

Sibford Ferris Parish Council

Minutes of the Annual Meeting of the Parish Council held on **Wednesday 5th May 2021 at 7pm** via **Zoom video conferencing**

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

In attendance: District and County Cllr Reynolds, 6 members of the public.

1. **Election of Chairman** – It was proposed and agreed to re-elect Cllr Rayner as the Chairman. Cllr Rayner completed his Declaration of Acceptance of Office.
2. **Election of Vice-Chairman** – It was proposed and agreed to re-elect Cllr Bennett as the Vice-Chairman.
3. **Apologies for absence** – None.
4. **Members declarations of interest for items on the agenda** – Cllr Bennett is a member of the Village Hall Committee so will not vote on the decision re donation to the Village Hall (15iii).
5. **Public participation session** – Cllr Bennett asked that it be noted that there was an article published in the last Sibford Scene regarding the Hook Norton Road Development that, due to its placement in the Sibford Scene, many parishioners are under the impression that Cllr Bennett wrote this article. Cllr Bennett wishes it to be known that she did not write the article.
6. **To approve the minutes of the Parish Council (PC) meeting held on 8th March 2020** – The minutes were proposed and agreed.
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. **No objections.**
 - 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. **No objections.**
 - 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. **Comment only – Sibford Ferris Parish Council would appreciate it if the Planning Officer could visit the site to consider if this is appropriate management of the trees given that there are no reasons specified for the removal of the trees.**
8. **Outstanding matters/actions from previous meetings**
 - i) Defibrillator training – Cllr Wass suggested that a date be booked in the Village Hall to run CPR and Defibrillator training after lockdown restrictions are removed on 21st June. **Cllr Wass to organise the training in liaison with Cllr Bennett when government guidelines permit.**
 - ii) Tree planting – Cllr Taylor is continuing to look into funding for this in order to complete planting later this year.
 - iii) Emergency Plan – The Clerk is continuing to work on this.
 - iv) Repair of the bench on Hook Norton Road – The repair has now been completed.
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 – The PC agreed that they would suggest Gade Homes undertake a survey in Sibford Ferris, Sibford Gower and Burdrop to gauge interest in

allotments before any decision can be taken by the PC regarding taking on the management of allotments. The PC are happy to support Gade in this by reviewing their survey before publication to ensure it asks the relevant questions and by publishing the survey on the village website. **Clerk to inform Gade Homes of the PC's decision.**

- 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 – After some discussion it was agreed that the site on the new development appears to be a better site for a play area than the existing site on Cotswold Close. As a total overhaul of the Cotswold Close play area was already being considered the PC agreed that it may be better to close the Cotswold Close Play Area when the new play area is complete and have use of the new Play Area rather than accepting any funding to upgrade the Cotswold Close Play Area. **Clerk to contact Gade Homes to request a basic plan showing what play equipment they plan on installing along with details of the expected maintenance requirements and costs** so the PC can consider if this is something it would be willing to take on or if it should be transferred to a management company or CDC.

- iii) S106 funding allocation – Concerns were raised about the allocation of S106 funding to Sibford School and the suggestion that its facilities will be made available to the public which the school are not aware of. The headteacher of Sibford School provided the following statement by e-mail:

‘I can confirm that no communication took place between Sibford School and Land and Partners or Gade Homes. To this end why we are set to receive monies in the section 106 is not clear. The first I heard of this was on Easter Monday when the information was already in the public domain.’

Cllr Reynolds was very surprised by the suggestion that S106 funding has been allocated to Sibford School rather than to Sibford Gower Endowed Primary School and **agreed to provide contact details for the Cherwell District Council (CDC) S106 Officer to the Clerk. Clerk to provide copy of the S106 agreement to Cllr Reynolds and to organise a meeting with the S106 Officer to discuss the funding allocation.**

Cllr Reynolds left the meeting @ 7:54pm.

10. Speeding issues

- i) Thames Valley Police relaunch of the Community Speedwatch Scheme – It was agreed that a Sibfords Community Speedwatch Scheme would provide data regarding the level of speeding in the parish which could help to inform any future decisions re speed reduction and it could help to raise road users awareness of the parishioners' concerns re speeds. **Clerk to get details of the requirements to take part in the Community Speedwatch Scheme and put details in the Sibford Scene requesting volunteers.**

2 members of the public left the meeting @ 8:09pm.

The Clerk has received the following information from Highways which relates to items 10ii and 10iii below:

I can confirm that the traffic team is happy to carry out an objective review of the existing speed limits in the village. However, before considering any potential changes we would need to start with survey data showing traffic volumes and actual speeds at the locations in question. If the parish doesn't have this data, surveys can be requested from OCC at a cost of about £250 per survey. Should the speed data, site review and Thames Valley Police support consideration of a change, whether that be an extension of existing limits or the addition of new ones, we would need assurance that funding is available to move to the next step ie design and public consultation. A practicable scheme would need to be drawn up and advertised and if concerns or objections are received the proposal would then go to committee, where a decision would be made on the suitability of the proposals. This process can take several months and the current charge for this is £3255, regardless of the eventual

decision. On top of that there is the cost of the work itself; as a guide, a speed limit reduction/extension in another (very small) village recently cost about £2000 + VAT.

It is worth bearing in mind that any speed limit 'buffer' eg a 40mph section on Hook Norton Road would have to be at least 300 metres long to meet the legal definition of a speed limit.

Regarding the short section of national speed limit on Hawk's Lane between Burdrop and Sibford Ferris, this was no doubt configured to help define the separate communities and there may well be local resistance to 'joining up' the two. In any case extending the 30mph speed limit through that short rural section is very unlikely to have any effect on traffic speeds.

- ii) Parishioner request to look into options for reducing speeds on Hook Norton Road – This is something that has to be considered soon due to the new development on Hook Norton Road and there may be some funding available towards this from the S106 monies. It was agreed that it may be beneficial to take up the Highways surveying service in order to get data on the current traffic volumes and speeds. **Clerk to contact Highways to find out what the lead times are on the monitoring devices. Cllr Rayner to contact Tadmarton Parish Council to find out what impact their speed reduction schemes have had in their parish.**
- iii) Parishioner request to look into possibility of reducing the speed limit on Hawkes Lane between Sibford Ferris and Sibford Gower – Taking account of the information provided by Highways, particularly in relation to the impact such a change would have on the designation of the separate villages, along with the low likelihood that a reduction in the speed limit would impact speeds in the area, and the potential costs, it was agreed that it would not be appropriate to pursue this any further.

11. Play area

- i) Update on any repairs required – Adrian Lamb has tightened up the mounting on the spring toy and replaced the rotten gate slam post with a new one. He is awaiting supply of new intermediate fence posts to complete the work required.
- ii) Renewal of membership with Oxfordshire Playing Fields Association – Annual cost £42 – Proposal to discontinue membership – Proposed and agreed.

12. Consideration of ways in which to prevent flytipping at the Elms bottle banks – Flytipping at the Elms crossroads is now a weekly problem and reports are being made regularly on Fixmystreet. **Clerk to find out what options are available to the PC in relation to CCTV/dummy cameras and signage. Clerk to contact OCC to ask what their response was to a parishioners concerns about the laybys in that area being made larger due to vehicles parking there.**

13. County Councillor Report – None.

14. District Councillor Report – None.

15. Finance

- i) Confirmation of the bank balance as at 28.04.21 of £21,800.92 – Cllr Rayner confirmed the balances stated are correct.
- ii) To confirm completion of the final quarterly (Jan-Mar) financial check for 2020-21 – Cllr Taylor confirmed that the check has taken place and all was found to be in order.
- iii) To consider payment of the following donations for the 21/22 financial year – Proposed and agreed. **Clerk to organise payments.**

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

Sibford Scene	£50.00
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iv) To consider insurance arrangements for 1st Jun 21 to 31st May 22 – quotes received are:

- BHIB 1 year agreement - £438.48
- BHIB 3 year agreement – £416.56
- Zurich 1 year agreement - £416.09
- Zurich 3 year agreement - £389.89
- Came and Company (current provider) 1 year agreement - £768.45
- Came and Company 3 year agreement - £732.53

It was proposed and agreed to accept the 3 year agreement with Zurich. **Clerk to arrange.**

- 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 – It was confirmed that the internal auditor's report has been received with no issues raised. It was proposed and agreed to appoint Sue Rowley as the internal auditor for the 21/22 financial year.
- vi) To complete and approve the annual governance statement for the 20/21 audit- It was proposed and agreed to tick the 'yes' box for all statements except statement 9 which is 'not applicable' and for the document to be signed.
- vii) To approve the accounting statements for the 20/21 audit – The accounting statements were approved and it was agreed that they should be signed by the Chairman.
- viii) To approve completion and signing of the AGAR Certificate of Exemption for 20/21- It was proposed and agreed to complete and sign the Certificate of Exemption.
- 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 – Proposed and agreed.

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: Proposed and agreed.

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: Noted,

19.04.21	CDC	Precept	£3,455.00
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16. To review and re-adopt the following policies: It was proposed and agreed to re-adopt all of the policies listed below.

- 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 – 14th July @ 7pm

Meeting closed @ 8:47pm

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