

SIBFORD FERRIS PARISH COUNCIL

Minutes of Ordinary Meeting held Monday, 21 September 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 8.00pm, two candidates for co-option and one member of the public.

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

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

Declarations of Interest: Cllrs Hicks and Huckvale declared an interest in the item on the parish website; Cllrs Robinson and Hicks declared an interest in the item on Back Lane surface.

Minutes of the previous meeting: The draft minutes of the annual parish council meeting held on 6 July were agreed and signed by the Chair as an accurate record.

Co-option procedure to fill councillor vacancy

There were two candidates for the vacancy. Ginny Bennett was nominated (MH), seconded (TH) and co-opted in accordance with the attached procedure. GB signed the Declaration of Acceptance of Office and participated in the rest of the meeting as councillor. TH thanked the unsuccessful candidate very much for their application and interest in the role and expressed regret that it was not possible to increase the councillor numbers in order to co-opt both candidates.

Matters arising from the previous meeting:

2/13 Ongoing – Faster broadband for Sibford Ferris

TH advised he had had confirmation from Oxfordshire Better Broadband that the broadband provider, Gigaclear, had withdrawn from plans to provide a commercial service to Sibford Ferris and that BT had therefore been asked by OBB to include Sibford Ferris once more in its programme for state-funded provision. Further news was awaited.

TH

4/13 Ongoing – Inter-parish meeting

A meeting had been held on 14 September with two apologies for absence. Items discussed included responses to county council consultations and whether it was better to respond individually or in groups. It had been agreed that individual responses were stronger, although these could be circulated to interested parishes for information. Support for the community first responder scheme had been expressed by those present.

MH
TH

3/14 Ongoing – Community first responder scheme/Defibrillator

MH reported that one volunteer was now operational but training for the others was either ongoing or awaited. The time taken for training to be organised was longer than had been anticipated at the outset of the scheme.

All

17/14 Outstanding – Historical parish council records

AS had the records and would pass them to MH. The old minute book would be archived in Oxford in due course.

MH
/AS

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

TH, MH and PR had met with representatives of Cherwell District Council planning department and the developer, Greensquare, on 10 September. Notes on the meeting are attached to these

minutes. MH advised that it had been confirmed since the last meeting the right-to-buy scheme did not extend to dwellings built on rural exception sites such as on the Hook Norton Road. A member of the public enquired about the likelihood of a tie-up with the site on Woodway Road, identified in the draft Local Plan 2 as a possible 20-dwelling development, in view of the proximity of the two sites. However, with the withdrawal of the option holder from the Hook Norton Road site and the length of time before Local Plan 2 would be approved (February 2017), this was thought to be unlikely.

MH

18/14.1 Outstanding – Rural Community Energy Fund

PR reported that he had sent an application to WRAP for the initial £20,000 grant towards a feasibility study on possible energy saving projects in the Sibfords, and the result would be known by the end of October.

PR

19/14 Ongoing – New fitness equipment

It was noted that the district council health promotion officers who had visited the site in June and agreed to organise and promote an event or events over the summer had failed to do so. Cllr Reynolds apologised for this and advised he would chase the matter up and report back to the parish council. AS was asked to contact the officers as well.

GR/
AS

20/14 Ongoing – Cotswold Close play area

Since the last meeting, AL, TH and Helen Lamb had installed the new junior swing which had been inspected and passed by John Hicks. AL had checked the bridge fastening point identified in the annual inspection and not found any current need for repair. AL had suggested replacing only the lower sections of the wooden upright poles on the multi-play unit, and John Hicks had confirmed this would be an acceptable repair. AL had obtained a price for poles from a local supplier. It was proposed and agreed that AS would obtain an alternative price, for 15-year guaranteed pine poles, and that a decision on the supplier would be made by email prior to the next meeting. AL proposed to do the work himself and appreciation for this kind offer was expressed by the other councillors. PR confirmed that work to reduce the hedges and lift the tree canopy would be undertaken as soon as possible. It was noted that two of the vehicles parked long term by the play area had been removed.

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

AS had been in touch with the insolvency office dealing with Douglas Tonks and advised them of the details of the tax not paid over to HMRC by Douglas Tonks. As HMRC continued to send statements of liabilities, it was agreed that AS would write to HMRC referring them to the payments made by the parish council to Douglas Tonks, including for tax, and reports received from the company that these funds had been passed to HMRC.

AS

70/14 Outstanding – Gravel heaps at Sibford Hall

It was noted that the gravel heaps had not been removed over the summer and AS was asked to write again to the occupants.

AS

74/14 Outstanding – Dog bins

AS was asked to contact the clerks of Tadmarton and Swalcliffe parish councils in due course for their views on the effectiveness of their newly installed dog bins.

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 maintenance of the verges had been monitored and not considered to be a problem. This item could now be closed.

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

There had been no recent fly-tipping in the layby and this item could now be closed.

68/15 Ongoing – Wheathills

MH reported that the use of the agricultural land for commercial waste storage continued. A member of the public asked for it to be noted that since the recent purchase by the Town Estates Charity of land adjacent to Wheathills, the condition of the land had deteriorated due to lack of maintenance and this was impacting on adjacent properties. It was agreed to write to the Charity about these two concerns.

AS

48/15 Outstanding – Parish Liaison Meeting 10 June – Safeguarding Policy

MH had circulated a draft safeguarding policy to councillors and consideration would be given to the need for the parish council to have a policy in place.

All

66/15 Outstanding – Back Lane surface

PR had sought quotations for temporary repairs to the surface of the lane and would circulate these when available.

PR

67/15 Outstanding - Pavement parking in Main Street

AS had sent a letter of thanks to the owners of Mulberry House for keeping their vehicles off the pavement. This item could now be closed.

72/15 Outstanding - Parish website

TH had circulated a report prior to the meeting with proposals for what information relating to the parish council could be put onto the website and for its future management. AS had asked Sibford Gower Parish Council if they would agree to sharing the annual website costs of around £50.00 (including VAT) and a response was awaited following their October meeting. TH and MH having declared a pecuniary interest, the remaining councillors agreed to the principle of funding a share of these costs along with Sibford Gower Parish Council. The details of the report by TH would be further studied. Cllr Reynolds advised that a grant was available for setting up parish council websites and AS was asked to obtain and forward the details.

All
AS

75/15 Outstanding – Sibford Scene request for donation

It was agreed a decision on the amount of donation to include in the 2016/17 parish council budget would be deferred to the November meeting, pending receipt of a profit and loss statement from the Editor of the Sibford Scene.

76/15 Outstanding – Consultation on proposed changes to subsidised bus services and Dial-a-Ride

A response to the OCC consultation had been made jointly with Balscote, Epwell, North Newington, Shutford and Wroxton urging the county council not to withdraw bus subsidies for the 50A and 269/270 services.

Correspondence

90/15 Letter 1.8.15 OCC re household waste recycling centre strategy for Oxfordshire.

It was agreed to send an individual response to the county council stressing the importance of retaining waste facilities in the area and AS was asked to draft a response accordingly.

AS

91/15 Letter 14.9.15 The Wykeham Benefice re fund for restoration of church clock

It was agreed that an amount would be included in the 2016/17 budget to go towards the repair of the church clock as it was of importance to the community. Councillors would consider the

amount of the donation during discussions on the budget at the November meeting, for finalising in January.

All

Finance

92/15 Notice of Conclusion of Audit

The Notice of Conclusion of Audit had been received with no issues arising. The Notice and Sections 1 and 2 of the Annual Return had been displayed in accordance with requirements.

93/15 Approval of Annual Return 2014/15

The Annual Return was duly approved.

94/15 Dates for Audit of Annual Return 2015/16

AS had requested dates for the 2015/16 return of 27 June 2016 for submission and 9 June to 20 July for the inspection period.

95/15 Bank transfers

£1000.00 had been transferred from the deposit to the current account on 9 July and AS requested another transfer of £2000.00 from the deposit to the current account to cover upcoming payments and this was agreed.

TH

96/15 Budget/actual comparison to 21 September

The budget/actual comparison sheet had been circulated and was agreed to be in order.

97/15 Payments made since the last meeting:

- Cheque no. 100649 24.7.15 Thomas Fox Landscaping & Maintenance £36.00 mowing Cotswold Close play area
- Cheque no. 100650 31.7.15 John Hicks £150.00 inspection of junior swing at Cotswold Close play area
- Cheque no. 100651 31.7.15 Thomas Fox Landscaping & Maintenance £36.00 mowing Cotswold Close play area
- Cheque no. 100652 1.8.15 BDO LLP £162.00 external audit fee

98/15 Cheques to be signed at the meeting:

The following cheques were agreed and signed:

- Cheque no. 100653 Thomas Fox Landscaping & Maintenance £36.00 mowing Cotswold Close play area
- Cheque no. 100654 Royal British Legion Poppy Appeal £50.00 Remembrance Sunday wreath
- Cheque no. 100655 Mrs Anita Spencer £1241.63 clerk's wages
- Cheque no. 100656 Sibford Gower Parish Council £569.00 second instalment of contribution to burial ground maintenance

99/15 Receipts since the last meeting:

- 17.8.15 Sibford Gower Parish Council burial ground fee £33.50
- 9.9.15 Cherwell District Council precept £3429.00 by BACS

100/15 Bank reconciliation

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

Planning

101/15 Revised Local Plan Parts 1 and 2

With reference to the site on Woodway Road identified in the draft Local Plan Part 2, a member of the public requested a public meeting to discuss the proposals prior to the consultation period to

allow more time for views to be aired. This was agreed in principle and the resident was asked and agreed to take part in planning the meeting.

102/15

The following planning correspondence had been received since the last meeting:

- APP/C3105/Y/15/3128956 Little London Notice of Appeal against refusal for replacement of window with French doors
- 15/00728/F & 15/00816/LB Temple Mill Replacement of existing garages etc. Notice of withdrawal of planning application
- 15/00936/Q56 Notice of Decision Prior approval granted for conversion of agricultural building to residential at Austin Grounds Farm
- 15/01125/F Notice of Decision Approval for alterations to garage etc Woodway House
- 15/00271/TCA Notice of Intention - Works to trees at Small House
- 15/00240/TCA Notice of Intention - Works to trees at Applegrove

Any Other Business

103/15 MH suggested and it was agreed to ask Simon George if he would lay the wreath on Remembrance Sunday.

MH

104/15 A letter from a resident had been received just before the meeting proposing an alternative layout for the affordable homes on the Hook Norton Road. AS was asked to circulate the letter to councillors and to thank the resident for the suggestions.

AS

105/15 Cllr Reynolds had forwarded information from Oxfordshire County Council on 'Oxfordshire Together', an initiative by Oxfordshire County Council to look at passing responsibility for some services to parish councils as a way of achieving the required county council budget cuts. The information had only come to hand the day of the meeting and there had been no time to consider the model proposed by OCC. Therefore, a decision on a response was deferred until councillors had read all the information available.

All

Date of Next Meeting

Monday, 16 November

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

SIBFORD FERRIS PARISH COUNCIL CO-OPTION PROCEDURE WHEN THERE ARE TWO CANDIDATES

1. Candidates get opportunity to present their reasons (max 3 mins each).
2. Councillors in turn have the opportunity to ask questions of the candidates.
3. Each candidate then has to be nominated and seconded.
4. If only one candidate is nominated and seconded, a vote takes place to see if councillors wish to co-opt that candidate.
5. If both candidates are nominated and seconded, councillors vote between the two candidates.
6. If any vote is tied, the Chair has the casting vote.
7. The successful candidate may then sign the Declaration of Acceptance of Office and take part in the rest of the meeting.

September 2015

TH/AS

Meeting held on Thursday 10 September at Sibford School re Rural Exception site in Sibford Ferris

Present:

Anna Kennedy – Investment and Growth Officer for Regeneration and Housing, CDC

Rebekah Morgan – Planning Officer, CDC

Derek Clarke – Greensquare Housing Association

Tim Huckvale, Peter Robinson, Maureen Hicks – Sibford Ferris Parish Council

Derek Clarke explained that the lack of progress on the Affordable Housing Project was due to the failure of the Option Holder to reach a contract with Greensquare.

Summary:

- Negotiations are now underway directly between the Landholder and Greensquare
- The option to the Option Holder has now been withdrawn by the Landowner as no contract was in place
- 2 shared ownership houses may need to be added to make the development viable due to high building costs on a remote site and the difficulty of finding local skilled labour
- A reduction in the size of the amenity area may be needed to accommodate these 2 extra houses
- A self-build or self-finish scheme to be investigated between CDC 'Build' group and Greensquare. Self-build is not thought to be a viable option due to CDC Planning requirement for a traditional quality build project but they have some experience/expertise now of self-finish projects which Greensquare could consider
- Greensquare agreed to provide a revised planning proposal to incorporate envisaged changes for consideration by SFPC in time for our November meeting. This would be a detailed full planning application although they have applied for a time extension on the existing Outline Planning consent
- CDC agreed to advise the name of the Planning Case Officer who will be handling this project while Rebekah Morgan is on Maternity Leave

Bank Reconciliation for the period:

Date		Date	
1st April 2015		to	4 Sep 2015
	Current a/c to 4 Sep 2015:		1742.45
add	Deposit a/c to 4 Sep 2015:		8579.48
			0.00
less	cheques paid uncleared:		
	No		
	No		
	No		
	No		
	No		
	No		
	No		
	No		
	No		
	No		0.00
add	cheques rec'd not paid in:		
	payee Cherwell DC	3429.00	
	payee		
	payee	0.00	
	payee	0.00	3429.00
equ	balance C/F		13750.93
<hr/>			
	Opening Balance		8334.60
	Add receipts for period		7116.78
	Less payments for period		1700.45
	Equ closing balance		13750.93