

Sibford Ferris Parish Council

The Annual Meeting of the Parish Council will be held on **Wednesday 5th May 2021** at **7pm** via

Zoom video conferencing –

<https://us02web.zoom.us/j/86590190097?pwd=ZHVvcVdTnnNOS2dIZ1RvaVhoRks5QT09>

Meeting ID: 865 9019 0097 Passcode: 960752

Or dial in on 0131 460 1196

AGENDA

- 1. Election of Chairman**
- 2. Election of Vice-Chairman**
- 3. Apologies for absence**
- 4. Members declarations of interest for items on the agenda**
- 5. Public participation session** (Members of the public are invited to address the council. The session will last for a maximum of 10 minutes with any individual contribution lasting a maximum of 3 minutes).
- 6. To approve the minutes of the Parish Council (PC) meeting held on 8th March 2020**
- 7. Planning applications received**
 - 21/00917/F – Orchard End, Back Lane, Sibford Ferris.** Alterations to existing garage to replace existing pair of doors with single automated door to afford improved vehicular access; erection of carport and change to external surfacing to provide level, safe and protected access for wheelchair user from house to car/garage and vice versa.
 - 21/01469/TCA – Shrubbery Cottage, Small House, Sibford Ferris.** T1 x Poplar – Pollard at up to 8.0m to main unions in main crown break: major decay in base from previous failure.
 - 21/01470/TCA – Newstone, Main Street, Sibford Ferris.** T1 x Lawson – Fell to ground level. G1 x Lawson + Damson – Face back to boundary raising crowns to 5.0m. G2 x Ash + Birch – Fell 3 nos Ash stems and 2 nos Birch stems.
- 8. Outstanding matters/actions from previous meetings**
 - i) Defibrillator training
 - ii) Tree planting
 - iii) Emergency Plan
 - iv) Repair of the bench on Hook Norton Road
- 9. Hook Norton Road Development – Questions from Gade Homes**
 - i) The likely uptake or demand of the proposed allotments and whether the Parish would seek to take over the management of these
 - ii) Whether a financial contribution to improve the existing play facilities in the village at Cotswold Close instead of providing an additional LAP on the site would be of interest to the Parish Council
 - iii) S106 funding allocation
- 10. Speeding issues**
 - i) Thames Valley Police relaunch of the Community Speedwatch Scheme
 - ii) Parishioner request to look into options for reducing speeds on Hook Norton Road
 - iii) Parishioner request to look into possibility of reducing the speed limit on Hawkes Lane between Sibford Ferris and Sibford Gower
- 11. Play area**
 - i) Update on any repairs required

- ii) Renewal of membership with Oxfordshire Playing Fields Association – Annual cost £42 – Proposal to discontinue membership

12. Consideration of ways in which to prevent flytipping at the Elms bottle banks

13. County Councillor Report

14. District Councillor Report

15. Finance

- i) Confirmation of the bank balance as at 28.04.21 of £21,800.92
 ii) To confirm completion of the final quarterly (Jan-Mar) financial check for 2020-21
 iii) To consider payment of the following donations for the 21/22 financial year

Citizens Advice	£25.00
Community First Oxon	£55.00
Sibford School	£40.00
Sibford Village Hall	£400.00
Sibford Scene	£50.00

- iv) To consider insurance arrangements for 1st Jun 21 to 31st May 22 – quotes received are:
- BHIB (current provider) 1 year agreement - £438.48
 - BHIB 3 year agreement – £416.56
 - Zurich 1 year agreement - £416.09
 - Zurich 3 year agreement - £389.89
- v) To receive the Internal auditor’s report, agree any actions to be taken and to appoint an internal auditor for the current financial year
- vi) To complete and approve the annual governance statement for the 20/21 audit
- vii) To approve the accounting statements for the 20/21 audit
- viii) To approve completion and signing of the AGAR Certificate of Exemption for 20/21
- ix) To agree the following regular payments list delegating authority to the clerk to make payments to relevant suppliers up to the budget total. All payments will need to be authorised online by a councillor in order for the payment to go out

Clerk's salary	£2,550.00
Stationery, postage, telephone	£75.00
Internal audit	£60.00
Training costs	£315.00
Data protection	£35.00
OALC Membership	£130.00
Insurance	£560.00
Play area maintenance, rent and inspections	£500.00
Burial Ground maintenance	£1,300.00
Dog bin emptying	£200.00
Website	£75.00
S137 including Poppy Wreath donation	£50.00

- x) Confirmation of payments made since the last meeting using delegated powers:

22.03.21	Sibford Scene	Donation	£50.00
22.03.21	Kirsty Buttle	March salary and expenses	£164.10

22.03.21	HMRC	March Tax	£18.51
22.03.21	CDC	Lease for Cotswold Close	£30.00
27.04.21	Zen	Upgraded cpanel - Silver	£59.93
27.04.21	Thomas Fox Landscaping	Mowing of play area 25.03.21	£24.04
27.04.21	CDC	Emptying of dog bins	£240.90
27.04.21	Sue Rowley	Internal audit for 20/21	£60.00
27.04.21	Hugo Seely	Repair of bench on Hook Norton Road	£235.00
27.04.21	Kirsty Buttle	Salary April	£165.50
27.04.21	HMRC	Tax April	£41.20
27.04.21	Kirsty Buttle	Expenses - Mileage and stationery	£5.74

xi) To note the following receipts:

19.04.21	CDC	Precept	£3,455.00
----------	-----	---------	-----------

16. To review and re-adopt the following policies:

- i) Standing Orders
- ii) Financial Regulations
- iii) Responding to Planning Applications Policy
- iv) Data Protection Policy
- v) Freedom of Information Policy
- vi) Privacy Notice
- vii) Data Breach Policy
- viii) Role Holder Privacy Notice
- ix) Subject Access Request Procedure
- x) Scheme of Delegation
- xi) Publication Scheme
- xii) Disciplinary Policy
- xiii) Grievance Policy
- xiv) Risk Assessment
- xv) Records Retention Policy
- xvi) Complaints Procedure
- xvii) Code of Conduct

17. Planning decisions received

21/00477/F – The Pheasant Pluckers Inn, Burdrop. Erection of an agricultural barn store (re-submission of 20/03347/F). **Refused.**

Date of next meeting – TBC



Signed:

Parish Clerk

Date: 28th April 2021