

# **SWALCLIFFE PARISH COUNCIL**

## **MINUTES OF THE PARISH COUNCIL MEETING OF 19<sup>TH</sup> SEPTEMBER 2017 AT 7.30PM IN SWALCLIFFE VILLAGE HALL**

### **Councillors Present**

Lizzie Melvin (LM), Chairperson  
Ben Benson (BB)  
Neil Urquhart (NU)  
Victoria Taylor (VT)

Christine Coles - Parish Clerk and two villagers

### **17/14. Apologies**

Cllr Smith (work commitment) and Cllr Stanley (holiday)

### **17/15. Declarations of Interest**

The Chair declared an interest in the payment to Gerry Melvin.

### **17/16. To approve the minutes of the meetings on 29<sup>th</sup> June and 4<sup>th</sup> July 2017**

The minutes were approved and signed as a true record of the meetings.

### **17/17. Public participation session**

A Christmas party for the children will be arranged and suitable dates have been circulated.

### **17/18. To note any matters arising from the minutes not included on this agenda for report only**

The Parish Clerk confirmed that thank you letters had been sent to the PCC, Village Hall and Connectivity Group for their work on the Sugarnet project.

### **17/19. To receive an update on the Swalcliffe Woodland Community Play Area project**

David McLindon advised that all the planning paperwork was submitted to CDC but there were some conservation concerns. All the questions have now been answered and new documents submitted. It is hoped that CDC will make a final decision on Friday 22nd September. If approval is given the committee can start to apply for funding. Thanks was given to the committee for all their work.

### **17/20. To receive an update on the garage lease**

Cllr Urquhart reported that a revised version of the lease had been sent to Colin Hill at the beginning of August. He will arrange to meet him again soon. The current tenants have agreed to a seven year license with a 3 yearly fixed rent and the first three years will be incremental. If a final lease is not agreed by the end of the year an increase letter will still be sent out for payment in January. It was agreed the lease will be checked on behalf of the Parish Council by a solicitor.

The Chair noted that Mr Stanton is still interested in purchasing two garages nearest to his property. He will then give back the double garage. The Parish Council to look at maintenance and wayleave charges. The land will need to be valued and advice can be taken on the wayleave arrangement.

### **17/21. To discuss the change of Chairmanship**

Cllr Melvin will be leaving the village soon as her cottage is up for sale. She agreed to stay on as Chair until she moves out of the village. There is still one vacancy which requires filling.

*Action: Councillors to make enquiries about filling the vacancy.*

**17/22. To discuss the grass cutting arrangement for 2018**

Gerry Melvin has advised that he can no longer cut the village. Andrew Bathe has agreed to step in until the season ends this year.

It was agreed that three quotes will be needed for 2018.

*Action: The Chair to print off a map from Google and outline what areas Gerry currently cuts and how often. The Parish Clerk to check the minutes to see what was agreed previously about the allowed number of cuts per year. The Parish Clerk to send the map and requirements to three contractors to quote.*

**17/23. To review issues arising from the OALC newsletter of August 2017**

There were several areas of interest in the recent OALC newsletter.

The first is a job description for a Parish Councillor. The second area is General Data Protection Regulations and changes which come into force in May 2018. OALC will be issuing a briefing in October.

*Action: Cllr Urquhart agreed to look at the job description and circulate; and also to provide a brief on the implications of GDPR. The Parish Clerk to ask David McLindon if he can help with the setting up official email addresses for Councillors. The General Data Protection Regulations to be discussed at a future meeting after the briefing has been received.*

**17/24. To discuss the defibrillator installation**

The previous idea to install on the wall of Swallows is not ideal as the defibrillator would be low on the ground and not seen very well. The Village Hall Committee were approached but that is not the ideal place either. The last option is the original idea of using the phone kiosk. There are health and safety implications in removing the kiosk shell and leaving the black post standing on its own. The Parish Council would be responsible as they adopted the kiosk. If the kiosk was to stay in place the unit could be attached to the black post which houses the electrics. The kiosk could be wrapped at little cost to make it more attractive. RESOLVED: The Parish Council agreed to install the defibrillator in the phone kiosk.

*Action: It was agreed the Parish Clerk would contact the electrician. An email to be drafted to June Couch to explain the final decision.*

**17/25. To discuss the Better Broadband for Oxfordshire Update**

An update and interactive map was received in August and the estimate for completed work is December 2018.

**17/26. To discuss improvements to the village hall to get more use**

The village hall is an asset which requires investment. The hall has wi-fi and its use can be promoted.

*Action: The Village Hall Committee to draw up a shopping list of work to be done.*

**17/27. Planning**

Three new applications had been received since the last meeting.

17/01551/F, Two storey side extension at Woodbine Cottage, Park Lane. No objections.

17/01683/F, Proposed single storey extension, car port and garage. No objections.

17/00296/TCA, Fell 1 x Norway Maple at Gullivers Cottage, Main Road. No comments or observations.

An update was given on older applications.

17/00989/F, Erection of building to provide new timber stable at Stourwell Barn. Approved.

17/01083/LB, Install a remotely controlled rising barrier and 1.2M high metal fencing and gate at Swalcliffe Park School. Approved.

**17/28. Finance Report**

*The following payments were approved under statutory powers:*

£1106.88 to Wharton Tree & Ecology Consultants Ltd (tree work in proposed play area)

£380.00 to Gerry Melvin (grass cutting)

£120.00 to BDO LLP (external audit)

£12.00 to N Urquhart (Land Registry searches for garage area)  
£311.91 to Parish Clerk (hours)  
£101.40 to Parish Clerk (mileage to meetings in 2016)

*To approve and accept the Annual Return 2016/17 and discuss the Issues Arising*

The Annual Return was approved and accepted by the Council. One issue was raised by the External Auditor. The 31st March 2016 accounts were approved after the commencement of the inspection period of the exercise of elector's rights. The recommendation is that the elector's rights inspection period commences after the accounting statements are approved. This recommendation was accepted by the Council. The notice is on the board.

**17/29. Correspondence**

Email dated 02.07.17 from Colin Hill re garages  
CDC, Notification of Extended CDC Planning Policy Consultation  
Better Broadband for Oxfordshire update  
OCC, Changes to DIY charging at Household Waste Recycling Centres. On notice-board. Charges for the disposal of non-household waste are changing from 1st October 2017.  
Soldiers of Oxfordshire Museum in 2017, Request for money

**17/30. Councillors Reports**

Cllr Taylor to order a Christmas tree.

The bottom speed sign was discussed as it does not flash. Cllr Taylor to talk to both parties who charge and change the batteries to make sure they are happy to continue.

It was noted that potholes can be reported on 'Fix My Street' by anybody.

**17/31. Date and time of next meeting**

Tuesday 31<sup>st</sup> October 2017 at 7.30pm

Meeting closed at 9.15pm.