

The Parish Council of St. Helen Without

Minutes of the Parish Council Meeting held on Monday 22nd May 2017 at 7.30pm
Shippon Church Hall

Present: Cllrs. M. Russell (in the Chair), M. Gilbert, C. Priestley, C. Parkin, M. Page, K. Houlden

In attendance: Cllr Richard Webber, Mr Derek Kelso, Mr Geoff Fitzgerald, Anna Clarke (Clerk)

1. Apologies for absence

Cllr V. Talbot

2. Declarations of Personal or Personal and Prejudicial Interests

Cllr Parkin - the Manor planning application

Cllr Gilbert – Local Plan Part 2

Cllr Russell – Dalton Barracks

3. Matters raised by

a) members of the public

Nothing raised

b) Attending Councillors & MoD

Cllr Richard Webber

Local Plan Part 2 - Cllr Webber commented that an evidence base is being gathered for the need for the finances and roads to support a huge amount more houses being proposed in Shippon and Marcham. County is very aware of this need. A survey was carried out in Marcham to look at air quality from traffic. More than 15,000 vehicles are passing through Marcham each day, plus 900 HGV. If there was a ban on HGV, this would push the air quality pollution back to below dangerous levels for the next few years. Traffic would be pushed towards Gozzards Ford. OCC don't have the manpower to do surveys but are very interested in the figures from this survey. Rat runs like Marcham and Shippon are at full capacity.

There is a massive shortfall in funding from government for the slips. There is no point in building more houses unless the road structure is there to support it, so there will be a lot of discussion over that in the coming months.

Cllr Webber will try and attend some of the Joint NP Steering Group Meetings to ascertain what the salient points are where County will need to provide input in terms of infrastructure. There are approx. 50 NP's going on at the moment, so manpower is low to support them all.

Cllr Priestley commented on the issues with getting maps and info from County on where they cut grass in the Parish. Their contractor must have had this info. Cllr Webber to take this up with Laura Hutchins-Payne and try and get some accurate maps. Ownership of grass is quite difficult to ascertain as some belong to County, some to the Vale and some are privately owned. RW

Cllr Houlden looked at the maps provided by George Edmonds-Brown and commented that residents have actually been cutting a lot of the areas that are actually stated as being cut by County.

MoD

Mr Kelso reiterated that the offer of the ride on mower is there from the Station Commander. He was pleased to meet with members of the PC and would like to do so on an annual basis forthwith.

4. Minutes of the Meeting held on 10th April 2017

The minutes were agreed and signed by the Chair.

5. Local Plan Part 2 (LPP2)

The SHWPC response has been submitted to the Vale.

a) Highways matters

VAS Cllr Russell has forwarded all the info to Cllr Priestley. The Pole is due to be in by the end of May. Cllr Priestley will follow up if this does not happen. The VAS will record speed and volume. The PC will need to be taught how to download all the data.

Speed Camera – Cllr Page met with PCSO Osborn to discuss establishing a Community Speedwatch in our area. The steps we would need to take are as follows.

1. Formally apply to Community Speedwatch to establish a group. Purchase of a Home Office approved speed recording device, signage, reflective jackets etc., through the Community Speedwatch shop. Devices would be in the range of £1-2,000 with an additional amount payable for signage and other equipment.

2. Volunteers willing to carry out the speed checks would need to be trained in the use of the equipment and there are strict rules about the locations at which these can be carried out. Each check would have to be subject to a formally recorded Health and Safety risk assessment.

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3. Volunteers to process the data recorded during such speed checks. These individuals would be Thames Valley Police volunteers and would need to be subject to vetting to obtain clearance to access Thames Valley Police and Police National computer databases. Such access could only be made at a Police Station. The vetting process is quite exhaustive and can take up to three months.

4. If an offender has no previous speeding offences recorded a warning letter will be sent. If they have previous convictions or letters of warning a prosecution will be triggered.

5. Firstly, it will be necessary to ascertain that there is a problem that warrants this scale of expenditure of public funds. The VAS in Barrow Road would provide data of vehicle speeds by time of day and direction of travel. The other problem areas identified, Cholswell Road, Long Tow and Honey Bottom Lane would need to be surveyed by use of 'Archer strips' which are deployed by OCC at a cost of £195 per location. PCSO Osborn would be willing to mitigate these costs somewhat by carrying out speed checks himself, resources permitting. The last check he did in Barrow Road in the mid/late afternoon showed minimal offending with the highest speed recorded being 38 mph

Next Steps

a) undertake a comprehensive survey of vehicle speeds at the problem locations identified within our parish through the use of Archer strips (and PCSOs where possible) to establish the true scale of the problem.

b) subject to what this reveals, contact neighbouring parishes to establish the appetite for a collaborative venture.

c) having done so to report back to the Council with a preferred course of action.

Road Narrowing – Cllr Russell wondered whether road narrowing with a hump should be considered for Barrow Road? Again, this would need to be evidence based.

Honeybottom Lane – The Archer tubes may have been put in the wrong place at the Harley Davidson end and should have been in the 60 going into 30mph strip. Cllr Page to check if it was in the correct place and get it reset if necessary. This will be at a charge of another £195. This needs to be reset. Results of the original placements were average speed at 85th percentile 42mph. When all the evidence is in, the County can be approached, if necessary, re a change of speed limit. The £195 for another set of archer tubes was agreed by all. HSC

Ride on Mower – it was agreed that the PC would not proceed with the ride on mower at this stage. The PC would, however, like to thank The Station Commander and Mr Kelso for the kind offer.

Smarten up The Parish Day – the HSC to put together a day for volunteers to do things such as paint the village gates. Date to go in the newsletter. HSC

b) Abingdon Town Council Neighbourhood Plan

Community Governance Review - ATC have submitted their request but as yet have no indication on the timescale which the District Council are working to. It will to a Community Governance Sub-Committee or Working Group.

c) Overhanging Vegetation

Cllr Parkin to follow up re Faringdon Road.

CP

The Clerk to write re Rookery Close.

AC

d) Enforcement

The windows on 62 Barrow Road are still not completed. Clare Merrit to carry out a site visit.

e) Neighbourhood Plan (NP)

Cllr Parkin updated on the Steering Group - Cllrs from both Parishes will be attending the Steering Group now on a 3 month rotation. There was an agreement that up to £100 could be spent on items such as ink cartridges but over this will need to be agreed by Councillors. A meeting was held to get volunteers on board and there were approximately 20 on top of the Steering Group volunteers. They all got into groups and completed a questionnaire and the answers will be collated soon. Each Group had volunteers who signed up. The Steering Group will have a stand at WaDStock.

The JMC have met and whilst not all issues have been resolved, there will now be a requirement for 3 quotes for goods and services. There will be a separate bank account set up for the NP groups, which all Cllrs will have access to be able to see. George Edmonds-Brown will be the RFO. George is still being paid by Wootton as JLO.

The Terms of reference have gone to the Steering Committee. It is the format that has been used by the Vale.

The JMC agreed to get the steering group a laptop. Richard Bahu is currently in possession of it as he is doing the minutes. The minutes of the meetings will be posted on the Neighbourhood Plan website.

Cllr Parkin to report back if this is being done.

CP

The NP Steering Group would like to have a walk round Dalton Barracks of what they would be looking at in terms of development.

Mr Geoff Fitzgerald commented that he had spoken to someone from Radley who said that they'd had very little support from the Vale in doing their NP. She also said that larger developments can be zero rated CIL, so it could be that all the hard work goes in to the NP in order to get the higher rate of CIL

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whilst actually ending up with none. Mr Fitzgerald also questioned what was happening about the conflict of interest after the issue was raised at the committee about one member of the Steering Group? Cllr Parkin reported that Mr Ashton did not take part at all in the last meeting. The Terms of Reference now specifically state that, at the beginning of each meeting declarations of interest must be made and then it sets out the action which must be taken if a declaration of interest has been made. Mr Ashton has taken up the issue with the Vale who have written back and said that he must stay out of evidence based material.

The biggest issue faced with the NP is getting volunteers.

5. Finance and Administrative Matters

a) Accounts for payment

Payee	Purpose	Total	VAT
PCC of Shippon	Room rental PC Meeting	£16	
Parish Clerk	Salary April & May	£870.24	
Parish Clerk	Expenses April & May	£88	
John E Wright Printers	Printing LPP2 Open day	£100	
John E Wright Printers	Printing LPP2 Open day	£65	
Dalton Barracks	Youth Club Grant	£750	
BGG	Grass Cutting	£240	£40
ST Grounds Maintenance	Bin Emptying April	£20	
Accounts not published on the agenda			
Roger Symes	Internal Audit	£180	
Ringrose Tree Services	Tree Survey & Vegetation removal	£396	£66
Came & Company	Insurance Renewal	£760.36	

*Clerk's pay amended as incorrect on agenda, should have been 2 month's salary

b) SHWPC has received an invoice from Wootton PC for £100 for grass cutting in Dry Sandford. It was unanimously agreed not to pay for this as the cut was not requested by the PC and SHWPC had already voted not to take responsibility from OCC for grass cutting in the Parish but would monitor visibility splays and the state of the verges. OCC will be undertaking their 1 annual cut in July and if more are required, then the PC would obtain quotes and arrange a further cut.

c) Cllr Russell read out the Annual Governance Statement on the audit document and it was unanimously agreed. The Annual accounts were also agreed unanimously.

d) It was agreed by all to continue with the 3-yr Insurance agreement with Came & Co.

e) Applications for Grants

None

6. Matters raised by members of the Council

Newsletter – Need contributions from Rich Osborn, Cllrs Webber and MoD.

AC

Manor Prep School - Janine Elliot asked for 5 days on site as opposed to 5 1/2 days a week as stated in the discharge of conditions. Cllr Priestley suggested that discussions with the Manor should be focused on things that could actually realistically be changed such as the bollard lighting.

Prince of Wales Pub - The Community Asset nomination form was accepted.

Noticeboard Lashford Lane – the Clerk to get a quote for a new noticeboard.

AC

Rat problem at Meadowbrook – The Vale no longer deal with rat issues, so it will need to be dealt with by a private pest control company.

7. Planning

Barrow Rd - When the plans are amended for Barrow Rd, if the application number remains the same, it will need to be taken up with Emily Hamerton as it will be out of time to be 'called in'.

a) Decision Notices

Ref:	P17/V0594/HH
Date	10 th March 2017
Description	Single storey rear extension and demolish existing conservatory
Address	35 Rookery Close, Shippon
St Helen Without PC's comments	No objections

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Decision	Planning Permsission granted 20 th April 2017
Ref:	P16/V3129/FUL
Date	13 th January 2017
Description	Construction of independent single storey toilet block in churchyard
Address	Church of St Helen, Church Lane, Dry Sandford
St Helen Without PC's comments	St Helen Without PC would object to this application as it is not in keeping with an historic building and archway. It is in the wrong location and would severely impact on the historic listed church building and archway. The white finishing, a wood clad breeze block structure and PVC/UPVC fixtures and windows are completely inappropriate for a structure next to the Church and Archway
. Decision	Application has been withdrawn by applicant.

Ref:	P17/V0477/PDH
Date	22 nd February 2017
Description	Single storey rear extension depth 4.800m, height 3.710m. Height to eaves 2.495m.
Address	29 Sandleigh Road, Dry Sandford
St Helen Without PC's comments	Permitted development. For info only.
Decision	PDH agreed 24 th March 2017

Ref:	P17/V0548/SCO
Date	7 th March 2017
Description	Scoping Opinion request - for residential development of up to 200 dwellings; means of access and associated works with all other matters
Address	Land off Dunmore Road
St Helen Without PC's comments	For information only
Decision	Sco. opinion issued on 6th April 2017

Ref:	P17/V0490/FUL
Date	8 th March 2017
Description	Renewal of previous planning permission for the demolition of existing commercial premises, and construction of new building to form four flats
Address	53 Besselsleigh Road, OX13 6DX
St Helen Without PC's comments	No objections
Decision	Application withdrawn

b) Applications dealt with between meetings

Ref:	P16/V3165/FUL
Date	19 th January 2017
Description	Proposed 4 no dwellings and works there to
Address	Land adjoining no 38 Barrow Road, Shippon, OX13 6JF
St Helen Without PC's comments	<p>This site is washed over by the green belt , however there is limited infilling allowed in the village of Shippon. Vale LPP1 Core policy 13.</p> <p>This site is in the oldest part of the village and has listed buildings on the east and south.</p> <p>The level of the site is appropriately 2 metres higher then Barrow Road so any development must take this into consideration and be sympathetic with this part of the village, retaining this section with its historical impact for the village.</p> <p>There are other sites in the village where infilling would not have such a detrimental affect.</p> <p>The present proposal is inappropriate for this site for the following reasons</p> <p>1. The size and height of the houses are inappropriate and would over dominate this area and considerably change the present historical setting of Barrow Road. The house on plot 4 is only 7 metres from the low listed wall and 11 metres from the listed Stable Block Grade II of Church Farm House. The wing at the back of Church Farm House Grade II which is also listed, is probably the oldest building in Shippon and both of these retain their original</p>

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	<p>condition. The site faces south towards the Old Manor another House Grade II listed building. The application does not preserve or enhance the setting of the listed buildings as required under the Planning (Listed Buildings and Conservation Areas) Act 1990.</p> <p>2. Plots 1 and 2 on the north of the site, with houses of this scale will result in over dominance to the properties Nos 2 and 3 White House Close. The bungalow No 2 White House Close will suffer overshadowing with loss of light and privacy.</p> <p>3. The proposed entrance/exit on to Barrow Road is considered to be inappropriate for this site. Barrow Road at this point is starting to narrow and curve and with the volume of traffic here a good visibility splay will be essential. The entrance also needs to be acceptable for emergency and service vehicles so would require enlarging and fundamentally impact the prominent stone retaining wall on the south boundary. An alternative access from Elm Tree Walk should be investigated.</p>
Decision	13 th February 2017 (no decision issued as yet)

Ref:	P17/V0663/FUL
Date	17 th March 2017
Description	Demolish & replace 2 buildings
Address	Rushwood, Cothill Road, Dry Sandford, OX13 6JW
St Helen Without PC's comments	No objections, but the tree preservation officer needs to visit the site to look at trees possibly in need of protection
Decision	8 th May 2017 (no decision yet issued)

Ref:	P17/V0605/FUL
Date	14 th March 2017
Description	Extension to provide office accommodation and change of use from residential dwelling to be used as the head office for Cothill Educational Trust.
Address	Cothill House School, 7 Cothill Road, OX13 6JL
St Helen Without PC's comments	No objections
Decision	5 th May 2017 (no decision issued as yet)

Ref:	P16/V0806/HH
Date	31 st March 2017
Description	Proposed wooden fencing to boundary of property
Address	76 Barrow Road, Shippon, OX13 6JQ
St Helen Without PC's comments	No objections
Decision	23 rd May 2017

Ref:	P17/V1173/PDH
Date	28 th April 2017
Description	Single storey rear extension Width: 8m Height: 3.0m Height to eaves: 2.8m
Address	65 Lashford Lane, Dry Sandford
St Helen Without PC's comments	For info only. Permitted Development.
Decision	9 th June 2017

Ref:	P17/V0884/DIS
Date	31 st March 2017
Description	Discharge of conditions 9 - drainage details, 10 - Thames Water condition, 13 - Construction of Method Statement, 15 - landscaping scheme and 21 - materials on application ref. P16/V1088/FUL Hybrid application comprising a detailed application for a sports hall, AstroTurf pitch and pavilion, relocated netball and tennis courts, new canopy to lower school building, car park extension to rear and rearranged access, car park and drop off at front of school; and an outline application for erection of a swimming pool, two classroom buildings and extension to dining room (all matters reserved except access).
Address	The Manor Preparatory School, Shippon, OX13 6LN

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St Helen Without PC's comments	The Construction Management Plan contained within the Supporting Documentation gives rise to plenty of issues that the Parish Council would need to respond to on behalf of the village and affected residents. The document states that working days would include Saturday morning , however they have all week and all school holidays, so it is reasonable that residents should have weekends to themselves. Likewise, delivery times, should be limited to reasonable hours, certainly not before 6.30a.m. The Parish Council would gratefully request details of the Vale's plans for monitoring of pollution, vibration, noise and traffic. We have also not yet heard back from either the Vale or Manor Preparatory school on the PC's concerns with regards to the car park lighting and alternative suggestions for more appropriate lighting. Please would you be able to let the PC know what consideration has been given to this by both parties? In light of the above concerns, the Parish Council would strongly appreciate more time to give due attention to responding to the information contained within the Discharge of Conditions.
Decision	12 th May 2017

Ref:	P17/V1180/FUL
Date	10 th May 2017
Description	Demolition of existing single storey building which provides borders dormitory and house parents accommodation for Cothill House School. Demolition of ancillary out-buildings associated with the building and site. Erection of new two storey borders dormitory and house parents accommodation to provide additional and improved facilities and spaces to modern standards, including improved access, paths & terraces. Existing pick-up/set-down area to be increased to accommodate start and end of term vehicle movements.
Address	Cothill House School, 4 Cothill Road
St Helen Without PC's comments	No objections
Decision	30 th June 2017

8.Sandleigh Road Recreation Ground

Cllr Priestley carried out an inspection and all was fine.

Goal Posts - Cllrs Gilbert & Houlden to remove the goalpost as it is no longer useable. The Clerk to obtain quotes for 2 goal posts. AC

Felled Trees –The vegetation has been removed. The Clerk to write to 61 Lashford Lane asking them to remove the rubbish/rubble, as per the agreement with Cllr Russell. The PC has kept its part of the bargain. AC

Tree Survey from Ringrose has been completed. Cllrs to walk the field to agree which need attending to. All

The Inspection roster for 2017 is below: Any requests for amendments should be sent to the Clerk. **All**

2017			
May	Cllr Caroline Parkin	June	Cllr Mike Page
July	Cllr Martin Gilbert	August	Cllr Vicki Talbot
September	Cllr Ken Houlden	October	Cllr Carole Priestley
November	Cllr Madeleine Russell	December	Cllr Caroline Parkin

Cllr Russell went through the correspondence and it was resolved to note it and his comments.

9. Correspondence

Oxfordshire County Council

Highways Newsletter

VofWHDC

Matthew Barber Vale newsletters April & May

Street Naming & Numbering – Change from Darley Grange to Barrow Farm, Shippon & Fenlands, Cothill Rd change of use from office to residential dwelling

Other

Civic Voice – invitation to membership Fenland Leisure – Play equipment

Came & Company Newsletter

B&C Shelter Solutions

Kompan Playgrounds

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AON Affinity UK – council insurance
CAB Newsletter
Broxap Street Furniture
OCVA Newsletter
Russell Paul – Adult Learning
CFO Newsletter – supporting 10 Neighbourhood Planning Groups, including ATC with their Community Led Plan
Russell Murch – Parish Website design
CFO – Community Transport Network Meeting 22nd May
Oxford Health – vote in Council of Governor Election
Summer Fun & Fitness Play Equipment
OALC – update Clerk’s contract
OALC dispute resolution update
OALC April update
Furnitubes Street Furniture

a) Cllrs reports and items for future agendas

Nothing raised

b) Date of next meetinga

It was confirmed that the Annual Parish Meeting would be held at 7.30 p.m. on Monday 10th July 2017 at Dry Sandford Primary School.

There being no further business the Chairman closed the meeting at 9.30 p.m.

Signed.....Date.....

Minutes & Agendas can be found on our website at: <http://www.woottondrysandfordshippon.co.uk/>