

ANNUAL MEETING OF
FINMERE PARISH COUNCIL

Minutes of meeting held on 3rd May 2016 in Finmere Village Hall

Present:- Councillors, Mike Kerford-Byrnes (MKB) (Chairman), Katherine Grimston (KG) (Vice 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)

1. Apologies:- No apologies were received

2. APPOINTMENT OF OFFICERS

Chairman Mike Kerford-Byrnes (having indicated his willingness to continue)
Proposed: MK
Seconded: ST
Carried unanimously

Vice Chair Katherine Grimston (having indicated her willingness to continue)
Proposed: MKB
Seconded: KO
Carried unanimously

RFO Sharron Chalcraft (having indicated her willingness to continue)
Proposed: KG
Seconded: KO
Carried unanimously

Parish Clerk Sharron Chalcraft (having indicated her willingness to continue)
Proposed: MKB
Seconded: ST
Carried unanimously

3. MINUTES

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

4. COUNTY COUNCILLOR'S REPORT

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

5. MATTERS ARISING

- 5.01 **Bus Subsidies** The meeting of Shelswell parishes is still to take place, KG will attend. SC has obtained the contact details for Stagecoach, operators of the X5, and also a template survey from Community First all of which she has also passed on to Revd Goodall. AH is to work on reducing the template to a workable amount of questions and it will then be circulated in print form to all villagers. It is very important that the survey ascertains the number of people who would use the X5 if it stopped in the village. The survey results will then strengthen any approach to Stagecoach. KG suggests that we could involve our MP at that stage as this matter will affect the whole community. c/f
- 5.02 **Chinalls Close Paving Slabs** MKB is still to cost the options. c/f
- 5.03 **Village Notice Boards** The rail is still to be replaced. c/f
- 5.04 **List of assets (the pond)** c/f
- 5.05 **Public Protection and Development letter** c/f
- 5.06 **Carol Service/Christmas Lights** The lights are still to be mended or replaced. c/f
- 5.07 **Audit** SC has booked June 2nd for the internal audit; this is still to be confirmed. c/f
- 5.08 **Letter from Little Tingewick resident about Mere Lane** SC has received an email from the resident explaining that there is no rush but that information about the water company and its actions so far would be very helpful. SC is to research this once the audit has been completed. c/f
- 5.09 **Playing Field Spinney** JB has obtained several quotes for the valuation work. The Mixbury Trust will still have to obtain a detailed report (Section 117-119) which is compliant with Charity Commission regulations. The PC only really needs a basic valuation in order to be able to provide Hugh Smith, Mixbury Trust, with a reasonable offer figure. The quotes obtained range from £300 for a basic report to £1,500 for a full review with site visit. ST suggests that the PC should get the basic report, proposed ST, seconded MKB, carried unanimously. JB is to organise a basic report which will be enough to avoid the PC overbidding for the land. If there is any problem with the price she is to circulate the cost for agreement under urgent business. c/f
- 5.10 **Road Repairs** SC is now in touch with Kathryn Gash, OCC Highways, who has returned as the officer for the Finmere area. The pothole near Algarth was marked for attention and ST confirms it has been filled. The pothole outside Arosfa is not sufficient to merit work at this time but Kathryn will keep an eye on it.
- 5.11 **Spring Clean** SC has heard from Tingewick PC. They have considered the issue of a dog bin and as the container has now been removed they will monitor the situation to ascertain if a dog bin is required.
- 5.12 **Risk Assessment Forms** JB returns her sheets, the remaining sheets need to be returned soon. SC has contacted OCC and they have explained that a new green salt bin will be fitted in the autumn at no cost. The damaged bin has been removed. c/f

- 5.13 **Transparency** MKB is to provide the additional details on acreage/usage etc to SC by July and also provide her with an electronic form of his signature for online minutes. c/f
- 5.14 **Local Heritage Assets Register** ST has had a form returned to him by Anita covering the pump on Valley Rd. It seems that Anita has not realised that all the items on the list need to eventually have a form. SC is to print more forms and bring them to the APM and talk to her there. The form for the pump is to be submitted. c/f
- 5.15 **Bicester Neighbourhood Meeting** SC has received emails regarding the meeting. No minutes were kept and the meeting was poorly attended but the plan is to hold another next year. Becky Fishwick, Rural Neighbourhood Sgt, sent details of the priorities decided on – parking, particularly outside and around schools, speeding and anti-social behaviour. MKB pointed out that the Bicester NAG (Neighbourhood Action Group) has closed due to lack of interest which is a great shame.
- 5.16 **Governance** SC is still to complete the amendments to Financial Regs and Standing Orders and finalise Data Protection and Equality and Diversity, this will be done next week. c/f
- 5.17 **APM Agenda** SC has secured a visit from the Fire Service who will give a slide presentation on major incident and inter-body procedures. Invites and agendas have gone out to all village organisations. MKB has prepared a newsletter for distribution giving information on the APM. SC has posted the agendas on notice boards and on the web.
- 5.18 **Petition for PC Planning Powers** SC has signed the petition for the PC and circulated the link. The petition may not have reached its target of 10k signatures as SC has had no notification.
- 5.19 **Queens 90th Birthday Celebrations** The second meeting organised by the PC had only 10 attendees, many of whom were already busy with the Finmere Festival. MKB has prepared a newsletter to inform villagers that no celebrations will be planned. KG suggests that the PC should send a card to Her Majesty to mark the occasion. Proposed KG, seconded MKB, carried unanimously. SC is to liaise about obtaining a card. c/f
- 5.20 **HS2** SC delivered the new material to MKB.
- 5.21 **Emergency Questionnaire** JB has completed the form, there need to be four names on the list, MKB and SC are two by virtue of their positions, ST and JB agree to make up the four. SC takes the form to submit it electronically. JB feels it would be worth having some sort of community plan, perhaps with a database. KG points out that when this was looked at before by a committee in the village the insurance implications were what put people off. JB explains that the form indicates progress has been made in insurance provision. SC points out that people were resistant to having things like their possession of a chain saw or trailer committed to record. JB will take a look at the possible information that could be made use of and the PC can then see if people are happy to be listed. The Village Hall and the School are the two buildings identified as reception centres. c/f

- 5.22 **Parish Path Warden** The Fianders are happy to fulfil this role and SC has put them in touch with the Oxfordshire Ramblers. They have requested a map which SC does not hold; MKB says he has a footpath map among his PC papers but that it may be better for them to use google maps.
- 5.23 **Cross Tree Turf and Drainage Problems** SC has discussed these with Kathryn Gash and also reported them to fix-my-street. The turf is still to be replaced as the drains have not yet been cleared. SC reported the area from beyond the pond on the Fulwell Road down to the Cross Tree island. ST points out that The Pines also needs to be included. SC is to add Valley Road with emphasis on The Pines to the site. c/f
- 5.24 **Land Opposite Red Lion** SC has received an email from Tingewick PC confirming that they are unaware of any plans to sell the land to a gypsy land agent and also confirming that they have received no planning applications for the land.

6. FINANCIAL REPORT

It was reported that there was £5,347.87 in the Treasurer Account and £5,300.29 in the Business Money Manager Account.

The following had been paid in:

£4.300 from CDC – first instalment of precept

The following had been paid out:

£12.95 to e.on (running costs – electricity)

£185.00 to John Donaldson (running costs – grass cutting)

£284.75 to SC (general admin – for Clerk and RFO duties, internet costs)

7. S19/S137

No requests have been received.

8. URGENT BUSINESS

No urgent business was carried out.

9. FINMERE LANDFILL SITE UPDATE

MKB has had no contact from EA and he had to ring them to check on the situation. The fire was still burning before the Bank Holiday weekend. Insurance officials have however been able to get close enough to make an assessment and their offer is awaited although a decision may take up to 12 weeks. The administrators are waiting for this information before they are able to decide how to proceed with the site. At the moment the site is just ticking over with

the odd lorry going in. Electricity generation is performed by a separate company and is continuing.

MKB points out that the front of the mound is now greening up nicely but the work involved cost £1.5 million. There will not be enough money in any contingency fund to complete the work on the back half. ST asks whether it is now time for the PC to start pressing both the administrators and the various bodies involved in order that their voice is heard.

No quarry liaison meeting has been held or is planned, the next should have been in June but there is no point until a decision is reached. If the site becomes an orphan site it will be the responsibility of CDC, which seems rather unfair, unless they can show that it is a hazardous site in which case the EA have to step in and take control.

10. PLAYING FIELD PROGRESS AND CONDITION

MKB is to meet with Jonathan Dawson, solicitor, who will hopefully be able to resolve the organisation of governance of the field with little expense. This will have to be done by August as he is retiring then.

MK has walked the field this month and confirms that there are no problems with its condition.

11. NEW RESIDENTS NOTIFICATIONS

There are new residents in James Court. MKB is to deliver the note.

12. MEETING DATES FOR 2016/17

The meeting dates are set at – May 10th (2016 APM), June 7th, July 12th, September 6th, October 4th, November 1st, December 6th, January 10th, February 7th, March 7th, April 4th, May 2nd and May 9th (for APM). SC is to notify Phillip Rushforth, Village Hall and Playing Field Committee.

13. RECEIPTS AND PAYMENTS ACCOUNTS AND BANK RECONCILIATION FOR 2015/16

SC circulated both sheets prior to the meeting. The bank reconciliation is straightforward as there are no outstanding cheques. SC has split general admin into salary and other items as requested by the internal auditor. SC will present a report on these figures at the APM. The figures are accepted:

Receipts and Payments – proposed KO, seconded KG, carried unanimously.

Bank Reconciliation – proposed MK, seconded AH, carried unanimously.

14. INSURANCE RENEWAL

SC has obtained quotes from Aon, the current insurer, and Zurich, another parish council specialist insurer. Zurich has introduced a 'small ticket' scheme for PC's with assets, other than land, of less than £10,000. The premium quoted is £163.70 as opposed to £198.89 from Aon. The only difference is in Fidelity Guarantee which is smaller at £25,000 rather than £250,000. SC is to check with the internal auditor whether this cover is sufficient and also approach Aon and see if they can improve their offer. This is to be decided at the end of the APM or under urgent business before June 1st.

15. OXFORDSHIRE TOGETHER – GRASS CUTTING AND OTHER SERVICES

SC has obtained the full specifications of Oxfordshire Together (OT) from a website link which she was sent and has circulated them. No map for the rural grass cut has yet been received despite email exchanges with Andreea Anastasiu and Tim Shickle, OCC. Tim's mobile is offline and no replies to recent emails have been received. An update has arrived which shows that the scheme lasts for three years if the PC joins it, there does not seem to be provision for a partial take up of the rural grass cut. This update also indicates that services covered by the scheme will be withdrawn if not taken on by the PC. However having contacted the salt bin department at OCC Highways that is not the impression they gave. Certainly some salt bins will be made the responsibility of the PC or removed but others, those deemed essential, will still be dealt with by OCC. Certainly salt should still be available for purchase from OCC. It seems as though many of the departments whose remit is covered by the scheme are unprepared and unable to give sufficient information for the PC to make a decision. OCC are now expecting PC's to start signing legal documents to assume these responsibilities however. SC is to contact County Councillor Catherine Fulljames (CF) and ask her urgently to help put the PC in touch with those who are able to give concrete and sufficient information on the scheme to enable the PC to make a decision. c/f

16. PLANNING APPLICATIONS

16/00172/F – 1 Chinalls Close – single storey rear extension – permission subject to conditions.

16/00463/F – Well End, Mere Road – erection of detached double garage with a room in the roof space and an external staircase – this was discussed at last month's meeting under correspondence as it had arrived too late to go on the agenda. After consultation no problems are reported. The PC has no objections.

16/00656/F – Lark Rise, Mere Road – demolition of existing bungalow and detached garage; construction of a four bedroom dwelling with detached garage, off-street parking and gardens – this is quite a large building and ST feels that it may be overbearing in size and scale for the site. Certainly there may be objections by neighbours. JB is to talk to the neighbours and the PC can decide on a response after the APM or through urgent business.

17. CORRESPONDENCE

Correspondence for meeting –

Parish liaison meeting invitation – this is to be held on Wednesday June 8th. Only MKB is able to attend. SC is to book his place.

Oxlep leaflets – the Oxfordshire Local Enterprise Partnership is to undergo a public consultation. The leaflets are left in the hall as the best place to make them publicly available.

Letter from Victoria Prentis MP about War Memorial preservation funding for the WWI centenary commemorations – KG is to examine the war memorial and see if any funding should be applied for. KG also raises the matter of research on the names on the memorial. SC explains that her village, Syresham, actually held a dedication ceremony for an outdoor memorial last year. There had been concerns that there was no memorial not inside a place of worship. The History Society had researched the military career of every man listed on the memorial and a slide show was given showing their last resting places which were as far afield as Gallipoli. SC is to put KG in touch with the gentleman, Bruce Smith, from the History Society who carried out the research so that the PC can see what it entailed.

Letter and form from Anita Bilbo, villager, listing a village asset – see Section 5.14 above.

Emails printed –

From Catherine Fulljames – forward about road surface problems – John Cunningham, villager, had raised the matter of road repairs with CF and mentioned the road outside the Red Lion. CF asked SC if she could confirm the boundary at that point. That stretch is unclear with the division down the centre of the main A421 but to the east side of Mere Lane and unknown at the Mere Road junction point. SC is to raise this issue with Kathryn Gash and ST points out that the matter of faded road markings at that junction should also be raised.

From Mere Lane resident about resurfacing – see Section 5.08 above.

From OCC Highways – Kathryn Gash – regarding road repairs – see Section 5.10 above.

From Tingewick PC about spring clean – see Section 5.11 above.

From Tingewick PC about land opposite the Red Lion - see Section 5.24 above.

From Sam West and Becky Fishwick (Thames Valley Police) about the Bicester Neighbourhood meeting – see Section 5.15 above.

From Tim Shickle, OCC, about Oxfordshire Together and rural grass cutting – see Section 15 above.

Emails forwarded –

Message from Sue Smith, CDC, about unitary authority reorganisation – this is to be dealt with at the APM, SC has asked both CF and District Councillor Barry Wood (BW) to give more information in their reports.

Parish Transport Survey template – see Section 5.1 above.

Salt bin information – see Section 5.12 above.

OALC monthly update – no particular items need discussing.

Usual reports

24. ANY OTHER BUSINESS

No other business was raised.

25. DATE OF NEXT MEETING

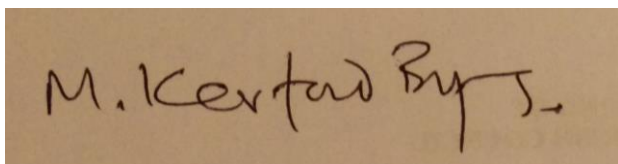
The date of the next meeting is Tuesday 10th of May 2016 for the APM and Tuesday 7th of June for the next PC meeting. MK apologises for the June meeting.

Meeting closed at 10.45 p.m.

CORRESPONDENCE CIRCULATED

Wicksteed playgrounds leaflet

Clerks and Councils Direct May 2016



M. Kerford By J.