



**Minutes of the meeting of the Somerton Parish Council Meeting held on
25th July 2023**

Present : Alison Smith (AS)[chair], Neil Clare (NC), Tony Callow (TC), Bryony Afferson-Day(BAD), Deb Critchley (DC)

Members of the public : Rosemary Arnold, Justin Hughes, Richard Thompson

In attendance: Cathy Fleet (Clerk)

07.23.01 Apologies: Apologies had been received from Kay Bishop .
Cllr Eddie Reeves had sent his apologies and submitted his report which had been circulated prior to the meeting.

07.23.02 Declarations of Interest: There were no declarations of interest.

07.23.03 The minutes of the meetings held on 9th May and 13th June 2023 were checked for accuracy and content, agreed as a true record of the meetings and signed by the Chair.

07.23.04 Public Participation - to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's code of conduct & standing orders.

07.23.05 Clerks Report

No	Action	Owner	Update
Sept22.01	AC to visit home owners regarding the dumping of rubbish on the footpath behind the village hall.	AC	A letter will be sent to home owners asking them to clear the rubbish. AS to obtain addresses. CF to draft letter. AC to provide quote for clearing the rubbish. AS has a list of people to write to and has drafted a letter to home owners. A quote is awaited from AC. May 23 – on-going July 23– on-going. AS waiting for quote
Jan23.03	Dog bin - AC to install bin. CF to inform CDC for emptying purposes	AC CF	On-going Bin installed , AS to let CF know W3W location so she can inform CDC.
Mar23.01	Aston View traffic – NG to contact PCSO Louise Beaumont	NG	May update – AS to

	for advice (Google)		contact Head of Planning at CDC to discuss. Agenda Item
Mar23.02	Traffic measures - AS to share draft Traffic Measures plan	AS	Pending . Action closed
Mar23.03	Traffic sub committee - AS to send WhatsApp message asking for volunteers	AS	Outstanding 6/7volunteers identified. Meeting to be arranged Action closed
Mar23.04	MCNP Review - Bryony offered to collate photos which had been shared on WhatApp and request contributions	Bryony	On-going Meeting being held tomorrow night. Action closed
May23.01	DC and KB to carry out research to write a policy regarding verge management	DC/KB	Action closed Update to next meeting
May23.02	Mirror on Water Street - TC to attempt cleaning the mirror.	TC	Action closed Mirror will have to be replaced £188 supplied by Start Traffic Ltd. Agreed to purchase
May23.01	Parish liaison meeting - CF to respond to CDC. AS and KB to attend the meeting.	CF	Action closed

07.23.06**Grievance/Complaints procedure**

The Grievant/complaints procedure had been circulated and it was RESOLVED to approve and adopt the policy.

07.23.07**Meeting Feedback**

Parish Liaison meeting feedback (AS/KB) attended and shared slides
Councillor training (KB) notes will be shared
Grant applications training - BA was unable to attend but has submitted the application for the Lottery Fund for the play area.
MCNP meeting (DC/AS) will attend 26/7/23
Roles & Responsibilities (DC) attended and has circulated the notes.
In future TC will put notices on the noticeboards.
NC will be the lead on Planning.
AS will continue to be the lead on traffic and the Allotments.
TC will read and extract relevant information from NALC/OALC.
DC will read and extract information from Rural Services.

07.23.08**Communications**

MailChimp emails – there is a comprehensive list of subscribers – TC/BAD/AS will create a regular newsletter following PC meetings

Membership of PC WhatsApp group – OALC have been asked for guidance, but there is no strict policy. It was agreed change the name of the group to PC Support Group. .

Valley News Updates – regular updates (probably the same as the newsletter) will be sent to Valley News

Somerton.pc email address – **NG to be asked to delete it**

Website – management update **BAD/AS/CF/TC to refresh website – meeting to be arranged. TC to update website calendar**

07.23.09 Highways

Drainage issues on Water Street have been reported on Fix my Street but have been misunderstood, AS meeting with Scott White (OCC Highways) next week to discuss issues. Drainage, – NC & BAD also attending, Works Gang for dirty signs and chicanes etc will also be discussed – Dave Catling was organising Works Gang to clean signs since March meeting with AS, but was struggling with it,

SID figures to report at meetings – TC had taken stats off the SID from 10th March when the 20mph speed limit was implemented which indicated that 79% of traffic is compliant with the speed limit. We need identify parameters which should be monitored and will be used to compare from previous results. (AS to supply older data)

Traffic measures AS / Dave Catling (DC) Plans cannot be finalised until prices are known and therefore a consultation cannot take place. A sign 'oncoming traffic in middle of road' will be put by the railway bridge. This will not be at a cost to Somerton PC. And DC has also arranged for a directional sign for HP on the Heyford road before Aston View

Google Maps are still directing traffic to Heyford Park via Aston View. Cllr Eddie Reeve has today referred the issue to Yvonne Rees (Chief Exec of CDC) who will further investigate.

Verge Grass cutting Policy update. - DC & KB are in the process of writing the policy and will update at the next meeting.

An email had been received from a resident regarding the stile at the end of Water Street which has become wobbly – the writer asks if it could be replaced with a kissing gate (which is used to be) as it would be safer and more convenient for a lot of people

BAD to speak to landowner and see if the stile could be changed to a kissing gate. TC will find out who has repaired the stile and who it belongs to .CF to respond to writer.

07.23.10 Village Cleanup

To be discussed with Scott White (OCC) in meeting with AS on 2nd August.

07.23.11 Playground update

£900 deposited into PC bank account as funds raised from Bryony's gig and silent auction. Feedback is awaited from the application for Lottery funding. Other funding grants will be applied for.

07.23.12 Website

As above

05.23.13 Sara update

Various questions raised by our conveyancing solicitor were referred to Gemma Magnusson (CDC Planning) for some clarification, who was unhelpful and declined a request for a discussion without putting in a planning application.

AS suggested that the PC should proceed with the purchase, on the basis that the Allotments, meadows Orchards are covered on the LDC. Questions surrounding any possible future 'permitted events' (permitted by Ian Corner) for the purpose of the TP1 and a license for the Aston View entrance can be dealt with as the site develops and road speeds on Aston View are reduced from Cat C to 30 mph which is in the pipeline. There were discussions about this, AS had spoken with a Planning Consultant, who agreed that if events are less than 28 a year, it would fall under the "28-day planning rule" and not need planning permission. This can be reviewed in the future as the site evolves.

AS proposed that the sale should proceed on this basis. All councillors present unanimously agreed. **AS will instruct CA to proceed with the undertaking and share the draft TP1 and contract forms with councillors.**

05.23.14 Planning – The following planning documents had been circulated and no comments were made.**APPLICATIONS**

<u>23/01871/TCA</u>	The Orchard Water Street Somerton Oxfordshire OX25 6NE	T1 x Rowan - Fell as low as possible to ground level. T2 x Sycamore - Remove the five lowest branches. T3 x Cherry - Reduce the height down by 2 metres and blend in the sides. NO OBJECTIONS
<u>23/01665/F</u>	Rill House Heyford Road Somerton OX25 6LW	Single storey 3-bay garage detached outbuilding NO OBJECTION
<u>23/01666/LB</u>	Rill House Heyford Road Somerton Bicester OX25 6LW	Single storey 3-bay garage detached outbuilding NO OBJECTION
<u>23/01585/TCA</u>	Rill House Heyford Road Somerton OX25 6LW	G1 x Hawthorn nos 3 Hawthorn. Removal of Hawthorn Bush T1xOak Tree- Removal 2 lower limbs as per photo. All trees are heavily overgrown with ivy and we required to clean up the boundary of the property as it is falling into disrepair including the bordering fence and we need to remove the 3x hawthorn in order to complete repairs and bring the land boundary back into good repair. APPROVED BY CDC
<u>23/01443/F</u>	5 Aston View Somerton Bicester OX25 6NH	Change a 3 section (2 opening) window on front of house to double doors NO OBJECTION

05.23.12 Finance – The following accounts were approved for payment :

Payee	Details	Amount	VAT	Note
Cathy Fleet	salary shortfall	90.40		paid 10/5/23
Oxfordshire Museum	Treasure	100.00		paid 31/5/23
Gallagher	Insurance	958.40		paid 2/6/23
Cathy Fleet	Clk Sal June	206.95		S/O
CDC	Election fee	833.84		
Bryony Afferson	Entertainment	300.00		
Helen White	Internal Audit	100.00		

Cathy Fleet	Clk Sal July	206.95		S/O
TP Jones	payroll	60.40	10.06	
HMRC	PAYE	135.60		
OALC	Training (DC)	96.00		
Rosemary Arnold	Twirlies	100.00		(this amount was transferred from the Resilience Fund Account)

The quarterly report had been circulated and was approved and signed
The changed bank mandate with all councillors as signatories has been submitted to Unity but not yet completed. CF to chase if no update by the end of the week.

It was agreed not to open an additional bank account in an attempt to earn higher interest as rates although improved are not significantly better

It was agreed not to apply for a multi use card with Unity as the monthly fees are not considered a good use of public money.

Meeting dates for 2023
26th September, 28th November

ACTION LIST SUMMARY

No	Action	Owner	Update
Sept22.01	AC to visit home owners regarding the dumping of rubbish on the footpath behind the village hall.	AC	A letter will be sent to home owners asking them to clear the rubbish. AS to obtain addresses. CF to draft letter. AC to provide quote for clearing the rubbish. AS has a list of people to write to and has drafted a letter to home owners. A quote is awaited from AC. May 23 – on-going July 23– on-going. AS waiting for quote
Jan23.03	Dog bin - AC to install bin. CF to inform CDC for emptying purposes	AC CF	On-going Bin installed, AS to let CF know W3W location so she can inform CDC.
July23.01	AS to set up WhatsApp group	AS	
July23.02	Neil Good to be asked to delete Somertonparishcouncil@gmail.com email address	AS/NG	
July23.03	BAD/AS/CF/TC to refresh website – meeting to be arranged. TC to update website calendar	BAD/AS/CF/TC TC	
July23.04	Stile at Water Street - BAD to speak to landowner and see if the stile could be changed to a kissing gate. TC will find out who has repaired the stile and who it	BAD	

	belongs to . CF to respond to writer.	TC CF	
July23.015	SARA - AS will share the TP1 form for approval by councillors.	AS	

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