**PARISH COUNCIL PLANNING AND GENERAL MEETING**

**MONDAY, 15TH OCTOBER 2018**

**MINUTES**

**Venue: Parish Meeting Rooms, Main Road, Middleton Cheney, OX17 2LR**

**Present: Cllr. S. Jerrams Coughtrey (Acting Chairman), Cllrs. C. Bowden,**

**A. Deary, R. Solesbury Timms, P. Fuller, M. Allen, B. Amos**

**18/325 Resolution to approve apologies for absence**

 **Cllr. A. Youel (Chairman) – Family Commitment**

 **Proposed by: Cllr. A. Deary Seconded by: Cllr. P. Fuller**

**18/326 Members’ declaration of interest in items on the Agenda**

* Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting
	+ Members had no pecuniary interests on items under consideration on the Agenda

**18/327 OPEN MEETING**

* An opportunity for residents of the village to raise any items concerning the Parish
	+ 2 Members of the public attended the meeting relating to Agenda item 18/345 WW1 Activity - Bench on the Green
	+ It was agreed by all Cllrs to bring this sub-title of the Agenda item forward. The 2 residents expressed their concerns to Cllrs relating to Anti Social Behaviour that happened approx. 13 years ago when there was a previous bench located on the Green albeit in a different location closer to the houses – new location would be on the far side of the Green next to the pavement and Main Road. They questioned why they had not received any communication on this subject. It was explained that a letter had been written on 15th June 2017 but the Clerk and the Chair were unable to explain why it had not been delivered. The Bench would be a Centenary Seat WW1 a memorial to those who had died. This topic would be an Agenda item going forward. Both residents left the meeting thanking Council for bringing this topic forward.

**18/328 NCALC – AGM Cllr. S. Jerrams Coughtrey**

* Update on meeting
	+ Cllr Jerrams Coughtrey gave an overview of the meeting and explained we were waiting for copies of the presentation given by a University Lecturer.
* Membership Fee Increase
	+ The expected increase in membership fees would be approximately £36.77 based on electorate.

**18/329 Authorisation of Payments**

* VAT element recorded  **RFO**
	+ It had become apparent that a wrong percentage had been used when detailing the VAT element of E-on’s costs. Previous administration had recorded it as 20% whereas it should have been 5%. Difference only picked up when RFO entering new Direct Debit details. RBS have been contacted asking how far back the 20% VAT details were logged and how best to pay back amounts owed to HMRC.

**18/330 Road Safety - Feasibility Clerk**

* Highways Rep.Mr. S. Barber – Apologies
* Way Forward/Costs/Training
* New Date – VAS Scheme meeting
	+ Mr Barber has sent his apologies for not attending the Parish Council meeting on 1st October and has requested a fresh date to present to Council on how to take matters forward.

**18/331 Planning - Letters, Decisions and Applications to be determined by SNC**

 **18/331.1 – Applications**

* **S/2018/2249/FUL – 48A Main Road, Middleton Cheney, OX17 2LT**
	+ Single storey rear extension
		- Cllrs had no specific objections or comments to make other than they would expect the appropriate materials to be used to align with the current building. In addition, they would like neighbours’ concerns taken into account.
* **S/2018/2237/TCA – Cheney House Nursing Home, Rectory Lane, OX17 2NZ – Works to trees in a Conservation Area – FOR INFORMATION ONLY**

**18/332.2 – Decisions - SNC – Local Planning Authority Responsibility**

* **NONE received.**

**18/332 All Saints Churchyard Clerk/RFO/District Cllr/Cllrs**

* Closed and responsibilities for maintenance
* Ministry of Justice/PCC
* PC & SNC
	+ District having received a request are reviewing whether maintenance responsibility for the Churchyard should/could be transferred back to a Parish. This exercise, if taken forward by District, would mean additional costs for the Parish/residents.
	+ Cllrs discussed general issues relating to responsibilities and closed Churchyards recognising this would also apply to other Hamlets/Parish Councils if progressed.
	+ Cllrs were reminded that they should raise an Agenda item for discussion if it would be contrary to what the Parish Council had agreed to previously as a Corporate Body and been implemented.
	+ This topic would be carried forward to the next meeting.

**18/333 AGAR – Update Clerk/RFO/Cllrs.**

* Freedom of Information request
	+ The request is being handled - most of the questions have been answered and a reply sent. The last question relates to having sight of full accounts for 2017/18 – this will be sent but initially any personal details will need to be blocked out and the recipient has been notified of this procedure. The person requesting will be asked if they would like to attend the office as there is a charge of £11 which will be an upfront cost if being sent to them as opposed to no charge if they attend the office.

**18/334 Play Areas – Astrop & Stanwell – Update Clerk/Cllr Amos**

* + CCTV – Update/Remote Access Update/Report – Astrop
		- Still not finalised – work in progress – Cllr Amos to follow through.
	+ Parkland Fencing – 3m (L) x 1.8m (H) – Stanwell
		- Work has been completed and the Clerk has paid the invoice using funds from the MCPIT account.

**18/335 Chairman’s Report - Cllr. A. Youel - In the Chair’s absence Clerk**

* Safety Notices – Street Lights
	+ Cllr Allen has made contact with 2 suppliers and will ask them to quote – work in progress
* Notice of Vacancy in the Office of Parish Councillor
	+ Time to ask for a By Election has passed. Council can now co-opt.

**18/336 Local Govt Reform – Unitaries District Cllr**

* Date to be agreed for County Councillor to attend to give an update

**18/337 Clerk/RFO Report Clerk/District Cllr.**

* Flooding – May 2018 – Rose Hall Lane and Main Road
	+ All information has been submitted and the resident is now waiting for a report and confirmation when work will commence.
* Verge/Pavement Parking Issues
	+ A number of concerns have been raised on drivers parking on the verge/pavement. This is a Police matter and no easy answer to the problems being experienced.
* New Homes Bonus
	+ There will be changes to funding going forward - 3 options have been discussed at District. Current scheme will probably end at the end of the financial year. Consultation will be discussed by SNC’s cabinet and implemented as soon as possible. It is envisaged that Parish Councils and Organisations will still be able to bid for funding from a general budget. Schemes, as previously, will be judged both on value to the community and financial viability.
	+ It was explained to Cllrs that SNC had ring-fenced funds received from Central Govt to make available to communities – this money was not Parish Councils but SNC’s who make it available to any voluntary organisation within the area.
	+ CIL funds will be available going forward and we have received the first amount.
* Allotments
	+ We have a new tenant who has already started work on the allotment.
* Solar Powered Christmas Trees
	+ Order has been placed and will be implemented 1st December through to 12th Night.
* MCNP Meeting 16th October
	+ Vision & Objectives – will be reviewed at the meeting along with any input received from those on the Committee.
* Local Plan 2A –Exhibition/Consultation – 23rd October
	+ Cllrs were reminded of the consultation that will take place.
* Chenderit School – events during the Autumn Term- Residents’ concerns
	+ Residents had raised concerns on parking issues. Having contacted the school a letter has been issued to all residents outlining when events at the school will take place.
* Parking Issues
	+ Number of cars in the village causing a problem – Police issue if driver contravening known highway rules.
* Daily Child Care and After School Care
	+ A concern raised by a resident has been addressed with the appropriate authorities. Resident has been advised to liaise with the Management Company and Bovis relating to Agreement concerns raised.

**18/338 Grit Bins – Winter Service Clerk**

* Update on current bins
	+ Company who will be assisting the Parish Council have sent in a report after reviewing all bins that will not be monitored by NCC going forward. There are 2 bins, in their opinion, that should be replaced. Currently contents of known Grit Bins are sufficient.

**18/339 Rural Wellbeing – Way Forward Cllr. M. Allen**

* Update – Work in progress

**18/340 Neighbourhood Watch Cllr. R. Solesbury-Timms**

* Community Discussion Group Meetings – Update
	+ Meeting took place in the Library.
	+ Police who were prepared to attend said they were not aware of different location being used.
* South Northants Area Support Team (SNAST)
	+ Update given – Cllr Solesbury Timms felt this subject linked in with Agenda item 18/342 and 18/346 going forward.

**18/341 The Public Works Loan Board - loan required to purchase the site/building housing the Library/Pre-School and parking facilities for the Primary School, if the need arises following Judicial Review and meeting between NCC and Library Supporters All Councillors**

* Report and current situation/NCC
	+ Judicial Review has taken place on the procedure not NCC’s preferred route of selling the libraries.
	+ Meeting scheduled on Wednesday at 2 p.m. in the Library with NCC and their Estates Management.
* Questionnaire – Update – distribution and collation of data
	+ Still needs printing and distribution – work in progress.
* Volunteers & Community Engagement
	+ This has been well received and a number of people have come forward.

**18/342 Anti Social Behaviour – Perceived/Factual Cllr. P. Fuller**

* Update on Ways Forward
	+ Work in progress
* Meeting with Stephen Mold (PCC) – specific issues to be raised
	+ Cllr Fuller will be attending the meeting and asked Cllrs to let him know of any specific questions they would like him to ask.

**18/343 PFA Cllr. B. Amos/Clerk**

* Trees – Astrop Road/Playing Fields
	+ AGU will be attending to the work required. Cllr Amos asked the Clerk if residents adjoining the Play Area had been sent a letter relating to vegetation. The Clerk replied they had gave Cllr Amos a copy of the letter delivered.
* New Build Project – update
	+ Work in progress no specific update
* Minutes of meetings – Custodian Trustees
	+ Discussion took place between Cllr Amos and the Clerk relating to the Clerk, on behalf of the Parish Council, asking to be copied in on PFA minutes that had always been sent to her previously. The last Minutes received at the office related to the PFA’s meeting on 12th February 2018. Cllr Amos said the Chair of the PFA had told him not to send minutes. The Clerk asked Cllr Amos for an explanation as to why the Parish Council could not receive a copy. Cllr Jerrrams Coughtrey, acting Chair, suggested that the Chairman of the Parish Council should write to the Chair of the PFA relating to the request being denied.
	+ Cllr Amos suggested that a meeting should be scheduled to explain the role of Custodian Trustee.
* Fitness Equipment
	+ The Clerk gave an overview of her discussion with a resident who lives closest to the equipment. The resident said that if anyone using the equipment is asked to lower their voices or turn the music down they did – this also applied to drug participation – smoking smells. The resident would have preferred the equipment to be sited in a different part of the Playing Fields and was surprised to learn that this had not been the location suggested by the person who had raised the funds to buy the equipment or the Parish Council but a decision taken by the PFA. The resident confirmed they had not been consulted on the location. The good weather experienced recently had meant more usage by individuals – estimated 9yrs of age upwards - but expectation was this usage would drop as entering the winter months.

**18/344 Known Financial Changes affecting Precept RFO/Cllr. A. Deary**

* E-on – Direct Debit and Climate Change Levy increase
	+ Increase explained and noted
* Fixed Line Proposal – OneCom
	+ Cllr Deary said his research had not highlighted specific problems but it could be a fixed 2yr term that might be difficult to break.
* RBS Charges
	+ Revised charges have been notified to the office
* General
	+ Following discussion it was agreed that the Finance Working Party should convene as soon as possible.

**18/345 WW1 Activities Cllr. R. Solesbury-Timms/Clerk**

* Maintenance of shrubs – AGU advice to the Clerk
	+ AGU felt that the 2 shrubs on the triangle should be cut back as soon as possible but they would just trim them for Remembrance Day to keep some greenery. Work will be carried out free of charge.
* Bench on the Green – Centenary Seat – WW1
	+ Discussed and at the beginning of the meeting with residents who attended the meeting and subsequently left after putting their concerns across.
* War Shrine Triangle – Gardening Club and British Legion offer to maintain
	+ Work yet to take place
* Quotation for printing Service Sheets
	+ There is a budget covering this topic
* Guides/Scouts – Recognition badges – Remembrance Day
	+ This was discussed and would be taken forward – not all the information has been received.

**18/346 Village Policing Cllr. S. Jerrams Coughtrey**

* No further details – Cllr Fuller to raise this at his meeting with the PCC on 23rd October

**18/347 Matters for discussion and possible future Agenda items All Cllrs**

* All topics above where there is work in progress
* Unitaries
* Library
* Precept topics
* Friends of the Heseltine Gallery
* Neighbourhood Plan/Local Plan 2A
* Enforcement Topics
* Grit Bins

**18/348 Next meeting**

Parish Council Meeting – Tuesday 6th November 2018 (7.15 p.m.)

 **Clerk to send out fresh suggested dates**

Planning and General Meeting – Monday, 19th November 2018 (7.15 p.m.)

**Signed**  ………………………………………………… **Dated:** **…… November 2018**

**Chairman**