

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
WEDNESDAY 19th June 2024**

Councillors Present: J Harwood, F Bates, P Briggs, M Brown, D Knight, F Mackinlay, J Salter
Members of Public: 3 members of the public
District Cllrs: Genny Early, Tim Sumner
County Cllr Andy Graham

21/25 Apologies and Declarations

- 82.1 Apologies: No apologies had been received
- 82.2 Cllr Brown declared a non-pecuniary interest in Item 28/25 as a trustee of the Wootton Conservation Trust. item

22/25 Minutes

- 22.1 Minutes of the meeting held on 13 May 2024 were approved, accepted into record and signed by the Chair.

22.2 Matters arising:

There were no matters arising

23/25 Open forum

- 22.1 County Councillor:
The European Political Community summit and the Game Fair will both be held at Blenheim in July and are likely to cause security & highways issues. – Cllr Graham is trying to obtain guidance to give to PCs
- 22.2 District Councillor
Cllr Early presented a report of her actions since taking office. She drew attention to the Home Upgrade grant awarded to OCC, providing funding for home improvements for low income households.
She is a member of the Overview & Scrutiny Committee; CCTV cameras are being upgraded in Witney & Carterton, with new cameras being installed in Chipping Norton. She is on the Planning Committee and is a member of the Community Wellbeing Team, and outlined various funding initiatives available.
She also suggested that the PC should look at having a biodiversity policy.
She will forward her complete report for circulation to all councillors.
She and Cllr Sumner are working closely together and he had nothing further to add.

22.3 Public

A member of the public asked about trimming of verges, particularly at junctions. Chair responded that cutting verges for safety reasons (to ensure visibility) was the responsibility of the county council. The PC is responsible for amenity grasscutting inside the village, which OCC helps with grant funding.

24/25 Planning

24.1 24/00148/LBC - Lower Dornford Farm – **Under consideration**

24.2 24/00147/FUL - Lower Dornford Farm - **Under consideration**

24.3 24/01041/FUL – Woodleys House - Internal and external alterations to Main House and Bell Barn to enable use of both as an events venue. Works to include an orangery extension, removal of unsympathetic alterations, regularise unauthorised works, and restoration of historic features - **Under**

24.4 24/01042/LBC - Woodleys House - **Under consideration**

24.4 24/00748/FUL - Woodleys House - Creation of 33 boreholes spaced 10m apart at 150m deep over 2 areas for the installation of Ground Source Heat Pumps to service Woodleys Estate - **Under consideration**. Concerns were raised about these applications. The Planning Committee was asked to investigate further and will consider drafting a response. An extension of time for a response will be requested.

The latest Botley West consultation will be discussed at the next meeting

25/25 Finance

25.01. The payment list had been circulated before the meeting and was **approved** and signed by 2 members of the Finance Committee.

25.2 The Council's audited Accounts for 2023-24 were **approved**

25.3 The Internal Audit Report had been circulated. The auditor noted progress in the control of finances and made 2 recommendations :

- The I&E report should be kept up to date, reported to PC quarterly, and published;
- Bank reconciliations should be produced to reconcile the balances shown on the bank statements to the reserves calculated on the I&E accounts. The Council considered the report, agreed the recommendations and **Resolved accordingly**.

25.4 Annual Governance and Accountability Return (AGAR)

The draft Annual Governance Statement, the draft Accounting Statements and the Certificate of Exemption were **approved** and signed

25.5 The draft revised Financial Regulations recommended by the Finance Committee had been circulated to all Cllrs. It was **Resolved to approve and adopt** the Regulations.

25.6 The review of the Risk Assessment was deferred to next meeting

26/25 Review of Standing Orders

The draft revised Standing Orders recommended by the Chair and Vice Chair had been circulated to all councillors. It was **RESOLVED** to approve and adopt the document

27/25

Oxford Airport Consultative Committee

The meeting had been attended by Cllrs Knight and Mackinlay. A report by Cllr Knight was circulated prior to the meeting and made the following recommendations:

- that WPC continued to provide feedback on the CAP1616 application.
- that Wootton Parish Council lobbies the new MP for Bicester and Woodstock to campaign for all air traffic to have working transponders.
- that WPC looked to organise a survey of light aircraft and helicopters over the village. This would need a methodical approach by some volunteers but without adequate data we can't petition the airport in its airspace change request.
- that there is a need to consider nudging other parish councils in our area because they can still have a voice through the process.
- that WPC have and will continue to request noise monitoring devices at the airport and ideally in Wootton.

The next Oxford Airport Consultative Committee will be on 4 October 2024.

The Chair thanked DK & FM for their work pursuing these issues. The Council considered the report and recommendations and which were agreed and **Resolved accordingly.**

28/25

WCT Jubilee Meadows access

The Chair had circulated a report outlining the issues, explaining the legal position and including the text of both the original complaints and the response from WCT..

Following guidance from the County Council, he reported that the PC is unable to confirm that WCT does not have the right to close access to the land. The current status is that access is permissive. The report explains how that status might be changed.

The Chair proposed that his report should be published and that he should reply to the complainants and the WCT along the lines of the report. This was **approved.**

29/25

Neighbourhood Plan Steering Group

A report from the NPSG meeting had been circulated prior to the meeting. The meeting had been attended by Clare Richards who works with a charitable organisation, 'Footwork', and proposed that the engagement and research required for the Plan should be carried out by young people in the village who would be trained for the purpose by Footwork. This would involve:

1. Experienced young staff coming to Wootton to train a team (8-12) young people to carry out a survey to collect information from households in Wootton
2. They would be taught how to design questions, how to communicate on the doorstep and put people at ease, and how to collate results, both quantitatively and qualitatively.
3. Once the questionnaires are complete, the information would be analysed and evaluated to produce a report that would be a part of the NP process and would inform the wider survey to be launched at the Flower Show in September.

Total cost to PC would be approx. £500 as a one off payment.

The Chair explained that there was no provision for this in the current 2024-25 Budget. He therefore proposed: (i) that a supplementary budget head for work on the Neighbourhood Plan be approved, (ii) that initial funding of £1,000 (transferred from reserves) be approved; and that approval be given for an allocation of £500 to support the Footwork project. This was agreed and the Council **Resolved accordingly**.

30/25

Date of next meetings :

It was agreed that the meeting scheduled for Monday 1 July should be moved to Wednesday 24 July. With the main item being the draft consultation response to Botley West. The following meetings would be on:

2 September, 7 October, 4 November, 2 December

Signed

Chair Wootton PC