

MOLLINGTON PARISH COUNCIL

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**Minutes of Parish Council Virtual Meeting
Tuesday 26th January 2021 at 8.00pm**

Present:

Councillor John Summers (Chairman)
Councillor Denise Hall
Councillor Steve Lapper
Councillor Phil John
District Councillor George Reynolds
District Councillor Phil Chapman
The Clerk

Residents and Public - 0

Welcome and Introductions – The Chairman welcomed all present. Members are reminded that this is a meeting in public not a public meeting and all points, questions and comments should be addressed through the Chair. The virtual meeting should not last more than 40 minutes and members of the public should mute their devices until the Public Participation Session.

Apologies for Absence - None

Declarations of Interest

Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting. Councillor Hall declared a pecuniary interest in the planning application 20/03226/F for the erection of a new boarding kennel and cattery management staff 3 bed dwelling, including parking and landscaping at Banbury Boarding Kennels & Cattery Farnborough Road, this interest being declared when Councillor Hall was appointed to the Parish Council and subsequently confirmed annually. This application was subsequently withdrawn.

993 Minutes of the meeting of 24 November 2020 (previously circulated) and Matters arising.

The minutes had been circulated in advance of the Meeting. They were agreed to be a true record of the Meeting and were signed by the Chairman

Matters Arising

It was reported that there had been no applications to the vacant Parish Councillor vacancy and the Parish Council are able to co-opt a councillor if any resident comes forward

**994 Clerks Report
Financial Statement**

Clerk reported that 9 cheques had been raised during November and December 2020:

617 Subsequently Lost/stopped	Thomas Fox	October Grass Cuts	610.56
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618	DM Payroll Services	Pay slip Provision – 6 months	50.00
619	Wicksteed Leisure Ltd	New Play Eqpt at Orchard Piece	21,214.80
620	Wickes	1 st delivery of Play bark for Orchard. Piece Play Area	1300.00
621	Wickes	2 nd delivery of Play bark for Orchard Piece Play Area	140.00
622	Thomas Fox (to replace Lost Cheque 617)	October Grass Cuts	610.56
623	SLCC	Membership Annual Subscription	80.00
624	HMRC	Income Tax	137.40
625	Clerk	Quarters Salary	550.10

All payments are within Budget. There was £240.00 VAT outstanding at the end of December, which will be claimed back from HMRC in due course. During December the PC received back £4241.47 Vat, mostly from Vat charged on the purchase of the Play Equipment and PC also received the claimed Grant of £8839.50 from the Cherwell DC Community Infrastructure Grant Fund.

Taking the above into account, at the end of December, the expected bank balance was £20,390.65 which is reconciled to Bank statement sheet No.196 at 5th January 2021. This balance contains the remaining reserves of £3287.50 for Orchard Piece Play Area and £1061.57 remaining from Playing Fields Fund.

Resolved: *To accept the Financial Report*

Asset Register – A new Asset Register had been done in December, to include all the changes to the Play grounds equipment. Resolved: This had previously been circulated and was approved by the PC.

Internal Auditor. It has not been possible to contact our previous Internal Auditor, Arrow Accounting, who have done the Audit for the last 5 years. OALC think this is due to serious illness, but nothing was confirmed. Consequently, an approach has been made and agreement reached with another Internal Auditor on the OALC List; this is Elaine Anstee of Aston Oxfordshire. There will be no increase in costs. Resolved: The Parish Council accepted appointment of new Internal Auditor.

Budget and Precept. Various different decisions have had to be made in the last year because of Covid restrictions, play area works and maintenance. Overall, this has meant that some budget items have not been spent, resulting in an underspend, mainly as follows: -

No hedge cutting - £880; 1 x grass cut not done - £255 – though this still may be done in March; No Mollington Matters newsletters printed and distributed - £300; No Play Area Equipment repairs (top up bark may still be done this year) - £400; Village Maintenance under budget - £325
Total saved = £2160

It is proposed that this will be carried forward to next year and in the main will be utilised to meet increase in number of tree cutting projects at Thacker Way and Main Street, where many trees belonging to the Parish overhang the main road; some of this work has been suggested by residents.

There are some other increases in costs e.g., an External Audit must be done this year at a cost of £200. In addition, there are still some reserves left for remaining Play Area work.

Consequently, because of the savings made, it is recommended that the Precept demand can remain at £11,000 (i.e., no increase in Parish Council element of Council Tax) for another year and proposed extra costs taken from the higher reserves.

Resolved: To keep the Precept demand to CDC at £11,000 for Financial Year 2021 -22.

995 Planning Matters

Applications

Applications received between meetings and considered by councillors. The recommendations are for approval.

- 20/03313/F & 20/03312/ADJ Convert existing three bay car port and shed into play/games room and home cinema Tile Barn Farnborough Road. Councillors' comment: Councillor Hall no comment as this is a neighbour's property; Councillor John no comment; and Councillor Summers noted the objection from the National Trust but had no objection. It is recommended that the Parish Council submit no objection to this application.
- 20/03230/F Erection of general-purpose agricultural storage building Land South East of Tile Barn Farnborough Road. Councillors' comment: Councillor Hall no comment as this is a neighbour's property; Councillor John no comment; and Councillor Summers no comment. It is recommended that the Parish Council submit no comment to this application due to the agricultural use of this application.
- 20/03349/TCA T1 x Cherry - Prune by up to 1.5m as tree is growing near telephone cables. T2 x Red Maple - Prune up to 1.5m to manage growth. G3 x Beech - Prune up to 1.0m to manage growth and shorten branches over a summer house and duck enclosure. Cicerone Church Lane. Councillors' comment: Councillors John and Summers no comment. It is recommended that the Parish Council submit no comment to this application.
- 20/03375/TCA_5 FIVE DAY NOTICE 1 x Mature Ash- Fell. Extensive decay to the main stem at the base. Mansion Barn Roundhill Road. It is recommended that the Parish Council submit no comment to this application as it is to be determined within 5 days of the application due to it being emergency tree works.
- 20/03226/F New boarding kennel and cattery management staff 3 bed dwelling, including parking and landscaping Banbury Boarding Kennels & Cattery Farnborough Road. Councillors' comment: Councillor Hall no comment as she has declared an interest in this application; Councillor John no comment; and Councillor Summers declared a conflict of interest. It is recommended that the Parish Council note that councillors have a conflict of interest and the Parish Council is therefore unable to comment on this application. This application has now been withdrawn.

Resolved: To accept all the above recommendations and make no comments.

Applications published after the agenda

- 21/00095/F & 21/00096/LB Replacement of existing garden room with the erection of an oak framed garden room Poplars Cottage The Paddocks. It is recommended that the Parish Council submit no comment to this application other than to ensure the listed building and conservation officer's advice is considered by planners. Resolved: to advise CDC accordingly.
- 21/00187/TCA T1 x Cherry Tree- Crown Reduction to the height of 15 ft and spread of 10 ft T2 x Crown Reduction to the height of 10 ft and spread of 5 ft T3 x Remove fell G1 x Conifers no's 8- Fell Overdale Roundhill Road. Resolved: To make no comment.

Decisions

- 20/03197/LB; 20/02953/F and 20/02944/F variation and application for field store with bat loft above Manor House Main Street. Permitted
- 20/03050/TCA remove bow, reduce crown and rebalance Oak tree The Green Whiteway. Permitted
- 20/03049/TCA reduce crown and support damaged limb Beech tree Orchard Piece Play Area. Permitted
- 20/03042/TCA Crown reduction and lift Ash Mansion Barn Roundhill Road. Permitted
- 20/03176/TCA Reduce crown and thin Willow tree Wykham Church Lane. Permitted

996 Councillor Reports

Councillor Summers

Orchard Piece Play Area: It was reported that the first phase of the bark installation (15.8 cubic meters) was complete and the Parish Council would like to record its thanks to councillors and volunteers who assisted in this work. The safety inspection has been carried out and a number of items for the playing field identified as medium or low risks. The following action is recommended:

Finding	Action	Action	Follow up	
Minor repairs to the fences	Replace broken timbers	SL		
Loose or missing gate fixtures	Tighten loose fittings and fit new latch	SL		
Gate sticking on the mat	None			
Strimmer damaging to posts	None			
New Path trip points	None as the grass will grow through the mat to rectify this issue			
Log bench decay	Monitor and remove when unstable	SL		
Multi play – slide surface not compliant; <ul style="list-style-type: none"> • hard or sharp projections; • protruding screws; • decaying timber steps • barrier posts rotting • slide edges 	Monitor grass growth in spring and apply top soil and grass seed as necessary. Remove hard pointed or sharp projections and screw in screws. Replace steps and posts as they decay at reduced width between posts (<89cm) and consider removing and using grass bank to access the side	SL		
Springer horse laminate damaged	Rub down and treat damaged edges	SL		
New swing uneven surface	Rake even after remaining bark installed	JS		
New climbing frame slightly loose in the ground and surface uneven	Recall Wicksteed to reset loose posts. Bark to be raked after remaining bark installed	GH JS	Complete	22/1/21

A further 4.2 cubic meters of bark has been purchased and delivered to the village hall car park. The first 8 pallets have been returned and it is planned to use a single vehicle to move the bark to the foot path at Orchard Piece by 1 family unit. A separate family unit will move the bark to the playing field and spread to complete the project. This will be carried out at the convenience of the volunteer. In the mean-time it is recommended to reopen the playing field subject to approval of the risk assessment set out below.

Risk	Impact	Likelihood	Score	Mitigation (see notes below)	Likelihood after mitigation	Score
Exposure to coronavirus	3	5	15	Provide advice to users in the form of a notice	4	12
Safety of equipment	3	3	9	Routine safety inspections to be carried out.	2	6

				Annual safety check with plan mitigation for high risks identified. Management of the playground surface.		
Safety of inspectors	3	5	15	Use of appropriate PPE hand hygiene and social distancing when carrying out inspections	1	3

Notes

1. Risk assessment is based on a scale of 1-5 for both impact and likelihood. Multiply together to create the risk score.
2. Mitigation cannot remove the risk but reduces the likelihood of it occurring.
3. Impact for children is less severe than for elderly and vulnerable adults. The impact is therefore likely to be 2-3.
4. Likelihood is considered to be 5 based on the Government National Lockdown indicating that cases are rising rapidly across the country.
5. Government rules states that playgrounds can remain open for individual exercise and for people to use within a household, support bubble or with one person from another household.
6. Outdoor gyms must close.
7. The only way to create a zero score is to remove the risk entirely by closing the playing fields. This is outweighed by the benefit to children and the community at large of the playing fields being opened and play equipment available for use.
8. Options for mitigation are set out in the Government’s COVID-19: Guidance for managing playgrounds and outdoor gyms; National Lockdown: Stay at Home meeting other people and exercising guidance; and COVID-19: Meeting with others safely (social distancing).
9. Social distancing guidelines (Hands. Face. Space.) should be followed wherever possible. This means a distance of 2 metres between people from different households, or 1 metre with risk mitigations (where 2 metres is not viable) is acceptable.
10. The Parish Council have considered options such as hand hygiene and restricting numbers using the equipment but are unable to enforce these as we do not employ people to provide this service.
11. Mitigation therefore must be the responsibility of users and parents. Notices will be put up to remind people of the Government’s guidance for managing playgrounds and gyms and social distancing guidance.
12. If the level of coronavirus in the general population or indeed Cherwell District increases then local closures may need to be considered.

Resolved: to accept risk assessment and open OP Play Area, except for gym equipment.

Mollington Playing Field:

It is proposed to top up the bark on Mollington Playing Field with the purchase of 20 x 100 litre bags of bark from Wickes at a cost of £9.00 per bag subject to any discount that can be achieved. These will be delivered to the Playing Field or the Village hall car park and spread from there. It is planned to deliver before 31 March 2021.

Parish Trees:

The tree survey requested at the previous meeting has been completed and initial works will be the removal of ivy from trees along Thacker Way. The risk to councillors doing this arising from the location and gradient means that professionals are required and it is proposed to instruct Joe Bridson to carry this out once the quote is received. The detailed survey will be discussed at a future Parish Council meeting and a maintenance plan considered for the next 2-5 years. This will enable the Parish Council to carry out proactive maintenance to conserve the trees in the village.

Covid 19 -There have been a number of Covid 19 cases in the village over the Christmas and New Year period and residents are reminded to comply with the National Lockdown restrictions particularly Hand: Face: Space. It is understood that local GP practices are carrying out vaccinations.

Councillor Lapper

Street Signs – As previously noted there are several ‘Lanes’ within the village that do not have a ‘Name Sign’ - for example, Cow Lane and Ivy Lane. Main problem is difficulty with courier deliveries. CDC to be approached and District Councillors to be copied / advised in order to give support to provision of signs.

Potholes - OCC have confirmed that they are aware there are still some potholes to be repaired.

Salt Bins are expected to be topped up any day now.

Councillor Hall – The Village Hall remains closed

Councillor John – Further meeting with Thomas Fox has been arranged but they have already confirmed that 4th year of contact will be maintained at same price.

Western Power have agreed to visit in order to check if they need to do any remedial safety work where power lines go through, or are close to trees.

Resolved: to accept Councillors reports.

997 Councillors Points of Information

District Councillor Phil Chapman offered a contact at CDC for liaising with ‘Open Reach’, which may assist in work regarding overhead telephone lines.

District Councillor George Reynolds advised that OCC now seem to be more amenable to consideration of 20mph speed restrictions. However, this is an expensive exercise, but grants may become available.

998 Dates of Future Meetings The next scheduled meeting date of the Parish Council is Tuesday 23rd February 2021 at 8.00pm. This will be a Virtual Meeting.

Parish Council Meeting finished at 9.16pm

Chairman, Mollington Parish Council

Public Participation Session – No Public Present