

## SIBFORD FERRIS PARISH COUNCIL

Minutes of Ordinary Parish Council Meeting held Monday, 8 September 2014 in the Sports Hall Classroom, Sibford School

**Present** at the meeting were Joanne Connor (Chair), Maureen Hicks (Vice-Chair), Tim Huckvale (from 7.55pm), Adrian Lamb, Peter Robinson, Anita Spencer (Clerk), District Councillor George Reynolds (from 8.00pm) and one member of the public.

**Apologies** No apologies were received.

**Declarations of Interest:** Maureen Hicks and Peter Robinson declared prejudicial interests on the matter of Back Lane (Any Other Business).

**Minutes of the previous meeting:** The draft minutes of the meeting held on 23 June were agreed and signed by the Chair as an accurate record.

**Matters arising from the previous meeting:**

### **2/13 Ongoing – Broadband**

Cllr Huckvale reported that the provision of faster broadband for Sibford Gower was to get under way in the next few weeks.

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

Cllr Hicks reported from the meeting held on 14 July that the following items of possible interest had been discussed:

- village land without any registered owner;
- the inclusion of those villages represented at the meeting in the Cotswold Conservation Area.

The next meeting would be in January 2015.

### **12/13 Ongoing – Wheathills Use of Land**

An enquiry about the Wheathills tenancy had been received and passed to the Town Estates Charity. This item would now be closed.

### **17/13 Ongoing – Free School Transport**

There was nothing further to report on the proposed changes.

### **3/14 Outstanding – Defibrillator**

Following requests made at the Annual Parish Meeting for CPR training for residents, PR, as Business Manager of Sibford School, confirmed that the next time training was booked for School staff, he would inform councillors. JC thanked PR for this offer. It was resolved:

**PR**

- To invite the Chair of Sibford Gower Parish Council to attend the next meeting to discuss how best to proceed, and
- to ask if the Epwell first responders group representative might also attend or supply some information on their scheme.

**AS**

### **5/14 Outstanding – Notice Board**

AL would attend to the broken Perspex.

**AL**

### **6/14 Outstanding – Badger Setts at Solar Farm**

JC had written to the interested party and the item would now be closed.

### **8/14 Outstanding – Closure of Churchyard**

No issues had been raised at the Annual Parish Meeting on this item and it would now be closed.

**9/14 Outstanding – Traffic at Temple Mill**

This item had been put to those attending the Annual Parish Meeting and it was agreed that no application for signage would be made to Oxfordshire Highways by this Parish Council. The Clerk was asked to communicate the decision to Sibford Gower Parish Council.

AS

**10/14 Ongoing – Community Plan Review**

There was nothing further to report on this item and it was agreed it could be closed.

**11/14 Ongoing – Elections 2014**

JC had written to Cherwell District Council requesting an explanation about the lack of information following the parish council elections in May but the Returning Officer had not received the letter. A copy had now been sent and a reply was awaited. An invoice for £724.73 had been received and paid.

AS

**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**

The outcome of the outline planning application was awaited.

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

PR reported there was steady use of the equipment.

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

During the latest weekly inspection two problems had been identified:

1. The digger pit required refilling
2. The diggers needed oiling.

AL agreed to attend to these two matters.

AL

A member of the public advised there were untaxed vehicles obstructing the parking area adjacent to the play area and making it difficult for people trying to turn at the end of the close. It was confirmed to the resident that the land was in the ownership of the district council and the Clerk was asked to contact the Environmental Service about the vehicles.

AS

**21/14 Outstanding - Annual Parish Meeting**

The draft minutes had been circulated and it was agreed they would be put on the Sibfords website.

TH

**22/14 Ongoing - Local Heritage Assets**

There was no further action on this item and it was agreed it could be closed.

**23/14 Outstanding - Parish Liaison Meeting**

There was no further action on this item and it was agreed it could be closed.

**24/14 Outstanding - New Lamppost on Mannings Hill**

The new lamppost had been installed and it was agreed this item could be closed.

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

There was no further action on this item and it was agreed it could be closed.

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

AL would attend to repairs to the bench.

AL

**31/14 Outstanding - Clerk's Contract of Employment/Douglas Tonks/Pensions**

The contract had now been signed by the Chair. The Clerk reported that she had made contact with Douglas Tonks who had confirmed that her salary would be paid at the end of the month. The Clerk raised the matter of pensions as all employers, even where there was only one employee, would be obliged to offer pensions and it would be necessary to determine the date (known as "staging date") by which the Parish Council would be required to comply. The Clerk advised she would find out from HMRC the staging date for Sibford Ferris Parish Council. It was noted that employees were entitled to opt out if they wished.

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. There had not been any response and it was agreed that the vegetation overhanging the highway was of sufficient inconvenience to traffic to warrant persisting with the request.

AS

**33/14 OCC Outstanding - Meeting about Transport Vision**

Mike Harper-Tarr had attended the meeting on behalf of the parish and the Clerk was asked to thank him for this and for reporting back. The main item on the agenda had been a proposal to move the bus station to form a transport hub at Banbury Station. There had not been any reference to specific village services.

AS

**34/14 Outstanding - Salt bags and bins**

The Clerk had ordered one bag of salt to be stored at Sibford School.

**46/14 Outstanding - Information Commissioner's Office**

It was agreed to keep this item under review but to remove it from the agenda for the time being.

**47/14 Outstanding - Blocked Drains**

The drains had been cleared but it was agreed to monitor them regularly as they could fill up very quickly with more debris. It was agreed the item could be removed from the agenda for the time being.

All

**Correspondence**

**49/14 13/8 Email OALC – Training on new requirements for meetings/Revision of standing orders**

It was agreed that TH and the Clerk would meet to look through the information on recent changes to the laws governing meeting procedure and make recommendations on what would be necessary for compliance. It was agreed to suspend the existing Standing Orders until revisions that had been agreed and adopted. This was in line with directions from the legal department of the NALC.

TH/AS

**50/14 15/8 Email Kevin Larnar, CDC – Housing Liaison Meeting 15 October.**

MH had agreed to attend the meeting and a place had been booked.

MH

**51/14 18/8 Email George Reynolds and 22/8 Email Tony Crisp, CDC – Revised local plan and implications for Sibford Ferris**

GR reported that he had received a copy of the Final Report of the Strategic Housing Land Availability Assessment document for Cherwell. This listed all the sites in the Cherwell District that had been considered for housing and identified those that would be recommended for approval. There was one site in Sibford Ferris that fell into this category which was a site for 20 houses on land east of Woodway Road. CDC had considered the site suitable for housing provided safe access could be secured. GR advised that 30 percent of a 20-dwelling scheme would have to be social housing. He also advised that the two Sibfords were treated as one Category 1 settlement due to the services available to both parishes.

#### **52/14 20/8 Email ORCC – Directory of Local Community Transport**

Excerpts from the directory relating to Sibford Ferris had been put on the notice board.

**53/14 26/8 Email via the Sibfords website** – enquiry about Wheathills, forwarded to the Town Estates Charity.

#### **54/14 27/8 Email OCC – Consultation on Statement of Community Involvement – Minerals Plan.**

As there were no mineral extractions identified for the parish of Sibford Ferris, it was agreed a response was not required.

#### **55/14 1/9 Email OCC – Annual Community Emergency Plan survey.**

It was agreed that there had been no change since the previous year and the Clerk was asked to respond accordingly.

**AS**

#### **56/14 Surface dressing – temporary signage**

MH reported that a request to remove the temporary signs had been made to Oxfordshire Highways via FixMyStreet.

#### **Finance**

#### **57/14 Approval of Audited Annual Return to 31 March 2014 and 5% Questionnaire**

The annual return had not been received at the date of the meeting and it was agreed to retain the item for the next meeting.

#### **58/14 Review of Effectiveness of Internal Audit – Actions**

The calendar of actions linked to parish council meetings in meeting its financial obligations had been added to the Budget Calendarisation.

#### **59/14 Internal Audit and Recommendations**

The Clerk confirmed that the banking date for incoming cheques and funds was now added to the Payments sheet of the accounts records.

#### **60/14 Agreement of revised Financial Risk Assessment and Management.**

The Financial Risk Assessment and Management had been changed and agreed as attached to the minutes of 23 June.

#### **61/14 Budget Calendarisation to 8 September**

This was reviewed and it was agreed there were no items of concern.

#### **62/14 Payments made since last meeting.**

- 100626 Cherwell District Council £723.74 – Election costs

#### **63/14 Cheques to be signed at meeting**

None.

#### **64/14 Receipts since the last meeting**

None

#### **65/14 Bank Reconciliation**

The bank reconciliation was circulated. The statement to 5 September had not been received and the balances recorded were:

- Current account to 5 August £304.37
- Deposit account to 5 June £6810.95

### **66/14 Bank Transfers**

There had been none since the last meeting.

It was agreed to transfer £1500 from the deposit to the current account to cover the Clerk's wages payment. The Clerk was asked to advise when confirmation of the payment from CDC had been received.

**AS**

### **Planning**

#### **67/14 14/00801/F Swalcliffe Park Equestrian**

GR reported that this planning application had been withdrawn.

#### **68/14 14/00962/OUT Green Square Group – 6 affordable local needs houses and 2 market sale dwellings.**

The parish council had submitted their comments on the outline planning permission, with no objection, but expressing a preference for the housing and amenity land sites to be switched. GR advised that he expected the decision on the application to be delegated to officers.

### **Any Other Business**

#### **69/14 Back Lane Verges**

(MH and PR left the room for this item and did not take part in any discussions due to their prejudicial interest.)

A complaint had been received from a resident that some verges along Back Lane were being strimmed, with a consequent loss of wild plants and habitat. The parish council had wished to establish the legal position with regard to the rights of property owners alongside the lane. As advised by the OCC Rights of Way Officer, in the event that no registered owner could be proven, property owners each side owned to the middle of the lane. The protection of the bridleway was the only concern of OCC. Limited enquiries by the Parish Council on ownership had not led to any firm evidence, although at the meeting a Councillor stated that historically all of the lane could be probably be traced back to private ownership. In the light of these findings, and being also of the opinion that the strimming of verges was not a significant threat to local habitats, the Councillors remaining in the meeting room agreed that no further action would be taken. The Clerk was asked to advise this to the resident.

**AS**

#### **70/14 Gravel heaps Walford Road**

A resident had reported that heaps of stone or gravel had been stored on the field adjacent to Sibford Hall and had been there for approximately two months. It was agreed to monitor the situation.

**All**

#### **71/14 Churchyard Maintenance**

MH reported that she had received positive remarks about the upkeep of the churchyard, which was pleasing.

### **Dates of Next Meetings**

Monday, 24 November, 7.45 pm

Monday, 12 January 2015, 7.45 pm

Both in the Sports Hall Classroom, Sibford School

There being no further business, the meeting closed at 93.0 pm.