**GARSINGTON PARIS****H COUNCIL – draft minutes**

The Monthly Meeting of the Parish Council was held as a virtual meeting on Monday 12th April 2021 at 7.30pm. The Chair was Cllr Chris Wright, present were Cllrs Paul Bolam, Mike Patrick, Ian Ashley, Matthew Dovey, Anne Eastwood, Judy Westgate, Richard Betteridge, District Cllr Elizabeth Gillespie with L Stevenson in attendance.

4 members of the public were present, representations had been asked for by letter or email

The meeting commenced with a minute’s silence as a civic mark of respect for HRH Duke of Edinburgh following his death.

4/21/1 Apologies for Absence

County Cllr Lorraine Lyndsay-Gale

4/21/2 Declarations of Interest

Cllrs Ian Ashley and Matthew Dovey declared an interest in the planning application P21/S1235/HH

4/21/3 Public Participation

A member of the public referred to the increasing number of heavy lorries passing along Oxford Road and wanted more information on the 20MPH limit. Cllr Matthew Dovey referred to the traffic survey (date to be arranged) and the resident offered to help. Cllr Matthew Dovey added that the Parish Council were waiting to hear from County Cllr Lorraine Lyndsay-Gale regarding the 20MPH.

4/21/4 Minutes of the Monthly Meeting held on 1st March 2021

These were agreed

4/21/5 Matters Arising from the Minutes not covered elsewhere on the Agenda

Regarding the court case with Greenwood’s owner, Cllr Chris Wright reported that on the previous week he and three SODC executives spent four and a half hours in court. As Cllr Chris Wright was the last witness, he was not able to hear most of the arguments presented by either the council or Mr Yassine. The magistrates decided that although they accepted the evidence of the environmental damage, in their opinion the damage was caused by a person or persons unknown. They decided that SODC had not proven that Mr Yassine had been the cause of the damage. However, SODC has also filed a notice against a Mr Ali, the freeholder of the site, the house and the horse field. He has not appealed and so SODC will be pursuing their case against him. In addition, during the ‘discovery process’, SODC were able to find out the identities of the other business operators on the site (although there is no evidence of any tenancies with Mr Yassine}, and they will consider launching a fresh action against the operators of the group.

Cllr Richard Betteridge reported that he was meeting with County Highways regarding new and existing footpaths in the coming week.

Cllr Matthew Dovey reported that he will progress the links with AONB.

Cllr Matthew Dovey reported that the speed camera ordered had not yet arrived although there was a 6week lead in time.

Cllr Ian Ashley reported that the school were interested in a footpath at the top of Denton Lane and beyond to the Sports & Social Club car park. Cllr Ian Ashley will raise this at the meeting he will attend with County Highways and feed back to the school group

4/21/6 County Councillor’s Report

previously circulated

As County Cllr Lorraine Lyndsay-Gale did not attend the meeting, and there were several agenda items listed for her response, the Clerk will write to ask for updates on these items and raise any further issues brought up during this current meeting.

4/21/7 District Councillor’s Report

District Cllr Elizabeth Gillespie stated that she would accompany the Planning Enforcement Officer on their site visit in the next week to The Three Horseshoes.

4/21/8 Finance.

The Clerk had circulated a budget monitoring report for the current budget with a forecast. It was agreed to carry unspent project expenditure forward into the 2021/2022 budget figures.

The Clerk reported that the Internal Auditor was to visit on 26th May.

Draft accounts for 2020/2021 were previously circulated. Clerk was asked to split the administration figure to show other costs involved. Clerk will send round updated draft accounts.

The CIL report for spending in the year 2020/2021 was circulated, this report will go to SODC and onto the website.

The Clerk reported that the new defibrillator was covered by insurance. The question of burial ground insurance had been asked of the Insurers. Gravediggers will be covered by their own insurance. However, our Insurers recommended a ‘regular’ inspection of the area, to ensure the land is safe for service users, but could not give details or frequency.

Clerk will contact the Church Warden to find out what inspections are routinely carried out in the graveyard.

Cllr Judy Westgate reported that following an item in the Newsletter a person had come forward to offer help with desk top publishing. It was agreed to offer £50.00 for this one-off help to cover expenses.

Clerk reported that Register of Interest confirmations/amendments to submit to SODC were still outstanding from Cllrs Ian Ashley, Matthew Dovey and Paul Bolam. Clerk will send documents around again.

Precept papers showing the calculations were circulated for information. District Cllr Elizabeth Gillespie offered to enquire whether all the information to calculate an increase in total precept could be provided by SODC.

Balances and invoices for payment

Barclays Current Account at end of March - £64,494.19

To note DD to Grundon of £51.37

Receipts

£290.00 – Newsletter advertising

The following invoices were approved for payment online

£545.22 – to reimburse Stephen Wood for new burial ground plants (grant)

£475.00 – to Parchment Prints for Newsletter printing April/May

£341.99 – OALC membership 2021/2022

£300.00 – to Garsington Sports & Social Club for grass cutting final invoice for 2020 season

£252.00 – to Taylors Services (Oxford) Ltd for defibrillator electrical installation

£154.67 – to reimburse Cllr Richard Betteridge for new burial ground weedkiller, fencing and tree stakes (grant)

£144.50 – to Garsington Village Hall Trust for 50% share of refurbishment of Village Hall Noticeboard

£15.00 – to Oxford Greenbelt Network for subs 2021

£551.63 – Clerk’s salary March

£46.23 – to reimburse Clerk for zoom fee Mar/April and April/May and printer ink

£28.68 – to reimburse A Wright for purchase of burial register

£2,450.00 – to Alan Bailes Consultancy for Traffic Analysis (part) – paid 22/3/2021

All payments agreed

Cllr Paul Bolam will set up the payments and authorise and Cllr Judy Westgate will authorise them as well.

4/21/9 – Annual Parish Meeting

Clerk gave details of the ceasing of regulations covering virtual meetings on 6th May, what other parish councils were proposing for their annual meetings and the current court case asking for an extension of the regulations to allow virtual meetings to continue.

Following a discussion, it was agreed to hold the Annual Parish Meeting on 10th May before the normal Parish Council Meeting. Both to be held virtually depending upon the outcome of the court case.

4/21/10 Planning

P20/S4360/FUL – solar farm in Nuneham Courtenay. The Parish Council had no further comments to add on this application.

P21/S1096/FUL – The Three Horseshoes, The Green – change of use from Manager accommodation and office to 5 guest rooms class C1 at first floor.

Following a discussion, the Parish Council agreed to submit the following objections to this application -

The Parish Council objects to this application on grounds of a) factual errors contained within the application and b) planning considerations

1. **Factual errors contained within the Application**

**Responses to questions**

5. The question asks has the work or change of use started. The work has started and finished. However the response to the question was NO

 The answer in question 5 also refers to change of use to class C1. We would question whether this is the correct classification since the accommodation has been advertised on Rightmove as short term lets, which included cooking facilities in each room which seems more compatible with Class C3.

6. The form states that the last use of the accommodation was in May 2018 however the lady who “runs” the pub, used the accommodation for periods of time in 2019 and after the ownership changed in 2020.

7. The question asks “ does the proposed development require any materials to be used externally” The applicant has ticked ‘NO’ whereas wooden framed external windows have been replaced with uPVC.

10. The question asks if there are trees and hedges on the proposed development site .  The application has ticked NO – if the site just means the upstairs accommodation that is being converted then this is correct. However, if this refers to the complete footprint of the property it is incorrect

Similarly, and if the question refers to the complete footprint, the question about land adjacent should be answered ‘yes’

16. The question refers “ to a change in RUs etc? The answer is not NO but YES. There is a change of use of a residential unit and probably an increase in RU`s. The proposed change would result in the loss of accommodation for a manager or staff and an increase in residential units

19. the question refers to opening hours. These will surely be relevant to any occupants of the proposed dwellings, particular at weekends if late night opening and music licences are sought.

22. The question asks whether the site can be seen from public land and it has been answered NO. The answer should be YES. Even if ‘the site’ is only taken as the upstairs of the property, changes to the windows have caused much annoyance in the village and have resulted in an SODC enforcement order to change them, in keeping with the conservation area.

 **b) Change of Use**

A) Guest rooms were always a part of the business plan for the Three Horseshoes  BUT only in conjunction with ensuring sufficient staff accommodation. If necessary, the plan was to resurrect the previous lapsed planning application to create staff accommodation in the “ out-building”.

B) Since no application has been put forward for additional staff accommodation at this time, then this change of use will lead to a reduction in the viability of the pub since it will be impossible to attract professional staff if no accommodation is provided. In order to ensure the continuing viability of the pub an appropriate fraction of the space which is the subject of this application must be reserved for staff accommodation eg  for a manager and  a chef and must not be used for guests.

 C) Any guest accommodation allowed must be for Bed and Breakfast accommodation to be managed by and purchased only from the pub so that the revenues and the value accrue to the pub and not to a “third-party” letting agency. Furthermore the business plan assumed that the B&B accommodation would drive overnight stays to use the facilities of the pub. The proposed alternative to let out this accommodation as short term lets is incompatible with this plan.

D) Any approval for a change of use should be

* On a temporary basis only (12 months) so that in the event that no staff accommodation is constructed, the whole of this accommodation automatically reverts back to its original use.
* On a partial basis ie only for that accommodation which is not needed for staff and
* Only on the conditions that the value gained accrues to the pub rather than to a third party and the accommodation is provided as B&B accommodation NOT short term lets which bring NO value to the pub or the community.

26. The declaration is incorrect given the errors above.

P21/S1235/HH- 116 Wheatley Road – to increase size of already agreed rear extension from 4m to 6m. Cllr Ian Ashley and Matthew Dovey did not comment on this application.

The Parish Council had no objections to this application.

Complaint from a resident about building works opp Combewell regarding height of rooflines. Cllr Richard Betteridge reported that they complied with planning.

A resident reported that no 12 Kiln Lane site had been unoccupied for over 3 months

4/21/11 Correspondence to Chairman and Clerk

An email had been received from a resident (circulated) regarding the lack of a footpath from Lower farm to the beginning of Southend and up to the houses. The Parish Council noted this difficulty but felt that provision of a pavement was unlikely in the short term.

Regarding several emails received about the water leaks in Southend, Cllr Richard Betteridge reported that he had met with County Highways and they were looking at putting in a slot drain to catch the spring water and direct to a gully. Cllr Richard Betteridge will notify the residents concerned.

Regarding the tree damage on the verge outside 1 Combewell, The Clerk had been in contact with the site manager of the development company and a tree surgeon had looked at the tree and noted that the damage was minor and the tree was recovering. Clerk has informed resident.

Regarding the Picasso Peace sculpture and whether planning permission was needed to site the statue, District Cllr Elizabeth Gillespie offered to investigate. Clerk was asked to request an image of the assembled sculpture from the artist.

The Clerk had received an email from a resident regarding the speed of traffic in Southend and the poor road surface causing house vibration. The Clerk will advise the resident to report the potholes on ‘Fix My Street’ and also advise reporting any overweight vehicles.

The Clerk had received a notification from a resident in Pettiwell that their boundary wall would be repaired and any rubble would be cleared away. This was noted.

Clerk reported that the Waste Transfer note had been completed and signed.

Cllr Chris Wright had received an email from a resident regarding dog mess on the footpath approaching the school from 33 The Hill up to the school gate. Cllr Chris Wright will respond to the resident and Cllr Paul Bolam will write a piece for the next Newsletter asking dog walkers to be responsible.

Clerk reported that they were still awaiting information about contact details from the Vicar and Sports & Social Club before sending off the Emergency Unit Annual survey.

Clerk had received an invitation to purchase cut out statues to celebrate VE Day on 8th May from the Royal British Legion. The Parish Council agreed not to purchase any of these figures.

Cllr Matthew Dovey raised the matter of litter around the village and the suggestion of signs created by schoolchildren to deter. This had become a thread on social media. Cllr Ian Ashley offered to raise this with the school.

4/21/12 – Playground/Sports & Social Club

Cllr Paul Bolam reported that the gate to the play area had been repaired, No Dogs notices had been put up. Cllr Richard Betteridge suggested that the metal No Dogs signs be refurbished.

Cllr Paul Bolam reported that all defibrillators had been checked. He proposed putting on-line defibrillator training information from the ambulance service around Kings Copse and in the next Newsletter for anyone interested.

Cllr Paul Bolam also reported that the rubbish bin had been vandalised and had discovered broken glass in the dug outs and evidence of remains of a fire. Cllr Paul Bolam requested the Sports & Social Club to monitor this situation.

The Chairman of the Sports & Social Club had queried the terms of the lease regarding responsibility for hedge cutting as he understood that it was the responsibility of the Parish Council. Clerk reported that this issue had been raised before in November 2018 and the Club had been informed that it was their responsibility to maintain the hedges. Clerk will send a copy of the lease to the Chairman of the Sorts & Social Club and also to the rest of the Parish Council.

It was agreed to take up the offer of grass cutting for the play area and kickabout pitch from the Sports & Social Club under the same terms as last year but with an increased offer of £1200.00 to cover 2 further cuts, a total of 12 over the season. Clerk will write to the Chairman with the terms.

Cllr Mike Patrick informed the Parish Council that the Sports & Social Club had suggested the Parish Council consider an approach to the Queen’s College that owns the field at the top of Denton Lane for a short-term lease on the land to use for car parking. Following a discussion, it was agreed to ask the Sports & Social Club for a detailed proposal to be put to the next parish council meeting. Cllrs Paul Bolam and Ian Ashley will arrange a meeting with the Chairman to discuss improvements to the current car park at the Sports & Social Club.

4/21/13 Village Maintenance

Cllr Chris Wright brought up the matter of projects to use funds from the CIL amounts received. These include – footpaths and 2 chicanes near to the school and on The Hill. Cllrs Richard Betteridge and Ian Ashley stated that they would be meeting County Highways Officers later in April to discuss.

Cllr Richard Betteridge proposed weedkilling and re-seeding the grass around the new burial ground area at a cost of around £700.00 (grant money). This was agreed.

4/21/14 Village Bus Service

Cllr Matthew Dovey stated that there was nothing new to report although impending road closures may affect the service.

4/21/15 Burial Ground

The Parish Council thanked Mrs Annie Wright for the work she had done so far to ascertain the tasks needed to administer the burial ground. A final job description for a Burial Ground Manager was circulated and agreed. Responsibility for the burial ground had not yet been transferred from the Church to the Parish Council. It was agreed that the position will be advertised in the next Newsletter.

Cllr Chris Wright offered to contact Horspath Parish Council to find out the level of fees they charge for burial services.

4/21/16 Northfield Update/SODC Local Plan/2050 Local Plan for Oxfordshire/NDP

Cllr Chris Wright had previously shared the report from the traffic consultant and all members of the Parish Council volunteered to assist with the traffic survey.

Cllr Chris Wright reported that initial feedback had been received from the consultants performing the strategic environmental assessment and the site assessment.

Cllr Ian Ashley reported that Bioabundance would be present at an oral hearing in front of a judge on 29th April and will inform the Parish Council how to attend the hearing virtually.

4/21/17 Any Other Business

Cllr Anne Eastwood thanked the Green Gym for cutting back shrubs and arranging stump grinding in Parsler’s Piece and also for planting the Woodland Trust trees in Parsler’s Piece.

Cllr Richard Betteridge reported that the kissing gate below the manor would be installed in the next 3 weeks.

Cllr Paul Bolam reported that giant cones had been left by the contractor along Oxford Road. Cllr Richard Betteridge stated that once finished, these would be removed by the contractor.

Cllr Mike Patrick asked about the traffic meeting, Cllr Matthew Dovey stated that this was not yet arranged

The next Parish Council meeting to be held on Monday 10th May at 7.30pm. The Annual Parish Meeting will be held beforehand on the same day, both virtually.

Meeting closed at 9.30pm