

MEETING OF  
FINMERE PARISH COUNCIL

Minutes of meeting held on 6<sup>th</sup> March 2018 in Finmere Village Hall

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

In attendance:- Sharron Chalcraft (SC) (Parish Clerk and RFO), Barbara Cunningham (BC), Village Representative to the Quarry Liaison Committee, John Horsman (JH) and James McGarry (JM) of Montpelier Estates

1. Apologies:- Apologies were received from County Councillor Ian Corkin (IC), Councillors Kevin Ochel (KO), Amanda Hodgkins (AH) and Joanne Brooks (JB) (for late arrival)

2. DECLARATIONS OF INTEREST AND INVOLVEMENT (19.31)

ST declared an interest in Item 15 and involvement in any matters to do with the VHPF Committee. JB declared an involvement in Valley Rd traffic issues.

3. MINUTES (19.32)

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

At this point Item 7 was discussed so that BC could leave early.

Item 10 was then discussed so that the Montpelier Estates representatives could also leave early.

4. MATTERS ARISING (20.35)

4.01 **Fusion Liaison** Simon Griffiths (SG), Fusion Community Liaison Officer, emailed a list of all current enabling works taking place close to the Parish and confirmed that the Barn Owl Mitigation Strategy is in the process of being finalised and should be completed by the end of March. More information will be sent as it is obtained.

4.02 **Cross Tree Turf and Drainage Problems** Mike Wasley (MW), OCC Highways, has replied to say that he will see what he can do but that gully emptying is normally carried out on a cycle for cost effectiveness. ST points out that the gully was emptied in 2016 but that at that time the team attending stated that it needed to be jetted in order to clear it properly. SC is to inform MW of this. c/f

- 4.03 **Spinney Acquisition** MKB is still continuing to pursue this matter but has heard nothing from the Mixbury Trust. c/f
- 4.04 **Old Banbury Road Path (Gate)** MW is looking for a supplier of sensors for the gate, and also a source of funding. c/f
- 4.05 **Cross Tree Signpost** MW apologises as this item had not been progressed, he will chase the matter up now. MKB explains that he found an advert in the Clerks and Councils Direct magazine for a company that repairs ‘fingerpost’ signs. He has enquired as to a price and approximately £170 was quoted, this being for a ‘fingerpost’ with a single line of text. There is to be a working party, possibly coinciding with the Spring Clean, to remove the broken piece so that photographs, measurements can be sent off and a definite quote obtained. c/f
- 4.06 **Grass Cutting** SC has submitted a request on the Bucks CC version of ‘fix my street.’ The reply was that no problem had been identified. SC is to write to the Bucks County Councillor for the area to get some action on this. JB provides his details. c/f
- 4.07 **Stable Close Bund Proposals** JB is still trying to speak with Karen Lee (KL), the solicitor in charge. However as this is a low priority for Redrow and KL only works part time it is proving difficult to pin this matter down. It appears from a conversation with Ms Lee’s personal assistant that these requests are quite common so there may be a long list waiting to be addressed. JB will continue to pursue this matter. c/f
- 4.08 **Computer (Printer)** SC has now purchased the printer, obtaining a VAT invoice for FPC. She has reimbursed herself and added the printer to the asset register. It will appear on the financial report from March 1<sup>st</sup>.
- 4.09 **Grass verge near Pines** Feedback has been received from residents which reflects that whilst parking on the grass verge to the south of the Pine Close junction has reduced, a physical parking restraint (such as bollards) has been requested, in order to deter parking in the future. Other issues have been raised, including the depositing of building materials on the verges, and vehicles blocking the highway verge to the frontage of 16 Valley Road. The PC will continue to liaise on the situation and request details from MW (OCC Highways) on suitable scheme options and costings for the parking restraint. c/f
- 4.10 **Traffic problems in Valley Rd/Mere Rd** MW has sent a pdf of the signs which are being produced. SC is to request one of each design. The signs state that emergency vehicles need a 3m clearance to avoid being obstructed. SC has replied to the resident’s email and put them in touch with MW. MW confirms that he can proceed and process the TRO for yellow lines at a cost of some £3,000 but this would need the support of the Parish County Councillor and is likely to be at odds with residents. Enforcement would be very unlikely. ST points out that most people are law abiding and would not park on the lines if they were implemented, also enforcement of obstruction is more straightforward where parking restrictions are in place. ST feels that for the moment the new signs should be put in place when they arrive, and that the position should be monitored following this, before any further action is considered. The PC will try out the signs and monitor the situation. JB points out

that the real cause of the problem is the double depth kerb that has been placed to protect the wall which makes passing much more difficult. c/f

- 4.11 **Fencing & Stile for Stable Close bund boundary** The work of adding companion stakes has still to be carried out. The weather has delayed matters. JB is to obtain a quote for completing all the work. ST has removed the 'sheep' wire trip hazard. The pile of vegetation was deposited by the contractor and will be cleared when the job is completed. SC has informed the tenant of the field that the work will be completed shortly. c/f
- 4.12 **Grit bins** The bin has still not arrived, possibly due to recent weather conditions. c/f
- 4.13 **Road Repairs** SC has submitted the list of suggestions from Councillors to MW. He confirms that the work will be carried out between late spring and summer. c/f
- 4.14 **Water Pressure Issues** SC has still had no reply to her letter, she is to chase this matter up. c/f
- 4.15 **Stable Close Fencing** This work is to be carried out in the summer and needs to be an agenda item in July AH has emailed to say that she will reassure her neighbour on this matter. c/f
- 4.16 **HS2 Liaison** Cheryl Snudden (CS), HS2 Community Engagement Manager, has been given the dates for the APM and requests access to the hall from 7pm in order that the display can be set up. c/f
- 4.17 **Spring Clean Information** SC has produced and circulated a Method Statement, a Risk Assessment and a RAMS briefing signature sheet. The Method Statement needs to be amended as the volunteers are meeting at Cross Tree triangle rather than the hall, which is booked on that day. MKB will be the Councillor in charge on the day. SC circulated a link for sharps bins and has ordered 6, 1 for each team, as instructed at a cost of £20.58, invoice will follow. c/f
- 4.18 **WWI Commemorations** SC has forwarded the email to Revd Goodall.
- 4.19 **Oxfordshire Waste Consultation** The link was circulated.
- 4.20 **Carillion Update** This information was circulated.
- 4.21 **Rubbish (fly tipping)** SC reported this to Bucks CC but the reply was unsatisfactory and SC is to write to the Bucks CC Councillor for the area. c/f

## 5. FINANCIAL REPORT (21.15)

The monthly financial report was presented.

It was reported that there was £4,360.43 in the Treasurer Account and £4,804.72 in the Business Money Manager Account.

The following had been paid out during January:

£90.00 to SLCC (general admin – Parish Clerk’s Expenses – Training)

£199.99 to PC World (c/o Sharron Chalcraft) (capital expenditure – printer)

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

Membership renewal invoices had been received:

OPFA – £42.00

SLCC - £84.00

OALC - £135.06

These memberships are to be renewed – proposed MKB, seconded ST, carried unanimously.

#### 6. S19/S137/URGENT BUSINESS (21.25)

No requests were received. The sharps bins were ordered under urgent business.

#### 7. FINMERE LANDFILL SITE UPDATE (19.34)

This item was dealt with after Item 3 above.

BC gave a report of the Quarry Liaison meeting: held at 11am on February 12<sup>th</sup> at the village hall:

Present were IC, Bill Stewart-Jones (BSJ) and David Periam (DP), OCC, Danny Miller (DM), Opes/AT Plant, John Hollister (JH), Ae Com Planning, Michael Ross (MR), COTC technical adviser, MKB, FPC, and BC, Village Representative. Apologies were given by Louise Greenwood (LG), Environment Agency.

MR reported that the compliance contours on cells 9, 6 and 3 are wrong. DM pointed out that this was something that Opes/AT Plant had inherited. The MRF is being rebuilt, it is understood that the insurance claim for the fire has been settled. The bales of stored waste have been reduced as too much stored waste constitutes a fire risk. Some 20% of the waste was ‘chopped and fluffed’ and then spread under the plastic covering which is being put onto completed cells before the soil covering is added. A different manufacturer is to provide the plant for the rebuilt MRF. This will handle shredded waste with a picking line of people to sort the waste. This facility may be open by summer. The plastic capping for Cell 7b, which has been constructed and is to be topped, is to come from Germany. Cell 10 is being clay lined, clay for this and Cell 11 is on site. Tree planting is ongoing.

There is a plan for new offices and a weighbridge further into the site than where the present ones are located. Over the Christmas period a lot of water washed into ditches on neighbouring land and the bridle path is a terrible mess. DM points out another inherited problem is the leachate system, which did not meet the December target. There are now only

two compressors working and ten tankers a week are being removed from the site. They have also hired sweepers to clear areas of the site. There is no new plan yet, but DM says this situation cannot continue. There are currently 35 employees on the site. The planning application for the new office and reception area has been agreed. There are plans for a new recycling plant in the SW corner.

The end dates have now been revised, following recent planning decisions. The end date for the MRF is now January 2028. The gasification plant permit has lapsed. The burrow pit for clay is to be used to January 2030 and complete restoration should be by September 2031.

The problems of litter, dust and noise have been looked at by scoping from OCC and an EA assessment. The company has been asking for the release of the restoration bond as these are no longer required by law in new developments. (MKB confirms that since the liaison meeting he has learned that this has been refused). The company are also preparing a scoping application for permissions to extract sand and gravel on the village side of the mound, right up to the road edge. This is to determine what will be needed for an EIA (Environmental Impact Assessment). MKB is fairly certain that given changes in regulations since the landfill opened permission will not be given as the whole development is too close to the village to comply with current regulations.

The company have suggested an exhibition in the village to give people a sense of what the finished plans will look like. BC has been invited to plant a tree on the mound during the continuing planting programme. BC would like to invite JB to attend also.

The administrators are still the permit holders for the site, which is not ideal for AT. There were issues with Cell B at the last meeting but as LG is absent it cannot be determined that they have been dealt with. Cells 3, 6 and 9 are awaiting amendments to permissions. The previous owner is holding the validation reports for the site and will not relinquish them.

OCC'S BSJ was to visit the site in the afternoon after the meeting to check on any concerns and identify any other problems. The southern flank of the mound is still not capped and so is recorded as non-compliant. The planting in the north is nearly done. The clay burrow pit is to be checked. One cell must be finished before the next is started. The access for one cell crosses the track leading to another which is making progress slower.

The next liaison meeting will be held week starting May 14<sup>th</sup>, probably on Friday May 18<sup>th</sup>, MKB is to confirm the date with BC.

There was nothing else to report.

## 8. PLAYING FIELD PROGRESS AND CONDITION (21.26)

MKB is still liaising on this matter of the future administration and maintenance of the playing field and sports facilities. There was no meeting with the SA. MKB has taken legal advice and it has been confirmed that the PC does own the pavilion. There will need to be a risk assessment and the pavilion will need to be added to the asset register, this is to be an agenda item at the next meeting.

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

## 9. NEW RESIDENTS NOTIFICATIONS (21.36)

There are no new residents this month.

## 10. MONTPELIER ESTATES PRESENTATION (20.05)

This item was discussed before Item 4 above.

Montpelier Estates is a local company that is known for building healthcare facilities. They own the site adjacent to the former Kings Head. They were responsible for designing the three houses already on the site. No planning application, even outline, has been submitted yet, the company would like to give the village this prior notification.

The plan is to build 6 houses on the site, 4 x 2 bed and 2 x 3 bed with plenty of parking contained within the site. These houses will be hopefully more affordable for those young families wanting to stay in the village. ST said he feels that the size and type of housing proposed, being two and three bedroom properties and therefore hopefully more affordable, is a much more suitable scheme for Finmere, when compared with some of the recent planning applications. It is felt that this makes other proposals for much larger developments seem extreme. ST said though that there are likely to be issues raised over additional traffic movements in that part of the village. There will be a planning application within the next two months.

The PC thank Montpelier Estates for their consideration regarding this notification.

## 11. DATA PROTECTION CHANGES (21.37)

The toolkit of documents has arrived from NALC. There is still no definite answer as to whether SC can be the DPO. NALC are of the opinion that there would be a conflict. SC is rather unwilling to be the DPO as she is not an expert on data protection legislation, a requirement for the post. ST suggests that the PC should employ a DPO, SC confirms that there are several firms offering the service at approximately £150 per annum. This is to be covered and decided on at the May meeting. Data protection is to be a monthly agenda item for the moment. KG has read most of the documentation and feels that the impact will not be too great. SC confirms that there are a few documents to be put in place, templates of privacy notices, consent forms etc and also a Privacy Policy must be adopted. Everyone will need to complete a personal data audit questionnaire and all councillors and the clerk must have an official email address. SC has requested help from SLCC on this matter and received many helpful replies from other clerks. Other than that the only impact will be the extra work caused either by any requests for details of information held or by working with the appointed DPO on audits. SC has spoken to Paul Nash, website administrator, as there will need to be a written contract with him in the future, he is happy to sign one. SC is to condense the information, prepare the necessary documents and circulate them for consideration.

## 12. PARISH REMUNERATION PANEL'S REPORT (22.07)

The report was considered and it was decided not to pay allowances to councillors this year. SC is to post notification of this decision on the notice boards.

## 13. EVENTS INSURANCE FOR THE PLAYING FIELD (22.12)

Following the raising of the issue of insurance for the field following a booking for an outdoor party at the village hall there has been some discussion with Phillip Rushforth (PR), Village Hall and Playing Fields Committee, regarding past arrangements for events on the field and it transpires that either the school or the PCC have been able to help in the past. The PC insurance company has confirmed they will not cover such events as has the VHPFC insurance company. The party hosts have now taken out their own insurance for the event. This is to be an agenda item next month and ST suggests that the PC should adopt a policy on insurance whereby the PC should monitor and have oversight and keep records of all insurance in place in respect of its assets, including the field, village hall, sports pavilion, playground, events etc. and should receive a written copy of any such insurances before any event in order to be certain that all events are compliant.

## 14. MEMORIAL BENCH REQUEST (22.17)

A request has been received for the placing of a memorial bench on the playing field. Following SC consulting with ST and PR it transpired that there is no policy for approving such an installation as the lease to the VHPFC has not been finalised. In the absence of a policy the PC feels that if there are no objections from the VHPFC then there should be no problem with such a bench. More details of size and preferred position have been requested and these are to be circulated to the PC and the VHPFC. This is to be an agenda item next month.

## 15. PLANNING APPLICATIONS (22.36)

This item was dealt with at the very end of the meeting and ST left the meeting before it was discussed.

18/00226/LB – Glebe House, Water Stratford Rd – alterations to kitchen fireplace as part of kitchen refurbishment – JB pointed out that none of the councillors are experts on listed buildings and the CDC officers will be much more qualified to judge the application. There will be no effect on neighbours. The PC makes no objection.

## 16. CORRESPONDENCE (22.20)

### **Correspondence for meeting –**

e.on letter – price rise in April from 15.75p per KWh to 17.90p per KWh

HSBC letter – PC to be changed to commercial customers on July 1st

OPFA membership renewal – see Item 5 above

OALC membership renewal – see Item 5 above

SLCC membership renewal – see Item 5 above

**Emails printed –**

Fusion – concerning barn owls and funding – see Item 4.1 above

Mike Wasley OCC Highways – village issues/sign picture see Item 4 above

Bucks CC – grass cutting – see Item 4.06 above

AH – Stable Close fencing/trees – see Item 4.15 above

Cheryl Snudden – HS2 at APM – see Item 4.16

Bucks CC – fly tipping – see Item 4.21 above

ST and Phillip Rushforth – insurance for events on field – see Item 13 above

Memorial bench request from villager – see Item 14 above

Emma Faulkner – concerning forthcoming elections – item in newsletter

Bob Duxbury – setting up HS2 liaison – MKB will join the group

Oxfordshire Credit Union – flyer – this is not thought suitable for the website

Geoff Weishell – Local Airspace development – no action necessary

**Emails forwarded –**

IC – Finmere Quarry report – for information

IC – Road Traffic Prosecutions in the Division – for information

IC – Planning Procedure consultation – for information and submissions

Police – community resilience meeting news – for information

VHPFC – AGM invite – ST is to attend on behalf of the PC

IC – Finmere Quarry 106 application news – for information

CDC – Parish Liaison meeting dates – MKB is to attend the June 6<sup>th</sup> meeting

NALC – GDPR Toolkit – see Item 11 above

IC – February County briefing – for information

NHS – Clinical consultation – for information and submissions

Parish Cllr from other Parish – concerning dispute resolution problems – MKB to talk to James Doble

Weather updates – for information

OALC February update – for information

Usual reports – for information

#### 17. ANY OTHER BUSINESS (22.30)

**Rubbish at Cross Tree** KG reported that there is often rubbish strewn around the bench at the triangle. There used to be a litter bin there. Perhaps the PC should replace it. This is to be an agenda item in April.

**Request for Defibrillator Training** SC reported that a villager had requested training on the defibrillator for several concerned residents. It is felt that there will be too much on the APM agenda if this is added. SC is to ask Dick Tracey (DT), SWAS, if he can give some private training or if he can recommend a course for the villagers to attend.

#### 18. DATE OF NEXT MEETING (22.35)

The date of the next meeting is April 10<sup>th</sup> 2018.

Item 15 was now considered, ST left the meeting first.

Meeting closed at 22.40.

#### CORRESPONDENCE CIRCULATED

Broxap catalogue

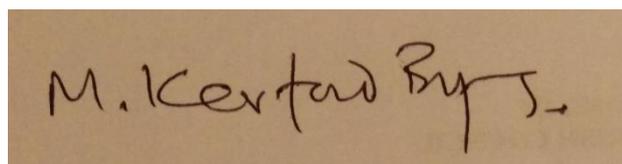
Seton catalogue

Glasdon catalogues

Hags leaflet

OPFA community space flyer

Clerks and Councils Direct March 2018

A rectangular photograph of a piece of light brown paper with a handwritten signature in dark ink. The signature reads "M. Kerford By J." with a small arrow pointing to the right.