

SIBFORD FERRIS PARISH COUNCIL

Minutes of Ordinary Parish Council Meeting held Monday, 23 June 2014 in the Sports Hall Classroom, Sibford School

Present at the meeting were Maureen Hicks (Vice-Chairman), Tim Huckvale, Adrian Lamb, Peter Robinson (from 8.10pm), Anita Spencer (Clerk) and one member of the public.

Apologies were received from Joanne Connor and accepted by the Members present.

Declarations of Interest: None were declared.

Minutes of the previous meeting: The draft minutes of the annual parish council meeting held on 2 June had been amended to show Mannings Hill instead of Woodway Road in minute number 24/14 and the amended minutes were agreed and signed by the Vice-Chairman as an accurate record.

Matters arising from the previous meeting:

17/13 Ongoing – Free School Transport

There was nothing further to report on the proposed changes.

2/13 Ongoing – Broadband

The roll-out of super-fast broadband in Oxfordshire had been discussed at the Parish Liaison Meeting on 18 June, attended by TH, who reported that Sibford Ferris may now be benefiting from faster broadband due to the identification of funds by the county council for the purpose. The final decision would be known towards the end of July.

TH

4/13 Ongoing – Inter-Parish Meeting

The next meeting was on 14 July.

MH

TH

12/13 Ongoing – Wheathills Use of Land

The Clerk of the Town Estates Charity had replied to a request for an update on the situation regarding parking of non-agricultural vehicles on Wheathills, confirming that the vehicles had been removed and only agricultural items required to farm the land remained. The tenant hoped to have a bonfire and wished to be as helpful as possible. However, MH reported that the agricultural items were three large farm trailers piled up with building waste, not disposable by burning and not part of an agricultural activity. It was agreed to discuss the matter at the APM because of the contribution towards the purchase of the field made by residents of Sibford Ferris.

3/14 Outstanding – Defibrillator

There had been no further developments. The item was on the agenda for the APM.

5/14 Outstanding – Notice Board

AL would attend to the broken Perspex.

AL

6/14 Outstanding – Badger Setts at Solar Farm

JC would be writing to the interested party.

JC

8/14 Outstanding – Closure of Churchyard

This item was on the APM agenda. The Clerk of Sibford Gower Parish Council had been happy with the arrangement to receive pre-payment of the Sibford Ferris donation towards mowing of the churchyard and burial ground.

9/14 Outstanding – Traffic at Temple Mill

This item was on the APM agenda.

10/14 Ongoing – Community Plan Review

Richard Hartree had responded to the parish councils' joint response to the Review and had kindly agreed to attend the APM.

11/14 Ongoing – Elections 2014

JC would be writing a letter of complaint to the Elections Office about the lack of information on the parish council election results. AS to follow up.

JC

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

AL would undertake the repairs.

AL

17/14 Outstanding – Historical Parish Council Records

JC would pick up the records from the previous clerk and bring them to a meeting.

JC

18/14 Ongoing - Affordable Housing/Amenity Land/TOE2 Funding

TH had kindly put the copy from the information boards used at the drop-in on 5 June on the website. It was agreed also to upload the anonymous public comments, as supplied by ORCC. MH had asked Andy Sumser of Greensquare for clarification of his role in the scheme as there had been queries over the use of the term “developer”, but there had not been a reply in time for the meeting. Jill Brooks of ORCC had suggested the parish council should express the wish to include the amenity land facility in the centre of the development, between the allotments and houses, once the outline planning was submitted by the option holder, and available for comment. MH had completed a questionnaire for parish councils on their experiences with the process of working towards and achieving affordable housing schemes.

19/14 Ongoing - New Fitness Equipment and Post-Installation Inspection

PR had completed and circulated a risk assessment for the new fitness equipment and site and it was agreed to accept this and to review it annually.

AS

20/14 Ongoing - Cotswold Close Play Area and Inspection

PH had completed and circulated a risk assessment for the play equipment and site at Cotswold Close and it was agreed to accept this, which would be reviewed annually. TH and AS had cleaned the wooden equipment and it was agreed this would be diaried for May 2015 and undertaken annually.

AS

21/14 Outstanding - Annual Parish Meeting

The agenda for the APM had been circulated and it was agreed, with the addition of “Use of School Grounds” under Item 7, Sibford School Report.

AS

22/14 Ongoing - Local Heritage Assets

This item had been on the agenda of the Parish Liaison Meeting attended by TH on 18 June and parishes had been encouraged to look at offering non-building assets for consideration for inclusion on a register. MH suggested the paddock areas below Walford Road and, if appropriate, the public amenity space within the proposed affordable housing scheme could be considered, but no decision was made at the meeting.

All

23/14 Outstanding - Parish Liaison Meeting

TH reported that other items raised at the meeting had been the Rural Community Energy Fund and Housing Needs. The Cherwell Local Plan was on pause whilst policy was being revised, but would not be completely re-written.

24/14 Outstanding - New Lamppost on Mannings Hill

The new lamppost and lamp had yet to be installed.

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

AS had put a copy of the email on the notice board.

AL

30/14 Outstanding - Damaged Bench on Hook Norton Road

AL had ordered wood for repairs to the bench.

31/14 Outstanding - Clerk's Contract of Employment

The contract would be signed by JC. TH raised the matter of reports from another parish that Douglas Tonks had failed to pass required funds on to HMRC as required by their payroll contract for the clerks. It was agreed AS would contact Douglas Tonks to enquire about the situation with her wages.

JC

AS

32/14 Outstanding - Hedge along Boundary of Small House

AS had written to the owners of Small House regarding cutting back of the hedge.

Correspondence

9/6/14 Email OCC re invitation to meetings about transport vision (see below).

11/6/14 Email from North Oxfordshire Locality Group of the Oxfordshire Clinical Commissioning Group – invitation to forum on Dementia and Mental Health services for older adults.

16/6/14 Email OCC re salt bags and bins (see below).

33/14 OCC Meeting about transport vision

County-wide meetings to discuss the future of transport in Oxfordshire had been arranged and Mike Harper-Tarr had kindly agreed to attend the Banbury meeting on behalf of the parish and report back.

34/14 Salt bags and bins

It was agreed to order a salt bag which would be stored at Sibford School until required. It had been noted by AS that the salt bin had been not been added to the Asset Register and this would be corrected with a purchase price of £300.00.

AS

Planning

This heading was brought forward for the convenience of the member of the public attending to discuss the planning application below:

35/14 14/00801/F Swalcliffe Park Equestrian - Use of land for mixed use comprising equestrian training/competitions (use class D2) and agriculture, together with extension of existing vehicle parking area.

The member of the public was invited to give a brief overview of the detail of the planning application and its implications, as understood, and any other comments regarding its potential impact on the surrounding area. The perceived increase from current use of 15 to 20 horses to up to 50 horses per day for training, in addition to the potential use of the 28-day rule for competitive events with unlimited numbers, combined with use of the entrance on the northern edge of the land, was of concern with regard to traffic, parking and noise. There was also concern over the location of vehicle parking and overnight accommodation areas. The member of public suggested that controls could be built in to any planning permission, including a condition confining access via the south of the site (Wigginton Heath end of the gated road), which would be beneficial to neighbours and to the village of Sibford Ferris.

Following the departure of the member of the public from the meeting, the parish council's response to the planning application was discussed and it was agreed that in principle there was no objection to the mixed use of the land. However, an objection would be put forward on the grounds that:

- a) the statement by the applicant that the application sought to regularise current use did not explain the requirement for an additional 21-berth horse box parking area;
- b) Grange Lane in its current state was unsuitable for large numbers of horse boxes, being a weight-limited road;

AS

- c) an increase in traffic to the site could impact on Main Street, Sibford Ferris.

Finance

36/14 Review of the effectiveness of the internal audit

AL and AS had met to carry out the review and confirmed that all the requirements had been met. As a result of the review, some improvements had been suggested:

- Drawing up of a financial calendar, to be included on the Budget Calendarisation to ensure essential tasks are carried out at the correct time
- Move end of year payments and donations back to the January meeting so that cheques would have cleared by the end of the financial year.

AS

The recommendations were agreed and accepted and AS was asked to put them in place.

37/14 Budget Calendarisation

AS

The budget calendarisation was circulated and it was agreed that in future figures would be expressed without VAT and that the next budget would also be drawn up ex-VAT. This should be noted on the forms as a reminder.

38/14 Revision of Financial Risk Assessment and Management

AS

It was agreed in the light of the recommendations from the Review of Effectiveness to revise the Risk Assessment to include the setting up and maintenance of a financial calendar, including VAT recovery, and the noting of the dates cheques were banked.

39/14 Consideration of the risk of pre-payment to Sibford Gower Parish Council

The risk of pre-paying the donation towards future mowing costs was discussed and it was agreed that it was a low risk.

40/14 Internal Audit

The internal audit had been carried out by Sue Rowley with the following comments:

- Cashbook error on 2014/15 payments entry, showing £7500 instead of £75 (Action: amended)
- Missing Receipts and Payments statement for year ending 31/3/2014, including confirmation of Section 137 payments and limit (Action: provided for meeting)
- £5 cheque from March 2014 still to be banked (Action: would be banked in the week following the meeting, together with cheque from Sibford Gower Parish Council and dates cheques banked to be noted in the future on the ledger.)

Sue Rowley had completed the internal audit section of the annual return and thanks to Mrs Rowley for undertaking the audit were recorded. It was noted that her fee was, as the previous year, £60.00.

AS
MH

40/14 Annual Return and 5% Questionnaire

Sections 1 and 2 of the annual return and 5% questionnaire could now be agreed and completed and when the draft minutes of the meeting were available, the minute numbers would be added, the return would be signed by the Vice-Chairman and RFO and forwarded to the external auditor by the audit date of 7 July.

41/14 Payments made since last meeting

There had been no payments since the last meeting.

42/14 Cheques signed at Meeting

AS

The following cheques were agreed and signed by MH and would be signed by JC as soon as possible:

- 100624 Sue Rowley £60.00 Internal audit fee
- 100625 Mrs A Spencer £44.80 Clerk's expenses April to June 2014

43/14 Receipts

15.6.14 Sibford Gower Parish Council £62.50 Burial ground fee

AS

44/14 Bank Balance

5/6/14 Current account £1793.65

5/6/14 Savings account £6810.95

AS had prepared a letter to the bank requesting bank statements be re-directed to her as the new RFO, which was signed by MH and would be signed by JC as soon as possible.

45/14 Bank Transfers

There had not been any transfers since the last meeting.

Any Other Business

46/14 Registration with the Information Commissioner's Office

It was agreed to take this forward to the next meeting.

AS

47/14 Blocked drains on Main Street

Two blocked drains by the Sibford School entrance on Main Street had been reported via the FixMyStreet website by AS.

48/14 Meeting reports for the Sibford Scene

It was agreed that meeting reports should be sent to the Sibford Scene and that it was acceptable to keep the reports brief and undetailed as the full minutes were available from the clerk and on the website.

AS

Dates of Next Meetings

Monday, 8 September, 7.45 pm

Annual Parish Meeting - Wednesday, 9 July at 7.30 pm

Both in the Sports Hall Classroom, Sibford School

There being no further business, the meeting closed at 10.15 pm.