

SHRIVENHAM PARISH COUNCIL

Minutes of meeting held on Monday 6th December 2021 at 7pm

In the Main Hall at the Memorial Hall

Present: Cllr Richard Bartle, Chair (RB), Cllr Bjorn Watson (BW), Cllr Gerard Pearson (GP), Cllr Bob Sheldon (RS), Cllr Chris Taylor (CT), Cllr Lucy Brown (LB), Cllr Stuart Coffey (SC)

In Attendance: Julia Evans, Lyn Frape

County Councillor: Cllr Yvonne Constance (YC)

District Councillors: Cllr Elaine Ware (EW)

Public: None

21/225	APOLOGIES FOR ABSENCE Cllrs Pratt, Jones, Jenkins and Farrelly.	Action:
21/226	DECLARATIONS OF INTEREST None.	
21/227	MINUTES OF THE MEETING HELD ON 1st NOVEMBER 2021 The minutes of the Parish Council meeting held on 1 st November were approved. Proposed: Cllr Brown, Seconded: Cllr Watson. RESOLVED. The minutes were signed.	
21/228	MATTERS ARISING FROM LAST MEETING NOT ITEMISED ON THE AGENDA a) 21/208/ (21/175 - 21/151 - 21/126 - 21/80 - 21/54 - 21/29 - 21/05) - Speed bumps and streetlights on Townsend Road. Cllr Constance reported that the OCC officers did not yet know whether the scheme had been signed off. Cllr Constance requested that the matter remain open. b) 21/208 (21/175 - 21/157) - The Queen's Platinum Jubilee - Cllr Taylor reported that the fete committee event would take place on 3 rd June. It would follow the format of previous May events and it would be free except for the bar. Cllr Ware reported that discussions had been held regarding an event for older people and the fete committee welcomed input on this.	YC CLOSED
21/229	PUBLIC REPRESENTATION No members of the public.	
21/230	COUNTY COUNCILLORS REPORT Cllr Constance had sent a written report which had been circulated to all Councillors. At the meeting she reported that: a) There had been a response to the petition submitted by the Environment Group. The school would be developed to the highest environmental standards and there would be no delay to the construction. b) The 20mph project. OCC were expecting to put money toward the project where parishes could not afford it. There were no details on the implementation of the project yet. Cllr Constance urged the Parish Council to register its interest in the scheme. She noted that many small villages are already signing up. c) The Oxfordshire Local Transport and Connectivity Strategy would be out for consultation in January. This will include proposals for the A420. Cllr Constance was seeking to	

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	<p>maintain the A420 as a local road. She was still trying to get a meeting with Swindon Borough Council.</p> <p>d) The White Hart Roundabout was open. Councillors felt this was only a partial opening due to the road layout; there were still traffic problems in the area. Cllr Constance felt that through traffic should have been diverted via the M4/A34. She noted that that had been many complaints about the impact of the roadworks on the S6 bus service, which was suffering delays.</p> <p>Cllr Constance was thanked for attending.</p>	
21/231	<p>DISTRICT COUNCILLORS REPORT</p> <p>Cllr Ware had sent a written report which had been circulated to all Councillors. At the meeting she reported that</p> <p>a) 1553 new dwellings with a school, shops etc, were proposed for Kingsdown (next to Blunsdon). This was in addition to the New Eastern Villages. It would have a serious impact on traffic. Cllr Constance noted that there were 50,000 new jobs in Oxfordshire and all the new houses were selling. New jobs were forecast to increase to 120,000 by 2040. The current estimate for new housing between Oxford and Cambridge was 836,000 but the numbers were being questioned. There may be changed post-pandemic once it was known how many people would continue to work from home.</p> <p>b) Swindon Borough Council still did not have a 5 year housing land supply.</p> <p>c) As Covid had changed, people should be urged to get vaccinations.</p> <p>d) The Vale had developed a purchasing strategy which aimed to ensure efficient and economic contract that were managed well, to reduce costs and risk within the supply chain and ensure that council spending contributed to the economic, social and environmental benefits for communities.</p> <p>e) Funds were available for local businesses. The grant application deadline was 16th December.</p> <p>f) Garden waste collections were to stop over the holiday period and restart again on 18th January.</p> <p>g) A household support fund was available for those who needed help over the winter. The Parish Council was asked to promote this. Cllr Taylor suggested promoting CAB services as well.</p> <p>Cllr Ware was thanked for attending.</p>	<p>EW</p> <p>EW</p>
21/232	<p>CLIMATE EMERGENCY ACTIONS</p> <p>Cllr Watson reported that the Coop was in in favour of Sustainable Shrivenham taking on the old bank. He thanked Cllr Bartle for his letter to the Coop. An update was pending from the Coop regarding a survey of the electrics. An Environment Group meeting had been set up for 13th December with the aim of bringing all the local groups together and enlisting their help in developing a Community Hub. On 9th December the OCC arboriculturist was to visit to consider where trees could be planted in the village. He was also to look at Stocks Island and Manor Close.</p>	<p>BW</p>
21/233	<p>ROAD SAFETY AND SUSTAINABILITY</p>	<p>CT</p>

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	<p>Cllr Taylor had nothing to report. Cllr Bartle had responded to an email about funds for road safety elsewhere in the Vale which had been funded by CIL.</p> <p>a) 20 MPH Speed limit. Cllr Bartle felt that the project should not be too expensive given that it only required replacement signage. It was agreed to register an interest in the scheme. Proposed Cllr Bartle, Seconded Cllr Sheldon. RESOLVED. Clerk to complete the registration.</p>	Clerk
21/234	<p>CHAIRMAN'S ANNOUNCEMENTS.</p> <p>a) Parish Dinner 2022. Cllr Bartle reported concern about the latest COVID variant. All invitees had been contacted to determine the level of interest in the event. There had been some replies but not enough to make a decision. A caterer had been found but a minimum of 80 covers was required to retain the competitive price offered. There would be no charge for cancelling the event. It was suggested that a final decision was made at the January meeting.</p> <p>b) Christmas mail drop. Cllr Brown was thanked for her work on this. Councillors were asked to review the document and send any amendments to Cllr Brown as soon as possible. Cllr Bartle asked for volunteers to assist with the delivery. It was agreed that the information be included on the website and on Facebook in addition to the printed leaflets.</p> <p>c) COVID. An email had been received from OALC recommending that delegated powers be resurrected in case further COVID restrictions were introduced. These would only be used if necessary and would cease once the Parish Council resumed face to face meetings. It was agreed to delegate powers to the O&F and Planning Committees. Proposed Cllr Bartle, Seconded Cllr Watson. RESOLVED. Clerk to send details to all Councillors.</p>	RB LB Clerk
21/235	<p>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND WORKING GROUPS</p> <p>a) Minutes of the O&F Committee – The minutes of the O&F Committee held on 1st December had been circulated. Cllr Bartle reported all the items discussed were on the agenda for this meeting. The minutes were approved and signed. Proposed Cllr Watson, Seconded Cllr Bartle. RESOLVED.</p> <p>b) Minutes of the Planning committee - The minutes of the Planning Committee meeting held on 25th November were not available. Cllr Watson reported:</p> <ol style="list-style-type: none"> i. P21/V2765/FUL - Elm Tree Surgery 24A High Street. Place a retractable awning on side wall of building over doorway. Response due by 30th November. There were no objections. ii. P21/V3142/HH - 6 Martens Close. Single Storey Rear infill extension. Response due by 1st December. There were no objections. iii. P21/V2808/O - Land off Townsend Road. Outline planning application for the erection of up to 100 dwellings (including 35% affordable housing) with public open space, landscaping and sustainable drainage system (SuDS) and a vehicular access point. 	

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	<p>All matters reserved. Amended plans to include landscape and visual assessment. The amendment did not change the opinion of the Parish Council and the original objection was maintained.</p> <p>The decisions of the Planning Committee were ratified. Proposed Cllr Taylor, Seconded Cllr Coffey. RESOLVED.</p>	
21/236	<p>TO RECEIVE SUCH COMMUNICATIONS AS THE PERSON PRESIDING MAY WISH TO LAY BEFORE THE COUNCIL</p> <p>a) Email for Mr Lloyd regarding Defibrillators. It was noted that the plan was to move the defibrillator from the telephone kiosk on Stallpits Road to the rear of Sports Pavilion when it was complete. Mr Lloyd suggested that a third defibrillator was required in the village. Defibrillators should be a certain distance apart and Shrivenham needs at least one more. The issue was one of location. Cllr Bartle suggested that the new shop on the Cala development was a possibility. Clerk to look into this to determine how far apart the defibrillators needed to be and where they could be sited. Arising from this Cllr Bartle asked that should be done with the telephone kiosk.</p> <p>b) Community Governance Review. Cllr Bartle explained what the review was about and noted that the only advantage of becoming a town was the ability to elect a Mayor. Cllr Sheldon felt that being a town would lead to more development. It was agreed that no changes were required.</p> <p>c) Letter from Elm Tree Surgery. The letter expressed concern about sight lines at the end of Church Walk. Cllr Bartle had reviewed the situation and did not see a problem. However, the matter was followed up with OCC who confirmed that Stocks Island belonged to them. They advised that the issue be reported on Fix My Street and they would investigate. Cllr Watson reported that he would discuss with the OCC arboriculturist at their meeting next week. Afternote: Following the report on Fix My Street, OCC confirmed that the tree beside the road would be removed. It would be replaced with a deciduous tree further into Stocks Island, but no date was given for the replacement.</p> <p>d) Road surface in Fairthorne Way and Berens Road. Cllr Coffey raised the issue of the poor quality of recently resurfaced roads. Cllr Bartle had written to OCC who had investigated. They agreed that the roads would need to be resurfaced but that this could not be done until the weather was warmer.</p>	Clerk
21/237	<p>TO RECEIVE REPORTS FROM COUNCILLORS ATTENDING MEETINGS ON BEHALF OF THE COUNCIL</p> <p>a) Ethical Standards Training. Cllrs Jones and Taylor attended. Cllr Taylor reported that the training was very useful. It had clarified what Councillors can legally do and which is inappropriate. It discussed the reporting of Councillors interests and recommended training. Cllr Taylor asked whether the Parish Council had a code of conduct. The Clerk explained that we had adopted the same code of conduct as the Vale. When the new code was adopted by the Vale, the Parish Council would need to adopt it was well.</p>	

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	<p>b) Councillor Training. Cllr Watson felt that Councillors needed Roles & Responsibilities training and suggested asking the Clerk to prepare a session on this. Cllr Taylor requested that this included information on what each authority (County, District and Parish) was responsible for. Cllr Ware offered to help develop the District Council aspect.</p>	Clerk/RB/EW
21/238	<p>FINANCIAL MATTERS</p> <p>a) Finance Reports – October 2021. The reports were presented and approved. They had previously been signed at the O&F meeting. No issues had been raised. Proposed: Cllr Bartle, seconded: Cllr Watson. RESOLVED.</p> <p>b) November Payments – The payments were approved. Proposed Cllr Brown, Seconded Cllr Pearson. RESOLVED.</p> <p>c) 2022/23 Budgets and Precept. The SPC and VBT draft budgets had been previously circulated. These were reviewed at the meeting. The increase in the precept had been largely funded by additional houses during the past year. The precept of £135,500 and the proposed SPC budget were approved. Proposed Cllr Bartle, Seconded Cllr Watson. RESOLVED. The VBT budget was reviewed at the Parish Council meeting as it had an impact on the SPC budget. This was approved. Proposed Cllr Watson, Seconded Cllr Bartle. RESOLVED.</p>	
21/239	<p>PLANNING MATTERS - NEW APPLICATIONS</p> <p>None.</p>	
21/240	<p>PLANNING MATTERS - APPLICATIONS RECEIVED SINCE THE PUBLICATION OF THE AGENDA</p> <p>a) P21/V3201/FUL - 62 and 64 High Street. Conversion to a total of four 1-bed flats, with rear extensions, a rear canopy, altered windows and doors, and re-rendering of external walls. Provision of six parking space. There were no objections.</p> <p>b) P21/V3325/HH - 4 Catherine Close. Demolition of single storey garage and erection of two storey side extension. Cllrs Watson and Jones (by email) declared an interest. Cllr Coffey questioned parking and following discussion it was agreed that sufficient parking spaces would remain. There were no objections.</p> <p>Both decisions were approved. Proposed Cllr Watson, Seconded Cllr Brown. RESOLVED.</p>	
21/241	<p>PLANNING MATTERS – DECISIONS</p> <p>a) P21/V2808/O - Land off Townsend Road. Outline planning application for the erection of up to 100 dwellings (including 35% affordable housing) with public open space, landscaping and sustainable drainage system (SuDS) and a vehicular access point. All matters reserved. Awaiting determination.</p> <p>b) P21/V2950/HH - 13 Fairthorne Way. Conversion of existing loft space into habitable accommodation by adding a rear dormer window and changing the hip end to a gable end. Demolition of two single storey rear extensions and erection of one single storey rear</p>	

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	<p>extension. Addition of two rooflights to front and new windows and door opening to side elevation. Awaiting determination.</p> <p>c) P21/V2925/LB - May Tree Cottage, Manor Lane. Update existing front porch. Awaiting determination.</p> <p>d) P21/V2854/HH - 5 Highworth Road. Single storey front and rear extension. Permission granted.</p> <p>e) P21/V1850/HH - Medlar Cottage, Faringdon Road. Granny Annex to rear of property. Arboricultural report received 13th October. Amended plans received 22nd October. Permission granted.</p> <p>f) P21/V2264/FUL - Land at Townsend Road. Demolition of existing structures and construction of Entry Level Exception Site comprising 26 no. one, two and three bedroom affordable dwellings, vehicular and pedestrian accesses, internal access road, resident and visitor parking, pumping station, landscaping and public open space, boundary treatment and associated works. Awaiting determination.</p> <p>g) P21/V2750/FUL - April Cottage, 39 Stallpits Road. Variation of condition 2 (approved plans) on planning application P20/V2125/FUL - changes to internal layouts (Development of four dwellings to the rear of April Cottage.) Permission granted.</p> <p>h) P21/V0773/RM - Land North of Highworth Road. Reserved Matters following Outline Permission (P15/V2541/O) for appearance, landscaping, layout and scale for a development of 275 dwellings along with associated public open space and other associated highways works. Additional drainage information received 11th October. Awaiting determination.</p> <p>i) P21/V2888/LB - Beckett House, Defence Academy. Minor internal alterations encompassing new fire door compartmentation works. Permission granted.</p> <p>j) P21/V2314/MPO - Westmill Farm, Highworth Road, Watchfield. Modification of the obligation to delete 'within 25 years' and substitute 'within 40 years' on planning application P01/V1421 and legal agreement 05V06. Awaiting determination.</p> <p>k) P21/V2264/FUL - Land at Townsend Road. Demolition of existing structures and construction of Entry Level Exception Site comprising 26 no. one, two and three bedroom affordable dwellings, vehicular and pedestrian accesses, internal access road, resident and visitor parking, pumping station, landscaping and</p>	
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	<p>public open space, boundary treatment and associated works. Awaiting determination. Cllr Bartle asked for an update. Cllr Ware had no news on the application.</p> <p>l) P21/V1217/RM - Land at Highworth Road. Reserved Matters following Outline Permission (P15/V2541/O) for appearance, layout and scale for the development of a retail unit up to 400 sqm and associated highways works. Awaiting determination.</p> <p>m) P21/V0503/O - Land to the North East of Swiss Cottage Faringdon Road. Amended plans for Outline application for the provision of 5no. Self-Build and/or Custom Housebuilding plots, with all matters reserved except for access from Faringdon Road. Amended plans. Refused.</p> <p>n) P21/V1220/RM - Land North of Highworth Road. Reserved Matters following Outline Permission (P15/V2541/O) for appearance, landscaping, layout and scale for a development of 151 dwellings and other associated highways works. Awaiting determination.</p> <p>o) P20/V2907/FUL - Faringdon Road. New build sports facility on a secure defence academy campus. To be installed on brown field site to the north of the Café & Chat. Awaiting determination</p>	
21/242	<p>PLANNING MATTERS – MAJOR DEVELOPMENTS</p> <p>a) Cala site, Highworth Road. Cllr Watson noted that the footpath into the village from the new development ended in a muddy track and the edge of the site. It was suggested that Cala be asked to turn this around and lead it into Claypits Lane. Cllrs Watson and Bartle to write to Cala. Cllr Bartle noted that it looked as if the work on the new roundabout would start soon.</p>	RB/BW
21/243	<p>SCHOOL LIAISON</p> <p>Cllr Taylor reported that a meeting had been held with Sustainable Shrivenham to discuss sustainability issues at the school. The plan was to engage with the Eco Council to assist in making the school more sustainable. Cllr Taylor has ensured that this relates to the existing school.</p>	CT/LJ
21/244	<p>COMMUNITY SPEEDWATCH</p> <p>Cllr Pearson reported that he had asked Neil Platten to attend this meeting, but he was unable to do so. Cllr Pearson had been following up on equipment; the recommended kit was £172 for a handheld device. Neil Platten preferred a tripod mounted device, but it was not clear how much this would cost. The tripod device only requires two people, but the handheld device requires three. The previously approved site plan was no longer valid and it will be necessary to go through the approval process again.</p>	GP
21/245	<p>S106/CIL FUNDING</p>	BW

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	Cllr Watson reported that the application for funds for the MUGA had been accepted. Cllr Ware confirmed that it was progressing through the system.	
21/246	<p>COMMUNITY ART PROJECT</p> <p>It was reported that OCC were obtaining a quote from their contractors and if this was more than the budget allowed, they promised to pay the difference. OCC expected that the quote would be received after Christmas.</p>	LJ/Clerk
21/247	<p>ALLOTMENTS REPORT</p> <p>Cllr Brown reported that two plots had been vacated but there was a waiting list. Plot inspections were overdue and should take place during the coming week.</p> <p>a) Sycamore Tree. A plot holder had requested that a sycamore tree be cut back to hedge height. Photographs of the tree were reviewed. LF reported that she was still waiting for the tree surgeon's report.</p> <p>b) Request from SAGA for a skip for the allotments. The skip was requested for summer 2022 and thereafter every other year. LF confirmed that there were funds available for this. The request was approved. Proposed Cllr Watson, Seconded Cllr Sheldon.</p> <p>c) Allotment rent. There had been a very large water bill this year because it had been calculated on estimated readings for quite some time. It was suggested that the cost of the water be added to the allotment rent and it would be reviewed and adjusted each year in line with the actual water bill. The rent requests would be amended to show the water element separately. For 2022 the additional water charge would be 4p per square metre. It was agreed that the land rent would remain at 19p per square metre. A total charge of 23p per square metre was agreed with the caveat that the charge be reviewed annually. Proposed Cllr Bartle, Seconded Cllr Coffey. RESOLVED.</p>	LB LF
21/248	<p>REPORT ON ENVIRONMENTAL MATTERS</p> <p>a) Tuckmill Meadows SSSI. Cllr Pratt had sent an email report. He reported that The Friends of Tuckmill were awaiting a funding agreement from the Vale. The group requested that the Parish Council pay for the cost of their recent room hire. Cllr Watson noted that there would not be any further group meetings at the hall and proposed a one-off donation to show support for the group. This was agreed. Proposed Cllr Watson, Seconded Cllr Taylor. RESOLVED.</p> <p>b) Picnic Tables in Coppidthorne Meadow. Mr Lloyd had requested that the picnic tables in Coppidthorne Meadow be relocated next spring, as their current location was not ideal. Cllr Watson agreed that the tables were not in a good condition and moving them was a good idea. He suggested approving the cost of renovation materials and the Handyman's time to assist with the work. Mr Lloyd offered to lead a team of volunteers. This was agreed. Proposed Cllr Watson, seconded Cllr Bartle. RESOLVED. Cllr Taylor asked whether a litter bin could be installed next to the</p>	BW

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	tables once they had been relocated. It was agreed to consider this once the work had been done.	
21/249	ANY OTHER BUSINESS TO BE ADDED TO NEXT MONTHS AGENDA. a) Epipens. Cllr Bartle suggested that the Parish Council should purchase some Epipens to be stored with the defibrillators.	
21/250	DATE OF NEXT MEETING Tuesday 4 th January 2022 at 7pm in the Main Hall.	

The meeting closed at 21.01

DRAFT