



**Minutes of the meeting of the Somerton Parish Council Meeting held on  
26<sup>th</sup> September 2023**

**Present : Alison Smith (AS)[chair], Neil Clare (NC), Tony Callow (TC), Bryony Afferson-Day(BAD), Kay Bishop (KB)**

**Members of the public :** Rosemary Arnold, Neil Good, Ruth Power,

**In attendance:** Cathy Fleet (Clerk)

**099.23.01 Apologies**  
Apologies had been received from Debs Critchley, Cllr Eddie Reeves, Andy Corner

**09.23.02 Declarations of Interest :** There were no declarations of interest.

**09.23.03 To receive the minutes of the last meeting – 25<sup>th</sup> July 2023**

**09.23.04 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.

**09.23.05 Clerks Report** To receive update and report on actions from previous meeting

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. AS waiting for quote <b>On-going £500 quote received for clearing rubbish. TC to clarify AC's uote,obtain further quotes and report back.</b>
Jan23.03	<b>Dog bin - AC to install bin.</b>	AC	On-going

	CF to inform CDC for emptying purposes	CF	Bin installed, <b>AS to let CF know W3W location so she can inform CDC.</b> Completed. <b>Action closed</b>
July23.01	AS to set up WhatsApp group	AS	Completed. <b>Action closed</b>
July23.02	Neil Good to be asked to delete Somertonparishcouncil@gmail.com email address	AS/NG	Completed. <b>Action closed</b>
July23.03	BAD/AS/CF/TC to refresh website – meeting to be arranged. TC to update website calendar	BAD/AS/CF/TC TC	On-going <b>Meeting will be arranged with Nick Thomas to discuss updating the website.</b>
July23.04	<b>Stile at Water Street/Church Street</b> - 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.	BAD TC CF	Landowner will consider fitting a gate. 25% of cost is available from OCC, PC have agreed to contribute 25%. Agreed in principle to move forward, Ruth Power to find out costs, installation and OCC contribution. AS will present info to landowner for further discussion.  completed
July23.015	<b>SARA</b> - AS will share the TP1 form for approval by councillors.	AS	Form is not yet finalised, awaiting for landowners solicitor to produce final version,

**09.23.06 Reports from District & County Councillors**

No reports had been submitted from either District or County councillor.

**09.23.07 Transport Grants**

A survey had been carried out by resident and identified problems with transport for young people due to a lack of busses through the village. Grants are available for village transport and it was agreed to complete the expression of interest. **To be put in newsletter and AS will register interest,**

**09.23.08 Poppy wreath for Remembrance Day**

It had been agreed in the precept discussions that Somerton would grant £100 to the RBL. It was agreed that the PC will pay £100 as a grant a pay a further £39 for a wreath in November.

**09.23.09 PC Poster**

A poster has been created which will be put on the noticeboards and will publicise the parish council, QR code to website and the activities undertaken. It was agreed that the parish clerk email address and mobile phone number will be included.

**09.23.10 Insurance**  
To be discussed at the next meeting

**09.23.11 Highways**

- Drainage & Flooding - AS met with Nick Watson (OCC) and Artur (contractor) .  
And will be overhauling all the drainage system in Somerton in the current financial year. Re-surfacing of the road will be carried out in the next financial year. **AS to email Nick Watson introducing NC and in future NC to lead on this item.**
- Super Users for Fix My Street - TC agreed to register as a superuser. **AS to forward email from Nick Watson.**
- SID figures - latest figures have been downloaded and TC will circulate the results. It was agreed to turn the camera round before the closure of Rousham Bridge.
- Traffic calming measures AS / DC summary. Some prices have been obtained but no decisions have been made. AS to continue to try getting the information from OCC and the PC will consider the purchase of another SID/VAS as OCC is taking so long to get it auctioned. **AS to obtain information.**
- Verge Grass cutting Policy update. (DC & KB)  
DC and KB had spoken to other parish councils for advice and will be seeking views from parishioners regarding wilding areas in the village via WhatsApp, email and Mailchimp
- Volunteer Group for Sign cleaning  
Thanks were expressed to TC who has cleared the chicane and some signs. OCC have said that they will be in the village but so far have not appeared. Another resident of the village has cleaned the signs by the playground, **TC to gather a Somerton Works Gang of volunteers.**
- funding for EV charging points  
Expression of Interest form has been completed.
- Removal of dog bin and rubbish bin on the canal  
The Canal and River Trust have removed the bins due to the amount of rubbish which had been left by the bins by one particular resident. No decision as to PC action was made.
- To confirm if supplies of salt are required for winter 23/24

There are supplies of salt in store at Village Farm. It was agreed that no further supplies are required.

- Google update  
Signage had been put in place on 25<sup>th</sup> September. The Google routing error issue is ongoing.

#### 09.23.12 MCNP

Photographs of views have been submitted to Martin Lipson for the Neighbourhood Plan. Thanks to Catrina Renk who supplied some photographs. The decision to submit to MCNP was ratified in retrospect. MCNP has requested that a Community Engagement meeting is arranged during November in order that revised policies can be presented to residents as part of the MCNP consultation. **AS to arrange meeting**

#### 09.23.13 Playground update

The ROSPA report had been received and 2 items had very bad reports and have been removed.

Two contractors have been found who are willing to repair the items. Andy Hunter has identified high and medium priority items which need attention from the ROSPA report. (He has full Insurance and 3<sup>rd</sup> party liability). There is £1000 ringfenced for the playground and fundraising has been taking place and is continuing.

£1022 is needed in addition to the £1000 ringfenced and £1000 fundraised. It was agreed to ask the Social Club, Village Hall, Resilience Fund, Christmas Bazaar for donations to assist with costs. **AS and B-AD to compose a letter** .

#### 09.23.14 Bus Shelter

Two residents had approached a councillor requesting that the bus shelter be reinstated after it was demolished as it was dangerous. A quote had been received previously for the base only of £20K and it was agreed not to proceed (Dec22 minutes refer) . Both residents are to be asked to email the Clerk

#### 09.23.15 Website

Dealt with above

#### 05.23.10 Sara update

Waiting to hear back from Ian's solicitor about a few items - change of entrance not approved of LDC. so don't want it binding on TP1 in case OCC doesn't approve, but also application of new entrance should be done after the speed reduction of Aston View which is held up with DC. & Milestone Pricing. No issues with the suggested pre-approved events. **AS will share TP1 as soon as available.**

#### 05.23.11 Planning

Applications

[23/02541/F](#)

[23/02152/F](#)

Rill House Heyford Road Somerton Single storey 3-bay garage detached  
Oxfordshire OX25 6LW outbuilding - resubmission of 23/01665/F  
Manor Farm Somerton Road Ardley RETROSPECTIVE - Change of Use from

<a href="#">23/02270/LB</a>	Bicester OX27 7NS Manor Farm Somerton Road Ardley Bicester OX27 7NS	residential dwelling into an 8 bed HMO RETROSPECTIVE - Internal alterations to kitchen and understairs area
<a href="#">23/01645/F</a>	1 The Paddocks Heyford Road Somerton OX25 6LL	Oak framed porch to front of existing house
23/02541/F 23/01665/F	Rill House, Heyford Road	Single Storey 3-bay garage – resubmission of

**Decisions**23/01871/TCA  
23/01443/F**The Orchard, Water Street  
5 Aston View****Notice of Intent  
Approved**

APP/C3105/W/23/3326761

**Notice of Appeal Outline Planning application for 230 dwellings, Camp  
Road, Heyford Park. It was agreed that the PC will follow the lead of MCNP****05.23.12****Finance – The following accounts were approved for payment :**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>VAT</b>	<b>Note</b>
Start Safety	traffic mirror	237.91	39.65	paid 21/8/23
Cathy Fleet	Clk Sal Aug	206.95		S/O
Playsafety	ROSPA report	111.00	18.50	
Cathy Fleet	Clk Sal September	206.95		
HMRC	PAYE	135.60		
CDC	dog bin emptying	180.18	30.03	
Moore	External Audit fee	252.00	42.00	
<b>Receipts</b>				
<b>CDC</b>	<b>Precept</b>	<b>8346.50</b>		

The bank mandates to reflect change of address of Clerk and removal of Neil Good as signatory were signed and will be submitted to Unity by the Clerk

Meeting dates for 2023  
28<sup>th</sup> November

**Proposed dates for 2024 – last Wednesday of alternate months**

31st January

27<sup>th</sup> March29<sup>th</sup> May (this is bank holiday week so date may change)

31st July

25<sup>th</sup> September27<sup>th</sup> November**ACTION LIST SUMMARY**

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July23.03	<b>Website</b> - BAD/AS/CF/TC to refresh website – meeting to be arranged. TC to update website calendar	BAD/AS/CF/TC TC	On-going <b>Meeting will be</b>

			<b>arranged with Nick Thomas to discuss updating the website.</b>
July23.04	<b>Stile between Water Street/Church Street footpath-</b> BAD to speak to landowner and see if the stile could be changed to a kissing gate.	BAD	Landowner will consider fitting a gate. 25% of cost is available from OCC, PC have agreed to contribute 25%. Agreed in principle to move forward, Ruth Power to find out costs, installation and OCC contribution. AS will present info to landowner for further discussion
July23.015	<b>SARA</b> - AS will share the TP1 form for approval by councillors.	AS	Form is not yet finalised, awaiting for landowners solicitor to produce final version,
Sept23.01	<b>Transport grants</b> - To be put in newsletter and AS will register interest	AS	
Sept23.02	<b>Drainage &amp; flooding</b> - AS to email Nick Watson introducing NC and in future NC to lead on this item.	AS	
Sept23.03	<b>MCNP</b> – AS to arrange Community Engagement meeting <b>for revised plan.</b>	AS	
Sept23.04	<b>Playground</b> - AS and B-AD to compose a letter to local groups asking for help with funding	AS/BA-D	