

Sibford Gower Parish Council

Minutes of a meeting of the Parish Council held on Wednesday 13th May 2020 at 7:30pm via Zoom video conferencing.

Present: Cllr Pidgeon, Cllr Mallows, Cllr Allen, Cllr Berks.

In attendance: Clerk, 3 members of the public.

Business

1. **Apologies for absence** – None.
2. **Members declarations of interest for items on the agenda** – None.
3. **Ratification of all decisions made at the extraordinary meeting held on 25th March 2020 due to legislation changing shortly after that meeting took place making electronic meetings lawful** – Proposed and agreed.
4. **To approve the minutes of the Parish Council (PC) meetings held on 11th March and 25th March 2020** – Proposed and agreed.
5. **Outstanding matters/actions from previous meetings** – None.
6. **Correspondence**
 - i) Concerns raised re quarrying activity on Pound Lane - A number of concerns have been raised about the general activity and noise. After viewing the site with Cllr Pidgeon, Cllr Mallows spoke to Jonathan Durham from Minerals and Waste at OCC about the situation. They promptly came out to check what is happening and have advised that it is permitted development as the landowner is extracting materials for their own use. Cllr Mallows advised that he has also spoken to the landowner who was very apologetic about the any inconvenience caused to parishioners.
 - ii) The Council's Insurance Policy negotiated with BHIB – Cllr Pidgeon has been in contact with the insurer to discuss the policy starting from 1st June. Employee absence cover has been added to the policy. The defibrillator should also be covered within the policy. **Cllr Pidgeon to contact the insurer to ensure the defibrillator is covered.**
 - iii) Any other correspondence – Sibford Ferris Parish Council has contacted the PC today enquiring about the possibility of SGPC contributing to the cost of renewing their play area. **Cllr Pidgeon to request further details from SFPC in order to consider their proposal.**
7. **Proposal to adopt the following documents:** All policies below were proposed and agreed. The PC noted that there are other policies to be updated which will be adopted over the coming months.
 - i) Standing Orders
 - ii) Responding to Planning Applications Policy
 - iii) Grievance Policy
 - iv) Disciplinary policy
8. **Assets and services**
 - i) To report any issues with the Millennium Field, Burial Ground, Highway verges, and Miriam Tebbs' Land – Cllr Allen advised that Lovesey and Prickett have not increased their prices and Thomas Fox has increased by 2.6% for the grass cutting this year. It was proposed and agreed that the grass cutting contracts continue for this financial year but the contractors will be informed that the requirements may change for next year and the PC will probably put out tenders late in 2020 for the 2021 contracts. **Cllr Allen/Clerk to inform contractors of the PC's decision.**
 - ii) Update on Land Management Proposals – As per the approval in the December meeting, Sacha Barnes Landscape Consultants have provided quotes for 3 stages of a land management review in the parish. It was proposed and agreed to instruct Sacha Barnes to complete stage 1 at a cost of £500 + VAT. The report is expected to be available in around 2 months. **Cllr Allen/Clerk to instruct Sacha Barnes.**

Finance

9. AGAR 19/20

- i) To receive the internal auditor's report for 19/20 and agree any actions required – The report has been received with no issues raised within the AGAR document. The auditor will send a narrative report which will include some non material recommendations to the Chairman. Cllr Allen and the Clerk are already working on some of these items. The chairman went out of his way to acknowledge, and to express his huge appreciation and thanks on behalf of the Council for, the dedication David Watson brings to the considerable amount of work that is involved in preparing the internal audit - all of it done voluntarily.
- ii) To complete and approve the annual governance statement for the 19/20 audit – The councillors confirmed that the 'yes' boxes should be completed for all items except for item 9 which is not applicable. The chairman signed the document.
- iii) To approve the accounting statements for the 19/20 audit – It was noted that the basis of the accounting has been changed to Receipts and Payments. The accounting statements were approved and were signed by the chairman.
- iv) To review the analysis of variances and bank reconciliation for 19/20 – The PC confirmed their receipt and agreement of this document.
- v) To approve completion and submission of the Certificate of Exemption for 19/20 – Proposed and agreed.
- vi) To agree dates for the notice of public rights 19/20 – It was agreed that the dates for the public right to inspect the accounts will be from 15th June to 24th July 2020.

10. 20/21 finance

- i) Confirmation of the total bank balance as at 06.05.20 of £19,031.98 – Cllr Allen confirmed that he has checked the bank account and the balance is correct.
- ii) To appoint an internal auditor for 20/21 – It was proposed and agreed to appoint David Watson as the internal auditor.
- iii) To note and approve the following payments made since the last meeting: Proposed and agreed.

12.03.20	Sibford Ferris PC	Burial Fee Share	£159.00
16.03.20	V Mulley	Clerk Salary	£224.61
24.03.20	Sibford Gower Primary School	Defibrillator Equipment Purchase	£994.19
24.03.20	Kirsty Buttle	Clerk Salary	£315.70
24.03.20	HMRC	Clerk Salary Income Tax	£78.80
30.03.20	Sibford Ferris PC	Burial Fee share	£159.00
14.04.20	Opus Property Services	Defibrillator Installation	£312.68
14.04.20	Cherwell DC	Dog Bin emptying	£60.06
29.04.20	Sibford Ferris PC	Zen Internet share	£33.43
29.04.20	Kirsty Buttle	Clerk Salary	£369.30
29.04.20	HMRC	Clerk Salary Income Tax	£33.00
29.04.20	Kirsty Buttle	Clerk Expenses	£104.72

- iv) To note receipts received since the last meeting – Noted.

06.03.20	J&M Humphris	Burial Fee	£318.00
23.03.20	Town Estate Charity	Sibford Support Group grant	£250.00
30.03.20	Edd Frost & Daughter	Burial Fee	£318.00
14.04.20	Town Estate Charity	Defibrillator grant	£500.00
14.04.20	Town Estate Charity	Defibrillator grant	£500.00
17.04.20	Cherwell District Council	Precept	£4,675.00
21.04.20	Cherwell District Council	Grant	£96.25

Planning

11. Planning applications received

20/00954/F - Top Barn Farm Agriculture Building, Unnamed B4035 Single Carriageway 6811256, Sibford Gower. Creation of single dwellinghouse through conversion and partial re-building of existing barn with parking, amenity space, landscaping and associated works in replacement of dwellinghouse permitted under 18/01094/Q56. **Support.** The barns, situated in an isolated site adjacent to the B4025, are not listed and are not located within the conservation area. The proposals offer a more appropriate conversion of the existing agricultural buildings into a dwelling house – improved layout, more appropriate fenestration – while maintaining the essential character of the existing agricultural yard. While the revised design does generate a slight increase in the overall footprint of the proposed layout, it is considered likely that this is acceptable when balanced against the improved scheme.

Note: Following the demolition of the existing blockwork building (Building 1), the existing stone boundary wall should be retained/rebuilt to maintain the external visual appearance of the site.

20/00835/LB - Friends Meeting House, Temple Mill Road, Sibford Gower. Replace the two failed south-facing windows at the front of our Quaker meeting house with purpose-made hardwood windows and frames to match the originals. **Support.** The proposal to replace both windows on the exposed south elevation with purpose-made hardwood windows to match the original will sustain the integrity of this locally significant building within the conservation area.

20/01086/F – Muddle Barn Farm, Colony Road, Sibford Gower. Alterations and conversion of existing stable building to provide a gym and swimming pool and change of use of land to amenity land, providing tennis court associated with dwellinghouse replacing existing manège. **Recognising the numerous planning applications directly associated with this property, and our ever increasing concern in regard to a perceived manipulation of the planning process, Sibford Gower Parish Council wishes to make NO COMMENT.**

12. Planning decisions received

20/00528/TCA – Burdrop Farmhouse, Street heading north from Acre Ditch, Burdrop. T1 x Hybrid Poplar – fell. **Approved.**

13. Other planning issues – Undated notices have been placed on telegraph poles at both ends of Colony Road by BT OpenReach: the first by Knights Cottage, Temple Mill Farm, the second on the outskirts of the village. In the notices, the company simply declares its intention at an unspecified date to erect 16 9-metre telegraph poles, the length of Colony Road from Buttslade House to Temple Mill Farm. The notices provide no indication of the proposed location of the poles or what purposes will be served by their installation. To the Council's knowledge, two villagers have already written to the BT Pole Objection Team. The chairman had sight of the response made by BT Outreach to one of these, in which the company stated amongst other things that the public do not have a right to object if the new poles are not significantly different to the existing provision which they argue is applicable in this case. The original notices cite two Town and Country Planning Orders and appear to be using a town and country act permitted development order to proceed but without any specified date, and states the intention of the company to notify an otherwise unidentified 'LOCAL COUNCIL'. The tone of the responses seen suggests that the company is intent on completing this work without further consultation. Cllr Mallows has spoken to the duty planning officer to find out what the process is for this kind of development as there are a number of concerns about this, particularly in relation to the Conservation Area. The planning officer has not come across this before so he advised that Cllr Mallows should notify the Senior Planning Officer (SPO) about this. Cllr Mallows has e-mailed the SPO and will provide the details of any responses received to the PC. A councillor is aware of a parishioner who has written to Openreach objecting to the erection of the poles and the response received which amongst other things stated that the public do not have a right to object if the new poles are not significantly different to the existing provision which is applicable in this case. **Cllr Mallows to continue to follow this up.**

Mawles Barns Farm – A new opening has appeared outside this property which appears to be a suitable size for vehicle access. The duty planning officer has advised to list it as an enforcement query as they do not

believe any permissions have been granted. The enforcement team are reviewing this and should have a response in the next few days. **Cllr Mallows to keep the PC up to date on the status of this.**

Community Development

1. Updates and discussion

- i) Sibford Support Group – A support group has been formed with members from various organisations within the village. The Town Estates Charity (TEC) has donated £250 to be spent on anything necessary to provide support to the parish during COVID-19. Any unspent funds will be returned to the TEC. It was proposed and agreed to delegate powers to the clerk in consultation with Cllr Allen to make payments from this fund when necessary. The PC thanked Cllr Allen for his work on this. Cllr Allen pointed out that there are around 100 volunteers who are working as part of the SSG and it is hoped that the PC can show them their appreciation when COVID-19 is over. It was agreed that the experiences during the COVID-19 pandemic could help with the creation of a Community Emergency Plan so this should be considered when time allows.
- ii) Defibrillator installation – The defibrillator has now been installed. The PC noted their thanks to the Village Hall for their support with this and to the TEC for their £1k grant for the defibrillator.
- iii) Speeding Group Update – Cllr Pidgeon has received a letter from the group. The group are uncertain what they can do currently considering COVID-19 and the reduced traffic.
- iv) Pond Group Update – With many people needing to shield/self isolate during COVID-19 it has not been possible to continue with the plans for the pond. The £500 grant received from the TEC will be held within the PC accounts as a restricted fund until the work can take place.

2. Dates for future meetings – A meeting was provisionally booked for 9th September 2020 @ 7:30pm. This will be confirmed closer to the time.

Meeting closed @ 9:09pm

Signed..... Date.....

