

CUMNOR PARISH COUNCIL

Minutes of the Meeting of the Cumnor Parish Council held in the Orange Room, Dean Court Community Centre, Pinnocks Way, Dean Court on Monday 5 November 2018 at 7.30pm

Present:, Steve Viner, Vice-chairman (Acting Chairman), Jeff Gee, Bryan Goudman, John Griffin, Dudley Hoddinott, Alison Jenner, Fiona Newton, Nick Surman, Julia Richardson, Judy Roberts, Paul Taylor, Laurence Waters and Tina Brock, Clerk.

377/18 Apologies for Absence. Tom Christophers (prior commitment), Gerald Frost, Chairman (prior commitment), Pam Fraser (prior commitment). These apologies were received.

378/18 Variance of Order of Business. Neighbourhood Plan item 34 and 35 and Confidential Information Item 41 Staffing, with the permission of the Council, were brought forward of the agenda.

379/18 Declarations of Interest. None.

380/18 Minutes of the Parish Council meeting held on Monday 1 October 2018. Council RESOLVED to approve the minutes which were signed by the Chairman as a correct record

381/18 Matters Arising from these Minutes. None.

382/18 Cumnor Parish News - Council Article. Council agreed to submit an article.

383/18 Clerk's Newsletter and Addendum to the Agenda. Received.

a) Payment of Accounts. Approved as per minute 384/18.

384/18 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:					
11 Town & Country Planning Act 1990 s61	Groundwork UK (Locality Fund)	Funding Neighbourhood Plan ref NPG-10551 ref Groundwater assessment				2,290.00
12 (CIL)	VWHDC	CIL funds available for Cumnor PC				965.26
	Payments now due:					
87a,b LGA 1972 s112 Contract/Pensions 2014	Staff costs					2,395.60
88a LG(Misc Prov) Act 1976 s19	MRH Services	Visual inspection of play parks			97.00	
88b LG(Misc Prov) Act 1976 s19	MRH Services	Repairs to Pinnocks Way play park gate & fit new turbano drum lid at Glebe play park			90.00	
88c LG(Misc Prov) Act 1976 s19	MRH Services	Service inspection of play parks, repair turbano drum at The Glebe Play Park			233.00	410.00
89 LGA 1972 s111	J Commons	Pop banners to advertise NP Big Survey	252.96	50.59		303.55
90 LGA 1972 s111	Critchleys LLP	Quarter end procedures	175.00	35.00		210.00
DD Telecom Act 1984 s97	BT	Monthly phone bill	28.82	5.76		34.58
91 LGA 1972 s134	Dean Court Community Assoc	Room hire				15.17
DD LGA 1972 s214	VWHDC	Annual fee for garden waste service at Burial Ground				40.50
92 LGA 1972 s111	JBL Office	Office stationery	128.72	25.75		154.46
93 LGA 1972 s111	The Net Result					

		Payroll service Aug - Oct				55.50
94 LG (misc prov) Act 1953 s4	Oxford Glass & Glazing Systems Ltd	Remove glass from vandalised bus shelter in Cumnor	160.00	32.00		192.00
95 LGA 1972 s137	Royal British Legion Poppy Appeal	Wreath for Remembrance Day				100.00
96a Public Health Act 1875	Total Pest Control (UK) Ltd	Quarterly mole control Closes field	63.83	12.77	76.60	
96b Public Health Act 1875	Total Pest Control (UK) Ltd	Quarterly mole control Mayfield Road field	100.00	20.00	120.00	196.60
97a Highways Act 1980	Ady Podbery Grounds Care	Grass verge cutting - Glebe and Hurst Rise Rd	40.00	8.00	48.00	
97b LG(Misc Prov) Act 1976 s19	Ady Podbery Grounds Care	Mowing grass cutting, litter picking, raking pea shingle at various play parks	175.00	35.00	210.00	
97c LG(Misc Prov) Act 1976 s19	Ady Podbery Grounds Care	Mowing grass cutting, litter picking, raking pea shingle at various play parks	540.00	108.00	648.00	
97d LG(Misc Prov) Act 1976 s19 Open Spaces Act 1906	Ady Podbery Grounds Care	Mowing grass cutting, litter picking, raking pea shingle at various play parks, cutting verges	210.00	42.00	252.00	1.158.00

Notes.

1. After all payments are made the Santander Community Account will be in credit at £134,029.58.
2. The Council has the following debtor for 2018/19: HMRC (Reclaimable VAT) £4,526.39.
3. Electronic payment for invoice 87b was approved between meetings.
4. As at 17 October 2018 the Corporate Notice account held a credit balance of £72,262.07.

385/18 Public Participation. None.

REPORTS

386/18 Report from County Councillor(s). CC Roberts reported:

Static caravans/mobile homes at Filchampstead update. Visits had been made to the site by VWHDC, TVP and the Fire Department over concerns of fire regulations and other issues. Multi-agencies were working together to resolve the situation.

Local Plan Part 2. The Inspector David Reed had sent a letter to VWHDC concluding that he was satisfied that the preparation of the plan had met its duty to co-operate but concluded that it did not meet the tests of soundness without some modifications. The proposed allocation of the Dalton Barracks site needed further consideration and following this and depending on the outcome, other matters for modification would be required which would be set out in due course. Core Police 12a has safeguarded land for strategic highway improvements for a Park and Ride (P&R) site for the purpose of accessing Oxford from the A420 corridor at Cumnor. This proposal is included in the OCC's new Park and Ridge strategy. The Atkins Report presented a red-amber-green table of the 6 sites, based upon traffic flow modelling data. Oxfordshire County Council asked VOWHDC to safeguard the site on Cumnor Hill on the basis of this evidence. One of the assumptions made in the Atkins report was that Seacourt P&R would close. In September 2018, works commenced to expand the Seacourt P&R by 100% (current capacity 794 spaces). The Atkins Report highlights that the Cumnor site would not be viable without other services such as 'Click & Collect'.

During the EIP (Planning Inspector Hearings) Merton College (current landowners) submitted a 26 page Landscape Statement Report dated May 2017 which states 'Merton College are submitting representations to VWHDC that a compact, approximately 500 unit development' be built on the same landholding that has been safeguarded for a P&R within the Green Belt. To support the submission the report highlights that if the P&R were to go ahead then the site does not meet the criteria of the Green Belt i.e. to check the unrestricted sprawl of large built-up areas; to prevent neighbouring towns merging into one another; to assist in safeguarding the countryside from encroachment; to preserve the setting and special character of historic towns; to assist in urban regeneration, by encouraging the recycling of derelict and other urban land. It is the Council's belief

that Green Belt assessments should be wholly conducted against the nationally agreed criteria, and not on any future, as yet undecided development that may or may not happen. It further believes that the safeguarded land continues to meet all 5 purposes of the Green belt at the very highest levels as evidenced in both the OCC own Green Belt study and The Vale's own Landscape Character Assessment. The Council also believes that to site a P&R in this location would be non-compliant with the NPPF, due to the need for other commercial activities that would be needed to make it viable.

The Planning Inspector also highlighted that the safeguarding of land does not prejudice the approval or rejection of any future planning application.

Council agreed that residents of Cumnor should be made aware of these proposals and should gather information and hold a public drop-in meeting before the Christmas period. It will also have the P&R as a standing agenda item at Parish Council going forward.

387/18 Report from District Councillor(s). DC Hoddinott reported:

Botley Medical Centre had received S106 funding of £91,000 to improve facilities.

For the past 4 years the New Homes Bonus Council Tax had been given to the District Council which had amounted to approximately £5m a year which is the biggest source of income for the Council. A decision was expected on 6 December 2018.

Residents of Cotswold Road, which is a private road, had placed a notice saying 'parking for residents only' and that residents may choose to enforce this restriction. OCC were unhappy with the sign as it had been erected in the wrong place and had to be moved.

388/18 Report from Representative(s) on Outside Bodies. Alison Jenner reported:

At the OCC Town and Parish Liaison Event in October the Resilience Officer introduced the 'Message in a Bottle' emergency information scheme. The bottle pack consists of a basic medical information form and stickers, the completed form is put in the bottle which is placed in the fridge. Stickers are placed by the entrance door and on the fridge door clearly visible for the emergency services to find. Alison Jenner would invite the officer to a meeting of the Council.

NEIGHBOURHOOD DEVELOPMENT PLAN

389/18 Draft Minutes of the Neighbourhood Plan Steering Group Meeting held on Thursday 11 October 2018 were received.

390/18 Update on Other Current Matters. Fiona Newton reported:

GWP had been commissioned to carry out a groundwater assessment of Lower Cumnor Hill and Farmoor. A report was expected at the end of November 2018.

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.

391/18 Personal Matters. See confidential minute.

Fiona Newton left the meeting at 8.40pm.

COUNCIL

392/18 Committee / Working Group Appointments. Julia Richardson would attend the Farmoor Village Hall AGM on Monday 19 November 2018 and report back to Council whether the committee would be continuing.

393/18 Terms of Reference (TOR). Council RESOLVED to approve amendments to the following committees TOR's:

- i. Planning. General. Delete 'All planning applications are handled in the same way save only that some are commented on by the Council and the remainder by the Planning Committee.'
Amend to 'Planning applications that are received after the Council meeting will be

commented on by the Planning Committee and all planning applications are to be handled in the same way. The Vale of the White Horse District Council sets the consultation period for planning applications which is normally 3 weeks'. Plan Receivers. Delete 'as a minimum'. Insert 'preferably'.

- ii. Highways. Powers. 1. Delete 'control' and Insert 'manage'. Membership. 2. Delete 'at' and Insert 'preferably'.

394/18 Policies, Procedures and Guidance. Council RESOLVED to approve amendments to the following policies:

- i. Freedom of Information publication scheme - include website and Council mobile number.
- ii. Role of Representatives on outside bodies; guidance - remove Neighbourhood Action Group, no longer exists.
- iii. Training and Development Policy - Section 3 For the Clerk c amend to 'Introduction to Local Council Administration (ILCA).
- iv. Financial Regulations - amend sub clause 11.1 contract value from £50,000 to £25,000.
- v. Bus Shelter Installation Requests and Maintenance Policy - amend section Criteria for erection of bus shelter 1 add 'or by representation at a Council meeting; 3 amend 'must' to 'may'. Section Design of bus shelter 2 add shelters/environment. Section Maintenance requirements 2 and 3 add 'if possible'

All policies, procedures and guidance documents are available to view on the Council website

www.cumnorparishcouncil.org.uk

395/18 Update on Other Current Matters. None.

FINANCE

396/18 Cumnor Parish News. Council RESOLVED to approve expenditure of £360 toward the cost of producing the biennial Local Information Sheet 2018 which would go out with the December Cumnor Parish News to every household in the parish.

397/18 Audit 2017/2018.

- i. Conclusion of audit. Council noted that Moore Stephens, appointed external auditors, found on the basis of their review of the annual return, that it was in their opinion that the information within the annual return was in accordance with proper practices and no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.
- ii. Council RESOLVED to approve and accept the Annual Governance and Accountability Return and certificate for the year ended 31 March 2017.

398/18 Draft Minutes of the Finance and General Purposes Committee Meeting held on Tuesday 23 October 2018 were received.

399/18 Highways Expenditure. Council RESOLVED to approve the following expenditure:

- i. Expenditure of £1,089.98 inc VAT for a man-made noticeboard at Henwood.
- ii. Yellow lines at Delamare Way, Cumnor and Cumnor/Oxford Road, Farmoor. Decision deferred until after the Farmoor consultation period.
- iii. Expenditure to replace the vandalised bus shelters at Oxford Road and Kenilworth Road, Cumnor with AXGARD panes, 20 panes in total at a cost of £3,500 + VAT.
- iv. Expenditure not exceeding £185 to fit a new noticeboard at Henwood.

400/18 Recreation Expenditure. Council RESOLVED to approve the following expenditure:

- i. Expenditure not exceeding £650 + VAT to level the surface area around the roundabout and trampoline at The Glebe Play Park.
- ii. Expenditure not exceeding £180 + VAT to make 3 new steps the road side of the stile at The Glebe Play Park.
- iii. Expenditure not exceeding £185 + VAT to replace the rotten trip rail alongside the car park at Fogwell Field.

- iv. Expenditure not exceeding £600 to replace rotten timber to ramp area of the mound at The Glebe Play Park.
- v. Expenditure not exceeding £300 to remove the roundabout and inspect the running gear to ease rotation at The Glebe Play Park.

401/18 Grants:

- i. Be Free Young Carers s137. Council RESOLVED to approve a grant of £350.
- ii. Oxfordshire South and Vale Citizens Advice s142. Council RESOLVED to approve a grant of £500.

402/18 Budget 2019/2020 and 3 Year Plan was noted. The final Budget 2019/2020 would be approved at the January 2019 meeting when the precept would be set.

403/18 Update on other current matters. None.

RECREATION AND PLAYING FIELDS

404/18 Draft Minutes of the Recreation and Playing Fields Committee Meeting held on Tuesday 9 October 2018 were received.

405/18 Update on Other Current Matters. None.

HIGHWAYS

406/18 Draft Minutes of the Highways Committee Meeting held on Tuesday 16 October 2018 were received.

407/18 Draft Minutes of the Parish Transport Representative Meeting held on 4 June 2018 were received

408/18 Draft Minutes of the Botley Traffic Advisory Meeting held on 27 June 2018 were received

409/18 Ad-hoc Grass Cutting of Grass Verges in the Parish. None.

410/18 Oxford to Cambridge Expressway. The Chairman or Vice Chairman and Judy Roberts would attend the Oxford to Cambridge Expressway parish engagement event on Friday 23 November 2018 in West Oxford Community Centre, Botley Road, Oxford between 2.30pm and 18.30pm.

North Hinksey Parish Council has invited a member of the Council to attend a meeting on Thursday 29 November 2018 at 8pm to discuss the proposal. The Chairman or Vice Chairman would attend.

411/18 Update on Other Current Matters. None.

BURIAL.

412/18 Update on Current Matters. Dudley Hoddinott would be laying a wreath at the War Memorial in Cumnor on Remembrance Day on behalf of Council.

ENVIRONMENT AND CONSERVATION

413/18 Update on Current Matters. None.

PLANNING

414/18 Draft Minutes of the Planning Committee Meeting held on Monday 15 October 2018 were received.

415/18 Submitted Planning Applications. The Council would submit the following observations:

i	P18/V2502/HH	9 Delamare Way, Cumnor, Oxford OX2 9HZ <i>Single-storey additions and alterations.</i> No Objections.
ii	P18/V2576/FUL	108 Cumnor Hill, Cumnor, Oxford OX2 9HY <i>Erection of 4x2 bedroom flats, 1x3 bedroom flat with associated car parking, bin and bicycle storage and vehicular access off Cumnor Hill.</i> Objects.

		<p>The VWHDC Design Guide section 6 identifies Cumnor Hill as a lower density area characterised by residential properties set in relatively large, often well landscaped grounds. Buildings in lower density areas ‘should be simply integrated into their setting to be at one with the landscape in a sensitive and appropriate manner’ and ‘The majority of development within lower density areas is of 1 or 2 storey in height and should be responsive to their context and predominant heights within the area’. This sets out the context for the layout and design of development.</p> <p>This proposal involving a large building covering nearly the full width of the site with parking covering the entire frontage would totally destroy the character of the area and is not acceptable.</p> <p>The scale and mass of the development is out of context to the area and adjacent properties. Properties to the rear of the development will lose all their privacy by a proposal of some 4/5 storeys considerably above their own floor levels.</p> <p>The proposed new access to Cumnor Hill is opposite the entrance to Hurst Lane and could cause an increased risk of accidents. The area identified for 10 number parking spaces is totally inadequate for the number of flats.</p> <p>It is disappointing that a number of trees have been felled as the character of the area is defined by the presence of trees in gardens and bordering properties.</p>
iii	P18/V2567/FUL	<p>The Byre, Chawley Lane, Cumnor, Oxford OX2 9PX <i>Change of use from ancillary storage to dwelling house.</i> No Objections.</p>
iv	P18/V2569/HH	<p>14 Norreys Road, Cumnor, Oxford OX2 9PT <i>Extension at first floor level at the side of the house. Single-storey extension at the rear. New pitched roof to replace a flat roof over the utility room.</i> No Objections.</p>
v	P18/V2541/HH	<p>West End, Stanville Road, Cumnor, Oxford OX2 9JF <i>The addition of a steel framed lean to car port.</i> No Objections.</p>

416/18 Permitted Planning Application(s) were noted.

i	R3.0064/18 OCC	<p>Matthew Arnold County Secondary School, Arnolds Way, Cumnor, Oxford OX2 9JE <i>Temporary siting of a porta cabin double classroom building for a period of 52 weeks to allow the school to finish a new, traditional school building.</i></p>
ii	P18/V2266/HH	<p>36 Fogwell Road, Dean Court, Oxford OX2 9SB <i>Rear single-storey extension, convert existing garage and build first floor side extension (additional parking plan shown on drawing PP 001).</i></p>

417/18 Withdrawn Planning Applications were noted.

i	P18/V1666/FUL	<p>70 Cumnor Hill, Cumnor, Oxford OX2 9HU <i>Demolition of the existing dwelling. Erection of a 2.5 storey building with 9 flats (2x3 bed, 5x2 bed and 2x1 bed) with 15 off-street parking spaces and associated amenity, refuse and cycle stores. Erection of 2x1.5 storey 4 bedroom houses with double car ports and off-street parking (min 3 spaces per house) (amended plans received 31/8/2018).</i></p>
---	---------------	--

418/18 Update on Other Current Matters. None.

DATES OF FUTURE MEETINGS

419/18 The next meeting of the **Parish Council** will take place at **7.30pm** on **Monday 3 December 2018** in **The Orange Room, Dean Court Community Centre, Pinnocks Way, Dean Court.**

A further meeting is due to be held in **2019** at **7.30pm** on **Mondays: 7 January, 4 February, 4 March, 8 April** in **The Orange Room, Dean Court Community Centre, Pinnocks Way, Dean**

Court.

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.....2018