

**CURBRIDGE AND LEW PARISH COUNCIL**  
**Minutes of the Annual Parish Council Meeting**  
**Parish Hall, Curbridge, Monday 9<sup>th</sup> May 2022, 6pm.**

**PRESENT:** Cllrs. Glenn Gannon (Chair), John Courtney, Patrick Foley, Angela Boddington, Phil Boddington.

**IN ATTENDANCE:** Howard Higgins (Clerk & RFO), Ted Fenton (County Cllr), 3 members of the public.

**10. ELECTION OF OFFICERS**

This being the first meeting following the election of the Parish Councillors each completed the declaration of acceptance of office. The Officers having been elected and this being the Annual Meeting of the Parish Council, the Chair was elected: Chair - Glenn Gannon, proposed by Patrick Foley, seconded by Angela Boddington.

**11. PARISH COUNCILLOR CO OPTION**

Mark Wilson agreed to stand as Parish Councillor (stood for election but an error in the nomination form meant he was not elected). RESOLVED: Mark Wilson co-opted as Parish Councillor.

**12. APOLOGIES FOR ABSENCE**

Ben Woodruff (District Cllr.)

**13. SIGNING OF DECLARATIONS OF INTEREST AND DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS WITH REGARD TO ANY MATTERS UNDER CONSIDERATION AT THE MEETING.**

All completed documentation to be passed to the clerk. No declarations of interest in respect of matters under consideration at the meeting.

**14. MINUTES**

Query from Mr Steve Forde (present at this meeting) received by clerk in respect of the draft minutes for the meeting on 11<sup>th</sup> April 2022. He said the following should be added (wording used from the email Mr Forde sent to the clerk):

*'It is worth noting that Mr Woodruff said something along the lines of that creating fear and scaremongering with fake news wasn't helpful and it simply wasn't true that the floodgates would open'.*

RESOLVED: as Ben Woodruff was not present then this cannot be addressed so agreed this statement can be included for these minutes being the current meeting. Ben Woodruff can clarify this matter with the Parish Council for the next meeting and the Parish Council can respond to Ben Woodruff as may be appropriate.

For clarity this does not affect any resolutions in the minutes for 11<sup>th</sup> April and only refers to the addendum.

RESOLVED: that the minutes of the meeting held on 11<sup>th</sup> April 2022, which had previously been circulated, be approved as a correct record and signed by the Chairman.

**15. MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**

None.

**16. COUNTY AND DISTRICT COUNCIL MATTERS**

Ted provided an update on county council matters but there is little to report due to time being taken with the County Council elections. Ted confirmed Abbeymill Homes will be responsible for the alley between Dovecote Place and Well Lane as it has not been adopted by Oxfordshire County Council. RESOLVED: Ted will e-mail confirmation to the clerk and the clerk can contact Abbeymill Homes to try and resolve.

Glenn gave an update on traffic speed and calming measures on the A4095 at Lew. Consideration is being given to gate style village signs to help slow traffic.

Ted left the meeting.

No update on outstanding and current District Council matters due to the District Councillor not being present.

Glenn requested an update from Mr Forde in respect of the enforcement notices. Mr Forde advised this is being dealt with by his agent. The enforcement notices are subject to an appeal lodged by the site owner. This is with the planning inspectorate under appeal reference numbers APP/D3125/C/22/3295097 and APP/D3125/C/22/3295096.

Some discussion about the removal of Parish Council owned dog bins by WODC without the authorisation of the Parish Council. WODC have replaced the bins with their own combined litter and dog bins. This has raised numerous questions and the clerk has not had definitive answers to several matters. As a minimum WODC should return the bins or pay the Parish Council for taking its property. There is concern over future charges and the inability to use anything other than WODC's own contractor to empty the bin. RESOLVED: clerk to pursue this matter and contact the District Councillor.

## **17. VILLAGE DESIGN STATEMENT**

The Parish Council would like to find volunteers to help with keeping this document up to date. A member of the public volunteered at the meeting but will take some time to address but they may have someone else who can assist. Some discussion about neighbourhood plans but Glenn advised there is a lack of available time amongst the councillors (work commitments) so for the meantime maintaining the Village Design Statement is the best way forward.

## **18. PLANNING APPLICATIONS**

- 22/00655/FUL - Conversion of existing grain store to provide holiday, event and tourism accommodation. Caswell House Hall And Events Venue, Caswell Lane, Brize Norton. RESOLVED: no comments.
- 22/00788/FUL - Conversion of agricultural buildings to form 5 dwellings (Class C3) with associated demolition, alterations, landscaping and access works. Curbridge Downs Farm, Burford Road, Minster Lovell. RESOLVED:
  - There is concern over the safe access to and from this property for traffic (given this will almost certainly increase the vehicles using the site). This access is nearly opposite the traffic light junction serving Burford Road and Downs Road;
  - The Parish Council is concerned proper research has not been carried out in respect of the history and heritage of the barns;
  - Are the barns currently being used by wildlife (such as bats) and what mitigating factors have been put in place.

Following application received after publication of the agenda:

- 22/01057/HHD - Proposed front dormer window to create 3<sup>rd</sup> bedroom. 64 Well Lane, Curbridge. RESOLVED: no comments.
- 22/01152/S73 - Variation of condition 2 of planning permission 21/02118/FUL to allow loft conversion with 3 additional dormer windows to front, 2 dormer windows to rear and a small round window to both side elevations. Far Horizons, Lew. RESOLVED: no comments.

Observation was made in respect of planning application 22/00744/OUT and the right to attend the Lowlands Planning Committee when this will be decided. The next 2 dates are 23 May and 20 June. It is thought highly unlikely that this will be considered at the meeting dated 23 May and could be a while before it goes before the committee. Reminded of running order for the right to speak before the committee being Residents then Parish Council then Developer.

Mark Wilson left the meeting.

## **19. FINANCE**

Cheques for signing: Wages additional hours (£72); tax refund (standing order incorrect £8); internal audit (£135); Grass cut (£445.20); printer ink (£55.60); play area inspection and dog bin emptying (£233.08); insurance (£842.46); play area bark chippings (£1,260).

Internal audit report checked and year end figures agreed. Annual Governance and Accountability Return signed.

Bank balance as at 29<sup>th</sup> April 2022 = £19,122.64

Clerk has started to address on-line banking but this will need a councillor to assist as 2 persons required to authorise on-line payments. RESOLVED: Angela has agreed to assist.

## **20. WELL LANE PLAY AREA AND PLAYING FIELD**

April inspection signed by Chairman.

Phil advised of ongoing rabbit problem. The Fencing contractor to go ahead with replacement fencing but leaving vegetation alone on the field side. This will go some way to addressing the rabbit problem from the neighbouring field.

Quote obtained for a new roundabout from the regular contractor but further quotes required due to the costs involved. Glenn to contact contractor to obtain prices for replacement swing seats as these will need replacing in due course.

## **21. SUNDRY NOTICES**

- There is no date for the installation of the new noticeboard at the play area.
- Clerk met Rachel Crouch and agreed to installing 'bus stop library' by the play area. Volunteers have been arranged by Rachel to look after the library. The bus stop is not suitable due to further vandalism from graffiti. This will be cleaned when time permits.
- The Parish Council has been informed of the unveiling of a new Blue Plaque at Beecham Cottage, Lew Road, OX29 7PD. This is commemorating Thomas Beecham (manufacturer of patent medicines). This will take place on Saturday 21 May at 11.00 am.
- Discussion about an afternoon tea event at the Parish Hall to celebrate the Queen's Jubilee. Given the number of residents now within the Parish Council region it was considered impractical due to size of the Hall and the lack of parking.
- Consideration given to creating a green canopy at the lower end of the Lord Kitchener field to celebrate the Queen's Jubilee. RESOLVED: agreed in principle and to be revisited at the Parish Council meeting in September before tree planting season.

**Next Meeting** - Monday 13<sup>th</sup> June.

**Cllr. Glenn Gannon, Chair of the Council**  
**Signed 13<sup>th</sup> June 2022**