

## SHRIVENHAM PARISH COUNCIL

### Minutes of meeting held on Monday 2<sup>nd</sup> May 2017 at 7pm

**Present:** Cllr Richard Bartle, Chair (RB), Cllr David Pratt (DP), Cllr Oliver Church (OC), Cllr John Lloyd (JL), Cllr Bjorn Watson (BW), Cllr Julia Jones (JJ), Cllr Peter Saunders (PS), Cllr Vic Clements (VC), Cllr Chris Hand (CH)

**In Attendance:** Julia Evans

**County Councillor:**

**District Councillor:** Cllr Elaine Ware (EW), Simon Howell (SH)

**Public:** 6 members of the public

<b>17/93</b>	<b>ELECTION OF CHAIRMAN</b> Cllr Pratt proposed Cllr Bartle. Cllr Jones seconded. Agreed unanimously. RESOLVED. Cllr Bartle signed the declaration of acceptance of office and thanked all councillors for their support over the last year.	<b>Action:</b>
<b>17/94</b>	<b>ELECTION OF VICE CHAIRMAN</b> Cllr Bartle proposed Cllr Church. Cllr Pratt seconded. Agreed unanimously. RESOLVED.	
<b>17/95</b>	<b>APOLOGIES FOR ABSENCE</b> Cllr Penny Hockley sent her apologies.	
<b>17/96</b>	<b>DECLARATION OF INTERESTS</b> None.	
<b>17/97</b>	<b>APPOINTMENT OF COUNCILLOR WITH SPECIAL RESPONSIBILITIES FOR FINANCIAL MATTERS</b> It was agreed that as the Operations and Finance Working Group meets monthly and review financial affairs, there was no need for this position. Proposed: RB; Seconded: JL. RESOLVED.	
<b>17/98</b>	<b>APPOINTMENT OF COUNCILLOR WITH SPECIAL RESPONSIBILITIES FOR ENVIRONMENTAL MATTERS</b> Cllr Bartle proposed Cllr Lloyd. Cllr Jones seconded. Agreed unanimously. RESOLVED. Cllr Bartle thanked Cllr Lloyd for his work over the last year.	
<b>17/99</b>	<b>APPOINTMENT OF COUNCILLORS TO SIT ON THE PLANNING WORKING GROUP</b> Cllr Bartle proposed that the Planning Working Group remain unchanged – Cllrs Bartle, Watson, Jones and Pratt. Cllr Pratt seconded. Agreed unanimously. RESOLVED.	
<b>17/100</b>	<b>APPOINTMENT OF COUNCILLORS TO SIT ON THE NEIGHBOURHOOD PLAN STEERING GROUP</b> Cllr Pratt proposed that the Neighbourhood Plan Steering Group remain unchanged – Cllrs Watson, Jones, Clements and Hockley. Cllr Lloyd seconded. Agreed unanimously. RESOLVED.	
<b>17/101</b>	<b>APPOINTMENT OF COUNCILLORS TO SIT ON THE PERSONNEL COMMITTEE</b> Cllr Bartle proposed that the personnel committee remain unchanged – Cllrs Bartle, Jones, Pratt and Watson. Cllr Saunders seconded. Agreed unanimously. RESOLVED.	

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17/102	<p><b>APPOINTMENT OF COUNCILLORS TO SIT ON THE DISCIPLINARY AND GRIEVANCE COMMITTEE</b>            Cllr Watson stood down from this committee. Cllr Pratt proposed Cllrs Church, Jones and Saunders. Cllr Hand seconded. Agreed unanimously. RESOLVED.</p>	
17/103	<p><b>APPOINTMENT OF COUNCILLORS TO SIT ON THE VILLAGE PROJECTS WORKING GROUP</b>            Cllr Watson stood down from this working group. Cllr Pratt proposed Cllrs Hand, Jones and Lloyd. Cllr Church seconded. Agreed unanimously. RESOLVED.</p>	
17/104	<p><b>APPOINTMENT OF COUNCILLORS TO SIT ON THE OPERATIONS &amp; FINANCE WORKING GROUP</b>            Cllr Bartle proposed that the Operations and Finance Working Group remain unchanged: Cllrs Bartle, Watson, Pratt and Lloyd. Cllr Pratt seconded. Agreed unanimously. RESOLVED.</p>	
17/105	<p><b>MINUTES OF MEETINGS HELD ON 3<sup>rd</sup> APRIL 2017</b>            Cllr Saunders proposed accepting the minutes of the meetings held on 3<sup>rd</sup> April 2017. Cllr Pratt seconded. Agreed unanimously. RESOLVED. The minutes were signed.</p>	
17/106	<p><b>MATTERS ARISING FROM LAST MEETING NOT ITEMISED ON THE AGENDA</b>  <b>a) 17/71 - 17/50 - 17/28 - 17/4 - 16/264 - 16/240 – Issues with Virgin Media.</b> Virgin are currently connecting villages. Shrivenham High Street will be done next but it is not likely to be in May. Cllr Lloyd will be given notice when this is due to take place. Cllr Bartle would like a walkabout around the village once the work has been completed to check that the village has been made good. It was agreed to close this matter. Cllr Lloyd will advise when it needs to be put back on the agenda.  <b>b) 17/71 - 17/50 - 17/28 - 17/4 - 16/283 – Parking in the High Street.</b> Cllr Saunders reported that monitoring will start next week. Mr Hockley has sent an email which is to be circulated to all councillors.  <b>c) 17/81 – Shop Frontages on the High Street.</b> Cllr Lloyd's proposed letter was presented. Cllr Jones proposed approving the letter. Cllr Church seconded. 8 councillors voted in favour; one abstained. RESOLVED. Cllr Lloyd to deliver the letter.  <b>d) 17/81 – Proposal for new residents letter.</b> Cllr Lloyd presented the proposed letter to be sent to new residents. The letter has been produced in conjunction with the churches and will be delivered with the churches leaflet. Cllr Lloyd proposed accepting the letter. Cllr Pratt seconded. Agreed unanimously. RESOLVED.</p>	<p><b>CLOSED</b></p> <p><b>JE</b></p> <p><b>JL</b></p>
17/107	<p><b>PUBLIC REPRESENTATION</b>            Mr Wood raised the following issues regarding the Townsend Road planning application: 1) the plans do not reflect the current status of Cleycourt Road. One building is less than 4m from the site boundary. 2) The foliage on the South side is shown as hedge, but actually trees. 3) Density of the development is an issue. 16 houses back onto 8 on Cleycourt Road. He wants the original buffer zone reinstated. He requested that the Parish Council support the residents comments and asked that the application be called in. He requested that the case officer visit the site from Cleycourt Road.            Mr Sketch presented a diagram showing the lie of the land and noted that he will have 8 windows looking into his property.</p>	

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	<p>Mr Norton thanked the Parish Council for supporting his comments. He made the following comments: 1) he has no issue with the proposed fence but want access to be able to maintain hedges. 2) he needs continuous wheelchair access. 3) the plans show trees which don't exist. Cllr Bartle pointed out that all trees and hedges on the site are preserved and cannot be removed. He reported that he has arranged a meeting with the case officer to discuss the application. He agreed to ask him to visit the site as requested by Mr Wood. Cllr Bartle agreed to include a point about wheelchair access.</p> <p>Mr Norton raised the following issues: 1) Virgin media – he asked that the Parish Council request that they show consideration for wheelchair users during their works. Cllr Lloyd to speak to them. 2) Accessibility within One Stop for wheelchairs is a problem. Cllr Lloyd pointed out that the Parish Council were unable to comment on the shop interior.</p>	JL
17/108	<p><b>COUNTY COUNCILLORS REPORT</b> Nothing to report.</p>	
17/109	<p><b>DISTRICT COUNCILLORS REPORT</b> Cllr Howell reminded people of the Thames Valley Alert system from the police. Festival Grants, New Home Bonus and Capital Grants are available. The first round closes on 15<sup>th</sup> May with further rounds in August and December.</p> <p>Cllr Ware reported that the statement of community involvement is now online. The CiL inspection took place on 19<sup>th</sup> April. The Local Plan Part 2 consultation closes on 4<sup>th</sup> May. Cllr Ware stated that she fully supported the comments made by residents and the Parish Council with respect to the Townsend Road application and will be calling it in. There is still no news on the Linden Homes/Townsend Road junction.</p>	
17/110	<p><b>CHAIRMAN'S ANNOUNCEMENTS:</b> The meeting dates for the coming year were agreed. Meetings will be held on the first Monday of every month except where there is a bank holiday, when the meeting will be held on the first Tuesday. There will not be a meeting in August. Dates to be circulated.</p> <p>Cllr Bartle reported that a statement regarding compassionate leave was missing from our contracts of employment. He has authorised the inclusion of 3 days paid leave.</p> <p>Cllr Bartle reported that the internal audit had been successfully completed and no issues were raised. The staff were thanked for their work.</p>	
17/111	<p><b>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND WORKING GROUPS</b> <b>O&amp;F Working Group</b> – We are still looking into savings accounts. The Working Group has agreed the Annual Governance statement and has approved the payment of the insurance premium as we are in a long term agreement. Rural grass cutting is to be considered later in the year. The Working group has agreed to set up a direct debit for the new website hosting. We need to decide who will have access to the Hive system.</p>	
17/112	<p><b>TO RECEIVE SUCH COMMUNICATIONS AS THE PERSON PRESIDING MAY WISH TO LAY BEFORE THE COUNCIL</b> <b>Briefing from OALC regarding dispute resolution</b> – RB reported that OALC had issued a briefing on dispute resolution and requested that all councils give it some consideration. He stated that this will be considered later in the year.</p>	JE
17/113	<p><b>TO RECEIVE REPORTS FROM COUNCILLORS ATTENDING MEETINGS ON BEHALF OF THE COUNCIL</b></p>	

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	None.	
17/114	<p><b>FINANCIAL MATTERS</b></p> <p><b>Annual Accounts 2016/17</b> – The Annual accounts were presented. Cllr Saunders proposed approving them. Cll Pratt seconded. Agreed Unanimously. RESOLVED.</p> <p><b>Annual Return 2016/17</b> – The Annual Governance Statement and the Annual Accounting statement were presented. It was noted that the Internal Audit statement had been signed. Cllr Lloyd proposed approving both the Annual Governance Statement and the Annual Accounting Statement. Cllr Pratt seconded. Agreed unanimously. RESOLVED. Both statements were signed.</p> <p><b>April Payments</b> – Cllr Hand proposed ratifying the payments already made as set out at the end of the Agenda. Cllr Saunders seconded. RESOLVED. Cllr Saunders proposed approving the payments awaiting approval. Cllr Pratt seconded. The approval list was signed.</p> <p><b>OCC Grass Cutting</b> – Cllr Bartle reported that the OCC grass cutting contract was signed at the O&amp;F Working Group meeting.</p>	
17/115	<p><b>PLANNING MATTERS - NEW APPLICATIONS</b></p> <p><b>Deadline 28<sup>th</sup> April 2017 – P17/V0800/RM – Land off Townsend Road.</b> Reserved matters application following outline planning permission. The Parish Council agreed to object to this application. Cllr Bartle presented a proposed response, which had previously circulated to Councillors and members of the public. It was noted that a statement on wheelchair access needs to be added. Cllr Lloyd suggested that ‘and visitors and vehicles’ be added to paragraph d. A member of the public requested that a privacy statement is added. Cllr Bartle agreed to look into this. Cllr Howell stated that the case officer knows the application will be called in. He pointed out that it could take a long time to come before committee. Cllr Pratt proposed approving the statement subject to the amendments. Cllr Church seconded. Agreed unanimously. RESOLVED. Cllr Pratt thanked Cllr Bartle for his work on this application.</p> <p><b>Deadline 4<sup>th</sup> May 2017 – P17/V0823/HH – Twin Tiles Cottage, Longcot Road.</b> Single storey rear extension. The Parish Council had no objection to this application.</p> <p><b>Deadline 5<sup>th</sup> May 2017 – P17/V0596/HH – 7 Alexander Way.</b> Amended plans. The Parish Council had no objection to this application.</p> <p><b>Deadline 10<sup>th</sup> May 2017 – P17/V0922/DIS – Land at Longcot Road.</b> Construction traffic management plan. Cllr Bartle presented a response which highlighted the location of the site and the dangerous bend. Cllr Saunders proposed approving the response. Cllr Jones seconded. Agreed unanimously. RESOLVED.</p> <p><b>Deadline 12<sup>th</sup> May 2017 – P17/V1040/LB – 16 High Street.</b> Retrospective application for new colour scheme to existing signage and gates. The Parish Council had no objections to this application.</p> <p><b>PLANNING MATTERS – DECISIONS</b></p> <p><b>Deadline 25<sup>th</sup> March 2017 - P17/V0529/HH – 6 Stainswick Lane.</b> Part garage conversion; single storey rear extension; replacement link extension; reconfigured garage roof; re-built &amp; enlarged rear extension; reconfiguration of existing ground floor windows. The Parish Council had no objection to this application. <b>Not yet determined.</b></p> <p><b>Deadline 27<sup>th</sup> March 2017 – P17/V0514/HH – 1 Canon Hills Gardens.</b> Two Storey rear extension, single storey side/rear extension and garage conversion. The Parish Council had no objection to this application.</p>	

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	<p><b>Permission granted.</b>  <b>Deadline 31<sup>st</sup> March 2017 – P17/V0596/HH – 7 Alexandra Way.</b>  Erection of small garage/store. The Parish Council had no objection to this application. <b>New plans submitted – see above.</b>  <b>Deadline 5<sup>th</sup> April 2017 – P17/V0422/HH – 65 High Street.</b> Proposed extension to the front of the property to provide a bathroom and increased hall at the ground floor level, and additional storage at first floor level access from main bedroom. The Parish Council had no objection to this application. <b>Not yet determined.</b>  <b>Deadline 11<sup>th</sup> April 2017 – P17/V0731/HH – 11 Sandy Lane.</b> Rear two storey extension and single storey extension. The Parish Council had no objection to this application. <b>Not yet determined.</b>  <b>Deadline 15<sup>th</sup> April 2017 – P17/V0781/HH – Allsorts, 10 Cleycourt Road.</b> Internal alterations to form utility room. The Parish Council had no objection to this application. <b>Not yet determined.</b>  <b>Deadline 7<sup>th</sup> April 2017 - P17/V0152/O – Amended plans for Wayside, Townsend Road.</b> The amendment reduces the number of houses to 2 and includes changes to access, including the provision of turning circles. The Parish Council had no objection to the amended plans but remained concerned about access onto Townsend Road. <b>Not yet determined.</b>  <b>Deadline 10<sup>th</sup> March 2017 - P17/V0366/HH – Viewlands, Stainswick Lane.</b> Erection of double garage with bedroom above. <b>Not yet determined.</b>  <b>Deadline 10<sup>th</sup> March 2017 – P17/V0115/HH and P17/V0116/LB – 29 High Street.</b> Single storey rear extension. <b>Not yet determined.</b></p> <p><b>PLANNING MATTERS – MAJOR DEVELOPMENTS</b>  <b>Deadline – 09 August 2016 – P13/V1810/O – Land East of Highworth Road, Shrivenham</b> – outline application for up to 240 dwellings and a site for a primary school along with associated public open space and highways works. <b>Permission granted.</b></p> <p>Cllr Hand reported that contractors are leaving their vehicles in dangerous locations in the road. Cllr Lloyd agreed to speak to the site manager.</p> <p><b>Street names for Longcot Road development.</b>  Cllr Bartle proposed ‘Ballingers’ and Gealer Grove. The meeting agreed unanimously.</p>	JL
17/116	<p><b>UPDATE ON VEHICLE ACTIVATED SIGNS PROJECT</b>  Cllr Church reported that the posts for the Faringdon Road VAS will be installed at the end of May. The lights should follow shortly afterward. Lee Turner is to produce a quote for the posts for Sandhill. Westcotek to be notified that they have been selected and we are waiting on the installation of the posts.</p>	JE
17/117	<p><b>NEIGHBOURHOOD PLAN UPDATE</b>  Cllr Jones reported that a meeting with the Planning Policy Officer has been scheduled for 23<sup>rd</sup> May.</p>	
17/118	<p><b>S106 CONTRIBUTIONS</b>  Nothing to report.</p>	
17/119	<p><b>COMMUNITY EMERGENCY PLAN</b>  Nothing to report.</p>	C/F Richard Palacio
17/120	<p><b>ANY OTHER BUSINESS TO BE ADDED TO NEXT MONTHS AGENDA.</b>  Cllr Church reported that Chestnut Trees are having staffing problems</p>	

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	and there are concerns about the viability of the organisation. Cllr Lloyd reported that there had been a successful litter pick day in April. Cllr Bartle offered his congratulations. Cllr Clements gave apologies for absence from future meetings due to illness. Cllr Hand asked whether there was any interest in holding a farmers market. Cllr Hand to discuss with Cllr Pratt.	<b>CH/DP</b>
<b>17/121</b>	<b>DATE OF NEXT MEETING</b> Monday 5 <sup>th</sup> June at 7pm	

The meeting closed at 8.25pm