

CUMNOR PARISH COUNCIL
Minutes of the Annual Meeting of the Cumnor Parish Council
on Monday 15 May 2023 at 7.30pm
held in Fogwell Road Pavilion, Fogwell Road, Dean Court.

In attendance.

Council. Tom Christophers, Chairman, Laurence Waters, Vice-Chairman, Gary Mason, Judy Roberts, Chris Westcott, Oliver Wright and Tina Brock, Clerk.

County Councillors. Juliette Ash (late arrival) and Judy Roberts.

District Councillors. Scott Houghton and Judy Roberts.

Visitors. Jean Mulligan, Vice-Chair Botley and Kennington Patient Participation Group.

114/23 Election of Chairman.

The retiring Chairman asked for nominations for the office of Chairman. Tom Christophers was proposed by Chris Westcott and seconded by Oliver Wright. There being no other nominations Tom Christophers was duly elected to the office of Chairman. The Chairman signed the Declaration of Acceptance of Office.

115/23 Election of Vice-chairman.

The Chairman asked for nominations for the office of Vice-chairman. Laurence Waters was proposed by Chris Westcott and seconded by Judy Roberts. There being no other nominations Laurence Waters was duly elected to the office of Vice-chairman. The Vice-chairman signed the Declaration of Office.

116/23 Declaration of Acceptance of Office.

Councillors signed their Declaration of Acceptance of Office and completed the Register of Interests forms.

Alison Jenner was given a time extension to sign the Declaration of Office until the next meeting on Monday 5 June 2023.

117/23 Co-option on to Council.

No requests received.

Ward vacancies; Cumnor Village 2, Dean Court 4 and Farmoor 1.

118/23 Apologies for Absence.

Paula Lopez (prior commitment) and Alison Jenner (prior commitment). Council resolved to approve these apologies.

119/23 Declarations of Interest. None.

120/23 Variance of Order of Business.

Council resolved to bring item 22 Botley Medical Centre update forward on the agenda.

121/23 Botley Medical Centre update by Jean Mulligan, Vice-chair, Botley and Kennington Patient Participation Group.

The Integrated Care Board has been working closely with the medical centre since doctors handed back their contracts in March 2023 and would be leaving the practice in September 2023. ICB invited offers to take over the practice either from single or joint practices and Expression of Interests had been received. Following due diligence a Panel meeting would be held on 22 May 2023 with invited representatives, John Ashton, Chair of PPG has been invited. After the Panel meeting ICB would recommend a preferred provider/providers mid-June 2023 and patients informed mid-July 2023. If no provider/providers are approved ICB would find a caretaker practice for a year and solicit Expression of Interests from a wider area.

Jean Mulligan left the meeting.

122/23 Annual Review of Councillors Register of Members Interests.

Councillors were reminded that, under the Council's Code of Conduct, Councillors were required to set out their interests under the appropriate headings and to make amendments when appropriate. Details are held on the Vale of the White Horse District Councils website and amendment forms were available from the Clerk.

123/23 Council's Santander and Unity Bank Signatories.

Council RESOLVED to approve the continuation of the existing 3 current bank signatories Tom Christophers, Judy Roberts and Chris Westcott.

124/23 Council Terms of Reference.

Council reviewed the TOR's and found them to be fit for purpose.

125/23 Council Procedures, Policies, Information and Guidance Documents.

Council noted that all documents were reviewed by the Finance and General Purposes Committee

on Tuesday 19 October 2021 minute 06/21. Next review date October 2025. OALC, NALC and SLCC websites are regularly checked by the Clerk for updates.

<https://cumnorparishcouncil.org.uk/policies>

126/23 Financial Regulations.

Council noted that the Financial Regulations were reviewed and approved at the Finance and General Purposes Committee meeting held on Tuesday 25 April 2022 minute 07/22.

127/23 Standing Orders.

Council noted that the SO's were amended and approved by Council at a meeting on Monday 3 April 2023 minute 94/23. <https://cumnorparishcouncil.org.uk/policies>

128/23 Register of Assets.

Council reviewed and approved the Register of Assets.

129/23 Financial Risk Assessment 2022/23.

Council confirmed that the RA was reviewed and completed by the Finance and General Purposes Committee on meeting held on Tuesday 26 April 2022 minute 08/22 and approved by Council at a meeting on 9 May 2022 minute 143/22. <https://cumnorparishcouncil.org.uk/cms-data/depot/filedepot/Risk-Assessment-2022-2023.pdf>

130/23 Subscriptions, Direct Debits and Standing Orders.

- i. Council reviewed and approved the following subscriptions for 2023/24: Oxfordshire Association for Local Councils, Campaign for the Protection of Rural England, Open Spaces, Society of Local Councils, Oxfordshire Neighbourhood Plans Alliance and Oxfordshire Green Belt Network. Council agreed not to subscribe to Oxford Playing Fields Association 2023/2025 as information/advice can be sourced from OALC.
- ii. Council reviewed and approved the following direct debits for 2023/24: Vale of White Horse District Council – brown bin at the Council's Burial Ground, Eurosolve – Microsoft 365, ICO – data protection and BT – office phone bill.
- iii. Council reviewed and approved the following Standing Orders for 2023/24; Thames Water – yearly rent for Mayfield Road Playing Field lease for 20 years commenced in 2003, Oxford University – yearly rent for Fogwell Road Playing Field lease for 99 years commenced in 1984, and Clerks monthly salary.

131/23 Appointments to Council Committees/Subcommittees/Steering Groups/ Working Parties and Outside Bodies. Annex 1

Council resolved to appoint Councillors to the above as per Annexe 1 attached.

Committee Chairmen and Playground Monitors would be appointed at the next meeting of the individual Committees. The Chairman and Vice-chairman were ex-officio members on all the Committees.

132/23 Power of Competence.

Council was not eligible to exercise the General Power of Competence as the criteria to adopt the states that the Council must have two-thirds of the Council elected.

133/23 Future dates of Council and Committee meetings 2023/2024. Noted.

Council agreed that future Finance and General Purposes meeting should take place in May and not April and agreed the April meeting to be held on Tuesday 23 May 2023.

COUNCIL

134/23 Minutes of the Meeting of the Parish Council.

Council resolved to adopt the minutes of the meeting held on Monday 3 April 2023.

135/23 Minutes of the Annual Parish Meeting for the Cumnor Parish Council.

Council resolved to adopt the minutes of the meeting held on Tuesday 2 May 2023.

136/23 Matters Arising from the Minutes. None.

137/23 Clerk's Newsletter and Addendum. Received

- i. Payment of Accounts. Approved as per minute 138/23.

138/23 Payments of Accounts.

Council resolved to authorise the payments specified in the Clerk's Newsletter and Addendum and reproduced below.

Table 1 List of income.

Statutory Power	Income received;	Description	Total (£)
1 LGA 1982 s150	VWHDC	1 st half of precept	49,500.00

2 CIL	VWHDC	CIL share	3,624.69
3 Local Auth Cemeteries Order 1977	Greens Funeral Service	Interment	316.00
4 Local Auth Cemeteries Order 1977	Greens Funeral Service	Interment of ashes	128.00

Table 2 List of receipts.

Statutory Power	Payments now due:	Description	Total (£)
13, SO LGA 1972 s112 Contract/Pensions Act 2014	Staff costs		2,939.46
14a LG (Misc Prov) Act 1976 S19 Parish Council Act 1957	MRH Services	Play park visual inspection, fitting of bench at High St, Cumnor	755.71
14b LG (Misc Prov) Act 1976 S19	MRH Services	Play park service inspection, repairs to various play equipment at Fogwell Road	
15 LG (Misc Prov) Act 1976 S19	Playdale Playgrounds	Pipe end caps Burma Bridge at Pinnocks play park	26.74
16 LG (misc prov) Act 1953 s4	The Bin Cleaner	Quarterly clean of bus shelters	595.00
17a Public Health Act 1875	Total Pest Control (UK) Ltd	Quarterly mole control Fogwell Field	310.00
17b Public Health Act 1875	Total Pest Control (UK) Ltd	Quarterly mole control Mayfield	
17c Public Health Act 1875	Total Pest Control (UK) Ltd	Quarterly mole control Closes	
18 LGA 1972 s214	Paul Jovanovic	Garden of Remembrance maintenance Jan-Mar	120.00
19 LGA 1972 s137	Cumnor British Legion Poppy Appeal	Grant	210.00
20 LGA 1972 s137	15 th Oxford Scout Group	Grant	1,500.00
21 LGA 1972 s134	Cumnor United Reformed Church	Room booking	10.00
DD LGA 1972 s111	Eurosolve	Annual anti-virus	36.00
22 Public Health Act 1936 s87	Tom Christophers	Sundries for eco loo	47.99
23 RPA 1983	VWHDC	Election fees	800.00
24a LG (Misc Prov) Act 1976 S19 Highways Act 1980 Open Spaces Act 1906	Ady Podbery Grounds Care	Grass cutting burial ground, War Memorial, Pinnocks play park, verge, litter picking, raking sand	1,630.80
24b LG (Misc Prov) Act 1976 S19	Ady Podbery Grounds Care	Grass cutting, litter picking, raking shingle play parks	
24c LG (Misc Prov) Act 1976 S19 Highways Act 1980	Ady Podbery Grounds Care	Grass cutting, litter picking, raking shingle play parks, verge	
DD Telecom Act 1984 s97	BT	Office phone and broadband	102.44
DD Telecom Act 1984 s97	BT	Mobile phone	7.73
BACS LGA1972 s111	Unity Bank	Service charges	14.80
DD LGA 1972 s111	Eurosolve	Web hosting	180.00
DD Telecom Act 1984 s97	BT	Office phone and broadband	101.33
DD Telecom Act 1984 s97	BT	Mobile phone	7.73
25 LGA 1972 s140	Gallagher	Council insurance – long term agreement ends 2024	4,323.20

26 LG (Misc Prov) Act 1976 S19	Wicksteed	Buffer for Burma Bridge – Fogwell play park	41.70
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Notes.

- i. Unity Bank opening balance £85,500. After all payments/receipts are accounted for the Unity Bank account will be in credit at £74,519.65..
- ii. After all payments/receipts are accounted for the Santander Community Account will be in credit at £90,478.04.
- iii. The Council has the following debtor for 2023/24: HMRC (Reclaimable VAT) £638.48.
- iv. As of 17 April 2023 the Santander Corporate account held a credit balance of £74,640.26.
- v. BlackRock investments of £39.87 received and sent to COIF deposit account.

139/23 Public Presentation. None.

REPORTS

140/23 Report from County Councillor(s).

DC Roberts submitted a written report.

General OCC

Councillor priority fund:

Applications to the councillor priority fund have reopened. The application process has slightly changed, requiring an online application and an email/letter of support of the councillor. Eligible organisations include, registered charities, not for profit companies, community or voluntary groups, and parish councils/meetings. Grants cannot be made to individuals, profit making organisations and private limited companies. Projects seeking funding must be deliverable by March 2025.

Electric Vehicle Chargers:

OCC is set to receive £3.6 million to rollout EV charging points across the county. The priority will be to provide charging points in rural areas and where off-street home charging is not possible. Community organisations (e.g. parishes, village halls) may be able to take ownership of the charging points to provide them as a community asset and deliver a revenue stream. Further details will follow.

Air Quality Strategy:

An OCC air quality strategy (long term) and 'route map' (short term) has been developed. While monitoring of air quality is a district responsibility, the Environment Act 2021 places a responsibility on the County Council to support districts and reduce air pollution. An information campaign will follow, which will include information on indoor pollution and log burning fires.

Social care:

OCC runs a 'shared lives' carer scheme whereby approved Oxfordshire residents, with space in their own home, care for a person with learning difficulties, mental health problems or other needs that make independent living difficult. Carers can offer to provide anything from one-off respite care to longer-term care. The scheme has been running successfully since 2020. There is also a scheme to match older residents with a spare room with younger people looking for alternative accommodation called Homeshare as a way to provide older people with additional support / company. Both schemes are examples of the 'Oxfordshire Way' to allow people to live independently in their communities.

Verge cutting and 'no mow May':

Oxfordshire County Council is again supporting 'no mow May' and encouraging participation. Due to the amount of verge cutting required, OCC has an updated maintenance schedule to prioritise biodiversity. However, OCC is not able to put away its mowers for a full month and still meet its schedule of work, meaning some areas will be cut in May. Verges that need to be cut to maintain public safety will be cut back multiple times if necessary.

Household waste strategy:

The proposed HWRC strategy for 2023-2043 replaces the 2015 Conservative HWRC strategy which aimed to close local sites and deliver 3 or 4 super sites. The new strategy aims to retain the current 7 sites and encourages re-use and repair, rather than disposal in the first instance.

Hydrogen powered fire engines:

Oxfordshire is taking part in a pioneering project to develop hydrogen powered fire engines.

Traffic and highways

There is a new section on OCC's website that should cover the Botley Road closure:

<https://www.oxfordshire.gov.uk/residents/roads-and-transport/roadworks/future-transport-projects/oxford-city-station-phase-2c>

This will have all cycle paths, bus and Network Rail information and various links to other websites posted on there.

This is the website that the latest information will be posted on from Network Rail:

Oxfordshire Connect <https://lineside.networkrail.co.uk/oxford-phase>

The Willow Walk is now open and has received a lot of praise from cyclists as a good alternative to Botley Road.

These are the planned road closures of the A34 whilst they repair the concrete structure of the A34 bridge over the River Thames:

The A34 will be closed southbound between the Peartree and Botley Interchanges:

Overnight – 9pm Thursday 11 to 6am Friday 12 May

Weekend – 9pm Friday 12 to 6am Monday 15 May

Overnight – 9pm Monday 15 to 6am Tuesday 16 May

Overnight – 9pm Thursday 18 to 6am Friday 19 May

Weekend – 9pm Friday 19 to 6am Monday 22 May

Overnight – 9pm Monday 22 to 6am Tuesday 23 May

Weekend – 9pm Friday 2 to 6am Monday 5 June

Overnight – 9pm Monday 5 June 6am on Tuesday 6 June

The A34 will be closed northbound between the Botley and Peartree Interchanges:

Weekend – 9pm Friday 9 to 6am Monday 12 June

Weekend – 9pm Friday 16 to 6am Monday 19 June

Weekend – 9pm Friday 23 to 6am Monday 26 June

Consultations:

The website area for the Flood Alleviation Scheme is:-

<https://myeplanning.oxfordshire.gov.uk/Planning/Display/MW.0027/22/>

Let's Talk Oxfordshire.gov.uk website:

Electric Vehicle Clubs survey.

Councillor Surgery

My councillor surgery is now in the Botley Library on the first Saturday of each month from 10am – 12.

CC Ash submitted a late written report which would be circulated to Councillors tomorrow.

141/23 Report from District Councillor(s).

DC Roberts submitted a written report.

The results of the election were 34 Lib Dem and 4 Green councillors, and they will be the official opposition. At the Vale Council. Owing to Pre-Election Policy, very little has been actioned this month..

The main focus of the new administration is to enable delivery of all the projects that have come forward from the Corporate Plan.

142/23 Report from Representatives on Outside Bodies. None

TRAINING

143/23 OALC Training Programmes.

Councillors agreed to attend the OALC Fundamentals zoom training. Council approved expenditure of £50 per Councillor.

FINANCE

144/23 Expenditure.

- i. Council approved the expenditure of £275 for Tim Light FMAAT, Lightatouch to carry out the independent examination of Cumnor Public Purposes Charity for the year ended 31 March 2023.
- ii. Council noted the Chairman and Clerk had approved expenditure of £250 + vat to carry out an inspection of headstones at the burial ground, £12 + vat to lay down an unsafe memorials and work £17 + vat per memorial carry out remedial (Financial Regulations 4.1).
- iii. Council noted that the Chairman and Clerk had approved expenditure of £142.50 + vat to supply a handset for the hoist at the changing rooms toilet Old Forge (Financial Regulations 4.1).

145/23 Quarter 4 Financials

Chris Westcott verified the bank reconciliations as of 30 March 2023.

ENVIRONMENT AND AMENITIES

146/23 Draft minutes of the Environment and Amenities Committee meeting held On Tuesday 11 April 2023.

Received.

147/23 OCC 20mph Scheme.

OCC approved the scheme to reduce the roads in Cumnor Village, Eynsham Road, Dean Court, and Meadow Close, Mayfield Road, Cumnor Road, Farmoor to 20mph. Henwood would be looked at a later date.

OCC also approved the reduction in speed on the Eynsham Road, Farmoor from 40mph to 30mph.

148/23 Update on other current matters.

- i. Draft minutes of the Cumnor Fit for the Future Steering Group meeting held on Wednesday 10 May 2023. Received.
- ii. Gary Mason attended a Community Action Plan for Zero Carbon Energy (Green TEA, Low Carbon Hub and Project LEO) meeting on Wednesday 26 April in Eynsham Village Hall and reported that the meeting was very supportive of the Botley West solar farm.
- iii. Westmill Sustainable Energy Trust have invited Council to a conference on Solar Power, Farming and Nature on Friday 9 June 2023 at Westmill Solar Farm, Watchfield, Oxon. Oliver Wright will be attending the meeting.

PLANNING

149/23 Draft minutes of the Planning Committee held on Monday 17 April 2023.

Received.

150/23 Submitted Planning Applications.

The Council would submit the following observations:

Table 3 List of planning application.

Ref	Planning application number	Address and proposal
i	P23/V0728	Fairview, Faringdon Road, Cumnor, Oxford OX2 9QY <i>Replace three bar wooden fence, gate and concrete entrance surface with wall, electric gates and bricks sets. Install ground lights either side of entrance. .Erect overlap fence to site boundaries.</i> Response. If the Highways Officer recommends approval, then Council would agree – subject to the approval containing the conditions proposed by the Forestry Officer.

151/23 To note permitted planning application(s). Noted.

Table 4 List of permitted planning application(s).

Ref	Planning application number	Address and proposal
1	P23/V0474/HH	9 Queens Close, Dean Court, Oxford OX2 9DJ <i>Single storey rear extension (as amplified by additional information submitted on 27/04/2023).</i>
2	P23/V0540/FUL	Land adj Sylvatica, Hids Copse Road, Cumnor, Oxford OX2 9JJ <i>Construction of driveway approx 51m by 3.1m leading to Sylvatica, Hids Copse Road, OX2 9JJ, with fencing at either side of gateway and erection of wooden gateposts and gate (as amended by plans received 4th May 2023 retaining existing access in addition to the proposed access serving the new driveway).</i>

152/23 Certificate of Lawful Development Application. Noted.

Table 5 Certificate of Lawful Development application.

Ref	Planning application number	Address and proposal
1	P23/V1003/LDP	31 Bushy Close, Dean Court, Oxford OX2 9SJ <i>Construction of a single storey extension to the rear and a porch extension to the front.</i>

153/23 Appeal to the Secretary of State against VWHDC decision to refuse planning permission.

P22/V2515/FUL – 5 Norreys Road, Cumnor, Oxford OX2 9PT – To develop an existing 5 bedroom semidetached house into 2 three bedroom houses (revised scheme). Noted.

154/23 Proposed Industrial installation (Solar Power Station) for the production of electricity on Green Belt land.

- a. VWHDC responded incorrectly to the Freedom of Information requests for information on any briefing, report or presentation etc that contains information on solar farms between 1 January 2023 and 1 April 2023 by responding under the Environmental Information Regulations (2004). Council agreed to respond within the 40 working days that the information received was not a FOI.
- i. **Proposed 'Botley West' solar power station.**
 - a. No response received to the email dated 6 April 2023 to Layla Moran MP asking her to address the apparent discrepancies between answers on the roles of SSEN and National Grid in respect of Botley West's proposed substation in Cumnor Parish, and other matters.
 - b. No response received to the email sent on 6 April to VWHDC asking question about its role, responsibilities and proposed actions in respect of the anticipated Botley West planning submission to central government.
 - c. Council agreed to write to Layla Moran MP to raise concerns raised in Private Eye regarding links with Russian money.
- ii. **Land West of Red House Farm, Farmoor.**
 - a. Residents have reported that Green Nation are carrying out archaeology investigations at the site.
- iii. **Land at the Hurst/Millennium Field/Harcourt Hill**
 - a. No update.

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.

155/23 Confidential Matters. None.

DATES OF FUTURE MEETINGS

156/23 Next meeting.

The next Parish Council meeting will take place on **Monday 5 June 2023 at 7.30pm in Fogwell Road Pavilion, Fogwell Road, Dean Court.**

Further meetings are due to be held in **2023** on **Mondays:** 10 July, 7 August, 4 September, 2 October, 6 November, 4 December and in **2024:** 8 January, 5 February, 4 March, and 8 April at **7.30pm in Fogwell Road Pavilion, Fogwell Road, Dean Court.**

The Annual Parish Meeting will take place on **Tuesday 7 May 2024 at 7.30pm in the Old School, High Street, Cumnor.**

The meeting closed at 9.25pm.

Signed..... Date.....2023

Annex 1

Cumnor Parish Council Committees 2023/2024

Table 3 Committee members

Committee	Members
Cumnor Public Purposes Charity	All members of the Council are Trustees
Environment and Amenities (8 members)	Alison Jenner Paula Lopez Gary Mason Judy Roberts Chris Westcott Oliver Wright
Finance and General Purposes (5 members)	Alison Jenner Paula Lopez Gary Mason Chris Westcott
Fogwell Road Pavilion Management (3 members)	Alison Jenner Judy Roberts Gary Mason
Planning (3 members inc 4 plan receivers)	Judy Roberts 2 vacancies
Plan receivers	Laurence Waters - Dean Court and lower Cumnor Hill/Stanville Road Chris Westcott- Upper Cumnor Hill Share btwn plan receivers - Cumnor Village and Henwood Gary Mason - Farmoor
Appeals subcommittee (4 members) Not Chairman, Vice-chairman or mentor	Alison Jenner Paula Lopez Oliver Wright 1 vacancy
Personnel subcommittee (4 members) Not Chairman, Vice-chairman or mentor.	Paula Lopez Gary Mason Chris Westcott 1 vacancy
Cumnor Fit for the Future Working Party	Alison Jenner
Ad hoc Cumnor Parish News writing group	Tom Christophers Alison Jenner Chris Westcott 1 vacancy

The Chairman and Vice Chairman are ex-officio on all Committees apart from the Personnel and Appeals Committees.

(The Council Chairman chairs the Finance and General Purposes Committee)

The Chairmen of all other Committees are appointed at the first meeting of the committee following the Council's Annual Meeting.

Table 4 Representatives on outside bodies

Outside body	Representative
Brize Norton Local Consultative Working Group	Judy Roberts
Cumnor CofE School	Tom Christophers (4 year term)
Cumnor Conservation Group	Chris Westcott
Cumnor Minors FC & Closes Field Pavilion	Gary Mason
Cumnor Old School Charity Trust	Alison Jenner (4 year term – 1 representative)
Cumnor Village Hall	Alison Jenner
Dean Court Community Centre Association	Judy Roberts
Farmoor Village Hall	Gary Mason
Botley Traffic Advisory Committee	Alison Jenner
Parish Transport Representative	Alison Jenner