

Letcombe Regis Parish Council

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Minutes of the Annual Parish Council Meeting held in the Village Hall on Thursday 9th May 2019 after the Annual Parish Meeting

Present: Jeanne Lapsley (JL) Chairman, Loretta Light (LL), Michelle Benton (MB), Kristin Hitchcock (KH), Doug Frewer (DF), Paul Batchelor (PB)
Elizabeth Jenkins(EJ) Parish Clerk

There were two members of the public present.

<p>1. Appointment of Chairman and Vice-Chairman. Cllr. Lapsley was proposed as Chairman by Cllr Light and seconded by Cllr. Frewer, Cllr Light was proposed as Vice-Chair by Cllr. Lapsley and seconded by Cllr. Benton. Cllr Lapsley and Cllr. Light signed their acceptance of office.</p> <p>2. Welcome to New Councillors: Councillors received their copies of the Welcome Pack from the Clerk who requested that they completed their Register of interests, returning them to her by the end of May so that she could send them to the District Council by the 2nd of June.</p> <p>3. Apologies for absence: Apologies had been received from David Barber due to work commitments. Accepted</p> <p>4. Declarations of Interest: There were no declarations of interest.</p> <p>5. Approval of the minutes of the Parish Council meeting held on 18th March 2018 and actions arising: Item 7 i) Accounts with HSBC; Clerk to contact Barclays bank in Wantage to discuss moving the Current, deposit and the VH Project account over. The BIG lottery account to remain with HSBC until it transactions are completed and it is closed. The Clerk has contacted Barclays and is in the process of arranging a meeting in the Autumn with the local Business advisor. Action Ongoing</p> <p>Item 7 iv) Community Grants; Clerk to write to Sophie Hannon to let her know the Councillors decision that residents under 18 who were raising money for community projects or charities, could advertise their services in the Register free of charge in order to raise the funds.</p> <p>The Clerk would also write to Sue Ryder - The South Oxfordshire Palliative Care Hub to let them know that Councillors had discussed their application but had decided that they would not be giving a grant in this case. (See also minutes from the March meeting) Action Completed</p> <p>Item 8 i) Burial Ground draft plan; Clerk to obtain A4 electronic copy to send it to the</p>	<p>ALL</p> <p>EJ, JL, LL</p>
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Trustees Secretary to forward to anyone who had not been present at the Trustees meeting. Held on the 27th March 2019.

Action Completed

Item 11. Annual Parish Meeting; Request from the Chairman for Councillors to give a summary of their PC involvement over the past year. **Action Completed**

Councillors approved the minutes and they were duly signed by the Chairman.

6. Planning Application P19/V0077/FUL:

The Chairman reported that Mr & Mrs Clarke had been invited to attend the meeting to discuss their Planning Application. There was a maximum of 15 minutes allowed for this item.

The Chairman opened the discussion by explaining that Councillors discussed all applications, contacted those neighbours who shared the same boundary. Taking their views into account as well as the village in general. These were discussed at a Council meeting or by email depending on when the plans were received by the Parish Council and the final consultation date for the Planning authority to receive the Parish Council views on applications.

Mr & Mrs Clarke were aware of neighbours concerns over the building. Councillors asked why the roof had been changed resulting in the gable end now dominating the neighbouring properties. Mr Clarke explained that there were no load bearing walls on the ground floor in the original design thus necessitating the change. When he originally contacted the Planners he was told that this would only be a material change but was later told that it would need a further planning application.

When asked if they had considered using steel beams the PC understood that it was a matter of the cost. They were asked if they had visited the neighbours who shared the boundary and they confirmed that they had not. Mr & Mrs Clarke asked if Councillors would like to visit the site to better understand the problems. This was agreed and the Clerk would arrange a date with Mr & Mrs Clarke.

When asked why he had removed the stabling, again without waiting for planning permission. Mr Clarke replied that the structure was rotten but that he had replaced the building in the same footprint using some of the original materials.

Mr & Mrs Clarke then left the meeting.

Councillors held a brief discussion considering the statements from Mr & Mrs Clarke.

7. Financial Reports for approval.

i) Ratification of invoices paid and to be paid.

Clerk for purchase of Printer, Items for the Memorial tree, office equipment £227.05, Clerk mileage expenses £46.35, Artisan Print Solutions £36.00, Letcombe Football Club, MG grass cutting £250.00, Trustees for hall hire £48.00, Clerk March Salary £611.02, HMRC PAYE March £99.20, Clerk office purchases, copy paper, cartridges etc £162.35, Trustees, 1st half of maintenance grant £902.50, PC mobile, £98.

Councillors then approved the invoices.

ii) Annual Governance and Accountability Return.

The AGAR considered was discussed by Councillors who then approved it.

8. Parish Council Involvement in other bodies.

The Parish Council are members of the following organisations:

- Oxford Association of Local Councils (OALC) and National Association of Local Councils (NALC). Current Council Rep. Cllr Lapsley
- Letcombe Brook Project. Current Council Rep. Cllr Light
- Neighbourhood Action Group (NAG) Current Council and Village Rep. Parish Clerk Recreation Ground and Village Hall Trust. Current reps Cllr Lapsley & Mike Light.

The Chairman, Cllr Light and the Parish Clerk were happy to remain as the PC representatives on the OALC, Letcombe Brook and NAG bodies as no one had volunteered to take their place.

The Parish Council subscribes to:

- Campaign for Protection of Rural England (CPRE)
- Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT)
- Community First Oxford

9. Recreation Ground and Village Hall Trust update:

The Chairman reported that the following members of the Trust would be stepping down at the Trusts annual meeting on the 21st of May, Sue Hannon, Chairman, Murray Charlton, Treasurer and Eileen McKeever the Sports Clubs representative. A villager had volunteered to join the Trust at the meeting. The hall coordinator, Clair Youlton, now had a full time job and the Trustees had advertised the post locally. They were trialing a new booking system and, if approved, would hopefully be rolled out in the near future.

10. Burial Ground Update:

The design plan for the improvements to the car park had been discussed by the Trustees who were in agreement. The plans had also been published in the May Register and residents were asked to forward their comments to the Parish Clerk by the end of May.

11. Planning Applications

LRE/4783/6-X; Antwicks Stud, Main Street, Letcombe Regis. Outline application for the erection of an additional thirty stables with associated store and tack room. New indoor riding school and manège. Conversion of the existing bungalow on the site into two residential units. The PC were waiting a response from the Vale over progress.

P19/V0077/FUL; Land adjacent to Courtdown, The Courtyard Stud, OX12 9JQ Variation of Condition 2 (approved plans), 3 (materials), and 6 (windows to East elevation) of planning permission P17/V1122/FUL. Following receipt of Councillors views the Parish Council has responded to the Vale as set out below;

PC's first response to the Vale - 3rd April 2019: Letcombe Regis Parish Council, and villagers have strong objections to the revised application of the original plan (approved in 2017). These revisions to the appearance and layout mean that the gable end now dominates neighbouring properties, with more windows and patio doors in closer proximity to neighbouring homes than on the original plans, therefore impinging on their privacy and amenity. The Parish Council notes that the builder, without planning approval, commenced the build some weeks ago and is now up to gable height, resulting in a building dominating this area of the village which is out of scale with neighbouring properties especially in an AONB. The builder is showing a complete disregard for the planning authority and the Parish Council strongly urge the Vale to take note of comments from the Parish Council and residents by refusing permission for the planning application.

PC's second response to the Vale - 24 April 2019: This is yet another amendment to the plans originally approved in 2017, once again the builder has proceeded without obtaining planning permission making changes to the size of the carport and store. Given the Parish Council's concerns over the siting of the current new building, its proximity to the neighbours' boundaries it is vital that they see a plan which fully shows the scale and location of the house, carport and store in respect of the overall site boundaries. This has not been made available within this current application'. The PC strongly object to this revision and ask that the refurbishment and build should be constructed as per the original plans approved in 2017 as these add scale to the house and environment and provide a fixed permanent demarcation. Letcombe Regis Parish Council are also concerned that the builder, who appears to believe that he can get retrospective planning approval, is showing a Response : Objects complete disregard of the planning authority and they believe that if this application is eventually approved it will open the way for others to follow. Councillors reiterate that the building should conform to the original Approved Planning Application P17/V1122/FUL.

Other Planning issues (if any)

P19/V0855/FUL, Mill Cottage, Letcombe Regis, OX12 9JD. Demolish dwelling, Erect new dwelling. The Parish Council have not received notification of this application from the Planning Authority but have noted it from their website. Details are only normally sent once the planners have appointed the officer to deal with the application.

12. **Parish Council meetings:** Dates approved by the PC but are subject to change 2019: July 15th, September 16th and November 18th.

13. **Dates for Approval at this meeting:**

The Chairman Councillors to consider the timing and date of future meetings and bring their response to the next meeting for discussion. The proposed dates of Monday 20th January 2020 and Monday 16th March 2020 would be decided at that meeting.

The meeting finished at 10.35pm

Elizabeth Jenkins
Parish Clerk
6th June 2019

APPROVED