

The Parish Council of St. Helen Without

Minutes of the Parish Council Annual Meeting held on Monday 14th May 2018 at 7.30pm At Shippon Church Hall

Present: Cllrs. C. Parkin, (Chair), M Page, P. Painting, R. Bahu, C. Cox, A. Royle, D. Churchouse

In attendance: Cllr C. Webber, Cllr R Webber, Mr Derek Kelso, Mr Geoff Fitzgerald, Mr Mike Ricketts, Anna Clarke (Clerk).

1. Election of the Chair

Cllr Page proposed Cllr Parkin be elected to the Chair for reasons that this will be an extremely challenging year, particularly with the NP and LPP2. There will also be a considerable amount of work to do to bring our processes up to date with all the new legislation. Therefore, the role needs someone with experience and to provide stability. Cllr Bahu seconded the motion. There was a unanimous vote in favour of electing Cllr Parkin to the Chair.

2. Acceptance of Office

Cllr Parkin accepted the office of Chair and signed the declaration of acceptance.

3. Election of the Vice Chair

Cllr Bahu proposed Cllr Page be elected to the office of Vice Chair as he felt that he will compliment Cllr Parkin, has a wide range of skills and is very committed. Cllr Cox seconded the proposal and there was a unanimous vote in favour of electing Cllr Page to the office of Vice Chair. Cllr Page accepted the Office and signed the declaration of acceptance.

4. Apologies for Absence

Cllr. V. Talbot

5. Declarations of Personal or Personal and Prejudicial Interests

None

6. Matters raised by members of the public

Nothing raised

7. Co-option of new Councillors

Cllr Page proposed the Co-option of David Churchouse to the PC. Cllr Bahu seconded the proposal and there was a unanimous vote in favour of electing Mr Churchouse to the Council. Mr Churchouse accepted and signed the Declaration of Acceptance.

8. Attending Councillors and MOD

Cllr Catherine Webber - Biffa are working through the night and with additional resources to clear the rubbish on the A34.

AECOM are carrying out a sustainability appraisal of Dalton Barracks.

Roger Cox is the new Leader at the Vale. His Deputy is Ed Blagrove. Emily Smith is the new Leder of the Lib Dems and Debby Hallet her Deputy.

Recycling cooking oil – it can now be put in a litre plastic bottle in the food recycling bin.

Bridge at Steventon – was going to be shut for 10 months but the Planning Committee said not enough research had been done on alternatives, so deferred for now.

Reservoir – GARD are opposing Thames Water on the Abingdon reservoir. For info, see link below:

<http://www.abingdonreservoir.org.uk/aboutgard.html>

Food recycle bags - Further to previous minutes, residents should continue to use biodegradable bags for food waste, not plastic bags.

Cllr Richard Webber – Growth Deal & Expressway – there are currently no reasons being given for the road and the public has not been involved with the consultation. Government is meeting with local councils and decisions are being made without transparency. Cllr C Webber – also the number of houses being taken on are more than are needed.

Cllr Richard Webber did comment however, that Ian Hudspeth has been positive on the need for transparency.

Cllr Page asked Cllr Webber to pass on thanks to Keith Stenning for his help and for getting the lines outside Dry Sandford School repainted. Mr Fitzgerald pointed out that they had not been reinstated on the corner, which was vital. Cllr Page to follow up.

MP

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Cllr Page asked Mr Fitzgerald if he could follow up with Dry Sandford School whether they would be interested in the pupils producing speed reduction signs in the same vain as Manor School pupils did? Mr Fitzgerald thanked the PC for the Breakfast Club grant given to DS Primary School.

Cllr Page asked Cllr R Webber to raise the issue of the Speed limit on Honeybottom Lane with Lee Turner again as Cllr Page has sent all the relevant information on request to him but not heard back.

RW

Cllr Painting expressed concern at the last meeting over Cllr Webber's comment that County was 'managing decline' of the roads, with people taking dangerous diversions to avoid potholes. Cllr Webber stated that it would take approx. £150 million to sort the roads out and continued reporting to Highways was the only current solution. Cllr Parkin noted it would only get worse with building on the Airfield. Bath Street was closed for 4 weeks and the potholes unchanged when it was reopened.

MoD

Mr Kelso reported that there had been some attacks by dogs on the Airfield. Dog walkers are reminded that the Airfield is MoD land and there is no given right to use the Airfield. Those who do are asked to be respectful and to keep dogs on a leash when people are approaching. If you are approached, as it is MoD land, you may be asked your name or have your picture taken.

The Barrcks gate by Costcutter will be closed for the foreseeable future.

Cllr Page to email Mr Kelso re the potential for help from the Army to put the Manor School pupils's speed reduction signs up.

MP

9. General Data Protection Regulation

Cllr Page submitted a statement of the PC's considerations for the new GDPR. Councillors and the Clerk to attend training on 16th May.

10. Sites Dry Sandford & Shippon

Cllr Parkin was contacted by Ruth Binning and asking if a land agent could contact her about George's field north of Barrow Road. A similar request was made from a land agent wishing to discuss a site in Dry Sandford. Agents are looking for support pre planning application submission. There was a unanimous decision in favour of following the standard process of waiting until there are plans on the table to consider. Cllr Churchouse reiterated that the feedback from parishioners has been to stay in the Green Belt and that needs to be respected.

The Clerk to write to Mr and Mrs Binning to say the PC will look at plans on submission.

AC

Cllr Page commented that there may come a time when it would be useful to meet with all landowners in the parish and their agents to establish an overall picture.

(NB - May 23rd - Since the meeting, John Langdon, the land agent for Mr and Mrs Binning has contacted Cllr Parkin, who informed him of the PC's decision to follow the standard process of looking at plans when an application has been formally submitted. Mr Langdon promised that he would inform Mr and Mrs Binning of the decision).

11. Minutes of the meeting held on 26th March 2018

The minutes were agreed and signed by the Chair.

12. Matters Arising from the Minutes

a) Highways - Grass Cutting – Cllr Page has signed and returned the contract to Aspire. Cllr Page to follow up on the production of the Manor Pupils speed signs. Consideration to be given to a press release when they are installed.

MP

Cllr Page is looking into an issue with an abandoned car across the bridle path in Landsdowne Road raised by Martin Gilbert. Ken Houlded also raised the issue of motorcycles and horses using Arthur Evans Close and asked if it would be possible to put barriers up. This may cause difficulty as they would need to be wide enough for wheelchairs and prams. Cllr Page to follow up with Rich Osborn.

MP

b) Enforcement – Windows, 62 Barrow Rd - Ruth Binning has said that they will be done before the next meeting.

c) Neighbourhood Plan (NP) – The SG is very close to submitting the draft plan. After various interactions with the Vale, potentially slowing the process up, Nigel McGurk a NP consultant, advising the SG, feels it is ok to press ahead with the submission. He is contracted to write the Basic Condition Statement to say that the plan ticks all the boxes it should and meets its strategic requirements. Cllr Bahu is writing the Consultation Statement. A workshop is being held with the Vale on Thursday. Chairs and Vice Chairs from the 2 PCs are meeting with Andrew Maxted on Thursday. The decision has been made to go with option 1. The next steering group meeting will be held on 16th May.

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To ensure compliance with the Transparency Code, Cllr Page has compiled all NP costs. The Clerk to get them put on the website. AC

The LPP2 Inspection is currently delayed as Vale are looking for somewhere to hold a public meeting.

- d) Gates – There are 5 pairs of gates in the Parish to be repainted. The Clerk to get 3 quotes. AC
- e) Trail – There is an opportunity to acquire the help of some young people in the summer for 1 week from a national youth programme, to work on the trail. Cllr Bahu to follow up with Mr Kelso, if the Army had a suitable venue they could use. RB

13. Finance and Administrative Matters

a) Accounts for payment

| Payee | Purpose | Total | VAT |
|---------------------|--------------------------|---------|-----|
| Shippon Church Hall | Room rental PC Meeting | £16 | |
| Parish Clerk | April Salary | £448.39 | |
| Parish Clerk | April Expenses | £44 | |
| Parish Clerk | Printer & cartridges | £126.97 | |
| Dataprint | Printing newsletter | £214 | |
| Came & Company | Parish Council Insurance | £790.77 | |

b) Applications for Grants

None

c) Cllr Parkin read out the questions on the Annual Governance Statement; it was agreed unanimously and signed by the Chair and RFO. The Annual accounts were also agreed unanimously and signed by the Chair and RFO. As the PC has neither expenditure of income higher than £25,000, it was agreed that the certificate of exemption would be completed, signed by the Chair and RFO.

d) It was agreed by all to continue with the 3-yr Insurance agreement with Came & Co. Insurance premium tax has increased by 4%, taking the cost this year to £790.77.

14). Matters raised by members of the Council

Cllr Parkin said that as Chair, she should not be on the Planning Sub Committee. Cllrs Churchouse, Talbot and Painting will now comprise the committee.

Cllr Parkin stated that, with the new GDPR, it would be necessary to get the Clerk a locked cabinet for secure document storage.

15). Planning

a) Decision Notices

| | |
|--------------------------------|--|
| Ref: | P18/V0731/HH |
| Date | 22 nd March 2018 |
| Description | 1. Creation of front dormer window. 2. Application to change rear dormer cheeks and facade finish from tile hanging to self-coloured render system to match the existing house. (Rear box dormer is being constructed under GPDO limits) |
| Address | 54 Lashford Lane Dry Sandford Abingdon OX13 6DZ |
| St Helen Without PC's comments | 26 th April 2018 |
| Decision | Planning permission granted 11 th May 2018 |

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|--------------------------------|--|
| Ref: | P18/V0395/HH |
| Date | 14 th February 2018 |
| Description | Single storey rear and side extension, garage conversion, french doors and Juliette balcony rear first floor level. |
| Address | 17 Sandleigh Road Dry Sandford Abingdon Oxfordshire OX13 6DP |
| St Helen Without PC's comments | No objection to this application but would ask that the proposed development does not exceed the current volume allowance. |
| Decision | 10 th April 2018 |

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|-------------|--|
| Ref: | P18/V0330/FUL |
| Date | 23 rd February 2018 |
| Description | Change of use of an existing open air agricultural shelter into a Sports Pavilion to serve family members, players and spectators during the Lacrosse seasons for St Helen & St Katharine School. The new pavilion provide changing rooms and shower facilities to both home and away teams, referee changing room, sports |

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| | equipment storage, WC facilities for spectators, a kitchenette, and amenity space in the form of a club room where family members and spectators can gather. (As amended by plans and statement received from agent 5 March 2018 - addition of an extension to eastern gable) |
| Address | Church Farm Faringdon Road Abingdon |
| St Helen Without PC's comments | 29 th March 2018 |
| Decision | 20 th April 2018 |

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|--------------------------------|--|
| Ref: | P18/V0436/HH |
| Date | 13 th March 2018 |
| Description | Proposed extension and conversion of existing bungalow by altering roof form to create 4 bed dwelling. |
| Address | 29 Sandleigh Road Wootton Abingdon Oxfordshire OX13 6DP |
| St Helen Without PC's comments | 6 th April 2018 |
| Decision | 8 th May 2018 |

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| Ref: | P18/V0563/SCR |
| Date | 23 rd March 2018 |
| Description | Request for Screening Opinion |
| Address | Flood Alleviation Scheme Abingdon-on-Thames |
| St Helen Without PC's comments | |
| Decision | EIA required on 27th April 2018 |

b) Applications dealt with between meetings

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| Ref: | P18/V0415/DIS |
| Date | 15 th February 2018 |
| Description | Discharge of condition 3(Materials, 4(Building Record), 5(Bat Licence) & 6(nesting sites) on application ref. P17/V2864/FUL Conversion of redundant agricultural barn into dwelling including change of use (amended plans and additional information received 25 January 2018). |
| Address | Manor Farmhouse, 84 Church Lane, Dry Sandford, Abingdon, OX13 6JP |
| St Helen Without PC's comments | |
| Decision | Due 29 th March 2018 |

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|--------------------------------|--|
| Ref: | P18/V0453/FUL |
| Date | 22 nd February 2018 |
| Description | Replacement store |
| Address | 'The Barn' (land to rear/east of White House Farm) Green Lane Dry Sandford ABINGDON OX13 6JR |
| St Helen Without PC's comments | No objections |
| Decision | 19 th April 2018 |

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|--------------------------------|--|
| Ref: | P18/V0709/HH |
| Date | 27 th March 2018 |
| Description | External and internal alterations to house and garage, including change of roof pitch and roof covering and enlargement of garage. |
| Address | 100 Honeybottom Lane Dry Sandford Abingdon Oxfordshire OX13 6BX |
| St Helen Without PC's comments | 24 th April 2018 |
| Decision | Permission granted 22 nd May 2018 |

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| Ref: | P18/V1093/FUL |
| Date | 10 th May 2018 |
| Description | Conversion of redundant agricultural building into Granny annexe including change of use. |
| Address | Manor Farmhouse Church Lane Dry Sandford Abingdon |

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| St Helen Without PC's comments | |
| Decision | Due 5 th July 2018 |

16). Sandleigh Road Recreation Ground

The Inspection roster for 2018 is below: Any requests for amendments should be sent to the Clerk. **All**

| 2018 | | | |
|----------|----------------------|-----------|-----------------------|
| June | Cllr Caroline Parkin | July | Cllr Colin Cox |
| August | Cllr Phil Painting | September | Cllr Mike Page |
| October | Cllr Vicki Talbot | November | Cllr David Churchouse |
| December | Cllr Aex Royle | January | Cllr Richard Bahu |

The Clerk to follow up re the bins being full.

AC

Cllr Parkin went through the correspondence and it was resolved to note it and his comments.

17). Correspondence

Oxfordshire County Council

Engagement events for local councils

Leader Funding

OALC

New edition of Governance & Accountability

March & April Updates

Clerk pay award

NALC GDPR Toolkit

Proposed amendment to Data Protection Act – no DPO may be required

Executive Committee Vacancies

Vale

Vale News

Harwell Campus & Dalton Barracks – SPD Sustainability & Appraisal Scoping Reports

Notification no elections 3rd May

Matthew Barber – statement re stepping down as a Cllr

Street Naming & Numbering – Barn conversion, Church Lane Dry Sandford named Moorhouse

Matthew Barber – Policing in Thames Valley

Unlicensed scrap metal dealer fined

Other

Moore Stephens – notice to submit authorities annual return

CAB Newsletter

OCVA Newsletter

BBC Radio Oxford Community Appeal

Microshade VSM – GDPR Compliance

X2connect – Adopt a Kiosk renovation

Online Playgrounds

Calor Rural Community Fund

CFO – Oxfordshire Community Led Housing Conference 13th June & Spring newsletter

Arien Designs – Signs

SSEN Flood defence funding

18). Cllrs reports and items for future agendas

Standing Orders

19). Date of next meeting

It was confirmed that the next Meeting will be held at 7.00p.m. on 25th June 2018 at Dry Sandford Primary School. The first half hour will be given to sub committees issues, followed by the main meeting.

There being no further business the Chair closed the meeting at 9.05 p.m.

Signed.....Date.....

Minutes & Agendas can be found on our website at: <http://www.woottondrysandfordshippon.co.uk/>