

## SIBFORD FERRIS PARISH COUNCIL

Minutes of Ordinary Meeting held Monday, 6 July at 7.45pm in the Sports Hall Classroom, Sibford School

**Present** at the meeting were: Councillors Tim Huckvale (Chair), Maureen Hicks (Vice-Chair), Adrian Lamb and Peter Robinson, Anita Spencer (Clerk), George Reynolds (District and County Councillor) from 8.30pm and three members of the public.

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

**Apologies** – Cllr Reynolds would be late due to prior commitments.

**Declarations of Interest:** Cllr Huckvale declared an interest in the item on the parish website.

**Minutes of the previous meeting:** The draft minutes of the annual parish council meeting held on 5 May were agreed and signed by the Chair as an accurate record.

**Matters arising from the previous meeting:**

### **2/13 Ongoing – Faster broadband for Sibford Ferris**

TH reported that since the last meeting the status of faster broadband provision for Sibford Ferris appeared to have altered and that he was in correspondence with OCC to find out whether there had been a change in plans to provide the service by December 2016 for the whole village, as currently indicated by the BT website.

TH

**4/13 Ongoing – Inter-parish meeting** A meeting would be held during the summer.

MH  
TH

### **3/14 Ongoing – Community first responder scheme/Defibrillator**

Sibford School had kindly agreed to release the funds raised towards a defibrillator to the community first responder scheme equipment. TH reported that there had been a delay in the provision of training for the volunteers. It was agreed to reserve further discussion on the question of funding until training had started and more detailed information was available.

All

### **17/14 Outstanding – Historical parish council records**

AS would pick up the records from the previous clerk.

AS

### **18/14 Ongoing – Affordable housing/Amenity land/TOE2 funding**

Following new national government's proposals to offer housing association tenants the right to buy, MH had asked Cherwell District Council (CDC) whether this right would apply to rural exception sites such as the Hook Norton Road scheme. The officer had not been able to give a definite answer due to lack of details on the regulations but would let the parish council know when she had the information. MH advised that there had been no news from the developer, Greensquare, of further progress on the scheme.

MH

### **18/14.1 Outstanding – Rural Community Energy Fund**

PR reported that an application was being made to the Rural Community Energy Fund by the group of community bodies that had shown an interest, and the result of the application would be received towards the end of the summer. If successful, the fund would be used to establish a community energy plan for the Sibfords.

PR

### **19/14 Ongoing – New fitness equipment**

John Hicks had carried out an annual inspection of the equipment. It was agreed to note the risks identified in the report, including the recommendation to wash down the equipment from time to

time, but that they were otherwise intrinsic to the design of the equipment and that no remedial action was required at this stage. MH, AL and AS had met with two officers from Cherwell District Council responsible for the promotion of fitness activities in the district and it had been agreed they would put together one or more sessions of training/activities at the MUGA over the summer period, to include use of the fitness equipment, and contact AS with details.

AS

#### **20/14 Ongoing – Cotswold Close play area**

Some rot had been discovered in wooden uprights in the junior swing frame and on the fireman's pole platform. The junior swing seats had been removed for safety reasons. The rot on the platform poles did not present an immediate risk. Two quotes had been obtained to replace the swing frame:

- £2510.14 plus VAT from Playmaintain
- £1686.00 plus VAT from Trevor Stewart (for frame plus basket swing).

AL had kindly offered to donate a metal frame which could be adapted to take two swings and it was agreed to accept the offer.

John Hicks had carried out the annual inspection at the play area. Apart from reporting the timber rot already identified, Mr Hicks made six further recommendations:

- cradle seat swing cracking to be monitored (low risk);
- bridge fastening point moves under load and should be fixed when convenient (low risk);
- hedges, intruding shrubs should be reduced and tree crowns raised;
- monitor timber health with a probe;
- address problem of damage to timber by strimming;
- apply wood preservative to damaged timber.

These were noted and would be actioned. AL agreed to check the bridge fastening point and look at replacements for the platform poles. PR kindly offered the assistance of a school groundsman for hedge and tree work and would liaise with AS on the date and time.

AS  
PR  
AL

#### **30/14 Outstanding – Damaged bench on Hook Norton Road**

AL would attend to repairs to the bench.

AL

#### **31/14 Outstanding – Douglas Tonks**

Since the last meeting the direct debit to Douglas Tonks had been cancelled, the payroll function taken in house and HMRC estimates replaced by actual figures. As a consequence, the unpaid tax amount had decreased to £480.80. Furthermore, AS had been recently advised that Douglas Tonks was no longer trading, having been wound up by HMRC on 30 June. AS was asked to contact the relevant insolvency office to advise them of the parish council's position.

AS

#### **51/14 Ongoing – Revised Local Plan and implications for Sibford Ferris**

GR informed the meeting that the Revised Local Plan 1 was due to be approved around 24 July. Of particular interest to Sibford Ferris was Local Plan 2 which would look at smaller sites not included in LP1 such as the site on Woodway Road. More information on LP2 would be available in August/September and workshops would be held to aid public participation.

All

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

The parish council had been informed by the house owner that the heaps would be removed during the summer.

#### **74/14 Outstanding – Dog bins**

A request for consideration by dog walkers towards other walkers had been put in the Sibford Scene by a resident, and signs put on the notice board and in the shop window advising that free dog bags were available from the shop. The resident reported that Tadmarton and Swalcliffe had both recently purchased dog bins. GR suggested, and it was agreed, that enquiries should be made in due course as to the success of the bins and this reported at a future meeting.

AS

**77/14 Ongoing – Mowing at the churchyard and burial ground**

TH reported that he would be putting the rules and regulations for the burial ground on the village website. **TH**

**81/14 Ongoing – Maintenance of verges**

The verges had been cut since the last meeting. The situation would continue to be monitored. **All**

**22/15 Ongoing – Fly-tipping at bottle bank layby**

It was noted three tyres had been left at the layby and AS was asked to report them to CDC. GR advised that there was no longer an incentive fund for maintaining bottle banks. **AS**

**68/15 Ongoing – Wheathills**

MH reported that there were two trailers full of commercial waste on the land. It was agreed to continue to monitor the situation. **MH**

**48/15 Outstanding – Parish Liaison Meeting 10 June**

MH had attended the meeting and had circulated a report (attached). With regard to safeguarding policies, MH agreed to look at the recommendations to ascertain whether a policy was required for the parish council. **MH**

**66/15 Outstanding – Back Lane surface**

MH and PR declared personal interests in the item. Discussions confirmed that any repairs to the surface would be agreed and funded between the residents of Back Lane, including Sibford School. It was noted the major contributors to the deterioration in the surface were rainwater and delivery vans. The provision of a gate alongside the MUGA site, with access for horses alongside, was proposed as a deterrent to vans using the lane and was an option that would be looked at, in consultation with the Parish Council.

**67/15 Pavement parking in Main Street**

A letter had been written to the owners of Mulberry House and the vehicles were now being parked fully on the road. AS was asked to send a letter of thanks. **AS**

**69/15 Insurance renewal**

The insurance had been renewed on 1 June for one year with Hiscox, through Came & Co, for a premium of £410.15.

**70/15 Resignation of Cllr Connor and co-option of new councillor**

Joanne Connor had resigned on 11 May and, there having been no call for an election, co-option procedures had been followed with a closing date for applications of 15 July.

**71/15 Complaints procedure update**

Advice on complaints procedures had been updated by the National Association of Local Councils (NALC) and TH had drawn up a draft procedure in line with new recommendations. Following advice from GR, the draft was further amended at the meeting and it was agreed to adopt this revised version of the procedure. TH would display the procedure on the village website. **AS**  
**TH**

**72/15 Parish website**

TH, as webmaster of the Sibfords website, declared a pecuniary interest in this item but was asked to give details of the issue so that a decision could be made by the other members. TH explained that the new Transparency Code for parish councils meant that they were obliged to have access to a website. At the moment, the Sibfords website was paid for by TH and MH at a cost of £65 per annum, but TH felt that the cost should now be borne by the parish councils. AS agreed to ask Sibford Gower Parish Council if they would be prepared to share this cost and a final decision about funding would be made at a later date. TH also asked if members would be happy to have **AS**

profile information and photos on the website and this was agreed. TH also advised he would look at ways of protecting the website should he no longer be able to carry out the maintenance function.

TH

### **Correspondence**

#### **73/15 Letter 6.5.15**

Complaint against the parish council and a parish councillor. The complainant did not waive the right to confidentiality; therefore, the details of the complaint could not be disclosed.

#### **74/15 Email 11.5.15 OCC re Changes to mobile library service**

These changes had come into effect from 1 July and notices had been put in the Sibford Scene and on the notice board. Sibford Ferris was no longer served by the library bus but a home delivery service was available.

#### **75/15 Email 19.5.15 Sibford Scene appeal for donations**

AS was asked to respond that the parish council budget had been set for 2015/16 but the matter would be reviewed in the budget for 2016/17 which would be finalised in January and to request sight of the Sibford Scene budget for the same period.

AS

#### **76/15 Email 19.6.15 OCC re Consultation on proposed changes to subsidised bus services and Dial-a-Ride.**

A resident had kindly attended the consultation meeting that day and reported his findings to the parish council. The report was too long to read out at the meeting but it was agreed that TH and AS would respond to the consultation with reference to the findings. The closing date was 14 September.

TH

AS

### **Finance**

#### **77/15 Annual Return outstanding points**

The external auditor had found two outstanding points: (1) the payments figure of £2524 had been incorrectly stated as £2624; (2) the fixed assets had been incorrectly stated for accounting purposes to show a purchase price gross of discount, at £29418 gross instead of £25947 net. The corrections had been made. There would be a fee of £30 for point (1) and £5 for point (2). AS advised that she would repay the £30 as it was purely down to clerk error.

AS

#### **78/15 Bank transfers**

There had been none since the last meeting. TH was asked to transfer £1000.00 from the deposit to the current account to cover future payments.

TH

#### **79/15 Budget/actual comparison to 6 July**

It was agreed to move the mowing costs item from "Donation to Holy Trinity Church" to "Burial Ground Maintenance" as the expenditure was correctly recorded in the accounts as a payment rather than a donation.

AS

#### **80/15 Payments made since the last meeting:**

- Cheque no. 100645 Sue Rowley internal audit fee £60.00
- Cheque no. 100646 Broker Network Ltd insurance premium £410.15
- Cheque no. 100647 Thomas Fox mowing at Cotswold Close £90.00

#### **81/15 Cheques to be signed at the meeting:**

Cheque no. 100648 John Hicks for play area inspections £112.32

#### **82/15 Receipts since the last meeting:**

7.5.15 Sibford Gower Parish Council memorial fee £10.50

### **83/15 Bank reconciliation**

The bank reconciliation was reviewed alongside the bank statements to 4 June and the 2015/16 payments and receipts records.

### **84/15 Revisions to assets register following advice from BDO LLP**

The revised assets register for the accounts was agreed and AS confirmed that there were now two assets registers in place, with one for insurance purposes showing figures before any discount applied.

### **85/15 Compliance with Transparency Code**

TH confirmed that documents required for compliance were on the website.

### **86/15 Addition of Cllrs Huckvale and Robinson as cheque signatories and removal of Cllr Connor**

AS confirmed the new signatories were in place with the bank and records were now up-to-date.

### **Planning**

**87/15** The following planning applications had been received since the last meeting:

- 15/00816/LB Temple Mill Demolition of existing garages and store and erection of replacement, oak framed garage
- 15/01125/F Woodway House Alterations to garage

**88/15** The following planning decision had been received since the last meeting:

14/01762/F Use of land at Grange Farm for mixed use comprising part agricultural, part equestrian training and competitions – permission for development with conditions.

### **89/15 Electronic notification of planning applications and decisions**

GR had been asked to canvas views from parish councils on proposals to forward all planning correspondence electronically. The members gave agreement to the proposal although it was noted that in some cases a paper version would be preferred.

**GR**

### **Any Other Business**

None

### **Date of Next Meeting**

Monday, 7 September

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