

Minutes of Charlton On Otmoor Parish Council meeting 13th September 2018.

Present: Dawn Channon (DC), Colin Thompson (CT), Terry Pollard (TP), Jack Pearson (JP), Lynne Roberts (LR), Bryn Walker (BW), Donna Han (DH), Samantha Hatwell (SH)-Clerk.

2 Members of the village.

1.Apologies: None.

2. Declaration of interests: None given.

3.Public Comments/Notices: None raised.

4.Approval of the minutes from the meeting held on 19th July 2018.

It was noted that LR had been missed off the names present. SH added her name to the list. BW responded to DH concerns on why we named all parishioners, including children, who raise issues or concerns. BW said that naming people in the minutes came from OALC guidelines; *this only identifies where it came from, it is not saying must or must not.*

Under the heading of Standing Orders, BW crossed off 'approved' and changed it to 'discussed'.

SH to get a hard copy of the proposed standing orders printed off.

The minutes were then approved and signed by the chairman.

5.Matters Arising:

Percy Collet room – CT had a meeting with the acting head mistress of the school. She is aware of the state of the Percy Collet room and stated that a member of the governors has offered to paint the room and a cupboard will be cleared so that all the crockery can be cleared away. Local government act 1972, s 134(1)-(3) states that the PC '*may use free of charge a room in any school maintained by the local education authority*', however we have always paid a fee which was implied, by the school previously, contributes to the restitution fund. CT said that the acting head suggested that they have a meeting with a member of the PC, the governors and the church to discuss the matter further. It was agreed by the PC that CT will represent the PC and arrange a meeting.

CT went onto say that he had also spoken to the head with regard to the dangerous parking near the school and that a suggestion was made to send a joint letter from the school and the PC to all the parents. CT said he would circulate a proposal to the other pc members and the school.

6.Oxford-Cambridge Express way. – Route B has been chosen. TP read out the resolution which was in the minutes from the meeting held on 19th July 2018. All councillors agreed.

TP showed the PC a map which displayed the corridor that route B will take, it was suggested that no route will go over Otmoor, however the government have not ruled this out if the boundaries need to be moved. TP is arranging a meeting of villages affected on the 3rd October 2018, at 7pm in the Community Hall.

The 'North Otmoor No Expressway' which TP is the chairman of asked if the PC could send a letter stating our support to them. It was agreed by all the members. BW to compile a letter which will be circulated to the other members.

DH pointed out that as chairman of NONE Cllr Pollard should declare a conflict of interest.

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7. Finance –

a) Payments for approval - The clerk, remuneration for September and expenses, M R Cross – grass cutting. The payments were approved and cheques were signed. Payments already paid – Cherwell District Council – election charge £831.39 and RoSPA Playsafety - £96.60.

b.HSBC Bank - SH confirmed that as we had two new members this year a new bank mandate needs to be signed. If DH and CT wish to be signatories, they need to sign the mandate and go into the bank to show proof of identity. All other members need to sign the mandate again, but do not need to go into the bank.

The clerk suggested we apply for a bank debit card so that she can purchase stationery etc without having to use her own. DH asked if the bank have a pre-paid card that money can be put on and topped up as needed. The clerk will look into this.

c. Risk assessment – The defibrillator had been added to the assessment which was approved by all members and signed by the chairman.

8.Burial Grounds OLD – LR reported that the nominated person to mend the gate is unable to give us a quote for fixing the gate. A metal fabricator will need to be found. A member of the village suggested Oxford Fabrication. After much discussion it was decided that JP and DH will meet to look at the gate to compile a specification to give to suppliers.

NEW: - It was reported that the grass has recently been cut. BW stated that the hedge will need to be cut this year.

Cllr's Dan Sames and David Hughes joined the meeting.

9.Playingfield/ground – The clerk had obtained three quotes for the 'No dogs' sign on the playing field/ground

1 – The Sign Maker – 400mm x 400mm Deep engraved PVC white - £74.70 with £10.45 postage, vat £14.19 **total cost - £85.15.**

2. Vistaprint – 600mm x 400mm White coated aluminium - base price £46.99, VPTOPDEALS - £11.75 **total cost - £35.24 ex vat.**

3 – Sign express –405mm x 405mm aluminium composite panel with high performance grade vinyl - £44.88, vat £8.98. **Total cost - £53.86.**

DH suggested we contact Oxfordshire County Council to confirm the correct wording on the sign as she believes we should include the words 'excluding service dogs' and also find out the size of the letters. BW requested the clerk to look into this and once confirmation has been made as to the correct wording, to contact Vistaprint and Sign express for new quotes if necessary.

DH presented a report of findings pertaining to the playing field and pavilion. DH raised concerns **1.** That there had been a planning violation as a sign and concrete based dug outs had been erected without planning permission being sought. DH had checked with CDC and it had been confirmed in writing that planning was required for both additions to the playing field. **2.** That a single group (CUFC) had unfettered access to the pavilion on a 25year, zero rent lease.**3**That the pavilion should be updated and opened up for the use of other groups.

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4 That council owned assets (the pavilion and playing field) had not been registered with the Land Registry and this could carry a risk of the Football Club making a claim of ownership. ~~SH had confirmed to DH in a previous email that Barclays Bank had held the freehold deeds for the playing field, but subsequent records showed that Barclays had no record of holding them.~~

DH presented a document signed by six parishioners calling for a parish meeting.

DH pointed out that the chairman had a declarable interest in overseeing the pavilion as the football club is managed by his nephew. Cllr Sames said that he considered this interest to be non-pecuniary. DH already understood this and had check with CDC and received information that it was still a declarable interest.

BW confirmed that his nephew was involved with the Football club, this was general knowledge in the village.

LR suggested we invite the FC to the next PC meeting.

Cllr Hughes responding to the planning process, stated that anyone can put in a planning application on a piece of land even if they don't own it and he thought a parish meeting was a good idea.

CT proposed to conduct a review of the use of the pavilion and playing field and therefore consult with stakeholders and to arrange a parish meeting to discuss it. This was agreed by the PC members.

A member of the public left his seat and lunged at Cllr Thompson in a manner that Cllr Thompson found alarming. CT asked that this interruption be minuted. BW requested that the member should leave the meeting, but this was unheeded.

DH retired from the meeting.

Cllr Sames reported that the 'dragon' pot hole mending machine had been in the village but noted that the last time he came in there was still a pot hole on the High Street, outside College Farm and asked if it had been filled in yet? The clerk will check and let him know. Also LR noted a large pot hole in Tchure, outside of the Old Reading Room. These to be notified to OCC highways department. Cllr Sames also discussed the OxCam expressway.

Cllr Hughes and Cllr Sames left the meeting.

10.Planning – The old George and Dragon – knock off existing cementitious render and replace with lime render.

Mr & Mrs Franklin – 2 Ray View – Single storey extension – *Planning permission has been granted.*

11. Standing Orders – This will be discussed further at the next meeting.

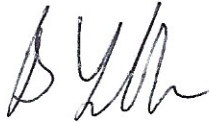
12.Allotments – DC had contacted Nicola Riley who was recommended by Cllr Hughes regarding funding for digging out the pond who had given her documentation to apply for a grant from the Community Infrastructure Capital. DC will go over the application with JP.

13. Good Neighbour scheme – This will be discussed further at the next meeting.

14.Website – Nothing to report.

15.Items for further discussion – Nothing raised.

There being no further business the meeting closed at 9.40pm. The next meeting will take place in the Percy Collett room of the Community Hall on 11th October 2018 at 7.30pm.



..... Date: 11th Oct 2017

Bryn Walker – Chairman.