

**Draft Minutes of a Meeting of the Wroxton & Balscote Parish Council held on****Monday 5<sup>th</sup> March 2018 at 7.30 pm****at Balscote Village Hall**

**Present** Cllr Michael Robarts  
Cllr Suzie Bates  
Cllr Duncan Collins  
Cllr John Daly  
Cllr Mark Harris  
Cllr Miranda Ker

**In Attendance** Cllr George Reynolds and 6 members of the public

**11/18 Apologies**

Cllr Hodges and the Clerk, Jacqui Harris

Cllr Harris agreed to take the minutes of the meeting in the Clerk's absence.

**12/18 Declarations of interest**

None.

**13/18 Approval of Minutes**

To sign and approve the Minutes of the Parish Council Meeting held on Monday 8<sup>th</sup> January 2018.

**Proposed by Cllr Collins      Seconded by Cllr Bates**

**14/18 Public Participation**

Cllr Robarts asked whether any members of the public in attendance had any questions or issues to raise. In response, a Balscote resident commented that the clearance work in the wooded area behind the village green had been thoroughly and tidily carried out, much improving the appearance.

**15/18 Finance**

a. Copies of the bank reconciliation had been distributed to all Councillors. The reconciliation statement as at 13 February 2018 was put forward for approval.

**Proposed by Cllr Collins      Seconded by Cllr Bates**

**b.** Cllr Daly commented that there was nothing significant to mention in the latest financial information. He also confirmed that further most rental income was due to be received this month and that the Parish Council is now holding only a small amount for Wroxton Sports Club (roughly £50).

**c.** An initial draft Budget for 2018/19 was briefly discussed. The precept will increase to £10,000 from £8,000 which Cllr Roberts explained was to compensate for anticipated lower most rental income in the future. The expected Budget surplus next year would be around £2000 assuming that rental income continued at the current level.

## **16/18 Decisions**

### **a. Balscote Village Green – approval of payment**

Clearance work in the wooded area behind Balscote village green had been carried out under the supervision of Sandra Kerwood using a considerable amount of farm equipment. The job had taken 3 days to complete which was longer than initially expected. Cllr Roberts suggested a payment to the farm of £500 for the work which represented a considerable saving compared to using outside contractors.

**Proposed by Cllr Bates      Seconded by Cllr Harris**

### **b. Stonepit 5 on Ironstone Lane – approval to sign lease/purchase option**

Cllr Roberts stated that a lease agreement had been prepared for signature. He explained that the intention was that Apollo Business Parks LLP would lease the site for 7 years less one day (renewable at the Tenant's option) at an annual rent of £500 due annually on 1<sup>st</sup> April, with the option to purchase the land for £11,000 at any time, less any rent already paid. Apollo Business Parks LLP, as tenant, would be responsible for the maintenance of the site. As previously reported, the objective of the long term lease is to allow time for the Parish Council to establish title. It was expected that the purchase option would be exercised once this had been achieved. A resolution was put forward to authorise two Councillors to sign the Lease/Purchase agreement

**Proposed by Cllr Harris      Seconded by Cllr Ker**

The Lease/Option agreement was then signed on behalf of the Parish Council by Cllr Roberts and Cllr Collins.

### **c. Chapel Lane, Balscote – proposal for widening**

Cllr Roberts reminded the meeting that Highways had provided an estimate of £17,000 for widening part of Chapel Lane and strengthening the embankment. Highways would be willing to cover the labour costs of roughly £7,000, but the balance would have to be funded locally. He had subsequently indicated that the Parish Council would consider contributing to the cost if the residents of Chapel Lane agreed to pay £3-4,000 of the total.

Cllr Roberts said that recently he had received confirmation that no residents had indicated that they were willing to contribute to the proposed work. Given that concerns had also been expressed by some Councillors about the appropriateness of such a scheme in a village setting, he proposed to inform Highways that the Parish Council will not proceed with the road widening proposal.

**Proposed by Cllr Roberts      Seconded by Cllr Collins**

### **d. Notice Boards – approval to replace**

Cllr Roberts gave some background information. The pin boards in all three Notice Boards needed to be replaced, there were problems with rain water getting into the cabinets and most importantly the existing Notice Boards were too small to display all the Parish Council information which is now required.

Clerk had identified a company called Greenbarnes Ltd in Brackley which manufactures notice boards and Cllrs Ker and Robarts had visited them. After reviewing the options, a quotation was received for three large notice boards with self-healing pin boards. The total cost would be £3,910 excluding VAT but including a 12% discount for an order for three boards. Collection and erection of the notice boards would be handled by the Parish Council, saving £600.

It was proposed that an order should be placed for the three large notice boards and that engraved lettering should be added at a total cost of £289.

**Proposed by Cllr Ker    Seconded by Cllr Harris**

A discussion followed about the best location for the notice board outside Wroxton Village Hall and the general opinion was that it should be placed by the outer wall near the pavement, as at present. It was also suggested that a map of each village should be placed in the relevant notice boards given that there would now be space for this.

A question was raised as to why a quotation had not been requested from a resident as previously. Cllr Robarts replied that the notice boards supplied by Greenbarnes Ltd were of a very high standard, would be more water tight and secure, therefore longer lasting, and also incorporated the proprietary self-healing pin boards.

**e. Wroxton PCC– approval for grass cutting payment**

A request from Wroxton PCC to pay for grass cutting at the church had been received, however no specific amount was available for consideration at the meeting. Since an accrual has in fact been made for this, it was agreed to authorise payment up to £800.

**Proposed by Cllr Robarts    Seconded by Cllr Bates**

**17/18 Updates**

**a. Wroxton Sports Club**

None.

**b. Damage to verges in Wroxton**

Cllr Daly said that he had already spoken to Bennies and requested that the road sweepers should take more care when manoeuvring on the A422.

**c. Local Council Elections**

Cllr Robarts reported that nomination forms for people intending to stand for election to the Parish Council would be available from 6<sup>th</sup> March, with a deadline for lodging applications of 6<sup>th</sup> April. The election date is 3<sup>rd</sup> May.

Cllr Robarts also commented that the Clerk was unable to attend the Clerks' election training session on 6<sup>th</sup> March. A question was then raised whether someone else could attend since the nominations process is quite complicated.

**d. Defibrillator training**

Five new volunteers have come forward in Balscote, but so far none in Wroxton.

Cllr Collins said that he would contact the previously used trainers and request possible dates for training in the coming months.

#### **e. Litter Picking**

The Spring clean needs to be organised in each village, although some litter picking has already taken place. A request was made for the Clerk to record thanks to Cherwell District Council for their recent work in cleaning up the verges of the A422 between the villages.

#### **f. Wroxton tree replacement**

A replacement tree (cherry) has now been planted opposite the White Horse pub. Cllr Collins expressed thanks on behalf of the Parish Council to Cllr Robarts for providing the tree.

#### **18/18 Planning**

No comments or objections had been received from neighbours for any of the planning applications listed. The Council also had no objections to any of the applications, but noted that 17/02570/F had already been permitted by CDC.

#### **19/18 Any Other Business**

##### **a. Temporary Traffic Regulation Notice**

A temporary closure of the A422 from 8<sup>th</sup>-9<sup>th</sup> May had been notified, but it was unclear where exactly the roadworks would take place.

##### **b. The White Horse, Wroxton**

Cllr Collins proposed that the White Horse pub in Wroxton should be registered as an Asset of Community Value. The Clerk to take action.

**Proposed by Cllr Collins      Seconded by Cllr Robarts**

##### **c. Grant of exclusive right of burial**

Cllr Robarts informed the meeting that a request had been made by the Clerk to reimburse £117.88 expenditure on a book titled "Grant of exclusive right of burial". There had been some confusion as to what this book was and why it was needed. It was suggested that this is in fact a book containing the burial certificates which have to be issued to undertakers (a legal requirement) and that the existing volume had run out of space so needed replacement. After some discussion, Cllr Robarts said that he would investigate whether the Parish Council was already in possession of this book as it was suggested that a replacement had been ordered previously in anticipation of this need.

##### **d. Cleaning of the white gates in Wroxton**

Cllr Ker mentioned that, after the recent bad weather, the white gates at the approaches to Wroxton on the A422 needed to be cleaned again. The Clerk to take action

##### **e. Last meeting of the current Council**

Since this was the last meeting of the current Parish Council, Cllr Robarts expressed his thanks to all the Councillors for their work over the last four years. In response, Cllr Collins thanked Cllr Robarts for his leadership and dedication as Chair of the Council.

The meeting closed at 20.47.

#### **Date of next meeting**

Annual Meeting at 7.00 pm, followed by the first meeting of the new Parish Council at 7.30 pm on

**Monday 14<sup>th</sup> May in Wroxton Village Hall.**