

# SWALCLIFFE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING

HELD 18th MAY 2010 AT 7.30PM

IN SWALCLIFFE VILLAGE HALL

### Councillors Present

Julie Carpenter (JC)

Patrick Bradshaw (PB)

Mike Stanley (MS)

Mick Foley (MF)

Jane Gallick (JG)

Dan Parish (DP),

Christine Coles, Parish Clerk (CC) and one villager

### 1. Elections

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

JC was elected to be Chair and all the councillors voted in favour.

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

JC duly signed the Declaration of Acceptance of Office form and this was passed to the Clerk for filing.

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

PB was elected to be Vice-Chairman and all the councillors voted in favour.

### 2. Apologies

Mike Taylor

### 3. Declarations of Interest

No interests were declared.

### 4. Minutes of last meetings held on 20th April 2010

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

### 5. Matters Arising from the previous meeting

*Registration of Swalcliffe Common - Ongoing.*

*Children At Play Sign for Bakers Lane - Ongoing.*

*Upkeep of church garden planted by Betty Panks - MS has spoken to Mark Parsley and he has agreed to have a look at the area.*

*Parish Pit - PB noted that the registration will cost £150 & VAT which equates to an hours work and £50 is payable to the Land Registry. To review the lease which is not a standard document, could cost £750.00 & VAT if Ladders were to look at it. It was agreed the councillors would look at the lease first and if there are any doubts, Ladders will have to check it. Ladders have seen the agreement already but not the lease.*

*Action: PB to ensure the lease includes the words 'Vacant Possession'. MS agreed to speak with Laurie at No1 The Green as it was she who planted the vegetables*

*Wall outside Backwater - Work has been done and an invoice for £150.00 submitted.*

*Tree by the Old Bakehouse - This has not been removed yet.*

*6 Brick Row - The applicant has agreed to apply for retrospective planning permission on the garden building.*

**6. To discuss highway and speeding issues through the village**

The Clerk had invited OCC to the meeting who sent their apologies and advised they will attend the next meeting in July. The council had also received speed statistics from Steve Wood of OCC Highways.

Mr West attended the meeting as he has experience in road design development. He offered to help the council progress traffic calming ideas to put forward to Oxfordshire County Council. Any design must ensure the road remains safe but easier to drive along. Thinking has changed in the last ten years and a degree of uncertainty has to be introduced. The two issues of speeding and adverse camber can be combined together. One answer could be to make the entrance to the village slightly better but any compromise should not alter the appearance of the village. He spoke about a couple of local villages such as Croughton and Aynho who have had specific traffic calming measures introduced. Mini roundabouts are put in villages to facilitate traffic movement but it was felt not to be suitable in this village. Road narrowing could be introduced to give a clear priority or a crossing could be put in but this would create large volumes of slower traffic. Mr West referred to a publication issued by Central Government called 'Manual For Streets'. He then spoke of the process involved. There would be a Stage 1 Safety Audit, the design would be drawn up, a Stage 2 Safety Audit, construction and final sign off to the right standard.

Mr West recommended the council involve Councillor George Reynolds from the beginning. The work that Gerry Melvin has done will help with this process. The council discussed purchasing solar powered Vehicle Activated Signs but they cost about £4K each.

It was agreed that Cllr Parish and Mr West will meet informally in the coming weeks to put together a drawing. This will be emailed to OCC two weeks before the next council meeting in July.

*Action: The Chair agreed to get an ordnance survey map (scale 1:1250) within the 30mph zones and take photographs for Mr West if required.*

There is a speed counter currently in the village near the Barn.

*Action: The Clerk to ask OCC how long it will be there and if it will be moved to the other end of the village.*

Cllr Parish and Foley noted they may be able to attend NAG meetings.

*Action: The Clerk to find out when the next meeting is and advise of the benefits of attending them.*

Grit Bins - Cllr Parish asked the Clerk if she knew of the routes that the gritting lorries take in bad weather.

*Action: The Clerk did not and agreed to ask OCC Highways.*

**7. To discuss the problem of dog fouling**

A note was put in the last edition of the Link but dog fouling is still taking place. It was suggested to send a letter to every dog owner in the village but some may take offence and it could be dog walkers from other villages who are leaving the mess. It was agreed another note would be put in the Link.

**8. To discuss charges for local businesses advertising on the website**

The Clerk had received one request from a local business to advertise on the website. The Chair and Cllr Foley discussed relevant costs with David McLindon and his setup costs would be £25.00 for a simple ad. It was agreed at the meeting that local businesses should be charged £50.00, £25.00 to go to David McLindon. Initially any business who asks to be linked to the website should be charged £25.00 and this cost to be reviewed in six months time depending how busy the website has been.

*Action: The Clerk to contact David McLindon and arrange for the google maps to be put on the website.*

**9. Planning applications**

Two new applications had been received since the last meeting

- 10/00494/F. Extension of time limit of permission 06/01672/F for conversion of redundant agricultural barns to 1 no dwelling. Single storey extension to south elevation of existing dwelling (the Dovecote), together with alterations to roof and new porch at Farm Buildings & The Dovecote, Swalcliffe Lea. The council advised they had no objections so long as it was simply a time extension to an existing approval.
  
- 10/00645/LB & 10/00644/F, Internal and external alterations to outbuildings, associated landscaping proposals, and a replacement swimming pool - proposed amendments to 09/01772/LB & 09/017771/F at Swalcliffe Manor, Main Road. MS and JG to look at plans.

**10. Financial Report**

The following payments were approved at the meeting:

- £18.00 to SLCC (clerks membership)
- £50.00 to St John Ambulance (donation)
- £172.00 to Gerry Melvin (grass cutting)
- £150.00 to R McNally Builders (repair of wall by Backwater)

*To approve and sign Sections 1 & 2 of the Annual Return*

The Annual Return for 2009/10 was duly accepted by the council and the Chair and Responsible Financial Officer signed off Sections 1 and 2.

*Action: The Clerk to arrange the internal audit with Andrew Hutton.*

**11. Correspondence**

The following correspondence had been received and was distributed to the councillor's:-

- ORCC Review
- Soldiers of Oxfordshire Military Museum at Woodstock - Progress Report
- Oxfordshire Biodiversity News
- CDC, Public Speaking at Planning Committee - New Procedure Rules
- ORCC, Invitation to ORCCs 90<sup>th</sup> birthday celebration, 3 July 2010

**12. Councillors Reports**

- MS had spoken to CDC planning and OCC Highways about the placing of a mirror by the Manor on a wall in a Conservation Area. It appears that it is only there for practical and safety reasons to help the workmen on site, however no permissions have been sought by the owners at The Manor

*Action: The Clerk to write a letter to the owners.*

- The Clerk to contact BT again about the previous request made for the removal of the phone box.

**13. Date and time of next meeting**

Tuesday 6<sup>th</sup> July at 7.30pm in the Village Hall.

Meeting Closed 9.20pm