

WOOTTON PARISH COUNCIL

Minutes of the Annual General Meeting of the Wootton (Abingdon) Parish Council held at 7.30pm on Tuesday 1st May 2018 at the Wootton & Dry Sandford Community Centre.

Present: Councillors Ludlow (Chair), Bristow, Carter, Fysh, Langley, Parker, Rayner, Shaw, Werrell, Westell and White.

1. ELECTION OF CHAIRMAN OF THE COUNCIL FOR THE YEAR 2017/18

Cllr Bristow proposed that Cllr Ludlow be re-elected as Chairman. This was seconded by Cllr Werrell and approved unanimously.

2. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

Cllr Ludlow confirmed his Acceptance of Office.

3. ELECTION OF VICE CHAIRMAN FOR THE YEAR 2017/18

Cllr Parker proposed that Cllr Bristow be elected as Vice Chairman. This was seconded by Cllr Shaw and approved unanimously.

4. PUBLIC PARTICIPATION

a) To receive any representations from any member of the public present.

Mr Terry Strange drew attention to the road subsidence at the Besselsleigh junction with the A420 Faringdon Rd. This was discussed and he was advised to refer to the OCC Highways Department as it was outside the Parish.

He also mentioned the pavements from Sandleigh Rd to the Shops being in disrepair. SHW & WPC border this area, the main point of contact OCC Area Steward has left and it is not certain that she has been replaced; OCC Highways are stating that issues should be reported on the website. Given the resource situation at OCC the Parish Council may need to consider whether it can fund any footpath improvements.

b) District/County Councillor Reports

County Cllr Bob Johnston sent the following report -

1. Following the award of the £215 million to the Councils of Oxfordshire by the Government the Growth Board has now drawn up a programme to start spending this money. It is an extensive programme but the matters which I feel would be of most interest to the PC are £500,000 towards a feasibility study towards into rebuilding the railway bridge over the Botley Road to both provide more tracks and a wider aperture beneath it to make more room for safe cycling. This project will ultimately cost £40 million pounds. The rebuilding of the station itself has a price tag of £85 million pounds. There are now tentative plans to four track the line between Oxford and Didcot. It is currently the busiest section of two track line in Western Europe and a considerable constraint on the system. It will start with extra passing loops, the doubling between Oxford and Radley and finally the rest of it. In theory it could start in 2019, but no price tag has been put on it.

2. There now appears to be the probability of conflict between the County and the Vale as the County does not support the safeguarding of land in Sunningwell for a possible bus lane/cycle track. Their view is that such a structure for a service of 2/4 buses an hour cannot be justified. It looks like being resolved at the EIP in June.

3. As has been widely reported the Vale Leader is stepping down at the Vale AGM later this month as he is going to be a full time deputy Police and Crime Commissioner. Many of us feel that this has occupied him very fully already and cannot help but speculate that this is why his attendance at the Growth Board (where he is the Vale's sole representative) has been almost

WOOTTON PARISH COUNCIL

non-existent. We do not know whether this is connected with the fact that in the first year of the new programme the Vale will only get 6 units of social housing out of over 200 (the City gets 80 plus), I have my own views on the matter!

5. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Brockliss and County Cllr Bob Johnston

6. ELECTION OF COMMITTEES, GROUPS AND REPRESENTATIVES FOR 2018/19

a) Committees (including election of Chairman or lead Councillor)

Resolved that the Committee membership for 2018/19 should be:

Finance and General Purposes; Cllrs Bristow, Ludlow, Parker Werrell and Westell.

Planning; Cllrs Bristow, Parker, Rayner, Shaw, Werrell, Westell and White.

Pavilion/Playing Field Management; Cllrs Werrell, Westell and White plus two Wootton/Boars Hill Cricket Club representatives.

(The Chairman is an ex officio member of all committees)

It was resolved that the other Committees should be re-named Groups

b) Groups and Representatives

Resolved that the Groups and Representatives in 2018/19 for the purposes shown should be:

Transport; Cllr Langley

Emergency Planning; Cllrs Bristow, Brockliss, Langley and Shaw.

Allotments; Cllrs Shaw, and White

Neighbourhood Plan Joint Monitoring Committee; Cllrs Bristow, Langley, Brockliss and Shaw.

Neighbourhood Plan Steering Committee; Cllrs Brockliss and Shaw with other JMC members as alternates

Community Centre Executive Board; to be monitored by the Clerk

Youth Club; to be monitored through the Parish Council observer on the Community Centre Board

Newsletter; Cllrs Bristow and Shaw.

Website; Cllr Bristow.

Parish Path Wardens and Rights of Way; Cllrs Parker, Langley and Shaw

The membership of the committees and representatives were proposed by Cllr Ludlow and seconded by Cllr Bristow and approved unanimously.

7. STANDING ORDERS

Resolved that the Council, for the regulation of its business during the year 2018/19, re-affirms the Standing Orders and Financial Regulations adopted at the Parish Council Meeting on 2nd October 2012. The resolution was proposed by Cllr Ludlow and seconded by Cllr Parker and approved unanimously. It was noted that the Standing Orders and financial regulations should be reviewed using the templates provided by OALC.

8. DECLARATION OF PERSONAL OR PERSONAL AND PREJUDICIAL INTERESTS

None

9. MINUTES OF THE MEETING OF 3rd APRIL 2018

The minutes of the meeting of 3rd April were approved and signed by the Chairman

WOOTTON PARISH COUNCIL

10. MATTERS ARISING

a) Community Centre - Para 5(a)

The new Booking Clerk/Treasurer/Company Secretary has now been appointed.

b) Hedges and footpaths - Para 5(b)

Cllr Shaw said that the fence that had fallen down on Sandy Lane had still not been fixed.

c) Highways Para 5(c)

The Potholes in Wootton Village marked up, but still not repaired. Cllr Werrell said that there was still flooding at Deerhurst Park roundabout. This needed to be reported to OCC

d) Transport/No 4 Bus Review/Bus stop – Para 5(d)

The next PTR meeting is on 4th June, Cllr Langley suggested that Oxford Bus Company should be asked for bus usage statistics as this would be useful as evidence in the Neighbourhood Plan.

e) Playgrounds – Para 5(e)

The wet weather has seriously delayed completion. Quotes have been received from Playground Services for upgrading the footpaths to make the equipment accessible during the winter months. The total cost will be £9,320; an OCC grant is being applied for of £1,000, County Cllr Bob Johnston will need to sign the grant application under the Councillors' Priority Fund. The WREN deadline for the completion report leading to the payment of the balance of the grant has been extended to 18th June 2018. Provision has been included in the budget to do further drainage at the upper level should this prove to be necessary. A completion report will have to be submitted to the VWHDC to get the £2,500 balance of the grant. A report will have to be sent to Awards for All. Consideration will have to be given to a formal opening, credits to the grant givers etc. The insurance will need to be adjusted to reflect the new playground and a monthly inspection will need to be carried out. The Clerk to contact White Horse Contractors who installed the water piper for the allotments, now to be found at Barrow Farm in Shippon to check the route of drainage installed by them across the play area diagonally, and ask for this to be marked on a drawing for Playground Services..

The Clerk to contact Taylor Wimpey regarding their duties to maintain the playground at Deerhurst Park.

f) Wootton Business Park – Para 5(f)

Mr Mark Francis at OCC who had agreed to consider the bus turning circle has commented "I looked at the plan you provided, if the centre islands are to remain a large vehicle would not be able to make the manoeuvre and even if they were to be removed the junction is too tight for a bus to turn around if it enters from the centre turning lane. The most appropriate manoeuvre would be for a bus to enter the site and turn around at the roundabout." However, the roundabout inside the development has been removed from the plans. The option, therefore, would be to ask the owner, Hartwell, if the area available can be increased. Walsingham Planning have contacted Hartwell and they have currently no date by which they are aiming to start development.

g) Joint Neighbourhood Plan – Para 5(g)

A public meeting held 11th November to inform public about the outcome of the questionnaire and the policy proposals and on 19th April on the elderly and people with mobility and other needs. The draft Plan has been circulated to councillors for approval. The Plan will then go out to 6 weeks consultation. It will then be modified in the light of comments and submitted to the VWHDC who will put it to Independent Inspection and referendum. Copies will be sent to stakeholders. A four page summary will appear in the June newsletter and copies will be available on the website and hard copies. There was some conflict with the VWHDC who do not want references to the Green Belt or Garden Village principles in the Neighbourhood Plan. Nigel McGurk has, however, endorsed the position the NP is taking. VWHDC holding meetings with

WOOTTON PARISH COUNCIL

SG to try and influence the content of the NP. Councillors reviewed the draft Plan and considered the requirements placed in the Plan on the Parish Council. This included reviewing the Plan annually at its Annual Parish Meeting and considering proposals in the Plan for improvements in the Parish by March 2019. After some discussion the Plan was approved unanimously providing the two sub-columns called “how” and “when” under the “delivery” column of the Community Projects table on Page 41 were removed.

h) Vale of White Horse District Council Local Plan Part 2 – Para 5(h)

The independent Inspector has now been appointed

i) Data Protection – Para 5(i)

Training has been arranged for 16th May from 1.30pm to 3.30pm at the Community Centre. OALC has suggested that Parish Councils may be exempted from the new regulations so the designation of a Data Protection Officer can be put on hold.

11. DEVELOPMENT MATTERS

a) Applications received from the District Council for consultation and consideration by the Planning Committee

P18/V0529/FUL 8.3.2018	16 Additional parking spaces to support the existing business unit, together with screen fencing to a new externally sited emergency generator Frankham House, Wootton Business Park, OX13 6FD Joanne Churchill, Oakland Group Ltd	No objections
P18/V0182 6.3.2018	Loft conversion and changing flat roof to pitched roof. Foxwood, Fox Lane, OX1 5DR Mr Debabrata Roy	No objections
P18/V0602/FUL 23.3.2018	Alterations to 48 Hawkins Way, including the demolition of an existing single storey side extension, and the erection of a two storey building comprising two one-bedroom apartments with parking and amenity space. 48 Hawkins Way, Wootton JCPI Ltd	No objections
P18/V0497/FUL 28.3.2018	Proposed extension to increase area of showroom, provide storage space, café and bike cleaning area. Corner House garage, 1 Whitecross Mr Andy Valentine	No objections

It was resolved to confirm the Planning Committee’s action.

b) Decisions of the Local Planning Authority

P17/V3280/HH 12.1.2018	Replacement of existing temporary accommodation and shed with two storey granny annexe (second storey in roof space)	No objections but drawings are inadequate to make a clear judgement	Permit 28.3.2018
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WOOTTON PARISH COUNCIL

	77 Hawkins Way, Wootton OX13 6LA Mrs Sharon Ward		
P18/V0459/FUL 5.3.2018	To change the use of a B1 warehouse to D2 leisure use (Dance Studios) E W Morris Lowe and Oliver Cumnor Road, Boars Hill, OX1 5JW Mrs Amanda Isard	No objections	Withdrawn 14.4.2018

It was resolved to note the Planning Authority's decisions.

12. MATTERS RAISED BY MEMBERS OF THE COUNCIL

Cllr Westell asked about the insurance situation at the Cricket Club. The Cricket Pavilion being owned by the Parish Council has its obligation to maintain the structural building, roof and walls. The Cricket Club was responsible for insurance the contents and third party liability relating to cricket. The CC have made some measures to secure against unwanted entry and have redecorated the pavilion. The 2017/8 had been waived in recognition.

13. FINANCIAL AND ADMINISTRATIVE MATTERS

a) 2017/8 Account and Audit

i) Approval of the 2017/8 Account

The 2017/8 accounts were considered by the Council and the Chairman and the Clerk signed the Bank Reconciliation as at 31.3.2018.

ii) Part 1 of audit form

The Chairman read out and completed the Annual Governance Statement, which was signed by the Chairman and the Clerk

iii) Part 2 of audit form

The 2017/8 accounting Statements were signed by the Chairman and the Clerk

iv) Asset Register/Risk Register

The Asset Register and Risk Assessment had been amended to take into account the removal of the old playground and the new bus shelter in Whitecross.

Cllr Ludlow proposed that the 2017/8 Accounts, the External Audit Return and the Asset Register/Risk Assessment be approved. This was seconded by Cllr Bristow and approved unanimously.

b) Payments made between meetings

Darren Hutchinson; first prize questionnaire	£100.00
Susan Clifton; second prize questionnaire	£50.00

c) May Accounts for Approval

Groundwork UK; refund on unspent grant	£34.11
ST Grounds Maintenance; Litter picking March	£321.36
WADS CC; room rental NP	£36.00
WADS CC; room rental Parish Council first quarter	£78.00
Georgie Clarke; minute taking NP; March/April	£150.00
George Edmonds-Brown; terminal gratuity/back pay	£4,208.38

It was resolved to note the payments made between meetings and that the May 2018 invoices be approved for payment.

WOOTTON PARISH COUNCIL

d) Applications for grants

None

14. COMMUNICATIONS RECEIVED London Oxford Airport Consultation

OALC Interim updates
Thames Valley Police; Neighbourhood Policing newsletter
South and Vale DCs; May elections
OCC; Oxfordshire Matters
OCVA; Oxfordshire's non-profit heartbeat
VWHDC; Leader's newsletter
South and Vale DCs; Oxfordshire Leader Funding
South and Vale DCs; Charity Concert
OALC; NALC's General Data Protection Regulation
CPRE; newsletter
OCC; PTR Meeting 4th June
OALC; Newsletter April
Deputy Police and Crime Commissioner's newsletter
OCC Town/Parish events
VWHDC: Leader's newsletter April
South & Vale; Press release on housing
It was resolved to note the communications received

15. COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDAS

None

16. FUTURE MEETINGS

It was confirmed that the next meeting of the Council will be on Tuesday 5th June 2018 at 7.30pm at the Wootton & Dry Sandford Community Centre.

Chairman Date