

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Thursday 19th May 2022** at **7pm** at Sibford School

Present: Cllrs Simon Rayner, Katherine Roussel, Ginny Bennett, John Wass, Rod Pullen, Clerk.

In attendance: 1 member of the public, County and District Cllr Reynolds.

1. **Election of Chairman** – It was proposed and agreed to elect Cllr Pullen as the Chairman. Cllr Pullen completed his Declaration of Acceptance of Office.
2. **Election of Vice-Chairman** – It was proposed and agreed to elect Cllr Bennett as the Vice-chairman.
3. **Apologies for absence** – None.
4. **Members' declarations of interest for items on the agenda** – Cllr Pullen requested that it be noted that he is no longer a member of the Sibford Action Group to avoid any conflict of interest.
5. **Public participation session** – None.
6. **To approve the minutes of the Parish Council (PC) meeting held on 15th March 2022** – The minutes were proposed, agreed, and duly signed.
7. **Planning applications received**
 - 22/01044/TCA - Haven Cottage, Main Street, Sibford Ferris.** G1 x Multi stemmed Sycamore group - dismantle and fell to low coppice, standing on failing retaining wall. **No representations made.**
APPROVED.
 - 22/01050/F – Home Farm, Woodway Road, Sibford Ferris.** Conversion of existing outbuilding to habitable accommodation - with extension to rear (Resubmission of 21/01712/F). **The Parish Council object to this application for the following reasons:**
 - **The original application was designed to retain the characteristics of the old piggery which fitted with the conservation area and did not extend the building further down the Sib valley.**
 - **The new application has amended the materials for the walls and the roof which no longer retain the original characteristics.**
 - **A glass annexe has also been added that extends the development substantially and raises concerns of possible development creep down the Sib valley which might set a precedent elsewhere in the village.**
8. **Outstanding matters/actions from previous meetings**
 - i) **Defibrillator training** – The training sessions that have taken place so far have been very successful and another session is being planned. It was noted in those training sessions that ambulance crews can be delayed if the property they are attending is hard to find so it was recommended that parishioners find out what their 'what3words' location is to provide to the call handler should they have an emergency. Parishioners could also consider improved signage to make their properties easier to find. **Clerk to put note in the Sibford Scene regarding this advice.**
 - ii) **Tree planting and plans for future maintenance of Pitch Hill Field** – The trees have been planted but future management such as watering and keeping on top of the undergrowth so it does not swamp the young trees is required. Cllr Bennett offered to provide two bins to catch rainwater – the PC accepted this offer. **Clerk to obtain details about a rainwater storage tank and purchase a new chain and padlock to be placed on the gate asap. Cllr**

Roussel to speak to Adrian Lamb about the Scouts completing quarterly maintenance of the area.

- iii) Update on actions relating to Speedwatch/Speed reduction in the parish – Richard Irons is due to receive the training from the police at the end of May and will then be in a position to train all of the volunteers. Richard believes the group should be ready to start using the camera in June.
- iv) Concerns raised about parking on the T junction between Main St and the road to Burdrop – The Clerk has followed this up but has not yet received a reply from Highways.
- v) Update re application for a TPO on 2 Oak trees on Woodway Rd and 1 Oak tree on the North boundary of the Gade development – No update.
- vi) Sibford School request for a dog waste bin to be installed on the footpath - cost per bin for purchase and installation will be around £220 with ongoing emptying costs of around £120 per annum per bin – It has not been possible to obtain approval from the landowners of the track so this cannot be progressed any further. **Clerk to inform Sibford School.**

9. Hook Norton Road Development

- i) S106 funding allocation – No update.
- ii) Future management of allotments on the Gade development – After some discussion it was agreed that the Parish Council do not wish to take on the management of the allotments. **Clerk to inform Gade Homes.**
- iii) General update – Parishioners are able to view the most recent updates provided by Gade Homes on the following website: <https://gadegroup.co.uk/planning/sibford-ferris/>

10. Play area

- i) Update re quotes for new play equipment – A quote has been obtained but further quotes are required. **Cllr Bennett and Clerk to follow this up.**
- ii) Play equipment inspections – A number of issues have been raised in the monthly report that do not present any immediate danger but are indicative that the equipment is coming to the end of its life. The professional inspection will take place in July so it was agreed to monitor the situation in the meantime and decide on the next steps once the professional report has been received. Lynn Farleigh and John Woodbine have been completing weekly inspections of the equipment but can no longer continue to do this so a new volunteer is required. Anita Spencer has been completing the monthly checks. The PC are very grateful for the work the volunteers complete. **Clerk to put note in Sibford Scene thanking the existing volunteers and requesting a new volunteer for the weekly inspections.**
- iii) Issues with broken glass in the play area – This has now been resolved.

11. County Councillor Report – None.

12. District Councillor Report – None.

13. Confirmation of completion of the quarterly asset inspection and agreement of a new inspection rota taking account of the new council membership – The new rota was agreed. **Clerk to send updated rota and forms to all councillors.**

Cllr Wass left the meeting at 9pm.

14. Consideration of how the Parish Council can encourage more 'green/environmentally friendly' activity in the parish – Cllr Wass advised that he and two parishioners will be getting together to put together some proposals to bring to the next PC meeting.

15. Request from Oxfordshire County Council for the Parish Council to find a parishioner to be trained as a Fixmystreet superuser – Cllr Bennett agreed to be the parish superuser.

16. Finance

- i) Confirmation of the bank balance as at 13.05.22 of £24,265.18 – Cllr Bennett confirmed the balance stated is correct.

- ii) Request from Shipston Home Nursing for the Parish Council to make a donation to help them continue to provide Hospice at Home nursing care – Defer to next meeting due to this being an item raised by Cllr Wass.
- iii) Proposal to provide the Clerk with a monthly home office allowance (suggested amount - £12) to cover the costs of heating/lighting etc. – Proposed and agreed.
- iv) Confirmation of payments made since the last meeting using delegated powers: Proposed and agreed.

22.03.22	Kirsty Buttle	Correction for March salary	£5.80
22.03.22	CDC	Annual lease of play area	£30.00
03.05.22	CDC	Emptying 4 dog bins	£240.24
03.05.22	Kirsty Buttle	Salary Apr	£171.70
03.05.22	HMRC	Tax Apr	£12.15

- v) To note the following receipts: Noted.

25.03.22	Sibford Gower Parish Council	Share of burial fee	£86.00
25.03.22	Sibford Gower Parish Council	Contribution to website costs	£88.50
13.04.22	CDC	Precept	£3,743.50
26.04.22	HMRC	VAT refund	£237.75

- vi) To approve payment of the following invoices: Proposed and agreed.

Sue Rowley	Internal audit 2021/22	£60.00
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- vii) To consider payment of the following donations for the 22/23 financial year: Proposed and agreed.

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

- viii) To receive the Internal auditor's report, agree any actions to be taken and to appoint an internal auditor for the current financial year – The report was received with no issues raised. It was proposed and agreed to appoint Sue Rowley as the Internal Auditor for the 2022/23 financial year.
- ix) To complete and approve the annual governance statement for the 21/22 audit – It was proposed and agreed to tick yes to all statements except statement 9 which is N/A.
- x) To approve the accounting statements for the 21/22 audit – Proposed, agreed, and duly signed.
- xi) To approve completion and signing of the AGAR Certificate of Exemption for 21/22
- xii) Proposal to remove Simon Rayner and Amy Taylor from the bank mandate and agree new councillors to be added to the mandate as signatories with access to online banking
- xiii) 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	£135.00
Insurance	£400.00
Play area maintenance, rent and inspections	£500.00
Burial Ground maintenance	£1,300.00
Dog bin emptying	£500.00
Website	£75.00
Donations - School, Scene, CAB	£630.00
Sibford Village Hall	£400.00
Elections 2022	£750.00
Other	£500.00

17. Planning decisions received

22/00101/TCA – Newstone, Main Street, Sibford Ferris. T1 x Sycamore - Repolled to previous points to clear utilities. G1 x Elm- Fell. Dead Stems close to above tree. **Approved.**

22/00263/F – Garden Cottage, Main Street, Sibford Ferris. Demolition of existing garage to create a new garage that meets current parking regulations and has space for a music room to the rear; erection of a single storey extension to enlarge the ground floor of the narrow dwelling. **Approved.**

22/00328/TCA – 8 Walford Road, Sibford Ferris. T3 x Hawthorn - Fell. Largest has rot through centre, smaller 2 self seeded, have split in previous high winds and overhang decking area. **Approved.**

22/00375/TCA - T1 x Sycamore - Re-pollard to previous points to clear utilities. **Approved.**

21/04271/F – RECONSULTATION DUE TO AMENDMENTS Land South of Faraday House, Woodway Road, Sibford Ferris. Erection of 6 one storey age restricted dwellings (55 years) for older people with access, landscaping and associated infrastructure. **Refused.**

Meeting closed @ 9:15pm

Date of next meeting – 19th July 2022

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