

## SIBFORD FERRIS PARISH COUNCIL

Minutes of Ordinary Meeting held Monday, 14 March 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, Anita Spencer (Clerk), 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** – there were none.

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

**Minutes of the previous meeting:** the minutes of the meeting of 11 January 2016 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 advised that there had been a minor improvement in broadband speeds for Sibford Ferris and Burdrop, but there was no further news on the provision of the superfast service.

TH

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

There was nothing new to report and the item could be closed.

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

An update from the district council was pending.

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

PR reported that funding of £17,000 had been secured and consultants were in the process of assessing public buildings for possible energy-saving schemes. A report would be produced at the end of the survey. The consultants could also advise on funding sources where appropriate.

PR

#### **19/14 Ongoing – Fitness equipment**

A faulty bearing had been identified on the space walker. AL kindly offered to replace the bearing as the units were outside of the guarantee period and it was agreed to accept this offer with thanks.

AL

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

It was noted that: AL had smoothed the splintered half-round; the horizontal surfaces had been cleaned on 15 January; the Sibford School tree contractor would be available in the next three to four weeks to trim back overgrowth. It was agreed that the Clerk would arrange purchase of a cleaning product and AL would source the necessary safety equipment.

PR

AS

AL

With regard to the long-term parking of two vehicles adjacent to the play area, the clerk was asked to put the matter to CDC again.

AS

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

AL would attend to repairs to the bench.

AL

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

A letter of complaint had been sent to HMRC on the matter of tax liabilities and a response was awaited.

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

TH had attended a meeting with a Stagecoach manager and had been advised that the 50A service from Shipston-on-Stour to Banbury was subsidised by Warwickshire County Council with a contribution from Oxfordshire but no clarification on the future of the service had been given then or since.

Cllr Reynolds confirmed the lack of information on services and could only advise that Oxfordshire subsidies would cease from 26 July. It was agreed TH would chase Stagecoach for an update.

TH

#### **106/15 Outstanding – Assets of Community Value**

TH reported that Sibford Gower Parish Council had registered the Bishop Blaize as an ACV. It was agreed that TH would look into the implications of registration for the asset owner before deciding if to apply to register Greens' Stores.

#### **001/16 Outstanding - Roles and Responsibilities Training**

GB reported she had been advised at the training day that, for the sake of openness, all decisions should be made at a meeting, including those on planning applications. However, it was agreed that this was not always practical due to the length of time between meetings and that the availability of parish council documents on websites contributed considerably to the level of transparency in parish council actions. This item could be closed.

TH

#### **014/16 Outstanding - Street light Main Street**

The street light had been fixed. This item could be closed.

#### **015/16 Outstanding - Overhanging plants Main Street**

The plants had been cut back. This item could be closed.

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

MH reported that arrangements were under way for a village celebration on 11 and 12 June and asked if the parish council would agree to request grant funding of up to £300 which was being made available by the district council. This was agreed.

#### **017/16 Litter pick 20 February**

AL was thanked by councillors for organising the litter pick, together with the large group of residents who had assisted. This item could be closed.

#### **018/16 Light on Mannings Hill**

It had been reported by the owner of the barn that the light was not working due to problems with the electricity supply. It had been agreed by email it was not necessary to attempt repairs to the light as these would be very expensive and no complaints had been received. The payment of £35.00 for electricity had been returned. This item could be closed.

#### **019/16 Revised Publication Scheme**

TH agreed to review the publication scheme and report any revisions that were required. The updated scheme would be submitted for the next meeting for approval and a copy put on the notice board.

TH  
AS

#### **020/16 Footpath sign at the Brambles, Woodway Road**

The damaged sign had been reported to the county council.

#### **021/16 Date of Annual Parish Meeting**

It was agreed to hold the Annual Parish Meeting on 18 April at 7.30pm subject to availability of the Sports Hall classroom. PR agreed to enquire if the Sibford School head would give a report. GB agreed to report on the police meeting of 15 March and MH on the proposed affordable housing site. AS was asked to approach Sibford Village Hall for their report. The Town Estates had sent in a report on Wheathills. Cllr Reynolds agreed to send a brief report if he was unable to attend the meeting.

PR  
GB  
MH  
AS  
GR

#### **Correspondence**

**022/16** 22.1.16 Banbury Rural Neighbourhood Police Team – notification of a meeting for all rural parishes on 15 March. GB had agreed to attend.

GB

**023/16** 8.2.16 A Freedom of Information request - a response had been provided.

**024/16** 24.2.16 Cherwell District Council - guidance on bias in decision-making: circulated to councillors. This item could be closed.

**025/16** 8.3.16 Cherwell District Council - Independent Remuneration Panel Report with the revised levels of reimbursement available to councillors claiming expenses. It was agreed that councillors would not claim for reimbursement of their expenses. The Report had been displayed on the notice board. This item could be closed.

## Finance

### **026/16 Clerk's Pension**

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

TH

### **027/16 Budget/Actual comparison to 14 March**

The budget/actual comparison sheet was reviewed and no issues were identified.

### **028/16 Budget/Actual comparison for 2016/17**

The sheet for the new financial year was circulated.

### **029/16 2016/17 Budget (revised detail)**

The 2016/17 budget detail had been revised to take account of the removal of the £35.00 payment for electricity for the Mannings Hill light. The £35.00 had been moved to 'extras'. The revised document was circulated to councillors. This item could be closed.

### **030/16 Bank Transfers since last meeting**

£1000.00 had been transferred from the deposit account to the current account on 10 March to cover payments.

### **031/16 Payments made since the last meeting:**

- Cheque no. 100670 3.3.16 Zen Internet Ltd £11.98 for domain name
- Cheque no. 100671 3.3.16 Oxfordshire Association of Local Councils £78.00 for FOI training for TH on 18 May.

### **032/16 Cheques signed at the meeting:**

The following cheques were agreed and signed:

- Cheque no. 100672 Oxfordshire Association of Local Councils £133.07 for subscription
- Cheque no. 100673 Cherwell District Council £30.00 Cotswold Close Play Area annual rent
- Cheque no. 100674 Community First Oxfordshire £55.00 for subscription
- Cheque no. 100675 Mrs A Spencer £1248.54: £6.91 for clerk's expenses, £1241.63 wages

### **033/16 Receipts since the last meeting:**

- 15.01.16 Sibford Gower Parish Council £31.12 contribution to Zen Internet costs

### **034/16 Bank reconciliation to 4 March 2016**

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

### **035/16 Acknowledgements of donations**

Acknowledgements had been received from: Banbury CAB, Sibford Village Hall, Holy Trinity Church.

### **036/16 Changes to Barclays Savings Account**

Following communication from Barclays, it was noted that the savings account would be known as the Business Premium Account from 6 June and statements would only be sent annually.

### **037/16 Cherwell District Council change of payment terms**

Following communication from the district council, it was noted that, from 1 April, the payment terms would change from 'payment within 30 days' to 'payment on receipt of invoice'.

### **038/16 New audit body for parish councils – decision whether to opt in**

There was a requirement to notify OALC by 31 March if a decision to opt out of the audit body scheme was made. It was agreed to opt in to the scheme and therefore no action was required.

### **039/16 Review of registers of interests**

The Clerk reminded councillors to review their registers of interests which were available on the district council website and TH asked for it to be noted that councillors would be asked at the next meeting whether this item had been actioned.

All  
AS

### **040/16 Review of insurance (renewal 1 June)**

PR agreed to review the insurance levels prior to the June renewal process. The Clerk agreed to provide the necessary documents to PR.

AS  
PR

#### **041/16 Review of financial risk assessment**

The financial risk assessment was reviewed. It was agreed to amend the item "Adequacy of finances to be able to repay loans" to Low risk from Medium. The risk assessment was then agreed.

**AS**

#### **042/16 Review of asset registers**

The asset registers were reviewed and agreed.

#### **043/16 Review of effectiveness of internal audit**

The internal audit review checklist was reviewed and agreed.

#### **044/16 Review of internal audit test**

The internal audit test was reviewed and agreed.

#### **045/16 Appointment of internal auditor**

It was agreed to ask Sue Rowley if she would kindly undertake the internal audit.

**AS**

#### **046/16 Revision of financial regulations**

As the NALC Model Financial Regulations had been revised, it was agreed that AL and the Clerk would carry out of a review of the financial regulations to ensure they were up-to-date and report their findings to the councillors.

**AL**

**AS**

### **Planning**

#### **047/16 Cherwell Local Plan Parts 1 and 2**

The following documents had been received: Consultation draft: CDC Statement of Community Involvement January 2016, Cherwell Local Plan (CLP) 2011-2031 (Part 2) Development Management Policies and Sites, CLP 2011-2031 (Part 1) Partial Review – Oxford's Unmet Housing Needs Issues Consultation. The consultation closed on 11 March. The next consultation in the process would be in August/September 2016.

#### **048/16 Cherwell Local Plan Parts 1 and 2: Workshop for parishes 23 February 2016**

The workshop had been attended by MH and GB and concerns around planning issues had been relayed to the district council.

#### **049/16 Submission of Oxfordshire Minerals and Waste Local Plan: Part 1 – Core Strategy**

Cllr Reynolds advised that the Core Strategy was to be noted but was not of direct import to the parish at this stage.

#### **050/16 Planning applications received since the last meeting**

- 16/00215/F Addition of dormer windows to roof, insertion of roof lights and erection of extension at Applegrove, Hook Norton Road
- 16/00031/TPO Crown reduction to yew tree at Stables Cottage, Main Street

#### **051/16 Notices of Decision received since the last meeting**

- 15/00424/TCA Works to trees at Penn House, 9 Walford Road – permission granted
- 15/02081/TPO Crown reduction to horse chestnut at 1 West Town Cottages, Woodway Road – permission granted
- 15/02249/TPO Works to trees at Penn House, 9 Walford Road – permission to fell ash tree refused
- 16/00031/TPO Crown reduction to yew tree at Stables Cottage, Main Street – permission granted

### **Any Other Business**

None.

### **Date of Next Meeting**

Annual Parish Council Meeting: Monday, 16 May 2016 at 7.45 pm.

The Annual Parish Meeting: Monday, 18 March 2016 at 7.30 pm.

There being no further business, the meeting closed at 9.33 pm.