**PARISH COUNCIL PLANNING MEETING**

 **Monday, 20th January, 2014 at 7.15 p.m.**

**MINUTES**

**Venue: Parish Meeting Room, Main Road, Middleton Cheney, OX17 2LR.**

**Present:** Chairman Cllrs. V. Furniss, Vice Chairman/RFO A. Youel, C. Bryant, P. Dixon, S. Jerrams Coughtrey, C. Stacey, (Interim Clerk Cllr. V. Furniss),

Clerical Assistant – E. Winn.

**14/15 Resolution to approve apologies for absence .**

Cllr. F. Brand – Family commitments

 Cllr. P. Dixon – Would arrive late (7.30)

 Approved: Cllr. A. Youel and Seconded: Cllr. C. Stacey

**14/16 `Members’ declaration of interest in items on the Agenda.**

 There were no members’ declaration of interest in items on the Agenda.

**14/17 OPEN MEETING.**

There was one member of the public present to observe the meeting.

**14/18 Planning, letters decisions and applications**.

**14/18.1 Decisions**

S/2013/ 1501/LDP 10 Washle Drive – Lawful development certificate for the removal of tiles at the front of the property and replaced with brick to match existing brickwork. **APPROVAL**

**14/19** Update on Neighbourhood Planning issues – Cllr. Alan Youel

* The questionnaire is still being finalised and will be sent to SNC for any comments before issue.
* A meeting at Chenderit School with senior members of staff and students was positive. There is to be a follow up meeting on the 6th March 2014.
* Two speakers to attend the following meetings - Peter Frampton on the 9th April 2014 and Andrew D’arcey on the 15th May 2014.

 2014/05

**14/20** Portfolios – Three minute presentations on proactive/reactive activities.

A presentation was given by each Councillor outlining their activities within the village. Reports attached.

**14/21** Co-opt of new Councillor

 The Co-opt of a Councillor was to fill a vacancy that the Council had.

 Mrs Caron Bowden was voted in by the full Council.

 Proposed:- Cllr. C. Stacey and Seconded :- Cllr. C. Bryant

**14/22**  Play equipment – Repairs/refurbishment – Resolution to approve quote

Having reviewed the quotation for the repairs it was resolved to have all repairs carried out at a cost of £5178 as soon as possible.

Approved: Cllr. P. Dixon and Seconded Cllr. S. Jerrams Coughtrey

**14/23**  Chair/Clerk’s report.

* Application – Parish Councillor

A letter had been received at the Parish Council Office from a resident, requesting to become a Parish Councillor. The Chair suggested that she attend some meetings in order to observe processes and to advance her knowledge.

* Funding requests – Help at Hand – The Shires Youth Band

Both of these charities have requested funding. The requests had been acknowledged and the charities informed that their requests would be reviewed after the year end.

* Trees – Rose Hall Lane/Baptist Church

Rose Hall Lane - Highways acknowledged it was their land in Rose Hall Lane but will not acknowledge responsibility for the trees. The Chair will write to Highways again.

Baptist Church - The Pastor had asked whether he could remove the trees by the wall of the Church yard as the roots were causing problems. The Chair referred him to the conservation department.

* Waters Lane street naming

It was agreed that road ‘B’ would be Flanders Close and that ‘C’ would be Poppy Field Way.

* Internal Audit

The initial visit by the Internal Auditor would be February 19th 2014 to ensure we are on track for the year end review. 2014/06

* Quarterly VAT return

A VAT reclaim form had be completed and sent to HMRC – Total amount of claim is £4931.65 covering two quarters.

* All Saints Church - Wall - Update

A faculty had been granted. The church Architects had sent two invoices and these have been forwarded to the loss adjusters for payment.

* Date for Annual & Annual Parish meetings

Two dates had been suggested - Dates need to be reviewed and discussed at the next meeting.

* Review of staff wages

To be carried over to the next HR closed meeting.

* WW1 – Donation of DVD’S & books – Brian Callow

A donation of 149 DVD’S and six books had been kindly donated to aid the fund raising for the WW1 year of remembrance. The DVD’S will be catalogued – residents will be able to borrow and make a donation to WW1 fundraising.

* Orbit Homes - Saxon Bones

Chair had contacted both the developer and funeral directors to arrange for the erection of the memorial stone and payment.

* Waters Lane signage

Notifications had been issued to residents regarding heavy vehicle traffic during the build process and this notice had also been added to the village website.

* Village litter bins

Notices will be put on the litter bins to distinguish between general waste and dog waste. This is to assist residents.

* Cemetery issues

To be discussed in the HR closed meeting.

2014/07

**14/24 Matters for future discussion and future Agenda items**

Lay-by on the B4525 – Chair in communication with highways

Hedges – Councillors to supply written reports on their observation regarding overgrown vegetation.

 Waters Lane – blocked Culvert - Chair in communication with highways

 Mansion Hill – flooding - Chair in communication with highways

**14/25 Next meetings**  FULL Parish Council Meeting 3rd February 2014

 Planning Meeting - if necessary 17th February 2014

**14/26**  **HR Closed meeting**

 2014/08