarding whether or not members of the PHMC should become trustees. The Parish Council confirmed that it will pay the invoice for Cllr. Lee to gain further advice as it needs to ensure that the PHMC is following standard protocol. Cllr. Lee was thanked for his work with regards to this.

206. **CORRESPONDENCE:-**

*West Oxfordshire District Council:-*

- *None*

*Oxfordshire County Council:-*

- *Community Transport Newsletter* – This had been circulated to all members prior to the meeting. Noted.
- *Stow-on-the-Wold Experimental Traffic Regulation Order Consultation* – This Consultation had been circulated to all members prior to the meeting. Noted.

**Other:-**

- **Parish Councillor Vacancy** – A resident has shown interest in this vacancy but was unable to attend the meeting due to previous commitments and will attend August's meeting.
- **Speedwatch Campaign, Gagingwell** – It was agreed that Cllrs. Parker, Shaw and Glendinning will undertake a speed watch campaign in Gagingwell with the new equipment. It was agreed not to purchase the "20 is plenty" signs for Enstone.
- **Speed & Volume Data A44** – Cllr. Robotom will analyse the results for August's meeting as he was unable to attend the meeting due to work commitments.
- **OALC – June Update**. This had been circulated to all members. Cllr. Shaw requested that he attends the Planning Training on 21<sup>st</sup> November and this was agreed. The clerk will book this.
- **Oxfordshire Association for the Blind** – The organisation was requesting a donation but it was agreed not to do this, as it was not a local organisation.

- **Enstone Shop** – The owner of the shop has requested that a poster be displayed on the bus stop to promote the shop. A planning application would be required for this. *Noted*
- **Free Trees for Communities** – A resident has queried whether the Parish Council would be interested in this scheme. It was agreed that the clerk would ask the resident how this scheme might work – the current scheme had been had finished due to high demand.
- **Defibrillator** – Correspondence from South Oxfordshire Ambulance Service has been received explaining that it can no longer fund the defibrillator pads and battery. It was unanimously agreed that the Parish Council will fund these and the clerk will order both adult and paediatric defibrillator packs. She will also contact the two guardians, who have agreed to continue monitoring the equipment to thank them for their continued support.
- **Enstone Pre-School** – A request for funding has been received from Enstone Pre-School. The Chair suggested whether S106 monies could be applied for this but the clerk confirmed that S106 monies only apply to Primary & Secondary Schools. In addition, the S106 monies from the proposed land South of Oxford Road is for improving recreational facilities. The Chair will seek further information from Enstone Pre-School.
- **Cleveley** – A resident has asked the Parish Council if it can advise how the site at Cleveley Bank where the trees have been removed can be tidied. After discussion it was agreed that the Chair suggests the resident contacts the Environmental Department at West Oxfordshire District Council for further advice as this was on private land.
- **Standing Orders** – Following the previous meeting, Cllrs. Knott and Glendinning and the clerk met to update the Standing Orders. The Rules of Debate and the structure of future meetings would be advertised in the Ensign to state that residents and applicants (particularly for planning meetings) can speak for five minutes (per individual) and this would be followed by a question and answer session, directed by the Chair. The clerk will update the Standing Orders to reflect this.

207. **Planning Applications:-**

- **West Manor, Church Enstone, 19/01578/HHD & 19/01579/LBC** - Conversion of garage (including raising of roof) to a kitchen/diner. Addition of a porch canopy. Re-opening of a former door to the west road elevation and inserting a matching new window to the study. *No objection*
- Conversion and raising of roof of garage to a kitchen/diner. Addition to a porch canopy to the Victorian extension and some internal alterations. Re-opening of a former door to the west road elevation and inserting a matching new window to the study. *No objection*
- **Litchfield Farm, Lidstone, 19/01523/FUL** - Increasing the size of an existing field entrance and hardcore of an existing old barn site. *No objection*
- **Land and Barns North West of Radford Farm, Radford, 19/01699/FUL** - Erection of cattle shed. *No objection*
- **Church Cottage, Church Enstone, 19/02811/HHD & 19/02040/LBC** - Demolition of Barn 3, relocation of existing green house and various alterations to refurbish Barn 2 including the replacement of roof and doors. *No objection*

**Decisions Received:-**

- **7 Crossways, Court, Enstone** - Erection of 1st floor rear extension. *Approved*
- **Broad Close, Little Tew Rd, Church Enstone** - Conversion and minor extension to existing garage to create ancillary residential accommodation. *Approved*
- **The Long Barn, Oxford Rd, Old Chalford** - Erection of single storey extension - *Refused*
- **Glyme Bank, Lidstone** - Erection of dwelling and garages ancillary to Glyme Bank. *Approved*

208. **Finance:-**

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

• Mrs Beth Sinclair	£647.09
• NEST Pension Scheme (er)	£17.79
• NEST Pension Scheme (ee)	£23.71
• WODC, grass cutting	£1,030.18
• Enstone Parish Hall, rent	£49.50
• One Planet Consultants	£8,433.70

*Received:-*

- WODC, grant Parish Hall Management Committee £5,271.06
- From Parish Hall Barclays A/C to Santander A/C £3,162.64

b) *Statement of Affairs to 30<sup>th</sup> June 2019.* These had been circulated to all members prior to the meeting. Cllr. Lee checked and signed the financial risk assessment form at the meeting.

c) *Moore Stephens, External Auditor.* The clerk confirmed that she had posted all the paperwork relating to the financial accounts 2018/2019 to Moore Stephens and was thanked for her hard work relating to this.

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

- Thursday 29<sup>th</sup> August at 7.15 pm
- Thursday 26<sup>th</sup> September at 7.15 pm

There being no further business the meeting ended at 9.15 pm