

Sibford Ferris Parish Council

A meeting of the Parish Council will be held on **Tuesday 20th May 2025** at **7:15pm** at Sibford School

AGENDA

1. **Election of Chairman**
2. **Apologies for absence**
3. **Members' declarations of interest for items on the agenda**
4. **To note the resignation of Cllr John Wass**
5. **To co-opt a new councillor**
6. **Election of Vice-Chairman**
7. **Public participation session** (Members of the public are invited to address the council. The session will last for a maximum of 10 minutes with any individual contribution lasting a maximum of 3 minutes).
8. **To approve the minutes of the Parish Council (PC) meeting held on 19th March 2025**
9. **Outstanding matters/actions from previous meetings**
 - i) Update re installation of new bus shelter opposite the junction to Hawk's Lane
 - ii) Smoke free signage

10. Hook Norton Road Development

- i) General update

11. Planning applications received

25/00691/F – The Shieling, Main Street, Sibford Ferris. Single storey extension to North side of house. **No representation made. APPROVED.**

25/00907/TCA – 3 Folly Court, Sibford Ferris. 1 x Silver Birch – Fell. Very close proximity to the house, in summer we must keep all door/windows closed due to pollen. **No representation made. APPROVED.**

12. Play area

- i) Feedback from Play Area Opening Event
- ii) Any other issues

13. Finance

- i) Confirmation of the bank balances as at 14.05.25 of £422.07 and £12,946.84
- ii) Proposal to renew the insurance policy with Zurich at a cost of £500 (previous cost - £477)
- iii) Confirmation of payments made since the last meeting using delegated powers:

28.03.25	CDC	Annual lease for the play area	£30.00
18.03.25	Lloyds	Account fee	£4.25
22.04.25	Lloyds	Account fee	£4.25
28.04.25	Thomas Fox Landscaping	Play area mowing 24.03.25	£28.51
28.04.25	CDC	6 monthly dog bin emptying	£267.70
28.04.25	Thomas Fox Landscaping	Play area mowing 7 and 22.04.25	£57.02
28.04.25	Kirsty Buttle	Salary and reimbursement Apr	£268.30
28.04.25	HMRC	Tax Apr	£57.60
30.04.25	NEST	Pension Apr	£16.70

- iv) To note the following receipts:

09.04.25	Lloyds	Interest	£7.56
09.04.25	CDC	Precept	£5,197.50
09.05.25	Lloyds	Interest	£7.46

- v) Proposal to pay the following invoices:

Zurich Municipal	Annual parish insurance	£500.00
Kirsty Buttle	Salary and office May	£240.10
HMRC	Tax May	£57.60
NEST	Pension May	£16.70

vi) Proposal to make the following donations for the 25/26 financial year:

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

14. Annual Governance and Accountability Return

- i) To receive the Internal Auditor's Report for 24/25
- ii) To appoint an Internal Auditor for the 25/26 financial year
- iii) To complete and approve for signature the AGAR Annual Governance Statement for 24/25
- iv) To approve for signing the AGAR Accounting Statements for 24/25
- v) To approve completion and signing of the AGAR Certificate of Exemption for 24/25
- vi) To confirm the dates for the Notice of Public Rights for the 23/24 Financial Year – 3rd June to 14th July 2025

15. To consider the possibility of moving towards .gov.uk e-mail accounts for the clerk and councillors and a .gov.uk website

16. Planning decisions received

25/00369/F – The Fold, Back Lane, Sibford Ferris. Single-storey ground floor, flat-roofed, extension to the bedroom at the rear of the property. This will add approximately 1.9 metres in depth. **No objection. (Response made using delegated powers). APPROVED.**

17. To re-adopt the following policies with no changes made:

- i) Sexual and General Harassment Policy
- ii) Risk Assessment

18. To adopt the following amended policies:

- i) Standing Orders
- ii) Financial Regulations
- iii) Biodiversity Policy

19. Information exchange

Date of next meeting – 22nd July 2025

Signed: 

Parish Clerk

Date: 15th May 2025