

Sibford Gower Parish Council

Minutes of a meeting of the Parish Council held on **Tuesday 12th July 2022** at **7pm** in Sibford Village Hall, Sibford Gower

Present: Cllr Alan Berks, Cllr Jackie Noquet (Chairman), Cllr James Garstin, Cllr Geoff Noquet.

In attendance: 3 members of the public, Clerk.

Business

16. **Apologies for absence** – Apologies received - Cllr Downes. Apologies accepted – None.
17. **Members’ declarations of interest for items on the agenda** – None.
18. **To approve the minutes of the Parish Council (PC) meeting held on 10th May 2022** – The minutes were proposed, agreed, and duly signed.
19. **Outstanding matters/actions from previous meetings**
 - i) Recruitment of new Clerk/RFO – No applications were received for the vacancy. The current Clerk has agreed to continue in the role so no further advertising is required.
20. **Proposal to increase the Clerk’s contracted hours to 20 per month** – Proposed and agreed.
21. **To agree councillor allocated roles:**
 - i) Burial Ground – Cllr J Noquet, Cllr Garstin.
 - ii) Internal Financial Controls – Cllr Garstin.
 - iii) Millennium Field/Town Estates Charity Liaison – Cllr Downes, Cllr Berks.
 - iv) Defibrillator monitoring – Cllr Downes.
 - v) Online banking payment approvals – Cllr J Noquet, Cllr Garstin, Cllr Berks.
22. **Feedback from District/County Councillors** – Cllr Reynolds has contacted the Clerk to advise that Diamond Bus has lost the contract for the local bus service and the new provider will be Stagecoach who will start running the service on 25th July.

Assets and services

23. **Assets - To confirm completion of the May asset inspection and consider any actions required in relation to issues noted in the inspection** – Not yet completed. **Cllr G Noquet agreed to complete a check in July.**
24. **Maintenance of the Burial Ground** – A Cllr asked why the grass at the back of the churchyard has not been mown. It was advised that this is left as a wild area. **Cllr Garstin, Cllr J Noquet, and the Clerk to meet with Rev Neil Bowler to discuss management of the burial ground and maintenance of the Churchyard.**

Finance

25. **Bank balance as at 07.07.22 - £19,174.01** – Cllr J Noquet confirmed the balance stated is correct.
26. **Proposal to remove previous councillors (David Allen, Roger Mallows, and Hugh Pidgeon) from the bank mandate and add on Jackie Noquet, and James Garstin as full power signatories** – Proposed and agreed. **Clerk to arrange mandate changes.**
27. **To note and approve the following payments and receipts since the last meeting:**
Payments: Proposed and agreed.

01.06.22	Sibford Village Hall	Village Hall hire 7,25 Apr and 10 May	£40.00
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01.06.22	Kirsty Buttle	Salary, overtime, and office May	£277.42
01.06.22	HMRC	Tax May	£55.20
01.06.22	Opus Property Services	Work on footpaths	£720.00
08.06.22	ICO	Data Protection Fee	£35.00
22.06.22	Keith Hicks	Reimbursement re Platinum Jubilee	£550.28
22.06.22	W.C. & E.F. Lovesey & Son	Mowing Millennium Field 10th and 23rd May	£120.00
22.06.22	NR Prickett	Grass cutting 9th May	£328.80
22.06.22	Kirsty Buttle	Salary June 20 hours	£271.20

Receipts: Noted.

31.05.22	CDC	Grant re Jubilee Celebrations	£500.00
16.06.22	HMRC	VAT refund	£1,166.21
22.06.22	Edd Frost & Daughter	Burial ground fees	£510.00

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

Sibford Village Hall	Hall hire, PA hire, Marquee hire for Jubilee	£210.00
HMRC	Tax June	£53.60
Nicky Sena-Cullen	Petrol expenses for band - Jubilee	£90.00
Adrian Lamb	Beacon - Jubilee	£100.00
NR Prickett	Grass cutting 10th June	£328.80
Thomas Fox Landscaping	Mowing of churchyard 16.06.22	£136.32
W.C. & E.F. Lovesey & Son	Mowing 6th and 22nd June	£120.00

Planning

28. Planning applications received

22/01576/F - Handywater House, Pound Lane, Sibford Gower. Removal of existing barn/shed, remodelling of front entrance, window replacement and creation of a new two-storey extension and associated soft landscaping. **The Parish Council has no objection to this application but would like to point out the previous planning application on this property - reference 15/00098/F - and ask that the planning officer review this to ensure that there is no conflict between the approval of temporary accommodation (if this is still valid) and the new application. (Response made using delegated powers).**

29. Planning decisions received

22/00687/F - Park Farm House, Street Heading North From Acre Ditch, Burdrop. Opening up and widening of blocked up window to north elevation of north wing and blocking up of existing window to west elevation of north wing. Replacement of garage doors with glazed French doors. Replacement of uPVC windows with new uPVC windows. Installation of flue to log burning stove. Associated internal works. **Approved.**

30. Process re PC response to planning applications – Cllr J Noquet will be the planning lead. The planning lead will complete the first review all applications and provide a summary to councillors. The councillors will then respond stating whether they believe an extraordinary meeting is required to discuss the application or whether it is acceptable for the Clerk to respond using delegated powers.

Policies

31. To review and adopt the following policies

- i) Standing Orders – Proposed and agreed.
- ii) Financial Regulations – Proposed and agreed.
- iii) Risk Assessment – Proposed and agreed.
- iv) Scheme of Delegation – Proposed and agreed.
- v) Code of Conduct – Proposal to adopt the Oxfordshire Council’s Councillor Code of Conduct as provided by Cherwell District Council – Proposed and agreed.

Community Development

- 32. **Community Speedwatch update** – Richard Irons advised that the Speedwatch group has now been registered with Thames Valley Police for both Sibford Gower and Sibford Ferris. Richard has completed his online test so is now registered as the group co-ordinator. The remaining members of the Speedwatch group must complete their online tests before they can start to conduct Speedwatch. They now need to identify locations for Speedwatch to take place which will then need to be approved by the police. The police will come out and train the group to use the camera. The group will gather data regarding numbers of vehicles speeding, levels of speeding, type of vehicles etc. The group will also submit details of the vehicles speeding to the police and they will write to the offender. If they get caught a second time they will get a visit from the police. If they get caught more than twice they can be prosecuted. The group will need hi-vis jackets which will be provided by the parish councils when it is confirmed how many are required. **Clerk to put note in Sibford Scene asking for more volunteers to take part in Speedwatch and advising that the scheme should be up and running soon.**
- 33. **Upcoming Local Plan review from Cherwell District Council – consideration of ways to obtain the views of parishioners in readiness for the PC to respond to the Local Plan on behalf of the community** – It was agreed that the link to the local plan consultation should be published on the parish website when it becomes available for review. **CLlr Garstin to speak to the parishioners who were involved in writing the original PC response to the local plan consultation to see if they would be willing to help with a response to the next local plan consultation due to come out in August.**

Meeting closed @ 8:45pm

Date of next meeting – *Date changed* to 6th September 2022

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