

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Monday 9th November 2020** at **7pm** via **Zoom video conferencing**

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

In attendance: 8 members of the public.

22. Apologies for absence – None.

23. Election of Chairman due to the resignation of Adrian Lamb – The councillors expressed their thanks to Adrian for his many years of service on the Parish Council (PC) and for his many additional contributions to the community over and above the role of a Parish Councillor. **Clerk to include a note about Adrian's service to the Parish in the Sibford Scene.** It was proposed and agreed that Cllr Rayner be elected as the Chairman of the PC.

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

25. Co-option of new councillor – The relevant notices have been published and no requests were received from parishioners requesting that an election be held so the PC are now able to co-opt a new councillor. It was agreed that the Clerk should put out a notice of the vacancy requesting expressions of interest to join the council. The closing date will be 18th December. All applicants will be invited to attend the January PC meeting where they will be asked to provide some information about themselves and why they want to join the council before the councillors vote on the co-option. **Clerk to put notice on the PC website, in the Sibford Scene and Noticeboard.**

26. Public participation session - None.

16. To approve the minutes of the Parish Council (PC) meeting held on 7th September 2020 – The minutes were proposed, agreed and duly signed.

17. Outstanding matters/actions from previous meetings

- i) Request for additional dog waste bins – The locations of the bins have now been approved by Cherwell District Council and the bins have been ordered today. They will be delivered directly to the contractor who will be installing them at a cost of £40 per bin. **Clerk to inform CDC when bins have been installed so they can be added to the bin emptying schedule.**
- ii) Defibrillator training – Training can't be completed currently due to lockdown.
County Cllr Reynolds joined the meeting at 7:23pm.
- iii) Tree planting – It was agreed that Pitch Hill Field is the best location to plant additional trees in the parish. **Cllr Taylor to put together a plan for tree planting in line with the requirements of 'The Tree Council Branching Out Fund' and bring back to PC for review/agreement.**
- iv) Emergency Plan – Cllr Bennett advised that the Sibford Support Group (SSG) will be asked at their next meeting if they are willing to volunteer to step in and help in the event of other emergencies such as power failures, flooding, severe snow. It was agreed that the SSG set up is working well but it would be beneficial for there to be a written plan for the PC to use in the event of an emergency so they have contact numbers of those in the SSG and other groups willing to help.

2 members of the public left the meeting at 7:30pm.

27. Play areas

To receive the Play Equipment Inspection Report and agree any actions necessary – Cllr Rayner has completed a summary report of the issues identified and the suggested actions to resolve these. **Cllr**

Rayner to send the summary report to Cllr Bennett in order for her to discuss this with the Play Area volunteers to co-ordinate the actions. It was agreed that a sign similar to the sign on the Cotswold Play Area giving COVID guidance should be installed on the Multi Use Games Area (MUGA). **Clerk to order another sign if the school give permission for the sign to be installed on the MUGA.**

28. County Councillor Report – The majority of the work being done in the County and District Councils appears to be COVID and lockdown related although they are continuing to run their front line services. Cllr Reynolds warned that there have been issues in the past with play areas installed in new estates that are run by a management company so this is something the parish council should be aware of in any discussions with the developers on Hook Norton Road.

29. District Councillor Report – A Cllr raised concerns with Cllr Reynolds about a lack of response or further information about the Local Plan. **Cllr Reynolds agreed to follow this up.**

A parishioner re-joined the meeting at 7:50pm

30. Proposal to instruct installation of 'Not suitable for HGVs' signs at the entrances to the Sibfords – Total cost £1356.50. *Note* Sibford Gower Parish Council have been asked if they will contribute 50% of the cost as both villages will benefit from the signage. The clerk advised that Sibford Gower PC have not got another meeting to discuss this until 8th December but in principle they are open to this suggestion and will make a decision about a contribution at their next meeting. Cllr Reynolds stated that he is willing to fund the signs for both parishes from some funding he holds as the Sibfords have not received any funding for some time. **Clerk to organise application asap.**

31. Inspection of assets – It was agreed that all assets should be checked quarterly to ensure they are safe and to identify any repairs necessary. **Clerk to put together inspection form and rota showing which councillor should complete each check.**

32. Finance

- i) Confirmation of payment approval process – The online banking system has been set up and is much more convenient than paying by cheques but the PC wish to ensure there are no 'cracks' in the process of payments to ensure they are as secure as the previous system. It was agreed that in addition to following the Financial Control and Internal Audit Process the Clerk should e-mail copies of all invoices in each batch of payments to Cllr Rayner and Cllr Bennett for cross checking purposes.
- ii) Appointment of an Internal Controls Councillor – It was agreed that Cllr Taylor will take on this role.
- iii) Confirmation of the bank balance as at 04.11.20 of £22,155.33 – Cllr Rayner confirmed that he has checked the balance online and the amount stated is correct.
- iv) Proposal to register with the Information Commissioner's Office (ICO) by Direct Debit at a cost of £35 per year – Proposed and agreed.
- v) Proposal to organise repair of the bench on Hook Norton Road – It was agreed that due to rotting of a large part of the wood on the seat a repair is necessary. A quote for repair has not yet received. It was agreed that the Clerk can authorise the expenditure on a repair provided it is reasonable taking account the comparative cost of purchasing a new bench. **Clerk to e-mail any quotes to the PC to seek their views on value for money before instructing any work.**
- vi) To consider the draft budget for 2021-22 – It was agreed that in principle the PC would like to avoid increasing the precept if possible. Clerk to remove the cost of road signs from the budget due to Cllr Reynolds offer to purchase the signs. **Final budget to be agreed at next meeting.**
- vii) Confirmation of payments made since the last meeting using delegated powers: Proposed and agreed.

06.10.20	Thomas Fox Landscaping	Mowing of play area 29.07, 12.08, 26.08.	£72.12
06.10.20	Kirsty Buttle	Expenses - sign for play area	£23.39

06.10.20	Kirsty Buttle	Salary Sept and back pay to Apr	£341.70
06.10.20	HMRC	Tax re Sept and back pay	£85.20
06.10.20	CDC	Emptying of dog bins - 6 months	£120.12
06.10.20	Playsafety	Annual Inspection	£360.60
16.10.20	Thomas Fox Landscaping	Mowing of play area 09.09, 23.09.	£48.08
16.10.20	Zen internet ltd	Domain renewal the sibfords.uk	£9.59
03.11.20	Kirsty Buttle	Salary October	£162.05
03.11.20	HMRC	Tax October	£40.60
03.11.20	Kirsty Buttle	Expenses - Telephone	£9.41
03.11.20	Thomas Fox Landscaping	Mowing of play area 07/10, 21/10.	£48.08

viii) To note the following receipts: Noted.

18.09.20	CDC	Precept	£3,429.00
02.10.20	Sibford Gower PC	Burial fee share	£159.00
02.11.20	HMRC	VAT refund	£326.10

33. To consider response to communication received from Land & Partners Ltd in relation to the development on Hook Norton Road – The PC asked Cllr Reynolds if it is advisable for the PC to engage with Land & Partners when they have not yet sold the land to a builder so it could not be known what the builder is willing to provide. Cllr Reynolds advised that sometimes the landowner pays the S106 amount and includes that cost in the sale of the land. Cllr Reynolds felt that it could not do any harm to discuss with them to see where they are coming from and what they are offering but not to commit to anything. A Cllr stated that he feels that both SFPC and SGPC should be involved in discussions to find out what it is they are asking for or suggesting. It was suggested that a public planning meeting be arranged which includes the community and SGPC. **Clerk to contact Land & Partners requesting that they join a zoom meeting with SFPC, SGPC and any interested parishioners. Land & Partners will be asked to provide an agenda to make it clear what they wish to discuss and a list of questions from the PC's and parishioners should be put together in advance of the meeting.**

34. Proposal to adopt the following documents:

- i) Complaints Policy – Proposed and agreed.
- ii) Risk Assessment – Proposed and agreed.

35. Planning applications received

20/02564/F - Gautherns Barn, Colony Road, Sibford Gower. Convert 2 steel / wooden barns into 1 bedroom holiday lets. **No comment. (Response made using delegated powers).**

20/03057/TCA – Meadow View, Main Street, Sibford Ferris. T1 x Juniper – Fell outgrown Conifer close to drive lifting drive and retaining edge. **No objections.**

36. Planning decisions received

20/01832/F and 20/01833/LB – Home Close, Main Street, Sibford Ferris. Oak framed pergoda. **Approved.**

Date of next meeting – 11th Jan 2021 @ 7pm

Meeting closed @ 8:50pm

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