

## SHRIVENHAM PARISH COUNCIL

### Minutes of meeting held on Monday 2<sup>nd</sup> July at 7pm

**Present:** Cllr Richard Bartle, Chair (RB), Cllr Liz Jenkins (LJ), Cllr Bjorn Watson (BW), Cllr David Pratt (DP), Cllr Julia Jones (JJ), Cllr Peter Saunders (PS), Cllr Olly Church (OC), Cllr Penny Hockley (PH), Cllr Chris Hand (CH)

**In Attendance:** Julia Evans

**County Councillor:**

**District Councillor:** Cllr Elaine Ware (EW) and Cllr Simon Howell (SH)

**Public:**

18/134	<b>APOLOGIES FOR ABSENCE</b> Cllrs Lloyd and Clements sent their apologies. County Cllr Constance also sent her apologies.	<b>Action:</b>
18/135	<b>DECLARATIONS OF INTEREST</b> None.	
18/136	<b>MINUTES OF THE MEETINGS HELD ON 4<sup>th</sup> JUNE 2018</b> Cllr Saunders proposed approving the minutes of the meeting held on 4 <sup>th</sup> June subject to a minor amendment (typo). Cllr Pratt seconded. RESOLVED. The typo was corrected and the minutes were signed.	
18/137	<b>MATTERS ARISING FROM LAST MEETING NOT ITEMISED ON THE AGENDA</b> a) 18/117 (18/93 - 18/65 - 8/24 -18/4 - 17/226 - 17/205 -17/186 - 17/166 - 17/146 -17/125 - 17/106 - 17/71 – 17/50 – 17/28 – 17/4 & 17/8 – 16/283) – <b>Parking in the High Street.</b> Cllr Pratt reported that the draft questionnaire had been completed. He will be looking for volunteers to help with the survey in mid-July. Investigation of agency agreements was carried forward. b) 18/117 (18/93 - 18/65 - 18/45 -18/26) - <b>Potholes.</b> Cllr Bartle has written to the leader of OCC. A reply was received today. This was discussed under agenda item 10. c) 18/117 (18/93 - 18/65 -18/49) – <b>Shrivenham Primary School.</b> Cllr Jenkins is to become a member of the school working group which will start in September. d) 18/117 (18/99) – <b>Bus Shelter by the allotments.</b> Cllr Lloyd sent an email asking whether the £7k required for the bus shelter project is available from S106 funds. There may be S106 money for bus stops/shelters, but it will be allocated to OCC and not to the parish. Cllr Hand confirmed that there was no parish S106 funding for bus shelters. e) 18/122 – <b>Repair to Pump House roof.</b> Cllr Watson has assessed the situation and feels that the village handyman can carry out the repair. Cllr Watson to liaise with him. f) 18/123 – <b>Correspondence from Fyfield and Tubney Parish Council regarding the A420.</b> Cllrs Lloyd and Hockley have produced a draft response. Cllrs Ware and Howell have commented on this to Cllr Bartle. Clerk to send this to all councillors who will consider the situation. The final response to be agreed in September.	<b>DP</b> <b>C/F: Clerk</b>  <b>LJ</b>    <b>BW</b>  <b>Clerk/All Councillors</b>
18/138	<b>PUBLIC REPRESENTATION</b> None.	
18/139	<b>COUNTY COUNCILLORS REPORT</b> Cllr Constance sent the following report by email: <b>SHARED SERVICE ARRANGEMENT BETWEEN OCC AND CDC</b> OCC and Cherwell District Council (CDC) are considering a proposal for shared service arrangements under a joint chief executive, while retaining separate councillor bodies, budgets and decision-making processes. The	

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	<p>exact arrangements for sharing services and joining up functions still need to be worked out in detail and then agreed separately by each council.</p> <p><b>DELAYED TRANSFERS OF CARE – OXFORDSHIRE FIGURES ARE IMPROVING</b></p> <p>Delayed transfer of care (DToC) cases are now at the lowest level for many years in Oxfordshire. The latest national figures published by the Department of Health showed that the average number of people delayed has fallen from 168 in April 2017 to 117 this April. Since April 2018, the number of delays has fallen further and is currently only 78 – more than halving in just over a year.</p> <p><b>COUNTY COUNCIL BUDGET OUTTURN HITS THE MARK</b></p> <p>The council's Cabinet received final budget figures for the 2017/18 financial year at its meeting on Tuesday, June 19. OCC managed its net budget with 99.8 per cent accuracy for 2017/18, with an underspend of just £1m (0.2 per cent) on an overall service budget of £422m.</p> <p><b>SITE ALLOCATIONS CONSULTATION ON MINERALS AND WASTE LOCAL PLAN</b></p> <p>The council reached a new milestone in the ongoing planning process to decide where minerals can be extracted and waste management facilities can be located with Cabinet asked to approve a site consultation exercise. This will take place in July-September and it will be open to all interested organisations and individuals to respond. All parish councils, environmental and community groups, organisations and individuals who have previously asked to be informed about the plan will be notified when the consultation starts.</p> <p><b>HIGHWAYS UPDATE</b></p> <p>The bad winter has taken its toll on road conditions across the county, so OCC welcomed the additional £2.7m the Government has provided for this year; additional gangs have been employed to ensure we utilise the funds during the summer months. Last month 6,236 defects were repaired showing progress is being made on the defects reported during the bad weather.</p> <p>A fact sheet has been produced giving details about the condition of the county's highways and the actions being taken to maintain them. This will be issued to all councillors and parish clerks during the month of July.</p> <p><b>OXFORDSHIRE'S NEW DOMESTIC ABUSE SERVICE LAUNCHED</b></p> <p>A new domestic abuse service for Oxfordshire was launched in June. The new service was set up by OCC in partnership with District Councils and the Office of the Police and Crime Commissioner for the Thames Valley. The service is designed to be highly inclusive to address emotional and practical support needs for any victim suffering or fleeing domestic abuse in Oxfordshire.</p> <p><b>NHS HEALTH CHECKS</b></p> <p>OCC-funded NHS Health Checks are designed to spot early warnings of stroke, kidney and heart disease, Type 2 diabetes and dementia. They are available to anyone aged between the ages of 40 and 74 who has not already been diagnosed with an existing cardiovascular condition. They are free and applicants will be invited to have one once every five years. GP surgeries will automatically send out invitations, but if one is not received, residents should contact their surgery and make an appointment.</p>	
18/140	<p><b>DISTRICT COUNCILLORS REPORT</b></p> <p>Cllr Ware reported:</p>	

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<p><b>Gladman</b> – Cllrs Ware and Howell have submitted their strong objection to this application.</p> <p><b>NPPF</b> – The consultation on the revised National Planning Policy Framework is currently being considered by central Government and the outcome is due to be published this month.</p> <p><b>Oxford-Cambridge Expressway</b> – The Vale are awaiting further details from Government and Highways England and will provide information as soon as available.</p> <p><b>Local Plan Part 2</b> -The Planning Inspector David Reed will commence the examination of the Plan 3<sup>rd</sup> - 6<sup>th</sup> July and 24<sup>th</sup>-27<sup>th</sup> July at Abingdon &amp; Witney College and a third week will be at The Beacon Wantage commencing 4 -7 September. Details of the process can be found on the Vale website.</p> <p><b>Joint Statutory Spatial Plan (JSSP)</b> – The Government has put forward proposals to provide Oxfordshire Councils with greater protection from speculative housing development. Under the proposal Councils will only need a three year land supply whilst the JSSP is being developed. Additionally a revised Housing Delivery Test (HDT) would also be in place once the JSSP has been adopted. The consultation is open until Thursday 12 July.</p> <p><b>Appeals</b> The result of the appeal for the Badbury Hill (Great Coxwell) site is awaited.</p> <p><b>Legal &amp; General</b> – The Reserved Matters application for Phase 1 has been submitted with a target decision date of 12 July. A number of discharge of conditions have been submitted. L &amp; G are in discussion with Oxfordshire County Council Education Department regarding the provision of the primary school. The Reserved Matters application for Phase 2 is expected towards the end of this year.</p> <p><b>Bovis – Townsend Road</b> – a number of applications for the discharge of conditions have been submitted for approval and ground work has commenced.</p> <p><b>Taylor Wimpey - Longcot Road</b> – The Vale Enforcement Team and OCC Highways are continuing to deal with the numerous issues relating to this development.</p> <p><b>Mobile Catering Vehicle</b> - on land at Watchfield Junction – This application was refused</p> <p><b>The Plough on A420</b> – An application has been submitted for change of use to a Bed &amp; Breakfast.</p> <p><b>Chowle Farm on A420</b> – An application has been submitted for erection of 9 dwellings and 7 office units.</p> <p><b>Land South of Steeds Farm Gt. Coxwell</b> – An Outline application for a further 125 dwellings has been submitted to the Vale. This application is in addition to the 200 that are already being constructed on part of this strategic site. This application will be considered by the full Planning Committee.</p> <p><b>Swindon Eastern Villages</b> – An application is to be considered by Swindon Borough Council for 370 homes on the Redland Airfield Site. This application is in addition to the 2380 for Rowborough/South Marston. 70 on the South Marston Hotel site and the 1800 at Great Stall. It is noted that an application for some 2800 dwellings at Lotmead Farm was dismissed at appeal.</p> <p><b>Thames Water Reservoir Plans</b> – The Vale has responded to Thames Water’s proposed draft Water Resources Management Plan recommending a public inquiry is held to examine the draft plan and to</p>	
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	ensure that the water company has correctly followed procedures. <b>Privacy Policy Updated</b> - Following the introduction of the Data Protection Act 2018 the Vale has published a new privacy policy as well as information for residents about how they handle personal data. Cllrs Ware and Howell were thanked for attending.	
18/141	<b>CHAIRMAN'S ANNOUNCEMENTS:</b> <b>Councillors Priority Fund</b> – Cllr Constance sent an email advising of some grant funding available from OCC for community projects. She has suggested that Cllr Lloyd consider applying for the Bus Shelter project.	JL
18/142	<b>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND WORKING GROUPS</b> <b>a) Minutes of the O&amp;F Working Group</b> – The minutes of the O&F Working Group held on 26 <sup>th</sup> June were reviewed. Cllr Bartle outlined the highlights of the meeting: - A draft set of plans for the Sports Pavilion have been produced, along with cost estimates which are over budget. Plans are being revisited. - Pear Technology has quoted for tree management software. Cllr Pratt proposed approving expenditure up to £500; Cllr Jones seconded. RESOLVED. Clerk to place the order. - Grant applications have been submitted to the Vale, for the boiler project, and to Garfield Weston for the kitchens and rewiring. - GDPR privacy policies have been developed and published. - Bus shelter cleaning. Cllr Lloyd has recommended cleaning them all twice a year at a total cost of £45 per clean. Cllr Saunders proposed approving a twice yearly clean; Cllr Pratt seconded. RESOLVED. Clerk to liaise with Cllr Lloyd over this.	Clerk  JL/Clerk
18/143	<b>TO RECEIVE SUCH COMMUNICATIONS AS THE PERSON PRESIDING MAY WISH TO LAY BEFORE THE COUNCIL</b> <b>a) Proposal to adopt a telephone kiosk.</b> A resident has put forward a proposal to adopt the telephone kiosk on the junction of Stallpits and Highworth Road for use as a community book exchange. The Parish Council would adopt the kiosk, and the resident would be responsible for the management of the book exchange. Cllr Jones proposed supporting the project. Cllr Hand seconded. RESOLVED. Clerk to notify resident and start the adoption process. <b>b) Correspondence regarding a gate at the top of Stallpits.</b> A resident has requested consideration be given to the installation of a gate at the top of Stallpits Lane, where it meets the A420. Cllr Ware advised that this request should be sent to OCC. <b>c) Consultation on extension of 30mph speed limit at Highworth Road.</b> Cllr Hand proposed requesting that the 30mph speed limit be extended further up to include the houses near Sandhill Farm. Seconded: Cllr Bartle. RESOLVED. Cllr Howell suggesting referring to the new roundabout at the proposal ties in with this. Cllr Bartle to develop a response. <b>d) Weedkilling/spraying.</b> Approval was sought for the village handyman to attend a course in order to obtain his weedkilling certificate. Cllr Jones proposed approval. Cllr Hand seconded. RESOLVED. It was noted that all job requests for the handyman should go via the Clerk as his line manager. <b>Afternote:</b> following consideration and concerns over his workload, the village handyman has since decided not to take on this work. <b>e) Letter to Cllr Barber.</b> Cllr Bartle has escalated his complaint to stage 2 of the Vale's process. William Jacobs at the Vale will carry out the	Clerk  Clerk  RB

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	<p>investigation. Cllr Bartle to write to him, asking him to come and talk to the Parish Council.</p> <p><b>f) Letter to the Leader of OCC.</b> Cllr Bartle has written to OCC. A response was received on 2<sup>nd</sup> July which explained how they deal with potholes. Clerk to circulate to all councillors.</p>	<p><b>RB</b></p> <p><b>Clerk</b></p>
<b>18/144</b>	<p><b>TO RECEIVE REPORTS FROM COUNCILLORS ATTENDING MEETINGS ON BEHALF OF THE COUNCIL</b></p> <p>None.</p>	
<b>18/145</b>	<p><b>FINANCIAL MATTERS</b></p> <p><b>a) Finance Reports – May 2018 –</b> The reports were presented and approved. Proposed: Cllr Hand, Seconded: Cllr Jenkins. RESOLVED. The reports were signed.</p> <p><b>b) June Payments –</b> Cllr Saunders proposed approving the payments. Cllr Hand seconded. RESOLVED.</p> <p><b>c) Purchase of Tree Management Software.</b> This was dealt with under minute 18/142 above.</p>	
<b>18/146</b>	<p><b>PLANNING MATTERS - NEW APPLICATIONS</b></p> <p><b>Deadline 30<sup>th</sup> May (extension to 29<sup>th</sup> June) – P18/V1080/O – Land at Townsend Road.</b> Outline application for up to 85 dwellings with public open space, landscaping and sustainable drainage system. All matters reserved. A meeting was held with the case officer. The Parish Council has objected to the application.</p> <p><b>Deadline 21<sup>st</sup> June – P18/V1203/FUL – 25 Sandhill.</b> Proposed 2 bedroom disabled annexe in rear garden. Ancillary accommodation to main house. The Parish Council has objected to this application on the grounds that the extension is too large. Should permission be granted a covenant has been requested removing permission to build an upper floor.</p> <p><b>Deadline 22<sup>nd</sup> June – P18/V0631/HH – 2 Martens Close.</b> First floor side extension and rear two storey extension. The Parish Council had no objection to this application.</p> <p><b>Deadline 4<sup>th</sup> July – P18/V1350/HH – 16 Berens Road.</b> Proposed single storey extension with room in the roof. The Parish Council had no objection to the application but raised concerns about access to neighbour's properties.</p> <p><b>Deadline 5<sup>th</sup> July – P18/V1311/HH – 18 Townsend Road.</b> Single storey conservatory to the rear. The Parish Council had no objection to this application.</p> <p><b>PLANNING MATTERS – DECISIONS</b></p> <p>None</p> <p><b>PLANNING MATTERS – MAJOR DEVELOPMENTS</b></p> <p><b>Issues at the Longcot Road site</b></p> <p>Issues are ongoing and reports continue to be sent to the Vale. Residents continue to be dissatisfied with the response from the Vale.</p> <p><b>P18/V1151/DIS – Bus Stops.</b> It was reported that the bus stop provision is not in the right place. The planning working group objected to this.</p> <p><b>Drainage/Sewerage issue behind the shooting club building.</b> The drainage ditch between the Kier development and the football club has been filled in and the cesspit outlet pipe covered over, therefore the cesspit is overflowing. This has been reported to the enforcement team.</p> <p><b>Deadline 24<sup>th</sup> May – P18/V0862/RM – Land at Highworth Road.</b> No update.</p>	
<b>18/147</b>	<p><b>GDPR</b></p> <p>Councillors are still getting to grips with the new tablets. Cllr Bartle</p>	

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	explained how to use them to best effect. There is a need for a file manager and a contact book. Clerk to investigate.	<b>Clerk</b>
<b>18/148</b>	<p><b>NEIGHBOURHOOD PLAN UPDATE</b></p> <p>Another meeting has been held with Jeremy Flawn who has reviewed the restructured plan. Housing policies have been enhanced and landscape policies added. A new draft of the policies is to be circulated this week. It is vital that the Parish Council review these as they will become legal. An extraordinary parish council meeting will be held in w/c 13<sup>th</sup> August to consider the Parish Council comments. After this the plan will go to pre-submission consultation. The project has slipped about a month. Cllr Hockley asked when the plan will go to the graphic designer; this will happen after the pre-submission consultation.</p>	<b>Clerk</b>
<b>18/149</b>	<p><b>S106 FUNDING</b></p> <p>Cllr Hand reported that he had been liaising with L&amp;G. They are in favour of enabling the use of S106 funds for the pavilion. L&amp;G and Cllr Hand are working on this. A meeting is to be held with the Vale Leisure team to discuss the indoor sports funding.</p> <p>Regarding bus stops/shelters, Cllr Hand confirmed that there is £25k S106 funding for transport but it is allocated to OCC.</p>	<b>CH</b>
<b>18/150</b>	<p><b>REPORT ON ENVIRONMENTAL MATTERS</b></p> <p>Bus shelter cleaning covered under minute 18/142 above. Nothing else to report.</p>	
<b>18/151</b>	<p><b>COMMUNITY EMERGENCY PLAN</b></p> <p>The Emergency Plan has been completed. Cllr Jones to circulate to all councillors.</p>	<b>CLOSED</b>
<b>18/152</b>	<p><b>ANY OTHER BUSINESS TO BE ADDED TO NEXT MONTHS AGENDA.</b></p> <p>Cllr Jenkins reported that the playground at Roman Way is still not open. She asked for Parish Council support as Linden Homes are in breach of their planning conditions. It has been reported to the enforcement team. Cllr Ware agreed to look into this. Cllr Jenkins to send details.</p> <p>Cllr Jenkins reported that construction vehicles for the estate behind Sandhill are coming through Sandhill; they should be accessing the site from Highworth Road. Cllr Jenkins to forward details to Cllr Ware who will investigate.</p> <p>Cllr Bartle requested help at Friday's Rain or Shine event. Cllrs Jones and Watson volunteered.</p> <p>Cllr Lloyd requested, via email, that the matter of a speaker for next year's village dinner be included on the September agenda, along with his proposal of the Lord Lieutenant of Oxfordshire.</p>	<p><b>LJ/EW</b></p> <p><b>LJ/EW</b></p> <p><b>Clerk (agenda)</b></p>
<b>18/153</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>Monday 3<sup>rd</sup> September 2018 at 7pm. Cllrs Ware and Saunders sent their apologies.</p>	

The meeting closed at 8.26pm