

SIBFORD FERRIS PARISH COUNCIL

Minutes of Ordinary Meeting held Monday, 16 November at 7.45pm in the Sports Hall Classroom,
Sibford School

Present at the meeting were: Councillors Tim Huckvale (Chair), Maureen Hicks (Vice-Chair), Ginny Bennett, Adrian Lamb and Peter Robinson, Anita Spencer (Clerk), Keith Hicks for Sibford Village Hall and two members of the public.

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

Apologies – Cllr Reynolds was not present due to other 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. Cllr Lamb declared an interest in the new dwelling at Small House.

Minutes of the previous meeting: The draft minutes of the annual parish council meeting held on 21 September were agreed and signed by the Chair as an accurate record.

Presentation on improvement plans for Sibford Village Hall

Keith Hicks presented to the councillors an outline of improvement works that the Village Hall committee would like to put in place, mostly funded through grants, although a request for a contribution towards re-surfacing of the car park was likely to be made in the future. KH explained that insulating the building was top of the list as grant funding would not be available until the building achieved the required energy rating. PR advised that drawings for the insulation and drainage works proposed would need prior approval as a public building was involved. KH agreed to verify that this was included in quotations received so far and to note for the future. The payment in past years by Holy Trinity Church of a small contribution to the village hall for the use of the car park was discussed and noted. Details of the proposed improvement works as presented are attached to these minutes.

Matters arising from the previous meeting:

2/13 Ongoing – Faster broadband for Sibford Ferris

TH advised the latest information was that there is still no date for superfast broadband in Sibford Ferris, but Oxfordshire Better Broadband and BT are currently reviewing their plans and should be providing further information by January.

3/14 Ongoing – Community first responder scheme/Defibrillator

MH reported that progress was being made, although rather slowly, with only one volunteer trained to date.

17/14 Outstanding – Historical parish council records

MH reported that she had the records and would take those worth archiving to the records office in Oxford. This item could now be closed. **MH**

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

MH reported that a pre-application proposal was being prepared by the developer, Greensquare, for submission to Cherwell District Council to include the two extra dwellings they believed were needed to ensure financial viability. The letter from a resident on the layout of the site had been responded to.

18/14.1 Outstanding – Rural Community Energy Fund

PR reported that the review of applications for the fund had recently been carried out by WRAP **PR** but no decisions had been communicated to Sibford School at the time of the meeting.

19/14 Ongoing – New fitness equipment

The clerk reported the presence of moss on the surfacing around the equipment but it was decided that this did not represent a significant risk to users.

20/14 Ongoing – Cotswold Close play area

It was agreed that AL's kind offer to trial repairs to the rotten poles by replacing the bottom sections only and using sleeves to protect the new sections from damp would be accepted. The clerk was asked to obtain a price for a product to remove the green from the multi play unit. It was also agreed that a working party would be organised to carry out cleaning, repairs and clearing back of foliage and that this would be undertaken during the winter months so that the equipment would be ready for use in the spring. The cost of £30 per pole for approximately 14 poles, plus £4.60 per bag for Postcrete, £10 for bolts, and £2 each for sleeves was agreed and would be within the current year's budget.

AL

All

30/14 Outstanding – Damaged bench on Hook Norton Road

AL would attend to repairs to the bench.

AL

31/14 Outstanding – Douglas Tonks

The clerk would write to HMRC.

AS

70/14 Outstanding – Gravel heaps at Sibford Hall

The gravel heaps were still in the field and no response had been received from the landowner. It was agreed to consider the option of approaching the district council.

All

74/14 Outstanding – Dog bins

The clerk had obtained information on the success of dog bins in neighbouring parishes, which had generally found to be well used. This was noted by councillors but as there had been only one direct request to the parish council to install a bin or bins, it was agreed to take no action for the time being and that the item could be closed.

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

TH was to put 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

The Town Estates Charity had written to the parish council acknowledging the problems of land usage and maintenance and advising of action taken. The land usage issue persisted; however, it was agreed to not to pursue the matter but review it in January.

All

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

It was noted that the councillors had considered the need for a safeguarding policy and believed the risk to be low. It was agreed, therefore, not to adopt a policy at the present time. This item could be closed.

66/15 Outstanding – Back Lane surface

It was agreed that the resurfacing of Back Lane was a matter for the residents and Sibford School and could be removed from the parish council agenda.

72/15 Outstanding - Parish website

Sibford Gower Parish Council had agreed to the principle of sharing website costs with Sibford Ferris Parish Council. The clerk would apply for a grant to cover costs for the Ferris. TH provided The clerk with forms for transfer of the accounts for the domain name and website to the Parish Council.

AS

75/15 Outstanding – Sibford Scene request for donation

It was agreed to discuss the Sibford Scene donation together with the draft budget under Finance.

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

An email had been received from Community First Oxfordshire (formerly Oxfordshire Rural Communities Council) to advise that the county council had voted to remove funding for Dial-a-Ride and all subsidies for bus services. The impact of this decision on the 50A service was not known and further information was awaited.

105/15 Outstanding – Oxfordshire Together proposal from OCC to delegate services

TH advised he had reviewed the proposals that parish councils take on specified services currently provided by the county council and concluded that only highways services were relevant for the parish. However, it was agreed there would be no benefit to the parish currently in taking over responsibility for anything currently on the list.

90/15 Outstanding – Consultation on household waste recycling strategy for Oxfordshire

The consultation was closed for comment and the results were awaited.

106/15 Outstanding – Report on Cherwell Parish Liaison Meeting 11 November

TH and GB had attended the meeting and a report had been circulated (attached). Under the item on Assets of Community Value, TH had noted that some parishes had registered their local shop in order to protect it from closure and asked if this might be something that Sibford Ferris could do. As the effects on the ownership of an asset registered under this scheme were not clear, The clerk was asked to find out the implications before any actions were considered further.

Correspondence

AS

107/15 Letter 15.10.15 OCC Consultation on the future of provision of intermediate care in North Oxfordshire

The consultation on intermediate care beds, including those at Chipping Norton, was ongoing. A poster had been put on the notice board.

Finance

108/15 Clerk's Pension

It was agreed to offer The clerk a pension scheme in accordance with current legislation. TH agreed to investigate an appropriate scheme and to draft a letter to The clerk. PR advised it was not necessary to wait until the 2017 staging date. It was agreed to offer 3% of salary. It was noted that The clerk would not be obliged to contribute to the scheme because her salary was below the threshold and that she could decline the offer in a letter to the parish council.

TH

109/15 Budget/actual comparison to 16 November

The budget/actual comparison sheet had been circulated.

110/15 Bank Transfers since last meeting

£2000 had been transferred from the deposit to the current account on 22.9.15.

111/15 Payments made since the last meeting:

- Cheque no. 100657 6.11.15 Thomas Fox Landscaping & Maintenance £72.00 mowing Cotswold Close play area

112/15 Cheques to be signed at the meeting:

The following cheques were agreed and signed:

- Cheque no. 100658 Mrs A Spencer £20.04 for Clerk's expenses

113/15 Receipts since the last meeting:

- 7.9.15 Barclays Bank interest £1.11

114/15 Bank reconciliation

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

115/15 Draft Budget for 2016/17

The following items were agreed:

- The donation for the Sibford Scene would be increased to £50.00 pending sight of an income/expenditure projection. The clerk was asked to draft an email to the editor.
- A sum of £200.00 would be donated towards repair of the church clock.

AS

The budget would be finalised at the January meeting.

Planning

116/15 Cherwell Local Plan Parts 1 and 2 – Report from Parish Liaison Meeting 11.11.15

TH advised that Part 1 of the Local Plan made only passing reference to Sibford Ferris. Part 2 was due to be finalised by January 2016 when a Statement of Community Involvement would be published and parishes would be invited to workshops to aid with the consultation process. It was noted that the consultation included a "call for sites" and also proposals for local green spaces. It was agreed that no local consultation could take place until the contents of Part 2 were known.

116/15 15/01693/F Muddle Barn Farm, Sibford Gower

A letter supporting the position of Sibford Gower Parish Council had been sent to the planning department at CDC.

117/15 The following planning correspondence had been received since the last meeting:

- 15/00258/UNDEV Breach of planning control at April Cottage
- 15/01863/F New dwelling at Small House amended plans
- 14/00382/LB Notice of Decision on Appeal at Little London – appeal dismissed
- 15/00364/TCA Notice of intent – Works to Trees at 10 Walford Road
- 15/00337/TCA Notice of Intent – Works to Trees at The Stables
- 15/00326/TCA Notice of Intent – Works to Trees at The Forge
- Notification of Tree Preservation Order (TPO) on Wellingtonia at Small house

118/15 Small House hedge along Main Street

There had been correspondence with CDC on the restrictions being placed by them on the maintenance of the Small House hedge along Main Street. However, The clerk had learned from the Small House owners that CDC had agreed maintenance could now go ahead.

119/15 15/01863/F New dwelling at Small House

AL removed himself from discussions due to a pecuniary interest.

After reviewing the amended plans, councillors agreed to respond to CDC, not objecting but commenting that the design of the dwelling did not fit well with the buildings around it in the conservation area. PR asked The clerk to enquire of CDC why Sibford School had not been included on the neighbours list.

AS
AS

Any Other Business

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

Date of Next Meeting

Monday, 11 January 2016

SIBFORD VILLAGE HALL REFURBISHMENT

A programme of improvements for Sibford Village hall - May 2014

STAGE ONE: Improve hall insulation and lighting

Stage Area

1. *Replace all existing lighting with low consumption LED lamps**

Main Hall

2. Lower ceiling to line of steel stanchions (fig 1)
3. Install new lighting system (appendix 1.)
4. Install Internal Wall Insulation (IWI) of insulated plaster board with vapour barrier to a u-value of 0.3 or less to the level of new ceiling height to a depth that is equal to or greater than the steel vertical framework to produce a flush wall finish. (fig 2)
5. Install new windowsills to new depth.
6. Move/adjust central heating piping to accommodate new modern radiators. Piping concealed behind insulation with new skirting board at floor level.
7. Move and adjust height of power points. Install two new double sockets.

STAGE TWO: Refurbish entrance hall and lavatories

8. *Replace entrance doors**
9. Replace doors from lobby to main hall.
10. Realign and refurbish both ladies and gentlemen's lavatories and disabled lavatory to current specifications to include vanity units, mirrors and easy clean surfaces.

STAGE THREE: Refurbish car parking arrangements

11. The tarmac area marked in red in fig.3 to be resurfaced with tarmac with the yellow area crosshatched for no parking.
12. *The blue area to have plastic reinforcing to allow the grass to grow through but to provide additional car parking space when required.**

All these improvements will be carried out as funds become available. It is anticipated that cost will be as follows:

Stage One:

Stage Area £ 1,500

Main Hall £19,500

Stage Two: £40,000

Stage Three: £ 6,500

** Items in italics have been completed*

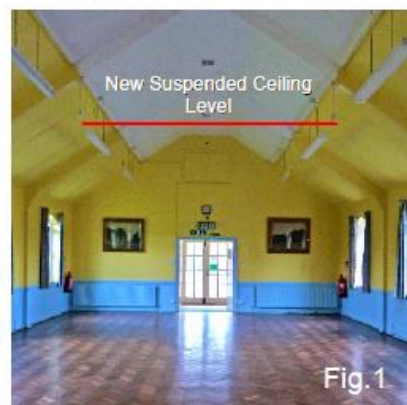


Fig.1



Fig.2



Fig.3

Appendix 1.

It is proposed that the new lighting should have seven circuits so that atmospheric lighting can be provided for all occasions (weddings and parties to presentations).

Circuits

1,2 & 3 The main hall lighting is on three circuits, door end, centre and stage end allowing for different combinations of lighting depending on the hall use.

4. The speaker lights at the stage end should be on two separate circuits so that one or other can be switched off depending on where the speaker stands.

5. The side down lights will form part of the main hall lighting when needed. (Bazaars and jumble sales etc when stalls are round each side of the hall).

6. The wall wash lights will be used for parties, weddings etc.

7. The table lights are designed to throw a fairly tight light over a 6ft table. These will be used mainly for parties, weddings and village dining functions. Switches and dimmers should be located inside the hall by the main entrance (current position) with a secondary switch/dimmer for circuit 6 on the stage.

Each Lamp fitting can be located in one of the 600mm grid sections provided by the new suspended ceiling.

Bank Reconciliation for the period:

	Date		Date
	1st April 2015	to	4 Nov 2015

	Current a/c to 4 Nov 2015:		1845.82
add	Deposit a/c to 4 Nov 2015:		10009.59
			0.00
less	cheques paid uncleared:		
	No	100657	72.00
	No		
	No		
	No		
	No		
	No		
	No		
	No		
	No		
	No		72.00
add	cheques rec'd not paid in:		
	payee SFPC		
	payee		
	payee		0.00
	payee		0.00
equ	balance C/F		11783.41

Opening Balance		8334.60
Add receipts for period		7117.89
Less payments for period		3669.08
Equ closing balance		11783.41