

## DRAFT MINUTES

### ENSTONE PARISH COUNCIL

**Held in Enstone Parish Hall on Thursday, 18<sup>th</sup> September 2025 at 6.30 pm**

**PRESENT:** PCs. N. Knott, P. Shaw, H. Bourne-Taylor, A. Ward, N. Peart, C. Glendinning, J. Ferguson-Davie, B. James and DCs. A. Beaney (7.00 pm) & A. Wilson (7.05 pm)

**APOLOGIES:** PCs. D. Robottom, C. Millar & CC G. Saul

**IN ATTENDANCE:** Mrs. Beth Sinclair, Clerk

*PC. N. Knott welcomed everyone to the meeting.*

**90. DECLARATIONS OF INTEREST AND MEMBERS' REGISTER OF INTERESTS: -**

- PC. N. Peart declared an interest in item 5, The Old Garage, Springfield, Bicester Road, Enstone.

**91. MINUTES OF THE PREVIOUS MEETING:-**

- The minutes of the Parish Council Meetings held on Thursday, 24<sup>th</sup> July 2025 and 21<sup>st</sup> August 2025 were read, agreed and signed by PCs P. Shaw (July's meeting) and N. Knott (August's meeting).

**92. PUBLIC PARTICIPATION: –**

- None

**93. MATTERS ARISING:-**

- *The Marshall Fountain* – PC. J. Ferguson-Davie updated Members, explaining that two local companies had declined to be involved with this project. After the discussion, it was **resolved** that PC. Ferguson-Davie would request further information from the *Heritage Revival Fund* towards grant funding.
- *Mobile phone* – ongoing
- *Overgrown Himalayan Balsam on private land adjacent to the planks* – The clerk & PC. Knott had been in contact with several members of OCC and are awaiting responses. The Chair explained that the Berkshire, Buckinghamshire & Oxfordshire Wildlife Trust has also been contacted.
- *Draft Standing Orders* – for October's meeting
- *S106 monies for bus shelters* – Following the recent OALC Chairs' Meeting, where it was announced that S106 monies are available for bus shelters, the clerk contacted OCC for further information – monies are only available for new bus shelters, not for the maintenance of existing bus shelters. No further action
- *Overgrown trees around the Parish* – awaiting responses from FixMyStreet/OCC.
- *The Old Garage, Springfield, Enstone* – DC Beaney had received a response from the Planning Officer, which had been circulated to all members. It was **resolved** that the owners of The Old Garage will contact the Planning Officer to arrange a meeting.
- *S106 monies for Art* – It was **resolved** to concentrate on this project after the S106 monies for Sport & Recreation have been concluded.
- *Cotswold Art Through Schools (CATS)* – Following the last meeting, the Parish Council's bank could not identify the CATS's bank account details and so the £150.00 donation had not been actioned. On further review, it was noted that CATS is also under the remit of the Stockwell Charity in Kingham. The PC's bank has since recognised the CATS' bank details and the donation sent. It was noted that due diligence had taken place before sending the monies.

94. **ITEMS TO REPORT:**

- a) The clerk reported that she and PC. Glendinning has organised several Scribe training events in preparation of the precept/budget meeting in November.
- b) PC. Knott explained that at the recent OALC Chairs' meeting, the annual donations received by the Parochial Church Council and Parish Hall Management Committee towards grass cutting maintenance will be managed differently next year.
- c) On behalf of the Allotment Holders, PC. Peart queried whether the Parish Council could fund a bench for the communal area of the allotments? PC. Shaw, a Trustee of the Enstone Relief in Need Charity (ERINC) explained that the allotments are owned by the ERINC and, as new Trustees, are currently working through historic information on the allotments and other plots of land that is owned by ERINC before making any further decisions. A recent advertisement for new tenants has produced a reasonable amount of interest.
- d) PC. Glendinning reported that all the junctions around the Parish need repainting – PC. Ward will forward this information to the Parish's SuperUser to carry out a survey and report this to FixMyStreet.
- e) PC. Glendinning reported that some of the new houses that have been sold opposite The Harrow are being used as an Airbnb. It was suggested that this be reported to Airbnb.
- f) PC. James drew concern to the safety aspect of the pathway along the A44 at the new development opposite the Harrow, and queried whether the need for a barrier to improve safety for pedestrians is required. It was **resolved** that DC Beaney will check the plans regarding this.

95. **County Councillor's Report:-**

- None

96. **District Councillor's report:-**

- *Local Plan* – DC. Beaney explained that the new Local Plan will be circulated next week, and it is important that the Parish Council responds. Noted
- *Recycling Items* – DC. Beaney reported that a campaign to encourage residents to increase recycling items is being implemented.
- *Devolution* – A decision will be made in October on Oxfordshire's devolution proposal to the Government.

97. **CORRESPONDENCE:-**

- **Housing Needs Survey for Enstone Parish** – After discussion, it was **resolved** to approve the Survey, and Enstone PC will fund the postage for the survey to be sent to all households within the Parish. The clerk will contact Community First Oxfordshire.
- **S106 monies towards sport & recreation** – PC. A. Ward updated members explaining that a Planning Application is required for the container at the sports club, as it will be in situ for more than 28 days. Noted
- **Biodiversity Actions for 2025:-**
  - a) PC. H. Bourne-Taylor had circulated further information towards biodiversity improvements, including the implementation of swift boxes (which attract eight bird species) around parish buildings e.g. Parish Hall; seeking residents' opinions on having swift boxes installed at their homes under the guidance and funding of the PC; contacting local conservation charities to donate monies; improving the bumblebee border at the Parish Hall.
  - b) After discussion, it was **resolved** that the PC will focus on implementing swift boxes around the Parish. An article will be placed in Ensign asking residents if they would consider having a swift box at their property.
  - c) PC. H. Bourne-Taylor will also contact the Parish Hall Management Committee to ascertain whether it would approve the PC funding and installation of swift boxes at the Parish Hall, to ensure that the boxes are visible and to raise awareness.

- d) DC. Beaney will ask whether Enstone School might be interested in this project at its Governors' meeting.
- e) Depending on the responses, the PC could either fund the whole project or suggest that residents "match fund" the cost of a swift box (circa £15.00).
- f) The report from the Enstone Eco Group at the Annual Parish Meeting, with ideas for biodiversity, had been noted.
- g) Local charities could be approached, including Encon and local bird conservation organisations.
- h) It was unanimously agreed that there was no conflict of interest between PC. Bourne-Taylor and funding swift boxes.

PC. Knott thanked PC. Bourne-Taylor for all her work on this topic.

- **Biodiversity Duty for Public Authorities – WODC** – PC. Bourne-Taylor agreed to complete this online questionnaire.
- **Wreath for Remembrance Sunday** – It was agreed to purchase a wreath and PC. Glendinning will represent Enstone PC at the Remembrance Service on 9<sup>th</sup> November.
- **To respond to the review of Public Convenience Provision by WODC** – Noted
- **Thomas Fox is querying a sixth mow for verges & greens** – After discussion, it was agreed to fund a sixth mow. The clerk will also contact the Parochial Church Council.
- **Grass Cutting Tender letters for the 2026 season** – The clerk will contact organisations prior to November's Finance Meeting.
- **Police & Government Cyber Crime Support for Local Organisations** – The clerk will put an article into the Ensign magazine and also invite the Police to the Annual Parish Meeting in 2026 to discuss this further.
- **Oxfordshire's Mind requesting donation** – It was **resolved** to donate £250.00.
- **Citizens Advice AGM 15<sup>th</sup> October** – The clerk will send apologies on behalf of Enstone Parish Council.
- **Japanese Knotweed at the crossroads near the Airfield** – The Enstone Eco Group updated the PC explaining that there had been little growth of Japanese Knotweed this year, and the landowner has cleared away much of the knotweed. Noted
- **OALC:-**
  - a) August's update had been circulated to all members.
  - b) It was agreed that PCs. Robottom & Millar attend the Planning Training in November.
  - c) There will be an additional question on the 2025/2026 AGAR form concerning GDPR and how data is kept. Noted.

#### 98. **Planning Applications:-**

- **Paddock View, Chapel Lane, Enstone, 25/02029/S73** – Variation of condition 2 of PP 24/01570/FUL(erection of a detached self-build dwelling with new access & associated works) to allow the inclusion of solar panels to the roof & an air source heat pump to the rear of the property – *No objection*
- **Taillards Barn, Gagingwell, 25/01864/FUL** – Erection of a solar array – *No objection*
- **The Wells, The Drive, Enstone, 25/02040/HHD** – Construction of 1st floor extension – *No objection, but request that swift bricks are installed*

- **OCC MW.0070/23** – To continue the development permitted by PP MW.0070/23 (for a temporary borrow pit for the extraction of limestone, building stone, walling stone, block stone to supply the **Mullin Development**) to remove condition 17 to enable the works to commence prior to the completion of restoration at Quarry Farm, Great Tew – *No objection*

Decisions Received:-

- **Appeal Notice, Land Parcel South East of Manor Field, Church Enstone, 24/00880/PIP**, Permission in Principle for the construction of one single-storey two-bedroom stone dwelling – *Appeal refused*
- **Bay Tree House, Cleveley Road, Enstone, 25/01529/HHD** – Erection of a porch – *Approved*
- **Spring House, Gagingwell, 25/01468/HHD**, Extension & redevelopment of existing dwelling together with associated works and landscaping – *Approved*
- **Black Bird Barn, Gagingwell, 25/01677/HHD** – Replace existing shed with a prefabricated insulated garden room – *Approved*

99. **FINANCE:-**

a) To agree the following accounts for payment:-

- |                                 |           |
|---------------------------------|-----------|
| • Clerk's salary                | Personal  |
| • NEST Pension Scheme (er)      | Personal  |
| • NEST Pension Scheme (ee)      | Personal  |
| • Quarterly office expenses     | £78.00    |
| • Stationery                    | £26.98    |
| • Microsoft 365, annual renewal | £54.99    |
| • Antech Computers              | £110.00   |
| • Scribe                        | £42.00    |
| • Netwise (website fees)        | £158.40   |
| • Thomas Fox                    | £95.94    |
| • Thomas Fox                    | £1,121.48 |
| • OALC, training, planning      | £78.00    |

Received:-

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|------------------------------|----------|
| • HMRC Rebate, VAT 2024/2025 | £3604.76 |
|------------------------------|----------|

b) To note that the “*Notice of Conclusion of Annual Audit*” form is on the parish website.

100. **Dates of Next Meetings with start time of 6.30 pm:-**

- Thursday 23rd October
- Thursday 6<sup>th</sup> November – Finance Meeting
- Thursday 20<sup>th</sup> November

*PC. Knott thanked everyone for attending, and the meeting closed at 8.15 pm.*