

## SIBFORD FERRIS PARISH COUNCIL

Minutes of Ordinary Parish Council Meeting held Monday, 24 November 2014 in the Sports Hall Classroom, Sibford School at 7.30pm

**Present** at the meeting were: Maureen Hicks (Vice-Chair), Councillors Tim Huckvale, Adrian Lamb, Peter Robinson, Clerk - Anita Spencer, Peter Hardman (Clerk, Sibford Gower Parish Council), David England (Manager of Community First Responders Oxfordshire), Julia Neal and Jane Freeman, (members of Epwell Community First Responders), Paul Neal (Chair of Epwell Parish Council) and three members of the public and, from 8.00pm, Mrs Barbara Taylor and Mrs Sarah Taylor of Grange Farm, Swalcliffe.

**Apologies** were received and accepted from Joanne Connor (Chairman), District Councillor George Reynolds and Cllr Oswyn Murray (Chair – Sibford Gower Parish Council)

**Declarations of Interest:** Cllr Huckvale: prejudicial interest on planning application 14/01515/F, Cllrs Hicks and Robinson: prejudicial interests on the matter of Back Lane verges, Cllr Lamb: personal interest on the planning application 14/01744/F.

**Minutes of the previous meeting:** The draft minutes of the meeting held on 8 September were agreed and signed by the Vice-Chair as an accurate record.

### **3/14 Ongoing – Defibrillator/First Responder Group for the Sibfords**

As part of ongoing investigations into providing defibrillation for the Sibfords, representatives from the Epwell Community First Responders team, together with their manager, David England, attended the meeting. Cllr Paul Neal, Chair of Epwell Parish Council, also attended. The two team members had been volunteers for three and two years respectively.

Mr England explained that the scheme had started in 2000 for rural areas to provide emergency care until an ambulance attended, in cases where speedy response was critical. The scheme started in Oxfordshire in Chipping Norton and had grown to incorporate other organisations, such as Thames Valley Police and PCSOs, the Oxfordshire Fire and Rescue Service and the RAF. At present, there were teams in Hook Norton and Epwell, both covering the Sibfords. There were currently three responders in Epwell, with two more coming on board. The average frequency of call-out was once per month, with Epwell volunteers attending the Sibfords on a number of occasions.

Volunteers had to be over 18 with a clean driving licence, and able to give some time every week. There was no minimum number of responders per village. Responders received free NHS training, with re-training every six months. The on-duty responders carried a kit, including defibrillator, oxygen and trauma equipment. The responders were alerted by the 999 emergency service once an ambulance had been requested. With their local knowledge, responders could help the professionals to locate the patient.

Volunteers have been sought via open days and publicity at other village events. Some residents of the Sibfords had attended an open day and expressed an interest in volunteering.

The cost of the kit was around £2000, with some ongoing costs for consumables, plus around £12 a month for an airway pager; some of the pager cost could be funded by the Ambulance League of Friends. In Epwell's case fund-raising was carried out within the community to cover consumables.

Mr England advised that the NHS was encouraging communities to acquire public access defibrillators in addition to the first responder service. Their current cost was £850 plus £550 for a secure cabinet, with £60 per year running costs for a heater. The Sibfords would probably require two machines.

Following the discussions, there was an opportunity to inspect the kit.

Mr England and the Epwell representatives were thanked by the Vice-Chair for their attendance and left the meeting.

Discussion on this item amongst parish councillors was postponed to the end of the meeting to allow other business to continue.

#### **72/14 Grange Farm, Grange Lane, Swalcliffe**

Mrs B Taylor and Mrs S Taylor from Grange Farm had asked to attend the meeting to explain the need for a revised application to cover the equestrian use of their land. All the land used for cross country schooling, together with that used for competitions had been included in the application, by the request of CDC. The intention of the application was stated to be to formalise the existing activities at the planning level and to obtain permission for up to 50 horses per day for the training side of the business, with enlarged vehicle parking to the south of the site.

Two parish residents, with a property adjacent to the site of the planning application, had been invited to attend the meeting to give their views on the proposals. The views expressed to the meeting centred on the competitions, with concerns about the proximity of event infrastructure to their property, with the traffic, noise and visual intrusion associated with such events. The residents advised they would prefer the entrance and main infrastructure to be sited to the south of the site, with traffic brought in from the Wigginton end. It was suggested a new access could be provided via land leased to the Taylors and a copy of the said lease was offered for viewing at the meeting.

All those who attended for the purpose of discussing this item were thanked by the Vice-Chair and they left the meeting.

#### **Matters arising from the previous meeting:**

##### **2/13 Ongoing – Broadband**

Cllr Huckvale reported that the cabinet for faster broadband for Sibford Gower had been installed and should be operational within the next two months. The decision about funding for Sibford Ferris would be known within the next fortnight.

**TH**

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

The next meeting will be on 19 January 2015

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

There was nothing further to report on the proposed changes.

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

Councillors agreed that the Community First Responders initiative could only get off the ground if volunteers came forward. Cllr Hicks proposed and it was agreed that she would ask Epwell responders for names of the Sibford residents who had identified themselves as potential volunteers.

**MH**

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

AL would attend to the broken Perspex.

**AL**

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

The decision not to take any action had been relayed to Sibford Gower Parish Council.

##### **11/14 Ongoing – Elections 2014**

There had been no reply from the Elections Officer to the complaint about the lack of information on election results. It was proposed and agreed not to pursue the matter but to ensure for the next election that post-election information was requested in advance. This item could now be closed.

**AS**

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

AL had undertaken repairs to the roofs. This item could now be closed.

**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 outline application would be considered at the meeting of the planning committee at Bodicote on 27 November. TH agreed to attend.

TH

PR advised that he was applying for an energy management survey fund of £20,000 (Rural Community Energy Fund) for Sibford School, but could extend the survey to the combined villages; if the affordable housing scheme was to go ahead, the survey could include the development. It was agreed that PR would contact Andy Sumser of Green Square Group to gauge interest. MH would provide PR with contact details.

PR

MH

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

AS asked for and PR agreed to provide copies of the inspection reports for the new equipment and site.

AS

PR

It was suggested and agreed to look into the provision of training for villagers in the use of the equipment in 2015. AS would look into the possibility and cost of doing this.

AS

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

AL had filled the digger sand pit.

Gerry Melvin had advised he would no longer be able to mow the grass. It was agreed that no further cuts were required until Spring. AS was asked to obtain three quotes for the 2015 season.

AS

**21/14 Outstanding - Annual Parish Meeting** There were no matters outstanding and this item could now 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 Clerk had received her wages in September. The pension staging date for Sibford Ferris Parish Council was 1 August 2017 and contact would be made by HMRC twelve months prior.

AS

**32/14 Outstanding - Hedge along Boundary of Small House**

This item would be kept under review.

AS

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

A letter of thanks had been sent to Mr Harper-Tarr and this item could now be closed.

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

The bag of salt had not been received and the Clerk asked PR to let her know if it did not arrive in the next week or so.

PR

AS

**49/14 Outstanding - New requirements for meetings/Revision of standing orders**

In the interests of transparency of meetings, a change of law in August permitted the filming, recording and use of social media at meetings.

- The Standing Orders had been amended accordingly and were approved and adopted.
- A policy on the recording of meetings had been drafted and was approved.

- A public notice for display at meetings had been drafted and was approved.
- A statement to be read by the Chair at the start of meetings had been drafted and was agreed. **AS**

The second requirement covered the recording and publication of decisions made by officers, committees and sub-committees and it was agreed that, as there was no entitlement in the Standing Orders or Financial Regulations for decisions to be made by an officer, committee or sub-committee, this requirement would be noted but did not apply.

#### **50/14 Outstanding - Housing Liaison Meeting 15 October.**

MH had attended the meeting and reported on changes to social housing allocation. It had not been clear how this might impact on the potential affordable housing scheme.

#### **51/14 Ongoing - Revised local plan and implications for Sibford Ferris**

There was nothing new to report on this item.

#### **52/14 Outstanding – Directory of Local Community Transport**

This item could now be closed.

#### **55/14 Outstanding - Annual Community Emergency Plan survey**

The Clerk had responded to the survey. This item could now be closed.

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

The signage had been removed. This item could now be closed.

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

(Prejudicial interests declared by MH and PR)

The Clerk had verbally advised the legal position regarding the verges to the resident who had complained about the strimming of the verges and the item could now be closed.

#### **70/14 Outstanding – Gravel Heaps at Sibford Hall**

An email had been received from the owner of Sibford Hall with an assurance that the heaps would be removed in due course.

#### **73/14 Salvation Army Clothing Bank**

The Salvation Army in collaboration with CDC had sited a clothing bank next to the bottle banks without reference to the parish council. Fly-tipping had occurred, and in consideration of the number of other opportunities to recycle clothing available, it had been agreed by email between the councillors that CDC would be asked to request the removal of the bank and the fly-tipped items. The bank and refuse had been removed. This item would now be closed.

#### **74/14 Dog Bins**

A resident attended the meeting to complain about dog waste left on the verges along Woodway Road and to enquire about the installation of a dog bin in that area. Councillors' view was that the cost of purchasing and emptying sufficient dog bins to cover all areas was prohibitive for a small council. It was agreed to put up notices in the Woodway Road area and a note in the Sibford Scene. **AS**

#### **Correspondence**

##### **75/14 08.09 Email Came & Co Insurance Brokers – Autumn Council Matters Magazine**

It was noted that Came & Co were able to assist with insurance for public open areas and allotments.

##### **76/14 20.09 Email Unipartdorman.co.uk – Visual Speed Monitor**

It was agreed that the monitors at over £2000 each were too expensive for a small council.

##### **77/14 23.09 Letter of complaint about mowing of the churchyard and burial ground**

A letter of complaint had been received and the matter had been dealt with.

**78/14 30.09 Email – Knotweed**

A resident had advised there was a stand of knotweed adjacent to the Sibford School dumping area along the lane to Grounds Farm. PR confirmed that the School had the matter in hand.

**PR****79/14 06.10 Letter Chiltern Sports Contractors – external sports facilities**

The letter would be kept on file.

**MH****80/14 06.10 Email OCC Democracy – Consultation: proposed changes to mobile library service**

The consultation had been publicised to the community.

**81/14 09.10 Email OCC Environment & Economy: maintenance of verges and roundabouts**

OCC had advised that CDC would no longer be cutting verges for OCC and had asked if the parish council would take over responsibility for the contract. It was agreed that the Clerk would ask CDC the extent of work done by their contractor.

**AS****82/14 13.10 Email – Parish Liaison Meeting 12 November**

TH had attended the meeting at Bodicote.

**83/14 14.11 Email Anthony Stiff Associates – play area design, grant application advice**

The information would be kept on file.

**MH****Finance****84/14 Display of Annual Return and Notice of Conclusion of Audit**

The Annual Return and associated documents had been displayed on the notice board for the required period.

**85/14 Approval of Annual Return 2013/2014**

The audited Annual Return was approved.

**86/14 Issues Arising – Plan of Action**

There was one issue arising: that the grant element of the precept had not been included as a grant. Action: ensure that any grant element of future precept payments is reported separately.

**AS****87/14 Annual Return – external audit date 2015**

It was noted that the external audit dated requested for 2015 was 23 June.

**88/14 Control of Bank Accounts**

To improve control of bank accounts, the Clerk was providing copies of statements to JC and MH, and was also keeping a note of the current account balance on the cheque stubs.

**AS****89/14 Budget 2015/2016**

The Clerk had circulated copies of a draft budget for 2015/2016 for consideration to be approved at the January meeting. Provisional figures discussed would produce the same total as for the previous year, taking into account a small contingency figure. The Clerk agreed to redraft the budget and circulate again.

**AS****90/14 Bank transfers**

There had been two transfers from the deposit account since the last meeting:

- 18.9.14 £1500.00
- 23.9.14 £3429.00

**91/14 Bank Reconciliation**

A bank reconciliation to 4 November was circulated and the balances recorded were:

- Current account to 4 November £2325.40

- Deposit account to 3 October £5311.86

#### **92/14 Budget Calendarisation to 24 November**

A budget calendarisation was circulated and reviewed. No anomalies were noted.

#### **93/14 Cheques to be signed at the meeting**

MH signed cheque no.100630 for £22.88 to Mrs A Spencer for Clerk's Expenses.

#### **94/14 Receipts since the last meeting**

- 8.9.14 Bank interest £0.91
- 12.9.14 CDC Precept £3429.00
- 12.11.14 Sibford Gower Parish Council – burial fee £100.00 (banked 13.11.14)

#### **95/14 Payments made since the last meeting**

- 100627 BDO LLP External audit fee £120.00
- 100628 Gerry Melvin Grass cutting at Cotswold Close Play Area £90.00 (LGA 1972 S14 para 27)
- 100629 Sibford Gower Parish Council Donation towards mowing costs at Holy Trinity Church £723.00 (LGA 1972 s 214)

#### **Planning**

**96/14** - The following planning applications had been received since the last meeting:

- 14/01515/F No. 2 Mannings Close, two-storey front extension (prejudicial interest TH)
- 14/00382/LB Little London, Main Street, replacement of rear window with French doors
- 14/01744/F April Cottage, Main Street, erection of a single garage (personal interest AL)
- 14/00381/TCA Home Farm, Main Street, works to trees
- 14/00382/TCA Orchard House, Main Street, works to trees
- 14/01764/F Hill House, Mannings Hill, conversion of existing redundant barn to "live-work" unit
- 14/01762/F Grange Farm, Grange Lane, Swalcliffe, use of land at Grange Farm for mixed use of new access, extension to existing car park and associated work

**97/14** - The following documents had been received concerning Bishops End:

- APP/C3105/C/14/2214450 appeal decision – land at Bishops End, Burdrop – appeal dismissed
- APP/C3105/C/14/2214450 application for award of costs dismissed
- APP/C3105/X/14/2227213 Certificate of Lawful Use Proposed: Change of Use from A4 to A1 – appeal

**98/14** - Grange Farm, Grange Lane, Swalcliffe

Following a discussion, it was agreed that the proposed increase in the cross country training to up to 50 horses per day, together with the enlarged parking area, would impact on the weight-restricted, narrow access lane. It was proposed and agreed to request that a condition of any permission should be to upgrade Grange Lane as far as Grange Farm to accommodate the proposed additional traffic. The redirection of traffic from the southern end of Grange Lane was considered impractical.

**AS**

It was proposed and agreed to request that any upcoming competitive events were publicised in advance to the Clerk and/or Councillors.

**AS**

#### **Any Other Business**

There was no other business.

#### **Date of Next Meeting**

Monday, 12 January 2015, 7.45 pm

There being no further business, the meeting closed at 9.45 pm.