

**Minutes**  
**Meeting of Ambrosden Parish Council**  
**Held online – 7:30pm**  
**Thursday 19<sup>th</sup> July**

Present: Mark Longworth – Chair, Gemma Jennings – Clerk, Maureen Cossens, Dawn Seaward, Chris West (from item 544-20-21), Dan Sames (District and County Councillor), Parish Path Warden

| <b>Serial No</b> | <b>Issue</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>540-20-21</b> | <b>Welcome</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>541-20-21</b> | <b>Apologies</b><br>Apologies were received and accepted from Councillor Duff and Rose<br>It was noted that Councillor Blazdell would be late to the meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>542-20-21</b> | <b>Declaration of Interests/Gifts</b><br>No statements of gifts or hospitality were received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>543-20-21</b> | <b>Minutes of previous meeting</b><br>The minutes of the meeting of 18 <sup>th</sup> June 2020, meeting number 135, were received and approved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>544-20-21</b> | <b>Matters arising</b><br>The action grid was reviewed and ongoing items were discussed.<br>It was underlined that declarations of interest from all Councillors must be sent to the Clerk as soon as possible.<br>It was also noted that the Council was required to register with the Freedom of Information Office and that this would cost around £40-£60. <b>Clerk to progress.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>545-20-21</b> | <b>Public speaking</b><br>The new Parish Path Warden introduced himself to the Council and outlined the current state of footpaths in and around Ambrosden. It was noted that there were no major issues currently.<br>It was highlighted that the Parish Council had now appointed a contractor to cut the grass along the cycleway on the A41 to keep this area clear for public use.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>546-20-21</b> | <b>District and County Councillor Reports</b><br>Councillor Sames presented a verbal report and the following key points were noted: <ul style="list-style-type: none"><li>- The play area on Willow Road had now been completed. The Council thanked Councillor Sames for his work on this</li><li>- Highways works: The new area of footpath on Merton Road had now been installed. It was noted that there was also patching work required on Merton Road, and that plans for village traffic calming were being reviewed by the Highways Department. <b>Clerk and Chair to work with Councillor Sames to progress this.</b></li><li>- It was highlighted that no further plans for the Ploughley Road/A41 junction roundabout had yet been confirmed, and that planning for the Pioneer roundabout at Graven Hill was progressing. The Council underlined ongoing concerns about safety at the Rodney House roundabout, particularly lane marking heading out of Bicester towards Aylesbury. Councillor Sames noted that a review of the roundabout was ongoing and that he would raise the issue.</li><li>- It was noted that there had been a further incident of fly tipping at the horseshoe. Councillor Sames to follow up on this and suggest the use of CCTV.</li><li>- It was noted that the plans for the Bicester Gateway had been passed.</li><li>- It was outlined that the Councillor Priority Fund would be running again this year, and that the Parish Council as well as other charitable organisations, including the Village Hall, would be eligible to apply.</li></ul> |

**547-20-21 Village Matters**

- The Council reviewed progress to date in the installation of memorial plaques and noted that gathering of quotes for the concreting in of the stakes was still ongoing
- The Council discussed an issue of abusive behaviour towards a child by a member of the public at the Croudace play area. It was noted that the incident had been reported to the police. It was highlighted that the District Council had ongoing concerns about the state of the play area and were insisting that the developers, Croudace, resolve these issues before the District Council could take ownership of the park.

**548-20-21 Planning**

**New Applications:**

|            |                       |                                                                   |                                                                                               |
|------------|-----------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 20/01684/F | 25 West Hawthorn Road | Front porch extension & rear 2 storey extension to dwelling house | Adheres to planning policy, the 45 degree rule and in keeping with local area.<br>No comment. |
|------------|-----------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|

**Decisions:**

|            |                     |                                                                                                                                                                                                               |          |
|------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 20/01069/F | 2 West Hawthorn Way | Demolition of existing rear conservatory and erection of single-storey front of single story porch/w.c. extension and part single-storey, part extension and two-storey rear extension and timber garden shed | Approved |
|------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|

**Awaiting decisions:**

|              |                        |                                                                                                       |  |
|--------------|------------------------|-------------------------------------------------------------------------------------------------------|--|
| 19/01191/OUT | Alexandra House of Joy | Care home near Rodney House about. (under consultation)                                               |  |
| 20/00907/F   | 7 Honesty Way          | Proposed Garage Extension and Conversion. Loft conversion with associated internal and external works |  |

**549-20-21 Village Hall Update**

The Council discussed the current status of the Village Hall, currently closed due to coronavirus. It was noted that some further work on reviewing the accounts had been undertaken and that the Village Hall Committee was currently reviewing the electrics at the Hall which had been a health and safety concern. Another concern raised was the current high levels of use of the car park given its uneven and potentially dangerous surface. The Council suggested it may be useful for the Committee to consider closing the car park until the issues were resolved.

It was noted that a number of people had come forward, interested in standing for the Village Hall Committee. It was noted that the Committee's Annual General Meeting was scheduled for Wednesday 5<sup>th</sup> August on Zoom at 7:30pm

**550-20-21 Allotments Update**

The Council received the Allotment Liaison officer report and Maintenance Plan Update. It was noted that the water bill for the site had been requested but as yet not available from the developers. It was also outlined that a number of new tenancies had now started, with the plots now at full capacity. The Council noted ongoing concerns about non tending of plots and stressed that individual plot holders would be contacted.

An issue of invasive weeds currently affecting two plots was noted. The Council agreed to waive tenancy fees on the affected plots for the year 20-21 and to provide them with the required weed killer. It was also noted that the Council's contractor would be carrying out weedkilling on the paths which would help prevent further spread.

**551-20-21 Finance**

- a. The reconciled accounts were reviewed and approved
- b. Payments of wages £286.32 and £585.65 (including £26 HWA and 6 hours overtime) and the internal audit fee of £50 were approved
- c. The Internal Audit report was reviewed and approved. The Council noted the key recommendations and agreed to put all of these into practice, including publishing the finance reports for each meeting on the Council's website, clear, specific minuting of all payments and receipts and recommended annotations on invoices. Other action points approved included initialling all pages of the approved minutes and clearer referencing of minuting being approved.
- d. The Council reviewed, completed and approved the Annual Governance statement. The Chairman signed the statement.
- e. The Council reviewed and approved the Accounting Statement. The Chairman signed the statement.
- f. The Council reviewed and approved the Year End Bank Reconciliation and Explanation of Variances.
- g. The Council reviewed and approved the publication of the Exercise of Public Rights to be dated 21 July 2020 to 2 September 2020.

h. The Council reviewed and approved full annual membership to the Society Local Council Clerks.  
**Clerk to action.**

**552-20-21 Correspondence / News**

- a. Correspondence from the Information Commissioners' Office detailing the need for the Council to register and the associated fee was noted.

It was also noted that Council had received a thank you from Bicester Athletics Club for the donation.

It was highlighted that the Parish Liaison meeting, which would include discussion of the Local Plan, was scheduled for Thursday 30<sup>th</sup> July on Zoom at 6-8pm. The Council requested that the Clerk attend.

The Council noted that the next meeting of the Council was scheduled for Thursday 20<sup>th</sup> August, but that a number of Councillors would be unable to attend, and the meeting may be without a quorum. All Councillors to confirm availability with the Clerk, and the meeting to be postponed until September if four or less Councillors confirm availability

**553-20-21 Matters carried forward for Next Agenda**

Cyber Security Policy

Any agenda items for August Meeting by Monday 10<sup>th</sup> August

**554-20-21 Next Meeting**

Currently scheduled for 7.30 pm Thursday 20<sup>th</sup> August, dependent on Councillor availability Online via Zoom.

The meeting ended at 20:45

Signed:

Chair of Ambrosden Parish Council