

SWALCLIFFE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING OF 28TH FEBRUARY 2017 AT 7.00PM IN SWALCLIFFE VILLAGE HALL

Councillors Present

Lizzie Melvin (LM), Vice Chair
Victoria Taylor (VT)

Christine Coles - Parish Clerk and eight villagers

As only two Councillors were present and not quorate the Parish Council could only report on agenda items.

5. Open Forum

Mrs Harris spoke about a recent flyer which had been distributed and asked for villagers to reply to Cllr Melvin via her private email address. The Parish Clerk advised it is not illegal but not good practice either for Councillors to use private email addresses. If a village email address is set up by the Parish Council, it will have to be registered with the Information Commissioner.

A resident was pleased to see the new '20 is Plenty' signs. She asked if one could be put near the beginning of Park Lane as cars are speeding down there. Cllr Taylor replied that there is a spare sign.

The school wall was discussed as it is now collapsing where the ivy has been taken off. Trees have been cut down and the branches have not been cleared away. From the floor, Cathy Stoertz advised that the school are aware of the issues and are dealing with them.

Another point raised was the building materials being left outside a property in Park Lane which is being renovated and the area looking untidy. It is hoped that when the work is finished the area will be neat and tidy again.

7. To receive an update on the garage lease

A market value report had been prepared by Colin Hill and circulated to Councillors on Friday 24th February. Thanks was given to Colin Hill for all his work. Colin Hill noted that a third report would be circulated soon. It was noted that Councillors should be given more time to read the notes and a public meeting arranged in a few weeks time. Mr Hill agreed to condense all the notes into a single document to be put on the website.

At 7.30pm Cllr Benson arrived so the normal meeting procedure continued at this point.

1. Election of Chairperson

Cllr Benson proposed that Cllr Melvin be Chairperson and this was seconded by Cllr Taylor.

1a. Signing of Declaration of Acceptance of Office form

Cllr Melvin signed the form.

2. Apologies

Cllr Stanley

3. Declarations of Interest

There were no interests to declare.

4. To approve the minutes of the meeting of 1st November 2016 and 17th January 2017

The minutes of 1st November 2016 were amended as follows:

Page 1, item 7, Line 3 to read 'It had previously been agreed that the lease should be sent to a solicitor for their comments although the draft had not been finalised'. Line 4 to read 'The garage owners requested a review of the lease before it was sent to the solicitor'.

Under Action, the first sentence 'The Parish Clerk to contact Brethertons about the checking of the lease' to be deleted. The minutes were then approved and signed as a true record of the meeting.

The minutes of 17th January 2017 were approved and signed as a true record of the meeting.

6. Matters Arising

Parking on Green Lane - Following the letter sent to Sanctuary Housing, they have been out to look at the parking problems near Madmarston View. They will be in contact with the Parish Clerk soon.

Broadband update - Installation of the Sugarnet system on the Church tower could begin in late March/early April if all goes well dependant on final confirmation from the church authorities.

The Link - Somebody may be taking the newsletter over from Martin Key.

8. To receive an update on the defibrillator and phone kiosk

The Parish Clerk advised that Community Heartbeat Trust (CHT) can supply an emergency mobile or landline phone. The mobile phone is the cheaper option. The mobile will connect to whichever network provides the best signal. If there is no mobile signal the landline will be installed for free. CHT are arranging to send a mobile phone to the Parish Clerk so that the signal can be tested. BT have confirmed they will disconnect the electricity if the Parish Council decide they want the kiosk to be removed. However the removal arrangements and cost will have to be sorted out by the Parish Council.

The other alternative is for Sugarnet to provide a handset phone which will connect with the public phone network. The cost is normally £200.00 but Sugarnet have said they will provide an economical solution to the village as part of the community benefits of their presence in the village. There are reservations that if there is a power cut, the equipment could be affected. Back up batteries will maintain operation for short periods such as 2 to 6 hours but if the power cut is longer the equipment will eventually fail. Another solution is to have access in some way to a landline phone connected to a neighbouring house.

Action: It was agreed that the mobile phone and signal will be tested first by the Parish Clerk.

8. To receive an update on the Conservation Area Appraisal

The Parish Council are still waiting for an update from Cherwell District Council.

9. To receive an update on the Woodland Play Area

Mr Foley noted that a meeting was held on 24th January 2017 to look at the outline planning application. It is ready to be submitted but the delay has been with the lease and the schools bank. It has been agreed not to start any clearance work in the area until all parties are happy with the lease. The next meeting will be on 7th March with Nicole O'Donnell of OPFA. She will be able to steer the committee on grants etc. There will be a management meeting afterwards. A separate quote from Paul Waller has been received for work to the pathway. Two more quotes will be needed.

Councillors then discussed the signing of the lease. Brethertons had checked the first draft but then closed the file as the Parish Council were happy with the new amendments to the second draft. Councillors agreed they are now happy to sign the final lease without solicitor representation.

Action: The Parish Clerk to notify Peter Beddowes and Johnson and Gaunt Solicitors.

10. To receive an update on the culvert in Brick Row

There is no further news at the moment.

11. To discuss the website and the legal obligation in updating it

The Parish Clerk advised that the Parish Council have a legal obligation in putting certain information on the website such as agendas, minutes and financial information. She has received training and made notes. It was agreed she should share these notes. The Parish Council to consider paying David McLindon an admin charge for helping with the website and the updating of it.

At this point Cllr Smith arrived.

12. To receive an update on speeding

Councillors were pleased with the new '20 is plenty' signs. A resident spoke at the beginning of the meeting to ask if one could be put near to Park Lane to stop cars speeding. It was agreed to move one from Park Lane near to the properties in Brick Row. Mr Hodgkinson of Brick Row to check if there is a pole nearby.

Cllr Taylor was in possession of the speeding equipment which had been loaned to her. The equipment records information which can be used for further action and getting the speed van into the village. From the floor, Mr Hill noted his disappointment as he thought it was a replacement camera. The equipment is on trial but has to go back soon.

Action: It was agreed that Cllr Taylor would bring the equipment to the village on Wednesday 1st March at 3pm and meet a couple of villagers for a demonstration. Cllr Taylor to ask if the equipment can be used at night.

13. Planning

An update was given on an older application:

16/02413/LB, Replacement of windows and doors to back elevation of property in timber stained walnut to the same design as existing frames at The Old Stables, 1 The Tithings. Approved.

14. Finance Report

The following payments were approved:

£712.15 to Came & Company (insurance)

£144.00 to Brethertons Solicitors (garage lease work)

15. Correspondence

The following correspondence had been received and circulated where necessary:

- The Repair Shop, new BBC2 programme looking for sentimental items. In the Link.
- OCC, Meeting about Town and Parish Councils in 'One Oxfordshire' unitary council
- Citizens Advice, Help the Community
- Cllr Barry Wood (Leader of CDC) re Unitary Authority
- Cllr George Reynolds, Unitary Authority
- Thames Valley Police, Rural Crime update
- Michelle Boycott
- Colin Hill, notes from meeting held with garage owners
- June Couch, defibrillator and cabinet

An item of correspondence was highlighted:

Emails had been received from Michelle Boycott raising issues about not exactly following procedural matters. The Chair confirmed to the attendees that whilst some procedures had not been followed to the written letter of guidance, that no past outcomes had been affected by that. Issues discovered to be inaccurate have now been rectified. The floor was advised that the village notice board by the church is the main officially required place to put Parish matters under procedural rules. The website www.swalcliffevillage.co.uk is used as procedure dictates. The Facebook "Swalcliffe Village Page" is an additional method of communication, but not mandatory.

Also as a matter of procedure, the Chair drew attention to the fact that P C meetings can be recorded. The guidance states that no prior permission is required to carry out this activity. However, the Chair highlighted that whilst legal, it would perhaps be more courteous to inform the attending audience that a recording was being made.

16. Councillors' Reports

Cllr Benson asked if the School could be thanked for the great job they have done in Park Lane in removing the ivy. The wall has collapsed but the school are sorting the problem out.

17. Date, time and place of next meeting

Tuesday 11th April 2017 in the village hall. The Parish Council meeting to start at 7.30pm and the Annual Parish Meeting to start at 8.00pm.

Meeting closed at 9.10pm