

MEETING OF  
FINMERE PARISH COUNCIL

Minutes of meeting held on 10<sup>th</sup> April 2018 in Finmere Village Hall

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

In attendance:- Sharron Chalcraft (SC) (Parish Clerk and RFO)

1. Apologies:- Apologies were received from County Councillor Ian Corkin (IC) and Councillor Kevin Ochel (KO)

2. DECLARATIONS OF INTEREST AND INVOLVEMENT (19.31)

ST declared an involvement in any matters to do with the Village Hall and Playing Field Committee (VHPFC). JB declared an involvement in Valley Rd traffic issues. AH declared an interest in the Stable Close bund.

3. MINUTES (19.32)

The minutes of the meeting of 6<sup>th</sup> of March 2018 were approved with corrections.

4. MATTERS ARISING (19.35)

- 4.01 **Cross Tree Turf and Drainage Problems** Nothing has been heard from MW. c/f
- 4.02 **Spinney Acquisition** Nothing heard. c/f
- 4.03 **Old Banbury Road Path (Gate)** ST has met with MW who is unable to find a record of the gate as belonging to OCC Highways. The PC is sure that the council did put the gate in place. ST feels that MW is not hopeful of finding the funds to fit a new sensor at the present time. The PC feel this issue should be revisited at a future time. SC is to pursue the matter of the ownership of the gate.
- 4.04 **Cross Tree Signpost** ST is to remove the broken piece so that MKB can contact the repair company for a quote. c/f
- 4.05 **Grass Cutting** SC has written to the Bucks County Councillor for the area but no reply has been received yet. c/f
- 4.06 **Stable Close Bund Proposals** AH left the room at this point as JB had made some progress. JB has met with Edward Irving (EI), Land Director for the South Midlands division of Redrow. He is sure that Redrow would be happy to waive the covenant

and allow the sale of the land. However, as Redrow provided the PC with a large sum of money to take care of the bund in perpetuity they would want a percentage of the proceeds of any sale. The PC is to approach an estate agent to get some idea of the added value the land would give to a purchaser. As JB is not continuing as a councillor after the May elections MK will take on this matter and speak to homeowners. This will need to be an agenda item if things proceed. AH re-entered the room. c/f

- 4.07 **Grass verge near Pines** ST and MW looked at this issue when they met. Following resident requests MW is to provide a proposal for the placement of bollards so that the PC can discuss it. This scheme has not yet been received. OCC Highways are looking at issues with the fence near the verge at this point. c/f
- 4.08 **Traffic problems in Valley Rd/Mere Rd** MW and ST have looked at the matter of signage placement, the signs being intended to deter parking which may block access for emergency vehicles. There is to be a sign at the entrance to Mere Rd also. The signs have not yet been received. A concerned resident has again emailed the PC regarding these issues, he has met with MW and walked the various routes in the village. The resident asks the location of the proposed yellow lines, but the PC has decided not to consider any placement of lines until after the parking deterrent signs have been given a chance to have an effect. The resident also points out that the kerb only restored the road to its original width. Following his walk with the resident MW is considering the relocation of the 'Unsuitable for HGV's' signs the resident proposed. The PC will be informed of any movement of the signs. c/f
- 4.09 **Fencing & Stile for Stable Close bund boundary** The work of adding companion stakes has still to be carried out. The weather is still delaying matters. JB will still liaise between the contractor and the PC after standing down at the elections. MK points out that the panel beside the new stile has already been vandalised. Someone has kicked the panel in, quite possibly so that a dog can walk through the gap. It is a great shame that after being in disrepair for so long, as the PC were unaware of their ownership, the fence should be damaged so soon after its restoration. c/f
- 4.10 **Grit bins** The bin has still not arrived, possibly due to recent weather conditions. c/f
- 4.11 **Road Repairs** This work will be carried out between late spring and summer. c/f
- 4.12 **Water Pressure Issues** SC will chase this matter up. c/f
- 4.13 **Stable Close Fencing** AH has spoken to her neighbour who is happy to wait for the work to be done in the summer.
- 4.14 **HS2 Liaison** Nothing further has been heard. Cheryl Snudden (CS), HS2 Community Engagement Manager, will be attending the APM.
- 4.15 **Spring Clean Information** MKB reports that the spring clean went well, though the day was very cold. Some areas seem to be in need of further attention already. Littering, especially by vehicles passing through, is on the increase.

- 4.16 **Rubbish (fly tipping)** SC has reported this in a letter to the Bucks CC Councillor for the area. JB reports that the main ‘white goods’ rubbish was cleared shortly after the last meeting.
- 4.17 **Membership Renewals** These have been paid.
- 4.18 **Parish Remuneration Panel’s Report** This has been posted.
- 4.19 **Newsletter** This was produced and circulated. There will need to be another newsletter for the APM.
- 4.20 **HS2 Liaison Meetings** SC has signed MKB up for these, nothing has been heard yet.
- 4.21 **VHPFC AGM** ST attended, there were no issues for the PC to consider.
- 4.22 **Parish Liaison Meeting** MKB is to attend in June.
- 4.23 **Dispute Resolution Issues** MKB has not seen James Doble but as this issue was one of an individual councillor it is not felt that the PC needs to take any further action.
- 4.24 **Defibrillator training request** SC has passed this matter on to Dick Tracey, SWAS.

## 5. FINANCIAL REPORT (20.15)

The quarterly financial report was presented along with the quarterly bank reconciliation.

It was reported that there was £3,988.46 in the Treasurer Account and £4,805.56 in the Business Money Manager Account.

Expenditure for January and February are recorded in the February and March minutes.

The following had been paid out during March:

£42.00 to OPFA (general admin – subscriptions)

£135.06 to OALC (general admin – subscriptions)

£84.00 to SLCC (c/o SC) (general admin – Parish Clerk expenses)

£20.58 to First Aid 4 Less (capital expenditure) (sharps bins)

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

The following had been paid in during March:

£200 from the Sports Association – annual loan repayment

The invoice for the sharps bins arrived during the month (see Urgent Business below)

£20.58 sharps bins – this was paid under urgent business, proposed MKB, seconded ST, carried unanimously

Invoices had been received for the replacement mower for the field and its secure container (see Urgent Business below)

£6,000 mower – this is to be paid by bacs, proposed MKB, seconded MK, carried unanimously

£1,440 container – this was paid under urgent business, after March 31<sup>st</sup>, proposed MKB seconded AH, carried unanimously

The VHPFC is to pay half of the cost of these items and share half of any income generated from the use of the field by the Sports Association. In return for their donation the PC agrees to consult the VHPFC before disposing of these items.

An anonymous donation has now been received for the remaining cost of the container.

#### 6. S19/S137/URGENT BUSINESS (20.25)

No requests were received. The sharps bins were paid for under urgent business. The mower was ordered under urgent business. The container was ordered and paid for under urgent business. The response to planning application 18/00353/F was considered under urgent business and submitted.

#### 7. FINMERE LANDFILL SITE UPDATE (2028)

The next quarry liaison meeting was to be scheduled at the end of May, but it can hopefully be rearranged as not all representatives are able to attend then. A resident has emailed IC this month about mud on the road and IC has pursued the matter. There was a short breakdown of the wheel washer, but sweepers have been brought in and the road is now clear. There have been a lot of large trucks entering the site recently.

#### 8. PLAYING FIELD PROGRESS AND CONDITION (20.33)

MKB is still working on the matter of the lease. It will need to contain details of the pavilion, see Item 15 below, and any requirements that may arise regarding insurance provision, see Item 11 below. A risk assessment needs to be carried out for the village hall, hopefully a template can be sourced online or from OALC. SC is to write to Illa Moss (IM), Chairman of the VHPFC about this.

MK confirms that he has walked the field this month and all is ok, if a bit waterlogged.

#### 9. NEW RESIDENTS NOTIFICATIONS (20.38)

There are no new residents this month. ST has a family member who has moved into Tingewick and he has seen the superb pack that they provide. He will bring it to the May meeting so that the PC can consider providing something similar, if finances allow.

## 10. DATA PROTECTION CHANGES (20.40)

A spreadsheet of information held by councillors needs to be prepared by the end of May. Councillors are checking to see if they hold any information at home.

Paul Nash (PN), website administrator, has confirmed that the [finmerepc.org](http://finmerepc.org) domain can create and contain multiple email addresses. SC will use [parishclerk@finmerepc.org](mailto:parishclerk@finmerepc.org) and councillors will use MikeKB@, Steve Trice@, MikeKirby@ and KatherineGrimston@. SC is to inform Paul and get these established.

A data protection agreement with PN has to be put in place. SC is to write and circulate a simple form of words that can be agreed under urgent business.

## 11. INSURANCE PROCEDURES (20.50)

The pavilion is on the PC asset register now. The village hall has not been added as MKB was advised by the legal advisor from OALC not to put it on. The PC needs to clarify this point and add the hall to the register if necessary. The PC does not currently insure either the village hall or the sports pavilion as they are both administered by other bodies. The PC will in future need to hold a copy of the insurance for both buildings for its records.

There is also an issue of insurance for hall users. Most users are covered by the insurance of the hall, quiz nights, birthday parties etc. Professional hirers should have their own public liability cover, dance classes, dog handling etc. There are certain large events which use both the field and the hall, bonfire night, large private parties etc. These need to have their own insurance also.

In future the first point of contact for hirers, the Booking Clerk, will check that all hirers have appropriate insurance and keep a file. Until the lease is signed and the procedure legally laid down the PC will need to keep a copy of this file for its records.

This procedure will need to be adopted as a policy of the PC. SC is to draft and circulate the policy document. This is to be an agenda item in May.

## 12. PARISH CLERK HOURS (21.00)

The Clerks hours were presented, they totalled 75.5 for the quarter, one hour less than the same quarter last year but still within parameters. The total for the year is 311 hours, some 16 hours more than last year but still within parameters.

## 13. AGENDA FOR THE MAY APM (21.05)

Fusion will be attending along with HS2 Liaison and a representative of the constructors. It is felt best if they restrict themselves to ten minutes each in their actual presentation, but their displays will be in place before the meeting and for a time afterward so that people can ask questions.

No new organisations are known but SC will check with Phillip Rushforth (PR), VHPFC, and see if there are any new users of the hall or any changes to contact details. The Fianders are to be invited as 'Footpath Officers.' The agendas are to be written and invitations circulated as quickly as possible. This will be an item in a newsletter to be put out shortly.

#### 14. REVIEW OF PROCEDURES AND INTERNAL AUDIT (21.10)

The sheets were read through and checked by Councillors. The risk assessment and the review of the internal audit were agreed as read. Proposed MKB, seconded ST, carried unanimously.

#### 15. SPORTS PAVILION ISSUES (21.20)

Mike Geelan (MG), Chairman of the Sports Association (SA) has confirmed that the pavilion is insured for both building and contents, public liability and legal cover. The insurance has just been renewed at considerable cost. It may be that savings can be made by combining the insurance with the village hall. There is also the issue of maintenance of the pavilion as it is a PC asset. Costs could mount up. As ST points out the VHPFC do not really want to be 'hands on' with the pavilion. There will need to be discussions with the SA and they may need to be included in the lease for governance of the field, hall and pavilion. MKB is to meet with MG. There will need to be a risk assessment of the pavilion also.

#### 16. LITTER BIN FOR CROSS TREE (21.30)

SC circulated various prices before the meeting. Images of the various choices were examined with prices ranging from £49 for a 50 litre capacity to £156.91 for a 90 litre capacity, similar to that at the school. It was felt that given the expenditure on the mower already undertaken it would be best to postpone this purchase until more funds are available.

#### 17. MEMORIAL BENCH REQUEST (21.35)

Further information about the proposed bench and location were received. The bench is to be a memorial to Tony Diston of the Royal Oak, Tingewick who worked tirelessly with the Football Club. ST has spoken with the VHPFC and they are happy provided the bench is carefully sited. The PC are happy for the memorial bench to be placed. SC is to notify the applicant.

#### 18. PLANNING APPLICATIONS (21.40)

18/00353/F – 16 Valley Rd – removal of condition 3 (parking and manoeuvring areas) of 14/00032/F – this was dealt with under urgent business, the PC objected 'in the interests of highway safety and to comply with government guidance contained within the National

Planning Policy Framework.’ A communication from the applicants was received but only after the response had been submitted.

18/00418/F – Gravel Farm, Banbury Rd – erection of single storey extension – it is felt that neighbours should be consulted. JB will take this as her last planning application before leaving office. SC is to obtain a further extension.

18/00226/LB – Glebe House, Water Stratford Rd – alterations to kitchen fireplace as part of kitchen refurbishment – permission subject to conditions.

MW.0021/18 – Finmere Quarry, Banbury Road – details pursuant to Condition 10 (Location of leachate storage tanks) of planning permission MW.0004/17 – the proposal is actually to move the leachate tanks further away from the village. The PC has no objections.

## 19. CORRESPONDENCE (22.00)

### **Correspondence for meeting –**

Mower invoice – see Item 5 above

Container invoice – see Item 5 above

Citizens Advice letter – It is not felt that the PC should donate at this time

Oxford University Hospitals leaflets – these are to be brought to the APM

Community First (formerly ORCC) membership offer – the PC is to renew membership at a cost of £55 – proposed MKB, seconded ST, carried unanimously

### **Emails printed –**

Those referred to in previous Items

Funding request from Arch – for volunteers to encourage love of reading at the school – SC is to contact the school and suggest that they put Arch in touch with the Mixbury Trust and the Poores Plot.

### **Emails forwarded –**

Memorial bench info – for information

Election info – for information

IC – County update – for information

OALC March update – for information

IC – news on Ox-Cam Expressway – for information

OALC – latest updates – for information

Usual reports – for information

## 20. ANY OTHER BUSINESS (22.10)

**Vote of Thanks** MKB proposes a vote of thanks to AH and JB, who are standing down as councillors, for all their hard work, carried unanimously. AH is willing to be co-opted in the autumn if the PC is still short of members. JB will consider co-option if the PC is really struggling through lack of support. KO has not put himself forward for election, but it is possible that he has been away during the submission period and will be willing to be co-opted after the election.

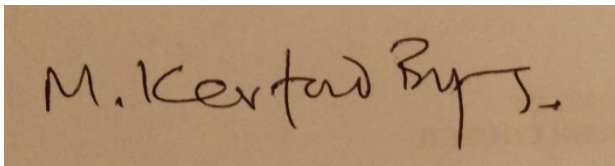
## 21. DATE OF NEXT MEETING (22.13)

The date of the next meeting is May 8<sup>th</sup> 2018; with the APM on May 15<sup>th</sup>.

Meeting closed at 22.15.

## CORRESPONDENCE CIRCULATED

Seton catalogue

A photograph of a handwritten signature on a piece of light brown paper. The signature is written in dark ink and reads "M. Kerford By J.".