

# SIBFORD FERRIS PARISH COUNCIL

Minutes of Annual Parish Council Meeting held Tuesday, 5 May 2015 in the Sports Hall Classroom, Sibford School at 7.45pm

**Present** at the meeting were: Councillors Maureen Hicks, Tim Huckvale and Adrian Lamb, Clerk - Anita Spencer and one member of the public.

The Clerk read out a statement on the recording of meetings.

**Apologies** – Peter Robinson could not attend the meeting due to other commitments. Joanne Connor was unavoidably detained and did not attend the meeting.

**Election of Chair and Vice-Chair:** The Clerk asked for nominations for the Chair and Vice-Chair. Tim Huckvale was nominated as Chair by Maureen Hicks and seconded by Adrian Lamb, was duly elected and signed a Declaration of Acceptance of the Office of Chair. Maureen Hicks was nominated as Vice-Chair by Adrian Lamb and seconded by Tim Huckvale and was duly elected.

The Chair then took over procedures.

**Declarations of Interest:** Cllr Lamb: pecuniary interest in Small House outline planning application.

**Minutes of the previous meeting:** The draft minutes of the meeting held on 9 March were agreed and signed by the Chair as an accurate record.

**Matters arising from the previous meeting:**

## **2/13 Ongoing – Faster Broadband for Sibford Ferris**

TH reported that Sibford Ferris was predicted to get faster broadband in December 2016. He advised that all properties within the village curtilage would, according to the BT website, be able to access the faster service but could not confirm the status of outlying properties.

## **4/13 Ongoing – Inter-Parish Meeting**

The next meeting would be in the summer.

## **3/14 Outstanding – Community First Responder Scheme/Defibrillator**

TH raised the matter of funding for the scheme. The start-up cost for equipment would be about £1,000 for Sibford Ferris. It was agreed AS would enquire if funds raised for a defibrillator and held by Sibford School might be released towards the start-up cost. It was agreed that funds might need to be found from parish council resources but that community fundraising in other schemes, such as in Epwell, had enabled parish council loans to be repaid. The matter of ongoing costs for communications equipment, currently around £12 a month, would also need to be considered, although there was a possibility that charitable funds were available for such items. It was agreed that TH would contact the volunteer coordinator, Gil Soden, to find out the latest progress in the setting up of the scheme.

AS

TH

## **17/14 Outstanding – Historical Parish Council Records**

AS would pick up the records from the previous clerk and deliver them to MH for sorting.

AS

## **18/14 Ongoing - Affordable Housing/Amenity Land/TOE2 Funding/Rural Community Energy Fund**

*Affordable Housing:* MH confirmed there was nothing further to report. *Rural Community Energy Fund:* Although the parish council did not own any buildings that could benefit, it was agreed to maintain an interest in the project as it provided opportunities for other key community assets.

### **19/14 Ongoing - New Fitness Equipment**

It was agreed AS would contact Cherwell District Council about the proposed Youth Activity Session at the fitness equipment site and ask if a date had been set.

AS

### **20/14 Ongoing - Cotswold Close Play Area**

The revised mowing Risk Assessment was viewed and agreed. AS confirmed that Thos Fox had accepted responsibility for their mowing and strimming equipment.

TH advised that there were overhanging branches and AS agreed to attend to this. AS reported that there had been further damage to the fence in the south-east corner of the play area and was asked to enquire of Sibford School if the fence was school property. On the matter of cleaning the wooden decking of algae, AS was asked to report back whether this was required. She advised that a bio-degradable cleaner (Armillatox) was recommended by one playground manufacturer for use on wooden decking and she was asked to find out the price.

AS

AS

AS

AL had repaired the digger handle and was thanked for his assistance with this.

AS reported that the two vehicles with flat tyres parked near the play area had gone. One vehicle remained and this was being looked into by the Estates Department at CDC.

### **30/14 Outstanding - Damaged Bench on Hook Norton Road**

AL would attend to repairs to the bench.

AL

### **31/14 Outstanding - Douglas Tonks/Pensions**

A demand had been received from HMRC for £848.25 for payment of income tax, including interest. This had been sent to Douglas Tonks Ltd, the parish council's payroll administrator, who had several months previously been paid the funds to cover the tax liabilities. AS was asked to monitor that Douglas Tonks did not pass any HMRC interest or penalty charge on to the parish council.

AS

### **32/14 Outstanding - Hedge along Boundary of Small House**

It was agreed that this item could be closed as the hedge would be dealt with as part of the planning permission for the Small House.

### **51/14 Ongoing - Revised local plan and implications for Sibford Ferris**

Cllr George Reynolds had advised at the Annual Parish Meeting the Plan would be available shortly.

### **70/14 Outstanding – Gravel Heaps at Sibford Hall**

AS had received two complaints about the gravel heaps being an eyesore. The owners had contacted the parish council in September 2014 with an assurance that the heaps were temporary. It was agreed to write to the paddock owner asking for an update on progress in removing them.

AS

### **74/14 Outstanding - Dog Bins**

Dog bins had been discussed at the Annual Parish Meeting with no views expressed in favour. It was agreed to put a note in the Sibford Scene. The member of the public who had complained about mess on the Woodway Road offered to do this and the offer was accepted with thanks.

### **77/14 Ongoing - Mowing at the Churchyard and Burial Ground**

Mowing had now commenced and the first contribution had been paid to Sibford Gower Parish Council. A resident had complained at the Annual Parish Meeting about the mowing off of flowers from a grave and in the wild section of the churchyard and had been asked to contact Peter Hardman of Sibford Gower Parish Council. TH asked AS to provide him with a copy of the rules for the new burial ground and also of the tender documents given to contractors asked to quote for the mowing.

AS

**81/14 Ongoing - Maintenance of verges**

The state of the verges would be monitored and the item kept under review. The main area of concern was the vision splays, which had just been mowed.

All

**18/15 Outstanding - Boundary Commission Review of Wards, Cherwell District Council – consultation.** This item could now be closed.

**22/15 Ongoing - Fly tipping at bottle bank layby**

It was noted that two more tyres had been left in the layby and that, although it had been cleared during the recent litter pick, more broken glass and rubbish had been left. It was agreed to ask Councillor George Reynolds at the next meeting about financial incentives for maintaining bottle banks.

AS

**23/15 Outstanding - Spring Clean 2015**

AL noted that it was disappointing more residents had not helped with the spring clean. This item could now be closed.

**24/15 Outstanding - Review Registers of Interest**

This item could now be closed.

**25/15 Outstanding - Insurance Renewal**

See separate item below.

**28/15 Outstanding - Connecting Oxfordshire Consultation** There had been no comments from Councillors and this item could now be closed.

**47/15 Outstanding – Fly tipping of asbestos waste on Grange Lane**

This had been dealt with and the item could be closed.

**Matters arising from the Annual Parish Meeting 27 April**

Other than matters arising from the APM dealt with under subject headings during the course of the meeting, the following was reported:

- Sibford Gower Chairman, Oswyn Murray, had proposed extending the list of invitees to their Annual Parish Meeting to include the primary school, surgery, parish church and Friends' meeting house.
- MH proposed to continue monitoring the use of Wheathills land for the storage of non-agricultural materials and waste.

**Correspondence**

AS

**48/15 Email 13.3.15 CDC Parish Liaison Meeting 10 June**

AS was asked to confirm attendance for MH and TH would advise if he was also available.

**49/15 Letter 18.3.15 ORCC Membership Invitation**

It had been decided to join the ORCC at a cost of £50.00. It was not a cost included on the 2015/16 budget but had been included for the previous year and not taken up.

**50/15 Email 1.5.15 Caroline Seely**

TH

Caroline Seely had written to notify the parish council that she was the new editor the Sibford Scene with immediate effect. TH advised he would amend the details on the Sibfords website.

**Insurance Renewal**

AS

AS had obtained four quotations for renewal and was awaiting an adjusted figure from Hiscox, the current insurer. It was agreed the cover from Hiscox was satisfactory and awaited notification of the revised premium from AS prior to making a final decision.

## **Finance**

### **51/15 Internal Audit Report**

In accordance with the review of the effectiveness of the internal audit, the internal auditor, Sue Rowley, had had sight of the Financial Risk Assessment. The internal audit review checklist, "Relationships", had been updated as agreed at the meeting on 9 March.

The Internal Audit Report for 2014/15 had been received from Sue Rowley with no issues noted.

### **52/15 Approval of Annual Return**

Councillors checked and agreed Section 1 of the Annual Return, which was signed by the Chair and Clerk, and agreed and completed Section 2, which was signed by the Chair.

### **53/15 Bank Transfers**

There had been none since the last meeting

### **54/15 Budget/Actual Comparison to 5 May**

This was circulated and agreed.

### **55/15 Payments made since the last meeting:**

- Cheque no. 100640 31.3.15 OALC Subscription £133.07
- Cheque no. 100641 31.3.15 Adrian Lamb for Perspex to notice board £28.20
- Direct debit 31.3.15 Douglas Tonks for Clerk's salary £1281.63
- Cheque no. 100642 9.4.15 ORCC for subscription £50.00
- Cheque no. 100643 9.4.15 Sibford Gower Parish Council for contribution to mowing costs at churchyard and burial ground £569.00

### **56/15 Cheques signed at the meeting:**

Cheque no. 100644 Mrs A Spencer for Clerk's expenses £24.98

### **57/15 Receipts since last meeting:**

- 25.3.15 Cherwell District Council New Homes Grant £790.00
- 5.4.15 Sandra Tustain Pitch Hill Field rent £5.00 (banked 16.4.15)
- 15.4.15 Cherwell District Council Precept £3475.24

### **58/15 Bank Reconciliation**

Bank statements for April had not been received. The Bank Reconciliation to 31 March had been circulated and agreed.

### **59/15 Inclusion of old play equipment on Assets Register**

The two diggers and the chicken rocker at Cotswold Close Play Area had been added to the Assets Register although they had been acquired at nil cost. The revised Register was circulated and agreed.

### **60/15 Compliance with Transparency Code, effective 1 April 2015**

There were requirements for publication of meeting documentation and also for annual declarations. TH offered to look at the Code and put up any necessary documents relating to the meeting. AS would draw up and circulate a draft list to comply with the annual requirements (due before 1 July).

TH  
AS

### **61/15 Bank signatories**

Further to the review of the effectiveness of the internal audit which had proposed adding an extra signatory to the bank mandate, it had been agreed that TH and PR would go on the mandate. JC would be removed in anticipation of her resignation. The mandate form was signed by MH and TH. The Clerk would obtain signatures from PR and JC as soon as possible.

AS

## **Planning**

**62/15** The following planning applications had been received since the last meeting:

- 14/02155/OUT New dwelling and access, Small House – amended plans. Permission granted.

**63/15** The following decisions had been received since the last meeting:

- 15/00078/TCA The Manor, Main Street – approval for works to trees
- 15/00085/OUT Stewarts Court, 1 new dwelling with garage – permission granted.

**64/15** 15/00188/PAMB Prior approval, conversion of existing building and an equal area of land to residential use, Austin Grounds farm – application withdrawn.

**65/15** 14/01752/F Swalcliffe Park Equestrian – permission granted in Committee, decision notice awaited.

## **Any Other Business**

**66/15** MH reported as a resident of Back Lane that its condition had deteriorated badly and the residents would be approaching the owners of Home Close on the matter and also Sibford School as numerous vans delivering to the School used the lane.

**67/15** An enquiry was made about vehicles parking on the pavement outside Mulberry House and it was agreed to write to the occupants.

**AS**

## **Date of Next Meeting**

Monday, 6 July

There being no further business, the meeting closed at 9.50 pm.