

SIBFORD FERRIS PARISH COUNCIL

Minutes of Parish Council Meeting held Thursday, 22 September 2016 at 7.45pm in the Sports Hall Classroom, Sibford School

Present at the meeting were: Councillors Tim Huckvale (Chair), Maureen Hicks (Vice-Chair), Peter Robinson, Ginny Bennett and Adrian Lamb, Anita Spencer (Clerk), County and District Councillor George Reynolds and one member of the public

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

Apologies – none

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

Minutes of the previous meeting: the minutes of the meeting of 4 July were agreed and signed by the Chair as an accurate record.

Matters arising from the previous meeting:

2/13 Ongoing – Superfast broadband for Sibford Ferris

TH advised that the latest estimated date for provision of superfast broadband was towards the end of 2017. **TH**

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

MH reported she had received confirmation that the option on the land had been removed and a new contract was being drawn up between the developer and the landowner. As a result, a new planning application would have to be submitted and was expected in the near future. **MH**

19/14 Ongoing – Fitness equipment

Following the notification from Wicksteed of two finger-trapping accidents involving their surfer, a new risk assessment had been drawn up by PR and was unanimously agreed. It was reported that black grease had appeared on the surfer and AL kindly agreed to investigate. **AL**

20/14 Ongoing – Cotswold Close play area

AS had applied a sample of the wood cleaning product which had worked well. It was agreed to try to time the cleaning with tree pruning, with a view to closing the play area for one day for the work to be carried out. There would be advance publicity of any closure. **PR**
AS

30/14 Outstanding – Damaged bench on Hook Norton Road

AL would attend to repairs to the bench. **AL**

31/14 Outstanding – Douglas Tonks

HMRC had responded to the complaint letter of 17 February and required payment of the outstanding tax. However, HMRC had made a redress payment of £50.00 for the delay in responding and also waived the interest. It was agreed to pay the £480.80 outstanding tax. AS was requested to write to the receiver dealing with the case to inform them that this amount was owed to the parish council by Douglas Tonks. **AS**

106/15 Outstanding – Assets of Community Value

TH advised that Sibford Gower Parish Council had asked the district council planning department to take enforcement action against the owners of the Bishop Blaize (known as the Pheasant Pluckers Inn) for residing on the premises whilst not opening them as a public house. The meeting on how to operate the premises as an ACV if acquired as such was to take place soon. There had been no further action on the viability of registering the village shop as an ACV. **TH**

019/16 Outstanding - Revised Publication Scheme

TH would draft a Scheme for consideration by members.

TH

020/16 Outstanding - Footpath sign at the Brambles, Woodway Road

It was agreed to retain this item until the sign had been replaced. Under this heading, TH advised that he had volunteered as footpath warden for Sibford Ferris.

TH

054/16 Outstanding – Possible speed sign collaboration with neighbouring parishes

AS reported there had been no further developments on a collaboration and was asked to make contact again with Swalcliffe Parish Council. A resident of Sibford Ferris asked to speak on the subject of traffic volume and speed and following discussion it was agreed: that the resident would clean and clear the vegetation from the existing 30mph signs; a letter to Oxfordshire Highways would be drafted suggesting the 30mph zone on the Hook Norton Road be moved back to Shortlands to give vehicles more time to slow down before the Sibford School entrance and the built-up area; when considering any new application for an affordable housing scheme on the Hook Norton Road, the opportunity to achieve reduced traffic speeds would be included in discussions with the district council. Other items discussed and put on hold for further consideration were: requesting a white 'H' across the entrance to Back Lane to discourage parking close to the junction; requesting a reduction from 30mph to 20mph for the village in view of the lack of footpaths.

AS

079/16 Outstanding – Damaged road surface in Main Street and on Mannings Hill by Woodway House

AS reported she had met with an inspector who had photographed the damaged surfaces and would be reporting back to her department. AS was requested to approach Sibford Gower Parish Council to see if their forthcoming meeting with a Highways representative could be extended to Sibford Ferris.

AS

081/16 Outstanding – Dead horse chestnut tree on Hook Norton Road

The tree had been noted by highways. There had been no action to date.

082/16 County Council Unitary proposals - update

GR informed the meeting that the new national government had suspended its work on devolution and the district council's proposals for change had been put on hold. However, the county council were pressing forward and a consultation and referendum were expected to take place in the future. No action was required at present.

083/16 Horton Hospital review – Keep the Horton General campaign to retain services

The parish council had written to the Oxfordshire Clinical Commissioning Group in support of the retention of services at the Horton Hospital and a letter of response had been received.

087/16 Vegetation growing over footpath on Mannings Hill and into road out of the village towards the Elm crossroads

It was noted that the verges had been cut since the last meeting and a resident had cut back the overhanging trees. The hedging growing out in the road towards the Elm crossroads had been reported to Highways and responsibility for cutting it back was under investigation. The highways officer had requested that the School hedge opposite the gardens of Mannings Close houses also be trimmed back and PR agreed to arrange this. AS was asked to write to the owners of the property opposite the shop to ask that they also cut back trees growing over the road.

PR

AS

110/16 Chairmanship Training 13 July Report

TH reported that he had identified three areas for possible action: 1) Creation of a planning committee (actioned); 2) Improved communication with residents that they were welcome to attend and/or speak at any parish council or planning committee meeting and also request items be put on the agenda; 3) Use of social media such as Facebook to improve communications and engagement with the community. TH agreed to present a document outlining his proposals for 2) and 3).

TH

Correspondence

111/16 7.7.16 Letter from Came & Co advising of change of trading style, company number and regulatory number – noted.

112/16 11.7.16 Letter from Victoria Prentis MP re OCC cuts to buses – noted

113/16 14.7.16 Email from OCC Waste Management Team about householder consultation on the future of waste management in the county – a poster had been put on the notice board.

114/16 4.8.16 Letter from OCC Highways and Transport re Oxfordshire Comet bookable transport service – noted and poster on notice board.

115/16 8.8.16 Email from Oswyn Murray about Hook Norton Low Carbon AGM. TH advised he had attended the AGM and did not believe the Low Carbon initiative on a housing project in Hook Norton (on council-owned land) would translate to the Sibford Ferris affordable housing site where the land was in private ownership.

116/16 9.9.16 Email from Nortoft Consultants for CDC requesting completion of a questionnaire for an Open Space, Sport and Recreation Review – questionnaire completed and returned to Nortoft.

117/16 12.9.16 Letter from Victoria Prentis MP re Department of Transport's Community Transport Minibus Fund – noted.

Finance

118/16 Bank Transfers

It was noted and agreed that a transfer of £2000 had been made on 22 September from the savings to the current account.

119/16 Returned cheque

Cheque no. 100688 for £3.00 had been returned by OALC, no longer required and the accounts had been updated.

120/16 Cheques agreed and signed at the meeting

- 100690 Thomas Fox Landscaping £72.00 for mowing at Cotswold Close play area against invoices 20642 and 20828
- 100691 Mrs A Spencer £1254.11 for wages
- 100692 HM Revenue & Customs £480.80 for outstanding tax (see 31/14 above)

121/16 Receipts since last meeting

- 9.7.16 HMRC £50.00 redress payment (see 31/14 above)
- 5.9.16 Barclays Bank plc £1.51 interest
- 14.9.16 Cherwell District Council £3429.00 precept payment

122/16 Bank reconciliation to 22 September 2016

The bank reconciliation was checked against the payments and receipts records and the bank statements, and was agreed and signed by GB.

123/16 Budget/Actual Comparison to 22 September

The budget/actual comparison sheet was reviewed and a grass cutting payment of £45.00 for July was found to be missing and AS was requested to make the correction.

124/16 Review of Financial Regulations

The revised Financial Regulations had been amended as follows: para 5.4 - addition of "and conditions set out in 5.5 are met"; para 5.5 c) - the permitted transfer amount would be amended to £2000; '(England)' to be removed from the title. The revised Financial Regulations were agreed and adopted.

125/16 Annual Return to 31 March 2016

The audited Annual Return had been received with no issues arising and was approved and accepted.

126/16 Exercise of Public Rights

Sections 1 to 3 of the Annual Return had been displayed on the notice board and the Sibfords website for the required period.

Planning

127/16 Terms of Reference of Planning Committee

The Terms of Reference were being considered and would be presented for approval at the November meeting.

128/16 Planning Meetings held since 4 July

There had been meetings on 19 July, 15 August and 30 August. The signed minutes would be attached to these minutes.

129/16 Minutes of Planning Meeting of 30 August

The minutes were agreed by the members of the Planning Committee and signed by the Chair.

130/16 Planning Applications received since the last meeting

The following application had been notified to AS via the CDC public access tracking system:

- 16/01834/Q56 Change of use of existing cart shed to 2 No. dwellings at Parsons Barn Farm, Shutford Road

It was agreed that this property was situated in Sibford Gower and no discussion was required.

131/16 Notices of Decision received since last meeting:

- 16/00159/TCA 4 x Norway Spruce – Fell, 1 x Southern Beech – Fell, 1 x Holly – Fell, 1 x Beech hedge – remove and replant at The Small House: permission granted
- 16/00959/F Erection of one ‘Low Energy Home’ dwelling within amenity garden area of High Rock: permission granted
- 16/01426/F Two storey rear extension and insertion of windows into the existing dwelling at 13 Cotswold Close: permission granted

All

132/16 Cherwell District Council Local Enforcement Plan

Copies of the Plan were distributed to councillors for information.

133/16 Cherwell District Council Publication of Adopted Statement of Community Involvement 18 July 2016

It was noted that a copy of the Statement had been received.

Any Other Business

134/16 Car parking

AS was asked to put a notice in the Sibford Scene requesting that those residents who had access to off-road parking and/or a garage use these facilities rather than parking kerbside or on verges as these practices were causing obstructions and loss of visibility for other road users.

AS

135/16 Phone Mast Pre-Application

GR advised he had received a ward pre-application enquiry about the siting of a 21m phone mast on the north side of the B4035 near the Epwell turn. It was noted that the land was in the parish of Sibford Gower but GR offered to forward the enquiry for information.

GR

Date of Next Parish Council Meeting

Monday, 14 November 2016 at 7.45 pm

There being no further business, the meeting closed at 9.30 pm.