

SWALCLIFFE PARISH COUNCIL

DRAFT MINUTES OF THE PARISH COUNCIL MEETING OF 5TH DECEMBER 2017 AT 7.30PM IN SWALCLIFFE VILLAGE HALL

Councillors Present

Ben Benson (BB)
Ryan Smith (RS)
Victoria Taylor (VT)
Neil Urquhart (NU)

Christine Coles - Parish Clerk, five villagers and Cllr George Reynolds

17/46a. Election of Chairperson

It was proposed by Cllr Benson that Cllr Urquhart be Chairman and seconded by Cllr Taylor.

17/46b. Signing of Declaration of Acceptance of Office form

Cllr Urquhart signed the form. It will be kept on file.

17/47. Apologies

None

17/48. Declarations of Interest

Cllr Taylor, Cllr Smith and Cllr Benson all declared an interest in item 57 of the agenda.
Cllr Smith declared that his wife is on the Children's Christmas party committee.

17/49. To approve the minutes of the meeting held on 31st October 2017

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

17/50. Public participation session

There were no matters to discuss.

17/51. To note any matters arising from the minutes not included on this agenda for report only

The Parish Clerk has not received the grass cutting map yet. She will contact Gerry Melvin.

17/52. To receive an update on the Swalcliffe Woodland Community Play Area project

Mr Foley gave the update. All three Planning Applications made to Cherwell District Council have now been approved. They are namely a) The Community Woodlands project b) The Public pathway that will run alongside the boundary wall of Swalcliffe Park School and c) Changes within the curtilage of a Grade Two listed building. However, no major work can be started on the Woodlands project until the monies are in place. This includes removing part of the drystone wall for the entrance into the Woodland play area. The Charities require that work does not start until they have approved any funding.

The Management Committee

On Tuesday 28th November 2107 the first Official Swalcliffe Community Woodland Play Area (SCWPA) meeting took place. There were six people in attendance with three apologies. The Parish Clerk attended the meeting on behalf of the Parish Council. The Management have invited any Member of the Parish Council to attend a FULL management meeting that will take place four times a year.

- A copy of the Minutes has been sent to the Parish Clerk who will circulate them to the Parish Council. A copy of the minutes will be posted onto the Swalcliffe Village Facebook site.

Key points

- The Committee's Terms of Reference have been given signed approval by both the Group and the Swalcliffe Parish Council. The Parish Clerk has a copy of this Agreement.

Progress to date

- There has been a small hitch in the Swalcliffe Park School Lease. The document is in the process of being amended.

Finance

- The estimated budget now stands at £36K including VAT.
- The Management Committee will give consideration to a Plan B ie reducing the equipment etc. for the play area until next year.
- £12K is committed. A separate bank account via the Parish Council may be considered.
- There is a short fall of £6-8K.
- **A decision will need to be made in March 2018 to delay part or all of the project if sufficient funding is not in place.**

The Committee has or is about to apply to:

- **Aviva:** This was rejected due to too few votes. Thanks for all the support for those who voted for it.
- **Tesco** bags of help scheme. Awaiting decision. Very keen. More like early March in Store
- **TOE2 (Trust for Oxfordshire Environment)** Application submitted. Very interested. Could go up to £10,000. Inspection due in January. Approval in March 2018
- **Banbury Charities Refused.** Re applied based on the FIVE miles limit
- **Internet Funding:** Kickstarter/ Indiegogo and others TBC
- **Oxford Community Foundation** TBC
- **Waitrose Community Fund** TBC
- **Two small Charities** re Family/Environment
- **National Lottery** TBC
- **WBA Football Club**

Planning constraints/conditions

The new public pathway outside the curtilage wall will be a Hexapath matting laid onto the skimmed surface of the grass area. However, the Highways Department insist that the appointed contractors to do this work are certified by them to ensure they meet required safety standards. This means the committee cannot use their chosen local suppliers and new certified contractors need to be identified. The Management Committee have requested that the responsibility for constructing the pathway (and financing it) be taken over by the Parish Council as it is really a village improvement project. **It was agreed that this can be separated from the main play area project.**

1. Nominations for MC roles

The following formal roles of the Management Committee were agreed:

- Chair – Mick Foley
- Vice Chair – Peter Beddows
- Treasurer – Christine Coles (with support from Peter)
- Secretary – Virginia Merritt
- Operations and Site Management – David McLindon

2. Timeline

- The original timeline needs to be reviewed in the light of recent developments re the lease and the grant applications. It was agreed that the committee will be able to assess the funding position at the end of March, when they aim to have 75% of the funding in place. (Note: this is necessary in order to progress the Tesco Bags of Life grant).
- They will ask that Neil Urquhart's working party start on some routine ground cover clearance work in January to ensure this is completed before the bird nesting season.

17/53. To receive an update on the garage lease

The Chair first thanked Mr Hill for his help with this. The latest version is 3.6 and amendments have been made to the maintenance and repair costs clause. The Chair has contacted Mr Stanton and Mr Cooling separately about this part of the lease as they use the area more than the other garage owners.

From the floor Mr Foley thanked the Chair and Mr Hill for their work and diligence. It was agreed the lease can now be forwarded to Brethertons Solicitors for checking. The rent demand notice will be sent out to garage owners at the end of December.

Action: The Chair to contact Brethertons Solicitors and the Parish Clerk to send out the rent demand notice.

17/54. To discuss the possible sale and purchase of two garages

This matter has been ongoing for the last eighteen months. Mr Stanton has expressed an interest in purchasing the garage land which encompasses the two single garages which are closest to his property. In addition, he will hand back the double garage which he owns.

A leaflet was distributed some time ago to ask feedback about selling the land to raise funds for the Parish Council. Councillors were unsure what feedback, if any, was received but were not aware of any adverse comments. The Parish Council are custodians of the village and manage and look after parish resources. They have to take good regard in the interests of the parish as a whole. It was agreed that as a consultation was carried out earlier in the year, it is unlikely that views have changed. This feedback will be used in the decision making. The Councillors' views were that they should not lose a village asset unless they had to. If sold, the money should be invested in a project. The process should be open and transparent. If the land is sold an annual easement payment may be considered. Other garage owners could also make a similar offer if they wished to. The Chair confirmed the Parish Council will make a decision as soon as possible.

Action: The Parish Clerk to circulate the last email from Mr Stanton.

17/55. To receive an update on the defibrillator

The Chair first spoke about the history of this project. The idea was discussed at the Annual Parish Meeting in April 2015. The location was key. The three main places were the village hall, next to the pub sign and next to the phone box. The village hall is not central. The pub is central but there is an issue using the sign as the electrics are not fit for purpose. The church wall is opposite to the pub and listed but has no power. Although the phone kiosk is ugly it is central to the village and has electric. In May 2015 it was noted that 95% of the people who attended the APM felt the defibrillator should be placed in the kiosk. The Parish Council were successful in obtaining a grant and the unit was delivered in December 2016. Although Mrs Carter had offered the use of her property wall to site the defibrillator it was agreed not to be the right location as it would have been too low to the floor and hidden by a parked vehicle. The Village Hall Committee were consulted too in July but the exterior of the building does not lend itself for a secure fixing. It would be possible to fix it to posts next to the building but this did not change the fact that the majority in May 2015 had voted to locate the unit in the kiosk. Therefore, it was agreed to install the defibrillator in the phone kiosk which is central to the village and has power. This took place in October.

Mrs Carter noted there were four reasons why the village hall would be a better location. There will always be arguments for different locations. A reasonable and transparent process had been followed. The Chairman noted that the Parish Council had consulted effectively and gave due regard to the wishes of the residents. For the foreseeable future the parish has to accept the defibrillator is in the kiosk. The unit should be up and running once the Ambulance Service have been notified. The weekly checks will be logged on the CHT website.

The green light was discussed. This is a visual indicator that the unit has power. Without the green light, the person checking the unit would have to physically open the cabinet each time. If there is no power, the pads would not be heated and the unit would not work. Mrs Carter has paid an electrician to disconnect the light but a visually impaired person would not see very well if trying to open the unit in the dark. A discussion then took place about covering the kiosk to reduce the impact.

It was agreed that Mrs Carter would be involved in the discussion with Fir Tree Garage about covering the kiosk. The light situation would be revisited. The Parish Council would make sure there was little light disturbance but ensure the unit could be used at night. The Chair thanked Mr and Mrs Carter for their understanding in the matter.

Action: Cllr Benson to contact Fir Tree Garage and involve Mr and Mrs Carter in all the discussions.

17/56. To approve the job description for a Councillor

The job description was approved.

Action: The Parish Clerk to place on the website.

17/57. To discuss the Bacon Farm Easement

It seems there is no formal document relating to the easement. The Parish Council used to collect the money and at some stage in the past decided to donate it to the Christopher Cooke Charity. It is not clear whether the common land belongs to the Parish or the Christopher Cooke charity. It was agreed to send a draft letter to the new owners outlining the above and invite them to attend the January meeting.

Action: The Parish Clerk to send a letter.

17/58. To receive an update on the Conservation Area Appraisal

Cherwell District Council have confirmed in a letter dated 2nd November that the appraisal of the Conservation Area was approved in August 2017. Thanks were given to the Parish Council. The Parish Clerk has two copies of the approved appraisal document. As the last appraisal was in 1988, CDC have taken the opportunity to inform/remind residents within the conservation of the implications on their property.

17/59. To discuss the Children's Christmas party proposal and costs (details circulated)

The Children's Christmas party will take place on 22nd December in the village hall. 30 children have been invited. A proposal was circulated.

Action: It was agreed to write a cheque for £230.00.

17/60. To receive Clerks Report (circulated)

Planning

Two new applications had been received since the last meeting:

17/00413/TCA, Fell 1 x Birch at Gullivers Cottage, Main Road. No objections.

17/02310/F, Demolition of dilapidated timber conservatory and erection of replacement oak frame extension at The Cottage, 3 Bakers Lane. No objections.

Finance

The following payments were approved under statutory powers:

£144.15 to CDC (emptying of dog bins in 2015)

£132.00 to V Taylor (purchase of Christmas lights)

£195.00 to Bodicote Flyover Farm Shop (Christmas tree)

Correspondence

From

- Smaller Authorities Audit Appointment, Notification of external audit appointments for 2017/18 financial year
- CDC, Peer Challenge
- OCC Highways, Culvert in Brick Row. An email was sent to OCC Highways and they apologised for a lack of contact. The department has gone through a major re-organisation and they will look to see how they can take the matter forward.

1761. Councillors' Reports

Some potholes have been filled in. Villagers are to be encouraged to use 'Fix My Street' to report them online.

The Vehicle Activated signs were discussed briefly. Thanks were given to Dan Parish for his continued work in changing the batteries.

The Christmas tree has now been put up.

17/62. **Date and time of next meeting**
Monday 22nd January 2018 at 7.30pm.

Meeting closed at 9.15pm.