

SIBFORD FERRIS PARISH COUNCIL

Minutes of Annual Parish Council Meeting held Monday, 2 June 2014 in the Sports Hall Classroom, Sibford School

Present at the meeting were re-elected Councillors Joanne Connor, Maureen Hicks, Tim Huckvale, Adrian Lamb, Peter Robinson; Anita Spencer (Clerk) and two members of the public.

Apologies were received from County and District Councillor, George Reynolds.

Declarations of Interest: None were declared.

Election of Chairman and Vice-Chairman:

AS as Clerk asked for nominations for the Chair and Vice-Chair. Joanne Connor was nominated as Chairman by Maureen Hicks and seconded by Tim Huckvale, was duly elected and signed a Declaration of Acceptance of the Office of Chairman. Maureen Hicks was nominated as Vice-Chairman by Tim Huckvale and seconded by Peter Robinson and was duly elected.

The Chairman then took over procedures.

Appointment of Responsible Financial Officer

Adrian Lamb expressed the wish to step down as temporary Responsible Financial Officer and it was agreed that the Clerk, Anita Spencer, would become RFO with immediate effect and that she would be paid for the extra hours required to do the work.

Minutes of the previous meeting: The minutes of the meeting held 17 March 2014 were agreed by the members and signed by the Chairman.

Matters arising from the previous meeting:

17/13 Ongoing – Free School Transport

MH reported that while the petition against proposed changes closed on 30 May, attempts were being made to persuade OCC to look at the impact on the catchments and how much money was to be spent on taxis as a result. She also advised that there was to be a post 2016 transport review by the Government which might affect school transport provision.

2/13 Ongoing – Broadband

TH advised that there had been little change since the last meeting and information from BT and the County Council was scarce. He had met with Paul Hobson and they had discussed the possibility of asking how many residents were keen to get faster broadband. He reiterated that Sibford Ferris was unlikely to receive any upgrade as speeds were officially considered to fall within acceptable limits. JC commented that broadband speed was becoming a decisive factor for house seekers who intended to work from home.

4/13 Ongoing – Inter-Parish Meeting

The next meeting was on 14 July at the Gate Hangs High. MH would be attending.

MH

12/13 Ongoing – Wheathills Use of Land

There had been no change regarding the storage of vehicles and other equipment on the land. The Clerk was asked to write to the Town Estates Charity and to put the item on the agenda for the Annual Parish Meeting.

AS

3/14 Outstanding – Defibrillator

It had been noted from the Chairman's Report at the Sibford Gower Annual Parish Meeting that Sibford Gower Parish Council (SGPC) were looking to jointly purchase a defibrillator for installation in the village hall porch, or other location if this were not possible, with half of the funding coming from the Town Estates Charity and the other half from Sibford Ferris Parish Council (SFPC). However, members wished to record that this had not been agreed with SFPC and asked the Clerk to write to SGPC accordingly. In addition, it was noted that the Epwell model on which the project was to be based did not involve a fixed defibrillator, but rather a team of volunteers who were trained in its use by NHS staff and who retained the machine on a rota basis, being alerted to a need via the 999 service. In view of the potential delays involved for Sibford Ferris residents if only a fixed machine were available in Sibford Gower, it was agreed that an approach might be made to the Epwell group, jointly with Sibford Gower if they were agreed, to see if the three communities could join together to create a volunteer group for the combined areas. This could also reduce costs per community. MH advised that defibrillators currently cost around £2100. A member of the public present who had medical experience was then asked to comment and advised that funding may be available, but also gave the view that a defibrillator was not useful to all sufferers of heart attacks: training communities in CPR could be more effective in saving lives. AS was asked to put the matter on the agenda for the APM.

AS

AS

5/14 Outstanding – Notice Board

AL would attend to the broken Perspex.

AL

6/14 Outstanding – Badger Setts at Solar Farm

JC would write to the person who enquired about provision for badgers at the solar farm that there had been no disturbance to the regular access holes, with no cabling in the area where seasonal holes are dug; also, that, although badger gates had been installed as part of the development, the badgers had found their own way under the fence, alongside one of the gates.

JC

8/14 Outstanding – Closure of Churchyard

There had been no official notification of closure. AL raised the matter of SFPC's agreed donation towards combined mowing costs of the churchyard and the new burial ground, which had been £1446, half of the Thomas Fox quotation. So far, £180.00 had been paid to SGPC against invoices and AL proposed, and it was agreed, to pay two lump sums, one immediately and one following receipt of the second precept payment, the first being less the £180.00 already paid. This would remove the administration involved in monthly payments and the requirement for SGPC to refund any VAT. AS was therefore asked to raise a cheque for £543.00 (£1446/2 less £180) (see Finances) and write to SGPC accordingly. AS was also asked to put the matter on the APM Agenda.

AS

9/14 Outstanding – Traffic at Temple Mill

An email had been received from SGPC requesting that SFPC approach OCC to provide priority signs at Temple Mill to avoid confusion when cars met at the corner. The members agreed that the location of the corner in the parish of Sibford Ferris did not obligate them to take action as this was within the powers of SGPC. However, it was resolved that the residents of Sibford Ferris should be asked at the APM whether they would like any action taken on their behalf.

AS

10/14 Ongoing – Community Plan Review

MH had added comments to the review and returned it to Richard Hartree. It was agreed that there had been progress under several of the headings of the Community Plan. AS was asked to put the matter on the APM agenda.

AS

10.1/14 Outstanding – Report of the Parish Remuneration Panel

AS had put a notice on the Notice Board that members would continue not to receive any expenses. The matter could now be closed.

11/14 Ongoing – Elections 2014

The election had taken place on 22 May and results known by 23 May. However, candidates had not been advised until District Councillor George Reynolds had intervened. At the date of the meeting, there had still been no individual notification from CDC and no information on the turnout. It was agreed to send a complaint to the Elections Office.

JC

12/14 Outstanding – Parish Council Insurance Renewal

AS advised that the five pieces of fitness equipment had been added to the insurance policy. It had been agreed by email to change the provider from Aviva to Hiscox, with an annual premium of £513.80, to run from 1 June 2014 for one year. This item could now be closed

13/14 Outstanding – Clerk's Equipment

AS had received the laptop from Sibford School at a cost of £533.98, which had been paid. AS thanked PR for acquiring the laptop which was working well. It had been added to the Assets Register. This item could now be closed.

15/14 Outstanding – Repairs to Playhouse Roofs at Cotswold Close

AL had noted what needed doing and would undertake the repairs.

AL

17/14 Outstanding – Historical Parish Council Records

AS advised that archived material was still with the previous Clerk and needed to be moved to an alternative safe location. AL offered space and it was agreed JC would pick it from VB and bring it to the next meeting. MH would take historical minutes to the County Council for safe keeping.

JC

18/14 Affordable Housing/Amenity Land/TOE2 Funding

TH, AL and MH had met with the option holder, developer, ORCC housing enabler and housing officer on 9 May. They reported that the expiry date of the option on the rural exception site was coming up and therefore there was some pressure on the option holder to submit an outline planning application in time for the August planning meeting. MH reported that the parish councillors had argued at the meeting for a consultation with the villages prior to planning going in. A drop-in event was subsequently organised for 5 June at 5.30pm and would be attended by the developer, the CDC Housing Enabler and ORCC representative. AS and AL agreed to attend for the Parish Council, who would be seeking feedback on possible uses for the Public Open Space Amenity Land. MH confirmed that the land would be passed to the village by the option holder, but there would be a need to involve a conveyancing solicitor at that point. MH reported that grant funding might be available from TOE2 for developing the amenity land, although TOE2 would be looking for emphasis on preservation of the natural environment. AS reported there had been five responses to date to the notice in the Sibford Scene inviting interest in allotments. The CDC Housing Enabling Officer had confirmed to MH there was just one Sibford person on the housing register, although the Housing Needs Survey had shown there was a greater need. He had requested a list of other villages that could be offered homes if not taken up by people in or with a valid connection to the Sibfords. It was agreed that villages with a link to the primary school and Wykeham benefice would be suggested. MH confirmed that CDC would pay the village hall booking fee for the drop-in. JC thanked TH, AL and MH for their input.

AL
AS

19/14 New Fitness Equipment and Post-Installation Inspection

AL had installed the five pieces of equipment and JC thanked him for his time and effort. PR had organised temporary notices with information about usage of the equipment, in line with requirements, and these would be replaced with permanent signs when available. A notice about the new equipment had also been included in the June Sibford Scene. John Hicks had carried out the Post-Installation Inspection for the agreed sum of £250.00 plus VAT (to include the annual inspection of the Cotswold

PR

Close Play Area) on 21 May, and all had been satisfactory. PR had also carried out and circulated a risk assessment. A member of the public reported that the equipment was slippery when wet.

It was agreed to leave the next phase of the MUGA site development for the time being but to seek feedback at the APM. AS was asked to put the matter on the agenda.

AS

20/14 Cotswold Close Play Area and Inspection

The annual inspection had been carried out on 21 May by John Hicks. Three points required attention, although they were judged to be low risk:

1. Monitor cracking on cradle swing
2. Stop off the end of the new pipe on digger to limit risk of entrapment
3. Monitor and repair when convenient bridge fastening point

AL agreed to attend to points 2 and 3 in due course.

A member of the public reported that the wooden structures were slippery when wet and needed cleaning. TH and AS agreed to do this.

TH
AS

21/14 Annual Parish Meeting

The date for the APM was set for 9 July at 7.30pm. AS was asked to put the details in the July Sibford Scene.

AS

Correspondence

19/3/14 Letter CDC re Local Heritage Assets (see below)

25/4/14 Email OCC re new lamppost on Mannings Hill (see below)

9/5/14 Email Kevin Lerner CDC on Affordable Housing

23/5/14 Email CDC re Parish Liaison Meeting at Bodicote House, 18 June (see below)

23/5/14 Email SGPC re traffic at Temple Mill

23/5/14 Copy of Sibford Gower APM Minutes from 19 May

22/14 Local Heritage Assets

MH had attended a free workshop on 30 April and reported on a CDC initiative enabling aspects of village life to be put on a conservation listing (i.e. not necessarily a building); assets could be submitted for consideration. MH reported that the current listing for Sibford Ferris appeared to be comprehensive.

23/14 Parish Liaison Meeting

TH advised he would be able to attend the meeting on 18 June at Bodicote House and AS was asked to notify CDC.

AS

24/14 New Lamppost on Mannings Hill

There had been email notification from OCC that the street lamp fixed to a BT pole on Mannings Hill did not meet current health and safety standards and a new metal lamppost would be installed adjacent to the pole.

25/14 Email on Non-Emergency Patient Transport Services Consultation

MH raised the matter of a consultation on patient transport notified by email on 30 May as this could have an impact on the community. AS was asked to put a copy of the email on the notice board to make people aware of the consultation.

AS

Finance

Payments made since last meeting

Date	Cheque No.	Details	Amount
15.4.14	100614	Sibford Gower PC grass cutting at Holy Trinity Church	£60.00
<i>(Burial Grounds – power to acquire and maintain; Closed Churchyards – power as to maintenance)</i>			

15.4.14	100615	Wicksteed Leisure Ltd 5 items fitness equipment <i>(Recreation – power to provide gymnasiums, playing fields, holiday camps)</i>	£8999.74
23.4.14	100616	Sea Bea Transport delivery of fitness equipment <i>(Recreation – power to provide gymnasiums, playing fields, holiday camps)</i>	£144.00
12.5.14	100617	Sibford Village Hall refundable deposit	£50.00
12.5.14	100618	Sibford Gower PC grass cutting at Holy Trinity Church <i>(Burial Grounds – power to acquire and maintain; Closed Churchyards – power as to maintenance)</i>	£120.00
12.5.14	100619	Sibford School for Clerk's laptop	£533.98
22.5.14	100620	Broker Network Ltd Parish Council insurance	£513.80

Cheques signed at Meeting

100621	Gerry Melvin for grass cutting at Cotswold Close play area	£75.00
100622	John Hicks & Associates for play area inspections <i>(Recreation – power to provide gymnasiums, playing fields, holiday camps)</i>	£300.00
100623	Sibford Gower Parish Council for mowing of churchyard and burial ground <i>(Burial Grounds – power to acquire and maintain; Closed Churchyards – power as to maintenance)</i>	£543.00

Receipts

26.3.14	Mrs S Tustain rent for Pitch hill field 14/15	£5.00
28.3.14	Cherwell District Council New Homes grant 13/14	£790.00
9.4.14	Cherwell District Council precept via BACS	£3475.24

Bank Balance

The current account balance at 2 May was £2631.45.

26/14 Approval of Annual Report and Accounts

AS, as RFO, advised that fixed asset values must be restated to their purchase value, or, if unknown, to current market value and this had been done as far as possible.

The following documents prepared for the 2013/14 internal audit and annual return were examined and approved for inspection by the internal auditor:

- List of payments
- List of receipts
- List of bank interest and transfers
- List of fixed assets
- Annual return
- Bank reconciliation
- Letter of significant variances

The Annual Return and 5% Questionnaire would be approved, following the internal audit, for submission to the external auditor at the next meeting in time for the audit date of 10 July.

27/14 Annual Review of Internal Audit

The Internal Audit Plan had been revised to take account of the fixed assets change and was approved for submission to the internal auditor.

AS also tabled a revised schedule for the Review of Effectiveness of the Internal Audit which would take place before the next meeting.

Sue Rowley had kindly agreed to undertake the internal audit again, for a fee of £50.00, and it was agreed to appoint her.

28/14 Approval of Financial Risk Assessment and Management
The Financial Risk Assessment was examined and approved.

28/14 Telephone Banking

It was agreed telephone banking would not offer the required security of two signatories for payments and would not be taken up.

JC agreed to learn the bank transfer procedure from MH to provide back-up.

JC
MH

Planning

Decisions:

14/00107/TCA Tree Works at The Small House – permission granted

14/000457/AGN Proposed Agricultural Building at Brakelands Farm – Prior approval not required

Outstanding:

14/00674/F Single storey extension and rear porch at Orchard House

Bishop Blaize

No further developments were reported.

29/14 No 8 Walford Road

There had been an enquiry about development at this property and members agreed that it was in the hands of the District Council Planning Department who had granted planning permission for the project within the statutory time limits.

Any Other Business

30/14 Damaged Bench on Hook Norton Road

AL offered to investigate repairs to the wooden seat which appeared to have been damaged during mowing.

AL

31/14 Clerk's Contract of Employment

The probationary period of 13 weeks for the new Clerk had elapsed and a Contract of Employment had been drawn up and would be signed by JC as Chairman.

AS
JC

32/14 Hedge along boundary of the Small House and Main Street

AS was asked to write to the occupiers of the Small House, thanking them for reducing the height of the hedge but asking that the growth encroaching onto the road be cut back as it was forcing vehicles towards the centre of the road.

AS

Date of Next Meetings

Monday, 23 June, 7.45 pm

Monday, 8 September, 7.45 pm

Annual Parish Meeting - Wednesday, 9 July at 7.30 pm

All in the Sports Hall Classroom, Sibford School

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