

# **SWALCLIFFE PARISH COUNCIL**

## **MINUTES OF THE ANNUAL COUNCIL MEETING** **OF 12TH MAY 2015 AT 7.00PM** **IN SWALCLIFFE VILLAGE HALL**

### **Councillors Present**

Jane Morgan (JM)  
Jenny Bell (JB)  
Ben Benson (BB)  
Mick Foley (MF)  
Lizzie Melvin (LM)  
Victoria Taylor (VT)  
Christine Coles, Parish Clerk (CC) and Mr Stanton

### **1. Elections**

#### *1a. Election of Chair*

Cllr Morgan was elected to be Chairperson. Proposed by Cllr Bell and seconded by Cllr Melvin.

#### *1b. Signing of Chairs Declaration of Acceptance of Office form.*

Cllr Morgan signed the form.

#### *1c. Election of Vice-Chair*

Cllr Foley was elected to be Vice-Chairman. Proposed by Cllr Benson and seconded by Cllr Taylor.

### **2. Apologies**

Mark Williams of Swalcliffe Park School and Mrs Irons who owns a garage.

### **3. Declarations of Interest**

Cllr Foley declared an interest as he rents a garage from the Parish Council.

Cllr Bell declared an interest in the discussion on overgrown vegetation in Park Lane.

### **4. To receive an update from Mark Williams of Swalcliffe Park School**

Mark Williams had sent his apologies and emailed an update on various ongoing issues.

Vegetation has been trimmed and cut back from the start of Park Lane 150 yards down to the cottages to improve visibility for pedestrians and road users. Ivy clearance outside the cottages has been conducted. Their intention is to monitor and trim from growing back over the wall when labour element is available. Tree clearance on the school side of the wall has been conducted down to the cottages to ensure no branches are leaning on the wall. Ivy clearance from the cottages down to the fixed metal entrance is scheduled to be conducted in October 2015. Ivy clearance has been surveyed for the rest of the boundary wall on Park Lane and deemed a low risk for vehicle/passenger visibility at this time but will continue to be monitored and is at present scheduled for 2016. Swalcliffe Park School has had a broadband survey completed. As of July 2015 they will have their own designated broadband lessening the impact on the village broadband speed. It has become necessary to procure more tree survey quotations to ensure best value for the charity. Once the quotations have been received and a surveyor appointed the school will be in a position to start the application of the tree felling process with CDC. A tree surgeon will be appointed to conduct stipulated works in a priority order dependant on health and safety needs from the surveyors recommendations. The school has extensive project refurbishment works being conducted within the educational block from 6<sup>th</sup> July until the end of September this year. Any additional requests received will be reviewed but not necessarily actioned unless deemed a health and safety risk. This is due to the labour element being unavailable as they channel their energies into providing better facilities for the boys at school.

Councillors discussed the email and response. They felt the ivy could be taken off the wall by anyone willing and if left, will affect the state of the wall eventually. At the Annual Parish Meeting, the matter was raised about a working party doing some work. This information may not have been passed to Mark as Rob Piner attended the APM. The school may be a charity but there are health and safety issues to consider.

*Action: Cllr's Benson, Bell and Taylor to organise a site meeting with Mark Williams and Rob Piner and ask for a timeline of work and suggest the idea of a working party doing some of the work. Cllr Benson to also ask the school about how they got their own designated broadband.*

**5. Minutes of last Parish Council meeting held on 31st March 2015 and 21st April 2015**

Two amendments were made to the minutes of 31<sup>st</sup> March 2015. Page 1, second paragraph in Open Forum. Third sentence to read "The noise levels to be discussed at a *later* meeting after more events have been held". Page 2, Under Parish Pit, third sentence to read "The current lease is not of interest and it would cost a lot of money to turn into a *memorial* garden". The minutes were then approved and signed.

**6. Open Forum**

There were no villagers present.

**7. Matters Arising**

*Dog Bins* - From the Annual Parish Meeting, 30 people put a sticker on the map of their preferred place for a dog bin. It was agreed to purchase four bins and they are to be placed in the following places:-

1. At the bottom of Green Lane near the bridleway sign (VT to speak to Duncan Jack)
2. Park Lane, near to the woods entrance
3. Park Lane, near to the layby/turning point (Parish Clerk to check both areas with highways)
4. On the grass verge outside Swalcliffe Park School (VT to speak to school).

Owen Brunsdon to provide an installation quote.

*A1 map* - The Chair noted this is being kept in the storeroom.

*Trough in Park Lane* - To carry forward to the next meeting. Cllr's Foley and Benson will have a conversation with Duncan Jack about his overgrown trees in Park Lane.

*Welcome to Swalcliffe Leaflet* - Cllr Foley has produced a list of what is to be included in the leaflet (e.g. Conservation Area, map, church, website). Newcomers could be directed to the website.

*Action: Cllr Foley to speak to David McLindon about inclusion of the leaflet on the website and Cllr Foley to email the attachment to the Clerk for circulation. This item to be put on the July agenda.*

*Parking outside 1 and 2 Madmarston View* – The Parish Clerk is to write a letter to Sanctuary Housing.

*Review of Conservation Area* – There has been no response from CDC. The Parish Clerk to chase.

*Speedsigns/Speedwatch* - Dan Parish has the new set of batteries. There has been no response to a second person taking over managing the sign. The question about volunteers has been included in the Community Plan questionnaire. Cllr Bell to find out the response and email the information to Cllr Taylor.

*Action: The Parish Clerk to ask Thames Valley Police for an up to date staff poster, more information about NAG meetings and to ask how the village get the speed van.*

*Woodland Playground* - The planning documents were sent to Cherwell District Council two weeks ago. There should be a response from them within 20 days. Charlotte Watkins will not be involved in the application at CDC because of her personal interest in the project. Once CDC reply, Cllr Foley will circulate the response to everyone. There has been no additional cost to the Parish Council.

*Parish Pit* - Cllr Melvin has replied to the solicitors to note that this Parish Council are not interested in the current lease which is being offered. This item to come off the agenda.

*Village hall* - Quotes for the disabled parking space and kerb for the parking area are to be carried forward to the next meeting. It was noted that stones are moving away from the parking area onto the lane. Councillors briefly discussed the no parking signs for the garage area.

*Action: Cllr Taylor to organise two green and white signs to read "No Village Hall Parking" and they are to be placed at either side of the driveway to the garage area. Cllr Taylor to ask permission from Maurice Cooling.*

*Bus Shelter* - Cllr Taylor has spoken to Pippa Jones and she is opposed to the current bus stop being moved. There are currently 4-5 families who have children and use the bus stop. However some people feel the bus stop should be moved. This is one of the questions on the Community Plan. Cllr Taylor to wait and see the results.

*Annual Parish Meeting* - It was noted that the meeting went well and there was good attendance. Cllr Taylor to submit an invoice for the food.

**8. To discuss 'Assets of Community Value'**

Two years ago communities were asked to register assets of community value. The form was completed by the previous Chair, Julie Carpenter but not submitted to Cherwell District Council. The following places could be included such as the church, the village hall, Tithe Barn, the pub and the village green.

*Action: Cllr Foley to look into it further.*

**9. To receive an update on the Community Plan**

Cllr Bell reported that a meeting is being held tonight with the Steering Group. Most of the questionnaires have been collected back now. A more precise timescale is unclear at the moment but it will not take too long to analyse the results.

**10. To discuss and agree the siting of the defibrillator**

Following the Annual Parish Meeting, 95% of people who attended felt the defibrillator should go by the phone box. This area is unloved and the box is ugly. Cllr Benson has spoken to Mrs Carter of Lime Tree House as she has clear feelings about the phone box and was given permission by the previous Parish Council to get it removed. Mrs Carter has since offered to put the defibrillator on her wall. This idea will be considered. The phone box is a village asset and benefits everyone. The box can be adopted from BT for £1. It was agreed that Cllr Benson could ask BT for the phone box not to be removed but if the Parish Council change their mind, it will go back on the removal list.

*Action: The Parish Clerk to forward any old correspondence about the phone box to Cllr Benson. Cllr Benson to contact BT. The Parish Clerk to find out exact installation requirements for the defibrillator.*

**11. To discuss the garage area with the garage owners**

Cllr Melvin had provided an overview of the current area and suggested three proposals. The area is 75-80 feet wide and 17 foot deep. There are four single and two double garages. Annual rent for a single garage is £150.00 and a double is £210.00. No further payment is made by the 5 users for the upkeep and use of the approaches. All the costs are born by all the village. The lease is for one year at a time and has a clear removal clause should the village wish to enforce it. Rent can be reviewed annually. No subletting is required. Use is only as a garage. The buildings have stood for many years and some are in disrepair and made of unacceptable materials.

In summary, the first proposal is to keep the garages as they are but have a longer ground lease. Owners to have sub letting rights. With longer time, better terms and an ability to sublet the village could expect a ground rent per single garage to achieve £520 per year and a double garage £650 per year.

The second proposal is to remove all the garages and site cleared by the current tenants as per the current lease. The village would then take on the cost of building new ones. This option means that the village owns both the land and buildings and can rent out accordingly. New buildings with electrical power could be provided. The cost of building a wooden garage might be £2700 for a wooden version and £3300 for a concrete version. This could generate ongoing income for the village of just under £11K per year. No profit would be made on this build to the village for three years. Another idea is to building in batches of three garages at a time to spread the cost out. Those currently having a garage would be given the first option to take one of the new ones.

The third proposal is for the current tenants to remove all their existing buildings and clear the site. They are then given style options that the village feels are acceptable to build their own garages again on site. These buildings would be owned by the people who build them. The Parish Council retains the ground freehold as it does now. New ground leases and service charges would be drawn up in a similar way to the first proposal.

All the garage owners were invited to the meeting tonight to discuss the proposals. Mrs Irons sent her apologies as she is on holiday. Mr Stanton attended the meeting and has already asked if he can purchase a section of land nearest to his property to allow him to build a garage. This would fund a development to improve the whole area. It was agreed that Mr Stanton should get an independent valuation. The Chair asked Mr Stanton to cut back his overhanging hedge and noted that parking is not allowed in front of the garages.

Cllr Foley, who owns a garage, noted that maintenance of the area is awful and has been neglected over the years. There is remedial work to consider but an electric mains cable runs straight down the middle of the area. Over the years there has been no enforcement of the lease and trees and live cables have been a problem to some garage owners. The new ideas will provide a massive income for the village but councillors must find the correct balance, demand vs cost and to satisfy the requirements.

It was agreed the proposals should be sent to all the garage owners who were not at the meeting. The document would be put on the website and Facebook page in one week's time.

*Action: The Parish Clerk to send the proposals to garage owners and to David McLindon for the website. Cllr Benson to put on the Facebook page.*

A letter dated 2<sup>nd</sup> May was received from Mrs Irons about her double garage. She is placing an article in the next link. Her letter states that she expects the lease to be renewed to whoever purchases her garage.

*Action: The Parish Council to reply that it is not expected that the lease is renewed and it is not her lease to pass on.*

## **12. Finance Report**

Bank balances are as follows:

Current account £10,128.46

Deposit account £16,794.95

Betty Panks Account £4,315.57

The following payments were approved:-

- £30.00 to ORCC (membership)
- £48.00 to ABC Advertising Partners Ltd (printing of village map)
- £175.06 to ABC Advertising Partners Ltd (annual hosting of website and work in updating website)
- £18.00 to SLCC (Clerks membership)
- £47.20 to Banbury Print and Design (printing of leaflet)
- £96.00 to Cllr Foley (CDC pre planning application for Woodland Playground)
- £84.32 to Cllr Foley (drinks at Annual Parish Meeting)

A budget sheet was circulated showing all the ongoing projects and money allocated to them.

## **13. Planning**

The following application had been received by the council:-

- 15/00742/Q56, Prior Approval – Change of use of agricultural building to dwelling (Resubmission of 14/01047/PAMB) at the Former Implement Store, Swalcliffe Lea. This is a resubmission. There has been a change in the law and agricultural buildings can be considered for residential use. CDC have not sent letters to neighbours yet. It was felt there would be no objection but the Parish Council would wait for the neighbours to be consulted.

Cllr Foley spoke about the railway plans at Barnwell Cottage. There have been some amendments in relation to the original planning agreement given by CDC involving trees and the siting of them. Cllr Foley has recommended to Mr Hill that he talks to CDC first.

**14. Correspondence**

The following correspondence had been received:

- NHS Central Southern Commissioning unit, Public meeting on 12.05.15 about local plans for health services. Details on notice-board.

**15. Councillors Reports**

Cllr Foley confirmed that the school do not own the area in front of their ground. The Parish Council were also unable to find documents to support their claim.

Cllr Benson reported potholes on Grange Lane and an overgrown hedge by the Elm crossroads to the B4035 which is owned by an agricultural charity.

Cllr Taylor spoke about the Village Hall Committee. As the Parish Council own the building, the committee feel that some of the paperwork should be handed back to the Council. There is a meeting due with the Electricity board as a huge bill has been received. Kate Foley is looking at paperwork to apply for an extra door at the side.

*Action: The Parish Clerk to invite Kate Foley to the next meeting.*

Cllr Foley spoke about the recent meeting for the village fund.

*Action: The Parish Clerk to invite David McLindon to the next meeting to give an update.*

Meeting Closed 10.00pm