

## SHRIVENHAM PARISH COUNCIL

### Minutes of Monthly meeting held on Wednesday 4<sup>th</sup> September 2024 at 7pm

#### In the Vic Day Hall at the Memorial Hall

**Present:** Cllr Bob Sheldon, Chair (RS), Cllr Richard Bartle (RB), Cllr Julia Jones (JJ), Cllr Simon Howell (SH), Cllr Nathan Woodhouse (NW), Cllr Stu Coffey (SC), Cllr Claire Winfield (CW), Cllr Lucy Brown (LB)

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

**County Councillor:**

**District Councillors:** Cllr Katherine Foxhall

**Public:** 2 Members of the public

24/238	<b>APOLOGIES FOR ABSENCE</b> County Cllr Constance, District Cllr Patel, Cllrs Watson, Pearson and Ware.	
24/239	<b>DECLARATIONS OF INTEREST</b> None.	
24/240	<b>MINUTES OF THE PREVIOUS MEETINGS</b> The minutes of the Parish Council meeting held on 3 <sup>rd</sup> July 2024 were approved. Proposed Cllr Bartle, Seconded Cllr Howell. <b>RESOLVED.</b> The minutes of the extraordinary Parish Council meeting held on 7 <sup>th</sup> August 2024 were approved. Proposed Cllr Bartle, Seconded Cllr Coffey. <b>RESOLVED.</b> The minutes were signed.	
24/241	<b>MATTERS ARISING FROM LAST MEETING NOT ITEMISED ON THE AGENDA</b> <ul style="list-style-type: none"><li>a) <b>24/204 (24/176 - 24/148 - 24/97 - 24/65 - 24/37 - 24/05 - 23/285 - 23/255 - 23/228 - 23/202) – Planning enforcement matter.</b> There had been a disappointing response from the EA, who had granted the permit. The Vale was considering options. Cllr Foxhall to follow up with head of planning. Cllr Bartle had written again to the EA and agreed to continue to pursue the matter.</li><li>b) <b>24/204 (24/176 - 24/97 - 24/65 - 24/37 - 24/05 - 23/285in - 23/255 - 23/228 - 23/202) – Vale policy on waste bins –</b> No update.</li><li>c) <b>24/204 (24/176 - 24/148) - Bus stop on Townsend Road.</b> The bus stop had been installed. One resident was unhappy with the location due to access and privacy issues. The complaint had been passed to OCC.</li><li>d) <b>24/204 (24/199) – Overgrown hedges of Highworth Road and Vicarage Lane.</b> The hedges had been cut back.</li><li>e) <b>24/204 (24/181) – Road works on Station Road.</b> The signs were still on the roadside. Clerk to ask the officer to remove them.</li><li>f) <b>24/210 – Thames Water hole near the school.</b> The hole had been filled in but the work was incomplete so it may need to be opened again in the future.</li></ul>	KF/VP/RB  VP  CLOSED  Clerk  CLOSED
24/242	<b>PUBLIC REPRESENTATION</b> <ul style="list-style-type: none"><li>a) A resident had suggested that VB Homes land be considered for the development of a Doctor's surgery. A further suggestion was that the car parking could be put on the recreation ground. It was pointed out that the VB Homes land did not belong to us. The Trust Deed for our land prohibits use for anything other than recreation. Other locations for a Doctor's surgery were discussed and dismissed. The resident felt that the Trust deed could be differently interpreted. This was refuted.</li></ul>	

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	<p>b) A resident requested a pedestrian crossing on Highworth Road by the playground entrance to the recreation ground.</p> <p>The members of the public were thanked for attending.</p>	
24/243	<p><b>COUNTY COUNCILLOR'S REPORT</b></p> <p>No report.</p>	
24/244	<p><b>DISTRICT COUNCILLORS' REPORT</b></p> <p>A written report had been circulated. At the meeting Cllr Foxhall reported</p> <ul style="list-style-type: none"> <li>a) A meeting was held yesterday to discuss the ARAP scheme, particularly the development of FAQs. More communities were to become involved in the scheme. More direct contact with the officers was being considered.</li> <li>b) The community support team had been working with a resident regarding actions of that resident's neighbour.</li> <li>c) The Joint Local Plan had been brought forward and was now likely to be submitted by December.</li> <li>d) An all day bus ticket was now available for £6.50.</li> </ul> <p>Cllr Bartle raised the matter of anti-social behaviour. There had been reports of drug taking. More clear lines of communication were required for this sort of thing. Cllr Foxhall suggested contacting the Community Safety Team.</p> <p>Cllr Foxhall was thanked for attending.</p>	
24/245	<p><b>PROPOSAL FOR OPEN FORUM MEETING</b></p> <p>The matter was deferred due to the six-month rule. There was some disagreement over the decision. There was a proposal that the Standing Orders be suspended to enable the motion to be debated. The proposal was not approved. There was concern that the delay in debating the motion would prevent suggestions being included in next year's budget. Cllr Sheldon agreed to put forward a planned proposal at the October meeting which could be implemented quickly if the motion was carried.</p>	RS
24/246	<p><b>CLIMATE EMERGENCY ACTIONS</b></p> <p>No report.</p>	BW
24/247	<p><b>CHAIRMAN'S ANNOUNCEMENTS.</b></p> <ul style="list-style-type: none"> <li>a) <b>Martens Road Car Park.</b> Cllr Sheldon thanked all those who had dealt with this matter, especially Cllrs Coffey and Pearson who had delivered the letter and explained it. There was concern that the issue had simply been moved elsewhere. Any issues were to be reported to the appropriate authorities.</li> <li>b) <b>Grass Cutting.</b> The MD of Tactical Facilities Management gave an update on village grass cutting. He noted that his staff had been subjected to verbal assault, there had been an attempt to steal their equipment, and they had suffered equipment failures. TFM had made significant investment in the parish and felt that the earlier issues had been rectified. He asked the Council to consider a three-year contract. Cllr Sheldon noted that this would be considered at the next meeting.</li> </ul>	
24/248	<p><b>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND WORKING GROUPS</b></p>	

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	a) <b>O&amp;F Committee</b> – The minutes of the O&F Committee meeting held on 27 <sup>th</sup> August had been circulated. No issues were raised, and the minutes were accepted.	
24/249	<b>TO RECEIVE SUCH COMMUNICATIONS AS THE PERSON PRESIDING MAY WISH TO LAY BEFORE THE COUNCIL</b> a) <b>Campaign to improve the safety of lithium batteries.</b> It was agreed to support the campaign. Proposed Cllr Coffey, Seconded Cllr Bartle. RESOLVED. b) <b>Consultation on local boundary changes.</b> No comment. c) <b>Complaint about hedge on B4000.</b> This issue was the lack of visibility. OCC had been contacted but would not take any further action. It was agreed that OCC be asked to consider installing traffic lights on the bridge to improve safety. Proposed Cllr Howell, Seconded Cllr Woodhouse. RESOLVED.	Clerk
24/250	<b>TO RECEIVE REPORTS FROM COUNCILLORS ATTENDING MEETINGS ON BEHALF OF THE COUNCIL</b> a) <b>ARAP meeting.</b> A request had been received for a Parish Council representative to attend a meeting with the District Council on this matter. Cllr Winfield volunteered. i) <b>Welcome event.</b> Cllr Winfield proposed holding a welcome event for the new members of the community. The proposal was either to offer the hall or co-host with other agencies to showcase British hospitality. Cllr Sheldon pointed out that we could not spend public money on this so it would be reliant on volunteers. He noted that it would require a lot of organisation. Cllr Bartle proposed that the Parish Council could pay for the venue but would not be in a position to organise anything. Proposal: The Parish Council would support an event by providing the venue if the local community wanted to get together to arrange the event. Proposed Cllr Winfield, Seconded Cllr Brown. RESOLVED. Cllr Sheldon agreed to contact the Defence Academy.	RS
24/251	<b>EXTERNAL AUDIT REPORT</b> The external audit report had been circulated and was noted. The auditor had pointed out that the Council's General Reserve was too low and suggested that the Council keeps this under consideration.	
24/252	<b>APPOINTMENT OF INTERNAL AUDITOR FOR 2024/25</b> Lightatouch was recommended and approved. Proposed Cllr Coffey, Seconded Cllr Bartle. RESOLVED.	
24/253	<b>POLICY REVIEWS</b> The following policies had been circulated: a) Disciplinary and Grievance policy b) Dignity at Work policy c) Councillor/Officer protocol  All were approved. Proposed Cllr Jones, Seconded Cllr Brown. RESOLVED.	
24/254	<b>PLANNING MATTERS - NEW APPLICATIONS</b> a) <b>P24/V1718/LDP – 7 Raven Way.</b> Erection of an attached drive through garage. For information only.	

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24/255	<b>PLANNING MATTERS - APPLICATIONS RECEIVED SINCE THE PUBLICATION OF THE AGENDA</b> a) <b>P24/V1770/FUL – Friars Farm.</b> Retrospective application to convert a barn into a dwelling. Response due by 7 <sup>th</sup> September. There were no objections.	
24/256	<b>PLANNING MATTERS – DECISIONS</b> a) <b>P24/V1257/HH - 1A Sandy Lane.</b> Partial garage conversion. Granted. b) <b>P24/V1398/HH – 2 Charlbury Road.</b> First floor side extensions. Granted. c) <b>P24/V1017/PIP – Land at Townsend Road.</b> Permission in principle for residential development of single storey dwellings. Granted.	
24/257	<b>PLANNING MATTERS – MAJOR DEVELOPMENTS</b> a) <b>Cala Development, Highworth Road.</b> Nothing to report.	
24/258	<b>PARKING ON THE HIGH STREET</b> A link had been circulated containing the OCC report on the proposal which recommended approval. There was to be a meeting with the cabinet member at the Vale tomorrow. Cllr Howell was registered to speak and present the Council's position. Cllrs Sheldon and Howell had met with the OCC officer for clarification of a few points. Enforcement will be undertaken by the Civil Parking Enforcement contractor. The scheme was to be funded by OCC CIL. The response rate for the public consultation was higher than expected and 71% supported or partially supported the scheme with 24% objecting. The scheme would be reviewed after 12 months. Implementation was likely to be in January. Cllr Howell proposed that the Council supported. Cllr Sheldon suggested a partial implementation which would not initially include the 3-hour scheme. Cllr Howell felt that it would be wrong to go against such strong feedback. Cllr Coffey felt that the review period needed to be longer than twelve months because of the change of use at the old school could have an impact. The proposal was to support the scheme with an extended review period. Proposed Cllr Howell, Seconded Cllr Bartle. <b>RESOLVED.</b>	SH
24/259	<b>PARISH COUNCIL WEBSITE</b> Nothing to report.	SH
24/260	<b>COMMUNITY TRANSPORT</b> The community transport vehicle had been purchased. Six drivers had been trained and certified but more volunteer drivers are required. Volunteer administrators are also required. Practise runs will be held before the service starts. Service scheduling will be carried out in The Hub on a Wednesday afternoon. Minimum donations will range from £2.50 to £10 each way.	SC
24/261	<b>SCHOOL LIAISON</b> The official opening of the school took place on 12 <sup>th</sup> July, with the new MP cutting the ribbon. The Council had received a letter about parking outside the school. Cllr Jones had asked for a speedwatch session to be held there and had been in contact with OCC about the adoption of the site. OCC had confirmed that the layby was only to be used by buses and coaches and should have yellow lines. There were no drop off bays for	JJ

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	private cars. It was noted that the pre-school had not yet opened as the building was not ready.	
24/262	<b>COMMUNITY SPEEDWATCH</b> A written report had been circulated. Solar Panels for the poles were in the Chestnut Room and were awaiting installation.	GP
24/263	<b>S106/CIL FUNDING</b> a) <b>Memorial Hall projects.</b> No update. b) <b>Community Art.</b> i. The proposal for Barrington Park had been circulated and was approved. Proposed Cllr Brown, Seconded Cllr Winfield. RESOLVED. ii. A proposal for a piece of art on the Recreation Ground had been circulated. The concept was approved. Proposed Cllr Coffey, Seconded Cllr Winfield. RESOLVED.	BW/Clerk JJ
24/264	<b>ALLOTMENTS REPORT</b> A meeting had been held with a SAGA representative and a review of the allotments undertaken. Some plots needed work and emails had been sent out. A formal inspection will take place later in September.	RS
24/265	<b>REPORT ON ENVIRONMENTAL MATTERS</b> No report.	BW
24/266	<b>REPORT ON SOCIAL MEDIA</b> Most interactions were from an ABBA post. There had been two posts regarding the consultation on high street parking. A local group asked to advertise through our FB page. This was against our guidelines so the request was refused. The group were steered toward public FB groups. Cllr Sheldon felt that the results on the parking consultation should be published following the Vale decision.	LB
24/267	<b>ANY OTHER BUSINESS TO BE ADDED TO NEXT MONTH'S AGENDA.</b> Nothing.	
24/268	<b>DATE OF NEXT MEETING</b> Wednesday 2 <sup>nd</sup> October 2024 at 7pm.	

The meeting closed at 21.18