

FINMERE PARISH COUNCIL

Draft Minutes of meeting held on 2nd February 2016 in Finmere Village Hall

Present:- Councillors, Katherine Grimston (KG) (Acting Chairman), Steve Trice (ST), Mike Kirby (MK), Kevin Ochel (KO), Amanda Hodgkins (AH) and Joanne Brooks (JB)

In attendance:- Sharron Chalcraft (Parish Clerk and RFO) and one member of the public

1. Apologies:- Apologies were received from Councillor Mike Kerford-Byrnes (MKB)

2. MINUTES

The minutes of the meeting of 5th of January 2016 were approved with corrections.

3. COUNTY COUNCILLOR'S REPORT

This was postponed as the County Councillor was unable to attend.

4. MATTERS ARISING

- 4.01 **Village Notice Boards** The working party to remove the old board from the fence and replace the rail is still to take place. c/f
- 4.02 **VAS Signs** The signs are now calibrated and working well. MK is to be responsible for them from now on.
- 4.03 **List of assets (the pond)** c/f
- 4.04 **Traffic speed in Mere Road** SC has contacted Peter Egawhary, OCC, and he has confirmed that the 'SLOW' markings on the road will be repainted but that there is a long list of works waiting and no money until the new financial year following further cuts.
- 4.05 **Paving slabs on Chinalls Close PC land/H&S Compliance** Phillip Rushforth (PR), resident, is present at the meeting and confirms that some people had been interested in slabs but had been unsure about removing them. The PC confirms that it has been decided that removal is best. PR will approach Chinalls Close residents and the next newsletter is to offer the slabs to any who would like them, subject to the removal being carried out by the interested party. c/f
- 4.06 **Drain Covers** ST has been in contact with OCC about the state of their repair, the matter is ongoing. SC has chased up the ordered map; OCC apologises for not having sent it and promises it will be in the post shortly. c/f
- 4.07 **Public Protection and Development letter** c/f

- 4.08 **Carol Service/Christmas Lights** The lights will need to be mended or replaced at some time during the summer. c/f
- 4.09 **External Audit** SC is still to hear from Phil Hood but has booked the dates for the external audit. This is to be first considered at the May meeting, the internal audit carried out before the June meeting, the public consultation period to commence on June 8th the day after the meeting and final submission to BDO to take place by June 13th.
- 4.10 **Opes application to waive conditions on MW0139/15** This is an agenda item, see Section 15 below.
- 4.11 **Automatic pension enrolment** SC has now accessed the letter of information for staff and has read it. SC does not wish to be enrolled in a pension. Nothing can be done to inform government about this yet, the staging period is from April 2017 for six weeks. This is to be an agenda item nearer that time.
- 4.12 **Local Heritage Assets Register** This is an agenda item, see Section 13 below.
- 4.13 **Letter from Little Tingewick resident about Mere Lane** The resident has now confirmed that he has heard from his solicitor that the results of the property search were in error and the road is not adopted by the council. Having talked with another resident the gentleman would now like to take advantage of the PC's offer to arrange a meeting. He requests that a councillor chair the meeting. SC is to give information about the Village Hall, PR's contact details, availability etc. However it would not be appropriate for a councillor to chair the meeting, particularly as this is a cross-border issue with Buckinghamshire. SC is to keep Tingewick PC informed. c/f
- 4.14 **Invite to new Vicar** SC has now invited the Revd Alice Goodall who has confirmed that although unavailable for the March meeting she will be happy to attend the April meeting. The possible loss of the bus service had already come to the Revd's attention and she will try to bring details of a scheme operated in her previous benefice to the meeting. This is to be an agenda item in April.
- 4.15 **Playing Field Spinney** MKB is still waiting for confirmation of the new procedures by which charities are able to dispose of assets such as the spinney. ST again raises the issue of encroachment and rubbish in the spinney. PR as a concerned member of the public also raises the issue of the boundary and how it is to be defined. MKB is to bring the definitive map from Mixbury Trust to the next meeting so that all councillors can examine it again. KG is to approach Hugh Smith and talk to him as we do not wish to overload the new Rector. The spinney is the property of the Mixbury Trust but councillors would be happy to keep an eye on the situation. The current rubbish problem should be able to be cleared during the spring clean. c/f
- 4.16 **Invoice for Notice Boards** This has been paid.
- 4.17 **ICO Registration** This has been renewed.
- 4.18 **Road Repairs** SC has reported these on Fixmystreet. ST points out that the pothole on the Water Stratford Road is very serious. JB confirms that Johnnie Brooks, villager, has actually placed cones around it to help motorists and has drained the water from it to at least make it visible. SC is to chase up this with OCC Highways.

- 4.19 **Parish Precept Review** SC has submitted the precept application.
- 4.20 **Audit Changes** Opting in requires no further action.
- 4.21 **Spring Clean** SC has returned the forms. There needs to be an urgent newsletter to publicise this event which can stress the 'Clean for the Queen' element. PR takes the booking for the village hall. KG suggests that SC contact the school and ask for a note to be placed in children's book bags. ST suggests a notice be placed on the notice boards also. SC is to place a notice during the coming weekend.

5. FINANCIAL REPORT

The monthly financial report was presented.

It was reported that there was £2,486.08 in the Treasurer Account and £5,299.37 in the Business Money Manager Account.

The following had been paid out:

- £35.00 to ICO (general admin - subscriptions)
- £24.53 to ST (running costs – property maintenance)
- £284.75 to SC (general admin – for Clerk and RFO duties, internet costs)
- £13.08 to e.on (running costs – electricity and consumables)

6. S19/S137

No requests have been received.

7. URGENT BUSINESS

No urgent business has been carried out.

8. FINMERE LANDFILL SITE UPDATE

The only development is that the opposition to the planning application condition changes were unsuccessful. The landfill will have enlarged outside storage and extended opening hours. Noise monitoring was agreed however, further details from MKB at the next meeting.

9. PLAYING FIELD PROGRESS AND CONDITION

No further progress with the restructuring of the committees has been made yet. The dog fouling signs are to be in place within the next couple of weeks following the Dog Warden's return from sick leave. SC will shortly be able to scan the leaflet and alter it to FPC's logo. MK has walked the field this month and is happy with its condition. The tree near the play

area was examined by JB and found to be in a dangerous condition. Following a circulated email to the PC JB and Johnnie with the help of their sons felled it and stacked the timber at the boundary. The tree was suffering from Bleeding Canker and the timber may well be infectious. It must be moved carefully and burned. It may be best to wait for the bonfire as this involves the shortest distance of travel. Two other trees on either side are slightly affected but the general advice at the moment is not to fell prematurely as some trees do manage to fight off the disease. These trees are to be kept an eye on. SC is to write a letter of thanks to JB and Johnnie.

10. NEW RESIDENTS NOTIFICATIONS

There are no known new residents this month.

11. TRANSPARENCY CODE

This has been in place since April 2015 but many PC's are apparently still not compliant. Draft minutes do have to be published with 'DRAFT' as a watermark across them. These must go onto the web and also onto notice boards. They are then replaced with a signed version when agreed at the next meeting. It is felt best that SC should circulate the draft minutes to the PC a few days before putting them up in case any glaring errors, omissions have taken place. The final detailed review can then take place at the meeting as usual. KO points out that MKB's signature can be added electronically by SC, this procedure will be established. PR feels that this extra work would not be a problem for Paul Nash, website administrator. However agendas now have to go onto the web also and have a much shorter timeframe of some 4 hours between production and posting. In order to be sure of compliance SC may need administration access to the site to post the agenda. PR does not feel this would be a problem or difficult to set up. PR also points out that the newsletters on the website all date from before 2012. SC is to notify MKB and see if these still need to be a feature as they are not required by law. It is not felt that the PC wishes to apply for grant funding to set up its own website at this time but a decision can be made next month. SC is to check with Paul Nash and notify councillors of any possible access problems. The deadline for applying for funding is March 31st. This is to be an agenda item in March.

12. QUEEN'S 90TH BIRTHDAY CELEBRATIONS

The date set for the celebrations is the weekend of 11th and 12th of June. PR confirms that the hall is free. SC is to contact the Rector, as advised by the Lord-Lieutenant's letter, and also the school and the pub and see if any plans are already underway. If not then a meeting could be arranged in March, as was done before the Diamond Jubilee. This meeting was very well attended and produced a wonderful celebration. The newsletter for the spring clean could contain news of this meeting. The setting of a date can be carried out under urgent business. This is to be an agenda item in March.

13. LOCAL HERITAGE ASSETS REGISTER

The forms having been sent and printed it can be seen that this is truly a mammoth undertaking, especially if all the items on the current Historical Buildings list were to be submitted. SC is to approach Anita Bilbo, villager, who was involved in the running of the now defunct Finmere Historical Society. The Millennium Book of Finmere included descriptions of many of Finmere's most significant buildings and the History Society held copies. JB has not received the current list and SC is to forward it to her. If the PC is to do this then it will need to be done gradually. This is to be an agenda item in March.

14. COMPLIANCE – CHECKING & HEALTH & SAFETY ASSESSMENT OF ASSETS

It is time to renew and amend as necessary the risk assessments of the PC's assets. The sheets are distributed. SC is to bring last year's sheets to the meeting in March.

15. PLANNING APPLICATIONS

Details pursuant to Condition B39 (aftercare scheme outline strategy) of planning permission 10/01515/CM (MW.0140/10) at Finmere Quarry – ST has checked through this application online. After discussion the PC has no objections

Details pursuant to Condition A42 (aftercare scheme outline strategy) of planning permission 10/01516/CM (MW.0142/10) at Finmere Quarry – ST has checked through this application online. After discussion the PC has no objections

15/02361/LB – Finmere House, Banbury Road – retrospective repair to stone boundary wall adjoining property – it was very necessary that the repair be carried out speedily and it has been carried out to a high standard – the PC has no objections

15/02184/F – land to the south east of The Chippings, Fulwell Rd – variation of condition 2 of 14/00815/F – remove existing drawing 5160.05 and replace with the altered drawing 5160.05a – permission subject to conditions

16. CORRESPONDENCE

Correspondence for meeting –

Rural Housing pack – information about affordable housing projects – to be kept on record

Notification of planning policy consultations – this covers the Partial Review of the Cherwell Local Plan Parts 1 and 2 and the Draft Statement of Community Involvement – the consultation runs until March 11th and there is a workshop on Wednesday 24th February in Bicester. SC is to check whether MKB wishes to attend. If he is unable SC is to notify councillors and see if anyone else can attend.

Planning permission for Opes, Finmere Quarry – Section 73 application for planning permission to continue development without complying with Conditions 1, 7, 17 and 26 (to allow the storage of Refuse Derived Fuel and Solid Recovered Fuel outside the storage bay at the consented MRF (the subject of planning permission 10/00361/CM), to amend the operational hours of the MRF and to extend the acoustic barriers) of planning permission ref 15/00245/OCC – permission granted – this arrived too late to be on the agenda and will be on the agenda in March

Emails printed –

Dog Warden’s message – see Section 4 above

Resident of Mere Lane email – see Section 4 above

Peter Egawhary email about school markings – see Section 4 above

Revd Goodall reply to invite – see Section 4 above

OALC update extracts – the full report was circulated by SC. The report gives an explanation of the funding shortfall which has hit OCC, key savings to be debated, a section from OCC urging PC’s to consider taking on and providing many of the services which are being cut (necessitating an increase in the precept), an explanation of council powers, information about Transparency Code grants, confirmation that PC precepts are not to be capped yet (unless they put up their precepts too much) and a link to download the latest Good Councillor’s Guide. – it is felt that the PC will have to tread a very fine line between allowing services to disappear or triggering capping of the precept

OALC S137 confirmation – this confirms that the PC can use S137 money to fund bus services

Parish transport bus consultation news – SC circulated this email. OCC arranged meetings in January with the bus operators of services affected by subsidy cuts. Nobody was able to attend. SC is to obtain the minutes if possible.

PC website offers – companies offering their services in setting up PC websites for Transparency Code compliance – the PC is probably not going to set up a website at this time

Emails forwarded –

Details of proposed PC’s meeting with bus service operators

Confirmation of S137 being usable for buses

Planning applications – details pursuant to Condition A42 and B39

Transparency code

OALC January update

Usual reports

18. ANY OTHER BUSINESS

Playing Field Inspection Following the sad death of Peter Grimwade (Village Hall and Playing Fields Committee) the Committee asks that SC take on the arranging of the annual inspection with John Hicks. SC is to arrange this year's inspection.

Possible play area relocation PR explains that the VHPFC have been saving a sum of money from preceding Finmere Festivals and will add to that with this year's Festival. When they have sufficient monies to act as a 10% deposit to attract grants they plan to completely refurbish the play area. At that point it is possible that they will consider relocating the play area to a spot nearer the hall and the car park and less overshadowed by trees. The Committee simply wish to make the PC aware of this future possibility.

19. DATE OF NEXT MEETING

The date of the next meeting is Tuesday 8th of March 2016. Meeting closed at 10.00 p.m.

CORRESPONDENCE CIRCULATED

Glasdon leaflets

Clerks and Councils Direct January 2016

J Parker Bulbs Catalogue