

SWALCLIFFE PARISH COUNCIL

DRAFT MINUTES OF THE PARISH COUNCIL MEETING OF 22ND JANUARY 2018 AT 7.30PM IN SWALCLIFFE VILLAGE HALL

Councillors Present

Neil Urquhart (NU), Chairman
Ryan Smith (RS)
Victoria Taylor (VT)

Christine Coles - Parish Clerk, Mr Foley and Mr Upson of Bacon Farm

18/01. Apologies

Cllr Benson

18/02. Declarations of Interest

Cllr Taylor declared an interest in Bacon Farm.

18/03. To approve the minutes of the meeting held on 5th December 2017

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

18/04 Public participation session

There were no matters to discuss.

18/05. To note any matters arising from the minutes not included on this agenda for report only

Grass cutting tender - The Parish Clerk has a meeting on Tuesday 23rd January to look at what areas are to be cut and when. The tender can then be sent out to three people.

Defibrillator - A training session has been booked in the village hall on February 20th 2018 at 7.30pm. The unit is registered now with the Ambulance Service and the weekly checks can begin.

Flooding in Park Lane - The Parish Clerk has emailed OCC Highways for an update and forwarded an old email from 2012 when the problems first started. She will forward the contact details to the Chair. It is hoped a meeting can be arranged with Highways, the residents of Brick Row and the Parish Council.

18/06. To receive an update on the Bacon Farm Easement

Mr Upson of Bacon Farm attended the meeting. The Chair explained that £100.00 is collected every three years from the owners of Bacon Farm and passed to Swalcliffe Charities (Christopher Cook Charities). There is no formal agreement in place. This would take effect from 1st January 2018. Mr Upson confirmed he was happy with the arrangement

Action: Mr Upson agreed to transfer the money into the Parish Council account for them to make the payment. The next collection of money would be in January 2021.

18/07. To receive an update on the Swalcliffe Woodland Community Play Area project

Mr Foley gave an update. A working party meeting is due to take place on Thursday 25th January 2018. Banbury Charities have awarded the project £2,300 which was on appeal. A completed application has been submitted to the Oxfordshire Community Foundation for the costing of fencing which is about £9,500. The lease awaits approval from the Charity Commission.

TOE (a source of grant funding) have requested a site meeting to take place on Monday 29th January. The committee are awaiting confirmation of action from Tesco and Oxfordshire Community Foundation. The area will be cleared before nesting season starts. The nesting season is of concern and Mr Foley will seek advice from Charlotte Watkins.

The Swalcliffe Village fund has increased by contribution from the Christmas Market profit. The fund stands at nearly £6,000. The Parish Council have decided to set aside the commissioning of the public pathway as a separate project. The next meeting of the Management Committee of the Swalcliffe Community Woodlands Play Area (SCWPA) is due at the end of February. Date to be advised. Timing: A next year start could be a consideration.

There is a possible shortfall of £6-8K. The Parish Council agreed to underwrite a reasonable shortfall to enable the play area project to be completed in full. It was agreed to divert some common land clearance sessions and help clear the play area instead. The Chair thanked all those who had helped put the grant applications together.

18/08. To receive an update on the garage lease and agree the legal costs for the checking of the lease

Work is progressing. The legal costs to have the lease checked will be approximately £500-700 plus VAT. It was agreed to proceed with the legal advice. There is a revised version of the lease with small changes. Some clarity is needed of the nature of the relationship of garages and land around it. The current lease is open to confusion. Once the Chair is happy he will update it. A meeting with Colin Hill will be arranged.

18/09. To discuss General Data Protection Regulations

Cllr Urquhart presented a report on the impact of the General Data Protection Regulation (GDPR). The meeting carried out an audit of personal data that may be held by the Parish Council including: the electoral role (controlled by the Parish Clerk), correspondence held on personal computers, historic correspondence retained in the Council filing cabinets, official correspondence which is also in the public domain. He will use this information to prepare a Privacy Notice and a policy for requests for information to comply with GDPR. He reminded all Councillors of the importance of having a Parish Council email address and using this for official correspondence.

18/10. To receive an update on the possible sale of freehold land in the garage area

The matter has been considered carefully by Councillors and they have agreed to hold the decision for now. The benefit will be that there will be a sum of money for other purposes. The land sits next to Jesters and would benefit them. However, the Parish Council would lose the land. This is linked in with the garage lease.

18/11. Financial Report

The following payment was approved:
£135.00 to Swalcliffe Village Hall (hire of hall for meetings)

To set the precept for 2018/19

A draft budget sheet for 2018/19 had been circulated. Estimated spend for 2018/19 is £7,685.00. Estimated income is £7,567.00, a deficit of £118.00 before income from the garage rent and easements (£1,410). It was agreed to increase the precept by 3% in line with inflation and set it at £7236.00.

Action: The Parish Clerk to notify CDC.

To approve a donation for the Link

It was agreed to give a donation of £90.00.

To approve the funding application form to comply with the Transparency Code (CC)

There is money available to help with putting the information on the website. It was approved for the Parish Clerk to submit an application form. There will be no more funding after 1st April 2018.

18/12. To receive an update on Planning

An update was given on older applications:

- 17/00413/TCA, Fell 1 x Birch at Gullivers Cottage, Main Road. CDC has no further comments or objections.
- 17/00387/TCA, Tree work at Hillside, Bakers Lane. CDC has no further comments or objections.

18/13. To receive the following correspondence:

The following correspondence was received and circulated:

- CDC, Peer Message from Yvonne Rees (Chief Executive)
- London Oxford Airport Consultation
- RAF Brize Norton Public Consultation - Airspace Change Proposal
- OCC, Oxfordshire Waste Consultation
- CDC, Overview and Scrutiny Committee, subjects to consider
- OCC, Re: Oxfordshire Minerals and Waste Local Plan: Part 2 Site Allocations: Informal Consultation and Renewed Call for Site Nominations

18/14. Councillors' Reports

A thank you letter was received from the Children's Christmas party. It will be placed on the notice-board.

A meeting was held to discuss the purchase of Speedwatch equipment at Hornton Village Hall in December. Cllr Taylor attended the meeting. The PCSO was not present. Hornton PC will buy the equipment and insure it. It is hoped that neighbouring parishes will share this cost. Cllr Taylor is waiting for more information.

18/15. Date and time of next meeting

Monday 12th March 2018 at 7.30pm.

Meeting closed at 9.15pm.