

## SIBFORD FERRIS PARISH COUNCIL

Minutes of Ordinary Meeting held Monday, 11 January 2016 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 (from 8.00pm), Anita Spencer (Clerk), Oswyn Murray (Chair, Sibford Gower Parish Council) until 8.25pm, County and District Councillor George Reynolds (from 8.15pm) and two members of the public.

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

**Apologies** – Cllr Robinson had advised that he would be late.

**Declarations of Interest:** None was declared against the items on the agenda.

**Minutes of the previous meeting:** The minutes of the parish council meeting held on 16 November 2015 were agreed and signed by the Chair as an accurate record.

**Bishop Blaize:** Oswyn Murray, Chair of Sibford Gower Parish Council, reported to the meeting that an application had been made to register the Bishop Blaize pub as an Asset of Community Value and the implications of this were discussed. TH thanked OM for his report.

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

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

TH advised that there had been a delay in the decision process affecting provision of faster broadband to Sibford Ferris and he did not now expect to have news from Oxfordshire Better Broadband until the end of February.

TH

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

MH reported that one volunteer was now trained and operational, two others had been interviewed and were having training and a fourth had applied. Equipment, including a defibrillator, had been provided to the active volunteer with no cost to date to the two villages. It was agreed to try to recruit more volunteers to increase coverage.

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

MH reported that the Cherwell District Council housing officer, Anna Kennedy, had not responded to a request for an update on the scheme. GR agreed to chase for a response. A CDC Rural Housing Pack had been received giving information on affordable housing allocation policy.

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

PR was pleased to report that the Sibfords had been granted £18,000 from the Fund. The survey contractor, Encraft, would conduct an initial survey to establish where alternative energy technology could be used and what funding would be available to finance any proposed schemes. PR hoped to be able to publicise the RCEF survey during a village meeting within the next few weeks. OM expressed the willingness of Sibford Gower Parish Council to support the survey.

PR

OM then left the meeting with thanks from the Chair for his attendance.

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

There was nothing to report.

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

TH thanked AL for repairing five of the rotten poles at the play area. AL advised that he had re-used wood salvaged from the junior swing frame and had costs of only £10.08 for the protective sleeves and Postcrete. AS reported from her January check:

- Four more poles showed signs of rot at the bases – monitor
- One half-round on the slide platform splintering – requires attention
- Butterfly rocker base plate slightly loose – monitor

- Horizontal wooden surfaces on the multi-play slippery when wet – require cleaning
- Trees and hedges overhanging – require cutting back
- Seats and wooden structures generally dirty – require cleaning
- Some fence posts were loose.

AL agreed to look at the loose fence posts and the splintering half-round.

AL

It was agreed TH, GB and AS would clean the horizontal surfaces on 15 January.

TH

PR offered and it was agreed with thanks that the work to lift the crowns of the trees would be carried out by the School's contractor on their next visit.

GB

It was agreed that the work to clean algae from wood structures would be left until the weather improved and, therefore, would be discussed again at the March meeting.

AS

PR

With regard to the long-term parking of vehicles adjacent to the play area, the clerk was asked to put the matter to CDC again. GR also agreed to make enquiries.

AS

GR

### **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 reported that a new Statement of Liabilities had been received from HMRC for £491.79.

As previously agreed, the clerk had written to HMRC, recorded delivery, to explain that the income tax had been paid to Douglas Tonks.

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

GR advised there were no powers to intervene. The item could be closed.

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

TH reported that he had put the rules and regulations for the burial ground on the village website. The item could be closed.

### **68/15 Ongoing – Wheathills**

There had been some reduction in the quantity of commercial waste stored on the land and it was reported that agricultural use would be stipulated as a condition of the tenancy when renewed or changed. The item could be closed.

### **72/15 Outstanding - Parish website**

It was confirmed that transfer of responsibility and payment for the website had been finalised; the clerk would apply to Sibford Gower Parish Council for half of the costs. The item could be closed.

AS

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

TH reported that OCC had voted to remove subsidies from Dial-a-Ride and all subsidised public service routes, including the 50A. Parish representatives had been invited to meet with bus companies to discuss options for retaining services and TH had put himself forward to meet Stagecoach on 20 January. The clerk was requested to ask the clerks of Epwell, Swalcliffe, Tadmarton and Broughton whether any councillors would be attending from those villages along the 50A route. GR asked TH to report back to him on the meeting.

TH

AS

TH

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

GR advised that, following a large number of objections to the proposals to close waste sites, the consultation had been postponed for two years. The item could be closed.

### **106/15 Outstanding – Report on Cherwell Parish Liaison Meeting 11 November – Assets of Community Value**

TH reported that he had investigated the implications of registering the shop as an Asset of Community Value and would approach the shop owner in due course.

TH

## Finance

### 001/16 Roles and Responsibilities Training

It was agreed to pay £65.00 plus VAT for the training for new councillor, GB.

AS

### 002/16 Clerk's Pension

TH reported that he had drafted a letter offering a pension scheme to the Clerk and it was being circulated to the other councillors for comment.

All

### 003/16 Budget/actual comparison to 11 January

The budget/actual comparison sheet was reviewed and it was noted that there would be an underspend of around £800.

### 004/16 Bank Transfers since last meeting

There had been no transfer since the last meeting.

### 005/16 Payments made since the last meeting:

- Cheque no. 100659 7.1.16 Thomas Fox Landscaping & Maintenance £18.00 mowing Cotswold Close play area
- Cheque no. 100660 7.1.16 Zen Internet Ltd £62.26 for website services

### 006/16 Cheques signed at the meeting:

The following cheques were agreed and signed:

- Cheque no. 100661 Oxfordshire Playing Fields Association £10.00 donation
- Cheque no. 100662 Sibford School £20.00 donation
- Cheque no. 100663 Sibford Scene £25.00 donation
- Cheque no. 100664 Banbury Citizens' Advice Bureau £25.00 payment
- Cheque no. 100665 Sibford Village Hall £400.00 payment
- Cheque no. 100666 Oxfordshire Association of Local Councils £78.00 for training course
- Cheque no. 100667 Mr C Etherington-Smith £35.00 payment for electricity
- Cheque no. 100668 Holy Trinity Church Sibford Gower £200.00 for church clock repairs
- Cheque no. 100669 Mr A Lamb £10.08 for repair materials at Cotswold Close play area

### 007/16 Receipts since the last meeting:

- 27.11.15 £173.61 VAT refund HMRC
- 7.1.16 £30.00 donation A Spencer

### 008/16 Bank reconciliation

The bank reconciliation was reviewed alongside the bank statements to 5 December and the 2015/16 payments and receipts records and agreed.

### 009/16 CDC Precept Request

The precept request had been received with notification that a New Homes Bonus of £790 would be paid, together with a provisional Council Tax Reduction Scheme payment of £46.27.

### 010/16 Finalisation of Budget for 2016/17

It was agreed to maintain the precept figure at the 2015/16 level and to build up a reserve for repairs to assets, in particular the play area equipment within the parish and also for out-of-parish demands, such as improvement works to the Village Hall car park. It was agreed to review the asset register at a future meeting in order to draw up a repair/refurbishment/replacement schedule and cost estimate in order to ring-fence reserves already held and to identify what sums should be included in future precept requests.

AS

The following changes from 2015/16 were agreed for the 2016/17 budget:

- Audit fee £160 (£60 internal audit fee, £100 contingency for Auditor Panel 5-year payment due March 2017)
- Stationery, postage etc reduced to £50 but £100 put in reserves

- The Clerk's pay total was reduced to reflect the removal of Douglas Tonk's administration charges
- The insurance total was reduced to £450 to reflect the 2015/16 premium level
- Play area inspections were reduced to £100 to cover the two annual inspections
- The churchyard and burial ground maintenance figure was maintained at £1600 to cover unexpected costs
- The website costs of £26 were a new item based on current costs
- The OPFA donation would be increased to £20
- The Sibford School donation would be increased to £40 (PR declared an interest and took no part in the discussion.)

This left a sum of £923.74 for extras and reserves.

## **Planning**

### **011/16 Cherwell Local Plan Parts 1 and 2**

GR reported that the Local Plan Part 2 Issues and Sites Paper would be published for consultation, probably at the end of January and advised that it should be carefully read by the parish council. GR advised that there were four questions at the end of the paper of particular interest to villages, including questions on what sites were considered suitable or unsuitable for development and whether a "village boundary" should be drawn around the curtilage of the village. GR advised that Part 2 would not be finalised until the autumn of 2016. The consultation would be open to the public and it was agreed to publicise it in the March edition of the Sibford Scene.

All

AS

### **012/16 Tree Works**

The following Notices of Intent to carry out works to trees had been received:

- 15/02081/TPO 1 West Town Cottage
- 15/00364/TCA 10 Walford Road
- 15/02249/TPO 9 Walford Road

### **013/16 Notice of Decision**

The following Notices of Decision had been received:

- 15/00337/TCA and TPO on yew at Stables Cottage
- 15/00364/TCA 10 Walford Road
- 15/01963/F Erection of One Dwelling on land adjoining Small House

## **Any Other Business**

### **014/16 Street Light Main Street**

PR reported that the street light at Lanes End, Main Street, adjacent to the School entrance, was permanently lit and the clerk was asked to report it.

AS

### **015/16 Overhanging Plants Main Street**

PR reported that ivy overhanging the boundary wall of 1 Mannings Close was impeding the view of School minibuses. TH agreed to speak to the resident.

TH

### **016/16 Celebrations for the Queen's 90<sup>th</sup> Birthday**

MH advised that plans were in hand to organise, jointly with Sibford Gower, a celebration of the Queen's 90<sup>th</sup> birthday for Sunday, 12 June and, as no grants would be forthcoming, the parish councils would be asked for a small donation towards the costs.

## **Date of Next Meeting**

Monday, 14 March 2016

There being no further business, the meeting closed at 10.05pm.