

Minutes of the meeting of Nuneham Courtenay Parish Council held on Tuesday 3rd September 2024 at the Village Hall

The Chair opened the meeting at 7.30pm.

Parish Councillors present: Charlie Vicary (Vice-Chair), John Peters, Judy Eden, Madhvi Saini and Mandy Rigault (Chair).

Also present: four parishioners.

In attendance: Geoffrey Ferres (Clerk).

24/57. Present/Apologies

Cllr Sam Casey-Rerhaye (SODC)

The meeting began with a minute's silence in memory of Ron Benson, who died recently and was former member of the Council.

24/58. Declarations of interest

None.

24/59. Parishioners' issues

Jenny and John Taylor outlined plans for the Playing Field. They said the trees need attention before anything else and the first step has to be a professional tree survey.

They explained there is only £47 in the bank account of the Nuneham Courtenay Sports and Playing Field Association. John said the recent mowing cost £50.

Annual costs of running the Playing Field would include mowing the grass regularly – perhaps eight times per year – and an annual inspection by an independent qualified inspector.

Insurance might be an additional cost, depending on whether there was a way of persuading the Council's insurer to allow the Council to include insurance for the Playing Field in its insurance.

A tree survey would be required at least every three years.

Jenny and John had investigated equipment and they believed the first item should be a goal and other items they had identified could follow.


24/60. Minutes of the Council's last meeting

The Council **approved** the minutes of the meeting held on 18th June 2024. The Chair then signed them and initialled each page.

Action: Clerk to publish signed minutes on Council's new website

24/61. County Councillor's report

The Clerk said he has already published the latest report from Cllr Robin Bennett (OxonCC) on the Council's new website.

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24/62. District Councillor's report

Cllr Sam Casey-Rerhaye (SODC) had sent her apologies as well as her latest monthly report, which the Clerk had published on the Council's new website.

24/63. Planning matters

- a) Land north-west of Nuneham Courtenay situated to the west of the A4074 north of Upper Farm and south of Lower Farm: Construction and operation of a solar farm – Additional Information received 30th August 2024. [P24/S1336/FUL] [Consultation deadline: Monday 16th September 2024]

The Council **instructed** the Clerk to submit an objection.

Action: Clerk

- b) Burcot Solar Farm, road joining Burcot to A4074 passing Burcot Farm: Appeal under Section 78 of the Town and Country Planning Act 1980 following the refusal of full planning permission by SODC on 28th February 2024. [P23/S4132/FUL] [Consultation deadline: Friday 20th September 2024]

The Council **instructed** the Clerk to submit an objection.

Action: Clerk

- c) Berinsfield Neighbourhood Plan: Consultation on the Neighbourhood Plan submitted to SODC and supporting documents [Consultation deadline: Thursday 12th September 2024]

The Council **agreed** not to submit any comments.

- d) National Planning Policy Framework consultation [Consultation deadline: Tuesday 24th September 2024]

The Council **instructed** the Clerk to circulate the comments sent by the Oxford Green Belt Network suggestions and to submit objections based on these and any other criticisms they suggested to him.

- e) Planning Surgeries

SODC's Natasha Ireland has written to town and parish councils offering 15-minute monthly surgeries for members of town and parish councils to discuss general planning queries.


24/64. Finance

- a) Bank reconciliation to end July 2024

The Council **noted** a bank reconciliation to the end of July 2024 presented by the Clerk as Responsible Financial Officer.

- b) Budget monitoring report to end July 2024

The Council **agreed** the recommendation by the Clerk in his capacity

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as Responsible Financial Officer to amend the budget to increase the provision for the Website from £250 to £400, and reduce the provision for the Audit from £600 to £450.

c) Ratification of payments made since the last meeting:

The Council **ratified** the following payments made since the last meeting by the Chair and Cllr John Peters:

- £677.24, Geoffrey Ferres, Clerk net pay 2024-25 Q1
- £43.60, HMRC, PAYE tax deducted 2024-25 Q1.

d) Payments

The Council **approved** the following payments:

- £85.00, Geoffrey Ferres, 2024-25 Q1 Clerk expenses
- £114.00, HCI Data Ltd, domain renewal two years
- £47, Oxfordshire Playing Field Association, membership renewal.

The Chair and Cllr John Peters signed the payments and initialled the supporting paperwork.

Action: Clerk to send payments to HCI Data Ltd and Oxfordshire Playing Field Association

e) Receipts

The Clerk reported the following receipt since the last ordinary meeting in March 2024:

- £131.00, HMRC, VAT refund September 2023 to June 2024.

24/65. Correspondence

The Clerk brought the following items of correspondence to the Council's attention:

a) South Oxfordshire Solar Farm

The Clerk reported that only Cllr Charlie Vicary had responded when he had circulated the message from the developers saying they are "keen to implement a community benefit contribution scheme" and wanted to "know if there are any ongoing or future community schemes/projects in the area that they could potentially consider."

The Council **instructed** the Clerk to write back to the developers.

b) Village Hall car park

The Clerk reported that the Secretary of the Nuneham Courtenay Adult Lunch Club has written to the Council urging it to consider using its Community Infrastructure Levy funding on improvements to the Village Hall car park – a level, stable car park surface and pathway to provide safer access to the hall – particularly for older people and those with limited mobility.

The Clerk advised that it was very unlikely the Council would be able to obtain the agreement of the owners of the properties along the lane

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between the car park and the Village Hall to share the cost of making a level, stable pathway, and without that agreement it could not be done, so the expense of making the car park level would not achieve the Lunch Club's aim.

c) All Saints Church

The Chair reported she has received her own copy of the updated church plan for All Saints Church sent by the Churches Conservation Trust's Isobel Milne following the community meeting in July and outlined for the Council some of the discussions at that meeting.

d) Digital Infrastructure Programme

The Council has been invited to an online webinar from 7-8pm on Monday 14th October on what the Digital Infrastructure Programme is doing to enhance connectivity within South Oxfordshire and its broader work. **Action: Clerk to establish if any councillor is willing and able to attend**

Items deferred from last meeting

24/66. Review of Systems of Internal Control 2023-24

The Council **agreed** to the Clerk's proposal to defer this item to the next meeting due to lack of time. **Action: Clerk**

24/67. Standing Orders

The Council **agreed** to the Clerk's proposal to defer this item to the next meeting due to lack of time. **Action: Clerk**

24/68. Financial Regulations

The Council **agreed** to the Clerk's proposal to defer this item to the next meeting due to lack of time. **Action: Clerk**

24/69. Financial Risk Assessment

The Council **agreed** to the Clerk's proposal to defer this item to the next meeting due to lack of time. **Action: Clerk**

Other business

24/70. Flooding

Cllr Charlie Vicary updated the Council. He said he has met Leigh Travers, a Flood Risk and Drainage Engineer with SODC, and OxonCC's James Feest who has said OxonCC will flush the pipes under the main road near Rogers Metal Management and under Baldon Lane,

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but only if landowners make sure ditches are dug out and cleared first. Cllr Charlie Vicary will therefore seek a visit to Baldon House.

Action: Cllr Charlie Vicary

Cllr Charlie Vicary said the Nuneham Estate's response to the recent flooding has been excellent.

24/71. Insurance

The Council **agreed** to delegate to the Clerk the renewal of its insurance, which falls due at the beginning of November and instructed the Clerk to try to arrange for the Playing Field to be included in the Council's policy. **Action: Clerk**

24/72. Community Safety

The Council **agreed** to the Clerk's proposal to defer this item to the next meeting due to lack of time. **Action: Clerk**

24/73. Speeding and other Highways issues

The Council **agreed** to the Clerk's proposal to defer this item to the next meeting due to lack of time. **Action: Clerk**

24/74. Conservation issues

The Clerk reported he had received several complaints via the website regarding the pruning of the London Plane trees from people outside the parish.

The Chair updated the Council regarding the village guide. The Council **agreed** to pay up to £1,500 on printing copies of the guide.

24/75. Housing Infrastructure Fund 1 Relief Road

The Council **agreed** to the Clerk's proposal to defer this item to the next meeting due to lack of time. **Action: Clerk**

24/76. Playing Field

The Council **agreed** to:

- a) Pay for the cost of a tree survey and for the grass to be mown.
- b) Ask to become a trustee itself, rather than have one named individual councillor as a trustee
- c) Commit to use sufficient CIL money to pay for the goal to be purchased and installed, so it can be in place for next summer.

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24/77. Defibrillator

The Clerk said he has found this evening that the defibrillator is not working and will take it home to establish what is the matter and get it working again. **Action: Clerk**

24/78. Public Transport

OxonCC is asking parish councils to complete a ten-page Bus Stop Quick Data Capture Sheet for every bus stop in their parish [Deadline: Friday 29th November 2024].

The exercise is intended to provide OxonCC with a list of every possible attribute of the county's 4,650 bus stops, from shelter, to pole, to safety, access, lighting, and Real Time Information units.

The Chair agreed to complete the sheets for each bus stop as Parish Transport Representative.

Action: Clerk to print data capture sheets for every bus stop in the parish; Chair to complete

The Clerk informed the Council that the next online Parish Transport Representatives meeting is on Tuesday 16th November 2024 at 1.30pm.

24/79. Oxfordshire Association of Local Councils subscription increase

The Council agreed to support the proposal to increase the Oxfordshire Association of Local Council membership subscription increase appropriate to a council of its size from £140 (plus VAT) to £180 (plus VAT). **Action: Chair and Clerk**

24/80. Business Continuity

The Council **agreed** to the Clerk's proposal to defer this item to the next meeting due to lack of time. **Action: Clerk**

24/81. Succession Planning

The Council **agreed** to the Clerk's proposal to defer this item to the next meeting due to lack of time. **Action: Clerk**

The meeting closed at 9.40pm.

Signed: 

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