

# **SWALCLIFFE PARISH COUNCIL**

## **DRAFT MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF 23RD MAY 2017 AT 7.30PM IN SWALCLIFFE VILLAGE HALL**

### **Councillors Present**

Lizzie Melvin (LM), Vice Chair  
Ryan Smith (RS)  
Mike Stanley (MS)  
Victoria Taylor (VT)

Christine Coles - Parish Clerk and five villagers

### **1. Elections**

#### **1a. Election of Chairperson**

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

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

Cllr Melvin signed the form.

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

This item of business would be carried over to the next meeting.

### **2. Apologies**

Cllr Benson

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

Cllr Melvin declared an interest in the payment to be made to Gerry Melvin.

Cllr's Taylor, Benson and Smith declared an interest in the planning application at Stourwell Barn.

Cllr Stanley declared an interest in the planning application at Woodbine Cottage, Bakers Lane.

### **4. Co-option of New Councillor**

Neil Urquhart was co-opted onto the Parish Council. He signed the Acceptance of Office form.

### **5. To approve the minutes of the meetings on 11<sup>th</sup> April 2017**

The minutes of both meetings held on 11<sup>th</sup> April 2017 were approved and signed as a true record.

### **6. Open Forum**

An extraordinary meeting is to be arranged to discuss the garage lease. Mr Hill agreed to forward availability of garage owners in June/July to the Parish Clerk.

Mr Foley asked for an update on the culvert in Brick Row. The Parish Clerk did not have an update as the matter is being dealt with by OCC Highways. Mr Jack has said the gully has to be cleared otherwise water will run down the hill and flood Park Lane. In the past OCC Highways have said that the two matters are not connected. The Parish Clerk to contact the engineer who has been dealing with the culvert problem for an update.

The new internet service provided by Sugarnet is up and running in some houses. Mr Hill noted that their front office has been slow in picking up expressions of interest.

### **7. Matters Arising**

There were no matters to discuss.

**8. To decide where the defibrillator will be placed in the village**

There are currently two options for the placing of the defibrillator. The first is in the BT kiosk which the Parish Council adopted for £1 last July. The defibrillator would be connected to the existing electricity supply and BT would pay for the electric for the next seven years. There is also the possibility of installing a permanent emergency mobile phone above the unit.

The second option is to place the defibrillator on the new wall outside Swallows on Main Road. Mrs Couch has offered to link the unit to their own electric supply at Swallows. If this is agreed, the electricity would need to be disconnected from the kiosk and Mrs Couch would arrange for the removal of the redundant phone kiosk.

Mrs Couch confirmed that the 999 person would only advise accessing the defibrillator if there is a second able bodied person at the scene. Any mobile phone can dial 999 even if there is no signal.

The Chair confirmed that she had received emails supporting the idea of removing the kiosk but nothing against the removal. It is hoped that if it was needed in someone's house they would have access to a telephone.

Councillors voted unanimously to install the defibrillator on the wall outside Swallows, Main Road. Councillors voted unanimously that a permanent emergency phone would not be needed.

From the floor Mr Hill noted that building regulations may apply as the unit would be connected to an external source. Mrs Couch agreed to get advice from her own electrician about the requirements.

*Action: The Parish Clerk to send an email to BT asking for the electricity supply to be disconnected asap. Once the electricity is disconnected Mrs Couch will arrange for the kiosk to be removed. A wayleave agreement will need to be drawn up and signed by Mrs Couch.*

**9. To review the draft planning applications for the Swalcliffe Woodland Community Play Area and receive an update on the project**

The Parish Clerk had met Virginia Merritt and Mick Foley to review the draft planning documents that would be submitted via the CDC online portal planning system in May. These documents were circulated for Councillor's to see several weeks ago. Councillor's confirmed they were happy with the documents.

Mr Foley thanked the Parish Council for approving the planning documents. A meeting will be held on 26th May with the Parish Clerk to submit these documents to CDC with accompanying papers. The artwork has been prepared for the letter heading. A biodiversity report will be sent with the planning paperwork. The group have drawn up a list of sponsors and funders but planning approval has to be given first. The invoice for the biodiversity study has been sent.

Cllr Urquhart asked Mr Foley about the plans for cutting trees? Planning permission is needed first and CDC will carry out a site visit.

**10. Planning**

**New**

*17/00153/TCA, Fell 1 x Field Maple at 6 Brick Row.* The applicant has advised the tree has outgrown its position and now blocks sunlight from entering the garden from midday onwards. It also stands in front of an electricity pole with cables running above which could cause problems later on. As a compromise the alternative is to ask the tree surgeon to reduce the height of the tree and thin out the branches to allow some light. Under consideration.

Two new applications were received after the agenda had been issued.

*17/00989/F, Erection of building to provide new timber stable at Stourwell Barn.* Under consideration.

*17/00975/F, Two storey side extension at Woodbine Cottage, Bakers Lane.* Under consideration.

**Older**

*17/00299/LB, Repair and maintenance works to curtilage listed wall and adjoining roofs at Swalcliffe Park School.*

Approved.

## 11. **Finance Report**

*The following payments were approved:*

£100.00 to R M Fletcher (internal audit)  
£192.50 to CDC (planning application for the Swalcliffe Woodland Community Play Area)  
£192.50 to CDC (planning application for path for the Swalcliffe Woodland Community Play Area)  
£35.00 to Community First (membership)  
£40.00 to OPFA (membership)  
£350.00 to Gerry Melvin (grass cutting)  
£117.50 to V Taylor (refreshments at APM)  
£350.00 to Brethertons Solicitors (legal work on Play Area lease)  
£526.46 to Parish Clerk (hours)  
£39.37 To Parish Clerk (expenses)  
£85.80 to Parish Clerk (mileage to meetings in 2015)

*To approve a salary increase for the Parish Clerk in line with the 2016-2018 National Salary Award from NALC/SLCC*

A salary increase of 1% was agreed to take effect from 1<sup>st</sup> April 2017.

*Annual Return 2016/17*

The Parish Clerk advised that the internal audit has been carried out for year ending 31st March 2017.

To approve Section 1

Section 1 was approved and signed by the Chair and Parish Clerk.

To approve Section 2

Section 2 was approved and signed by the Chair and Responsible Financial Officer. The paperwork would now be prepared for the website and external audit in July.

## 12. **Correspondence**

The following correspondence had been received and circulated where necessary:

- CDC, Minutes of Extraordinary Meeting on 21<sup>st</sup> March 2017
- Thames Valley Police, New Police and Crime Plan 2017-2021
- CDC, Annual Satisfaction Survey
- PCC, Launch of Victims First Website
- CDC, Invitation to Cherwell Parish Liaison Meeting on 21<sup>st</sup> June
- CDC, Parish Members Allowances for 2017-18
- OALC, Transparency Code Grant
- Mr and Mrs Taylor of Blenheim Farm, Shutford – Planning application for a telephone mast

One item of correspondence was highlighted:

- OALC, Transparency Code Grant. There is a grant available for one more year to pay for the time it takes for the Parish Clerk to keep the website updated. The Parish Clerk to complete the grant form.

## 13. **Councillors Reports**

There were no reports to discuss.

## 14. **Date and time of next meeting**

Tuesday 4<sup>th</sup> July 2017 at 7.30pm. Cllr Stanley gave his apologies for this meeting.

Meeting closed at 8.35pm