

Sibford Ferris Parish Council

Minutes of the Annual Meeting of the Parish Council held on **Wednesday 17th May 2023** at **7pm** at Sibford School

Present: Cllrs Katherine Roussel, Ginny Bennett, Andrew Meyler, Michael Gordon, Clerk.

In attendance: 4 members of the public.

- 1. Election of Chairman** – It was proposed and agreed to re-elect Cllr Roussel as the Chairman. Cllr Roussel completed her Declaration of Acceptance of Office which was countersigned by the Clerk.
- 2. Election of Vice Chairman** – It was proposed and agreed to elect Cllr Bennett as the Vice-Chairman.
- 3. Apologies for absence** - Apologies received – Cllr Wass. Apologies accepted – None. Apologies were also received from County and District Cllr Reynolds.
- 4. Members' declarations of interest for items on the agenda** – None.
- 5. Public participation session** – None.
- 6. To approve the minutes of the Parish Council (PC) meeting held on 21st March 2023** – The minutes were proposed, agreed, and duly signed.
- 7. Outstanding matters/actions from previous meetings**
 - i) Update re forming a group to encourage more green/environmentally friendly activity in the parish – The Low Carbon Sibford Society has been formed. They have set up an e-mail list after an article in the Sibford Scene and so far have 63 people who are members. As no more help is currently required from the PC, **Clerk to remove item from agenda.**
 - ii) Update on Defibrillator and CPR Training including proposal to make a donation of £75 to St John Ambulance for the 3 sessions of training they have provided – The 11th May session was cancelled due to only 1 person requesting a place on the training. It was proposed and agreed to make a donation of £75. **Clerk to arrange payment.**
 - iii) Feedback re Coronation Celebrations – Every house in The Sibfords was provided with a celebration coaster as a memento of the occasion. A party was held on the Sunday of the Coronation weekend which was attended by at least 377 people. It was a very successful event and a great coming together of the community. The event was funded by Sibford Ferris Parish Council, Sibford Gower Parish Council, The National Lottery Fund, Cherwell District Council, and the Town Estates Charity.
 - iv) Update re Speedwatch – 8 volunteers have come forward and the Clerk has received information from the police and some of the volunteers but is struggling to find time to chase up those who have not responded in order to progress things. It was agreed that the **Clerk should pass all information on to Cllr Gordon who will take this on to progress the formation of the group.**
- 8. Contact from parishioner regarding potential removal of trees from Back Lane** – A parishioner has raised some concerns about the safety of some trees in Back Lane and after conversations with Oxfordshire County Council (OCC) and Cherwell District Council (CDC) he has been told to contact the PC to ask for permission to trim/remove the trees. The land is not owned by the PC so the council cannot provide permission. The land ownership is key to

allowing the parishioner the opportunity to raise the issue with the relevant person/organisation. It was thought the land may be owned by the Housing Association but they have denied this. It was agreed that the **Clerk could review the area on a parish mapping system with the parishioner in the hope of helping them identify the owner** but from that point it would need to be left with the parishioner to look into further.

9. Hook Norton Road Development

- i) Ownership/management of allotments – The new developer has stated that they cannot arrange for the allotments to be managed by the Management Company on the new estate and has again asked that the PC take this on. After some discussion it was agreed that the PC have already agreed for numerous and very valid reasons that the PC does not wish to take on the management of allotments and that the responsibility lies with the developer to either find an organisation who are willing to take them on, potentially find out if there is interest from parishioners for an allotment association to be formed who could manage it, manage it themselves, or they could seek to get a change to the planning permission for that piece of land allowing it to be used for other purposes. If the developer were to get permission at their own cost to change the use of the land to amenity land/open green space the PC would be willing to consider taking on responsibility and management of the land. **Clerk to inform Deanfield Homes of the PC's decision.**
- ii) General update – Deanfield hope to get started by the end of June.

10. Planning applications received - None

11. Play area (Cllr Bennett/Clerk)

- i) Update re quotes for new play equipment – One quote has been received so far. It was agreed that further quotes are needed but these initial costings are sufficient to allow the **Clerk to go ahead and apply for grants to help fund the replacement play equipment.**
- ii) Update re actions in response to the professional play equipment inspection report – The new swing seat purchased and now needs to be fitted. The dampers for the outdoor exercise equipment still need replacing. **Cllr Bennett to continue to chase the dampers.**
- iii) To agree repairs required to the new fencing and gate due to recent damage - The new gates have been damaged. The contractor has completed some work free of charge after they were damaged but now further damage has taken place. **Cllr Bennett to monitor the situation and arrange any necessary work.**

12. County Councillor Report – None.

13. District Councillor Report – None.

14. AGAR 2023

- i) To receive the Internal Auditor's Report for 22/23 – The internal auditor's report was received with no issues raised.
- ii) To appoint an Internal Auditor for the 23/24 financial year – It was proposed and agreed to appoint Sue Rowley as the Internal Auditor for the 2023-24 financial year.
- iii) To complete and approve for signature the AGAR Annual Governance Statement for 22/23 – It was proposed and agreed to answer yes to all statements except statement 9 which is N/A and for the Chairman to sign the document.
- iv) To approve for signing the AGAR Accounting Statements for 22/23 – Proposed, agreed, and duly signed.
- v) To approve completion and signing of the AGAR Certificate of Exemption for 22/23 – Proposed and agreed.

- vi) To confirm the dates for the Notice of Public Rights for the 22/23 Financial Year – Monday 5th June to Friday 14th July 2023 – Proposed and agreed.

15. Finance

- i) Confirmation of the bank balances as at 11.05.23 of £2,400.83 and £17,513.70 – Cllr Meyler confirmed the balances stated are correct.
- ii) Confirmation of payments made since the last meeting using delegated powers: Proposed and agreed.

28.03.23	Cherwell District Council	Lease for play area	£30.00
28.03.23	SW Services	Final 50% payment for play area fencing	£2,499.00
28.03.23	Kirsty Buttle	Stamps	£8.70
28.03.23	Venn Products	Coronation memorabilia	£393.75
28.03.23	Thomas Fox Landscaping	Mowing of play area 16.03.23	£26.50
21.04.23	Venn Products	Coronation Memorabilia (50% Pymt)	£393.75
21.04.23	CDC	Emptying dog bins 6 months	£253.97
21.04.23	Kirsty Buttle	Salary and office April	£209.80
21.04.23	HMRC	Tax April	£49.80
28.04.23	NEST	Pension April	£14.23
24.04.23	321....Let's have fun	Deposit re inflatable hire for Coronation	£100.00

- iii) To note the following receipts: Noted.

29.03.23	Sibford Gower PC	Burial Ground Fee share	£125.50
11.04.23	Lloyds	Interest	£4.30
14.04.23	CDC	Precept	£3,944.00
26.04.23	CDC	Coronation Grant	£400.00
27.04.23	HMRC	VAT reclaim	£1,517.80
02.05.23	Sibford Gower Parish Council	Website costs share	£78.92
09.05.23	Lloyds	Interest	£9.40

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

Sibford Village Hall	Hall hire for 4th April CPR training	£16.50
Thomas Fox Landscaping	Mowing play area 20.04.23	£26.50

- v) To consider payment of the following donations for the 23/24 financial year – Proposed and agreed to pay all except Community First Oxon as the Village Hall already have membership of their own. **Clerk to arrange payments.**

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

- vi) 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	£3,300.00
Stationery, postage, telephone	£220.00

Internal audit	£70.00
Training costs	£310.00
Data protection	£35.00
OALC Membership	£155.00
Insurance	£400.00
Play area maintenance, rent and inspections	£500.00
Burial Ground maintenance	£1,300.00
Dog bin emptying	£500.00
Website	£160.00
Donations - School, Scene, CAB	£150.00
S137 Poppy Wreath donation	£25.00
Sibford Village Hall	£400.00
Other (Coronation Celebration, dog bin repair)	£506.25

- vii) Proposal to delegate powers to the Clerk to make payments up to the value of any grants received for the relevant expenditure – Proposed and agreed.

16. To re-adopt the following policies with no changes made: Proposed and agreed.

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

17. Planning decisions received

23/00359/TCA - Stables Cottage, Main Street, Sibford Ferris. T1 x Acer - Crown reduction up to 3 metres. T2 x Cherry - Crown reduction up to 3 metres. T3 x Hazel - Crown reduction up to 2 metres and removal of dead branches. **Approved.**

18. Information exchange – Councillors were reminded that they are able to book any parish council training via the clerk provided we have sufficient funds in the training budget.

Meeting closed @ 7:58pm.

Date of next meeting – 19th July 2023

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