

## MINUTES FOR THE PYRTON PARISH COUNCIL MEETING

Held in Pyrton Village Hall at 7:30pm on Thursday 13 April 2017

Present: John Curtis (Chairman), Lucy Brittain, Michael Crawford, Henry Findlater, Ben Schofield, Genevieve Young (Clerk)

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1. Apologies: Edward Baker, Peter Peake, Wayne Burt
2. Minutes of the last meeting (16 February 2017) read and accepted.
3. Parish council co-opted membership: Michael Crawford, Wayne Burt, Ben Schofield are co-opted members. Edward Baker notified John that he is retiring from the parish council with immediate effect. Membership will be voted at May AGM.
4. Parish council governance: Michael will draft procedures for review at next meeting.
5. Matters arising: Ben acquired a subscription to CPALC (Communities Parish and Local Councils) software for GBP 30 per annum. This software facilitates web postings and integration with other council websites.
6. Finances
  - 6.1. Based on 30 March 2017 Lloyds' statements, checking balance is GBP 7,413.41 and savings is GBP 1,800.00 for a total of GBP 9,213.41. Total receipts since 1 April 2016 are GBP 7,704.55 with payments of GBP 291.14. Previously committed expenditures but not yet paid include GBP 400 plus VAT for heritage consultant site visit, 50% of GBP 6,600 heritage consultant report, and GBP 200 for picture of Pyrton Manor. Purchase of a printer (c. GBP 350) is also planned.
  - 6.2. BDO Audit for 2016/2017 tax year: Annual return and supporting information are due at BDO by 3 July 2017. Clerk to complete Sections 1 and 2 for council approval at next meeting. Internal audit with Rob Fieth to follow.
  - 6.3. Community Infrastructure Levy (letter dated 30 March 2017): The draft PNP already identifies infrastructure projects such as implementing traffic calming measures to discourage Pyrton as a rat run which would be an appropriate use of available CIL funds.
7. Pyrton Neighbourhood Plan Update
  - 7.1. Status of draft PNP: Luke Vallins/ToR expects to complete final review next week. Council plans on submitting the draft PNP to Ricardo Rios next Thursday 20 April 2017 for SODC review and feedback.
  - 7.2. New Farm Application: The latest amended application (6 April 2017) lowers the eaves, reduces the footprint, and moves the houses further back on their respective sites. Taline Findlater and Michael Crawford will meet with Marc

Pullen/SODC next Tuesday 18 April for Marc's first site visit. Clerk to draft response to amended application for review and comment by the parish council; response due 21 April 2017. Key issues remain housing density, ridge height, vernacular design and building materials. Clarity on affordable housing will be sought from SODC.

- 7.3. SODC Local Plan: Lucy will send a reminder to village residents that the consultation period is now open and will close 17 May 2017. Key issues for Pyrton include Chalgrove airfield development and a potential Watlington bypass across PYR2 (WAT8).
  - 7.4. Pyrton Conservation Area: The owners of The Gate House, gardens and paddock confirmed willingness to be included within the Pyrton CA. Lucy will contact Tim Parker about the land between The Lodge House and The Vicarage, and the owner of Gatehouse Cottage. The council agrees that it would be desirable for the new Pyrton CA boundary to extend southeast from Pyrton Manor to Pyrton Lane, and join up with Shirburn CA to the northeast. An appraisal meeting is scheduled with Nick Doggett/AHC for Tuesday afternoon 25 April and a final meeting for Wednesday morning 24 May.
  - 7.5. Review PNP action plan: Develop a Gantt chart for the PNP action plan based on the guidelines provided by Ricardo Rios/SODC at the Neighbourhood Planning Conference on 20 January 2017. Assign owners/tasks and maintain via Pyrton website.
  - 7.6. PYR1 (WAT7): Clerk to find a mutually convenient meeting date and time to meet with Hunter Page Planning and Victoria Land.
  - 7.7. Watlington Bypass: Quotes for traffic and quality consultant reports to be used (hopefully) as supporting evidence to oppose the bypass are highly variable. Council will revisit level of support the budget can provide following review of forecasted expenses.
8. Correspondence and Consultations: As above.
  9. Tentative dates for 2017 meetings: Council would like to move meetings to Friday afternoons about 2pm; Clerk to check Village Hall availability. Ben to assist Clerk in use of Google Suite to improve the scheduling of meetings.
    - 9.1. Review draft procedures for the council - Thursday 20 OR 27 April (?)
    - 9.2. Thursday 11 May - AGM
    - 9.3. Thursday 22 June
    - 9.4. Thursday 20 July
    - 9.5. Thursday 17 August
    - 9.6. Thursday 21 September
    - 9.7. Thursday 19 October
    - 9.8. Thursday 16 November
    - 9.9. Thursday 7 December