

SIBFORD FERRIS PARISH COUNCIL

Minutes of Ordinary Parish Council Meeting held Monday, 9 March 2015 in the Sports Hall Classroom, Sibford School at 7.45pm

Present at the meeting were: Joanne Connor (Chair), Maureen Hicks (Vice-Chair), Councillors Tim Huckvale, Adrian Lamb, Peter Robinson, Clerk - Anita Spencer, District & County Councillor George Reynolds, Jan and Diana Thompson and two members of the public.

The Chair read out a statement on the recording of meetings.

Apologies – none.

Declarations of Interest: Cllr Huckvale: pecuniary interest in Mannings Close nameplate; Cllr Robinson: personal interest in Rural Community Energy Fund; Cllrs Lamb, Robinson and Connor: pecuniary interests in Small House outline planning application (Mr and Mrs J Thompson). Mr and Mrs Thompson attended the meeting to speak about alterations to the vision splay on Wade Lane. In order for three Councillors to be able to consider the matter, Cllr Robinson had requested a dispensation in writing and the Clerk was asked to record that this was agreed.

Minutes of the previous meeting: The draft minutes of the meeting held on 12 January were agreed and signed by the Chair as an accurate record.

JC proposed, and it was agreed, to take the matter of the Small House planning application to the start of the meeting. Cllrs Connor and Lamb left the meeting room for this item and Cllr Hicks took over the Chair.

21/15 Outline Planning Application 14/02155/OUT Proposed New Dwelling and Access, The Small House

Mr and Mrs Thompson explained that OCC Highways were requiring an improved vision splay, 40m westwards from Wade Lane along Main Street. It was hoped that this could largely be met by a reduction in the wall height and by shrub clearance, with minimal reduction to the bank, and with no loss of trees of note. Assurances were made that screening would be put back in to protect the privacy of the cottages on Main Street. Councillors agreed the stability of the wall had been problematic in the past; also, the overgrowth of vegetation along the wall was currently impeding traffic on Main Street. The Thompsons advised there had been an objection to Highways' plans for the splay from the Cherwell District Council (CDC) Landscape Officer, the nature of which was not yet known, and the Thompsons were hoping that the Parish Council could provide support for the application. It was agreed that the Thompsons would pass further information to the Clerk when available, to be forwarded to Councillors Hicks, Huckvale and Robinson for consideration.

The Thompson thanked Councillors for hearing their case and left the meeting, and Cllrs Connor and Lamb returned to the meeting room, with Cllr Connor re-taking the Chair.

Matters arising from the previous meeting:

2/13 Ongoing – Faster Broadband for Sibford Ferris

TH reported that the likelihood of faster broadband being made available to Sibford Ferris would be known by the end of March.

TH

4/13 Ongoing – Inter-Parish Meeting

MH reported that the meeting on Monday, 19 January 2015 had covered the following topics: planning, farming diversification, the protection of allotments, mineral extraction, proposals for 20mph speed limits in villages, the ownership of school land, with reference to Academy planning, and sharing school playgrounds. The next meeting would be in the summer.

MH

3/14 Outstanding – Defibrillator

TH reported that two people had come forward as first responder volunteers and a third person had offered to coordinate the scheme. It was agreed that MH would contact Dave England of the NHS to take things forward and that the scheme would also be included on the APM agenda.

MH

5/14 Outstanding – Notice Board

AL had replaced the Perspex for which he was thanked by the Councillors.

17/14 Outstanding – Historical Parish Council Records

JC would pick up the records from the previous clerk and deliver them to MH for sorting.

JC

18/14 Ongoing - Affordable Housing/Amenity Land/TOE2 Funding/Rural Community Energy Fund

Affordable Housing: MH reported that there had been a delay due to negotiations by the developer to acquire the land. MH had completed an ORCC survey on parish councils' experience of affordable housing projects. *Rural Community Energy Fund:* PR declared a personal interest as he was promoting the scheme. He reported he had received positive feedback from Sibford School, Sibford Village Hall, the Friends Meeting House, Sibford Gower Primary School and the Holy Trinity Church. The first step would be to obtain funding for a survey. There would be no commitment to carry out any of the suggestions, examples of which might be solar panels, insulation, etc. PR took no part in the vote, in which it was agreed to support this project.

19/14 Ongoing - New Fitness Equipment

New buffers had been fitted to the Surfer. Weekly checks were being carried out and recorded. The Risk Assessment was reviewed and agreed.

20/14 Ongoing - Cotswold Close Play Area

The mowing contract had been given to Thomas Fox for 16 cuts at £15.00 per VAT. PR had drawn up a mowing Risk Assessment which was reviewed by Councillors, amended to reflect that responsibility lay with the contractor, and agreed. The Clerk would forward this to Thos Fox with the proviso that responsibility for the use of machinery also lay entirely with Thos Fox.

AS

The Cotswold Close Play Area Risk Assessment was reviewed and agreed.

AL and AS reported that the correct size of replacement hand grip for the repaired digger handle could not be obtained. AL offered to weld a washer onto the top of the handle tube and this was agreed, with thanks.

AL

The matter of vehicles parked adjacent to the play area was discussed. Two of the vehicles now had flat tyres. The Clerk had contacted the Abandoned Vehicles department of CDC again but had been advised they had no power to act on SORN'd vehicles. As it was agreed the vehicles were hazardous and inconvenient to users of the play area, and causing inconvenience to residents of Cotswold Close, Cllr Reynolds agreed to raise the matter with the Estates Department. The Clerk was asked to check the terms of the lease agreement.

GR
AS

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 informed Douglas Tonks of the pay increase in line with The National Joint Council (NJC) national salary awards for 2014 to 2016, effective from March 2015.

32/14 Outstanding - Hedge along Boundary of Small House – this matter had been discussed as part of the Small House outline planning application above.

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

GR advised that the Local Plan would be available within the next ten days or so.

70/14 Outstanding – Gravel Heaps at Sibford Hall

The gravel heaps were still in place and it was agreed to keep this item under review.

74/14 Outstanding - Dog Bins

The item would be discussed at the APM.

AS

77/14 Ongoing - Mowing at the Churchyard and Burial Ground

Mowing had not commenced.

81/14 Ongoing - Maintenance of verges

The state of the verges would be monitored and the item kept under review.

01/15 Outstanding - Street Nameplate for Mannings Close

TH had declared a personal interest. The new nameplate had been installed.

18/15 Outstanding - Boundary Commission Review of Wards, Cherwell District Council - consultation

GR confirmed that the proposals included the amalgamation of wards in 2017, with the Sibfords, Wroxtton and Cropredy becoming one ward with three councillors.

22/15 Fly tipping at bottle bank layby

A notice had been put in the Sibford Scene. It was agreed to keep this matter under review.

23/15 Spring Clean 2015

The annual spring clean would be on 28 March.

24/15 Review Registers of Interest

In line with the Financial Risk Assessment, councillors were reminded to keep their registers of interest under review.

All

25/15 Insurance Renewal

This was due in June and the Clerk was asked to obtain quotations for consideration.

AS

26/15 Annual Parish Meeting 27 April

The Clerk was asked to send invitations to the Village Hall, the Sibford School head, Thames Valley Police and OCC Highways and to put a notice in the Sibford Scene and on the notice board.

AS

Correspondence

27/15 Email 19.1.15 Leader of OCC re Unitary Council Councillors agreed there would be no benefit in a Unitary Council other than cost savings, which were being achieved already by combining with South Northants District Council.

28/15 Email 11.2.15 OCC – Connecting Oxfordshire Consultation Councillors agreed to study the consultation on road and travel proposals and let the Clerk know of any comments.

All

29/15 Email 24.2.15 CDC Elections Office – 2015/16 Independent Remuneration Panel report

It was resolved that Councillors would continue not to be paid allowances.

AS

30/15 Email 4.3.15 ORCC – Jewson Building Better Communities Fund

It was agreed the terms of the fund were not suited to any current projects.

Finance**31/15 Precept request 2015/16**

The request had been lodged with CDC.

32/15 Grants

The Clerk confirmed that grants as follows would be received: New Homes Grant £790.00; Council Tax Reduction Scheme Grant £46.24.

33/15 Review Financial Risk Assessment

It was agreed to add the risk of overdraft and to manage this with regular updates on bank reconciliations together with the noting of the current account balance on the cheque stubs. The revised Risk Assessment was agreed.

AS

34/15 Review Assets Register

The Assets Register was reviewed and agreed.

35/15 Review Effectiveness of Internal Audit

The Clerk/RFO and TH had carried out a review on 19 February and made the following proposals:

- *Internal Audit Plan – Terms of Reference*: the internal auditor should have sight of the Financial Risk Assessment. Agreed.
- *Internal Audit Review Checklist – “Relationships”*: Councillors should be reminded to refer to the Local Councillors’ Guide 2013 and the Local Governance Toolkit for Parish and Town Councillors, Version 3, April 2009. Agreed. The Clerk to add the references to the checklist and email copies of the guides to all Councillors.
- *Financial Risk Assessment*: The risk of overdraft should be included (see 33/15).
- *Bank Accounts*: The use of two bank accounts and the number of signatories should be reviewed. It was agreed to increase the number of signatories to three (two signatures required per transaction.) The Clerk was asked to obtain the necessary forms.

AS

AS

AS

AS

36/15 Review Annual Internal Audit Plan – Terms of Reference

The plan was reviewed and agreed with the amendment as noted in 35/15.

37/15 Appointment of Internal Auditor

Sue Rowley had agreed to carry out the internal audit for 2014/15.

38/15 Bank Transfers: None

39/15 Budget/Actual Comparison to 9 March

The budget/actual figures showed no anomalies.

40/15 SLCC Subscription

Cheque no.100636 had been drawn in error and had been cancelled.

41/15 Cheque signed since last meeting:

- 100637 Sibford Scene £25.00 – donation

42/15 Cheques signed at meeting:

- 100638 Cherwell District Council £30.00 – Cotswold Close Play Area rent
- 100639 Mrs A Spencer £13.80 – Clerk’s expenses.

43/15 Receipts since last meeting:

- £0.61 Barclays Bank interest.

44/15 Acknowledgements of donations/contributions

Acknowledgements had been received from Sibford Village Hall and Banbury CAB.

Planning

45/15 The following planning applications had been received since the last meeting:

- 14/02155/OUT New dwelling and access, Small House

- 15/00085/OUT Erection of 1 dwelling with garage (previous consent 12/00377/OUT) Stewarts Yard
- 15/00188/PAMB Prior Approval – conversion of existing agricultural building and an equal area of land to residential use, Austin Grounds Farm
- 14/01762/F Grange Farm – Amended plans. The amended application documents were viewed at the meeting and it was agreed that the amendments did not alter the response of the parish council.

46/15 The following planning decision had been received since the last meeting:

- 14/00404/TCA Permission granted for works to trees, 4 Home Farm Court

Any Other Business

47/15 AL reported fly tipping of asbestos waste on Grange Lane, between the Elm crossroads and Swalcliffe House. The Clerk was asked to report this to CDC.

AS

Date of Next Meeting

Tuesday, 5 May 2015, 7.45 pm (Annual Parish Council Meeting)

The Annual Parish Meeting - Monday, 27 April at 7.30pm.

There being no further business, the meeting closed at 9.25 pm.