**Present:**

Cllr Jonnie Bradshaw (JB) Chair

Cllr Nigel Meadows (NM)

Cllr Richard Pullen (RP)

Cllr Mark Searle (MS)

Cllr Emma Keene (EK)

Cllr Megan Hanson (MK)

Cllr Gabriele Tanase (GT)

Bryony Ringsell – Clerk (BR)

District Cllr Andrea Powell (AP)

Members of the public

2023/**167 To accept apologies and reasons for absence**

Apologies from County Councillor Robin Bennett

2023/**168 Declarations of interest (existence & nature) with regards to items on the agenda**

None

2023/**169 Co-option of new councillors**

JB proposed to co opt Gabriela Tanase as a Councillor. All others in favour. DECISION

2023/**170 To confirm the minutes of the Parish Council Meeting held on 1st November 2023**

The minutes from both meetings were previously circulated to councillors. JB proposed to approve and sign them, all councillors in favour - **DECISION**

2023/**171 Actions arising from last meeting**

The following actions are outstanding:

JB to check who is responsible for the maintenance of the footpath running through the churchyard #

RP to speak to O Cook about his section of hedge on Thame Road

RP to speak to school re the maintenance of the substation area

BR to compile list of annual events

In depth risk assessment to be carried out

2023/**172 District Councillor’s Report**

Report to be added to the website. AP highlighted that the consultation on the Joint Local Plan will open on 10th January and CC boundary changes.

2023/**173 County Councillor’s Report**

RB was not present, report to be added to the website.

2023/**174 Representation from the Public for items not on the Agenda (limited to 15 minutes)**

Martin Drury spoke on the matter of the PC contributing towards churchyard trees and wider projects and asked the council to consider the situation in light of the Levelling-up and Regeneration Act 2023. JB explained that the change of legislation is to happen on the 26th December and that NALC will be circulating a legal note on the issue shortly after. When this has been received the council will act accordingly.

Lynda Raynor raised the issue of the verges and the green being damaged by parking. JB explained this is an ongoing issue on which the council have little power. JB to investigate with LR possible siting’s for granite sets. ACTION

Dominic Carter asked when the Plough field planning application will be discussed – JB proposed to move the January meeting from 3rd to 10th December to allow the application to be discussed – all other counillors in favour.

2023/**175 Phase 1 Traffic Survey Findings – Tony Wares**

Reported that 85% speed was only a few miles over the speed limit in all areas tested and that the survey saw no evidence of significant speeding. EK to discuss next phase with Velocity.

2023/**176 Parish Tree Planting**

Lynda Raynor had circulated a report on tree planting to the council, JB to meet with LR to discuss options. ACTION

2023/**177 Planning**

P23/S2759/FUL – amendment received relating to a chicane. MH reported that this did nothing to allay any previous concerns and proposed to reiterate a strong objection to the application and to liaise with NPSG in order to do so. Seconded by EK, all councillors in favour. DECISION

P23/S3925/FUL – representations from Stefan Zabel included the land in questions being green belt land and not infill. MH proposed to support the application but highlight the technical elements of the application and planning statement. Seconded by JB, GT abstained, all other councillors in favour. DECISION

P23/S2585/HH – MH proposed to respond to the application noting amenity impact, NP policy VC1 and roof height as areas of consideration. Seconded by JB, GT abstained, EK objected, all other councillors in favour. DECISION

P23/S3821/HH – MH recommended to support the application, Seconded by MS, GT abstained and all other councillors in favour. DECISION  
P23/S3818/FUL – Discussion of supporting sustainable development against VC1 and concerns with overdevelopment. MH proposed to support the application, seconded by MS, GT abstained, RP objected, all other councillors in favour. DECISION

2023/**178 Neighbourhood Plan Update**

Next steps are discussing roles and responsibilities, currently working on design statements and walking survey.

2023/**179 Quaker Gravestones**

JB explained that he didn’t believe the Whitehead Plot was a suitable place for the headstones, deeds to be investigated to ascertain the original bequest. ACTION

2023/**180 Working Group Reports**

**Infrastructure –** No report

**Environment –** The limes on the Green North have had the deadwood removed and epicormic growth removed. Trees on Thame Road now started. Climbing tree inspection has been completed and work to be prioritized.

**Infrastructure Other –** Ditch work to start once weather improves

**Recreation & The Green –** EK offered to take over registering the 6 Bells as ACV from MH. Matthew Day from W&SS to write a statement in the coming weeks.

JB to check if Aplin have completed remedial works to the playground.

**Greet Hall –** JB to pick up renovation project after Christmas.

**Events –** No report

2023/**181 RFO Report**

BR explained that NALC had issued a recommended pay rise. This takes pay scale 22 which BR is currently on from £15.30 per hour to £16.30 per hour. JB proposed to authorise the pay rise backdated to April 23 as recommended by NALC. All other councillors in favour.

BR reported that she has a meeting with Thames Water re the re-siting of the water meter in the Greet Hall and has reported the potential leak at the Pavilion.

JB proposed the Deed of easement requested for 25 The Green North be signed in line with previous minutes, all other councillors in favour.

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| --- | --- | --- | --- | --- |
| **Supplier** | **Description of Goods** | **Value** | **Method** | **Code** |
| British Gas | Pavilion Electric | £14.60 | DD | 6055 |
| Gigaclear | Greet Hall Internet | £36.00 | DD | 4320 |
| Duocall MSP | Telephone | £19.88 | DD | 4320 |
| Everflow | Pavilion/Greet Hall/Allotment water | £239.47 | DD | 5020/6015/  6050 |
| Heritage Tree Services | Tree Maintenance | £1902.00 | BACS | 6060 |
| Bryony Ringsell | Clerks Salary | xxxx | BACS | 4110 |
| Oxfordshire LGPS | Clerks Pension (backpay since April 23) | xxxx | BACS | 4150 |
| Parish Online | Digital Mapping | £86.40 | BACS | TBC |
| Shield Maintenance | Dog Poo bin emptying | £93.60 | BACS | 6020 |
| Chip Hosting | Microsoft 365 and domain renewal | £104.39 | BACS | 4320 |
| Carol Vaisey | Greet Hall Cleaning | £312.50 | BACS | 5070 |
| ROSPA | Play equipment safety check | £209.40 | BACS | 6030 |
| Higgs | Neighbourhood Plan Printing | £22.96 | BACS | 6120 |
| The Landscape Group Oxford | Maintenance | £1656.00 | BACS | 6005 |
| RES | Fire Safety Inspection | £138.24 | BACS | 5040 |
| Royal British Legion | Wreath | £25.00 | BACS | 4510 |

Payments approved as below;

2023/**182 Correspondence for further discussion if not covered under other Agenda items**

All correspondence in hand.

2023/**183 Matters for report and inclusion on the next agenda**

Roles and Responsibilities

EK requested that the definition of affordable housing is confirmed

RP asked that the council waive the fee for the hire of the Greet Hall for the freshers event as it was a community event – JB confirmed this was acceptable

**Meeting closed at 21.42**