

# SIBFORD FERRIS PARISH COUNCIL

Minutes of Parish Council Meeting held Monday, 13 March 2017 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), and two members of the public of whom one remained after 8.35pm.

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

**Apologies** – County and District Councillor George Reynolds

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

**Minutes of the previous meetings:** the minutes of the meeting of 16 January 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 confirmed there was no change in the latest estimated date for provision of superfast broadband, which was towards the end of 2017.

TH

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

MH advised that there had been no change since the last meeting and it was a question of waiting for the outcome of the ongoing Local Plan sites options deliberations.

MH

**19/14 Ongoing – Fitness equipment**

The equipment had been checked by AL for rusting and no action was required. It was agreed to ask John Hicks to carry out the annual inspection in June. The risk assessment was reviewed and it was agreed that no amendments were required.

AS

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

AS reported there were further incidences of rot especially to Platform 1 and AL kindly agreed to do repairs to the worst affected timbers. It was agreed to purchase a park seat from NBB Recycled Furniture for a budget of £400.00 plus VAT including delivery to replace the rotting wooden bench by the digger pit. PR agreed to chase the School's tree contractor to cut back trees and hedges. Due to the wet weather it had not been possible to clean the wooden structures during February but it would be programmed as soon as possible. A risk assessment for the cleaning operation was checked and agreed. It was agreed to ask John Hicks to carry out the annual inspection in June. The risk assessment was reviewed and the Clerk was asked to remove "missing cover to be replaced" and "review existing notices" and the amended risk assessment was agreed. PR advised that the parish council risk assessment for mowing should be cancelled and an appropriate risk assessment requested from the mowing contractor. The Clerk was asked to obtain a risk assessment accordingly. It was agreed to continue with Thomas Fox for the mowing contract although the fee per visit had increased to £18.50 plus VAT from £15.00 as this was within the budget figure for the year.

AL

PR

AS

AS

AS

AS

AS

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

AL would attend to repairs to the bench.

AL

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

As there was nothing to report on the registration of the Pheasant Plucker's Inn as an ACV, it was agreed to close this item.

**019/16 Outstanding - Revised Publication Scheme**

TH had reviewed and revised the Publication Scheme and it was agreed to adopt the new version. The village website page had been revised alongside the Publication Scheme and the contents were approved by councillors with thanks to TH. TH advised the page would go live following the meeting and councillors agreed the changes improved clarity and openness.

TH

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

The Clerk had been informed by OCC that the original request for repairs to the sign had gone astray and the work had now been re-requested. It was agreed to monitor progress on this item.

**054/16 Outstanding – Highways matters**

Since the last meeting, the vegetation opposite the Shop had been cut back but the Clerk was still communicating with Highways about the verge opposite Little London’s garden. The School hedge up from Lanes End had also been trimmed. The Clerk was asked to keep monitoring the situations with white line painting and the removal of the dead horse chestnut tree on the Hook Norton Road.

AS

**110/16 Outstanding – Proposals to improve communication with the parish**

TH proposed and it was agreed to wait until his Social Media training in May before drafting proposals on a parish council Facebook page.

TH

**134/16 Ongoing – Car Parking Issues in Sibford Ferris**

There had been no improvement in the parking problems in the village and it was agreed to close this issue.

**003/17 Outstanding – Spring Clean on 11 March**

AL reported that there had been a very good turnout for the litter pick and the Clerk was asked to thank the volunteers via the Sibford Scene. This item could be closed.

AS

**017/17 Stone Extraction on Hook Norton Road**

The parish council had received notification that a stop notice had been served on works at Belle Isle Farm pending an investigation by the appropriate authority.

**018/17 Street Light Cotswold Close**

The light near to the play area had been reported as not working since the last meeting. PR confirmed that it was now working. This item could be closed.

**019/17 Johnsons Coaches Bus Timetables**

The bus timetables displayed at the bus stops were for one direction only and the Clerk had been requested to ask Johnsons to supply two-way timetables. The Clerk was asked to chase up this item.

AS

**020/17 Annual Parish Meeting (APM) 8 May**

It was agreed that the agenda would include a report from the new Head of Sibford School, a report on the community first responder scheme, a Wheathills report, a village hall report, an update on housing development in the parish, a report from the District/County Councillor and a confirmation of policing priorities for Sibford Ferris.

PR  
MH  
AS

**Correspondence**

**021/17** 25.1.17 An email had been received enquiring about the existence of a ladies’ cricket team in 1921 in the village. MH advised that Sibford Cricket Club had kindly offered to check their archived score cards for any record of such a team and she would respond to the enquirer with any findings.

MH

**022/17** 4.2.17 A letter from the High Sheriff of Oxfordshire had been received on the issue of unpaid carers and her intention to meet with parishes to discuss their problems.

**023/17** 4.2.17 Information on the “One Oxfordshire” campaign had been received from Oxfordshire County Council (OCC) and GB reported that she had not been able to attend a meeting on the matter on 15 February. Councillors agreed to leave responses to this campaign to individuals as it would be impossible to fairly represent residents’ views or interests as a parish council on such a complex matter.

**024/17** 17.2.17 Contact had been made by Cherwell District Council (CDC) on a review of the electoral register resulting in the removal of a number of electors. As some electors were removed because they did not respond to requests to confirm their eligibility to vote, it was agreed that a notice would be put in the Sibford Scene, jointly with Sibford Gower Parish Council (SGPC), reminding residents of the importance of registering to vote.

AS

**025/17** 1.3.17 Thames Valley Police had requested confirmation of policing priorities for the village: parking, speeding, anti-social behaviour (ASB). It was agreed to respond that firstly speeding and secondly parking were priorities but ASB was not currently an issue of note. It was agreed to test this view at the APM in May.

AS

## Finance

### **026/17 Bank Transfers since the last meeting**

It was agreed to increase the transfer to £2000 from the £1500 figure on the agenda in order to cover upcoming expenditure.

### **027/17 Cheques signed since the last meeting to be agreed**

Cheque No. 100702 £42.00 OALC for Social Media training for TH.

Cheque No. 100703 £57.46 Zen Internet Ltd for web services to 11.1.8

**028/17** It was noted that acknowledgements of donations had been received from Banbury CAB and Sibford Village Hall.

### **029/17 Cheques agreed and signed at the meeting**

- Cheque No. 100704 Mrs A Spencer £1254.11 wages
- Cheque No. 100705 Oxfordshire Association of Local Councils £133.07 subscription 2017-18

### **030/17 Receipts since last meeting noted**

- 17.2.17 SGPC £23.94 contribution to web services costs to 11.1.18
- 28.2.17 CDC New Homes Bonus £789.90 by BACS

### **031/17 Bank reconciliation to 13 March 2017**

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

### **032/17 Budget/Actual Comparison to 13 March 2017**

The budget/actual comparison sheet was reviewed and agreed.

### **033/17 Budget/Actual Comparison 2017/18**

The spreadsheet for the 2017/18 accounting period was reviewed and agreed.

### **034/17 Appeal letter from South Central Ambulance Charity**

The appeal was discussed and it was agreed it would be taken forward for decision pending an update on the current position with the community first responder scheme, which is funded through the charity.

### **035/17 Section 137(4)(a) LGA 1972 2017/18**

It was noted that the figure for 2017/18 was £7.57.

### **036/17 Registers of Interests**

Councillors were reminded to review their Register of Interests and to confirm at the next meeting that this had been done. **All**

### **037/17 Insurance Renewal**

PR kindly agreed to review the insurance schedule ahead of renewal on 1 June. PR asked the Clerk to check that the insurance records for the parish council for past years had been properly archived. **PR AS**

### **038/17 Financial Risk Assessment**

The risk assessment was reviewed and agreed with no amendments.

### **039/17 Assets Register**

It was agreed to review the assets register at the next meeting following the purchase of the bench for the play area. **AS**

### **040/17 Effectiveness of Internal Audit**

The internal audit was reviewed alongside the checklist and was agreed to be effective.

### **041/17 Internal Audit Test**

The test was reviewed and agreed with no amendments.

### **042/17 Internal Auditor Appointment**

It was agreed to approach Sue Rowley to carry out the internal audit and the Clerk was asked to write to her. **AS**

### **043/17 Date of External Audit**

It was noted that an audit date of 26 June had been requested.

## Planning

### **044/17 CDC Consultations: Partial Review of the Cherwell Local Plan (Part 1): Options Consultation**

The Partial Review was yet to be published and the Local Plan Part 2 had not been announced at the time of the meeting.

### **045/17 Planning Applications received since the last meeting**

None received.

### **046/17 Notices of Decision received since the last meeting**

- 16/00356/TCA 3 Folly Court – fell 1 x Birch: permission granted
- 16/00361/TCA 2 Mannings Close – fell 1 x Lawson: permission granted
- 16/02116/F 7 Walford Road – erect barn: permission refused

- 17/00020/F Pheasant Plucker's Inn, Burdrop – erection of storage shed: permission granted.

**047/17 BT Payphone and Kiosk**

It was noted that the kiosk would be removed by BT in due course.

**048/17 OCC Consultation on Proposed Main Modifications to Oxfordshire Minerals and Waste Local Plan: Part 1 Core Strategy and Sustainability Appraisal Report Update**

The councillors agreed that there was nothing in the consultation that required response from the parish council and the item could be closed.

**049/17 Email 26.2.17 re possible development on Hook Norton Road**

It was noted that a developer had contacted the parish council about a proposal to build starter/downsizer homes on the field previously consider for affordable housing but there was nothing further to report at this point.

**Any Other Business**

**050/17 Complaints Procedure alteration**

TH asked the meeting to note that one website reference in the Complaints Procedure had been altered to facilitate access to the appropriate department at CDC.

**051/17 Invitation from Head of Sibford School**

TH advised that Toby Spence had kindly invited him to a choral concert at St Mary's Church, Banbury on 1 April in celebration of the 150<sup>th</sup> anniversary of Sibford School and that the invitation was extended to all the councillors.

**052/17 Dog bins on Woodway Road**

TH proposed, and it was agreed, to review the matter of putting a dog bin on Woodway Road at the APM following a further complaint about the failure of dog owners to clear up dog mess.

AS

**053/17 Logo for village**

TH proposed that a logo for the village be devised to be used on letterheads and in social media. It was agreed to discuss this with residents at the APM.

AS

**Date of Annual Parish Council Meeting**

Thursday, 25 May at 7.45 pm.

**Date of Annual Parish Meeting**

Monday, 8 May at 7.30pm

There being no further business, the meeting closed at 9.35 pm.