

# SWALCLIFFE PARISH COUNCIL

## DRAFT MINUTES OF AN ANNUAL PARISH COUNCIL MEETING HELD 15th MAY 2023 AT 7.30PM IN SWALCLIFFE VILLAGE HALL

### ***Councillors Present***

Steve Gandy (SG)  
Martin Collett (MC)  
Ken Hodgkinson (KH)  
Victoria Taylor (VT)  
Stephen Warrington (SW)  
Christine Coles - Parish Clerk and three members of the public

### **23/33. Elections**

#### *Election of Chair and Signing of Acceptance of Office form*

It was proposed by Cllr Warrington and seconded by Cllr Collett that Cllr Gandy be Chair. Cllr Gandy signed the Acceptance of Office form.

#### *Election of Vice-Chair*

It was proposed by the Chair and seconded by Cllr Warrington that Cllr Collett be Vice-Chair.

### **23/34. Apologies**

Cllr Smith (personal) and Cllr Borkmann (personal)

### **23/35. Declarations of Interest**

No interests were declared.

### **23/36a. To approve the minutes of the meeting held on 20th February 2023**

The minutes of the last meeting were approved and signed.

### **23/36b. To note any matters arising from the minutes not included on this agenda**

There were no matters arising.

### **23/37. Public Participation Session**

Jethro and Ellen Thompson were at the meeting as they have been given the opportunity to purchase a plot of land in the village and want to relocate their livery business. The land is 80 acres and the site will be closer to Adrian Coopers barn. The area will be screened by woods and a barn. Some people who live on the Main Road will see it. There will be no additional traffic and they are applying for 20 stables (an increase of 2). There will be no extra infrastructure like the Tadmarton site.

Cllr Collett spoke about some of the objections of the Tadmarton application re access and vehicles. Mr Thompson confirmed that access is from the main road (B4035) and not Bakers Lane. There is good visibility on the B4035. Light pollution was another concern. There will be no need for additional lighting. Councillors suggested they look at the TVP response on the Tadmarton application re security lighting. They have received pre-application advice which has been positive.

There is no new accommodation planned as the applicants live in a caravan on the land. There is a new bio-diversity law coming into place in September 2023 and there will be strips of wildflower meadows planted. There is a muck heap in place already and a trailer in the yard will spread the

muck. Drainage will soak onto Adrians Land. A soakaway is already in place and a sewage treatment connected to gutters.

Another villager present uses the existing facility and spoke very highly of the applicants.

The Chair thanked them both for attending the meeting to discuss their plans. The Parish Council will wait to receive the notification from CDC. The next meeting is 26<sup>th</sup> June. If the application cannot be discussed then another meeting will be arranged.

**23/38. To discuss car parking outside the village hall when events are on**

The Parish Council own and maintain the small parking area opposite the village hall. Vehicles are parked here on a regular basis as parking is limited in the village. There was a big event in the hall on 29<sup>th</sup> April and parking was limited. Car parking needs to be available when the hall is being used. It was agreed the VHC should take the lead on this and arrange better signage (to read Village Hall Priority Parking) and communication with existing village users.

**23/39. To note a temporary change in Councillor Smith's responsibilities**

Due to a family bereavement some of Cllr Smith's responsibilities have been reassigned to Cllr Warrington and Cllr Borkmann. The Parish Council will support Cllr Smith during this period.

**23/40. To receive an update on Speedwatch**

10 villagers have been trained and 3 locations authorised by Thames Valley Police. 6 sessions have been held. 34 cars were caught speeding. The fastest speed was 45mph and the average speed was 37.8mph. The next session is planned and each session will last an hour. The sessions have made a difference and cars are slowing down.

The bottom speed sign is not working. Colin Hill has agreed to look. The batteries are charged by two different villagers who are happy to continue. The Chair noted it was great to see the programme back on track.

**23/41. To receive an update on governance matters and proposed village charity  
Cllr Collett had circulated a sheet.**

During 2022 the Parish Council undertook to review the governance arrangements relating to relationships with village assets and established committees. Most critically the review included the status and stewardship of the village hall. The review found that although arrangements operated well, day to day understandings had shifted over time and were no longer consistent with original governing documents.

The Parish Council have formed a consensus that establishing a Swalcliffe Village Charity would be a preferred method for consolidating village assets and enhancing related government arrangements. The benefits are:

- Consolidation of informal and lapsed governance arrangements into one entity, reducing risks and better supporting volunteers involved.
- Updating governing documents and practises.
- The ability to better secure grant funding collectively to support village projects such as well as potential cost benefits from a charitable status.
- More transparency with villagers and reduced confusion as to who owns and funds assets and activity.
- A consistent way of holding village assets within a single entity, reducing cost and administration.

The next steps are to establish a working group and start conversations. It will be important to be transparent and open and consult with the wider village. An action plan has been written with a proposed initial budget of £500.00 and main risks given.

Village Halls are normally charities and this was picked up when applying for a grant recently. Cllr Warrington suggesting looking at the legal detail first. It is felt that there are organisations such as the Charity Commission, NALC and ACRE who can provide good free advice. Cllr Collett has a professional background which is helpful.

It was agreed to note and accept the recommendations noted by Cllr Collett.

**23/42. To receive an update on the Development Plan**

Cllr Warrington is currently formulating a questionnaire. The last survey was carried out in 2014-15 and many recommendations were actioned from that survey. Cllr Warrington will discuss with Peter Beddowes who was involved before. The paper will be anonymous and available online and on paper in the summer. Survey Monkey will be used to collate answers.

**23/43. To receive an update on the Village Communications Plan**

Emails are currently sent out by a villager but the Parish Council do not have their own database. Mailchimp can be used which is more secure. David McLindon has agreed to help. If the Parish Council have an email database it will need to be registered with the ICO and cost an annual fee of £40.00.

**23/44. To receive an update on the Platinum Jubilee bench**

Cllr Collett had received an email from Becky Neville, Property Officer at OCC. There is no update. In the mean time it was agreed to look at an alternative location. OCC Highways have agreed for the bench to be placed on the grassed area outside the play park around the new tree. It will be secured to the floor.

*Action: Cllr Collett to arrange for the bench to be installed outside the play park.*

**23/45. Financial Report**

*The following payments were approved under statutory powers:*

- £18.00 to Parish Clerk (SLCC membership)
- £312.00 to Playdale Playgrounds Ltd (inspection)
- £150.00 to R M Fletcher (internal audit)
- £540.00 to Mr T Trivizas (Hog roast for 7<sup>th</sup> May)
- £350.00 to A Bathe (grass cutting April)
- £253.97 to CDC (dog bin emptying)
- £45.00 to OPFA (membership)
- £150.00 to V Taylor (APM refreshments)
- £700.00 to Andrew Bathe (grass cutting May and June)

The Chair noted that County Cllr George Reynolds has given the Parish Council £4000.00 from his Councillor Priority Fund. Thanks was given to him.

**23/24. To receive an update on planning**

Older

- 23/00233/F, Demolition of existing extensions and erection of new extensions to dwelling with associated landscaping at The Old Grange, Grange Lane. Application withdrawn.
- 23/02373/CLUE, Erection of retaining wall and raising of ground level as show in the information submitted with the application at Fairview Cottage, Main Road. Refused by CDC.

- 23/00513/TCA, Tree work at Stags Head. No objection by PC.
- 23/00530/F, Tree work at Old Cottages, 4 Park Lane. Supported by PC.

An additional application was received after the agenda had been issued.

*23/01223/F, Raise wall plate of utility room to create room within the roof. Conservation roof light to front elevation and roof dormer to rear - re-submission of 22/01735/F at Lime Tree House, Main Road.*  
It was agreed to support.

#### **23/25. To receive Councillors Reports**

The map of the village in the noticeboard is faded. It was organised through Cherwell District Council via the previous Chair. The Parish Clerk to see if she can find the digital copy. If the map is found a change is to be made to Slade House, The Tithings which should read Tithe Barn House.

The Play Park Terms of Reference will be agreed at the next meeting.

The recent Coronation event was a success. The hog roast cost £601.61 in total. £488.60 was collected and a CDC grant of £200.00 received. This left a surplus of £167.00. The pub was well supported by the village.

The Parish Clerk noted there is a spare double allotment plot available in Tadmarton if anyone is interested. It has been advertised on Facebook.

The Parish Clerk noted that a defibrillator training course would be held in Tadmarton Village Hall on Saturday 27<sup>th</sup> May 2023 at 1.30pm. There are limited places available.

#### **23/27. To note next meeting date and time**

Monday 26<sup>th</sup> June 2023 at 7.30pm.

There being no other business the meeting closed at 9.00pm.