

SIBFORD FERRIS PARISH COUNCIL

Minutes of Annual Parish Council Meeting held Monday, 16 May 2016 at 7.45pm in the Sports Hall Classroom, Sibford School

Present at the meeting were: Councillors Tim Huckvale, Maureen Hicks, Ginny Bennett, Adrian Lamb and Peter Robinson, Anita Spencer (Clerk), County and District Councillor George Reynolds (until 8.40pm) and two members of the public (until 8.40pm)

Election of Chair and Vice-Chair Tim Huckvale was proposed as Chair by Adrian Lamb and seconded by Maureen Hicks, and duly accepted and signed a Declaration of Acceptance of Office, countersigned by the Clerk as Proper Officer. Maureen Hicks was proposed by Ginny Bennett as Vice-Chair, seconded by Adrian Lamb and accepted the election.

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

Apologies – there were none.

Declarations of Interest: None was declared against the items on the agenda.

Minutes of the previous meeting: the minutes of the meeting of 14 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 advised he was still in touch with Oxfordshire Better Broadband but there was no further news.

3/14 Ongoing – Community first responder scheme/Defibrillator

This item was kept open to report that another volunteer had stepped forward and had been referred to Gil Soden, the Sibfords point of contact for the scheme. The item could now be closed.

18/14 Ongoing – Affordable housing/Amenity land/TOE2 funding

MH reported that the scheme was on hold due to a lack of agreement between the landowner and the option holder.

18/14.1 Outstanding – Rural Community Energy Fund

PR advised that the consultants' report on possible sites for energy generation schemes had been received. The report concluded that only sites with high daytime energy use would benefit from the addition of solar panels because the reduction in the feed-in tariff had made it uneconomic to install panels where energy was purely returned to the grid. PR said that the two schools could be beneficiaries on that basis. The item could now be closed.

19/14 Ongoing – Fitness equipment

AL had replaced the faulty bearing on the space walker and was thanked for his assistance. It was agreed to request that John Hicks carry out the annual inspection at £57.00 plus VAT.

AS

20/14 Ongoing – Cotswold Close play area

It was agreed to request that John Hicks carry out the annual inspection at £57.00 plus VAT. AL had replaced two fence posts and was thanked for his assistance. The Clerk reported that there was some rot starting in the bases of the baby swing vertical poles, there was some lifting of the matting beneath Platform 4 (fireman's pole) and the fixings either end of the bouncy walkway were rusty. AL agreed to review these items and make recommendations. PR advised that Sibford School's tree surgeon would be available to cut back in the play area within the next two weeks. The Clerk had purchased a wood-cleaning product and would liaise with AL with regard to its application on the play equipment. It had been agreed between meetings to accept a quote from Thomas Fox Landscaping of £16.00 plus VAT per visit for mowing the play area plus the footpath to the kissing gate. There had been a response

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AL

PR

AS

AL

from CDC on the long-term parking of vehicles adjacent to the play area and the Clerk was asked to inform them of a third vehicle. AS

30/14 Outstanding – Damaged bench on Hook Norton Road

AL would attend to repairs to the bench. AL

31/14 Outstanding – Douglas Tonks

The letter of complaint had not been acknowledged but the Clerk had established by phone that it had been received and the complaint had been referred to the legal department of HRMC for consideration.

76/15 Outstanding – Consultation on proposed changes to subsidised bus services and Dial-a-Ride

TH reported that Warwickshire would continue to subsidise the 50A service, although there would be fewer buses. The first bus to Banbury was at 7.00 am and it was agreed to put in a request to delay this until 7.30 am to make it more convenient for those wanting to get to work. The service would be run by Johnsons starting from 6 June. The Clerk was asked to put a timetable on the notice board. AS

106/15 Outstanding – Assets of Community Value

TH would review the implications of registering the shop as an ACV. It was reported that CDC had turned down an appeal against the registration of the Bishop Blaize. AS

016/16 Outstanding - Celebrations for the Queen's 90th Birthday

MH reported that the application for a grant of £300 had been successful but that there would be a shortfall of £150. The organising group had asked if a donation for this amount might be provided by the parish council and a budget showing anticipated expenditure had been provided prior to the meeting. The donation was agreed and it was noted that this would be an expenditure under Section 137 of the LGA 1972. AS

019/16 Revised Publication Scheme

TH advised that the Freedom of Information training he would be attending on 18 May included Publication Schemes and the review had, therefore, been put on hold until after the training. TH

020/16 Footpath sign at the Brambles, Woodway Road

It was agreed to retain this item until the sign had been replaced.

021/16 Matters Arising from Annual Parish Meeting

There were none. This item could be closed.

Correspondence

052/16 29.3.16 Email – OCC re emergency planning. It was decided that no further action would be taken.

053/16 4.4.16 and 9.5.16 Email – Need not Greed regarding the OxLEP consultation on its Strategic Economic Plan. The councillors agreed not to respond on this occasion.

054/16 28.4.16 Email – Victoria Taylor of Swalcliffe Parish Council regarding a possible collaboration between villages on speed signs and Speedwatch. The Clerk was asked to request further details on options being considered and to suggest the matter be discussed at the next North Oxon Parishes Meeting. AS

055/16 3.5.16 Email – CDC re Parish Liaison Meeting 8 June: it was agreed TH and GB would attend.

056/16 5.5.16 Email – Sam West/PCSO Claire Brennan, Rural Neighbourhood Team requesting details of emergency planning and contacts for the parish. It was agreed to provide the link to the village website, including for the Sibford Scene. AS

057/16 9.5.16 Email – OALC re NALC survey on the future of parish councils. The councillors agreed not to respond on this occasion.

058/16 10.5.16 Email – OCC update on Public Service Reorganisation in Oxfordshire. The councillors noted that two separate consultations were in preparation but agreed that no action was required at present. AS

Finance

059/16 Clerk's Pension

The Clerk thanked the councillors for offering a pension scheme but advised that she had decided not to accept.

060/16 PAYE End of Year Submission to HMRC

The Clerk confirmed the submission for 2015/16 had been made to HMRC.

061/16 Bank Transfers

There had been none since the last meeting. It was agreed to transfer £1000.00 to cover payments.

062/16 Payments made since last meeting

- 100676 7.4.16 Holy Trinity Church Sibford Gower £200.00 replacement cheque for lost cheque number 100668 (Section 137 payment)
- 100677 7.4.16 Thomas Fox Landscaping £18.00 for mowing at Cotswold Close Play Area
- Barclays Bank plc £12.50 charge for cancellation of cheque number 100668

063/16 Cheques agreed and signed at the meeting

- 100678 Mrs A Spencer £15.26 Clerk's expenses
- 100679 Thomas Fox Landscaping £36.00 mowing at Cotswold Close Play Area
- 100680 Sibford Gower Parish Council £569.00 contribution towards mowing of churchyard and burial ground
- 100681 Sue Rowley £60.00 for internal audit
- 100682 Came & Company £427.93 annual insurance premium
- 100683 Sibford Village Hall £150.00 for Queen's 90th Birthday celebrations (Section 137)

064/16 Receipts since last meeting

- 22.3.16 Sibford Gower Parish Council £5.99 contribution to website costs (2015/16)
- 23.3.16 Sandra Tustain £5.00 Pitch Hill Field rent (2015/16)
- 26.3.16 Cherwell District Council £790.00 New Homes Bonus (2015/16)
- 22.4.16 Cherwell District Council £3475.24 Precept (including £46.24 grant) (2016/17)
- 9.5.16 Sibford Gower Parish Council £100.00 burial ground fee (2016/17)

065/16 Bank reconciliation to 5 May 2016

The bank reconciliation was checked against the payments and receipts records and the bank statements, and was agreed and signed by GB.

066/16 Budget/Actual Comparison 2015/16 to 31 March

The budget/actual comparison sheet to the end of the financial year was reviewed and it was noted there had been a £967 underspend.

067/16 Budget/Actual Comparison 2016/17 to 16 May

The budget/actual comparison sheet for the current year was reviewed and no issues were identified.

068/16 Notes to Accounts 2015/16 (draft)

The Notes to Accounts were reviewed and two errors were identified and corrected. The Clerk was asked to represent the corrected version to councillors.

069/16 Review of Registers of Interests

The councillors had reviewed their registers of interests and there had been no amendments.

070/16 Insurance Renewal 1 June

It was agreed to accept the quotation from Hiscox of £427.93 (one year only) through Came & Company.

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071/16 Review of Financial Regulations

It was agreed to review the regulations in time for the next meeting.

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072/16 Review of Internal Audit Report

There had been no recommendations from the internal auditor, although there had been a query on the operation of PAYE as there were no paper records, and it was resolved that the Clerk should print out submissions and retain on file for inspection.

All

073/16 Completion of Internal Audit Review Checklist

The checklist was considered and completed with no issues noted.

074/16 Approval of Section 1 of the Annual Return 2015/16

The Annual Governance Statement was considered, completed and agreed.

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075/16 Approval of Section 2 of the Annual Return 2015/16

The Accounting Statements 2015/16 were reviewed, one correction was made and they were agreed.

Planning

076/16 Planning Applications

No planning applications had been received since the last meeting.

077/16 Notices of Decision

The following Notice of Decision had been received since the last meeting:

- 16/00215/F Applegrove – permission granted for dormer windows, roof lights, extension

078/16 Pre-application consultation

A pre-application consultation for a proposed 4G base station at (201348) Elm Farm had been received and a planning application was expected in due course.

Any Other Business

079/16 Road surfaces in Main Street and Woodway Road

The Clerk was asked to report the poor state of the road surface in Woodway Road and Main Street via FixMyStreet.

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080/16 Dilapidated Fence Back Lane

The Clerk was asked to write to the resident of Cotswold Close with a dilapidated fence along the Back Lane boundary of their property, requesting its removal.

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081/16 Dead cherry tree on Main Street

The Clerk was requested to write to OCC Highways asking for the cherry tree outside Home Close to be removed and replaced.

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Date of Next Meeting

Monday, 4 July 2016 at 7.45 pm.

There being no further business, the meeting closed at 9.55 pm.