

# **SWALCLIFFE PARISH COUNCIL**

## **MINUTES OF THE PARISH COUNCIL MEETING OF 31ST OCTOBER 2017 AT 7.30PM IN SWALCLIFFE VILLAGE HALL**

### **Councillors Present**

Lizzie Melvin (LM), Chairperson  
Neil Urquhart (NU)  
Victoria Taylor (VT)

Christine Coles - Parish Clerk and three villagers

### **17/32. Apologies**

Cllr Smith (work commitment) and Cllr Benson (holiday)

### **17/33. Declarations of Interest**

Cllr Taylor declared an interest in item 41 of the agenda.

### **17/34. To approve the minutes of the meeting held on 19th September 2017**

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

### **17/35. Public participation session**

A villager asked if there was update on the blocked culvert in Brick Row. The matter is being handled by Oxfordshire County Council Highways who sent a letter to the Brick Row residents last year. The Parish Clerk has chased them but not received a response. She agreed to send another email and copy George Reynolds.

### **17/36. To note any matters arising from the minutes not included on this agenda for report only**

The Chair is to forward a google map with grass cutting areas marked out to the Parish Clerk. This will be used when going out to tender.

### **17/37. To receive an update on the Swalcliffe Woodland Community Play Area project**

An update was given by Mr Foley. All three Planning Applications made to Cherwell District Council have now been approved. They are a) The Community Woodlands project b) the Public pathway that will run alongside the boundary wall of Swalcliffe Park School and c) Changes within the curtilage of a Grade two listed building. Advice has been given to treat the Woodlands project and the Public pathway projects separately. No major work can be started on the Woodlands project until the monies are in place. This includes removing part of the drystone wall for the entrance into the Woodland play area. Work will not take place in the bird nesting season which runs from the end of March to August. Saplings can be cleared and it was confirmed there are no more trees to come down.

### **The Management Committee**

A Village Management Committee has been set up that will comprise of eight to nine persons. The Terms of Reference for this Committee have been given signed approval by both the Group and Swalcliffe Parish Council. The Parish Clerk has a copy of this Agreement. The Management have invited a Member of the Parish Council to attend a full management meeting that will take place four times a year.

There will be working party meetings that will take place in addition to the full management meetings. All meetings will be minuted and a copy sent to the Parish Clerk for distributing to Parish Council members. The Committee is in the process of preparing updates of both the timeline and the projected budget. The Committee will forward both updated documents to the Parish Clerk. The original Lease has had to be changed because the Land Registry has requested that all the serving Swalcliffe Park School Governors have to sign the Lease. This matter is being resolved between the two parties Solicitors.

OCC Highways have insisted that SPC have Public Liability Insurance cover up to £10 million pounds. OCC Highways have requested that the three quotes for the work of preparing and laying are completed by an OCC Highways approved Contractor. The Management Committee will undertake to resolve this request and come back to the Parish Council.

### **The Woodlands Project**

The Management Group is in the process of applying to a number of Funders and Charities for bridge funding. The Management Committee have asked David McLindon for an update on the funds available in the Village Fund as there have been a number of contributions to that fund recently.

The Committee has or is about to apply to:

Aviva: The details of how to vote will be circulated in due course.

Tesco bags of help scheme

TOE2 (Trust for Oxfordshire Environment)

Banbury Charities

Internet Funding: Kickstarter/ Indiegogo and others

Two small Charities re Family/Environment

From the floor Mr Hill noted that a recent concert at the church raised £480.00. £200.00 has been donated to the village fund for the play area. Cllr Urquhart is to write piece in the Link about clearance on the Common. He agreed to allocate a couple of dates to work in the Play Area. A huge vote of thanks was given to the committee for all the work which has taken place to date.

#### **17/38. To receive an update on the garage lease**

The first draft of the lease was prepared in early July but has been on hold due to other commitments. The Heads of Terms have been agreed and a revised rent increase has been agreed which will commence in January 2018. From the floor Mr Hill apologised for the delay but he has been busy with other commitments. He confirmed that the garage owners had agreed to move forward on the rent increase.

*Action: Cllr Urquhart and Mr Hill to arrange to meet.*

#### **17/39. To discuss the possible sale and purchase of two garages**

It was agreed to postpone this agenda item until the next meeting when Mr Stanton could attend in person.

*Action: The Parish Clerk to send an email to Mr Stanton with details of the next meeting.*

#### **17/40. To receive an update on the defibrillator installation**

The defibrillator has been installed in the phone kiosk. It is not operational until the Ambulance Service have been advised of the details. This is in hand with the Parish Clerk. A training session will be arranged for the New Year and a note will be put in the December link.

From the floor Mrs Couch expressed her disappointment that the defibrillator had been installed in the phone kiosk. Four years ago she was given permission by the previous Parish Council to ask BT to remove the kiosk. Then a new Parish Council asked for the kiosk to stay. Following an Annual Parish Meeting and village consultation, the preferred place for the defibrillator was inside the kiosk. The phone kiosk is in the centre of the village and time is important if the unit has to be used. The unit requires an electricity supply which the kiosk has. The Parish Council then decided to keep the kiosk and paid £1 to adopt it from BT in 2016. BT confirmed they would pay the annual electric costs for seven years, if the defibrillator was placed inside.

The Parish Council explored the option of placing the defibrillator on the wall of Mrs Couch's property but the unit would have been low down and hidden by a parked vehicle. The wayleave agreement was also going to be expensive to sort out. The Parish Council asked the Village Hall Committee if it could be placed on their wall but the exterior of the building did not lend itself to a secure fixing being attached. It was agreed although the look of the kiosk is not ideal, it does give physical and weatherproof protection.

*Action: It was agreed the light in the kiosk would be turned off as soon as possible. The Parish Clerk to contact the electrician. It was agreed for the Parish Clerk to contact BT (as they are supplying the electric) and ask if the kiosk can be removed and replaced with an alternative structure that fits in with the environment.*

**17/41. To discuss the wayleave payment due from Bacon Farm**

Prior to January 2001, the wayleave payment due from Bacon Farm was collected by the Parish Council. Then the Parish Council decided the payment should be collected by the charity directly. The task was returned to the Parish Council, as the elected body responsible for the village, in April 2015. The last payment was due in January 2017 but was not collected. There are new owners of Bacon Farm and the Common is used as an access route.

It was agreed at this meeting this is an important right to retain. An idea put forward was for the money to be used in improving the Common and for future tree planting.

*Action: The Parish Clerk to look for the original wayleave agreement. The matter to be discussed at the next meeting.*

**17/42. To discuss the job description for a Councillor**

A draft job description was circulated by Cllr Urquhart. This is a guideline to be used for people considering to be a Parish Councillor and gives clear responsibilities. The document will go on the website when approved.

*Action: Cllr Urquhart to re-circulate and ask for comments.*

**17/43. To receive Clerks Report (circulated)**

Planning

Decisions

- 17/01169/F, Creation of a new Swalcliffe Woodland Community Play Area – Approved.
- 17/01170/F, Create a new public footpath in parallel to the boundary wall to Swalcliffe Park School on a grass verge that is classified as publicly maintained highway status at Swalcliffe Park School – Approved.
- 17/01171/LB, Alteration to the existing curtilage listed stone wall: demolition of a 2 metre section of the stone wall and the creation of a new pedestrian access with timber hunting gates at Swalcliffe Park School – Approved.
- 17/016783/F, Proposed single storey extension, car port and garage at Wykham, Park Lane. Approved.

Financial report

The following payments were approved:

- £192.19 to CDC (emptying of dog bins)
- £360.00 to A Darby Electrical (defibrillator installation)
- £450.00 to A Bathe (grass cutting)

Correspondence

The following correspondence was received and circulated.

- Brethertons, Lease for Community Play Area
- CDC, Peer Challenge
- Sanctuary Housing, Affordable housing
- OALC, Introduction to the General Data Protection Regulations
- CDC, Invitation to Cherwell Parish Liaison Meeting on 8<sup>th</sup> November
- Norton Parish Council, Sugarnet

**17/44. Councillors Reports**

A letter of resignation had been received from Mike Stanley. A vote of thanks was given and a letter would be sent to him. CDC would be notified of the vacancy.

The Children's Christmas party will be held in the village hall on 22nd December. A budget sheet was passed to the Clerk. This will be on the agenda for discussion at the next meeting in December.

At this point, Cllr Melvin gave her resignation as her house has now sold and she will be leaving the village shortly. Councillors thanked her for all her work. CDC would be notified of the vacancy.

**17/45. Date and time of next meeting**

Tuesday 5th December 2017 at 7.30pm

Meeting closed at 9.15pm.