

**Minutes of the Longcot Parish Council  
held remotely by Zoom  
on Monday 20 April 2020 at 7pm.**

**Present.**

Andi Cunningham, Chairman, John Barneby, Nathan Boyd, Amy Cooper, Simon Howell and Elaine Ware.

**36/20 Apologies for Absence.**

Alan Rich (prior commitment). This apology was received.

**37/20 Variation on Order of Business. None.**

**38/20 Declaration of Interest. None**

**39/20 Minutes of the Parish Council held on Monday 13 January 2020 and Monday 12 February 2020.**

The minutes were agreed and would be signed by the Chairman when Council next meets in person.

**40/20 Matters Arising from the Minutes. None.**

**41/20 Public Participation. None.**

**REPORTS**

**42/20 Report from County Councillor.**

Deferred not in attendance.

**43/20 Report from District Councillor.**

DC Simon Howell informed Council that the daily updates on the Vales COVID 19 Emergency/Resilience plans would be less frequent as thoughts are now turning to a recovery plan and how this may look. The Council thanked DC Simon Howell for his regular updates.

Simon Howell left the meeting at 7.10pm.

DC Elaine Ware reported that the Vales Comms Team were working well to keep Town and Parish Councils up to date with the latest news and information during the COVID 19 lockdown period. Grants are available for businesses to support those affected by the pandemic and support is available for residents who are shielding and not connected to a community group for help with getting supplies and medication.

**44/20 Report from Chairman.**

The Chairman reported that a volunteer group has been set up to support residents with help with getting supplies and medication if needed which is working very well.

**FINANCE**

**45/20 Payments of Accounts.**

Council RESOLVED to authorise the payments below:

*Table 1 List of receipts and payments.*

<b>Power</b>		<b>Payments received:</b>			<b>Total</b>
		SSE Wayleave across the Dash			2.00
LGA 1982 s150		1 <sup>st</sup> half of precept			3,800.00
<b>Spending Power</b>	<b>Cheque No.</b>	<b>Payments approved using the Scheme of Delegation:</b>	<b>Net Cost</b>	<b>VAT</b>	<b>Total</b>
Small Holdings and Allotments Act 1908	EP56	Castle Water - allotments			32.30
LGA 1972 s112 Contract/Pensions Act 2014	EP57	T Brock - Jan salary			201.05
LGA 1972 s143	EP58	CPRE - annual subscription			36.00
LGA 1972 s111	EP59	The Net Result - payroll			55.50
LG (Misc Prov) Act 1976 S19	000731	MRH Services - repairs to roundabout			118.87
LGA 1972 s112 Contract/Pensions Act 2014	EP60	T Brock - Feb salary			201.05
LGA 1972 s134	000735	Shrivenham Methodist Church - room hire			10.00
LG (Misc Prov) Act 1976 S19	000733	MRH Services - inspection of play parks			33.00

<b>Power</b>		<b>Payments received:</b>			<b>Total</b>
LGA 1972 s111	000734	Arrow Accounting - internal audit 2019/20			211.00
(Misc Prov) Act 1976 S19 Highways Act 1980 s96	EP61	Lister Wilder - parts for mower	19.27	3.85	23.12
(Misc Prov) Act 1976 S19 Highways Act 1980 s96	EP62	Lister Wilder - oil for mower	91.01	16.54	107.55
LGA 1972 s140	EP66	Came & Co - mower insurance			279.17
<b>Payments approved at the meeting:</b>					
LGA 1972 s112	EP63	HMRC - TAX Jan-Mar			150.80
Small Holdings and Allotments Act 1908	EP64	Castle Water - allotments			32.30
LGA 1972 s112 Contract/Pensions Act 2014	EP65	T Brock - March salary			200.85
LG (Financial Prov) Act 1963 s5	EP68	T Brock - reimbursement Apr - Mar			177.10
LGA 1972 s112 Contract/Pensions Act 2014	EP67	T Brock - April salary			201.05
(Misc Prov) Act 1976 S19 Highways Act 1980 s96	EP69	Lister Wilder - service parts for mower	205.56	37.39	242.95
LGA 1972 s143	EP70	Oxfordshire Assoc of Local Councils - sub	117.02	23.40	140.42

Bank balances as at 25 March 2020:

Current a/c £7,057.13

Deposit a/c £4,909.58

**46/20 Internal Audit 2019/2020.**

Council noted that Arrow Accounting had carried out the internal audit for the year ended 31 March 2020. No recommendations were reported.

**47/20 External Audit 2019/2020.**

Council RESOLVED to certify that during the financial year 2019/20, Council's annual total gross income and expenditure did not exceed £25,000 and agreed to certify Council as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

**48/20 CIL (Community Infrastructure Levy).**

Council noted that under the Scheme of Delegation it was requested that revenue from the CIL chargeable for development which had taken place within the parish during 1 April 2019 to 31 March 2020 be paid to Council. CIL can be spent on the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on the area within 5 years of receipt.

**49/20 MRH Services.**

Council noted that the cost of inspecting the play parks would increase from £33 to £36.50 from 1 April 2020.

**50/20 Direct Debit.**

Council RESOLVED to approve setting up a direct debit to pay Castle Water.

**51/20 Allotment Rent 2020/21.**

The Chairman informed Council that Gary Holcombe was currently collecting the allotment rent so the rent would not be waived this year during the COVID 19 pandemic as tenants were happy to pay.

**52/20 Update on Other Current Matters. None.**

**COUNCIL**

**53/20 Scheme of Delegation.**

Council noted that the Scheme of Delegation was approved via email in March 2020 following advice from the Oxfordshire Association of Local Councils to enable Council to function during the COVID19 pandemic. Now that Councils can meet remotely the Scheme of Delegation would now not be in use.

## PLANNING

### 54/20 Planning Application.

Council noted that the following planning applications had been submitted to VWHDC using the Scheme of Delegation when Council was not permitted to meet remotely. Please note that the comments to the planning applications on the agenda were entered incorrectly, comment i referred to ii and vice versa. The correct comments are minuted below.

*Table 2 List of planning applications.*

Ref	Planning application number	Address and proposal
i	P19/V3266/HH amended details	1 & 2 Kings Farm Cottages, Mallins Lane, Longcot, Oxon SN7 7TE <i>Proposed single-storey rear extensions to 1 &amp; 2 Kings Farm Cottages, (Surface Water Drainage scheme and Amphibian Strategy submitted 2/3/2020).</i> <b>No Objections</b> to this application but wish the following comments to be taken into account: Council is pleased to see a drainage strategy has been made and ask that Leigh Travers accepts the findings (such as the ACO drain). Council's concerns as ever is to protect the properties below these 2 houses, which are raised up on Mallins Lane and the neighbours on the other sides which are much lower. Hence the protection required for them.
ii	P20/V0582/LB	Cleveland Farm, Shrivenham Road, Longcot, Oxon SN7 7TW <i>Conversion of redundant agricultural barns to provide 5 residential dwellings with parking access, landscaping and associated works following the demolition of the large Dutch Barn, silos and associated buildings.</i> <b>No Objections</b> to this application but wish the following comments to be taken into account: Council were pleased to meet Mr Leigh Travers on site in January 2020. All aspects of the drainage on this site were looked at and the protection of the neighbouring house was made paramount including the site itself. Council is pleased that listed building consent has been asked for as the neighbouring property is also listed and is included within the curtilage of the listed building; as well as having the only brick barn on this site to be part of the listed consent. Council notes that roof tiles are to be replaced by slate? It would be preferable that the tiles fit in with the existing surroundings. It has been noticed that there is an increase in owl activity at the site and would request that owl (and bat) boxes be placed at the site while any work is undertaken along with all other measures to protect the owls.

### 55/20 Refused Planning Application noted.

*Table 3 List of refused planning applications.*

Ref	Planning application number	Address and proposal
i	P19/V2438/A	2 Locations along the A420 close to Southdown Farm, Faringdon Road, Longcot SN7 7UA <i>2 directional safety signs raised on aluminium posts (as amended 4/12/19).</i>
ii	P19/V1529/HH	Acorn Cottage, The Green, Longcot, Oxon SN7 7SY <i>Two-storey side extension. (Amended plans: composite drawing 001 05/08/2019 and block plan BLO-01 to show proposed parking received 06/08/2019.) (As amended by composite and block plan received 29/01/2020.)</i>

### 56/20 Permitted Development Rights Application(s) noted.

*Table 4 List of permitted development rights applications.*

Ref	Planning application number	Address and proposal
i	P19/V3352/N4C	Plover Barn, Kings Lane, Longcot, Oxon SN7 7SS <i>Conversion of agricultural barn to storage and distribution (use Class B8).</i>

### 57/20 Certificate of Lawful Development Application noted.

*Table 5 List of certificate of lawful development applications.*

Ref	Planning application number	Address and proposal
i	P20/V0403/LDP	Kings Lane, Longcot, Oxon SN7 7SS <i>Proposed operations to be carried out in the erection of two semi-detached three bedroom houses granted planning permission on 28/04/2017 under planning permission P17/V0085/FUL would amount to the lawful commencement of the development through a material operation having begun.</i>

**58/20 Permitted Certificate of Lawful Development Application noted.**

*Table 6 List of permitted certificate of lawful development applications.*

Ref	Planning application number	Address and proposal
i	P20/V0403/LDP	Kings Lane, Longcot, Oxon SN7 7SS <i>Proposed operations to be carried out in the erection of two semi-detached three bedroom houses granted planning permission on 28/04/2017 under planning permission P17/V0085/FUL would amount to the lawful commencement of the development through a material operation having begun.</i>

**59/20 Permitted Planning Application noted.**

*Table 7 List of permitted planning applications.*

Ref	Planning application number	Address and proposal
i	P19/V3266/HH	1 & 2 Kings Farm Cottages, Mallins Lane, Longcot, Oxon SN7 7TE <i>Proposed single-storey rear extensions to 1 &amp; 2. (Surface Water Drainage scheme and Amphibian Strategy submitted 2/3/2020.)</i>

**60/20 Update on Other Current Matters. None.**

**HIGHWAYS**

**61/20 Update on Current Matters.**

Council agreed that the Chairman would write a letter of thanks to Bernie Cooper for regularly clearing the ditches and cutting the grass verges in the parish. Bernie has been kindly clearing ditches and cutting grass verges for many years for free which the Council appreciates and is very grateful for.

The Chairman would investigate a complaint that the ditch near Farmer Gows, Fernham Road had been cleared out and left on the verge making it impossible for the grass to be cut. A request to cut grass at Church Close had been received. This would be looked into as the area is not parish land.

The Chairman to varnish the noticeboard.

**PLAY AREA**

**62/20 Servicing of Mower.**

Nathan Boyd reported that he had received the parts for the service but Lister Wilder could only attend emergency issues and could not service the mower until lockdown was lifted.

**63/20 Update on Other Current Matters.**

The play area equipment would need a service once lockdown had been lifted. Following government advice the play park is currently closed.

**ALLOTMENTS**

**64/20 Update on Current Matters. None.**

**NEIGHBOURHOOD ACTION GROUP**

**65/20 Update on Current Matters. None.**

**CONFIDENTIAL INFORMATION**

**Exclusion of Press and Public**

**To move the following resolution, in view of the confidential nature of the business to be transacted it is in the public interest that the public and press be excluded from the remainder of the meeting and they are requested to withdraw.**

**66/20 Any Matters. None.**

**DATE OF NEXT MEETING**

**67/20 Next meeting.**

The next meeting will be the **Annual Parish Council Meeting** which would take place on **Wednesday 13 May 2020**. Location and time to be advised.

The meeting closed at 7.50pm.

Signed.....Date.....2020