

# SUNNINGWELL PARISH COUNCIL

## MINUTES of the PARISH COUNCIL MEETING held remotely by email on Monday 30 Mar 2020

### Contributing

**Parish Councillors** Colin Weyer (Chairman), Elizabeth Bennett, Paul Wooldridge, Mike Wykes, Paul Darby, James Greenman and Oliver Isaacs

County Councillor Bob Johnston. District Councillor Emily Smith.  
Brian Rixon – Clerk to the Parish Council

### 31/20 Questions and comments from visiting councillors and members of the public

#### Oxfordshire County Councillor Bob Johnston

“I am e-mailing all my Parish Councils because I am now self-isolated and unable to attend meetings for the foreseeable future. I will be sending reports. It seems to me that many of the Councillors are in a similar position to myself.

Most of the other organisations I interact with are doing the maximum possible on a virtual basis, either using Zoom or Microsoft Video Conference, some or all of you might wish to follow this example. In extremis in order to allow the Parish to continue to function at a very basic level decisions can be delegated to the clerk in consultation with the Chair, Vice Chair and whoever.

Very happy to give advice on anything relevant.”

Regarding the Quarry footpath project (February minute 25/20):  
Bob says, “Very happy to contribute when the present crisis is over”.

**District Councillor Emily Smith and Debby Hallett** have had email conversations with Sunningwell Parish councillors regarding supporting the community.

### 32/20 Apologies for absence.

None

### 33/20 Declarations of members’ interests in respect of any item.

None

### 34/20 To approve the Minutes of the Parish Council held on 24 Feb 2020.

The minutes were circulated to all councillors on 9 March and, following the circulation of an annotated agenda on 23 March, the minutes for the February council meeting were approved by six councillors.

[Email approval by six councillors](#)

# SUNNINGWELL PARISH COUNCIL

35/20

## Supporting parishioners at risk, or self-isolating, during the Covid-19 alert

**Cllr Colin Weyer:**

“SPC had been building an email database some years ago garnered from a variety of sources and kept by the clerk for possible official use; however, following implementation of the EU’s GDPR directive in 2018, this had to cease and all 100+ contacts discarded so now we do not have any way to contact residents by email.

In my report for publication in the next Sunningwell Scene I wrote: *“we would like to build a SPC database of email addresses so that, if necessary, we can communicate with you promptly should the need arise. Any details supplied will not be passed to or used by any other entity. Please email directly to the parish clerk: [clerk@sunningwellpc.org.uk](mailto:clerk@sunningwellpc.org.uk)”*

This was written about four weeks ago, but the subsequent COVID-19 crisis has caused a delay in printing the Sunningwell Scene although it will be published online but probably with limited viewing. So, this is unlikely to be of any help for the foreseeable future.

Sunningwell & Bayworth are not currently covered but Rob Glenny, the vicar of Radley & Sunningwell, has offered to do so and proposes to do a leaflet drop to provide residents with contact information in case of need; as has already been done in Radley.

Regarding Boars Hill the BHA has an extensive email data base and has also circulated a special Newsletter partly to catch those not already on it. Telephone details are already held for some thirty or so volunteers and assistance has already been given to several residents including widows aged 86 and 96!

The Vale of White Horse district council has in effect already recognised the BHA as leading on community communications for Boars Hill and may well do so in the case of the Church. I have written to Debby Hallett to suggest that she might contact the Church to this effect. I have also written to Bob Warne to ask if he would act as the focal point for his small community in Long Furlong.

Both the Church and the BHA are private/non-governmental not for profit organisations and neither is affiliated to SPC. Neither falls under the umbrella of SPC. It is not therefore for SPC to approve any actions taken by either organisation. That said, I am sure that both will act to help their communities to the best of their ability and that SPC is unlikely to have any problem with the work of either.”

**Approved by Email**

**Cllr James Greenman:** During the past two weeks, I have been advised of a number (8) of residents within Sunningwell offering to provide help, but nobody has stepped forward to coordinate and connect demand and supply. As has been stated by others, Boars Hill seems to be suitably supported by BHA. I am fortunate enough to currently remain in full-time employment, and with the challenges of the current climate do not have the time to act as a coordinator. After seeking input from other councillors, I have accepted the offer to connect Sunningwell and Bayworth to Radley for Covid-19 support organisation (SERV). This organisation is able to help coordinate support with shopping, medicine collection, dog-walking, etc. as well as pastoral support via the phone or online.

This will involve the physical distribution of contact information to each household and the publishing of these contact details on the following information sources:

- Parish Council Information sources (Clerk, Website etc)
- Sunningwell Scene.
- Nextdoor.
- Church communications.
- VoWH community Liaison team
- Neighbouring Support services (so they can direct any requests appropriately)
- VoWH & OCC Councillors
- Layla Moran’s Office

# SUNNINGWELL PARISH COUNCIL

<b>36/20</b>	<b>Delegation of decision making to an officer of the Parish Council</b>
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Under section 101(1) of the Local Government Act 1972, it would be prudent, for the council to delegate responsibility to the clerk to ensure that the council can keep functioning, even if meetings cannot be held.

The delegation needs to be broad and to the effect that the council empowers the clerk and responsible financial officer to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable. This would be supported by email communication with the Chairman and councillors whenever possible.

**Approved by Email**

<b>37/20</b>	<b>Sunningwell Village Hall car park and Bayworth Triangle parking</b>
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**Cllr Colin Weyer** is the lead Councillor on this project and has prepared this update:

“I had a good site meeting with Dave Palmer, of local firm Chilswell Construction, recommended by Mike Wykes and Paul Wooldridge.

Dave will quote separately for each site. Regarding the major village hall project, he has made some useful suggestions which broadly speaking involve a central tarred “road” about 9ft wide to the field gate with gravel on either side demarcated by flat kerbstones (which won’t crumble like paving blocks) to show the parking bays which will be at a c 45 degree angle to make entry and exit easier. These ideas will obviate the need for fuel separators and should also prevent any significant shifting of the gravel in use. I have chased Dave several times but, so far, have had no formal response.

Once the quote is received, the S106 application can be made and the funds might now arrive before any work is possible. “

**Cllr Paul Darby:** Can I ask what the breakdown of actual costs for the Sunningwell parking area compared to the Bayworth triangle parking area?

**Colin:** I will advise as soon as I have the quotes which I have asked to show each separately. Bayworth should come in at very much less than Sunningwell.

**Cllr James Greenman:** Due to the slope of the car park I do not believe we should be considering any loose surface for any parts of the Car Park, as the materials will be washed down the slope and collect in areas to divert the desired flow of runaway and cause accelerated corrosion of any newly laid services.

<b>38/20</b>	<b>Sunningwell Parish Village Green wall</b>
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**Cllr Paul Wooldridge** is the lead councillor and gave this update:

“A new dry-stone walling company has been appointed at a cost of £3,850. They are busy until May but have said that SPC are next on their list and they should be able to start in May/June. The original cost has already been approved by the Vale to pay out of Section 106 money already received by the Vale, but we need to inform them of the name of the new contractor and the revised lower price.”

# SUNNINGWELL PARISH COUNCIL

<b>39/20</b>	<b>Drain cover on village green</b>
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**Cllr James Greenman** is the lead councillor on this project. Council agreed unanimously, by email, to approve expenditure of £300.

**James's update:** "The Drain cover £169.88 has been purchased, the delivery has been delayed due to COVID-19 restrictions. Once it has arrived, I will arrange for the installation."

<b>40/20</b>	<b>Restoration of some bus routes</b>
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**Cllr Elizabeth Bennett** asked for this to be on the agenda following a newspaper report that some bus routes may now be viable.

An email conversation was held involving four councillors and Elizabeth then asked, "Would it be acceptable to say the council asked Brian to write to Layla Moran for her opinion on this matter?" Cllrs Mike Wykes and Colin Weyer agreed.

On 23 March Cllr James Greenman wrote to District Councillors Emily Smith and Debby Hallett saying, "please see the attached email exchange on OCC's handling of the additional funds for rural bus services. I am sure you are aware and there is nothing that can be done to address the situation. A secondary issue is the statement that Yvonne appears to have advised that a communication was sent on March 4th to clerks. Our clerk has confirmed it was not received. If you have time, please can you follow up on this."

**Cllr James Greenman:** Further investigation into the decision-making process for the allocation of additional funds has revealed that the consultation with Parishes was via a body that neither the PC or our Country and District councillors knew existed. The PTR Group (Parish Transport Representatives) meet on February 25th and from this, the allocation decision-making framework was agreed. Clerk to Investigate and seek to understand how SPC can be appropriately represented within this Group. **ACTION Clerk**

<b>41/20</b>	<b>Parish Council website</b>
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**Cllr Colin Weyer:** In writing the chairman's report a month ago for the, not yet published, Sunningwell Scene, I got drawn into our parish council website. I have updated this to some extent, particularly by adding some photographs to the Home page to make it look more interesting. I saw that the site is [www.sunningwellpc.org.uk](http://www.sunningwellpc.org.uk) rather than a .gov site which is normal for official sites. After discussion with Brian, he has now obtained a new domain: [www.sunningwellparishcouncil.gov.uk](http://www.sunningwellparishcouncil.gov.uk). This is a common domain format used by other parish councils. I hope to prepare this new site over the coming months until it is in a suitable state for the old site to point to it and then later the old one can be discarded.

*Postscript: Subsequent to the meeting, we have been advised of the new, mandatory domain style and it has to be Sunningwell-pc.gov.uk*

<b>42/20</b>	<b>Audit and Year End</b>
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The internal audit was undertaken by various enquiries and tests during the financial year and has been completed to the auditor's satisfaction. An invoice will follow.

The external audit instructions will follow the year end on 31<sup>st</sup> March but may be subject to an extended deadline.

The clerk will complete the year end processes to the normal timetable.

# SUNNINGWELL PARISH COUNCIL

43/20	<b>Footpath from Bayworth to Sunningwell</b>
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**Cllr Paul Darby:** it has been brought to my attention that a proposal was put forward many years ago, about a footpath that residents of Bayworth wanted so it would keep pedestrians out of the road when walking to and from Bayworth to Sunningwell. This footpath would run from the end of Quarry road and join up with the footpath running along the outside of the field up to Beaulieu Court.

I personally remember a resident a Mr Brian Goff speaking to me some 15 years ago about this matter also a parish Councillor Georgina Green putting a lot of time and effort into this. I think this would be a great idea and I am happy to look into this matter; I would need to know who owns the land and who I would need to speak to. I have spoken briefly to a chap from the Green Gym Abingdon if this is something they could undertake, and he seems to think it is. As for funding e.g. materials, labour etc I am very happy to see if there are any grants available to cover the costs. My idea of the footpath would be a natural woodland footpath, rather than a tarmac or concrete path by the side of the road. If any members of the parish council would like to add any feedback that would be great.

**Cllr Paul Wooldridge:** It would help to understand your proposal if you can send a plan showing the route you're suggesting.

If you are creating a completely new footpath you will need the authority and cooperation of the OCC Highways and Byways Department who I assume will have to register any new footpath once it has been approved.

Also, will the route of the new path require the consent of any landowners and what will it cost?

**Cllr Mike Wykes:** just to put you in the picture about another interface with any new footpath. Following Paul W's comments about defining a proposed footpath between Bayworth and Sunningwell - an excellent idea if it can be realized. You may not be aware that Ted and Belen Wilcox issued a HA80 at the beginning of 2019 which could impact any proposal for a footpath on any part of their land (which would have to be a definitive right of way). The email thread has been forwarded to all councillors and includes most of the PC considerations at that time.

44/20	<b>Grants</b>
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The Lottery Grant arranged by Cllr Paul Darby has been received by the clerk.

This item was to record that and hear information on any other applications that Paul may be pursuing.

**Cllr Paul Darby:** Do we have any events coming up that I could possibly look into getting funding for. I would need to know some information concerning the event etc.

**Clerk:** The only event in the diary now is the firework/bonfire evening in November.

45/20	<b>Village Hall Lease</b>
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**Cllr Colin Weyer:** Oliver has forwarded the lease which has been signed by the VH committee. I propose to sign the lease on behalf of SPC and ask either Paul W. or Elizabeth to be the required second signatory as they are but a short walk from me. I ask for councillors to agree this and will then pass the lease to John Simms who acts as the council's lawyer. He will then make the necessary copies for both parties and organise the registration of the lease.

# SUNNINGWELL PARISH COUNCIL

<b>46/20</b>	<b>Planning applications</b>
	<b>P20/V0655/HH 36 Long Furlong Road</b>
	Rear flat roof extension.
	The Parish Council has no objection to either of this application.

<b>47/20</b>	<b>Accounts for payment.</b>		
Bank transfer	Clerk	Salary, Office Expenditure.	499.98
Bank transfer	HMRC	PAYE	115.40
Bank transfer	Storm Fireworks	Deposit for November bonfire event	312.50
Bank transfer	Community First Oxfordshire	Annual subscription	55.00
Bank Transfer	Keepnet Ltd	Annual support contract: website, domain and email	396.00
	Keepnet Ltd	Registration and first 2 years: new domain .gov.uk	261.60
Also approved	awaiting invoices:		
	Community Heartbeat	Electrodes for Sunningwell defibrillator	87.60
	Arrow Accounting	Internal audit for year to March 2020	308.00

<b>48/20</b>	<b>The next Parish Council Meeting will be on <b>Monday 27 Apr 2020</b></b>
	at Bayworth Chapel or by remote communication

**Please note:**

**The Secretary of State has removed the requirement for the Annual Parish Meeting to be held this year. It had been scheduled for Monday May 11 but will not be held.**