

# SWALCLIFFE PARISH COUNCIL

## DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD 1st DECEMBER 2009 AT 7.30PM IN SWALCLIFFE VILLAGE HALL

### Councillors Present

Julie Carpenter (JC)

Mike Stanley (MS)

Mick Foley (MF)

Jane Gallick (JG)

Mike Taylor (MT)

Dan Parish (DP),

Christine Coles, Parish Clerk (CC), one villager and Gareth Lewis, Head of Swalcliffe Park School

### 1. Apologies

None

### 2. Declarations of Interest

MT declared an interest in his planning application at Swalcliffe Grange.

### 3. Minutes of last meetings held on 20<sup>th</sup> October 2009

An amendment to page 2 was made. Paragraph 8, sentence 3 to read 'The first is £380.00 and the second is £330 which includes the felling of the sycamore'.

The minutes were then agreed and signed as a true record of the meeting.

### 4. Matters Arising from the previous meeting

*Registration of Swalcliffe Common* - Work will commence once the parish pit is resolved. DP asked why the common should be registered. The Chair replied it is not common land but a fuel allotment and owned by a trust. Registration would protect the land. The name of it could be changed when the land is registered.

*Children At Play Sign for Bakers Lane* - Ongoing.

*CDC, Village Traffic Calming - Portable Speed Indicator Signage* - The temporary VAS was in the village recently. Gerry Melvin has agreed to represent the village on the Neighbourhood Action Group (NAG) meetings.

*Action: The Clerk to find out the NAG meeting dates.*

*Upkeep of church garden planted by Betty Panks* - Ongoing

*Work at Jesters* - MT has put extra stone down outside the garages and everyone agreed the area looks a lot better. The cost of the stone was £256.39 and it was agreed a cheque would be raised under Finance, item 7.

*Action: MT to produce an invoice for the collection and his labour costs.*

*Bench by bus stop* - MF has spoken to Mark who will arrange a plaque. The bench has been fitted with a lock system.

*Parish Pit* - The Memorandum of Agreement has been amended and agreed. It has been passed to Maggie Smith at Lodders Solicitors for her to check.

*Wall outside Backwater* - Ongoing.

*Removal of Sycamore Tree o/s Rock Cottage and trimming of Yew trees overhanging land between Bakers Lane and the Square* - Treotech are coming to the village on 8<sup>th</sup> December to remove the sycamore tree and trim the yew trees.

*Action: MS has agreed to meet them.*

*Tree by the Old Bakehouse* - This has not been removed yet.

*Village website* - This is up and running and the Clerk has emailed some content to David McLindon. A discussion took place about the new website and the other website address swalcliffe.org which shows the Church Tower Appeal as the front page.

*Action: The councillors to look at the two websites before the next meeting.*

*Village Hall update* - There is no further news. DS has completed a funding application for Awards for All and is awaiting news.

*Christmas lights* - JC spoke to Ray Young and he has agreed to turn the lights on. MT to source a tree. The lights to be switched on at 4.30pm on 20<sup>th</sup> December before the Christingle service in the Church. JC has produced a flyer which she will copy and distribute.

*Wall around the Green* - Mr McNally has agreed to have a look this week.

*Loose stones on the wall up the hill towards Sibford* - The Clerk to speak to OCC Highways.

## **5. Swalcliffe Park School Parking**

A letter had been sent to Gareth Lewis asking him to attend this meeting to discuss parking issues and staff smoking and eating outside of the school grounds.

Mr Lewis first gave a background to the school which would help explain the problems. He took over the school a year ago but when he first arrived eight years ago, there was a small group of boys who were on the autistic spectrum, had aspergers and ADHD. Many had spent a number of years out of education and the school had very little time to work with them. Now the pupils needs are more complex, with the boys starting school much earlier however the success rate in keeping them at school has increased.

Half of the boys used to go home every other weekend and this was staggered, but now all the boys go home on a Friday once a fortnight. As there was not enough parking space in the school on these particular Fridays, they had made an arrangement to park at the Barn. Mr Lewis apologised for the parking problem.

He had instructed the care team not to use the Barn but they chose to ignore him. He advised that from 1<sup>st</sup> January the school will only need to use the Barn parking when there are Open Days or sports days. This will happen three times a year and a note will be circulated to the closest residents who it may affect.

The second issue raised of smoking is more complicated. The school is a non smoking site and they are not allowed to provide any designated area for employees to smoke within the grounds. This is the advice of the HSE and the schools insurers who are aware of the problem and are trying to find a solution. There are two legal references and associated issues which Mr Lewis agreed to find out and advise the Clerk. There are twelve employees who smoke and the school are aware that they congregate outside the front gate which does not look good for the school. Once the employees are off site the school has little control over where they go or what they do. A suggestion was made to find a designated piece of land off site which could be a smoking area.

Mr Ralph suggested the school contact a local land owner behind the school and rent an area for smoking. MT replied this would not be ideal during summer months as it would be a fire risk to crops. Mr Ralph said that people are entitled to smoke but are not worried about leaving dog ends on the floor. The staff used to accumulate near Forge Yard and have rubbed down the cement on the wall to form a ledge for cups. At the time he did tell Caroline Daniels who came out immediately to have a look at the problem. All these issues reduces the amenity of the village.

MS suggested that the school consider the house that Ray Hooper lives in, which has a walled Victorian garden, as a possible smoking area. Mr Lewis agreed to investigate this suggestion. Ray may be moving out of the village soon but Mr Lewis confirmed the house will remain as a domestic dwelling for staff quarters. There is no intention to change its use as a future Head may want to live there.

MF suggested that a bin is placed inside the gate. Mr Lewis agreed to put one in.

Parking was discussed. Mr Ralph did not have a problem with parking but had witnessed one person persistently parking on the pavements which the school were aware of. The school term finishes on 17<sup>th</sup> December and the boys leave on the 11<sup>th</sup>. Mr Lewis advised that on 11<sup>th</sup> December there will be a person from the school checking that people are parking correctly. After Christmas there will be no need for the school to use the village for parking apart from sports days.

Mr Ralph felt that communication between the Parish Council and school should be more formal. The Chair replied that a formal letter was sent to the school on this occasion asking Mr Lewis or a Governor to attend this meeting. The land at the Tithings does not belong to the Parish Council and the original arrangement had been made between the school and Jeff Demmar who was acting in his capacity of co-ordinator for Oxfordshire Building Trust who own barn and parking spaces and Oxfordshire County Council Museums Services who lease it. Jeff Demmar gave permission and was given the weekend dates that the school wanted to use the Barn for parking. The situation then got worse and the Parish Council got involved as the problem had escalated into the village.

Mr Lewis confirmed the first point of contact should be Caroline Daniels who documents all her communication. MS advised Mr Lewis of the village website and felt it would be a good way for the school to put contact details on. Mr Lewis agreed it was a good link to have and he would use the Link Magazine also.

MT concluded the discussion by advising that the Parish Council had always had a good relationship with the school over the years. Minutes of meetings are always available to see and are now on the website. Mr Lewis offered the use of their meeting room which the Parish Council kindly accepted. Mr Lewis will be invited to the Annual Parish Meeting in April.

The council thanked Mr Lewis for attending the meeting and he left.

## **6. Planning applications**

One new application had been received since the last meeting:-

*09/01366/AGN, Steel Frame building for storage at Swalcliffe Grange. The Parish Council raised no objections.*

### Updates on older applications

*09/00571/F, Removal of rear lean-to extension and replacement with new room. Restoration of rear external wall of building and boundary wall at 2 The Green. There is no further news at present.*

*09/01138/LB, Infill two end bays with natural stone. Revised fenestration along east elevation. Replace painted weatherboarding with oak boarding. Extension of western roof slope to create canopy. New balcony to main bedroom. New oak frame conservatory. Realignment of boundary wall along driveway at Slade House, 5 The Tithings. This has been approved by CDC.*

*09/01233/LB, Internal and external alterations, including bay window extension and repairs to roof at Swalcliffe Manor, Main Road. This has been approved by CDC.*

*09/01322/F, Single storey rear extension to garage at 7 Brick Row. This application has been withdrawn.*

## **7. Financial Report**

The following payment was approved at the meeting:

£256.39 to Taylor Farms (in lieu of payment for stone put in front of garages)

Current a/c - £9074.03

Reserve a/c - £14370.68

Betty Panks a/c - £5002.57

## **8. Correspondence**

The following correspondence had been received and was distributed to the councillor's:-

- Thames Valley Crimestoppers, Poster for notice-board
- OCC, Road Casualty Report 2008
- OCC, Oxfordshires Fire Authority Integrated Risk Management Consultation Action

Plan 2010-11

- Oxfordshire Association for the Blind, donation request
- Sue Ryder Care - The Nettlebed Hospice, donation request
- CDC, Regeneration of Banbury Canalside - public consultation
- CDC, Local list of buildings and structures of architectural or historic significance
- CDC, Feedback from Annual Parish Liaison meeting on 11<sup>th</sup> November
- CDC, Invitation to Rural Housing Event on 22<sup>nd</sup> February at Islip Village Hall 10-3pm
- CDC, Parish Precept 2010/11. To be discussed in January.

**9. Councillors Reports**

MS suggested that a donation of £1K is sent to the Church Tower Appeal. Everyone voted in favour.

*Action: The Clerk to write a cheque and send with a covering letter to PCC.*

MF reported piles of leaves which are accumulating in certain parts of the village and dangerous.

*Action: MF to report the areas to the Clerk who will report to CDC.*

JC reported on behalf of a villager, the forsythia bush which is overhanging the footpath between the Square and Bakers Lane.

*Action: MS to cut back.*

**10. To set meeting dates for 2010**

The following meeting dates were agreed:

19<sup>th</sup> January, 2<sup>nd</sup> March, 20<sup>th</sup> April (AGM), 1<sup>st</sup> June, 20<sup>th</sup> July, 7<sup>th</sup> September, 19<sup>th</sup> October and 30<sup>th</sup> November

**11. Date and time of next meeting**

Tuesday 19<sup>th</sup> January at 7.30pm in the Village Hall

Meeting Closed 9.15pm