

MEETING OF
FINMERE PARISH COUNCIL

Minutes of meeting held on 6th February 2018 in Finmere Village Hall

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

In attendance:- County Councillor Ian Corkin (IC), Sharron Chalcraft (SC) (Parish Clerk and RFO), Cheryl Snudden (CS) (HS2 Liaison), Simon Griffiths (SG) (Fusion Liaison), Chris James (CJ) (EK – Eiffage/Kier) and one member of the public

1. Apologies:- Apologies were received from Councillor Katherine Grimston (KG) (Vice Chairman) and Montpelier Estates

The start time of each agenda item will now be recorded in the minutes.

2. DECLARATIONS OF INTEREST AND INVOLVEMENT (19.32)

ST declared an involvement in any matters to do with the VHPF Committee. JB declared an involvement in Valley Rd traffic issues. AH declared an interest in the Stable Close bund proposals.

3. MINUTES (19.33)

The minutes of the meeting of 9th of January 2018 were approved with corrections.

COUNCILLOR'S REPORT (19.34)

As he was present County Councillor Ian Corkin gave a brief update on District and County issues:

District – Castle Quay Centre 1 has now been purchased by the District Council and Castle Quay Centre 2, a leisure-based site, will now be built on the opposite side of the canal. When both these centres are operating they should help to bring financial independence to the Council. The CDC portion of the council tax has been held at the same level for the 9th year in a row. The new East-West Rail project, which will run near to Launton and Stratton Audley, will bring issues of significant construction traffic but it is hoped these can be directed around roads north of Bicester to minimise impact. The recycling contract has now ended and another is in place with a Northants company, lowering the carbon footprint. There is to be a large Job Fair on February 10th at the John Paul Centre, Bicester.

County – The budget setting is going through, there will be an increase in the council tax. The 1% extra expenditure allowed by central government has gone to children's services (£2

million) and social care. Social care is currently taking 50% of the council budget to spend on just 2% of the population. The 1.99% increase will mean a £1.63 per week rise in cost for each band D property. The increase for Police services will mean a £1 per month rise approximately. The planning application MW.0110/17, Finmere Quarry, to modify or discharge Section 106 planning obligations is to be considered soon. The removal of the bond also took place at Stratton Audley and resulted in problems. It is important to monitor the situation. Regulations have now been altered and financial stability can be taken into account in decisions. Fix my street is now the only way to contact OCC Highways. They are currently receiving three times the amount of reports that they are dealing with. An extra £1 million has just been given by government to spend on roads and a new 'dragon patcher' has been ordered. This will take the amount available to two, with an additional half share in a machine. The bill to make good all roads with problems in the county would total some £150 million. There is now a phone app available with GPS which submits photos and information with one click. Until the financial position changes the council is basically overseeing the 'managed decline' of roads. You can complain about a repair if it is not carried out properly. Sometimes utilities carry out a 'temporary repair', if this is not then made permanent the matter can be raised with them. The waste consultation is ongoing. Last year £3,200 was made available to each councillor for community funds. This year the amount between the three councillors covering Finmere will be £15,000. The guidelines will be less stringent and it is possible that the replacement mower for the playing field could be an eligible project.

4. FUSION LIAISON (19.50)

Simon Griffiths (SG), Community Liaison Officer gave a brief presentation about the enabling works to be undertaken by Fusion. A habitat for displaced wildlife including a pond is being constructed at Oak Farm. This should be finished by July. No barn owl boxes are planned for the immediate Finmere area. Some work on diverting utilities, mains water etc, is being carried out at Calvert and also some work on carriageways and roundabouts as well as a haul road for the construction at Great Missenden. This work will be mostly finished by 2019.

There is some funding available for local projects. The matter of the mower is raised and though this would not be eligible it is possible that either Fusion or EK may have a spare storage container which could be used to keep the mower in. This would need to be some 20' long and portable. The contracts run until 2020 and it is possible that funding will not be available to spend until then.

SG is happy to attend the APM in May and give a presentation and update of information.

It was felt best to deal with Item 11 (see below) at this point (20.10) so that all presenters could be free to leave.

5. MATTERS ARISING (20.50)

- 5.01 **Cross Tree Turf and Drainage Problems** SC has had no reply on this matter from Mike Wasley (MK), OCC Highways, and is to continue chasing it up. No work has been carried out. IC is to be copied in on all correspondence from now on. c/f
- 5.02 **Spinney Acquisition** MKB is to continue to pursue this matter. c/f
- 5.03 **Old Banbury Road Path** SC has had no reply from MW regarding this matter and is to chase it up, if there can be no sensor fitted then she is to ask why not. c/f
- 5.04 **Road signs** These will be painted in the warmer weather, this is to be an agenda item in the autumn.
- 5.05 **Cross Tree Signpost** There has been no reply from MW regarding this sign. SC is to chase this up. c/f
- 5.06 **Grass Cutting** MW has explained that the key is on the map. The large cross hatched area is the responsibility of Bucks and the smaller belongs to OCC. SC is to chase this matter up with Bucks though there is thought to be very little budget in Bucks for anything other than safety concerns. c/f
- 5.07 **Stable Close Bund Proposals** AH did not leave the room as no news had been received and therefore there was no discussion. JB is still pursuing information with Karen Lee (KL), the solicitor in charge. However as this is a low priority for Redrow and KL only works part time it may be a while before the information is obtained. JB is to persevere with the matter. c/f
- 5.08 **Computer (Printer)** SC has now received a recommendation from AH's IT department. The best printer for quality and economy would be in their opinion a laser costing £199. This is to be purchased by SC who is then to reimburse herself. A VAT receipt will be obtained for Finmere PC as with the computer. Proposed ST, seconded KO, carried unanimously. c/f
- 5.09 **Grass verge near Pines** Parking no longer seems to be occurring on this verge. Vehicles are now parking in the slip road. MKB will still try to talk to residents but has been very busy and not seen anyone so far. Any councillor should feel free to raise the matter with residents just to make sure that all are now happy. c/f
- 5.10 **Traffic problems in Valley Rd/Mere Rd** SC has yet to hear anything further from MW and has not yet received a sample emergency vehicle access warning sign. An email from a concerned resident of Valley Road has been received. The resident is concerned over the PC's mention, in the January 2018 minutes, of parking overspill at Christmas, feeling that it was disproportionate and inaccurate. They also stated that they would like to be represented at any future tour of the village by OCC representatives. The PC considered the wording of the minutes and felt that they are a true reflection of the discussion and that the conclusions reached were not disproportionate. The resident also expressed the view that they were generally unhappy about the lack of mention of cooperation in the minutes. This was discussed and it was concluded that as the matter of cooperation was not raised during the

limited discussion at the January meeting it could not be minuted. The resident also requested that more information regarding the proposed signs and areas of yellow lines is provided. ST proposed that the matter of the signs would be decided once the sample sign arrives, and the impact of the signs is considered. SC is to reply to the resident's email and follow up the matter of the signs with MW. c/f

- 5.11 **Fencing & Stile for Stable Close bund boundary** The work has been carried out and the new stile is in place. Many of the stakes in the remaining section of fence are still wobbly. JB explains that the contractor recommends 'buddying' them up with another stake for support, these can be sourced from the material salvaged from the old play area. Also 'sheep' wire can be salvaged to put along the new fence as a barrier for livestock. There is some loose sheep wire left near the new stile which needs to be moved as it is a trip hazard. ST volunteers to move it. There is also a pile of vegetation left near the stile, this may have come from the contractor or from a nearby resident who has been cutting back his hedge. JB is to ask the contractor to move it if it is his, SC is to ask the resident to move it if it is not. Alternatively it can be cleared away during the spring clean. SC is to let Adrian Goosey, tenant, know that the work will be completed soon. c/f
- 5.12 **Grit bins** The bin has been ordered and will be delivered filled, with an invoice to follow. c/f
- 5.13 **SLCC Training** SC attended the training and in addition to Data Protection several other useful areas were addressed:-
Volunteers – risk assessments must be carried out for all volunteer activities, including the spring clean. PPE and training on equipment must be covered. A written procedure must be adopted. Name, postcode and signature of all volunteer participants in an activity must be obtained and the list signed by a councillor. Proper tools and equipment and training must be provided where necessary. A sharps box must be obtained for the spring clean if possible.
Coming financial changes – the new external auditor will be in touch by the end of March. PC's can opt out of external audit if they fit the expenditure criteria.
Legal Questions – minutes and emails are subject to data requests. The PC must obtain a valuation for any loss sustained by leasing the village hall to a charity committee. PC's cannot have confidential minutes, instead a legal form of words can be used or a sub-committee convened. Data protection rules will apply to the village hall and playing fields committee (VHPFC). Charities cannot give away their property. In the case of Finmere the PC is thought likely to be the owners of the pavilion already, following their purchase of the field, according to general legal advice on property purchase received. A risk assessment needs to be carried out if so. MKB confirms there is to be a meeting with the Sports Association (SA) and VHPFC on Thursday at the Red Lion at 8.30pm to discuss the issue.
- 5.14 **Road Repairs** Councillors provide their lists of suggestions for white line painting. SC is to combine the answers and send them to MW.
- 5.15 **Parish Precept Review** This was submitted and confirmed at £11,330.

- 5.16 **Water Pressure Issues** SC contacted the central Fire Service centre and a message was sent to Brackley Fire Station to get in touch. However the station is only opened on a 'retained' basis and there has been no contact. SC is to write to them. c/f
- 5.17 **MW.0110/17 - Finmere Quarry** – to modify or discharge Section 106 planning obligations – to modify or discharge provisions related to the restoration bond and waste catchment area of a number of Section 106 planning obligations – MKB talked to IC about this, see County section of report above, and has submitted the PC's feelings on the matter, namely that the bond should be retained.
- 5.18 **MW.0108/17 – Finmere Quarry** – request for scoping opinion for proposed extension to area approved for mineral extraction, extension to area proposed for non-hazardous landfill, secondary aggregate recycling operations and retention of the material recycling facility – no formal objection can be made as yet as this is only a scoping of opinion. MKB has submitted comments on behalf of the PC.
- 5.19 **Verge Cutting Concerns** ST has confirmed with John Donaldson, grass cutting contractor, that he is happy to take on the cutting of this extra section of verge and SC has informed the resident concerned.
- 5.20 **Leaning Tree on Bund** No more concerns have been raised but this is to be an agenda item in a few months.
- 5.21 **Broadband coverage** SC has received an email and has forwarded a poster to Paul Nash (PN), website administrator, to say that fast broadband has arrived. ST points out that he has had it for some time but this new cabinet applies to post codes MK18 4AN, 4AR, 4BH, 4AP, 4AW and 4DH.
- 5.22 **Stable Close Fencing** This work is to be carried out in the summer. c/f

6. FINANCIAL REPORT (21.50)

The monthly financial report was presented.

It was reported that there was £4,940.75 in the Treasurer Account and £4,804.72 in the Business Money Manager Account.

The following had been paid out during January:

£585.00 to John Donaldson (running costs – grass cutting)

£16.62 to e.on (running costs – electricity)

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

The grass cutting payment was for an invoice that SC had not paid in December, this had been sent to but not received by SC who is to check with ST each month in future to avoid this happening again.

An invoice had been received in the sum of £90 for the training course attended by SC. This is to be paid by bacs, proposed KO, seconded MKB, carried unanimously.

7. S19/S137/URGENT BUSINESS (21.53)

No requests were received. No urgent business was carried out.

8. FINMERE LANDFILL SITE UPDATE (21.54)

There is nothing new to report. There is to be a quarry liaison meeting on Monday 12th of February between 11am and 1pm.

9. PLAYING FIELD PROGRESS AND CONDITION (21.55)

MKB has been liaising on this matter of the future administration and maintenance of the playing field and sports facilities. There is to be a meeting with the SA and also representatives of the Football Club on Thursday 8th. ST will try to attend and Phillip Rushforth (PR), VHPFC, will also be invited, albeit at short notice. The matter of the mower will be discussed as well and the liaison will be continued.

MKB confirms that he has walked the field this month and all is ok.

10. NEW RESIDENTS NOTIFICATIONS (21.58)

There are no new residents this month.

11. HS2 LIAISON (20.10) This item was dealt with after Item 4 above

Cheryl Snudden (CS), HS2 Community Liaison Manager, was present and introduced Chris James (CJ), EK (Eiffage and Kier) Community Liaison Manager. Errol Wisby, EK, was unable to attend. CJ confirmed that despite the demise of the third main works contractor, Carillion, the work would continue unaltered and with the same team in place as Carillion members had been employed by EK.

Works are due to start in the first half of 2019 with April/May being the start date for works around Finmere. Until then a dedicated team is developing the design/pricing/methodology for the project. There will be roughly three years of activity. The actual track laying and telemetry will be carried out by another company and the whole project should be completed by 2026.

The C2/C3 sections of the contract, from South Aylesbury to South Birmingham are the ones covering the area and they will cost £1.4 billion. There will be more ground investigations in the area in March/April with small drilling rigs being deployed beside roads. The line of the route, where the track will eventually be laid, is called the trace. It is planned to use the trace for as much construction traffic and moving of material as possible. Pre-casting of concrete sections rather than construction in situ will also speed up the process. The Environmental Impact Assessment (EIA) should therefore be improved and the figures for traffic movements on the roads should reduce.

There are no details yet on the road fund but HS2 will be giving money to affected areas for road repairs. MKB raises the issue of 'quiet tarmac' for the raised section of the A421. The methodology is now under discussion and this matter will be raised with the design/methodology team. There is a proposal for some soundproofing near the Warren Farm section of the line. There are two logistics officers for the area and traffic flow design is very important. Road junctions are being improved, the M40 Junction 11 needs work. CJ is happy to attend the APM and give an update. There will be a full presentation by September.

Suggestions were requested and councillors felt that there should be liaison with walkers/ramblers concerning the many footpath changes which will be necessary and also that local livery stables should be kept informed on bridleway changes/temporary closures as they rely on them for their livelihood. JB is to liaise with livery stables locally. EK are already in contact with the Ramblers Association (RA) so the Fianders, local RA liaison, will be being kept informed.

CS explains there is the possibility of a storage container already being available as surplus to requirements at a storage depot on the line. She is happy to pursue enquiries.

12. MONTPELIER ESTATES PRESENTATION (21.54)

This item was postponed as Montpelier Estates were unable to attend due to unforeseen circumstances.

13. DATA PROTECTION CHANGES (21.55)

The training course was very detailed and helpful. At the moment, however, the Bill empowering the new legislation has not passed through the Commons and therefore final decisions cannot be made, including on matters such as whether the Clerk can be the Data Protection Officer, DPO.

A data spreadsheet will need to be produced which details all information the PC holds, why it is held, where it is held and how long it will be held for. The PC itself is a data controller and the DPO can ask to see this spreadsheet.

It is possible that Clerk's will be DPO's for each other's councils so that independence can be achieved. There will be experts offering to provide DPO services. As the DPO has to certify that they are expert and the penalty for getting things wrong is prison, not a fine, it may be that most councils take advantage of these services.

SLCC will be providing a set of model documents for governance adoption by the end of February, provided the legislation is passed by then. There will also be samples of spreadsheets and handling procedures by then. DPO training will also be on offer.

The PC will need to have a dedicated email address. SC is to get advice from SLCC about which provider to use. Any cloud storage used by Councillors or the Clerk for emails will need to be detailed. There will also need to be some sort of written agreement with Paul Nash (PN), website administrator. As he will count as a separate handler it will be important to make sure that he is compliant with the new regulations and does not use a sub-contractor. SC is to talk to him, if we can continue to administer the site with his help then we will. MKB is to check with CDC on their web policy.

All data that the PC holds, written or electronic, is being processed simply by being held. Members of the public can ask what info is held on them and ask that it be removed, unless certain retention criteria are met, contractual information, employment information etc. Many smaller councils are reducing the amount of material, historic planning applications etc, that they hold in order to make answering any queries simpler. Clerks have already been asked to remove personal information from minutes. This is being done by redacting the relevant section. If the Clerk is to be the DPO then training will need to be paid for. It would be a good idea to have at least one councillor trained as well.

All councillors are to think carefully about what information they hold at the moment so that a spreadsheet can be prepared. This will be an agenda item in March when hopefully the documentation will have arrived. c/f

14. PLANNING APPLICATIONS (22.09)

17/02393/F – 2 Kings Lodge, Banbury Road – single storey rear extension – permission subject to conditions

15. CORRESPONDENCE (22.10)

Correspondence for meeting –

None

Emails printed –

Mike Wasley OCC Highways – about map key – see Section 5.06 above

AH – concerning printer – see Section 5.08 above

Valley Rd resident email – see Section 5.10 above

KG – concerning white lines – see Section 5.14 above

Broadband – concerning new cover – see Section 5.21 above

Resident – January meeting issues – MKB received an email from a resident asking for clarification on the precept figures and discussion from the January minutes which he has provided – the matter of the length of meetings was also raised, in interests of clarity the timing of agenda items will now be recorded

Clinical Commissioning Group – consultation info – to be circulated

Spring Clean info – this is to be held on Saturday March 17th, a newsletter will be needed – MKB to produce and to be put out by March 2nd

Prospective resident query – a query regarding the impact of HS2 and any current works – SC has replied with info and given contact details for any further queries

IC – WWI commemorations - this is an invitation to take part in a mass ringing of bells event for the commemoration of the cessation of hostilities which will be held on November 11th 2018 – SC is to forward to the Church and this is to be an item in the newsletter

Oxfordshire Waste Consultation – an online survey running till Feb 18th, SC is to forward

IC – Carillion Update – for information, SC to forward

Emails forwarded –

Mike Wasley – second map section – to be filed

IC – Ox-Cam Expressway updates – for information

HS2 funding announcement – for information

OALC January update – for information

IC – highway maintenance news and Councillor briefing – for information

Police newsletter – for information

Usual reports – for information

16. ANY OTHER BUSINESS (22.25)

Rubbish JB reports that there is a build up of dumped rubbish in the little cut through beside the road on the Bicester approach. This has happened before. SC is to liaise with OCC to get it cleared.

Private Party Insurance ST explains that there has been a request for a large private party at the hall in early June and that guests will be using the playing field. The hall only has

insurance cover for up to 180 people but over 200 will be attending the party. As many will be on the field at any one time could the PC clarify that there will be insurance cover provided by the current PC policy. SC is to check.

17. DATE OF NEXT MEETING (22.38)

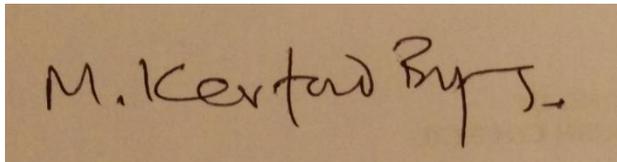
The date of the next meeting is March 6th 2018.

KO gives his apologies.

Meeting closed at 22.40.

CORRESPONDENCE CIRCULATED

None

A rectangular photograph of a piece of light brown paper with a handwritten signature in black ink. The signature reads "M. Kerford By J." in a cursive, slightly slanted script.