

CUMNOR PARISH COUNCIL

Minutes of the Annual Meeting of the Cumnor Parish Council held in the United Reformed Church Hall, Leys Road, Cumnor on Monday 8 May 2017 at 7.30pm

Present: Gerald Frost, Chairman, Steve Viner, Vice-chairman., Jeffrey Gee, Bryan Goudman, John Griffin, Trevor Halls, Dudley Hoddinott, Alison Jenner, Lucy Mangua, Fiona Newton, Judy Roberts, Nick Surman, Paul Taylor, 8 parishioners and Tina Brock, Clerk.

117/17 Election of Chairman. The retiring Vice-chairman asked for nominations for the office of Chairman. Gerald Frost was proposed by Paul Taylor and seconded by Fiona Newton. There being no other nominations Gerald Frost was duly elected to the office of Chairman.

118/17 Election of Vice-chairman. The Chairman asked for nominations for the office of Vice-chairman. Steve Viner was proposed by Dudley Hoddinott and seconded by Nick Surman. There being no other nominations Steve Viner was duly elected to the office of Vice-chairman.

119/17 Declaration of Acceptance of Office. The Chairman and Vice-chairman signed their Declaration of Acceptance of Office forms.

120/17 Apologies for Absence. Tom Christophers (work commitment) and Pam Fraser (prior commitment). These apologies were received.

121/17 Variance of Order of Business. The Council approved bringing forward item 26 iv and i on the agenda Planning applications P17/V0266/FUL 76 Abingdon Road and P17/V0763/FUL 5 Hids Copse Road.

122/17 Declarations of Interest. None.

123/17 Public Participation. Council adjourned to allow members of the public to speak. Planning application P17/V0266/FUL 76 Abingdon Road. Residents raised concerns of construction and site vehicles using Forster Lane for access to the site during construction.

Planning application P17/V0763/FUL 5 Hids Copse Road. A resident raised objections to the application on the grounds of mass, height, access issues, parking and tree removal. Council reconvened.

PLANNING

124/17 Submitted Planning Applications. The Council would submit the following observations:

i	P17/V0266/FUL amended details	<p>76 Abingdon Road, Cumnor, Oxford OX2 9QW <i>Demolition or 2 no houses at 74 & 76 Abingdon Road and proposed 4 no replacement dwellings (as amended by plans (change to red line) application form and ownership certificate received 13/4/2017).</i></p> <p>Refused.</p> <p>There is lack of clarity of ownership of Forster Lane. The use of the lane for site/construction vehicles is unacceptable due to its poor condition and use by other residents. If permission is to be given Council requests that a Construction Management Plan be provided and approved.</p> <p>7.55pm 6 parishioners left the meeting.</p>
ii	P17/V0763/FUL	<p>5 Hids Copse Road, Cumnor, Oxford OX2 9JJ <i>Replacement dwelling.</i></p> <p>Objects.</p> <p>The Council considers that given the size, impact and mass of this proposal the plans and information submitted are insufficient, inaccurate and misleading given that they show no context and dimensions to their surroundings or indeed the topography of the site. Council objects to the proposal for the reasons of:</p> <ul style="list-style-type: none"> • Over development. It is recognised that Hids Copse Road is characterised by large houses on substantial plots. However, although the houses in themselves are large

		<p>they have a comfortable, distant relationship with their neighbours being generally in the centres of their plots taking up only a small proportion of the overall, most approximately 10-15% ratio. The size and mass of this proposal, stated to be 23% but in actuality more like 30%, is too big for its site and not in keeping with properties in the area. This is exacerbated by this being one of the smaller plots in the location.</p> <ul style="list-style-type: none"> • The height and massing of the proposal is detrimental to the residential amenity of the neighbouring properties given its adjacency to, in particular, the north and south boundaries. Most notably the north elevation is a long, linear, unbroken façade running approximately two thirds the length of the plot immediately on the boundary which would be particularly detrimental to the amenity of 3 Hids Copse Road. • Tree removal. Impact on the surrounding area for the reasons given below. • Car parking provision, including garaging, and turning space. No tracking plans provided. Potentially with a family of 15 proposed for this house there could be 10 or more cars adding access traffic generation and a sea of parking. • Modifications to the existing/new access to the site is unclear. • The current property is a modest 3 bedroom bungalow. The proposal with 10 wc's, a swimming pool and a minimum of 15 people will add considerably to the drainage requirement. <p>Cumnor Parish Council has repeatedly raised concerns regarding planning applications on Cumnor Hill and the potential impact of development on ground water and surface water run-off. The proposal to remove up to 32 established trees and to install a swimming pool will almost certainly have an impact on the land and both ground water and surface water run-off which is very likely to have an impact on dwellings further downhill of the site, as well as dwellings in Dean Court.</p> <p>If permission was considered to be granted, Council would formally request that conditions be attached:</p> <ol style="list-style-type: none"> i. The applicant should demonstrate that the proposal would not contribute to or exacerbate the problems of existing run-off and ground water problems in the area and should submit clear plans as to how they propose to manage any problems that do arise. ii. All driveways, terraces and landscaping should use permeable paving or porous materials. iii. A Construction Management Plan should be provided and approved. <p>Details of slab levels should be provided and approved and the relationships to the topography of the site and the neighbouring properties be clearly defined and agreed.</p> <p>8.10pm 1 parishioner left the meeting.</p>
--	--	---

Council resumed following the issued agenda.

125/17 Verification of the Council's Quarterly Bank Reconciliations. Council RESOLVED that Nick Surman would carry out the verification of the quarterly bank reconciliations.

126/16 Council's Santander Bank Account Signatories. Council RESOLVED that Tom Christophers, Pam Fraser, Trevor Hall, Judy Robert, Paul Taylor and Steve Viner would continue as bank account signatories.

127/17 Clerk's Computer Back-up Files. Council agreed that the Chairman would hold the back-up files.

128/17 Committee Terms of Reference. All Councillors had received copies of the current Committee Terms of Reference. Council RESOLVED that the Terms of Reference were fit for purpose.

129/17 Council Procedures/Polices/ Information and Guidance Documents. Council noted that documents were due for review in October 2018.

130/17 Committee / Working Group Appointments. The Chairman and Vice-chairman were ex-officio members on all the Committees. Council RESOLVED to appoint Councillors to the Committees as per Annexe 1 attached.

Committee Chairmen and Playground Monitors would be appointed at the next meeting of the

individual Committees.

131/17 General Power of Competence (GPC). The Clerk passed the Certificate in Local Council Administration qualification and is now a qualified Clerk. Currently Council does not meet the criteria to adopt the General Power of Competence as two-thirds of the Council has to be elected and currently 9 Councillors are elected and 6 co-opted.

(Clerk's Note: The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. In simple terms, it gives Councils the power to do anything an individual can do provided it is not prohibited by other legislation. It applies to all principal Councils (District, County and Unitary Councils etc). It also applies to eligible Parish and Town Councils. It replaces the wellbeing powers in England that were provided under the Local Government Act 2000. An eligible council is one which has resolved to adopt the GPC, with at least two thirds of its members being declared elected and the Clerk must hold an appropriate qualification ie a Certificate in Local Council Administration, Certificate of Higher Education in Local Policy, Certificate of Higher Education in Local Council Administration or the first level of the Foundation Degree in Community Engagement and Governance (University of Gloucestershire.)

132/17 Standing Orders. Council RESOLVED that the Standing Orders were fit for purpose.

133/17 Financial Regulations. Council confirmed that a review of the Financial Regulations had been carried out at the Finance and General Purposes Committee meeting held on 10 October 2016 and approved at the Council meeting on 7 November 2016. Council RESOLVED that the current Financial Regulations were fit for purpose.

134/17 Register of Assets. Council agreed that a review of the Register of Assets had been carried out at the Finance and General Purposes Committee meeting held on 10 October 2016 and approved at the Council meeting on 7 November 2016.

135/17 Risk Assessment – Insurance. Council agreed that a review of the Risk Assessment - Insurance had been carried out at the Finance and General Purposes Committee meeting held on 10 October 2016 and approved at the Council meeting on 7 November 2016. The Chairman, Paul Taylor and Clerk would be meeting Came & co insurance broker and reviewing quotes on 10 May 2017.

136/17 Representation on External Bodies and Review of Representation on or Work with External Bodies. The representation was agreed as per Annexe 1. Council noted that Councillors reported back to Council as and when appropriate.

137/17 Subscriptions to Other Bodies. Council RESOLVED to approve the following subscriptions for 2017/18: Society of Local Councils, Oxfordshire Association for Local Councils, Campaign for the Protection of Rural England, Open Spaces, Oxford Playing Fields Association, Oxfordshire Green Belt Network and Community First (ORCC).

138/17 Standing Orders and Direct Debits. Council noted the standing orders to Oxford University – yearly rent for Fogwell Road Playing Field lease for 99 years commenced in 1984 and Thames Water – yearly rent for Mayfield Road Playing Field lease for 20 years commenced in 2003. Council RESOLVED to approve the direct debits to Vale of White Horse District Council – brown bin at the Council's Burial Ground and BT – office phone bill.

139/17 Dates & Venues of Future Meetings to May 2017. Council noted that the dates and venues had been approved at the Council meeting on 6 January 2017.

COUNCIL BUSINESS

140/17 Minutes of the Meeting of the Parish Council held on Monday 3 April 2017. Council RESOLVED to approve the minutes which were signed by the Chairman as a correct record

141/16 Matters Arising from the Minutes of Monday 3 April 2017. None.

142/17 Clerk's Newsletter and Addendum to the Agenda. Received.

a) Payment of Accounts. Approved as per minute 143/17

143/17 Payments of Accounts. It was resolved to authorise the payments specified in the Clerk's Newsletter and Addendum and reproduced below:

			Net cost	VAT	Sub total	Total
	<u>Payments received:</u>					£
4 Local Auth Cemeteries Order 1977	Dignity Funeral Director	Interment of ashes				113.00
	<u>Payments now due:</u>					
19a LGA 1972 s112 Contract/Pensions Act 2014	Staff related costs					1,652.99
20 LGA 1972 s111	JBL Office	Office stationery	39.90	7.98		47.88
21 LGA 1972 s134	Dean Court Community Association	Room hire - Council				24.50
DD Telecom Act 1984 s97	BT	March office phone bill	27.67	5.53		33.20
22 LG(Misc Prov) Act 1976 s19	MRH Services	Visual inspection of play parks				78.00
23 LGA 1972 s134	Cumnor United Reformed Church	Room hire - Planning and Neighbourhood Planning mtgs				89.25
19b LGA 1972 s112 Contract/Pensions Act 2014	Staff related costs					619.41
24a Public Health Act 1875 s164	Total Pest Control (UK) Ltd	Quarterly mole control - Closes Field	63.83	12.77	76.60	
24b Public Health Act 1875 s164	Total Pest Control (UK) Ltd	Quarterly mole control - Mayfield Road Field	100.00	20.00	120.00	196.60
25a LGA 1972 s111	Eurosolve Ltd	Web hosting package	100.00	20.00	120.00	
25b LGA 1972 s111	Eurosolve Ltd	Anti-virus annual subscription	20.83	4.17	25.00	145.00
26a LG(Misc Prov) Act 1976 s19	Ady Podbury Grounds Care	Clearing vegetation at footpath 19 Dean Court	20.00	4.00	24.00	
26b LG(Misc Prov) Act 1976 s19	Ady Podbury Grounds Care	Various play park grounds maintenance	350.00	70.00	420.00	
26c LG(Misc Prov) Act 1976 s19	Ady Podbury Grounds Care	Various play park grounds maintenance	290.00	58.00	348.00	
26d LG(Misc Prov) Act 1976 s19	Ady Podbury Grounds Care	Various play park grounds maintenance	650.00	130.00	780.00	1,572.00
27 LGA 1972 s111	Critchleys	Quarterly and end of year accounts preparations	740.00	148.00		888.00
28 LG(Misc Prov) Act 1976 s19	MRH Services	Service inspection of play parks				165.00
DD Telecom Act 1984 s97	BT	April office phone bill	27.68	5.54		33.22

Notes.

1. After all payments are made the Santander Community Account will be in credit at £181,924.49.
2. The Council has the following debtor for 2017/18: HMRC (Reclaimable VAT) £929.80
3. Electronic payment for invoice 19a was approved between meetings.
4. As at 17 April 2017 the Corporate Notice account held a credit balance of £71,880.84.

REPORTS

144/17 Report from County Councillor(s). No reports.

The results of the Oxfordshire County Councils elections held on 4 May 2017 for Cumnor are:

Judy Roberts - North Hinksey Division

Anda Fitzgerald -O'Connor - Kingston and Cumnor Division.

145/17 Report from District Councillor(s). None.

146/17 Report from Representative(s) on Outside Bodies. None.

FINANCE

147/17 Draft Accounts 2016/17 were noted.

148/17 Update on Other Current Matters. None.

RECREATION AND PLAYING FIELDS

149/17 Update on Other Current Matters. The movable goals belonging to Cumnor Minors Football Club, based at Closes field, are being used by non-members of the club and being dragged out and used without permission. To prevent any damage occurring to the goals Martin Law has suggested that the goals be anchored down and has offered to carry out the work free of charge, if this solution was acceptable to Council. Bryan Goudman said that Cumnor Minors Football Club had discussed this solution and raised no objections. Council **RESOLVED** to approve the installation of anchors for the use of Cumnor Minors Football Club.

Judy Roberts reported that the installation of the new outdoor fitness and play equipment for Mayfield Road and Meadow Close, Farmoor had started today. E J Services would be installing the outdoor fitness equipment on behalf of Proludic and Sutcliffe would be installing new play equipment and replacing wet pour under existing play equipment.

HIGHWAYS

150/17 Update on Current Matters. None.

1 parishioner left at 8.50pm

BURIAL.

151/17 Update on Current Matters. None.

ENVIRONMENT AND CONSERVATION

152/17 Update on Current Matters. None.

PLANNING

153/17 Draft Minutes of the Planning Committee Meeting held on Monday 10 April 2017 were received.

154/17 Submitted Planning Applications. The Council would submit the following observations:

i	P17/V0644/HH	49 Hurst Lane, Cumnor, Oxford OX2 9PR <i>Two-storey rear extension.</i> No Objections
ii	P17/V0866/HH	61 Eynsham Road, Dean Court, Oxford OX2 9BU <i>Rear single-storey and two-storey extension.</i> No Objections
iii	P17/V0900/HH	9 Bertie Road, Cumnor, Oxford OX2 9PS <i>Single-storey rear extension.</i> No Objections
iv	P17/V1056/HH	92 Eynsham Road, Dean Court, Oxford OX2 9BX <i>Formation of habitable room in roof space with rear dormer.</i> No Objections
v	P17/V1058/HH	197A Cumnor Hill, Cumnor, Oxford OX2 9PJ <i>Proposed garage conversion and construction of replacement garage to side of property. New front boundary wall and site access, alterations to windows and recladding of existing property.</i> No Objections but wish the following comments to be taken into consideration: Council has concerns over a second access onto Cumnor Hill and believes that there is sufficient space within the site to create a turning point.

155/17 Permitted Planning Applications. Noted.

i	P17/V0279/HH	6 Barn Close, Oxford OX29JP <i>Conversion of double garage to habitable space with an en-suite assisted shower room, Changing the existing garage doors to external wall construction with a flush window and a projecting bay window.</i>
ii	P16/V2820/FUL	Cumnor Pre-school Nursery, Oxford Road, Cumnor, Oxford OX2 9PQ <i>Retention and continued use of fabricated building for a further temporary period of 5 years.</i>
iii	P16/V0307/HH	22 Leys Road, Cumnor, Oxford OX2 9QF <i>Conversion of garage to family room. Permitted Development rights removed P09/V1511/RM condition 4.</i>
iv	P16/V1493/FUL	2 Arnolds Way, Cumnor, Oxford OX2 9JB <i>Demolition of 2 Arnolds Way and erection of eight flats (as amended by plans PL01C, PL02B and PL03A received 30/08/16, additional vehicle tracking plans received 27/09/16 and amended by plans received 1/12/16).</i>
v	P17/V0390/HH	The Glebe, Cumnor, Oxford OX2 9QA <i>First floor side extension to provide staircase and shower room. Loft conversion to provide new bedroom.</i>
vi	P17/V0362/HH	6 Oaklands, Oxford Road, Farmoor, Oxford OX2 9NW <i>Pitched roof single-storey extension to front of bungalow to provide wheelchair accessible garage and home office. Pitched roof single-storey extension to side to provide wheelchair accessible entrance hall to bungalow.</i>
vii	P17/V0231/HH	24 Orchard Road, Dean Court, Oxford OX2 9BL <i>Two-storey extension at the rear.</i>
viii	P`6/V3213/FUL	70 High Street, Cumnor, Oxford OX2 9QD <i>Change of use of paddock to allow two shepherd huts to be used for short-term holiday accommodation. Retrospective. Amended red line plan received 11/4/2017.</i>
ix x	P17/V0612/HH P17/V0613/LB	Nobles Farmhouse, 3 Nobles Lane, Dean Court, Oxford OX2 9NF <i>Demolition of existing conservatory and erection of larger conservatory.</i>
xi	P17/V0645/HH	18 Meadow Close, Farmoor, Oxford OX2 9NZ <i>Proposed single-storey front and rear extensions with associated internal and external works.</i>

156/17 Agricultural Notification Application(s). Noted.

i	P17/V0958/AG	Tilbury Farm, Tilbury Lane, Dean Court, Oxford OX2 9ND <i>Private agricultural way.</i>
---	--------------	--

NEIGHBOURHOOD DEVELOPMENT PLAN

157/17 Draft Minutes of the Neighbourhood Development Plan Steering Group Meeting held on Monday 26 April 2017. Noted.

156/17 Update on Other Current Matters. The next meeting of the NDP Steering Group will be on Monday 15 May 2017 at 7.30pm in the Upper Room, Old School, Cumnor.

CONFIDENTIAL INFORMATION

Exclusion of Press and Public

To move the following resolution, in view of the confidential nature of the business to be transacted it is in the public interest that the public and press be excluded from the remainder of the meeting and they are requested to withdraw.

158/17 Personal Matters. None.

DATES OF FUTURE MEETINGS

159/17 The next meeting of the **Parish Council** will take place at **7.30pm** on **Monday 5 June**

2017 in The United Reformed Church Hall, Leys Road, Cumnor.

Further meetings are due to be held in **2017** at **7.30pm** in **The United Reformed Church Hall, Leys Road, Cumnor** on **Mondays: 3 July, 7 August, 4 September, 2 October, 6 November, 4 December** and in **2018: 8 January, 5 February, 5 March, 9 April.**

The next Annual Parish Meetings will take place on **Tuesday 1 May 2018** at **7.30pm** in **Farmoor Village Hall.**

The meeting closed at 9.15pm.

Signed..... Date.....2017

CUMNOR PARISH COUNCIL: COMMITTEES 2017-2018

Committee	Members	
CUMNOR PUBLIC PURPOSES CHARITY	All members of the Council	
FINANCE COMMITTEE & GENERAL PURPOSES COMMITTEE	Nick Surman Paul Taylor	Alison Jenner
HIGHWAYS COMMITTEE	Tom Christophers John Griffin Alison Jenner	Fiona Newton Paul Taylor Lucy Mangua
NEIGHBOURHOOD STEERING GROUP	Fiona Newton Judy Roberts	Members of the public
PLANNING COMMITTEE	Tom Christophers John Griffin Trevor Halls	Judy Roberts Nick Surman Steve Viner
PLAN RECEIVERS	Steve Viner Trevor Halls Nick Surman John Griffin John Griffin	Dean Court Lower Cumnor Hill/Stanville Rd Upper Cumnor Hill & Cumnor Village & Henwood Farmoor Listed Buildings
RECREATION & PLAYING FIELDS COMMITTEE	Pam Fraser Alison Jenner Jeffrey Gee Lucy Mangua	FRPMC Bryan Goudman Judy Roberts Steve Viner
STAFFING COMMITTEE	Dudley Hoddinott Fiona Newton	Paul Taylor
APPEALS COMMITTEE	John Griffin Trevor Halls	Alison Jenner
AD-HOC CUMNOR PARISH NEWS WRITING GROUP	John Griffin Fiona Newton	Judy Roberts Alison Jenner

The Chairman and Vice Chairman are ex-officio on all Committees apart from the Staffing and Appeals Committees.

(The Council Chairman chairs the Finance Committee)

The Chairmen of all other Committees are appointed at the first meeting of the committee following the Council's Annual Meeting.

Representation on outside bodies:

Body:	Representative:
Cumnor Conservation Group	Clerk
Cumnor Minors FC & Closes Field Pavilion	Bryan Goudman
Cumnor Old School Charity Trust	Nick Surman (4 year term – 1 representative)
Cumnor Village Hall	Dudley Hoddinott
Dean Court Community Centre Association	Judy Roberts
Farmoor Village Hall	Clerk
Botley Traffic Advisory Committee	Alison Jenner
Fogwell Rd Pavilion Management Committee	Bryan Goudman, Judy Roberts and Steve Viner
Neighbourhood Action Group (NAG)	Fiona Newton
Parish Transport Representative	Alison Jenner