

**Minutes of Annual Parish Council Meeting  
Tuesday 25<sup>th</sup> May 2021 at 8.00pm**

**Present:**

Councillor John Summers (Chairman)  
Councillor Denise Hall  
Councillor Steve Lapper  
Councillor Phil John  
District Councillor Phil Chapman  
The Clerk  
Residents and Public – 1

**Welcome and introductions**

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. Members and visitors are asked to wear face coverings at all times including when speaking; provide contact details on the register of attendance; maintain social distancing; and exit through the fire doors when leaving.

**1019 Election of Chairman and Deputy Chairman**

Members were asked to nominate a chairman for the next 12 months. It was proposed and seconded that Cllr Summers be Chairman for the next 12 months. Cllr Summers accepted the nomination.

Members were asked to nominate a Deputy Chairman for the next 12 months. It was proposed and seconded that Cllr Hall be Deputy Chairman for the period and Cllr Hall accepted the nomination

**Apologies for Absence** – received from District Councillor George Reynolds

**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.*

None.

**1020 Minutes of the meeting of 27<sup>th</sup> April 2021 (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** – None

**1021 Governance Arrangements**

**Delegation arrangements**

It was reported that the Parish Council have no delegated committees as the Parish Council meeting covers all matters

**Adoption of Standing orders and financial regulations (previously circulated and as amended)**

It was reported that Standing Orders were amended in January 2019. No further amendments were proposed to Standing Orders or Financial Regulations and it was recommended that these be adopted for the forthcoming year.

Resolved: To approve adoption of Standing Orders and Financial Regulations for year 2021/22.

**Review of Arrangements with Local Authorities**

**OCC Grass Cutting:** It was reported that the Parish Council continued to undertake certain of the County Council's functions relating to highways, public rights of way, watercourses and school crossing patrols under the Highways Act 1980, and if relevant the Road Traffic Regulation Act 1984 and the Land Drainage Act 1991, and any other enactment giving the County Council the duty or the power to carry out the functions delegated under this agreement. This relates to grass cutting as set out in the Schedule to the Deed.

## Representation at external bodies and reporting arrangements:

### • PC Local Cluster Group:

It was noted that the PC Local Cluster Group, an informal quarterly meeting of the local parish councils that does not commit Mollington Parish Council to recommendations, had not met in the last year. It was recommended that should the group be reconvened the Chairman and Clerk attend. The chairman will feedback to the Parish Council on issues raised at the cluster group and the Parish Council will consider, discuss and vote on recommendations as necessary.

### • CDC/OCC Parish Liaison:

It was recommended that one or more councillors and the Clerk attend the Cherwell District Council/Oxfordshire County Council Parish Liaison meeting and report back to the subsequent parish council meeting, which will consider, discuss and vote on recommendations as appropriate.

## Membership of other bodies:

It was reported that the Parish Council continued to be members of the following bodies

- SLCC
- OALC

## Complaints Procedure; Freedom of Information Act 2000; GDPR 2018 and Press and Media Annual Review of Policies.

It was reported that the Parish Council complies with Cherwell District Council's Code of Conduct, which all councillors have accepted.

The Clerk will process any requests made under the Freedom of Information Act 2000 and the GDPR 2018 (replacing the Data Protection Act 1998)

The Parish Council had agreed the following in relation to GDPR:

- Information and Data Protection Policy;
- Data Privacy Notice and Consent to hold Contact details; and
- Retention and Disposals policy and list of Documents for Retention or Disposal.

It was reported that the Clerk will deal with issues involving press and media

**Date and time of meetings for the forthcoming year:** Parish Council and other meetings; to be held at 8pm in the Village Hall unless otherwise stated.

22 June

20 July

28 September

October (To be confirmed)

23 November

25 January 2020

22 February

22 March

A summons to meetings will be circulated to Councillors by email 3 clear days before the meeting, will be posted on the notice board and Parish Council web site.

## Register of Members Interests –

All Councillors completed their new Declaration of Interest form.

## 1022 Clerks Report Financial Statement

The Clerk reported that 3 cheques had been raised during April 2021:

635	Steve Lapper	No Dogs Allowed Signs	33.30	In Budget
636	Elaine Anstee	Internal Audit	75.00	In Budget
637	Came and Co	PC Annual Insurance	488.70	In Budget

There was £608.86 VAT outstanding at the end of April. This was claimed back from HMRC in April, but has still to be repaid.

On 19<sup>th</sup> April Cherwell District Council paid £5500 for the 1<sup>st</sup> half of the Precept for this fiscal year.

Taking the above into account, at the end of April, the expected bank balance was £22,257.05 which is reconciled to Bank statement sheet No.200 at 5<sup>th</sup> May 2021. This balance contains the remaining reserves of £3112.50 for Orchard Piece Community Play Area and £851.57 remaining in Mollington Playing Fields reserve. The General Fund stands at £18,901.84.

Resolved: To accept the Financial Report

### **1023 Adoption of Annual Governance Statement and unaudited Accounting Statement, including Variance Statement for 2020 / 21.**

It was resolved to approve the Annual Governance Statement and this was then signed by the Chairman and the Clerk. It was then resolved to approve the Accounts Statement, already signed by the Clerk and then signed by the Chairman and also approve the variances report, as part of the Annual Governance and Accountability Return (AGAR).

### **1024 Chairman's Annual Report**

Councillor Summers reviewed the work of the Parish Council since the last Annual Parish Council Meeting in May 2019.

Thanks were expressed to Denise Hall, Phil John, Stephen Lapper and Cheryl Huntbach who had served as councillors over the last 2 years; the Clerk who continues to oversee and manage the governance and financial affairs of the Parish Council; and all those who had been able to attend meetings during this time. The Covid 19 pandemic has clearly been a major issue not only for all of us in Mollington but world-wide and we offer our sympathy and condolences to all who have suffered bereavement or been in any way affected by Covid 19. We would also like to give our thanks to those who have helped the nation through the pandemic particularly all front-line workers who kept the country going from NHS workers to those who delivered essential supplies to us and shops etc. I would like to personally thank all those in Mollington who helped their neighbours by caring, shopping or just taking time to say hello. I would also like to thank our District and County Councillors who joined our meetings and gave us good advice on help we could get during the pandemic.

Whilst the pandemic went on, we learnt new skills from on line shopping and zoom quizzes to virtual Parish Council meetings.

Prior to the pandemic we gained a weekly bus service to Banbury. This was extremely popular and resulted in the service being increased to twice a week. Sadly, it was unable to operate through lockdown but I was pleased to see it return to Mollington in the last couple of weeks.

Business for the Parish Council did continue and included 49 planning applications, including tree works in the conservation area. 3 of these were withdrawn and 2 refused the rest were all approved by Cherwell District Council and are either completed or still progressing.

At Orchard Piece Playground, in addition to the National Lottery funding, we were delighted to also receive funding for the new playground equipment from Cherwell District Council, which was completed in December and reopened fully last month following the lifting of Covid 19 restrictions on outdoor gyms. We were also able to install new equipment for younger children at Mollington Playing Field from the funds in the Education Trust.

Road surfacing repairs continued in Chestnut Road and The Holt and Roundhill Road had a visit from the Dragon Patcher. We are still waiting for repairs to Lower Farm Lane. We were very pleased when Bob Wadsworth agreed to be our road super user in liaison with Oxfordshire County Council meaning our potholes are dealt with more speedily.

We have commenced a plan of tree maintenance that will extend through the next couple of years to try to reduce the number of urgent works we have to carry out on the parish's trees. This started on Thacker Way but will include trees on the Green, Main Street (Skittle Alley) and outside the village hall.

The Village Hall has now reopened with Scouts and the NCT returning and the Management Committee taking up the reins to ensure it is Covid secure. We are hoping to welcome back Mollington Munch in the not-too-distant future when the team feel it is safe to return.

I would like to welcome all those who have moved to the village and say a fond farewell to those who have left.

Over the next year we will return to publishing Mollington Matters; dealing with issues around planning; your roads and footpaths; maintaining the village verges, greens and playing fields through our maintenance contract, looking after the trees and liaising with the Village Hall Committee and I look forward to working with your councillors on these. We are, however, still short of one councillor and I would encourage anyone who wants to help in this respect to contact either the Clerk or the Chairman

## 1025 Planning matters

### Applications

- 21/01309/DISC Discharge of conditions The Yews Southam Road. It was resolved that as this is a technical matter no comment should be made on the discharge of conditions.
  - 21/01325/F Demolition of agricultural buildings and erection of two new dwellings in lieu of approval 18/00948/F The Yews Southam Road. This application is an amendment to one previously discussed at the Parish Council. The amendment is to separate the two dwellings from one building to two buildings. It was resolved that the Parish Council do not object to this application.
  - 21/01386/F Replacement of all windows - Cream uPVC flush casement; replacement of front and back doors - front door Sage green composite, back door cream composite; installation of bifold doors to the rear of the property - cream; installation of external log burning flue to the rear of the property 1 Church Lane Mollington. It was resolved that the Parish Council do not object to this application.
  - 21/01481/F Erection of dwelling on land to the Northwest of the Old Farmhouse and adjoining Orchard Piece. This application is a resubmission of application 20/01112/F made in April 2020. A report had previously been circulated to councillors. It was resolved that the Parish Council strongly object to this application for the reasons set out in the report was approved and it was agreed that this be forwarded to Cherwell District Council as the Parish Council's response to the planning application.
1. *The application form describes the existing use as a 'Garden'. This is not the case as the land is an orchard in the conservation area and has never been a garden. The last use is therefore also incorrect.*
  2. *The application form states a new or altered vehicle access is not proposed from the public highway. The plans however show a new driveway from Orchard Piece, the public highway, using an existing gate that was approved for agricultural use only in 2007.*
  3. *The application form states that there are no trees on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character. The Parish Council understands that this is not the case as the tree survey of 2015 identified trees of both category A and B with a material conservation value. The previous arboriculture report on this application confirmed our view in that it required an up-to-date BS55837:2012 tree survey.*
  4. *The application form states that the proposal is not within 20 meters of a watercourse, which is not the case as there is a stream on the south west boundary of the proposed development.*
  5. *The application form states that there are no protected and priority species likely to be affected by the proposal however there is no up to date ecological survey included with the application and without this it is impossible to consider the ecological impact. The 2015 survey concluded that the site or immediately adjacent areas contain habitat suitable for the following protected vertebrates; Bats; Badger; Nesting bird species; Great Crested Newts; and Reptiles and that no works should be carried out without a detailed ecological survey.*
  6. *The application form states that pre-application advice has been sought from the local planning authority but has not yet been received at the date of submission. The Parish Council would welcome site of this advice. The Parish Council understands that the pre application provided in 2020 advised the relocation of the access four meters to the south. This does not appear to be included in this application.*
  7. *The Parish Council is disappointed that the process of validating applications is unable to take account of local knowledge enabling significant errors to be included in applications such as this.*
  8. *There is no detail about the source of services such as electricity and water or the capacity of the existing utility networks to provide these. The disposal of sewage is specifically excluded from the application.*
  9. *There is no Transport Appraisal, given the restricted access through Orchard Piece and considering that this is the disabled access to the new Orchard Piece playing field (opened 2021), a transport assessment would be essential.*
  10. *There is no construction access plan, given the restricted access both to and through Orchard Piece any construction traffic would result in an increased risk to the safety of residents, users of Orchard Piece playing field, including disabled people and children, and the associated parking.*
  11. *There has been no statutory site notice for this proposed development in the conservation area.*
  12. *In the absence of any justification the development would cause substantial harm to adjacent listed buildings including The Old Farm and the curtilage listed outbuilding.*

13. *The proposed development would cause significant and demonstrable harm to an important undeveloped gap on Orchard Piece which contributes to the rural character of the conservation area and provides an important visual link to the open countryside to the south*
14. *The development would fail to provide a safe and suitable access*
15. *In the absence of an ecological survey, it has not been demonstrated that the proposed development would not cause potentially irreversible and significant harm and disturbance to protected species on the site*
16. *The application states that it is 'infill'. This is not the case as infill applies to an urban environment and refers to construction on any undeveloped land that is not on the urban margin. This location is clearly on the margin as well as within the conservation area. The previous planning application [18/00473/F](#) determined that development of this orchard is not infill. As a Category 2 village Mollington is only considered suitable for infill or conversion construction works.*

*Mollington Parish Council's conclusion is that this application must be refused as:*

- *it fails to provide the technical information and surveys required for the development of a new dwelling in the Mollington Conservation Area;*
- *is neither an infill or conversion, which is not acceptable within a Category 2 village such as Mollington;*
- *it would cause significant harm and damage to adjacent listed buildings and the conservation area; and*
- *it could cause irreversible and significant harm to protected species on the site of this orchard.*

*Mollington Parish Council therefore strongly objects to this application.*

District Councillor Chapman was asked to feed back the Parish Council's concerns regarding the planning application validation process, which currently enables factually inaccurate applications to be validate, and to ask, in the event that planners are minded to recommend approval, that this application is called in to the Planning Committee in light of the strong objection from the Parish Council and the numerous objections from the public.

#### **Planning Applications published after the Agenda**

- 21/01603/TPO Ash (T1)- Removal of branches which are over the main house and drive to reduce risk of damage to property Little Fell 9 The Mead. This tree has a tree preservation order so consent is required to carry out maintenance on the tree. It was resolved that the Parish Council do not object to this application.
- 21/01621/F Replacement lean-to rear extension, alterations to first floor bedroom window and roof line and replace windows throughout 2 School Hill Mollington. It was resolved that the Parish Council do not object to this application

#### **Decisions**

##### **The following decisions have been made since last reviewed by the Parish council**

- 21/00309/F Extend rear of garage Wykham Church Lane - Permitted
- 21/00843/DISC Discharge of Condition 3 (details of openings, doors & windows) of 18/01956/F Manor House Main Street – Permitted
- 21/00822/DISC Discharge of Conditions 3 (doors & windows) & 4 (roof works, including ventilation) of 18/01957/LB Manor House Main Street – Permitted
- 21/00767/F Replacement roof dormers and replacement cladding Amare Cottage Roundhill Road – Permitted

#### **1026 Councillor responsibilities.**

It was agreed that Councillors' responsibilities should remain the same for the forthcoming term.

#### **1027 Councillor reports**

Councillor Summers

Defibrillator has been registered with the national defibrillator network (The Circuit) that replaces the South-Central Ambulance Service register.

There has been damage to the play equipment at Mollington Playing Field in that two bolts have been removed from the rail on one of the platforms attached to the zip wire. New bolts are being sourced to make the platform safe but we may need to look at replacing the platform in due course.

Councillors are reminded that any articles for Mollington Matters should be sent to Cllr Summers by the end of June.

It was reported that the next CDC Liaison meeting would be a virtual meeting on 16 June. Councillors wishing to attend should let the Clerk know

Councillor Hall

**The Village Hall** is now open subject to the covid restrictions. Huge thanks go to our cleaner for preparing the hall for opening.

Quotes have been obtained for the replacement of the windows and exit door in the main body of the hall. The existing windows do not open, the exit door is faulty and replacement with opening windows will greatly increase the ventilation to the hall. Cost of the replacement windows and door total £4662.00 and installation will take place in June 2021.

Old notice boards have been replaced with new, the existing china, cutlery etc. will be replaced in June and two new fridges for the bar area will be installed.

The new patio to the hall is a great improvement allowing easier access and a more useable outdoor space. Hopefully, in the coming months, there will be a return of all regular users.

Councillor John

The Notice board at the bus stop had been damaged during the last month; this has been repaired with new clear Perspex.

The grass cutting contractor has continued to avoid cut back of wild flowers, where necessary on Roundhill Rd and now some other areas of the village. This would be reviewed in the next cut and the length of the grass cut on the playing fields would be discussed with the contractor.

Councillor Lapper

Nothing further has been heard from OCC about re-route of Footpath number 3 and this is to be followed up with OCC.

New street signs are still at manufacture stage with OCC

### **1028 Councillors Points of Interest**

Covid 19 update

The following Covid 19 results were reported for Cherwell on 23 May:

- Daily new cases 2 (26 April 3)
- Total cases up to 23 May 9174 (26 April 2021 - 9,102)

Current weekly rate per 100,000 population in Cherwell. Reported up to 18 May 12 (21 Apr 2021 - 29.9)

### **1029 Date of next meeting**

Tuesday 22nd June 2021 – Mollington Village Hall at 8.00pm

### **Parish Council Meeting finished at 9.10pm**

Chairman, Mollington Parish Council

**Public Participation Session** – No subjects raised