**PARISH COUNCIL GENERAL AND PLANNING MEETING**

**To Join Zoom Virtual Meeting**

Meeting ID: 878 9893 0200

Password: 009680

**18th May 2020**

**MINUTES**

**VENUE: VIRTUAL MEETING USING ZOOM**

Due to an outbreak of Coronavirus (COVID-19), which resulted in a Pandemic being declared by the World Health Authority, the Government issued legislation which meant that physical Council (or any other) meetings should not be held. Therefore, Virtual Meetings using Zoom were approved for the duration of the “Lockdown”.

**PARTICIPATING:**

* Cllr. S. Jerrams Coughtrey (Chair), Cllr. K. Burgess (Vice Chairman)

Cllrs. W. Smith, K. Jones, M. Allen, R Solesbury Timms & Clerk/RFO/District Cllr. V. Furniss

**20/431 Resolution to approve apologies for absence**

* To receive any apologies for absence from the meeting. Members who cannot attend a meeting shall tender their apologies in writing to the Parish Clerk **prior to the meeting** – Section 85(1) of the Local Government Act 1972.
  + Cllr. A. Deary – Self Isolation – Family Commitment
  + Cllr Rice – Written apologies not received prior to the meeting
  + Cllr Bowden – Written apologies not received prior to the meeting
  + Cllr Fuller – Written apologies not received prior to the meeting
* Proposed: Cllr. R. Solesbury Timms Seconded: Cllr. K. Burgess

**20/432 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 of the Agenda

**20/433 OPEN MEETING**

* An opportunity for individuals to raise any items concerning the Parish
  + 4 Members of the Public participated to observe and comment if required.
  + 1 relating to Agenda Item: 20/435/36/37
  + 1 relating to Agenda items: 20/434/35/36 and 20/442
  + 2 to observe

**20/434 Planning - Letters, Decisions and Applications Chair/Cllrs/Clerk**

**20/434.1 Applications - Determined by SNC – Local Planning Authority**

**NONE**

**20/434.2 – Decisions - Local Planning Authority Responsibility**

**S/2020/0407/FUL – Middleton Lodge Farmhouse**

* Front Extension  **APPROVAL**

**S/2020/0408/FUL – 11 Kings Stile, Middleton Cheney**

* Porch and Rear Extension, re-surfacing of existing drive **APPROVAL**

**S/2020/0417/LDP – 34 Horton Road, Middleton Cheney**

* Certificate of Lawfulness for Proposed Development comprising of Rear Loft Conversion with Roof Extension and Roof Light. **APPROVAL**

**S/2020/0420/FUL – 6 Horton Road, Middleton Cheney**

* Demolition of rear single storey kitchen extension and conservatory. Replaced with single storey rear extension, single storey side extension and attic conversion with rear box dormer window and 2 new inclined rooflights  **APPROVAL**

**20/435 Playing Fields (PFA) – Astrop Road Cllrs. Allen/Solesbury Timms**

* New Sports & Community Centre Project – Update on proposal
  + No further update
* AGM – when will it take place?
  + Date not decided on.
* Virtual Meetings – are they being implemented during COVID-19
  + Not being implemented – future meetings on hold until lockdown lifted.

**20/436 Community Wellbeing – COVID-19 Cllrs/Jones/Burgess**

* Update on village residents and how they are being helped
  + Food parcels are still being delivered to 116+ families i.e. those in need, numbers are still increasing. Primary School requirements still being addressed where children normally receive free meals.
* Funding Care for Residents’ pets during COVID-19 Lockdown
  + Co-op still helping where they can.
* Emergency Plan
  + Work in progress
* Future Requirements – Emergency Larder – Numbers
  + Funding secured will be allocated for future requirements
* Shared issues with new group/s in the village
  + Initial meeting taken place – Bi-monthly meetings scheduled.

**20/437 Chairman’s Report Chairman**

* Finance Working Party(FWP)– Recommendations for Council to consider/approve
  + Minutes were issued to FWP Cllrs prior to the meeting and read to those attending the virtual meeting.
  + Majority of the recommendations were agreed to be implemented
  + Due to COVID-19 situation - Quotations still to be agreed for: VAS/SID implementations/Dog Waste Bins i.e. replacement or relocation
  + Grant Funding for PFA – Clerk apologised as it was not on the formal Agenda. Reason – Is the funding still required/PFA in receipt of £10K to £20K relating to building/s from SNC relating to Business Rates (COVID-19)

**20/438 VE Day – 8th – 10th May 2020 Cllr. R. Solesbury Timms**

* Update on VE Day 75yrs celebrations in the village
  + Huge success with community involvement
  + Cllr. Solesbury Timms as Chair of Middleton Cheney’s RBL has issued a letter thanking individuals/groups for their involvement.
  + Hoping to gather photos etc for a book commemorating the day.

**20/439 Clerk/RFO Report Clerk/RFO**

* Rural Wellbeing Scheme & Connection with Similar Groups
  + Rural Wellbeing Scheme is up and running with a Chair, Treasurer and Secretary looking to the future.
  + Meetings have been agreed between both Groups to ensure residents are looked after
* Annual Parish Meeting – Those Invited
  + Invites have been sent out and a couple of reports have been received.
* Annual Governance & Accountability Return (AGAR) - PKF Littlejohn (External Auditors) – Update
  + Documentation has been sent to PKF – been acknowledge – waiting to receive response
* Website
  + In discussions with Cllr. Smith to update the website going forward.

**20/440 VAS Warning Signs – Update/Quotation Cllr. M. Allen**

* Resident participation
* Progress on companies approached
  + Due to COVID-19 Work in progress

**20/441 Neighbourhood Plan – Update Clerk**

* Way Forward – COVID-19 & Consultant
  + Correspondence has been received relating

to General update on way forward, tasks and

revised Project Scope.

* Grant – Consultant will forward a link for Council to respond to - with an

Expression of Interest – assistance will be given relating to completion of form.

* SNC have also sent notes on changes to Neighbourhood Planning

that have arisen as a result of COVID-19 covering:

1. Referendums
2. Decision Making
3. Examinations, and
4. Public Consultation

**20/442 Library – Statutory Library Requirements Cllr. M. Allen**

* On hold due to COVID-19
* Notices relating to returning books, etc. have been posted to update residents.
* Chairman said she had not seen details in the Banbury Guardian as requested – Cllr Allen to handle.

**20/443 Next meetings**

* 28th May 2020 - Annual Parish Meeting – 7 p.m.
* 1st June 2020 – Parish Council Meeting – 7.15 p.m.
* 15th June 2020 – Parish Council General & Planning Meeting – 7.15 p.m.

**20/444** Urgent Matters relating to COVID-19/Lockdown – Unknown when the Agenda was being issued.

**Signed:** ……………………………………………………………………………… **Dated:** 1st June 2020

**Chairman**