

CUMNOR PARISH COUNCIL

Minutes of the Meeting of the Cumnor Parish Council held in the United Reformed Church Hall, Leys Road, Cumnor on Monday 6 November 2017 at 7.30pm

Present: Gerald Frost, Chairman, Steve Viner, Vice-chairman, Tom Christophers, Jeffrey Gee, Bryan Goudman, John Griffin, Dudley Hoddinott, Alison Jenner, Lucy Mangua, Fiona Newton, Judy Roberts, Nick Surman, Paul Taylor, CC Anda Fitzgerald-O'Connor, Julia Commons, resident and Tina Brock, Clerk.

338/17 Apologies for Absence. Pam Fraser (unwell). This apology was received.

339/17 Co-option of One Council Member. Council RESOLVED to unanimously agree that Julia Commons be co-opted as a Member of Council for the Farmoor Ward.

340/17 Variance of Order of Business. None.

341/17 Declarations of Interest.

Minute Steve Viner lives nearby.

342/17 Minutes of the Meeting of the Parish Council held on Monday 2 October 2017. Council RESOLVED to approve the minutes which were signed by the Chairman as a correct record

343/17 Minutes of the Extraordinary Parish Council meeting held on Monday 16 October 2017. Council RESOLVED to approve the minutes which were signed by the Chairman as a correct record

344/16 Matters Arising from these Minutes. None.

345/17 Clerk's Newsletter and Addendum to the Agenda. Received.

a) Payment of Accounts. Approved as per minute 346/17.

346/17 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
	Payments received:					
15 LGA 1972 s111	Fogwell Road Pavilion	Quarterly contribution towards Council insurance				200.00
16 Town & Country Planning Act 1990 s61	VWHDC	Neighbourhood Plan funding				2,500.00
17 LGA 1972 s140	AXA insurance	Excess insurance reimbursement following Insurance claim re: bus shelter @ Third Acre Rise/Eynsham Rd				250.00
	Payments now due:					
89a, b, LGA 1972 s112 Contract/Pensions Act 2014	Staff costs					2,292.31
90 Public Health Act 1875 s164	Total Pest Control (UK) Ltd	Quarterly mole control - Fogwell Road	94.50	18.90		113.40
DD Telecom Act 1984 s97	BT	September phone bill	27.14	5.43		32.57
91	Clean Slate	Grant S137				100.00
92	Soldiers of Oxfordshire Trust	Grant S137				100.00
93 LGA 1972 s134	Cumnor United Reformed Church	Room hire Jul - Sept				97.75
94 LG (Financial	T Brock	Clerk's reimbursement				

Prov) Act 1963 s5			260.95	15.35		276.30
95 LG(Misc Prov) Act 1976 s19	Wicksteed Playgrounds	New play equipment at Fogwell Field Play Park	29,848.41	5,969.69		35,818.10
DD LGA 1972 s214	VWHDC	Annual fee for garden waste service at Burial Ground				37.50
96 LGA 1972 s111	OALC	Training event - planning	70.00	14.00		84.00
97 LGA 1972 s111	The Net Result	Payroll processing July - Sept				55.50
98	Royal British Legion Poppy Appeal	Grant S137				100.00
99 Litter Act 1983	Glasdon UK LTD	Litter bin - Pinnocks Way Play Park	153.23	30.64		183.87
100 LG(Misc Prov) Act 1976 s19	Playsafety Ltd	PII - new play equipment at Fogwell Field Play Park	395.00	79.00		474.00
101 LGA 1972 s134	Fogwell Road Pavilion	Room hire - Highways				9.00
102a LGA 1972 s142	Greenbarnes Ltd	2 man-made noticeboards - Norreys Rd and Mayfield Rd	1,534.76	306.96	1,841.72	3,291.28
102b LGA 1972 s142	Greenbarnes Ltd	Man-made map case High St, Cumnor	1,207.96	241.60	1,449.56	
103 LG(Misc Prov) Act 1976 s19	MRH Services	Repairs to rocking horse at The Glebe Play Park				181.40
104a Public Health Act 1875 s164	Total Pest Control (UK) Ltd	Quarterly mole control - Closes field	63.83	12.77	76.60	196.60
104b Public Health Act 1875 s164	Total Pest Control (UK) Ltd	Quarterly mole control - Mayfield play park	100.00	20.00	120.00	
105 LGA 1972 s134	Fogwell Road Pavilion	Room hire - Neighbourhood Plan Steering group meeting				15.00
106 LGA 1972 s134	Cumnor Old School Charity	Room hire - Finance meeting				6.00
107 LGA 1972 s111	JBL Office	Office stationery	58.16	11.63		69.79
108a Highways Act 1980	Ady Podbury Grounds Care	Maintenance to various benches and noticeboards	470.00	94.00	564.00	2,340.00
108b LG(Misc Prov) Act 1976 s19	Ady Podbury Grounds Care	Grass cutting, litter picking, hedge cutting at play parks	820.00	164.00	984.00	
108c LG(Misc Prov) Act 1976 s19 Highways Act 1980	Ady Podbury Grounds Care	Grass cutting, litter picking, raking shingle at play parks. Grass cutting of Farmoor verge	310.00	62.00	372.00	
108d LG(Misc Prov) Act 1976 s19 Highways Act 1980 Open Spaces Act 1906	Ady Podbury Grounds Care	Grass cutting at Burial Ground, play park & Leys Rd verge. Litter picking & raking sand at play park	350.00	70.00	420.00	
109 LGA 1972 s111	Critchleys	Quarter end procedure	150.00	30.00		180.00

Notes.

1. After all payments are made the Santander Community Account will be in credit at £107,973.86.
2. The Council has the following debtor for 2017/18: HMRC (Reclaimable VAT) £16,053.59.
3. Electronic payment for invoice 89b was approved between meetings.
4. As at 18 October 2017 the Corporate Notice Account held a credit balance of £71,952.96.

347/17 Public Participation. None.

REPORTS

348/17 Report from County Councillor(s). CC Fitzgerald-O'Connor submitted a report. See Annexe 1.

CC Roberts reported.

OCC would be discussing introducing bus routes to rural areas as villages were becoming locked in due to many residents being unable to drive.

OCC had secured funding of £5m from the Department for Transport's National Productivity Investment Fund, which makes plans for major cycle and public transport improvements. This is a step towards the Oxford Transport Strategy proposal for a bus rapid transit route to the proposed Cumnor Park and Ride.

Buses had been allowed to return to Queen Street, Oxford since the Westgate shopping centre opened on 24 October but the final decision for it to remain open to buses was yet to be decided.

349/17 Report from District Councillor(s). DC Hoddinott reported:

Complaints had been received about 9 streetlights not working on Cumnor Hill opposite The Acre development for the past 6 months. The Clerk had reported this to Alan Cockbill, Lighting, OCC who had contacted the contractors. It appears that there is a problem with the wiring to the lights.

VWHDC recently repaired part of the surface of Forster Lane, Cumnor and a bid for funding to resurface all of the lane had been made.

West Way Place redevelopment. Existing businesses would be provided with temporary accommodation within and around the Grant Thornton building in the New Year. This would allow businesses to operate as normal throughout the Christmas period. *(Clerk's Note: More information can be found at www.westwayconsultation.co.uk)*

Concerns over work to a watercourse and the installation of static caravans and outbuildings at a site on Cumnor Road, Filchampstead had been received. Council was unaware of any planning application being submitted and the Clerk had contacted the Enforcement Team to make enquiries.

DC Roberts reported:

The VWHDC Local Plan Part 2 mentions 'land south of Cumnor was being examined for its potential to deliver a smaller site'. This was confusing as it was not clear if the site had been discounted at stage 4. Enquiries were being made for clarification.

350/17 Report from Representative(s) on Outside Bodies. None.

CC Fitzgerald-O'Connor left the meeting at 8.10pm.

FINANCE

351/17 Quarterly Financial Summary as at 29 September 2017 was noted.

352/17 Reconciliation of Councils Bank Accounts.

- i. Quarterly bank reconciliation as at 29 September 2017 was verified by Nick Surman.
- ii. 1 April 2016 to 29 September 2017 bank reconciliation was verified by Nick Surman.

353/17 Estimates 2018/2019. Budget requests received from the Committees had been included in the estimates.

Table 1 Expenditure showed a total of Budgeted Payments of £92,577.

Table 2 Current Provision for Major Expenditure. Additional provision for 2017/2018 was made for:

Recreation £10,000 to resurface under the swings and tractor at Meadow Close, Farmoor play park.

Estimated provision for 2018/2019 was made for:

Neighbourhood Plan £5,000.

Table 3 Estimated total Income of £97,310. A precept of £92,000 would be determined at the January 2017 meeting.

Table 5 Movements in Reserves. Provision was made in 2017/2018 for:

Highways £6,000

Recreation £10,000

Neighbourhood Plan £5,000.

Provision was made in 2018/2019 for:

Highways £3,000 parish nameplates.

Recreation £10,000 replacement of ageing play equipment

Council RESOLVED to approve the estimates 2018/2019, in principle, subject to final agreement at the Council's January meeting.

Council RESOLVED to approve the 3 year plan 2019 to 2022 which showed Capital Expenditure and Projects of purchase of new burial ground, rolling programme to replace noticeboards, upgrade of office equipment and neighbourhood planning.

354/17 Internal Auditor 2018/2019. Council RESOLVED to approve the re-appointment of Mr Philip Hood FMAAT as the internal auditor for the financial year 2018/2019 at a cost of £269 plus mileage at 58p per mile.

355/17 Expenditure. Council RESOLVED to approve Neighbourhood Plan Steering Group expenditure not exceeding £300 for a meeting with Community First for advice on the next steps in producing the Cumnor Parish Neighbourhood Plan.

356/17 Grants.

- i. South Central Ambulance (Public Health Act 1936 s234). Council RESOLVED to approve a grant of £250.

357/17 Update on Other Current Matters. None.

COUNCIL

358/17 Bus Shelter Installation and Maintenance Policy. Council RESOLVED to approve the policy.

359/17 Committee Appointment.

- i. Julia Commons was appointed as a member to the Planning Committee and as a Plan Receiver.

360/17 Assets. Council RESOLVED to approve the selling of 4 tables owned by the Council to the United Reformed Church at a cost of £50. Proceeds to be donated to Children In Need. *(Clerk's Note: the tables are stored at the URC for use by Council. URC are reviewing their hiring conditions but an issue has arisen with a hirer permanently storing property on the premises needing to enter into a Tenancy Will. This process would be avoided by URC purchasing the tables from Council.)*

RECREATION AND PLAYING FIELDS

361/17 Draft Minutes of the Recreation and Playing Fields Committee Meeting held on Tuesday 10 October 2017 were received.

362/17 Update on Other Current Matters. None.

HIGHWAYS

363/17 Draft Minutes of the Highways Committee Meeting held on Tuesday 17 October 2017 were received.

364/17 Ad-hoc Grass Cutting of Grass Verges in the Parish. None received.

365/17 Update on Current Matters. The very large pothole at the top of Tumbledown, Cumnor was due to be fixed within the next 2 weeks.

BURIAL.

366/17 Update on Current Matters. The Chairman would be laying a wreath on behalf of Council at the Remembrance Service on Sunday 12 November 2017 at 11am.

ENVIRONMENT AND CONSERVATION

367/17 Update on Current Matters. None.

PLANNING

368/17 Draft Minutes of the Planning Committee Meeting held on Monday 16 October 2017

were received.

369/17 Submitted Planning Applications. The Council would submit the following observations:

i	P17/V2691/HH	29 Eynsham Road, Dean Court, Oxford OX2 9BS <i>Whole house refurbishment with proposed front and rear extension.</i> No Objections.
ii	P17/V2690/FUL	Valley Farm Campsite, Eynsham Road, Farmoor, Oxford OX2 9NL <i>Increase in numbers of caravan and tent pitches.</i> No Objections.
iii	P17/V2683/FUL	30 Pinnocks Way, Dean Court, Oxford OX2 9DG <i>Erection of a garden annex.</i> No Objections.
iv	P17/V2767/HH	49 Hurst Lane, Cumnor, Oxford OX2 9PR <i>Two-storey rear extension.</i> Objects. <i>Overlooking into amenity areas of adjacent properties from the rear extension first floor windows.</i>
v	P17/V2780/HH	158 Cumnor Hill, Cumnor, Oxford OX2 9PJ <i>Proposal is to transform and renovate the existing 3 bedroom property at 158 Cumnor Hill, into a 4 bedroom property, with a new 72m2 timber clad single storey wrap around extension, and a 31m2 dormer loft conversion. There are also changes to the internal configuration on the ground floor including the relocation of the existing kitchen into the new extension to make way for a utilities space and toilet, and on the first floor two new smaller double bedrooms. The landscape surrounding the property will be cleared to make way for grass and hard landscaping to the rear and a clear concrete driveway with grass and trees to the front.</i> No Objections.

370/17 Permitted Development Application(s):

i	P17/V2709/PDH	1 Chestnut Place, Faringdon Road, Cumnor, Oxford OX2 9QY <i>Single-storey part width rear extension with lantern style roof light to flat roof and glazing system to rear and side elevations of extension. Existing rear terrace reconfigured and extended to suit new extension. Raising of existing party wall.</i>
ii	P17/V2229/HH	2 Browns Close, Dean Court, Oxford OX2 9DB <i>Conversion of existing garage to WC and utility.</i>
iii	P17/V2443/HH	1 Henwood Drive, Boars Hill, Oxford OX1 5JU <i>Single-storey infill extension to rear of property.</i>

371/17 Permitted Planning Applications. Noted.

i	P16/V1976/FUL	12-14 Cumnor Hill, Cumnor, Oxford OX2 9HA <i>Proposed demolition of 12-14 Cumnor Hill and the erection of 2 two-storey buildings providing 14 residential units, together with bin and bike stores, associated access, parking, landscaping and all enabling and ancillary works (as amended by plans received 14/3/2017 an 21/4/2017 regarding bin store boundary treatment) (as clarified by amended plans received 3/5/2017 regarding drainage strategy and levels).</i>
ii	P17/V2020/HH	7 Third Acre Rise, Dean Court, Oxford OX2 9DA <i>Replacement front porch and rear extension.</i>
iii	P17/V1507/FUL	Botley Centre, West Way, Botley, Oxford OX2 9LP <i>Temporary planning consent for a period of 3 years for the change of use, relocation and addition of units at Botley Local Centre. Works also include alterations to access and egress arrangements, provision of 43 (39+4 disabled) car parking spaces, partial demolition of Grant Thornton House and Seacourt Hall and installation of a portacabin (A1 use) (as amended by plans and information received 21/7/2017). As amended by plans and information received 4/9/2017.</i>

iv	P17/V1943/HH	West Acre, Faringdon Road, Cumnor, Oxford OX2 9QY <i>Double-storey extension to the front of the property to provide extra bedroom space, Garage: conversion of part of the ground floor to create an insulated room for band practice and extension of the roof space to create a study.</i>
v	P17/V2115/FUL	2 Chestnut Place, Cumnor, Oxford OX2 9QY <i>Conversion of double garage into self-contained annexe.</i>
vi	P17/V1789/HH	36 Bushy Close, Dean Court, Oxford OX2 9SJ <i>First floor side extension - garage conversion to habitable use.</i>
vii	P17/V1106/FUL	131 Pinnocks Way, Dean Court, Oxford OX2 9DF <i>Partial demolish and reconfiguration for the existing house and new construction for conversion into four number 2 bedroom 4 person flats over ground floor, first floor and attic loft, together with four parking bays, bicycle stores, refuse and recycle stores, hard and soft landscaping and associated site works. (Additional info received 31/7/2017 parking survey.) (Amended plans received 9/8/2017 bin store.)</i>
viii	P17/V1727/FUL	11 Dean Court Road, Cumnor, Oxford OX2 9JL <i>Demolition of the existing 5 bedroom dwelling and erection of 8x2 bedroom flats in two buildings and single replacement detached 5 bedroom dwelling. Provision of a shared access drive with associated parking, amenity, refuse and cycle stores. (As amended by plans and letter from agent received 10 & 2/8/2017. (Amended plans received 11/9/2017 and Badger Report as amended by bat report received 19/9/2017, as amended by plans received 9/10/2017 correcting the highway verge detail.)</i>
ix	P17/V2500/HH	107 Pinnocks Way, Dean Court, Oxford OX2 9DE <i>Replacement rear conservatory.</i>
x	P17/V2544/HH	Aspen House, Hids Copse Road, Cumnor, Oxford OX2 9JJ <i>Extension of a storey to eastern elevation, addition of external stairs leading to main garden and an external terrace.</i>

372/17 Withdrawn Planning Application(s). Noted.

i	P17/V2419/LDP	1 Chestnut Place, Faringdon Road, Cumnor, Oxford OX2 9QY <i>Single-storey part width rear extension with lantern style rooflight to flat roof and glazing system to rear and side elevations of extension. Existing rear terrace reconfigured and extended to suit new extension. Existing party wall raised to accommodate robust weatherproofing detail between flat roof of new extension and pitched roof of neighbour's existing extension.</i>
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373/17 Update on Other Current Matters. Steve Viner recently attended a VWHDC Planning Committee meeting to object to the officer's recommendation to approve planning permission for P17/V1106/FUL 131 Pinnocks Way and P17/V1727/FUL 11 Dean Court Road. During consideration of 131 Pinnocks Way a VWHDC officer made the comment that as Council objected that there was insufficient parking at the site, Council should have come up with its own parking survey and the application was approved at a vote of 8 for approval and 1 against. The VWHDC Chairman Sandy Lovatt made a comment during the consideration of 11 Dean Court Road that 'there were a lot of big gardens on Cumnor Hill' and suggested that 'they all should be built on'. Council considers this to be an inappropriate comment to be made during the summing up stage and would file a formal complaint. The application was approved at a vote of 9-0.

NEIGHBOURHOOD DEVELOPMENT PLAN

374/17 Draft Minutes of the Neighbourhood Plan Steering Group Meetings held on Monday 26 September 2017 and Monday 30 October 2017 were received.

375/17 Logo for Cumnor Neighbourhood Plan was approved with minor amendments to include the website address. The Chairman thanked Mr Commons for designing the logo.

376/17 Update on Other Current Matters. Fiona Newton reported that the draft Character Assessment was out for review and could be viewed via:

<https://www.cumnorneighbourhoodplan.co.uk/>

Emerging Neighbourhood Plans could be used and the draft Character Assessment could be tested with VWHDC when considering future planning applications.

The Big Survey is due to be sent out to residents in the New Year.

The Chairman requested that Fiona Newton forward the Councils thanks to the group.

CUMNOR PUBLIC PURPOSES CHARITY

377/17 AED's (Automated External Defibrillators). Council noted that AED's had been installed at Closes Pavilion, Cumnor Village Hall, Dean Court Community Centre, Fogwell Pavilion and the Old School funded by the charity. Awareness sessions would be run by Dick Tracey, Ex South Central Ambulance Paramedic on Monday 13 November 2017 at 7pm in Dean Court Community Centre, Pinnocks Way and 20 November 2017 at 7pm in the Main Room, Old School, High Street, Cumnor. The sessions would show residents how to recognise cardiac arrest, place someone in the recovery position, and perform CPR and how to safely use the defibrillator. Everyone is welcome.

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.

378/17 Personal Matters. Staffing. See confidential minute.

DATES OF FUTURE MEETINGS

379/17 The next meeting of the **Parish Council** will take place at **7.30pm on Monday 4 December 2017 in The United Reformed Church Hall, Leys Road, Cumnor.**

Further meetings are due to be held in **2018 at 7.30pm on Mondays: 8 January, 5 February, 5 March, 9 April in The United Reformed Church Hall, Leys Road, Cumnor**

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

The meeting closed at 9.45pm.

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

Annexe 1

Report from CC Anda Fitzgerald-O'Connor

General OCC report

The race is on for driverless cars.

News that ground-breaking transport technology being pioneered in Oxfordshire has won a share of a £51m government prize has been welcomed by two council leaders. Oxfordshire is home to Science Vale UK and some world leading science and technology companies who are blazing a trail

towards more energy efficient and road safety. Organisations based in the Science Vale are working on pioneering projects such as autonomous cars and smart traffic management systems needed to support people travelling around the county. Remote Applications in Challenging Environments (RACE), which is based at Culham Science Centre in Oxfordshire, is to receive £6.9m from the Department of Transport towards their £10m project to set up a range of different test areas mimicking increasingly realistic city driving environments, where automated vehicles can be tested before being taken onto public roads. They are one of a number of companies that OCC, SODC and VWHDC work with to drive progress on future transport technology.

Apply online for primary school places.

Applications for children due to start primary school in September 2018 can now be made online. OCC still accept postal applications but recommends families apply online where possible, as this helps speed up applications.

Sniffing out illegal tobacco.

OCC is launching a series of events to tackle sellers of illegal tobacco. Trading Standards Officers and sniffer dogs will take to the streets to ask for the public's help and crack down on criminal activity. The illegal Tobacco Roadshow will start in Banbury and go around the county to educate the public on how to spot illegal tobacco, the dangers and how to report sales. To report the selling of illegal tobacco anonymously visit www.stop-illigal-tobacco.co.uk or call the hotline 0300 99 6 999.

Help someone get online - be a digital helper at your local library.

OCC recently launched a campaign to recruit 'digital helpers' in libraries to boost the confidence and skills of those that need extra help to get online. Volunteers able to give up a few hours a week are being sought to provide one to one support. To find out more or to sign up visit www.oxfordshire.gov.uk/digitalhelper

New Westgate Centre opens

Some 60 out of 125 shops and restaurants at the £440bn shopping centre opened on Tuesday 24 October. Councils, transport operators and Westgate have been working closely on coordinating travel plans aimed at making it as easy as possible to visit the Westgate. Park and Ride is the best way to travel into Oxford and variable message signs have been installed on the outskirts of Oxford to update parking availability at the park and ride sites nearby.