

SWALCLIFFE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING OF 17TH SEPTEMBER 2018 AT 7.30PM IN SWALCLIFFE VILLAGE HALL

Councillors Present

Neil Urquhart (NU), Chairperson
Ben Benson (BB) - arrived late
Lee McCallum (LMC)
Ryan Smith (RS)
Victoria Taylor (VT)

Christine Coles - Parish Clerk and two villagers

18/84. Apologies

Cllr Hodkinson (holiday) and Cllr Woolston (work)

18/85. Declarations of Interest

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

18/86. To approve the minutes of the meetings held on 16th and 23rd July 2018

The minutes of both meetings were approved and signed as a true record.

18/87. Public participation session

There was nothing to discuss.

18/88. To note any matters arising from the minutes not included on this agenda for report only

Following the extraordinary Parish Council held on 16th July the Chair wrote to Mr Stanton to advise him of their decision about not selling the public land to him.

The VAS batteries have been purchased and were passed to Cllr Taylor to distribute. Mr Hill was thanked for all his assistance.

Speedwatch - Four villages have agreed to join together. There is a 4-6 week lead time for the purchase of the equipment and delivery should be mid October. The cost for each parish is £500.00 each. This initiative was approved. Cllr Taylor to contact the police to ask when the speed van will visit the village.

Light in phone kiosk - The Chair has inspected the kiosk now the nights are drawing in. There is a small line of light at the top of the door which could be covered with a rubber strip. Cllr Benson and Cllr Smith to look at a solution.

Blocked Culvert in Brick Row - The Chair to talk to Cllr Hodkinson and then make contact with OCC Highways.

18/89. To receive an update on the Swalcliffe Woodland Community Play and Picnic Area

Mr Foley confirmed that full funding has been received for the capital and works funding. This will not include funding for additional accessories such as bird boxes. All three working parties have now met and are proceeding as follows:

Finance Committee

- Both the Chair and Parish Clerk have been involved in these meetings representing the Parish Council.
- An updated budget was issued at the 30th August 2018 committee meeting.

- Due to the complicated nature of both the TOE2 and CDC application for payment of funds Peter Beddowes and Mr Foley will assist the Parish Clerk with the final presentation of costings. In both cases they have to commit to the work and complete payment before invoices can be submitted for payment to receive the funding. The Parish Council have agreed to pay invoices from parish funds in advance of grant receipts if necessary so that the project is not delayed.
- A cheque for £2,300 has been received from Banbury Charities and Swalcliffe PCC have kindly donated a sum of £500 from two fund raising evenings. The Parish Council to send a letter of thanks to both parties.
- The grant funding from Cllr George Reynolds is being processed.
- Tesco have now introduced the project into the Banbury Store display stand. It will run until the end of October. Villagers and supporters should be encouraged to ask the Cashiers for the Blue Chips when they have completed their shopping at Tesco's. The least amount that will be received is £1000.

Marketing and Promotion Committee

This Committee met on Thursday 23rd August.

- A two page article will appear in the October issue of THE LINK.
- A possible release of the article to Sibford Village magazine.
- The article is to go up on the Swalcliffe website.
- Once the works are near completion an opening date will be set-up.
- The Committee will look for a local personality to cut the ribbon on the opening day.
- Funders and supporters are to be invited.
- Villagers to be advised.
- There are a least four people who have expressed a wish to purchase Bird Boxes /Bugs Hotels/Owl Bores/ Bird Boxes and even a bench or two.

Project Management Committee

- Work has started at the site.
- Charlotte Watkins has given her Eco approval of the site and submitted a full report to the working party committee. The Parish Council are to write a letter of thanks to Charlotte.
- Part of the dry stone wall was removed so workmen and their equipment could get into the site without disturbing Swalcliffe Park School.
- Acremans partly cleared the site on 11th September.
- Work on the fencing is being completed.
- 4Corners visited the site last week. They will start work on 15th October and the second part of their work can only start once the play equipment is in position and fixed. There is a £500 saving from 4 Corners.
- The play equipment from Playdale will not be ready until 12th November at the earliest. The committee are awaiting confirmation and final costings following last week's site meeting.
- The pathways will only be laid once the main work has been completed which will be mid to late November.
- Expected completion is mid-December.

18/90. To receive an update on the garage lease

The Chair and Mr Hill have met to discuss the lease.

The following was clarified. The garage tenants can sell on their lease at premium which has been continuing past practice. A discussion took place about terminating the lease. It was proposed to insert a new clause that the landlord can terminate with not less than 12 months' notice. The tenants can terminate with 6 months' notice. It was previously agreed there will be a formal rent review after three years. This will be replaced with an increase against statutory price index such as CIPH. The garage owners are satisfied with these conditions.

Mr Stanton has suggested that the new lease starts in January 2019 and not 2018. Councillors have mixed views about delaying the start date. Mr Hill noted that the Parish Council have received help and

constructive assistance over the last three years. There has been a lot of compromise from the garage owners and Parish Council. The garage owners have agreed to a large rent increase which has exceeded inflation and they have lost ownership of what they thought they owned. Mr Hill would not sign a retrospective lease but would be happy to sign it when approval is given. From the floor Mr Foley asked why the Parish Council were objecting to a retrospective date. The Chair replied that this was the date set out in the lease negotiations. However, it was also noted the date was set in 2017 and is meaningless. The Parish Council will consider whether the start date of the new lease should be changed to 1st January 2019.

Action: The Chair to show the final draft to their solicitor and then share with the Parish Council and garage tenants. Mr Hill confirmed they may show the final draft to their own solicitor.

18/91. To discuss the Trees of Remembrance Project and free sampling and commemorative plaque

As part of the Nation's commemoration of the Centenary of the Armistice of WW1, Oxfordshire County Council is partnering with the Woodland Trust for a project of lasting remembrance. The Woodland Trust have donated young native species tree saplings and OCC are offering a commemorative plaque. It was agreed to accept the offer of a free tree and plant it on the grassed area outside the school. A commemorative event may be combined with the opening of the new play area.

Action: The Parish Clerk to ask permission from OCC and to get advice from Virginia Merritt and Charlotte Watkins about where the sapling would be best placed.

18/92. To discuss and agree Councillor Responsibilities

The following Cllr responsibilities were agreed:

Planning and Budget – Cllr Urquhart
Transport - Cllr Taylor
Highways - Cllr Benson
Environment - Cllr Hodkinson
Defibrillator - Cllr Smith
Communication Infrastructure - Cllr Woolston
Social Media - Cllr McCallum

Liaison Lead

PCC – Cllr Urquhart
Village Hall Committee - Cllr Taylor
Swalcliffe Park School - Cllr Smith
SWCPA - Cllr Woolston
Village Fund - Cllr McCallum

It was agreed not to establish working groups for the development of the village hall, as this was covered by the Village Hall committee, or for future use of the Swalcliffe Pit, as it was decided not to consider this yet.

Action: A more detailed list to be attached to these minutes and put on the website and notice-board.

There was a discussion about improvements to the Village Hall. The Chair emphasized that any proposals for works should be considered as part of an overall strategy for the building and not in isolation.

18/93. Financial Report

The following payments were approved under statutory powers:

£230.40 to Brethertons Solicitors (garage lease)
£600.00 to A Bathe (grass cutting)
£123.98 to Parish Clerk (two new batteries for VAS)

A six monthly budget review was carried out. Expenditure is £3500.00 over budget projection. This is due to the professional fees paid for work on the garage lease, new play area lease and land valuation. There is also an amount of £500.00 to be paid for the contribution to the Speedwatch equipment. It was agreed that there is to be no large expenditure for the next six months. Work on the new play area will be met from

within the project budget.

18/94. To receive an update on Planning

18/01256/F, Replace/rebuild existing outbuilding to provide new garden study/office at Holly Cottage, Bakers Lane. No objections.

A new application was received after the issue of the agenda.

18/01555/F, New agricultural building, extension to silage clamp, works to existing bund and screen planting - re-submission of 18/00189/F at Stourwell Barn. This is under consideration. The Parish Council have to respond by 2nd October.

18/95. To receive the following correspondence:

The following correspondence was received and circulated:

- OALC, Draft minutes and GDPR presentation
- OCC, Winter salt
- OCC, Trees of Remembrance Project: Free Sapling and Commemorative Plaque for All Local Councils in Oxfordshire
- CDC, Training, Funding Workshop sessions
- OCC, Proposals to improve services and reduce costs
- Thames Valley Police, Emergency Contact Details
- Volunteer Link-Up, Good Neighbour Scheme Support Services#

One item of correspondence was highlighted:

- OCC, Winter salt. OCC are offering a free bag of salt. It was agreed to order one. Mr Taylor will store it. The Parish Clerk to complete the form.

18/96. Councillors' Reports

One villager has complained about the speed of delivery drivers using Bakers Lane. Councillors discussed whether the village could be a 20mph zone, if another VAS could be placed in the middle of the village or 'SLOW' markings put on the road. The Parish Clerk will attend the Highways Open Day on 13th October and get advice from them.

The road surface of Bakers Lane on the right hand side from the Main Road requires attention. To be reported to Highways.

The grassed triangular area opposite the school is being mown over by vehicles. Councillors to think about what could be put here to protect the area although it is Highways land.

A request has been received from one villager for an allotment area. It was noted.

18/97. Date and time of next meeting

Monday 12th November 2018 at 7.30pm

Meeting closed at 9.05pm.