

FULBROOK PARISH COUNCIL

MINUTES OF MEETING

Date: Monday 11th July 2016 7.30 pm

Venue Parish Church of St James the Great

Present:

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| Councillors: | Mr Walford Ingleby WI (Chair) |
| | Mr Gavin Beveridge GB |
| | Mrs L Newman LN |
| | Mrs Patricia Picking PP |
| | Mr Robert Warner RW |
| Clerk: | Mrs Jo Glyde (Clerk/RFO) |
| Parishioners: | Mr L Balbes LB |
| | Mr D Fowkes DF |
| | Mrs F Fowkes FF |
| | Mrs A Hoyle AH |
| | Mr J Learoyd JL |
| | Mr R Newport RH |
| | Mr A Picking AP |
| | Mr D Roberts DR Cordage Group (on behalf of Hawthorn Leisure, owners of Carpenters Arms Public House) |

For convenience the following abbreviations may be used in some instances in these minutes.

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| FPC | Fulbrook Parish Council |
| MEWRA | Meadow End & Walnut Row Residents Association |
| OCC | Oxfordshire County Council |
| WODC | West Oxfordshire District Council |
| OALC | Oxfordshire Association of Local Councils |
| NALC | National Association of Local Councils |
| ORCC | Oxfordshire Rural Communities Council |

1. Public Participation

- 1.1 Carpenters Arms Public House planning application.
 Mr David Roberts (DR) stated he worked for Cordage Group on behalf of Hawthorn Leisure. Cordage is responsible for implementing an alternative use strategy for Hawthorne Leisure. The Carpenters Arms (CA) would remain a Public House; the intention was to raise capital where possible to re-invest back into the business. The group had looked at FPC comments raised on WODC website and had produced slightly altered plans integrating some of FPC comments. £36,000 had been ring fenced to go back into CA for improvements. This would be used for re-decorating internally and refurbishment of the conservatory, possibly into an 'Orangery'. The car park and visibility/access problems raised were designed to national standards. There was additional capital expenditure planned for the refurbishment of the car-park to include tarmac, drainage, lines and spaces and low level bollard lighting. The plans

had now incorporated improved landscaping and 1.8m high fencing between the car park and CA and the new houses. The contractors would have to ensure they followed the 'considerate construction' scheme guidelines. The plans had also incorporated comments from local planning department to be built using natural stone and to increase the height of the chimneys and alter the dormers to blend in better with the surrounding properties. DR also mentioned the Wychwood project. He stated that Hawthorne Leisure was not aware of this project on their land, but that they would retain the fruit trees already established and work to see how the wild-flower planting could be retained, possible in another area the other side of the car-park.

RW asked if the £36,000 was intended for all works, as the CA roof needs substantial repair and this figure would not cover both the works mentioned above and a new slate roof. DR stated that if more money were needed to be spent on improving the CA this would be possible.

RW asked if the rent would go up to cover the costs. DR stated this categorically would not happen.

RN said that a pair of 2 small semi-detached houses was not in keeping with the surrounding housing stock. WI has discussed the development with the local planning officer involved with the development, Mr Michael Kemp (MK), who had told him that Fulbrook needed more housing stock and this plan fitted that requirement.

Hawthorne Leisure had accommodated this in their plans.

WI asked how the building process and deliveries could be managed during the planned building works, to minimise the disruption for the village. DR stated that the contractor would be using the guidelines for the considerate contractor and that Hawthorne Leisure would want to preserve their reputation.

FF asked if there was a time plan for the development. DR said that nothing was fixed, but that the process usually started about 2 months after planning had been granted and that the build would take approximately 4 months.

WI asked if there was a further intention to make the new car park and existing PH into plots 2 and 3 for further development. DR said that this was not the intention; Hawthorne Leisure is a Pub company and wishes to make more money by improving their stock of public houses.

WI asked if this would improve the site and make it look more amenable. DR stated that it was the intention to improve the existing property, which is looking tired and tatty.

RN asked DR to explain more about the S106 money. DR stated that this was not his area of expertise but that the village can ask where this money has been spent.

There was a general discussion about the number of car parking spaces on the new plans and the size of these. The plans show 29 (from 31) car parking spaces (2.5x5.0m), which is a standard size. AP asked if this car park would accommodate the clubs that sometimes gather in the CA. JL asked about the problems of noise and car doors banging at night for the residents of the new properties. FF discussed the issue of deliveries in the new car park for the CA and DR suggested that these be timed differently in the future.

There was discussion about the building period and the disruption this would cause for the CA. FF asked if there would be the possibility of a rent free period to allow for the disruption. DR stated the works would normally happen at night, doing half the car park at a time, before the new houses would be constructed.

LB talked about the difficulties of parking within the new houses. DR showed how the tracking had been planned by the architects to ensure that the new owners would not have to back onto the A361.

WI drew the discussion to a close, stating that FPC would consider what final comments to make at point 7 on the agenda, later in the meeting.

- 1.2 JL asked about the hedge which is intruding onto the footpath, alongside Middle House. WI explained that FPC had already attempted to contact the property owners regarding cutting back this hedge, with no success, but that FPC would continue to pursue this.

Clerk to contact occupiers and discuss hedge cutting

Clerk

- 1.3 RN reported that OCC were starting the talk to the land owners about the Swinbrook footpath issues, previously raised through e-mail with FPC.
- 1.4 JL reported the difficulties of visibility from his property onto the A361, because of the nature reserve on the verge. He would be happy to strim this back, because of the blind spot. WI stated that safety took priority and that he would talk to the Wychwood project about the necessary strimming to take place, by Friday July 14th 2016.
WI to contact Wychwood project to discuss strimming. WI
2. **Declaration of Interests**
There have been no changes to Councillor's interests, and there were no interests to declare regarding items on the agenda.
3. **Minutes of the meeting held on Monday 16th May 2016**
- 3.1 The minutes of the previous meeting were approved by the Councillors and were signed by the Chair.
4. **Matters Arising**
- 4.1 (1.2) RW had considered the implications of the planning application at the CA before re-applying to make the CA a community asset.-
- 4.2 (1.3) WODC have emptied the small red bin in Meadow Lane/
- 4.3 (1.4) Clerk has logged stones at bottom of Beech Grove on both WODC and OCC website, but no action has been taken.
Clerk to re-log the stones at bottom of Beech grove Clerk
- 4.4 (8.2) Clerk gave insurance schedule to WI
- 4.5 (8.3) **Clerk to set up meeting with 2 councillors at TSB to establish on-line access for FPC.** Clerk
- 4.6 (9.3) RW explained that the 'Unitary' council plans, explained at the meeting, involve removing one of the layers of local government, with expected financial savings. However there was no clarity as to what would happen to the assets of these councils and the existing building stock. The devolution would attempt to extend influence and responsibility to a lower level within the Parish Council structure, but that there would not be an increase in the money available to complete the devolved tasks. PP stated that this would result in an increase to the precept and therefore council tax.
- 4.7 **Clerk to contact street lighting department, OCC, again to find out when site visit with the contractor, to discuss alternatives for the VAS (vehicle activated sign), will take place.** Clerk
5. **Financial Statement**
- 5.1 Statement for 1st May to 30st June 2016 was approved by Councillors.
It was also noted that the grass cutting agency payment has not yet been received from OCC despite clerk making contact with the grass cutting team at OCC on many occasions since the start of the financial year.
Clerk to distribute amended Financial Statement to include budget for income from grass cutting Clerk
- 5.2 The Villager Bus company (a voluntary organisation with no wage earning staff) have asked FPC for a donation of £150 towards running costs for the financial year 2016/17. WI suggested a donation of £250 be agreed and GB proposed and RA seconded donation.
Clerk to arrange donation to Villager bus company Clerk
6. **Local and Central Government Funding cuts/savings**
- 6.1 From recent contact with Burford Town Council it has become apparent that the formal clustering of town/parish councils is becoming less attractive, because of the 'highly legalistic' approach being taken by OCC. It was decided to look at each case on an individual basis to see if it would be advantageous to FPC in the future.

7. Planning

- 7.1 WI asked FPC if there were any further comments councillors wanted to make in relation to the CA Planning application. He reported on his conversation with Michael Kemp (MK) (Planning Officer at WODC responsible for this application). MK had stated that Fulbrook would need to have three new housing units built each year to keep up with the OCC build strategy. GB thought the CA scheme would be passed by WODC and considered if there were any more improvements which could be suggested. PP still thought access onto the A361 would be difficult for new house owners, combined with the speed on the road.
WI suggested FPC use the original list of observations and will send the clerk an e-mail to forward to WODC.
- 7.2 There were no other applications received or decisions for the period from 01/05/2016 to 30/06/2016.

8. Playpark

- 8.1 Following discussion it was decided that RW would show FPC councillors how to complete the Fulbrook Playpark Inspection. Councillors will e-mail clerk and clerk will keep an electronic copy of dates Playpark inspected, for insurance purposes.
RW to train councillors in inspecting the Playpark.
WI to co-ordinate the time of training by e-mailing councillors.
Clerk to set up electronic inspection records
- 8.2 It was agreed to pay Mr S Bishop £140.00 for cutting and tidying the Playpark throughout the year.
Clerk to prepare cheque and arrange payment

RW
WI
Clerk

Clerk

9. Village Amenities

- 9.1 The Queen's 90th Birthday celebration was a successful village event, with a small surplus. WI expressed thanks to all those who made the event such a success.
It was decided to give a donation of £50 to the First Aid team (South Central Ambulance Trust Voluntary First Community Responders) in recognition of the time they spent at the event. Clerk explained that to fulfil insurance requirements it is now necessary to have First Aid presence at all Fetes/Galas.
Clerk to arrange payment of donation to SCAT
- 9.2 The current chair of the Amenities Group, Mrs Maggie Thompson (MT), has indicated to WI that she will step down from the role at the end of the year, after the Carol Singing. WI suggested that FPC consider suitable replacements for MT to be discussed at the next meeting. He also talked about developing a strategy of increasing communication with the Amenities Group to ensure they understood FPC objectives (for example refurbishing the VAS) and where the fundraising money was used in the village.

Clerk

10. War Memorial

- 10.1 GB has applied for the grant from Historic England for up to 75% of the cost of the final phase of the War Memorial refurbishment. He should be informed about the success of the application within the next six weeks.
GB will ask Historic England about the procedure for obtaining Listed Building consent.

GB

11. Grass cutting

- 11.1 FPC has still not received the grass cutting agency payment from OCC, usually paid within first 4 weeks of financial year. Clerk has recently approached relevant team at OCC. They have changed the payment method this year, in a cost-saving exercise, and this new system has had problems. Burford Town Council has not received their payment either. On July 4th Clerk received an e-mail from OCC suggesting payment would be made directly into FPC bank account within the next few days.
Clerk to chase payment if not received

Clerk

- 11.2 WI asked FPC why certain areas of village were cut and it was suggested that the verges where there is no house are cut by the contractor, also certain areas liable to flooding, gully at the bottom of Westhall Hill.

12. Website

- 12.1 Mr C Pitt has informed the clerk that he will no longer be able to arrange the hosting of the village website from September 2016. He is looking for a suitable alternative. This led to discussion about the village website, whether it needed to be updated and become more user friendly (both for visitors to the site and the user/up-dater) Clerk suggested that councillors look at some sites recently established in the area, such as FaB WI (Fulbrook and Burford Woman's Institute, created by Sue Newport) and Burford Singers which have both been newly created, in Wordpress. Mr Ben Ebeling has volunteered his services in re-designing the website for FPC.

WI to explore sites and discuss with Sue Newport prior to next meeting.

WI

13. Date of Next Meeting

- 26th September 2016 Parish Council Meeting: 7.30pm.