

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Monday 7th September 2020** at **7:45pm** via **Zoom video conferencing**

Present: Cllrs Simon Rayner, John Wass, Amy Taylor, Clerk.

In attendance: 2 members of the public.

9. Apologies for absence – Cllr Bennett, Cllr Lamb.

10. Members declarations of interest for items on the agenda – None.

11. Public participation session – None.

16. To approve the minutes of the Parish Council (PC) meetings held on 7th July and 6th August 2020 – The minutes were proposed and agreed as accurate representations of the meetings.

17. Outstanding matters/actions from previous meetings

- i) **Request for additional dog waste bins** – It was proposed and agreed to purchase 2 dog waste bins and have one installed at the bottom of the farm track that leads up to Grounds Farm and one at the bottom of Small House Lane. **Clerk to organise purchase, installation and emptying of the bins.**
- ii) **Defibrillator training** – Training can't go ahead at the moment due to COVID restrictions. Cllr Wass has contacted the school to ask for permission to put a notice up about their defibrillator but has not yet received a response. Hugh Pidgeon stated that he will contact South Central Ambulance Service to find out what their current stance is on defibrillator training.
- iii) **Flytipping** – Cllr Bennett has received confirmation from Cherwell District Council (CDC) that they will provide a clear glass recycling pod but this could take a few weeks as they need to check there is room at the layby and consider the type of base required.
- iv) **Tree planting** – It was agreed that this should be planned for 2021. There is a grant funded scheme for tree planting. The PC will need to decide if it is willing to give up the piece of land on Grange Lane, adjacent to the BT exchange, for the planting of trees. **Clerk to find out how the PC get involved in the scheme and item to go on next agenda.**
- v) **Emergency Plan** – Cllr Bennett is in discussion with David Allen from Sibford Gower Parish Council (SGPC) about a joint Emergency Plan and it is hoped that more information will be available on this at the next meeting.
- vi) **Signage to reduce the number of heavy vehicles driving through the village** – Cllr Rayner has been in touch with Highways who agreed to send someone to do a survey of the village to see if it would be possible to have signs that say 'unsuitable for heavy goods vehicles' at the entrances to the village. No further update has been received. **Cllr Rayner will contact Highways to find out if the survey has taken place and request details of the costs to the PC.** It was suggested that if the signs are affordable 4 signs could be placed on the entrance roads to Sibford Ferris and Sibford Gower with the costs shared between SFPC and SGPC.
- vii) **Village recategorisation** – CDC held 3 consultation meetings via zoom last week. Cllr Mallows from SGPC attended one of those meetings and made it very clear that both SGPC and SFPC would like CDC to reconsider the categorisation of The Sibfords as they should be considered two separate villages. CDC agreed that as part of the Local Plan Review they intend to resurvey each of the 24 villages to see if the current categorisation is considered appropriate or if it should be revoked. It was agreed that **Cllr Rayner should advise the Sibford Action Group of this.**

12. Play areas

- i) To receive the Play Equipment Inspection Report and agree any actions necessary – The councillors received the detailed reports and agreed that Cllrs Bennett and Lamb should discuss the findings advise the PC what actions are required in response to the report whilst also considering cost effectiveness of repair when there are proposals to replace much of the equipment when possible.

Clerk to e-mail Cllrs Bennett and Lamb to ask that they discuss this asap and provide feedback to the PC of any urgent work needed.

- ii) Proposal to purchase a plastic COVID-19 information sign for the play area at a cost of up to £50 – Proposed and agreed. **Clerk to order sign with wording provided by Cllr Bennett.**

13. County Councillor Report – None.

14. District Councillor Report – None.

15. Finance

- i) **Proposal to make a donation of £100 to the Village Hall to support them in their recovery during COVID-19** – Proposed and agreed. **Clerk to organise payment.**
- ii) **Proposal to change bank account provider from Barclays to Lloyds due to their processes being more suitable for PC accounts** - Proposed and agreed. **Clerk to set up new account.**
- iii) **Proposal to make the following payments:** Proposed and agreed. **Clerk to make payments.**

Sibford Village Hall	Contribution to car park resurfacing	£500.00
OALC	Annual subscription	£140.42
Kirsty Buttle	Salary August - 30 hours	£315.50
HMRC	Tax August	£79.00
Thomas Fox Landscaping	Mowing of play area 30.06 and 14.07.20	£48.08

16. Proposal to adopt the following documents:

- i) **Risk Assessment** – Defer to next meeting as further information is required from Cllrs Bennett and Lamb. **To go on next agenda.**
- ii) **Standing Orders** – Proposed and agreed.
- iii) **Financial Regulations** – Proposed and agreed.
- iv) **Subject Access Request Procedure** – Subject to the amendment of the way in which identity documents should be provided to ‘You should ask for the person to provide proof of their identity (passport/photo driving licence) and confirmation of their address (utility bill/bank statement) by a suitable and convenient method which could include presenting hard copies to the Parish Clerk/a Councillor, by post, e-mail, or via zoom.’ The policy was approved.
- v) **Records Retention Policy** – Subject to the addition of ‘unless in relation to children, in which case until they are 21’ against the Accident Book retention period, the policy was proposed and agreed.
- vi) **Privacy Notice** – Proposed and agreed.
- vii) **Data Protection Policy** – Proposed and agreed.
- viii) **Data Breach Policy** – Proposed and agreed.
- ix) **Role Holder Privacy Notice** – Proposed and agreed.
- x) **Freedom of Information Policy** – Proposed and agreed.
- xi) **Code of Conduct** – Proposed and agreed.
- xii) **Responding to Planning Applications Policy** – Proposed and agreed.

17. Consideration of a response to the Government Planning White Paper – It was agreed that responding to the White Paper should be left to CDC as the councillors do not have the experience to contribute anything of considerable value to such a high level planning paper and the parish councillors feel they can make better use of their time and contribution to the Local Plan. Cllr Rayner has asked the County and District Councillors how much time they will be spending on looking at the White Paper rather than the Local Plan. Hugh Pidgeon stated that he will ask Cllr George Reynolds this question at the next SGPC meeting.

18. Planning applications received – None.

19. Planning decisions received

20/01597/F – Richmond House, Woodway Road, Sibford Ferris. Extension to existing garage and its conversion to form annexe. **Approved.**

20/01922/TCA – Long View, Back Lane, Sibford Ferris. G1 x 3 nos Leylandii, half side dead plus 1 dead tree - Remove as they block the light and are of low value, will replace with Beech hedge. **Approved.**

20/00174/Q56 Barn at Folly Farm, Grange Lane, Sibford Ferris. Appeal ref APP/C3105/W/20/3250685 – **Dismissed.**

- 20. Proposal to apply for grants to respond to/support recovery from the COVID-19 crisis** – It was agreed that the PC have not made any losses during COVID-19 and therefore should not apply for any COVID-19 grants.
- 21. Proposal to submit minutes of PC meetings to the Sibford Scene for inclusion in their publication** – It was proposed and agreed to submit a precis of the points parishioners may be particularly interested in to the Sibford Scene. **Clerk to send precis of minutes to Cllrs Rayner and Lamb for review before submitting to the Sibford Scene.**

Date of next meeting – Monday 9th November 2020 @ 7pm

Meeting closed @ 8:58pm

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