

Sibford Gower Parish Council

Minutes of a meeting of the Parish Council held on **Thursday 16th September 2021** at **6pm** in Friends Meeting House, Sibford Gower

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

In attendance: 3 members of the public, Clerk, County and District Cllr Reynolds.

Business

33. Apologies for absence – District Cllr Phil Chapman.

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

35. To approve the minutes of the Parish Council (PC) meetings held on 6th May, 7th June, and 2nd August – The minutes were proposed, agreed and duly signed.

36. Outstanding matters/actions from previous meetings

- i) Update re concerns raised by parishioners about work taking place on land adjacent to ‘the dip’ between Burdrop and Sibford Ferris – 20/00446/ENF - No update. **Clerk to follow this up.**

37. Correspondence

- i) Request from parishioner to install dog waste bins near the Doctors’ Surgery in Burdrop, Near to the Pond in Main Street/Bonds End Lane, on Pound Lane between the turnings to Backside Lane and High Meadow, and at the Colony toward the access road to Haynes Barn and the opposite field entrance. Costs for bins and installation are around £200 per bin. Costs for emptying are around £100 per bin per annum – A discussion took place around whether there is a need for as many as 4 bins, whether the cost is excessive in relation to the benefit received, and whether the responsibility for disposing of dog waste is properly the responsibility of the council at all, rather than the individual responsibility of the dog owner. The Clerk advised that the costs for purchase and installation of the bins is an average cost and may be able to be reduced with changes to the specification of the bins (plastic rather than metal) and a better price could possibly be obtained in relation to installation. It was agreed that the **councillors should discuss this in more detail at a working group meeting taking account of the locations of existing bins in the village and bring a proposal back to the December Parish Council (PC) meeting.**
- ii) Parishioner offer to support the Parish Council in the formation of an Emergency Plan – Oxfordshire County Council (OCC) encourage all PCs to put together an Emergency Plan that provides details of which parishioners could be contacted to help in relation to a number of different emergencies such as flooding and fire and every year OCC offer PCs support in the creation of a plan. Sibford Gower (SG) PC has always accepted the offer of help but the help has never transpired so a formal Emergency Plan has not been put together. It was noted that the pandemic was an unexpected emergency and the villagers quickly and very successfully formed a group to support those who needed support without any plan in place. The success of the support group that was formed shows that an Emergency Plan is not essential to the working together of villagers in the event of an emergency hence it has not been a priority to get the plan formed but it could be a helpful way to bring together the contact details of those who are willing and able to offer help in future. A parishioner with considerable experience within emergency planning has offered to help both of the Sibfords PCs with the formation of Emergency Plans. It was agreed that the PC would be extremely grateful to the parishioner for any help he can offer. **Clerk to work with the parishioner and Cllr Bennett from Sibford Ferris (SF) PC to work on a shared plan.**
- iii) Freedom of Information Request – The PC received a FOI request from a parishioner which has now been completed.
- iv) Contact from Epwell Parish Council regarding the possibility of changing the boundary between Epwell and Sibford Gower as part of the Cherwell District Council (CDC) Community Governance Review – This has been raised by Epwell PC due to a historical situation where a planning application

was submitted on a site within SG therefore SGPC were the statutory consultees but the site is closer to the built up area of Epwell so has more impact on Epwell than SG. It was agreed that the PC are happy to discuss the proposal with Epwell as part of the Community Governance Review process.

38. Feedback from District/County Councillors – There is a parliamentary constituency boundary change which won't effect the Sibfords. A 20 mph pilot scheme is being trialled in Kirtlington and may be rolled out further in future. The County Council will be taking over enforcement of civil parking from November. The County Council now have an out of hours emergency telephone number for members of the public to call if there is an emergency on the highway rather than them having to call the police. The CDC Local Plan will start consultation soon and there are 2 sites proposed for development within SG. This information had not been released before publication of the SGPC agenda for this meeting therefore the PC will hold an extraordinary meeting in October in order to agree a response to this consultation before the closing date of 10th November. **Clerk to arrange meeting w/c 18th October subject to councillors' availability.**

39. Policy Reviews/adoption

- i) Code of Conduct – Proposed and agreed to readopt with no changes.
- ii) Complaints Procedure - Proposed and agreed to readopt with no changes.
- iii) Grievance Policy - Proposed and agreed to readopt with no changes.
- iv) Disciplinary Policy - Proposed and agreed to readopt with no changes.
- v) Standing Orders - Proposed and agreed to readopt with no changes.
- vi) Publication Scheme - Proposed and agreed to readopt with no changes.
- vii) Financial Regulations - Proposed and agreed to readopt with no changes.
- viii) Internal Financial Controls - Proposed and agreed to readopt with no changes.
- ix) Risk Assessment - Proposed and agreed to readopt with no changes.
- x) Responding to Planning Applications Policy – It was proposed and agreed to remove this policy as the clerk has been advised that this policy is a duplication of the delegated powers included within the Scheme of Delegation.

Assets and services

40. Landscape Management Proposals

- i) Overview of progress – There was a proposal to do a close cut piece of grass on the Millennium Field to create a picnic area. The Town Estates Charity have agreed to this so a quote is being obtained for this to be added to the grass cutting schedule from the new season in 2022. The grass cutting/maintenance on the Miriam Tebbs land and verges is unlikely to change but further discussion is needed on the plans for the burial ground.

41. Asset Register

- i) Ownership of public seating in the village – There were no responses received to the note put out asking for owners of public seats in the village to contact the Clerk. The PC needs to consider whether to take on responsibility for these benches and add them to the asset register which would include them with the PC's public liability insurance cover but would also make the PC liable for costs of repair. It was agreed that **Cllr Berks and Cllr Mallows should inspect the benches and report back to a working group** meeting regarding the condition of each bench and the likely costs required to bring them back up to the standard required by OCC. **PC to discuss further at a working group meeting and bring a proposal back to the December meeting.**
- ii) To agree the process for asset inspections – The defib is currently checked monthly by Cllrs Pidgeon and Cllr Berks. Other assets require quarterly safety checks. **Clerk and Cllr Allen to put together an asset inspection form and rota for completing the checks for consideration at next meeting.** Cllr Pidgeon noted that Cllr Wass at SFPC is trying to organise defib training and that Cllr Pidgeon and Berks would like to discuss this further with Cllr Wass to see if a joint session could be arranged.

Finance

42. Bank reconciliation as at 10.09.21:

Bank balance: £17,462.29
Outstanding payments: £0
Outstanding income: £0

Cashbook balance: £17,462.29

43. Year end forecast/review year to date – The forecast is on track with the budget other than the £1500 investment budget which has still not been allocated to any investment work. This will be discussed further in a working group meeting as per item 37i.

44. To note and approve the following payments and receipts since the last meeting:

Payments: Proposed and agreed.

29.04.21	Kirsty Buttle	April salary	£173.10
29.04.21	HMRC	April Tax	£43.20
29.04.21	Kirsty Buttle	Zoom subscription	£71.94
29.04.21	Kirsty Buttle	Expenses - Travel & Stationery	£5.74
29.04.21	Thomas Fox Landscaping	Mowing of churchyard 25.03.21	£129.83
29.04.21	CDC	Emptying of dog bin	£60.23
25.05.21	BHIB	Parish Insurance	£236.77
25.05.21	WC & EF Lovesey & Son	Mow Millennium Paths 13/04, 27/04	£72.00
25.05.21	Thomas Fox Landscaping	Mowing of churchyard 23.04.21	£129.83
25.05.21	Kirsty Buttle	May salary	£173.10
25.05.21	HMRC	May tax	£43.20
08.06.21	ICO	Data Protection Fee	£35.00
29.06.21	Thomas Fox Landscaping	Mowing of Churchyard 05 and 27/05	£259.66
29.06.21	WC & EF Lovesey & Son	Mow Millennium Paths 11/05, 25/05	£72.00
29.06.21	N R Prickett	Grass cutting 04/05	£312.00
29.06.21	Kirsty Buttle	June salary	£322.96
29.06.21	HMRC	June tax	£80.80
27.07.21	Thomas Fox Landscaping	Mowing of Churchyard 17/06	£129.83
27.07.21	WC & EF Lovesey & Son	Mow Millennium Paths 08/06, 22/06	£72.00
27.07.21	N R Prickett	Grass cutting 10/06.	£312.00
27.07.21	Kirsty Buttle	Salary July	£173.10
27.07.21	HMRC	Tax July	£43.20
18.08.21	WC & EF Lovesey & Son	Mowing Millennium Field	£288.00
18.08.21	Thomas Fox Landscaping	Mowing of Churchyard 09/07, 29/07	£259.66
18.08.21	Kirsty Buttle	Salary August	£173.10
18.08.21	HMRC	Tax August	£43.20
18.08.21	Kirsty Buttle	Expenses - Travel & Telephone call	£11.18
18.08.21	Sibford Village Hall	Hall hire - 25th May, 7th Jun, 2nd Aug	£42.50
18.08.21	Sibford Ferris Parish Council	Share of Speed Radar device	£73.95

Receipts: Noted.

18.05.21	R Locke & Son	Interment fee	£380.00
25.05.21	Mid Counties Co-Operative	Interment Fee	£194.00
14.06.21	HMRC	VAT refund	£1,327.32
15.06.21	Stoneletters Ltd	Memorial Stone Fee	£142.00
09.08.21	Banbury Memorials	Memorial Fee - Kipping	£144.00

Planning

45. Planning applications received

21/02655/TCA – Friends Meeting House, Temple Mill Road, Sibford Gower. T1 x Laurel - Remove stems touching wall as causing damage. T2 x Elder - Fell as damaging wall. T3 x Walnut - crown raise by up to 2.0m all round, reduce branching back from gable by 2.0m. T4 x Lawson; multi-stemmed - Fell as in poor condition. T5 x Yew - Crown raise by up to 3.0m, remove leaning stem over boundary. G1 x Yew - Crown

raise all by up to 3.0m. T6 x Beech - Crown raise to 2.0m. T7 x Yew - crown raise up to 2.5m all round, clear driveway to a minimum height of 4.0m. T8 x Holly - Fell to ground level as close to building. **No comment.**
Response made using delegated powers.

21/02943/TCA – Bramley Close, Bonds End Lane, Sibford Gower. T1 x Silver Birch -Reduce height up to 10 metres. **No comment.** **Response made using delegated powers.**

21/02807/F – West Farm Cottage, Main Street, Sibford Gower. Variation of conditions 2 (plans) and 6 (doors & windows) of 20/03601/F - Condition 2 to be changed to refer to the revised proposals drawings 19_076-100B and 101C to reflect amendments made to the two-storey extension. **Support.**

46. Planning decisions received

21/00437/F and 21/00438/LB - 7 The Colony, Colony Road, Sibford Gower. Works to the Main House include: - making good and restoration to the roof, chimneys and gutters / downpipes - making good and restoration to the external pointing, - repairs and changing deteriorated windows and external doors with new double-glazed to match - restoration works to lintels. Works to the Garage include: - incorporating solar thermal panels under slate tiles for solar-thermal power - install new garage doors -changing deteriorated windows with new double-glazed to match the Main House. Works to the Log Store/Garden Room: - demolish the dilapidated Log Store and replace it with a Garden Room. Works to the boundaries: - maintenance work to the existing stone walls - new timber entrance gates to the driveway. **Approved.**

21/01081/F – Land East of Epwell Road, Sibford Gower. Erection of a 15m x 25m (375 sqm) agricultural storage barn with a ridge height of 7.2m. **Approved.**

21/02296/TCA – Brayes Close, Street through Burdrop, Burdrop. T1 x Yew Tree in front garden - 40% crown reduction; height after reduction 6 metres spread after reduction 4 metres. Reduction in tree due to excessive shading. **Approved.**

21/01535/F – Lane Head, Main Street, Sibford Gower. Demolish existing garage for replacement with oak framed carport and roof alterations to create first floor over existing ancillary outbuilding to create pool and annexe accommodation. **Withdrawn.**

Appeal relating to refusal of 20/03409/F – Heath Barn, Sibford Gower. Single storey connecting link between garage and the original barn conversion. **Refused.**

21/02957/TEL – Street Record, Colony Road, Sibford Gower. Intention to install fixed line broadband electronic communications apparatus - 7 x 9m light pole. **Approved/permitted development.**

Community Development

47. Update on Asset of Community Value (ACV) nomination on the Blaze Inn Saddles -

The Sibford Gower Parish Council (SGPC) nominated Bishops End (aka the Bishop Blaize public house) as an Asset of Community Value (ACV) in December 2015, and this nomination was approved for inclusion in Cherwell District Council's ACV Register for 5 years commencing on 12th February 2016. [ACV029 Decision Notice](#)

With the impending removal of this listing due on 12th February 2021, the Sibford Gower Parish Council agreed to invite public views on the possibility of renomination at our [meeting on 8th December 2020](#), and also advertised this invitation via public notices. At our [meeting on 2nd March 2021](#), the Council agreed that an ACV renomination should be pursued.

An application for renomination of the Pheasant Pluckers Inn (formerly the Bishop Blaize and currently trading as the Blaze Inn Saddles) was submitted to Cherwell District Council on 3rd August 2021. A letter confirming satisfaction with our provision of documentation was received on 12th August 2021 [ACV066 Receipt of Nomination](#), which also advised that Cherwell District Council should reach a conclusion on this nomination by 6th October 2021.

Subject to redaction of personal information as required by privacy law, full disclosure of the nomination form and evidence documents (as also requested by the current owner) were published on the Council website on 24 August 2021.

Whilst the ACV is under consideration by Cherwell DC, we are unable to make or receive further comments on the nomination. However, if any parishioner wishes to make comments they should direct these to:

Kevin Larner - Healthy Communities Manager

- 48. CDC Community Governance Review – consideration of any submissions to be made to CDC to be considered as part of the review** – It was agreed that the PC do not wish to propose any changes as part of this review but would like the **Clerk to reiterate to CDC that the PC does not support any proposals to merge SGPC and SFPC into a single PC, should this be a proposal that CDC are considering.**
- 49. Speedwatch update** – Richard Irons will be starting this project soon in conjunction with volunteers from both SG and SF. Richard provided the following information regarding the first steps of the plans as he is not available to attend this meeting:
‘The first key things to establish are the facts and realities regarding speeding and traffic behaviour, principally in the four identified key areas in the joint community. Now we are in possession of the radar speed gun, I propose utilising that in the four areas to discover the extent of the problem. At the same time, I would collect lots of data relating to the exercise, to gain a real insight into the issue, for example;
- Total amount of traffic using those roads
 - Percentage of vehicles exceeding the limit
 - Types of vehicle both using the roads and exceeding the limit -
 1. Cars
 2. 4 x 4's
 3. Vans
 4. Motorbikes
 5. HGV's
 6. Farm vehicles
 - Information regarding the owners of HGV's, as since the 'unsuitable for HGV's' signs were erected at every entrance to the villages, that type of traffic seems to have increased
 - Which days and which times have the biggest issues, for example, if there is an increase in offenders during the lead up to school time, we may wish to involve the schools in our discussions, to pass on advice to parents driving their children to school.
 - There may be other useful data to collect, I will produce a form for completion during each exercise, which will collect the data, then I will analyse the information into a presentable and useful format.
- Once we have the required data and facts before us, we can then move forward with developing ideas and principles to tackle the problem, starting with the main tactics of our approach (e.g. hard, soft, psychological) and moving forward, taking account of practicalities and finances.’
- 50. Sibford Support Group update** – The group has been dormant for a number of months as there has not been any need for the group to meet although we are aware that some individuals continue to support some parishioners who have required help during the pandemic. The group is ready to escalate support if there is a significant change in the Covid situation.

Meeting closed @ 7:42pm

Date of next meeting – 14th December 2021

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