

Sibford Ferris Parish Council

The councillors are hereby summoned to attend the Annual Meeting of the Parish Council, to be held on **Thursday 21st May 2026 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. Proposal to co-opt Edward Rossiter onto the Parish Council
5. Election of Vice-Chairman
6. Co-option to fill remaining vacancy
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 appoint an Internal Controls Councillor
9. To agree any changes to the bank mandate due to the change in councillor membership
10. To approve the minutes of the Parish Council (PC) meeting held on 18th March 2026
11. Outstanding matters/actions from previous meetings
 - i) Update re contact with Deanfield Homes regarding the planned gap in the hedge, and alternative pedestrian access to the site
 - ii) Update re request to transfer remaining S106 funds allocated to a bus shelter to Sibford Gower Primary School
 - iii) Update re Pitch Hill Field
 - iv) Update re new website

12. Concerns raised by residents regarding speeding on Main Street

13. Planning applications received

26/00562/F - The Ark, Main Street, Sibford Ferris. Alterations and extensions and erection of new outbuilding.

No representation made. APPROVED.

26/00800/TCA - Home Close, Main Street, Sibford Ferris. T1. Ash Fraxinus excelsior - Removal of tree to ground

level. **No representation made. APPROVED.**

14. Play area – Updates re repairs and any other issues

15. Finance

- i) Confirmation of the bank balances as at 14.05.26 of £253.98 and £16,271.97
- ii) Proposal to renew the insurance policy with Zurich at a cost of £500 (no change from last year)
- iii) Confirmation of payments made since the last meeting using delegated powers:

27.03.26	CDC	Annual lease for play area	£30.00
20.04.26	Lloyds	Account fee	£4.25
29.04.26	Zen	Gold package	£215.86
29.04.26	Thomas Fox Landscaping	Play area mowing Mar	£29.51
29.04.26	CDC	Half yearly charge for dog bin emptying	£302.02
29.04.26	Thomas Fox Landscaping	Fuel surcharge	£2.40
29.04.26	Thomas Fox Landscaping	Play area mowing Apr	£59.02
29.04.26	Kirsty Buttle	Salary and office Apr 26	£247.37
29.04.26	HMRC	Tax Apr	£59.40
30.04.26	NEST	Pension Apr	£17.24

- iv) To note the following receipts:

08.04.26	HMRC	VAT Refund	£429.21
14.04.26	CDC	Precept	£5,982.50
09.04.26	Lloyds	Interest	£4.80
11.05.26	Lloyds	Interest	£6.19

- v) To confirm that due to an error, the annual donations (as per the table below) were paid twice within the 25/26 financial year, therefore no payment should be made in the 26/27 financial year, and will be considered again in May 27 for the 27/28 financial year

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

16. Annual Governance and Accountability Return

- i) To receive the Internal Auditor's Report for 25/26
- ii) To appoint an Internal Auditor for the 26/27 financial year
- iii) To complete and approve for signature the AGAR Annual Governance Statement for 25/26
- iv) To approve for signing the AGAR Accounting Statements for 25/26
- v) To approve completion and signing of the AGAR Certificate of Exemption for 25/26
- vi) To confirm the dates for the Notice of Public Rights for the 25/26 Financial Year – 3rd June to 14th July 2026

17. Planning decisions received

26/00193/F – The Small House, Small House Lane, Sibford Ferris. Demolition of existing single storey extensions and garage and erection of new single and two storey extensions. **Approved.**

26/00590/TCA - Applegrove, Hook Norton Road, Sibford Ferris. Tree A (Conifer) circa 5m tall crown lifting (1m) and reduction (2m) as beginning to hinder large vehicles entering the property and walkers using the footpath. Tree B (False Acacia) circa 20m tall crown reduction (5m) and thinning to reduce sail and allow more light into garden. Tree C (Beech) circa 25m tall crown reduction (5m) and thinning. Tree has significant sail and branches fully overhang both Hook Norton Road and Back Lane reduction will also allow more light into the front garden. Tree D (Maple 1) circa 7m tall crown thinning (1m-2m) to allow more light into the front garden. Tree E (Maple 2) circa 7m tall crown thinning (1m-2m) to allow more light into the front garden. Tree F (Maple 3) circa 7m tall crown thinning (1m-2m) and thinning to allow more light into the front garden. Tree G (Oak) circa 25m tall crown reduction (5m) and thinning to remove some dead limbs and again reduce sail. **Refused.**

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

- 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
- xvii) Sexual and General Harassment Policy
- xviii) Biodiversity Policy
- xix) IT Policy

19. To adopt the following amended policies:

- i) Publication Scheme
- ii) Financial Control and Internal Audit Procedure

20. Information exchange

21. Proposal to exclude the public and the press to discuss a staff matter (item 22)

22. To review the Clerk's payscale – current scale is SCP27

Date of next meeting – 30th July 2026



Signed:

Parish Clerk

Date: 15th May 2026