

# **SWALCLIFFE PARISH COUNCIL**

## **MINUTES OF THE PARISH COUNCIL MEETING OF 21ST JULY 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 two villagers

### **1. Apologies**

None

### **2. Declarations of Interest**

Cllr Foley declared an interest as he rents a garage from the Parish Council  
Cllr Melvin declared an interest in the payment to be made to Gerry Melvin for grass cutting  
Cllr Taylor declared an interest as a neighbour of the fuel allotment  
Cllr Bell declared an interest as a trustee for the John Loggins Charity

### **3. To approve the minutes of the previous council meeting held on 23rd June 2015**

The minutes were approved and signed.

### **4. Open Forum**

Mrs Salter spoke about speeding and how she felt the problem had increased through the village. Cllr Taylor has tried to email PCSO Louise Beaumont but without success. She will try to get hold of PCSO Tom Bailey instead. The Chair confirmed that her husband Peter is going to join the Neighbourhood Action Group (NAG) but there are no meetings planned at the moment. There is an overhanging branch which might be affecting the top speed sign and this will be cut down soon.

### **5. Matters Arising**

*Bird boxes acting as a speed deterrent* - To carry forward.

*Swalcliffe Park School* - Cllr Bell has emailed Mark Williams about a meeting but has had no response yet. Cllr Foley to ask for an update about the school lights from the school who are attending the Woodland Play Area meeting on Wednesday 22nd July.

*Village Hall Committee* - Peter Morgan has agreed to sort out the accounts. The electric problem has not been resolved yet. Npower are admitting there is a problem and there seems to be a problem between the software and two meters. The meter cannot be moved until the current situation is sorted out. A credit voucher has been sent to the VHC whilst the problem is being sorted out.

*Village Fund* - Cllr Foley showed a poster that has been produced to promote 'Last Night of the Proms'. Cllr Benson to put it on the Facebook page.

*Dog bins* - The four dog bins have been delivered to the Parish Clerk. Owen Brunsdon will carry out a site visit this week. The first bin to be placed at the bottom of Green Lane by the bridleway post and the second to be placed past the bungalow and 30mph sign, by Park Wood. Cllr Foley has produced a leaflet for dog owners which was circulated at the meeting.

*Trough in Park Lane* - It needs to rain before the trough can be checked. The waterway in Brick Row is being looked at.

*Welcome to Swalcliffe Leaflet* - Cllr Foley has spoken to David McLindon and the leaflet can be made into a PDF file and put on the website. David can run 50 copies off for a cost of £250.00.

*Action: Cllr Foley to circulate to councillors for comments. To be discussed at the September meeting.*

*Parking to the side of 1-2 Madmarston View* - The Parish Clerk has now taken a photo of the area which could be made into a parking area and will write to Sanctuary Homes.

*Review of Conservation Area* - A second letter has been sent to Dr Rose Todd at CDC.

*No Village Hall Parking signs* - The signs need to be collected.

*Assets of community value* - Cllr Foley and the Parish Clerk to look at the CDC paperwork.

*Defibrillator* – It has now been agreed the defibrillator will be placed near to the phone box and Cllr Melvin of Manor Cottage, Main Road has offered a connection to a power source in their shed. Mrs Carter is happy that a slow growing shrub is planted which may eventually grow and cover the phone box. The defibrillator will be placed on a freestanding pole.

*Action: The Parish Clerk to email the cabinet dimensions to Cllr Benson. The Parish Clerk to get a quote from Andy Darby Electrical for the installation. Cllr Benson to let Mrs Carter suggest which shrubs to plant.*

*Registration of Area in front of school* - Councillors to think of how to progress this.

*Registration of Fuel Allotment* - Cllr Melvin questioned whether the Parish Council should seek registration to own this land and what the benefit would be.

*Action: The Parish Clerk to invite Maurice Cooling to the September meeting.*

*Broadband update* - The Chair is contacting Gigaclear. Some other villages have paid for the work so this will be looked into.

*Bacon Farm access* - Councillors agreed there was no obvious benefit to increasing the current agreement from 3 years and it is not a monetary matter. There are two ways in and out of Bacon Farm and the property was purchased without the proprietor verifying the access route. The land is currently owned by Swalcliffe Charities and the next wayleave payment is due in 2017. The Parish Council will collect the wayleave on behalf of the charity but this does not change ownership. The Charity is still responsible for the access. The wayleave was created approximately in the 1930s and is reviewed every three years. The John Loggins Charity gave the woodland to the parish in the 1700s which meant the villagers had the right to lift wood to light fires in the village. The John Loggins Charity will still get the money and then distribute it. There are seven parishes that would benefit from the income.

*Action: The Parish Clerk to reply to Erica Rifat that the lease will remain unchanged whilst everything is considered.*

*Speedwatch* - Dan Parish has agreed to carry on the changing the batteries on the lower sign. The supplier are going to lower the signs when next in the area.

*Action: Cllr Benson to ask Dan to measure the hole so that padlocks can be ordered to make them more secure.*

*Garage Area* - There is no update.

*Replacement of rotting signpost in Park Lane* - Awaiting an update from OCC Highways.

**6. To receive an update on the Parish Plan**

Cllr Bell advised that a meeting with the working group was held at the end of June and an open meeting is planned for 22nd September. The format of the open meeting will be to discuss why the plan was done, what was done and what happens next. The working group are hoping to involve the whole village and will publish an RSVP invitation in the Link and produce a flyer for each household. Peter Beddowes will organise the open meeting and try to move things forward with the interest groups. From the plan, the group know that there is a lot of interest in different activities but do not know for example who would lead a walking group. Cllr Bell asked the Parish Council if they would consider facilitating an interest group and having an input at the open meeting in September? Councillors agreed to this. Each organisation has been notified of the comments made about their area. After the open meeting, next steps will be agreed.

*Action: Cllr Taylor to provide the catering for the open meeting.*

**7. To receive an update on the Woodland Play Area**

The working party met on 6<sup>th</sup> July and there is another meeting on 22<sup>nd</sup> July with the working party and the school. They will establish the exact area and from there be able to produce a scale map.

The recommendations from Nicole O'Donnell of OPFA are:

To establish an approved area site, to prepare a working diagram map of the area, to follow up the recommendations raised by the CDC Planning Officers, to present a proposal to the Parish Council to establish a pedestrian walkway that would run the entire length of the drystone wall as this might overcome concerns that villagers had about waking from the center towards Park Lane and Brick Row, written recommendation about ecology and from a qualified arboriculturalist, all parties to agree to written proposals as to how the playground will appear, its purpose, its needs, village approval, how it will operate and what activities will be available, health and safety proposals to be agreed by all parties, written agreement from Swalcliffe Parish Council that they are prepared to accept the responsibility of being the leaseholder, written confirmation that Swalcliffe Park School agree to issue a lease to SPC re the proposed playground area, to involve at least two landscaping companies to seek their advice and give outline proposals regarding possible costs, speak to CDC to check if the lease agreement has to be signed before the formal planning application is submitted.

OPFA will offer their help to assist with fund raising but this can only be considered once the project has been formally approved by CDC and the lease agreement is signed and in place. Nicole also recommends that the lease should be for a minimum of 25 years.

Cllr Foley will have a meeting with Charlotte Watkins about the ecology side. Peter Beddowes has advised that a forester will go into the school and look at the age of the trees.

**8. To discuss the placing of the bottle banks at The Tithings**

The bottle banks have been placed at the Tithings by CDC on land which is owned by Oxfordshire County Council. OCC have carried out site visits and given permission for them to be there. The site will be trialled for three months.

*Action: The Parish Clerk to produce a notice for the board, website and Facebook page.*

**9. Finance Report**

Bank balances are as follows:

Current account £8,934.99

Deposit account £16,797.07

Betty Panks Account £4,316.12

The following payments were approved:-

£186.00 to Gerry Melvin (grass cutting)

£1128.43 to Glasdon UK (purchase of four dog bins)

## 10. Planning

An update on an older application

- 15/00748/F, Internal and external alterations to part of existing stable building to allow use as B1 light industrial unit together with ancillary offices at Stable Block, Swalcliffe Grange, Grange Lane. Application in name of Ben Benson Farriery. Approved by CDC.

The Parish Clerk noted that she has heard via Cllr George Reynolds that CDC have decided to stop sending paper copies of planning applications in the post. It was agreed that as the Parish Clerk does not have a suitable printer to print off large documents, the paper copies should still be sent out by CDC.

*Action: The Parish Clerk to contact Cllr George Reynolds.*

## 11. Correspondence

The following correspondence had been received:

- ORCC, Proposed changes to subsidised bus services and Dial A Ride
- CDC, Cherwell Parish Liaison Meeting on 10<sup>th</sup> June
- OCC, Preparing for winter
- Thames Valley Police, NAG meetings
- George Reynolds, Plans
- Erica Rifat, Swalcliffe Common Access
- Lis Irons, Minutes
- PCSO Louise Beaumont, Speedwatch
- Cynth Napper, Local Environment Conference on 8<sup>th</sup> August in Abingdon

Several items of correspondence were highlighted.

- ORCC, Proposed changes to subsidised bus services and Dial A Ride. A response has to be given by 6th September. Cllr Benson to put on the Facebook page. Cllr Taylor to respond on behalf of the Parish Council.
- OCC, Preparing for winter. It was agreed another free bag of salt should be ordered via OCC. The Parish Clerk to complete the form.

## 12. Councillors Reports

A request has been received from Karen Mair to borrow the Christmas lights. It was agreed she could.

Meeting Closed 9.30pm