

FRITWELL PARISH COUNCIL (FPC)
Minutes of Meeting held at the Village Hall on 16th of January 2024 at 7.00 p.m.

Present: Parish Councillors Jonathan Boyce – Chair (JB), Ray Hood (RH), Daniel Kimber (DK), Rebecca Green (RG), Polly Foster (PF), OCC Cllr. Arash Fatemian (AF) and Marion Steer, Clerk – (MS). 5 residents attended.

1. Welcome, Introductions and Apologies

- 1.1 Introduction of Marion Steer, FPC new Clerk and Responsible Financial Officer (RFO)
- 1.2 Apologies received from Cllrs. Marc Beeney (MB) - Vice Chair and Simon Kimber (SK).
No apologies received from District Cllr. Reeves.

2. Declarations of Interest

- 2.1 JB noted that he had an interest in any matters discussed involving the village pond or the enforcement relating to a neighbouring property.
- 2.2 RG has an interest in any matters involving the property at 81 North Street as a neighbour of that property.

3. Public Participation - an opportunity for residents to address the council about any issues (maximum 10 minutes)

- 3.1 A resident raised the issue of inadequate lighting on East Street. JB asked the resident to provide locations of where further lighting was needed, and the Parish Council will consider once the information is provided. PF mentioned that this issue is included in the Mid-Cherwell Neighbourhood Plan encouraging dark skies and minimal light pollution.

4. Local Councillor Reports - County Cllr. Arash Fatemian; District Cllr. Eddie Reeves

- 4.1 Cllr. Eddie Reeves sent no apologies and provided no report.
- 4.2 AF arrived later and provided written report, which will be published to the website.

5. Approval of Minutes of Meeting held on 10th October 2023

- 5.1 JB noted that there were some errors in the minutes numbering. RG noted that she had been omitted from the attendance. The MS will rectify before publishing to the Fritwell Parish Council website. **Amended Minutes approved by all.**

6. Action Items Review

- 6.1 **ACTION:** JB will correspond with Cllr. Reeves to express Fritwell Parish Council's disappointment at his non-attendance.
- 6.2 JB reminded the council about available S106 monies to implement additional road calming measures in Fritwell. A project is needed to take advantage of this allocation.
ACTION: JB to meet and brief MB.
- 6.3 It has been noted that the Fritwell Parish Council website needs updating, JB to convene a Zoom Session with Cllrs. on this issue.
ACTION: JB to convene Zoom meeting with FPC Cllrs. and report back to March PC Meeting.
- 6.4 **ACTION:** JB asked MS to investigate securing the Kings Portrait for the Village Hall.
- 6.5 **ACTION:** MB and MS to investigate the potential for transferring some reserves to a higher interest-bearing account.
- 6.6 **ACTION:** Anglian Water have provided a written response to the questions posed at the public meeting that took place November 2023. The response will be posted to the website and a copy sent to FPC subscribers.
- 6.7 **ACTION:** Anglian response asked for FPC help in identifying a contact at OCC to discuss surface water run-off into Fritwell Water Treatment Plant. JB to ask AF for a contact at OCC.
- 6.8 **ACTION:** All Cllrs. to review their action items and provide a status update for the March 2024 Parish Council meeting.

7. Matters arising from the Minutes (not covered by the agenda)

- 7.1 Response to Cherwell District Council Local Plan 2040.

It was noted by JB that the draft plan indicated the redesignation of Fritwell from "Category A" to "Small Village" – positive implications are - no major developments during the Cherwell District Council planning horizon to 2040. Developments would be restricted to infill/redevelopment projects considered through the normal planning process.

Major comments from FPC in the plan consultation included objections to the significant proposals for developments along the B4100 corridor that will join Bucknell to Bicester
- 7.2 A Village Update Meeting took place on the 14th of November 2023, where FPC, the Village Hall Committee, the Parochial Church Council, representatives from the Chapel, the Playing Field Committee and the Community Fridge all gave updates to Fritwell residents. The meeting was well attended and positively received. This will probably become an annual event.
- 7.3 Anglian Water Public Meeting took place on the 21st of November 2023. This was well attended, and some good questions were posed from the audience. We are still "in the dark" as to the precise arrangements for managing the swales and any flooding issues at Stable Gardens. Good news is that since the heavy rains occurred, only one tanker clearing excess water has been noticed and there have been no recent sewage discharges (treated or untreated) recorded by the Rivers Trust since 2022.
ACTION: FPC will continue to monitor and invite Anglian for updates when necessary.

- 7.4 JB worked with Fritwell C of E Primary School to sponsor a small project with schoolchildren and their parents to plant Tulip Bulbs in front of the Village gates. 5 families participated in planting 240 bulbs.

8. Financial Matters

- 8.1 Financial report: A summary of the Parish Council Finances was presented and reviewed. PF proposed accounts as accurate and RH seconded. All agreed.
- 8.2 Approve payments since last meeting. Payment's approval proposed JB, seconded, RH.
- 8.3 2024/2025 budget and precept. An early outline of the budget for 2024-2025 was considered and it was noted that our general operating costs are higher than the precept we currently receive from Cherwell District Council. Some receipts and costs are difficult to predict (e.g. Fritwell Lawn Cemetery receipts). Some modelling of potential precept submission requests was presented, and it was considered that it would be wise to raise the precept marginally by 3 pence per week for a Band D property which will provide an extra £500 in annual operating revenue. This was proposed by JB and seconded by PF and agreed by all.

9. Village Matters.

- 9.1 We have many projects logged to do for 2024. During 2023 we logged 29 Projects and 10 were outstanding. Other projects to be considered include:
- Speed Indicator Device for North Street as requested by residents local to Town Well End.
 - Chasing OCC Highways and S106 monies for road calming measures in Fritwell (refer earlier action 6.2)
 - Painting projects in Fritwell of Heritage signs and benches. Three professional quotations will be required for Cllrs. to consider the best value option.
 - We will need to organise a Fritwell Litter pick to take place probably in the March/April timeframe. Information on a "Spring Clean" is expected from Cherwell District Council and we will need a Cllr. to organise.
 - With the Fritwell Lawn Cemetery burial plots at a premium, and the trend towards cremation we need to consider implementing a Garden of Remembrance for Ashes at Fritwell Lawn Cemetery.
ACTION: JB to investigate.
 - We normally have an annual Village Sign and Gate cleaning. **ACTION:** Cllr. volunteer needed to organise, probably in May/June timeframe.
 - **ACTION:** All Cllrs. to review their maintenance log actions.
- 9.2 MCNP (Mid-Cherwell Neighbourhood Plan)
- On the 30th of January 2024 there will be a presentation from Martin Lipson - MCNP Chairman to review the draft updated Mid-Cherwell Neighbourhood Plan. All residents are strongly encouraged to attend and to submit their views and comments online.
- If residents prefer, a paper copy of the consultation questions can be provided by the Parish MS. The deadline for consultation completion is the 23rd of February 2024. Following the comments received during the consultation, the draft plan is reviewed and redrafted and then it will be submitted to Cherwell District Council for review.
- 9.3 Speed Watch
- We have had a great response from volunteers – we now have 10 trained and ready to go – all others of course are welcome – please apply to JB. The first session was on the 11th of January 2024 – and since, two subsequent sessions recorded that about 1 in 5 vehicles are exceeding 24mph (of 84 passing vehicles) – all these have been reported to Thames Valley Police.
- 9.4 Potholes
- Fritwell roads are in a poor state of repair. Some 20 potholes were reported in May 2023 and some of the worst were repaired. Many of those that weren't, have since become hazardous. A call to OCC provided a promise that the worst, where marked, could be repaired in 28 days. Cllr. Hood volunteered to assist JB in identifying, marking and reporting the worst potholes in the village.
ACTION: JB/RH to mark and report potholes ASAP.
- 9.5 Government Consultation on Freight and Logistics
- FPC provided feedback to an official Central Government National consultation on Freight and Logistics. A summary will be posted to the website and sent to subscribers.
- 9.6 Baynards Green Warehouses
- JB chairs COLD (Committee On Logistics Development) setup to evaluate the proposed warehouses at Baynards Green (Albion Land and Tritax), as well as the Strategic Rail Freight Interchange (SRFI) at Ardley. COLD continue to monitor these applications, and whereas the SRFI application has been suspended, the Baynards Green applications seem to be progressing towards a conclusion. It is COLD's view that these planning applications unfortunately have a strong chance of succeeding. Therefore, it is considered that it would be wise for Parishes to consider what mitigation should be asked of the developers if these developments are passed and do go ahead.
ACTION: JB to set-up a sub-committee of Cllrs. and interested residents to provide more detail on what we could ask for. Some suggestions made by councillors and residents at the meeting:
1. Funding for new Village Hall.
 2. Funding to re-establish our Village public house.
 3. Measures to prevent HGV Freight from navigating through Fritwell.
 4. Sound deadening panels along adjacent M40 route past Fritwell.
 5. Resident financial "loss of amenity/inconvenience" financial packages and possibly:
 6. A major Community Heating project to replace oil/gas fired boilers in village.

9.7 Cala Pledges

Cala Homes are working on their Five Community Pledges for their Stable Gardens Development (road will be called Ormond Manor Road).

Pledges so far agreed:

- Pledge 1: Footpath 219/6 to be resurfaced from Southfield Lane to Lodge Farm track.
- Pledge 2: £500 donation to the Community Fridge.

Possible projects where negotiation is needed:

- Pledge 3: Repair and resurfacing of Church Way. To make this possible we will need to negotiate with Cala for equipment and labour, but it is likely that we will need to pay for the materials, which could be in the region of £4,000. JB asked fellow Cllrs. for authorisation to use reserves for this purpose if necessary. DK proposed, RG seconded, all agreed
ACTION: JB to contact Cala.
- Pledge 4: Play Park Zip Wire. JB suggested it would be better to facilitate direct negotiation between Cala and the Playing Fields Committee.
ACTION: JB to facilitate.
- Pledge 5: School projects. JB suggested it would be better to facilitate direct contact between Cala and Jon Jeffries the school Headteacher.
ACTION: JB to facilitate.

9.8 Emergency Plan Update.

The Emergency Plan needs to be updated – this is an annual task. Cllr. needed to volunteer to take this on. JB contacted Bicester Fire Service before Christmas and had sandbags delivered to the Village Hall (stored by the shed) for use by residents in case of a property flood risk. One resident used some of them during the recent period of heavy rains.

ACTION: Cllr. volunteer needed to update Emergency Plan.

10. Planning Matters

- 10.1 Application for a Wall Repair at 32 North Street to include a dropped kerb (Ref: 23/02315/F). Cllrs. Discussed and agreed that there were no reasons to object to the application and would be supporting the request.
- 10.2 Cherwell District Council planning decisions since last meeting. Inkerman House retrospective planning application has been permitted.

REF No.	LOCATION	PROPOSAL	STATUS	PARISH COUNCIL RESPONSE	COMMENTS DUE
23/02838/DISC	OS Parcel 9507 South Of 26 And Adjoining Few	Discharge of Condition 14 (landscaping) of 21/02180/REM	Under Consultation Soft landscape proposal		N/a
23/03274/TCA	The Limes 94 East Street Fritwell OX27 7QF	T1 x Willow - pollard to previous pollard points. Has got quite big and would like to do it before limbs start to snap out. T2 x Yew - Reduce by up to 1 metre as done previously (probably over 5 years ago) To keep contained. T3 x Maple - Remove lots of die back in crown. Tree in decline T4 x Birch - Remove, close proximity to properties. Outgrown its location. T5 x Holly - Small Holly on side of drive. Tidy up and reduce height by 1 metre	Under consultation	Follow direction of council specialists	TBC
23/03213/LB & 23/03211/F	The Limes 94 East Street Fritwell Oxfordshire	Replacement of 2 x ground floor and 3 x first floor sash windows with bespoke sash	Under consultation	Supported for maintenance	06/01/2024
23/02914/F	Inkerman House OX27 7HS	RETROSPECTIVE - Single storey extension, four windows and three rooflights to detached outbuilding, revised floor plan layouts to that approved, alterations to previously approved windows and rooflights, and to the facing material for the walls of the outbuilding	Application Permitted	Objections (in principle to prevent setting precedent)	19/10/2023
23/02315/F	Hawtins Cottage 32 North Street Fritwell OX27 7JF	Rebuild the damaged wall, rebuild front garden wall, reinstate pedestrian access to the front wall and extend the parking area on the property by removing some of the front wall and widening and dropping of the kerb	Under consultation	To discuss 16/02/2024	06/01/2024

11. Review Correspondence

- 11.1 Correspondence received from St Olave's Parochial Church Council requesting funding to repair the Lychgate. It was considered that the Lychgate is important to the character of the village and the full cost estimates were £720. JB discussed and proposed that FPC contribute 50% to the cost (£360), this was seconded by PF. AF warned that the use of Parish Council funds for Churches would not normally be supported, however in this case as the Lychgate is a War Memorial and of importance to the village heritage this would be permitted.
ACTION: JB to inform St Olave's PCC.
- 11.2 Correspondence was received from a resident asking if an additional dog bin can be located at the Footpath near Raghose Lane Water Treatment Plant – "... there has been a huge amount of dog muck left along the footpath both in and out of bags...". After general discussion, it was noted that there are 8 dog bins in the village, and one is close at the top of Forge Place. In addition, around 15% of FPC precept goes to emptying dog bins and it was felt that no additional bins could be supported. However, there was sympathy for the resident who brought the complaint, as this is the acts of irresponsible dog owners and completely unacceptable. It was agreed to approach the Dog Warden to report the issue.
ACTION: MS to report to Dog Warden.

12. Any other Business

- 12.1 Fritwell Parish Council is to report to Cherwell District Council the issue of 81 North Street stalled development and detritus on site, including the Anglian Water complaint of mud ingress to the open pipes they have been unable to contact the resident about. **ACTION:** MS to submit Councillors agreed correspondence to Planning and Environment at Cherwell District Council.
- 12.2 Bus Shelter Accident – The accident took place early September 2023 and the repairs have still not been completed by the insurer's contractors, nor has the excess been refunded after solicitors' action. **ACTION:** JB to chase.
- 12.3 FPC Website and general website improvements – it has been noted that the website needs updating and improving. **ACTION:** See 6.3 followed by MS to arrange meeting with Rob Jones, our website designer.

Dates of future meetings:

Annual General Meeting / Annual Parish Meeting – 14th May 2024

Ordinary Parish Council Meetings: 19th March 2024 / 16th July 2024 / 17th September 2024 / 26th November 2024

Item 6 – Action Items review

ACTION	ASSIGNED TO	DATE ADDED	STATUS	DATE COMPLETE	NOTES
Application for Kings Portrait	KH	15-Apr-23	On Hold		Email received to notify councils who qualify can apply for portrait of King Charles. No further information received as of 13 Oct. Response sent back
Village Maintenance – JB requested that all CILrs review a list of projects he distributed and add for them to add any other ideas on how to improve the village. A resident did ask if any of the reserves in the savings account will be used JB confirmed that would be that case	ALL	15-Jun-23	In Progress		JB/DK/RH walked village to discuss possible options for village improvements
Consider publicity approach encourage younger residents of the village to Parish Council meetings	ALL	15-Jun-23	In Progress		JB spoke to Jon Jeffries at Fritwell Primary School. Enthusiastic reception.
Public Space Protection Order for the Playing field – requires investigation	JB	15-Jun-23	In Progress		Update at October PC Meeting
Cala Homes - Community Pledge email regarding potential budget	PF	18-Jul-23	In Progress		A number of suggestions have been raised. See Cala Pledge tab for suggestions and status
Community Participation with younger generation for ideas on shaping the village in how they would like to see it	JB	15-Aug-23	In Progress		Approach Scouts, Football club and Duke of Edinburgh participants on how they can be involved in shaping the village. Public requested to submit ideas to clerk
Correspondence - Email from resident raising that work to the hedge and pond At Town Well End has still not been completed	KH	01-Oct-23	In Progress		Raise at 13 Oct meeting
Replacement sign for The Lane	JB	01-Oct-23	In Progress		Need to chase OCC for signage again
Investigate possibility of moving some savings to higher interest account	KH	13-Oct-23	Open		
Review website for changes with Rob Jones	SK	14-Oct-23	Open		
Resilience actions	JB	14-Oct-23	In Progress		JB to raise a zoom call to understand who can be applied as back ups
Fritwell Village Sign missing	JB	10-Nov-23	In Progress		Need to chase OCC for signage again
Set-up a Financial Calendar to record major milestone dates to meet over the Financial Year	JB/MS	12-Dec-23	Open		Suggested dates for Audit/VAT claims/Subcontractor negotiations/Cash book updates/Bank reconciliations/Annual budgeting/Precept