

Sibford Ferris Parish Council

Minutes of the Annual Meeting of the Parish Council held on **Monday 20th May at 7pm** at Sibford School

Present: Cllrs Katherine Roussel, Ginny Bennett, Michael Gordon, John Wass, Clerk.

In attendance: 4 members of the public.

1. **Election of Chairman** – It was proposed and agreed to elect Cllr Roussel as the Chairman. Cllr Roussel completed her Declaration of Acceptance of Office which was countersigned by the Clerk.
2. **Apologies for absence** – Apologies received – Cllr Meyler. Apologies accepted – None.
3. **Members' declarations of interest for items on the agenda** – None.
4. **Election of Vice-Chairman** – It was proposed and agreed to elect Cllr Bennett as the Vice Chairman.
5. **Public participation session** – None.
6. **To approve the minutes of the Parish Council (PC) meeting held on 26th March 2024** – The minutes were proposed, agreed, and duly signed.
7. **Outstanding matters/actions from previous meetings - None**
8. **Hook Norton Road Development - General update** – A parishioner has contacted the PC and the Sibford Action Group regarding concerns about the number of lorries driving through the village to the development which does not comply with the traffic management plan agreed as part of the planning permission on the site. The parishioner has spoken to Deanfield Homes about this but nothing has changed. A parishioner present at the meeting stated that some of the signage for the HGVs is not visible due to overgrown vegetation and some of the signs are not large enough to be seen from a moving vehicle. As the PC do not have any legal powers to enforce the HGV routes it was agreed that the only action the PC can take is to contact Cherwell District Council (CDC) planning enforcement to ask them to take this up and enforce the requirement for the vehicles to follow the plan and to ask if they can insist on Deanfield Homes putting in larger signage and resite some of the signs to ensure they are seen by the HGV drivers before they have already driven into the village after which it is difficult for them to turn around to follow the correct route. **Clerk to contact CDC planning enforcement team.**
9. **Planning applications received**
 - 24/00799/F – Home Farm, Woodway Road, Sibford Ferris.** Change of use of land to residential garden, erection of green house, fencing, paving and associated works (retrospective). **No objection. (Response made using delegated powers.) APPROVED.**
 - 24/00808/TCA – Orchard House, Main Street, Sibford Ferris.** T1 x Maple- Re reduce to previous points 2m. T2 Sycamore- Crown Thin by 10% and raise lower canopy to 5m. T3 x Elder- Crown raise by removal lower extended stems 2.5m. **No objection. (Response made using delegated powers.)**
 - 24/00926/TCA – West Town House, Woodway Road, Sibford Ferris.** T1 x Silver Maple - twin stem tree crowded by other trees, poor form and lean. Fell to allow others to develop. T2 x Wellingtonia - Crown lift over property to give 2.5 metres clearance over roof. **No objection. (Response made using delegated powers.)**
10. **Play area (Cllr Bennett/Clerk)**
 - i) To consider the quotes for new play equipment – Quotes were received from Hags and Outdoor Play People. After some discussion it was agreed to go ahead with the quote from Outdoor Play People (£25,225). **Cllr Roussel to instruct Outdoor Play People asap. Clerk to put together a note to be placed on the website informing parishioners when the work is**

likely to take place and advising them that there may be some issues with parking in the area during that time and to provide a copy of that note to the Cllrs so they can be printed and posted through the doors of the properties on Cotswold Close. A parishioner suggested that the new play area have an 'official opening' to celebrate and highlight the hard work that has gone into this project.

- ii) Any other updates – Due to the work taking place on the play area in the summer it may not be necessary for the annual play inspection to take place this year. **Clerk to discuss this with the play inspection provider when dates have been confirmed for the installation of the new equipment.**

11. To consider a response to the Oxfordshire County Council (OCC) pre consultation exercise on a 20mph speed limit in the parish – It was agreed that the areas included in the information provided were as expected and the PC are particularly pleased that the 20mph limit ends before the entrance to the Deanfield Homes Development as if the 20mph limit were placed further out from the centre of the village past the development it could be perceived that these are the village boundaries which could give a developer the idea that further development in that area would be acceptable which is most certainly not the case and not the view of the majority of parishioners.

12. County Councillor Report – None.

13. District Councillor Report – None.

14. AGAR 2024

- i) To receive the Internal Auditor's Report for 23/24 – The internal auditor's report was received with no issues raised.
- ii) To appoint an Internal Auditor for the 24/25 financial year – It was proposed and agreed to appoint Sue Rowley as the Internal Auditor for 24/25.
- iii) To complete and approve for signature the AGAR Annual Governance Statement for 23/24 – It was proposed and agreed to tick yes for all boxes except box 9 which is 'not applicable' and for the Chairman and Clerk to sign the document.
- iv) To approve for signing the AGAR Accounting Statements for 23/24 - It was proposed and agreed to approve the Accounting Statements and for the Chairman to sign the document.
- v) To approve completion and signing of the AGAR Certificate of Exemption for 23/24 – Proposed and agreed.
- vi) To confirm the dates for the Notice of Public Rights for the 23/24 Financial Year – Monday 3rd June to Friday 12th July 2023 – Proposed and agreed.

15. Finance

- i) Confirmation of the bank balances as at 15.05.24 of £791.93 and £32,399.95 – Cllr Meyler confirmed by e-mail that the balances stated are correct.
- ii) To confirm completion of the quarterly internal control checks for Jan to Mar 2024 – Cllr Meyler confirmed by e-mail that the check has taken place and all was found to be in order.
- iii) To confirm completion of an asset condition check and agree any actions required – Due to the Cllr next on the rota having recently had surgery this has not yet been possible to complete. **Cllr Bennett agreed to complete the check this month.**
- iv) Proposal to renew the insurance policy with Zurich at a cost of £448 (last year was £413.23) which includes an additional £8k of cover on the play equipment or £477 for an additional £33.5k of cover on the play equipment (current level of cover is £30k including the outdoor exercise equipment at Sibford School) – It was proposed and agreed to accept the higher quote of £477 to ensure the new play equipment has adequate cover. **Clerk to arrange the new policy.**
- v) Confirmation of payments made since the last meeting using delegated powers: Proposed and agreed.

29.04.24	Thomas Fox Landscaping	Mowing play area 7, and 28/03	£55.64
29.04.24	CDC	Half yearly charge for emptying 4 dog bins	£267.70
29.04.24	Kirsty Buttle	Salary and office Apr	£227.13
29.04.24	HMRC	Tax Apr	£54.20
30.04.24	NEST	Pension Apr	£15.74

vi) To note the following receipts: Noted.

27.03.24	Sibford Gower Parish Council	Web share and burial income share	£254.93
10.04.24	CDC	Precept	£4,945.50
09.04.24	Lloyds	Interest	£29.11
23.04.24	HMRC	VAT refund	£393.65
09.05.24	Lloyds	Interest	£32.79

vii) Proposal to pay the following invoices: Proposed and agreed.

Sue Rowley	Internal Audit for 23/24	£60.00
Kirsty Buttle	50% mileage re audit paperwork	£10.08
Thomas Fox Landscaping	Mowing play area 11/04	£27.82

viii) Proposal to make the following donations for the 24/25 financial year: Proposed and agreed.
Clerk to arrange the payments.

Citizens Advice	£25.00
Sibford Village Hall	£400.00
Sibford Scene	£50.00

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. Proposal to adopt a Biodiversity Policy in order to comply with the new Biodiversity Duty
Proposed and agreed.

18. Planning decisions received including appeals

APP/C3105/W/W23/3329834 - Land South of Faraday House, Woodway Road, Sibford Ferris. Erection of 5 no two storey age restricted dwellings (55 years) for older people with access, landscaping and associated infrastructure. **Approved.**

19. Information exchange – The Low Carbon Sibford group is hoping to hold an open meeting in the Village Hall soon.

At the last meeting the Clerk was instructed to put an article in the Sibford Scene to encourage parishioners to pick up litter when out on their walks, particularly as there is no organised litter picking event this year. This has not yet gone out due to a request from a Cllr for a discussion at this meeting about the possibility of organising an official litter picking event. After some discussion it was agreed that the PC will aim to hold an event next spring. **Clerk to update the article stating that the PC will attempt to organise an event for early 2025 and submit to the editor of the Scene for publication.**

Cllr Wass asked if the defibrillator located on the outside of the Village Hall in Sibford Gower should be jointly owned and managed by both councils rather than just Sibford Gower Parish Council (SGPC). It was agreed that the **Clerk should raise this question with SGPC at their meeting on 22nd May and put this on the next Sibford Ferris agenda to discuss.**

A parishioner raised concerns about the potholes on Mannings Close. OCC have recently set up a Highways Engagement Team to be the direct point of contact for PC's to discuss issues regarding the Highway. **Cllr Wass agreed to take on this issue and contact the Highways Engagement Team to arrange a visit and discussion about the various Highways issues in the parish.**

Keith Hicks has kindly arranged some activities to commemorate D-Day 80 on 6th June. A BBC documentary "D-Day 06-06-44" will be shown in the village hall at 7pm with light refreshment beforehand. This will be followed by the lighting of the Sibford Beacon at 9:15pm in line with the National Beacon lighting programme. The Primary school have agreed to read the specially written "Poem for D-Day Heros" at 11am along with other schools throughout the country.

After publication of the agenda for this meeting the Clerk received an e-mail from CDC advising that they have been 'sitting on' £25k of S106 funds that are designated for bus stop improvements on Main Street. CDC have suggested the funds could be used for two new bus shelters to be placed at the bus stops near the Main Street entrance to Sibford School and at Folly Court and have asked for the PC view on this along with which style bus shelters would be preferred from a catalogue from their approved supplier. It was agreed that the **Clerk should ask for further information** in relation to the costs of the different styles of bus shelters and whether there is any scope to use some of the funds to place a bus shelter elsewhere within the Sibfords if the funds are not all spent on the two locations suggested. **Cllr Gordon to look at the plans in more detail and consider what size and style of bus shelters (if any) would be most appropriate for those locations and bring back information to the next meeting to allow a final decision to be made.**

Meeting closed @ 8:10pm

Date of next meeting – 24th July 2024

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