

**Sibford Ferris Parish Council**

**DRAFT Minutes of the Parish Council meeting**

**Sports Hall classroom, Sibford School**

**18<sup>th</sup> November 2013 – 7.45pm**

Present at the meeting were Joanne Connor, Maureen Hicks, Adrian Lamb, Tim Huckvale, Vanessa Briggs (Clerk), Cllr George Reynolds and five members of the public.

Apologies were received from Peter Robinson as he had been delayed and would be arriving late.

There were no declarations of interest from the Councillors.

The Minutes were agreed as being a true and accurate representation of the Parish Council Meeting held on 9<sup>th</sup> September 2013. JC confirmed that the Minutes should now be placed on the website.

**Matters arising from previous meeting held on 9<sup>th</sup> September 2013:**

2/12 - Ongoing – Affordable Housing – MH and AL attended a meeting with Jill Brooks from ORCC and Andy Sumser from Greensquare to discuss the plans. Outline plans were produced and comments made. It would be necessary for a Housing Need Survey to be circulated to local residents and it was agreed that the Survey would be circulated with the December issue of the Sibford Scene. The response deadline to the survey is 18<sup>th</sup> December 2013.

There was further discussion regarding maintenance of the communal areas. Responsibility for this would fall to Sibford Ferris Parish Council. MH would be looking into how it would be set up, organised and also how it would be funded.

ORCC would be hoping to do a public presentation before the before the planning application is submitted, which would possibly be early next year once all the completed surveys had been returned.

2/13 - Outstanding – Broadband – TH informed the meeting that he had no new information to report. Although Sibford Ferris would not be upgraded it was a possibility that the 8mb per second may be increased to 15mb per second in due course. The timescale for the upgrade was several years.

3/13- Ongoing - New Fitness Equipment at MUGA - MH would be seeking another meeting with the working group to agree what funds are available. There was discussion on whether it would be preferable to go ahead with half the installation at the present time, on the basis that more funding may be secured in the future for further pieces of equipment. MH confirmed an earlier quotation would be honoured and also a 10% discount

was available if orders were placed before 31/12/13. It was agreed that the monies already received from grants must be used in this financial year otherwise they may be lost.

4/13- Ongoing – Inter Parish Meetings – The next inter parish meeting was scheduled for 13<sup>th</sup> January 2014 which was the same night as the next Sibford Ferris Parish Council Meeting. MH and TH confirmed that they should be able to attend both.

12/13 – Ongoing – Wheathills – No changes had occurred and it appeared that the land was still being used for the storage of unused vehicles. This should be reviewed again at the next meeting and also raised at the next APM.

13/13 – Ongoing – Sibford Hall, Walford Road – It was reported that the owners were complying with the requirements

17/13 – Ongoing – Free school Transport – OCC had opened a consultation on proposals to change its Home to School Transport Policy. Public meetings are to be held at various secondary schools, notice containing more details has been placed on the notice board. There is also an opportunity to respond on line at [www.oxfordshire.gov.uk/htspconsultation](http://www.oxfordshire.gov.uk/htspconsultation). The proposed changes will have an impact on Sibford Gower Primary school affecting its catchment areas. It was agreed that the Parish Council would support the primary school views and MH agreed that she would establish how the Parish Council should respond. The closing date for responses is 20<sup>th</sup> December 2013.

Cllr George Reynolds confirmed that it was important to support the local school as their catchment areas will be affected by the proposals.

22/13 – Community Emergency Planning – TH attended a meeting at CDC on 7<sup>th</sup> November. He would like to take this forward and will draft documents and bring them to the Parish Council meeting, once prepared, for discussion.

### **Model Standing Orders**

VB informed the meeting that revised Model Standing Orders had been issued to reflect the new Code of Conduct and other changes in legislation. It was agreed that VB should review the Parish Council's Standing Orders and produce an updated version to incorporate the changes. Once prepared, the draft can be submitted for approval and adoption.

### **Model Publication Scheme**

VB had been informed that a publication scheme should be in place and it was confirmed that this was arranged some years ago. VB said she would find details of the publication scheme and review if necessary.

### **Bishop Blaize**

The Bishop Blaize had not been registered as a community asset.

## **Closure of the Churchyard**

The quotations were still being received and clarified by Sibford Gower Parish Council. They would be considered in due course when all the information had been collated.

## **Correspondence**

**30/9/13 E-mail Maria Mocanagil** – Tree removal Cotswold Close – The meeting was updated regarding the removal of a tree by Sanctuary Housing Association.

October 2013 – ORCC Annual Review was circulated.

**18/10/13 – E-mail Peter Hardman, SGPC** – Enquiry from SGPC re defibrillator as a joint Parish Council facility.

AL informed the meeting that this had come up for discussion at a recent meeting at the primary school. It was agreed that defibrillators are mainly beneficial to the over-sixties and the need for one at a school would be questionable.

The Parish Council would prefer see the Epwell model followed, that is, rather than a community defibrillator, a Community First Responders team are set up whereby volunteers are trained and supported by the NHS. The NHS provides other equipment as well as a defibrillator; there is always a responding team on call with the kit; patients and their attendants don't need to know about the service – they just call 999. It is set up by the NHS rather than the Parish Council. Four or five volunteers would be needed from the Sibfords and it was agreed that the Parish Council would encourage a First Responder unit. VB should reply to Peter Hardman, SGPC, accordingly and it should also be carried forward to the next APM.

**6/11/13 e-mail Peter Hardman, SGPC** – new burial ground maintenance.

A cheque representing half the costs was approved for signature.

**7/11/13 e-mail Peter Hardman, SGPC** re Holy Trinity Church donation

It was agreed that the sum of £300, which had been set aside in this financial year, would be donated to Holy Trinity Church towards the maintenance. The Parish Council could not commit to a higher amount but will review this going forward and confirm any further contribution once the finances for the next financial year had been dealt with.

**13/11/13 letter from The Reverend Ronald Hawkes** re Holy Trinity Church donation

A reply should be forwarded with the agreement referred to above.

## **Finance**

### Payments

23/9/13 – Cheque no 100599 – Royal British Legion - £50.00  
23/9/13 – Cheque no 100600 – Gerry Melvin - £60.00  
6/11/13 – Clerk's pay by direct debit (Apr-Sep 2013) - £1247.64 (pay £1199.64 plus Douglas Tonks fees plus VAT £48.00)  
18/11/13 – Cheque no 100601 – V Briggs (printer ink) £56.48  
18/11/13 – Cheque no 100602 – Sibford Gower Parish Council – Maintenance of new burial ground £250.00  
18/11/13 – Cheque no 100603 – Holy Trinity Church – Maintenance donation - £300.00

### Receipts

11/9/13 - £3362.72 – CDC Precept  
11/10/13 £1000.00 – OCC Fitness Grant

### Transfer of Funds

19/13 10/9/13 - £4999.00 from Business Saver to Community Account

18/13 – NALC Salary Awards – VB had not taken this matter forward. It was agreed that details of the pay increase would be forwarded to AL for the new clerk.

21/13 - Awaiting correct BDO invoice. It was agreed no action should be taken until the correct invoice is received.

### Precept

Draft figures were circulated for consideration. Cllr George Reynolds mentioned that additional monies may be needed to cover election costs next year.

## **Planning:**

Planning Application No 13/01295/F  
Mr Richard Taylor  
Planning application for continued use of land at Grange Farm for equestrian training and competition purposes and construction of two all-weather sand arenas, together with association access improvements, vehicle parking and site landscaping.

This application would be dealt with at the end of the meeting as several members of the public wished to discuss it.

Application No 13/00302/TCA  
Notice of Intent to Undertake Tree Works  
Miss Maria Jackson  
Holly Tree Cottage Main Street Sibford Ferris

This application had already been discussed and no comment was deemed necessary.

Appeal Withdraw 13/00808/CLUE  
Mr G Noquet Bishop End, Burdrop  
Certificate of Lawful Use Existing -  
Change of Use from A4 (Drinking Establishment) to A1 (Shops)

Appeal following non determination  
Within 8 weeks 13/00781/F  
Mr G Noquet Bishop End, Burdrop  
Change of Use of redundant Barn store into  
1 bedroom self contained holiday let

Appeal against alleged breach of planning control  
13/00259/ECOU  
Mr G Noquet, Bishop End, Burdrop  
Without permission the change of use of the land for storage  
Of a mobile home

Planning Application No 13/01605/F  
Mr Christopher Cullen  
The Shieling, Main Street, Sibford Ferris  
First floor extension above existing garage

This application was considered at the meeting and no objections were made.

Notice of Intent to undertake tree works  
13/00350/TCA  
Mr C Cullen  
The Shieling Main Street Sibford Ferris

This application was considered at the meeting and no comments were deemed necessary.

Notice of Decision  
Five Day Notice for removal of decayed beech tree  
Mr J Perriss  
West Town House Woodway Road Sibford Ferris

**Any other business:**

The Clerk had handed in her notice to step down from the end of March. This was due to another personal commitment that had arisen. It was agreed that an advertisement would be placed in the Sibford Scene.

AL confirmed that street light numbered 2 on the Hook Norton Road was not working. VB confirmed she would request a repair from Street Lighting at OCC.

The Clerk mentioned the broken notice board. AL confirmed that he would obtain another sheet to replace the broken plastic.

The recent fly tipping by the bottle banks at Sibford Elm was raised. This was cleared up within 2 days.

There was some discussion about the site of the bottle banks and it was confirmed that the bottle banks were a community amenity which are actively encouraged by CDC. Also, if it was worth placing a notice up, with a number to contact if the bottle banks were full. AL said he passed the area on a regular basis so should be able let the Clerk know if they needed emptying.

PR confirmed that there had been an attempted break in at Sibford School. They had tried to break in to 5 different areas without success.

There followed a discussion with the members of public attending the meeting regarding the Swalcliffe Park Equestrian planning application. They wanted to bring to the Parish Council's attention the scale of what is proposed.

**Future meeting dates:**

Next Parish Council Meeting – 13<sup>th</sup> January 2014 – 7.45pm

There being no further business to discuss the Chair thanked those present for attending and the meeting was closed at 9.10pm.