

MEETING OF
FINMERE PARISH COUNCIL

Minutes of meeting held on 2nd October 2018 in Finmere Village Hall

Present:- Councillors, Mike Kerford-Byrnes (MKB) (Chairman), Katherine Grimston (KG) (Vice Chairman), Mike Kirby (MK), Steve Trice (ST), Peter Goss (PG) and Joanne Brooks (JB) (co-opted at the start of the meeting)

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

1. Apologies:- Apologies were received from County Councillor Ian Corkin (IC)

2. DECLARATIONS OF INTEREST AND INVOLVEMENT (19.31)

MKB declared an involvement in Section 4.14 and Section 13. ST declared an involvement in all issues involving the Village Hall and Playing Field Committee. JB declared an involvement in Section 4.03

3. MINUTES (19.33)

The minutes of the meeting of 4th of September 2018 were approved with corrections.

4. MATTERS ARISING (19.35)

- 4.01 **Cross Tree Turf and Drainage Problems** SC has twice emailed MW and has heard nothing. SC is to ask IC if he can do anything. c/f
- 4.02 **Cross Tree Signpost** MKB has been given the name of a foundry in Herefordshire which carries out this work and is trying to obtain a price from them. c/f
- 4.03 **Traffic problems in Valley Rd/Mere Rd** As for Item 4.01 above. c/f
- 4.04 **Fencing & Stile for Stable Close bund boundary** This work is still to be carried out over the autumn. c/f
- 4.05 **Sports Pavilion Issues** MKB and ST have met with members of the Sports Club, including Mike Geelan (MG), Sports Club Chairman. Both cricket and football clubs were represented. There is a need for a permanent solution to this issue. MKB circulated a document for consideration noting the points of the meeting and some suggestions. The Sports Club (SC) accepts that the PC owns the pavilion, though they find it ironic that they are still repaying the loan from the PC to build it in the first place. The SC does not have a large amount of funds or income. They are unable to pay for an equal share of the mower as had first been suggested. They are anxious that any annual rent associated with the granting of a lease could render the

clubs unviable. However, they would like a lease in order to have security of tenure which will enable them to apply for funding for improvements like showers. The SC believes that the field would have to be mown regularly anyway, albeit less frequently. The SC does agree however to suggest a level of contribution for grass cutting which would be sustainable for them. This suggestion is still awaited.

The SC have recently been increasing their scope by offering training to local youngsters in cricket skills over the summer. This exercise helped raise money for the club but is also of great benefit to the locality and an asset to the village.

The VHPFC would find it very difficult to administer the pavilion if the SC did not carry on with risk assessments/insurance/maintenance etc.

MKB suggests that two leases should be made out with the pavilion separated from the field and village hall. The SC should continue to administer the pavilion and pay an appropriate rent. The VHPFC should be consulted on maintaining the grass of the field to the standard required for public use (which is fairly near to the SC required standards anyway) but the SC should pay for any additional cuts. MKB feels this could be arranged on a 'per cut' basis but ST feels that administration of this could be difficult and a flat annual fee would be best. The SC would be responsible for the care of the actual wicket/line marking for matches etc. The SC would be able to use the village hall car park unless an event was taking place in the village hall in which case they would have to park elsewhere. ST points out that the current practice of parking on the field in these circumstances is proving more problematic now that the play area has been relocated.

There could be additional expense in cutting the field in future if Trevor Jones, villager, feels unable to continue cutting the field voluntarily on behalf of the village. These expenses could be shared by the VHPFC and PC but consultation will be needed on this matter. There will need to be a replacement fund for the mower also incorporated into these costs.

It is felt that a further meeting with the SC is required to progress these issues and put these suggestions to the SC. ST is to arrange this with Katy Whitton, SC Secretary, and both he and MKB are to attend.

The gutter is still sprung and this matter will be raised at the meeting. c/f

- 4.06 **Fulwell Rd Manhole Cover** BT are aware of the pothole beside The Stone House but cannot confirm a time frame for completion of the repair. SC is to continue to pursue this matter with BT. SC checked the minutes and found that Thames Water were cited by Kathryn Gash, OCC Highways, as having been informed about this cover previously. They did come out but refuted their responsibility. SC called out Anglia Water also but they think this is possibly an OCC Highways cover on a storm drain. The water company will contact OCC Highways on this issue. SC has requested a map of mains services for the village but there is not one available. c/f
- 4.07 **Pothole at Old Banbury Rd corner** SC has contacted Bucks direct but received no reply so far. c/f

- 4.08 **Stable Close Bund Issues** MKB has obtained some arboricultural advice. The CDC arboricultural officer is still to visit. The advice is that if the ground is not eroding then everything should be fine. There is a firm in Gloucestershire which can measure the strain being experienced by the tree, but it is felt that would be an expensive waste of effort. If the officer visits and says the leaning tree must come down the PC have two quotes and can proceed with removal. Hopefully the rest of the trees can then stay. MK has spoken to the remaining resident who is not interested in purchasing his section of the bund and would certainly not wish to purchase the land at the bottom of his neighbour's garden. c/f
- 4.09 **Stable Close Fencing** The areas of broken post and rail fence around the central green are to be replaced with 'dragon's teeth' during the autumn by a volunteer resident. c/f
- 4.10 **Data Protection Contract Progress** SC is to liaise more with Paul Nash (PN), Website Administrator, over the coming weeks on the issue of taking over the website in order to avoid the need for a contract. c/f
- 4.11 **Dog Mess on the Field** SC has notified the dog warden of the unaccompanied dogs on the field. There is only one dog warden for the whole council area now and as there have been no incidents of viciousness being displayed it may be some time before the warden visits. c/f
- 4.12 **Spinney Acquisition Funding** MKB has been in touch with Brown and Co regarding a valuation of the spinney and will send them all requested info. JB points out that she obtained a valuation from Marcus Blake during her previous stint as a councillor. This was some time in 2016 and after the discovery of the ransom strip between the play area and the road. JB is to look out the figures, SC is to check back in the minutes. MKB is to meet with an officer from CDC regarding a TPO for some of the spinney trees. SC has contacted Barbara Cunningham (BC), villager, who is happy to write a defence of the trees as she has the most comprehensive knowledge of their planting and nurturing and their important connection with the village. c/f
- 4.13 **Sports Pavilion Funding** See Item 4.05 above.
- 4.14 **HS2 Funding for the School** SC has shared the funding links and information with the school and kept all parties informed. Cheryl Snudden of HS2 cannot attend a meeting before January, though she is happy to meet with councillors separately if necessary. MKB points out that EK, Effiage-Kier, were to come back with Cheryl to confirm details of the risk assessment on additional traffic through the village. SC is to ask them to attend in either November or December. c/f
- 4.15 **Joint Statutory Spatial Plan Meeting** MKB was unable to attend.
- 4.16 **Trees of Remembrance Project** The species available have been confirmed as Hawthorn, Silver Birch, Hazel or Common Oak. There is quite a difference in size between these trees. No reply has been received from the Church, MKB confirms that the Rector is currently on holiday. SC has emailed OCC Highways about placement on the verge but has received no reply as Paul Wilson is on leave. c/f

- 4.17 **Highway Maintenance Factheet** This was forwarded.
- 4.18 **HS2 Update – Security Patrols** This was placed on the web.
- 4.19 **Silent Soldier Scheme** SC obtained details of the scheme from the Royal British Legion (RBL) and these were circulated and this matter was decided under urgent business. The PC decided to order a ‘Tommy’ figure at the cost of £250 but SC has not proceeded as OCC Highways have not confirmed whether the verge can be used. It is felt that the order should proceed and the figure can be placed in such a way as to be visible to the public without causing a problem. There is a waiting time of several weeks but the figure could be used in future commemorations as well as remaining in place for the rest of the year. c/f
- 4.20 **Internal Auditor Letter of Engagement** This was returned and accepted.
- 4.21 **White Line Painting** As for Item 4.01 above. c/f

5. FINANCIAL REPORT (21.00)

The quarterly financial report and quarterly bank reconciliation were presented, and the reconciliation signed, proposed MKB, seconded ST, carried unanimously.

It was reported that there was £9,188.17 in the Treasurer Account and £4,807.42 in the Business Money Manager Account.

The transactions for July and August are shown in the September minutes.

The following had been paid in during September:

£5,665 from Cherwell District Council (Parish Precept)

The following had been paid out during September:

£195.00 to John Donaldson (running costs – grass cutting)

£288.29 to Cherwell District Council (running costs – dog bins)

£296.07 to SC (general admin – for Clerk and RFO duties and internet costs)

The external audit has been completed and published. Extra information was requested by email by Moore Stephens, external auditors, which was supplied by SC.

An invoice had been received from Moore Stephens in the sum of £384.00. This sum included a charge for the extra information request, something which BDO never charged for. SC is to contact Moore Stephens and ask for the justification for this charge, and for the information request which attracted it.

6. S19/S137/URGENT BUSINESS (21.13)

No requests for funding were received. The 'Silent Soldier' scheme was considered under urgent business, see Item 4.19 above.

7. FINMERE LANDFILL SITE UPDATE (21.15)

The liaison meeting minus Opes took place and it was decided to try and arrange a full quarry liaison meeting on either the 23rd or 30th of October. Little else has happened on the site this month.

8. PLAYING FIELD PROGRESS AND CONDITION (21.18)

The sorting out of the lease is still ongoing in conjunction now with the Sports Association lease, see Item 4.05 above.

MK confirms that he has walked the field this month and all is well.

9. NEW RESIDENTS NOTIFICATIONS (21.22)

There are some new residents in a cottage on Water Stratford Rd. JB is to give them a copy of the welcome letter. SC has sent the welcome letter to PG and is now to send it to JB.

10. CO-OPTION OF PARISH COUNCILLORS (21.24)

As discussed at previous meetings JB was willing to return as a co-opted councillor and the relevant forms were signed at the start of the meeting. The PC still has one vacancy, but no other candidates have come forward.

11. POPPY WREATH DONATION (21.25)

The wreath has been ordered. It is decided to keep the donation at £100 as in previous years. Proposed ST, seconded MKB, carried unanimously.

12. REVISION OF STANDING ORDERS (21.27)

Minor amendments have been made to Model Standing Orders by the National Association of Local Councils (NALC), these corrected minor errors in numbering and adjusted the orders on the new legislation on data protection which now exempts PC's from having to appoint a Data Protection Officer as well as giving a clarification on contract advertising. The PC adopts these revised Standing Orders. Proposed KG, seconded MK, carried unanimously.

13. ADDITIONAL DOG BIN REQUEST (21.32)

MKB has consulted his neighbours and they are happy for another dog bin to be placed. It is decided to order the same model plastic bin as last time, SC is to check through the minutes, and also to order a post fixing kit. The bin should be red as this stands out far better than the green versions and it is to be hoped that dog walkers will notice and use it. Proposed MK, seconded KG, carried unanimously.

14. CHRISTMAS TREE LIGHTS/CAROL SERVICE (21.34)

MKB is pleased to announce that the Red Lion pub will donate their quiz money to replace the lights. Very few are left working now. MKB has details of supplier as does JB, they are to work on ordering some lights, information to be circulated under urgent business, including any money amount to be provided by the PC. JB confirms that she and her husband Johnnie will be happy to put the lights in the tree as they have a lifting platform and MKB feels he is not able to climb into the tree this winter.

The Carol Service takes place on December 7th this year and SC is to invite Sylvia Barnes to turn on the lights as previously discussed.

15. QUEEN VICTORIA'S JUBILEE TREE (21.38)

The working party placing the Silent Soldier will check the tree, as it is likely the soldier may be placed beside it, any necessary maintenance will be carried out.

16. PARISH CLERK HOUR'S DIARY (21.39)

The total for the quarter was 62 hours. This is four and a half hours less than the same quarter last year but as the previous quarter was higher than last year the overall figures are still in line with last year.

17. PLANNING APPLICATIONS (21.40)

18/00847/F – Fuzz Farm, Fulwell Rd – erection of 2 steel framed agricultural buildings for livestock housing and storage – permission subject to conditions.

18. CORRESPONDENCE (21.41)

Correspondence for meeting -

Planning application 18/01408/F – 3 Warren Farm Cottages – two storey front/side extension – this is a re-submission of an application from 2015. The PC had no objections then or now. This will need to be an agenda item in November to comply with regulations.

Emails printed -

Emails corresponding to issues dealt with above

Emails forwarded -

OCC Highways factsheet – for reference

Silent Soldiers scheme information – for information

Highways depot open day invite – nobody was able to attend

CDC – OCC partnership news – for information

Request from School for tree trimming near the Red Lion, this was in order to make the village centre sign clear, the school are responsible for ensuring that emergency vehicles can find the school easily – this was carried out by MKB

Oxfordshire Matters – for information

OALC September update – for information

Usual Reports – for information

19. ANY OTHER BUSINESS (21.48)

No other business was raised.

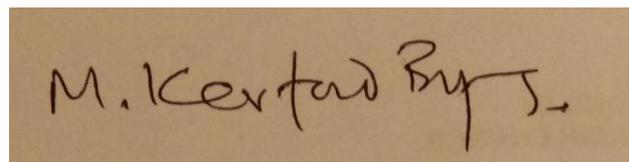
20. DATE OF NEXT MEETING (21.49)

The date of the next meeting is November 6th.

Meeting closed at 21.50.

CORRESPONDENCE CIRCULATED

Clerks and Councils Direct September 2018

A rectangular area containing a handwritten signature in dark ink on a light brown background. The signature appears to read "M. Kerford By J." with a flourish at the end.