

ANNUAL MEETING OF  
FINMERE PARISH COUNCIL

Minutes of meeting held on 2<sup>nd</sup> May 2017 in Finmere Village Hall

Present:- Councillors, Mike Kerford-Byrnes (MKB) (Chairman), Katherine Grimston (KG) (Vice Chairman), Steve Trice (ST), Kevin Ochel (KO), Amanda Hodgkins (AH) and Joanne Brooks (JB)

In attendance:- District Councillor Ian Corkin (IC), Sharron Chalcraft (SC) (Parish Clerk and RFO) and one member of the public

1. Apologies:- Apologies were received from Councillor Mike Kirby (MK)

2. DECLARATIONS OF INTEREST

ST declared an interest in any matters to do with the VHPF Committee or Operation Playground.

3. APPOINTMENT OF OFFICERS

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

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

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

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

4. MINUTES

The minutes of the meeting of 4<sup>th</sup> of April 2017 were approved with corrections.

At this point Section 8. Finmere Landfill Site Update, see below, was considered as Cllr Corkin had other meetings to attend.

## 5. MATTERS ARISING

- 5.01 **Cross Tree Turf and Drainage Problems** SC is to contact Gordon Kelman, OCC Highways as this has still not been actioned. c/f
- 5.02 **Mixbury to Finmere footpath** SC has again spoken with Anita Bilbo, Poors Plot, who has walked the path. Anita had no problem with the gate into the wood at the top of the Poors Plot. As Pete Lepper has been moving livestock it must be that the padlock, reported by Kevin, has been removed. However Anita did find a problem gate further along the path toward Warren Farm. Hugh Smith, Poors Plot, who lives at Warren Farm was also aware of this problem gate which is very overgrown with brambles and does not open. It is possible to climb it but not easy and definitely this makes the path impassable to some. MKB is still to put up the signs though Anita said the path across his land was easy enough to follow and gave her no problems. The land with the problem gate is owned by Jane Whitely, KO knows her son and daughter in law, Chris and Belinda Whitely, and will raise the matter with them. c/f
- 5.03 **Road repairs** MKB has not yet had a chance to speak to residents. SC wrote and circulated a letter to residents and two amended versions were suggested. SC reads out all three versions. SC has also talked to Nick Watson, OCC, (NW) who explained that traffic matters are dealt with by Peter Egawhary, OCC Highways, (PE) and that he has passed the letter on to him. NW explained that he invited PE to walk around the village with him at the time the work was carried out and they could not see an alternative route as Mere Rd has a pinch point and the school entrance on it. ST said he felt that signs and or yellow lines would assist with the problem which he said was of a serious nature, due to the public safety issues regarding emergency vehicles, and also obstruction of vehicles using the highway. He said he really felt the PC needed to act on this with more urgency and press OCC highways for a solution, as he felt it was unacceptable for them to just walk away from the problem. There was also a view from other councillors that yellow lines were unsightly and ineffective in a rural environment. KG said she felt it was very important that the matter was dealt with by consultation, thereby gaining the cooperation of the residents concerned. It is decided that the matter should be discussed with PC Shaun Sullivan when he attends the APM, with a view to seeking his advice on the obstruction issue and to seek any possible solutions, before a decision is made on which letter to send to residents. SC can also notify OCC highways that the PC finds the current situation unacceptable and should invite PE to come to a future PC meeting to discuss possible ways forward. c/f
- 5.04 **Spinney Acquisition** MKB has had no further news from Mixbury Trust and will get in contact with them to move things along. ST confirms that the low fence in the spinney near the trailer on the west boundary which is encroaching the land has not been removed, and the other old farm machinery is still present. ST said he is

concerned about adverse possession rights, which are potentially being established. He suggested approaching the Mixbury Trust to seek their approval to allow the PC to act on their behalf, contact the property owners concerned and take action to protect this land from further encroachment and contamination. c/f

- 5.05 **Sports Association Loan** SC placed this in the accounts for March as it was banked and the paying in slip reads March 30<sup>th</sup>.
- 5.06 **Old Banbury Road Path** SC wrote to the owner of the vehicle and the residents concerning fly tipping. No responses have been received. ST walked the road and found more soil but since the letters were sent there seems to be no more appearing. KG will speak to the residents about the soil heaps to determine if possible who was responsible for depositing the soil and what the motive was and also to see if they can be flattened out. The vehicle reported at the last meeting has not yet been moved and there has been no response to the letter from SC. At this point Phillip Rushforth, resident, (PR) who is present asks to point out that there are actually several trailers parked together at this spot. SC is to wait until May 13<sup>th</sup>, one month from the first letter, and then write again giving the owner ten days to respond. PR had checked the gates onto the road. The gate near Foxley has a working sensor but the gate at the east end of the road has never had one. SC is to ask OCC if one can be fitted as a Councillor's vehicle was damaged and this would obviously cause problems with a risk assessment. c/f
- 5.07 **Carers letter** Carers Oxfordshire are to speak at the APM.
- 5.08 **Footpath stiles** SC has managed to obtain Donald Boyd's email address which she has passed on to Sarah Aldous, (SA), OCC Footpaths Officer. SC has also found the name of an agent used by Boyd in 1999. MKB is certain there was a more recent application involving the field which an agent was appointed for some three to four years ago. SC is to look up the contact and pass it on to SA. c/f
- 5.09 **Road signs** The volunteer is still happy to help and hopefully this will be done over the summer. c/f
- 5.10 **Subscription** Community First subscription has been renewed.
- 5.11 **Automatic Pension Enrolment** SC has attempted to register compliance but the portal will not allow this without a full PAYE reference – the 'I do not have a PAYE reference' box is missing from this page. SC is to contact the Pensions Regulator direct and sort this out. The deadline is August 31<sup>st</sup>.
- 5.12 **Replacement defibrillator pads** These have arrived and been placed in the box. The former spares have been fitted to the machine and the expiring pads have been removed. The machine fitted pads expire in April 2019 and the new spares in October 2019.
- 5.13 **Agenda for the May APM** This has been written and circulated. In addition to Carers Oxfordshire a report on policing will be given by PC Shaun Sullivan and Jacky Horwood is to give a report on the activities of Operation Playground. Most organisations have already confirmed that they will be attending. Ben Wragg,

Landfill Site Manager, has passed the invite on to the new owners but nothing has been heard.

- 5.14 **War Memorial Planting Volunteers** SC contacted Paul Webber who explained that he was happy to let the Ridgeways carry on the work as this would be simpler. SC is to contact them by letter. c/f
- 5.15 **16/01209/OUT - Heatherstone Lodge Planning Application Appeal** SC contacted Barry Wood who gave advice on preparing comments. SC wrote and circulated comments for approval which were then submitted to the planning portal.
- 5.16 **13/00973/CM - Fimmere Landfill – removal of conditions** MKB is still to compile a reply and will circulate it before submission. c/f
- 5.17 **17/00063/LB – Fimmere House – sash window replacements** SC returned the form, the PC made no objection or comment.
- 5.18 **Unitary Authority appeal link** SC forwarded this to Councillors.
- 5.19 **AMV playground funding email** ST forwarded this to Operation Playground but they did not feel it was suitable.
- 5.20 **Unitary Authority webcast link** SC forwarded this to Councillors
- 5.21 **AVDC Planning Meeting** ST had previously drafted and circulated a letter to the Chairman of the Development Management Committee, raising concerns about the conduct of the committee in their recent consideration of the planning application on the land opposite the Red Lion, Little Tingewick. MKB commented about council procedures in a recent email, explaining that it seemed more that the Councillors rather than the Council were the problem. ST said he understood some of the points raised by MKB but still felt the committee had acted poorly by not giving serious consideration to any of the submissions by local residents or CDC. MKB, ST and JB are to meet with the Chairman of the Committee to discuss the matter rather than send a formal letter. As JB points out it was such a shame that the Chairman was not present on the day as he is the one with expertise in dealing with gypsy site applications. It is suggested that it might be a good idea to invite District Councillor Barry Wood to the meeting also although it was felt that such a deputation might put the Chairman on his guard. MKB points out that he is a villager. c/f
- 5.22 **Cross Tree Signpost** SC has spoken with Peter Egawhary, OCC Highways, who explains that there is a budget to repair old signs. Photos of the sign and a plan are to be sent to him so that he can have the repair costed. If the budget is not sufficient he will contact the PC and see if they wish to donate the remainder rather than have the sign replaced with a modern one. JB has provided SC with photos and a plan. Unfortunately SC had misunderstood and thought that the broken piece remained by the sign but this is not the case. Villagers are to be asked at the APM if anyone has the piece in their safe keeping. c/f
- 5.23 **Cold Calling Signs** MKB is to speak about these in his address to the APM. c/f
- 5.24 **Faulty Manhole Covers** SC reported these to Fix-my-street but had an email from Kathryn Gash, OCC Highways, explaining that she could not find them. Apparently

Fix-my-street has been moving markers after their registration. SC gave a detailed explanation of the location and offered to put Kathryn in touch with MKB who was placing a cone on the covers. MKB explains that he had a job to find the covers as they did not appear broken and were in place when he went to place the warning cone. ST and JB explained that it is the lip of the covers (one is worse than the other) which are corroded; meaning that the covers can slip off when walked on. This was the case when they found the problem, with one cover having fallen partly into the manhole, which was full of water, and extremely dangerous to a child or horse should they stand on the cover and dislodge it. They replaced the cover but obviously it can easily slip again. SC is to let Kathryn know this further detail to make sure that this problem gets sorted. ST said that due to the safety related nature the matter needs dealing with urgently.

## 6. FINANCIAL REPORT

It was reported that there was £5,504.46 in the Treasurer Account and £4,803.31 in the Business Money Manager Account. The other assets had reduced to £28,285.33 following the repayment of the Sports Club loan.

The following had been paid in:

£5,500.00 Parish Precept

£267.14 HMRC VAT repayment

£708.89 donation from VHPF Committee (towards the cost of fencing work)

The following had been paid out:

£55.00 to Community First (general admin – subscriptions)

£850.67 to MLT c/o Jacky Horwood (capital expenditure – fencing work)

£144.14 to CDC (running costs – dogbins)

£14.87 to e.on (running costs – electricity and consumables)

£290.33 to SC (general admin – for Clerk and RFO duties and internet costs)

An invoice in the sum of £44.88 had been received from Wel Medical for replacement defibrillator pads (running costs), this is to be paid by bacs. Proposed MKB, seconded ST, carried unanimously.

The sheet detailing regular payments to be made by bacs is checked and signed. Proposed MKB, seconded ST, carried unanimously.

## 7. S19/S137/URGENT BUSINESS

No S19 or S137 requests were received. Under urgent business it was decided to pay the invoice for the fencing work at the playing field, with the understanding that VHPFC would contribute. Also following a theft of garden furniture within the village it was decided to post a sign warning thieves that the village is on the lookout, this was posted by AH.

## 8. FINMERE LANDFILL SITE UPDATE

It is confirmed that there are new owners for the site. They are A T Plant & Contracting Ltd. Ben Wragg, Site Manager, has passed the APM invite on to their Director Danny Miller, no reply has been received so far. Ben has resigned and will be leaving at the end of May. Cllr Corkin stresses that if he is successful in the County Council elections in which he is standing then he will be keeping a very close eye on the site.

## 9. PLAYING FIELD PROGRESS AND CONDITION

MKB has received some model trust documents; they will be usable with some work. ST has walked the field this month and reports that a working party is needed to deal with some rabbit holes beside the goal area of the football pitch.

## 10. NEW RESIDENTS NOTIFICATIONS

There are no new residents this month.

## 11. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

This was carried out last month but must formally be minuted at the May meeting. The review finds no changes necessary. Proposed MKB, seconded AH, carried unanimously.

## 12. REVIEW OF ASSETS

The revised list is checked, following the reduction in outstanding amount of the Sports Club loan. The list is correct. Proposed MKB, seconded ST, carried unanimously. SC is to see that the new list replaces the old on the website.

## 13. INSURANCE RENEWAL

SC has asked for quotes from the current insurance company and two others. These have not arrived yet, possibly due to the bank holiday. The insurance renewal will be finalised under urgent business.

## 14. REVIEW OF MEMBERSHIPS

All memberships are discussed at time of renewal. The current list is approved. Proposed MKB, seconded KO, carried unanimously.

## 15. REVIEW OF COMPLAINTS PROCEDURE

The complaints procedure needs no alterations. Proposed MKB, seconded AH, carried unanimously.

## 16. REVIEW OF FREEDOM OF INFORMATION PROCEDURE

The FOI procedure needs no alteration. The prices for services are still correct. Proposed MKB, seconded KO, carried unanimously. SC is to send the documents electronically to MKB so that he can produce laminated copies for the notice boards as the current copies are becoming worn.

## 17. REVIEW OF PRESS/MEDIA POLICY

FPC has no specific press policy. All matters relating to dealing with the press and media are covered in Standing Orders. SC has compiled a sheet which shows all the clauses. The policy is not in need of change. Proposed MKB, seconded JB, carried unanimously.

## 18. MEETING DATES FOR 2017/18

Allowing for holiday periods and known unavailability of Councillors the following dates are decided on: May 9<sup>th</sup> (APM), June 6<sup>th</sup>, July 4<sup>th</sup>, September 5<sup>th</sup>, October 3<sup>rd</sup>, Nov 7<sup>th</sup>, Dec 5<sup>th</sup>, January 9<sup>th</sup>, Feb 6<sup>th</sup>, March 6<sup>th</sup>, April 10<sup>th</sup>, May 8<sup>th</sup> and 15<sup>th</sup> (APM). SC is to make sure that there are no PC elections next year.

## 19. GRASS CUTTING AGREEMENT

This has now been circulated in electronic form and the PC is satisfied that it applies only to the urban cut. However the issue of Public Liability insurance has been raised as John Donaldson, grass cutting contractor, uses a sub-contractor for the work who only has a policy for £5 million public liability whereas OCC demand £10 million cover. The PC has £10 million cover but SC is sure that the employers liability is less than that and OCC also require that this be £10 million, which John Donaldson's contractor does have in place. There is no deadline on signing the agreement and as insurance is being renewed anyway the signing is delayed until the APM in order to have the correct insurance in place. There is also the matter of the grass cutting grant. Last year it was thought that the grant may well be cut and when no letter, no payment and no payment confirmation sheet were received SC assumed that the grant had been discontinued. However upon asking OCC for confirmation for PC records for the audit it transpires that the grant should have been paid. The payment is now made through the raising of a purchase order by Hampshire County Council and SC had received no such order. The matter will be sorted out and the money obtained as soon as possible.

## 20. RECEIPTS AND PAYMENTS ACCOUNTS AND BANK RECONCILIATION FOR 2016/17

SC circulated both sheets prior to the meeting. The bank reconciliation shows one un-cashed cheque, this has since been paid out. There is also the paid in cheque which does not show on the statement as it was paid in at the post office, this has since appeared on the statement. SC will present a report on these figures at the APM. The figures are accepted:

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

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

The documents are signed for the internal auditor.

## 21. STABLE CLOSE BUND

MKB has brought the deeds along. There do not appear to be any overage provisions but MKB is to check with CDC as they prepared the deeds originally. Only one section of the bund could be sold as the other has a public right of way along it. JB is to ask Marcus Blake, land agent/valuer, to cost a valuation. If the bund is not sold JB has checked with John Donaldson, grass cutting contractor, and his contractor Douglas Webb would be happy to quote for the work of cutting back the offending trees.

An email has been received by the PC this month regarding the land in Stable Close. There has been damage to the small surrounding fence again. It is decided to replace the broken section with the ‘dragon’s teeth’ which are used further along. Proposed ST, seconded JB, carried unanimously. It was agreed that the work could be carried out gradually, replacing the old fencing where necessary, rather than as a whole. A working party will be required. AH confirms that she thinks Peter Ing will be happy to help, but will confirm this.

## 22. PLANNING APPLICATIONS

17/00727/F – Barrick House, Fulwell Rd – erection of a new double garage and storage – amending previously granted permission – this is a slightly larger version of a previously granted application. Phillip Rushforth, VHPFC, confirms that a villager, who thought that he was still a Councillor, had raised a concern over the impact on the footpath of this development. The plans are checked and although the path is not to be blocked by the development there are concerns over the possible obstruction caused by construction work. The PC has no objections but would like to comment that the footpath should not be obstructed at any time. Proposed MKB, seconded KO, carried unanimously. SC is to return the application.

## 23. CORRESPONDENCE

### **Correspondence for meeting –**

Wel Medical invoice for replacement defibrillator pads – see Section 6 above

**Emails printed -**

Belinda Davies – regarding grass cutting grant – see Section 19 above

CDC – consultation on next Parish Liaison meeting agenda items – ST suggests that the issue of cross boundary cooperation and liaison might be helpful. MKB agrees that this can often be a problem. Proposed ST, seconded MKB, carried unanimously. SC is to submit the suggestion.

**Emails forwarded –**

Thames Valley Police and Crime Plan – this was forwarded to the website

Unitary Authority webcast link and petition link – see Section 5 above

Grass cutting electronic copy – see Section 19 above

OALC dispute resolution process – these new items of governance will be on the June agenda

OALC April update – no outstanding matters raised

Usual reports

**24. ANY OTHER BUSINESS**

No other business was raised.

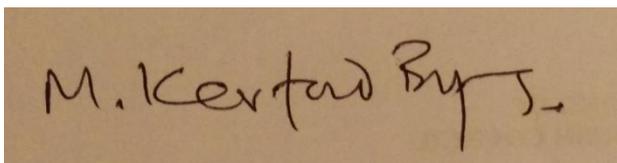
**25. DATE OF NEXT MEETING**

The date of the next meeting, the Annual Parish Meeting is May 9<sup>th</sup> with the next PC meeting on June 6<sup>th</sup>.

Meeting closed at 22.40.

**CORRESPONDENCE CIRCULATED**

None

A rectangular area containing a handwritten signature in dark ink on a light brown background. The signature reads "M. Kerford Byrnes".