

## SHRIVENHAM PARISH COUNCIL

### Minutes of meeting held on Monday 4<sup>th</sup> May 2020 at 4pm

**Present:** Cllr Richard Bartle, Chair (RB), Cllr Chris Hand (CH), Cllr David Pratt (DP), Cllr Bjorn Watson (BW), Cllr Julia Jones (JJ), Cllr Stuart Coffey (SC), Cllr Gerard Pearson (GP), Cllr Liz Jenkins (LJ)

**In Attendance:** Julia Evans, Lyn Frape

**County Councillor:**

**District Councillors:** Cllr Elaine Ware, Cllr Simon Howell

**Public:**

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| 20/97  | <b>TO APPOINT THE CHAIRMAN OF THE COUNCIL</b><br>Cllr Bartle was appointed. Proposed Cllr Pratt, Seconded Cllr Jones,<br>RESOLVED.  | <b>Action:</b> |
| 20/98  | <b>TO APPOINT THE VICE-CHAIR OF THE COUNCIL.</b><br>Cllr Pratt was appointed. Proposed Cllr Bartle, Seconded Cllr Pearson.<br>RESOLVED.   |                |
| 20/99  | <b>TO APPOINT MEMBERS OF THE ORGANISATION &amp; FINANCE WORKING GROUP</b><br>Cllrs Bartle, Hand, Pratt, Watson, Coffey and Pearson were appointed.  |                |
| 20/100 | <b>TO APPOINT MEMBERS OF THE PERSONNEL COMMITTEE</b><br>Cllrs Bartle, Jones, Hand, Pratt and Watson were appointed.   |                |
| 20/101 | <b>TO APPOINT MEMBERS OF THE DISCIPLINARY &amp; GRIEVANCE COMMITTEE</b><br>Cllrs Pratt, Watson, Jones and Hand were appointed.  |                |
| 20/102 | <b>TO APPOINT MEMBERS OF THE PLANNING WORKING GROUP</b><br>Cllrs Jones, Pratt, Watson and Bartle were appointed.  |                |
| 20/103 | <b>TO APPOINT MEMBERS TO THE COMMUNITY ART WORKING GROUP</b><br>Cllrs Jenkins and Jones were appointed.   |                |
| 20/104 | <b>TO APPOINT THE CHAIRMAN OF THE COUNCIL AS MEMBER WITH SPECIAL RESPONSIBILITY FOR FINANCE</b><br>Cllr Bartle was appointed.   |                |
| 20/105 | <b>TO APPOINT A MEMBER WITH SPECIAL RESPONSIBILITY FOR EMERGENCY PLANNING (INCLUDING DEFIBRILLATORS)</b><br>It was agreed to appoint the Hall Manager, Lewis Hilsdon, to this role, as the Memorial Hall is the main reception centre for an emergency. |                |
| 20/106 | <b>TO APPOINT A MEMBER WITH SPECIAL RESPONSIBILITY FOR THE ENVIRONMENT AND PUBLIC TRANSPORT</b><br>This appointment still to be confirmed. It was agreed to ask Cllr Day if he would be prepared to take this role.                                     |                |
| 20/107 | <b>TO APPOINT A MEMBER WITH SPECIAL RESPONSIBILITY FOR SPEEDWATCH AND THE NEIGHBOURHOOD ACTION GROUP (NAG)</b><br>Cllr Pearson was appointed.   |                |
| 20/108 | <b>TO APPOINT A MEMBER WITH SPECIAL RESPONSIBILITY FOR THE ALLOTMENT GARDENS</b><br>Cllr Jones was appointed.   |                |
| 20/109 | <b>TO AGREE COUNCIL MEETING DATES FOR THE COMING YEAR</b><br>The following dates were agreed:   |                |

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|        | Monday 1 <sup>st</sup> June, Monday 6 <sup>th</sup> July, Monday 7 <sup>th</sup> September, Monday 5 <sup>th</sup> October, Monday 2 <sup>nd</sup> November, Monday 7 <sup>th</sup> December, Tuesday 5 <sup>th</sup> January 2021, Monday 1 <sup>st</sup> February 2021, Monday 1 <sup>st</sup> March 2021, Tuesday 6 <sup>th</sup> April 2021, Tuesday 4 <sup>th</sup> May 2021   |  |
| 20/110 | <b>APOLOGIES FOR ABSENCE</b><br>Cllr Farrelly, Cllr Day and County Cllr Constance sent their apologies.   |  |
| 20/111 | <b>DECLARATIONS OF INTEREST</b><br>None.  |  |
| 20/112 | <b>MINUTES OF THE EMERGENCY COMMITTEE MEETING HELD ON 6<sup>th</sup> APRIL 2020</b><br>The minutes of the emergency committee meeting held on 6 <sup>th</sup> April were approved. Proposed: Cllr Pratt, Seconded: Cllr Pearson.<br><b>RESOLVED.</b> The minutes were signed.   |  |
| 20/113 | <b>MATTERS ARISING FROM LAST MEETING NOT ITEMISED ON THE AGENDA</b><br>a) <b>20/78 (20/50 - 20/28 - 20/04 - 19/248 - 19/225 - 19/204 - 19/182 - 19/159 - 19/145) – Road Surface on B4000.</b> No progress.<br>b) <b>20/78 (20/50 - 20/28 - 20/04 - 19/264) – Bus Shelter by Allotments.</b> Matter to be discussed with Cllr Hand.<br>c) <b>20/78 (20/50 - 20/28 – 20/11) – Manor Lane Issues.</b> Cllr Pearson has been monitoring the situation, which may return when the school reopens. It was agreed to close the matter.<br>d) <b>20/78 (20/50 - 20/28 - 20/11) - Waste Bin in the Churchyard.</b> It was agreed to close this matter.<br>e) <b>20/78 (20/66) – School involvement with the local community.</b> No progress.  | <b>CH</b><br><b>CLOSED</b><br><b>CLOSED</b><br><b>LJ</b> |
| 20/114 | <b>PUBLIC REPRESENTATION</b><br>None.   |  |
| 20/115 | <b>COUNTY COUNCILLORS REPORT</b><br>Cllr Constance sent a written report which was circulated ahead of the meeting. She reported:<br>a) Thanks to Community Volunteers for the local support group. OCC has set up a central database of volunteers which will be used to direct residents to their local group.<br>b) General guidance for support groups has been provided and will be updated from time to time.<br>c) The Councillor Priority Fund is open and is able to take application from Community Groups who need financial help.<br>d) Vulnerable residents who have not been contacted directly by the NHS should contact their Doctor.<br>e) OCC has a dedicated help point should people not be able to access local support.<br>f) There are a number of local and national support services to help those suffering from increased anxiety. |  |
| 20/116 | <b>DISTRICT COUNCILLORS REPORT</b><br>Cllrs Ware and Howell reported that<br>a) all Parish Councils have been receiving regular updates.<br>b) Waste collections have continued and the collection of bulky items has been restored.<br>c) District Councillors have been asked to chase those businesses that have not yet applied for the Business Grant. The Government has also announced small business loans.   |  |

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|        | <p>d) The Vale has not yet been seriously affected by the increase in fly tipping.</p> <p>e) The waste bin in the churchyard should be the responsibility of the PCC.</p> <p>f) Cllr Ware will produce her annual report by the end of the month.</p> <p>g) Cllr Ware thanked Cllr Hand and all the volunteers for their hard work.</p> <p>h) Cllr Howell noted that funds were still available should the food bank need it.</p> <p>Cllrs Ware and Howell were thanked for attending.</p>   |          |
| 20/117 | <p><b>COMMUNITY RESILIENCE</b></p> <p>Cllr Hand reported that there were now 120 volunteers on the team. Everything is working well and the last 7 days have been very quiet. The Food Bank is running smoothly, and the founder was both acknowledged and thanked. Consideration is being given to how the food bank will operate when the emergency is over. Local shops are managing deliveries and the Shrivenham Heroes scheme is very popular.</p> <p>Cllr Watson requested that people contact him if they know of anyone who should receive a voucher. 40 vouchers have been distributed to date.</p>  |          |
| 20/118 | <p><b>CLIMATE EMERGENCY ACTIONS</b></p> <p>Cllr Watson reported that he had been in touch with Sustainable Shrivenham, who are planning a bric-a-brac collection day. It is anticipated that a drop off point will be identified somewhere in the village.</p>   | BW/CF/SC |
| 20/119 | <p><b>CHAIRMAN'S ANNOUNCEMENTS.</b></p> <p>Cllr Bartle thanked Cllr Hand and the Central Planning team for their work with the Community Resilience group. He also thanked Cllr Jenkins and her team for the food bank. Thoughts are now turning to the end of lockdown and plans are being developed for the staff return to the office.</p>  |          |
| 20/120 | <p><b>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND WORKING GROUPS</b></p> <p><b>Minutes of the O&amp;F Working Group</b> – The minutes of the O&amp;F Working Group held on 28<sup>th</sup> April were not available. Cllr Bartle reported that everything discussed was on the agenda for this meeting except the water tank on the allotments, for which a leak was reported. The leak cannot be traced and Cllr Watson will look into this.</p>  | BW       |
| 20/121 | <p><b>TO RECEIVE SUCH COMMUNICATIONS AS THE PERSON PRESIDING MAY WISH TO LAY BEFORE THE COUNCIL</b></p> <p>a) <b>Request for support for the Local Electricity Bill.</b> This is a complicated matter. The idea is that local communities would have the power to purchase electricity and gas directly. Cllr Bartle proposed that further investigation be carried out by the O&amp;FWG.</p> <p>b) <b>Defibrillator.</b> John Lloyd will continue to be the guardian for the defibrillators. The MOU for the unit by the One Stop expires on 11<sup>th</sup> November. A new unit will need to be purchased in order to maintain continuity. To be reviewed in due course.</p> <p>c) <b>Plan for 250 houses at Shrivenham Road, Highworth.</b> Cllr Bartle has investigated this and it appears that work has</p> |          |

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|        | <p>already started on the site. Cllr Bartle expressed concern about signposting of the new roundabout of the A420, as it will be inappropriate for traffic for the new development to come through Shrivenham. It was agreed that Cllr Bartle would write to OCC Highways about this.</p> <p><b>d) Extra Garden Waste.</b> This notification to be circulated to the village.</p> <p><b>e) Waste Tips –</b> Cllr Howell reported that OCC are considering re-opening waste tips.</p>  | RB |
| 20/122 | <p><b>TO RECEIVE REPORTS FROM COUNCILLORS ATTENDING MEETINGS ON BEHALF OF THE COUNCIL</b></p> <p>None</p>   |    |
| 20/123 | <p><b>FINANCIAL MATTERS</b></p> <p>a) <b>Finance Reports – March 2020 –</b> The reports were presented and approved. They had previously been signed at the O&amp;FWG. Proposed: Cllr Hand, Seconded: Cllr Pearson. RESOLVED.</p> <p>b) <b>April Payments –</b> Cllr Coffey proposed ratifying the payments which had been approved at the O&amp;FWG. Cllr Pratt seconded. RESOLVED.</p> <p>c) <b>To receive the Internal Audit Report for 2019/20.</b> The report had been circulated prior to the meeting. Cllr Bartle read out the detail. No issues were raised by the auditor and the report was accepted. Cllr Watson thanked LF for her work on this.</p> <p>d) <b>Annual Governance Statement for 2019/20.</b> The questions were read out. It was agreed that all boxes should be ticked YES. Proposed Cllr Pearson, Seconded Cllr Coffey. RESOLVED.</p> <p>e) <b>Annual Accounting Statement for 2019/20.</b> The accounting statement was reviewed. It was noted that it had been checked by the Internal Auditor, and the O&amp;FWG. The accounting statement was approved. Proposed Cllr Pratt, Seconded Cllr Coffey. RESOLVED.</p> <p>f) <b>Parish Council Insurance.</b> The premium was £836.93. The level of cover has been checked and is correct. It was noted that we are currently in an LTA. The renewal was approved. Proposed Cllr Coffey, Seconded Cllr Pratt. RESOLVED.</p> <p>g) <b>Salary Cross charging to VBT.</b> It was agreed to suspend salary cross charging to VBT until the hall reopens. Proposed Cllr Jenkins, Seconded Cllr Pearson. RESOLVED.</p> <p>h) <b>Membership of OPFA,</b> It was agreed to renew OPFA membership at an annual cost of £53. Proposed Cllr Pratt, Seconded Cllr Hand. RESOLVED.</p> |    |
| 20/124 | <p><b>PLANNING MATTERS - NEW APPLICATIONS</b></p> <p>a) <b>P20/V0746/HH &amp; P20/0748/LB – Wisteria Cottage, 2 Claypits Lane.</b> Demolition of existing lean-to and existing outbuilding. Widening of existing opening at first floor and creation of new opening at ground floor in north elevation. Installation of french doors to south elevation in place of existing opening. Installation of the three replacement windows to match existing. Provision of a new WC at ground floor and new</p>  |    |

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|  | <p>bathroom at first floor. Construction of a one and a half storey addition with a glazed link and associated fenestration. The Parish Council had no objections.</p> <p>b) <b>P20/V0780/FUL – Stallpits Farm.</b> Erection of an agricultural grain store. The Parish Council had no objections.</p> <p>c) <b>P20/V0913/HH – 19 Stainswick Lane.</b> Erection of two storey rear and single storey side extension. The Parish Council had no objections.</p> <p>d) <b>P20/V0605/FUL – The Cottage, Station Road.</b> Change of use of land to residential curtilage and erection of detached double garage with associated turning space and landscaping. Amended plans. It was agreed to maintain the Parish Council objection. The objection was to the principle of the scheme not the technical detail.</p> <p>e) <b>S/OUT/17/1990 - Great Stall East - Land South Of The A420, South Marston.</b> Outline planning application (with means of access to the A420 not reserved for up to 1,700 homes; education provision including a 10 form entry secondary school and a 3 form entry primary school with attendant sports pitches; a sports hub and open space; a park and ride; a local centre up to 1,000sqm including classes A1, A2, A3, A4, A5 and D1 uses; public open space/green infrastructure; new informal and formal recreation spaces and the formation of two new accesses from the A420. Amended plans. Additional information. It was agreed to re-submit the Parish Council's original objection. Cllr Jones to write this up.</p> <p><b>PLANNING MATTERS – DECISIONS</b></p> <p>a) <b>P19/V3282/HH - 19 Stainswick Lane.</b> Erection of a two-storey side and single-storey rear extension. Amended Plans. Permission granted.</p> <p>b) <b>P20/V0147/HH – 8 Stainswick Lane.</b> Proposed demolition of single storey front extension and replacement with two storey front extension. Minor internal remodelling and fenestration changes. Re-finishing of existing facade materials. Amended Plans. Permission Granted</p> <p>c) <b>P20/V0570/HH - 4 Stonefield Close.</b> Proposed side and rear extension. Awaiting determination.</p> <p>d) <b>P20/V0007/HH – 2 Salop Close.</b> Erection of two-storey side extension. Permission granted.</p> <p>e) <b>P19/V3216/FUL - Beckett Lodge.</b> A public museum open to visitors, housing artefacts owned by the Armed</p> | JJ |
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|               | <p>Forces Chaplaincy Centre. The museum contains the following accommodation arranged over a single storey: Exhibition space, Reception and Entrance Area, AV suite, WC Facilities and Plant Room. The scheme also comprises an integrated hard and soft landscaping scheme with a footbridge crossing Bower Brook.</p> <p>Awaiting Determination.</p> <p>f) <b>S/OUT/17/1990</b> - Great Stall East - Land South Of The A420, South Marston. Outline planning application (with means of access to the A420 not reserved for up to 1,700 homes; education provision including a 10 form entry secondary school and a 3 form entry primary school with attendant sports pitches; a sports hub and open space; a park and ride; a local centre up to 1,000sqm including classes A1, A2, A3, A4, A5 and D1 uses; public open space/green infrastructure; new informal and formal recreation spaces and the formation of two new accesses from the A420. Amended plans. Additional information. Awaiting determination.</p> <p><b>PLANNING MATTERS – MAJOR DEVELOPMENTS</b><br/> <b>L&amp;G site, Highworth Road.</b> Work has stopped for the time being.</p> |               |
| <b>20/125</b> | <p><b>COMMUNITY SPEEDWATCH</b><br/>                 Nothing to report. Cllr Bartle will try to get an update.</p>   | <b>RB</b>     |
| <b>20/126</b> | <p><b>NEIGHBOURHOOD PLAN UPDATE</b><br/>                 The Neighbourhood Plan referendum has been postponed until May 2021.</p>   | <b>CLOSED</b> |
| <b>20/127</b> | <p><b>S106/CIL FUNDING</b></p> <p>a) <b>Football Club project.</b> It was agreed to accept the S106 funds for the Football Club project. The funds have already been received. Cllr Hand and the Clerk to manage the paperwork, Proposed Cllr Bartle, Seconded Cllr Pratt. <b>RESOLVED.</b></p> <p>b) <b>Tennis Club project.</b> The project is to resurface and refence the Tennis Club area, S106 funds of approx. £31k are being applied for. It was agreed to support the project. Proposed Cllr Bartle, Seconded Cllr Jenkins. <b>RESOLVED.</b></p>   | <b>CH</b>     |
| <b>20/128</b> | <p><b>COMMUNITY ART PROJECT</b><br/>                 Awaiting a meeting with OCC to approve the locations.</p>  | <b>LJ</b>     |
| <b>20/129</b> | <p><b>REPORT ON ENVIRONMENTAL MATTERS</b></p> <p>a) <b>Amendment of allotment terms and conditions.</b> It was agreed that tenants who take up a plot that is in a bad condition will be offered the first year free of charge if they are prepared to deal with the plot themselves. Proposed Cllr Bartle, Seconded Cllr Pearson. <b>RESOLVED.</b></p>   |               |
| <b>20/130</b> | <p><b>ANY OTHER BUSINESS TO BE ADDED TO NEXT MONTHS AGENDA.</b><br/>                 Nothing.</p>   |               |

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| 20/131 | <b>DATE OF NEXT MEETING</b><br>Monday 1 <sup>st</sup> June at 6pm |  |
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The meeting closed at 17.20