

MEETING OF
FINMERE PARISH COUNCIL

Draft Minutes of meeting held on 2nd April 2019 in Finmere Village Hall

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

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

1. Apologies:- Apologies were received from County Councillor Ian Corkin (IC) and Barbara Cunningham (BC) village representative at Quarry Liaison Meetings

2. DECLARATIONS OF INTEREST AND INVOLVEMENT (19.31)

ST declared an involvement in all issues involving the Village Hall Management Committee.

3. MINUTES (19.33)

The minutes of the meeting of 5th of March 2019 were approved with corrections.

4. MATTERS ARISING (19.35)

4.01 **HS2/EK** MKB has still not received the slide presentation despite asking Cheryl Snudden (CS), HS2, at a recent meeting. SC is to chase up. SC has asked IC to progress the point about quiet tarmac for the raised bridge section of the road. He has arranged a multi-parish meeting with HS2/EK which is to be held at Finmere village hall, where the different parish's issues can be raised and discussed. MKB is to attend for the PC. A letter has been received which is to be presented to government regarding HS2. Finmere PC decides to add their name to this letter. Proposed MKB, seconded ST, carried unanimously. c/f

4.02 **Cross Tree Signpost** MKB confirms the part is to be delivered a week on Saturday, there will need to be a working party to fit it. c/f

4.03 **Fencing & Stile for Stable Close bund boundary** The work is still outstanding. c/f

4.04 **Sports Pavilion Issues** The decision to pay half of the grass cutting income from the Sports Club to the Village Hall Management Committee (VHMC) and to share half of the costs incurred by the VHMC in this regard was formalised under urgent business. SC paid across the monies required. The mower service invoice has not yet been received, this will be half paid for by the VHMC. There has been no meeting with the Sports Club so far, but one is scheduled for April 30th at the village hall. c/f

- 4.05 **Fulwell Rd Manhole Cover** The manhole cover has now been repaired and the site cleared.
- 4.06 **Stable Close Bund Issues** The PC held a working party and managed to complete about two thirds of the work. PG is happy to complete the remainder as time permits. Any remaining cuttings can be removed during the spring clean.
- 4.07 **Stable Close Fencing** This work on the ‘dragon’s teeth’ and low post and rail fence around the central green is still outstanding. The resident who had been willing to help is now unable to due to work commitments and the quotes he obtained for the materials are out of date. ST is happy to source a post or posts which can be cut down and the PC will have to hold a working party to replace the broken ones. c/f
- 4.08 **Trees of Remembrance Project** The VHMC are to carry out the work soon. PG confirms that the heeled in whip is now in leaf in his garden. c/f
- 4.09 **Comet Bus Service** SC has not received an invoice yet. IC has confirmed that there has been a delay in circulating them. There is to be an item in the next newsletter which gives the timetable (10.36 from Finmere, arriving in Bicester for 11.05) and stresses that the service is free. c/f
- 4.10 **Spinney Acquisition Funding** Councillors have spoken to Martin Ayres, Chair of the Mixbury Trust, and he has explained that the Trust has a valuation on the Spinney which is considerably larger than any amount the PC has so far offered. The PC are unsure as to the date of this valuation, whether it was made before part of the spinney was sold to Fulwell Rd residents or before the existence of the ‘ransom strip’ making the area landlocked was identified. Councillors are to ask for sight of this valuation in order to determine how to proceed. c/f
- 4.11 **Defibrillator Guardianship** MK has carried out a check of the defibrillator on a weekly basis. The new pads have arrived. More information has been forthcoming from SCAS. MK now has a contact email for information and to which to report any problems with the defibrillator. A clarification on the ‘green light’ issue has shown that some models have an ‘ok’ display rather than a green light and the defibrillator is showing ‘ok’. A short list of extra equipment has also been provided. Scissors, paper towel, a face mask and a razor should be with the machine. MK confirms that there is an envelope in the bag which has scissors and other items written on it. He is to check that all four of the above are in this envelope and, if not, they will need to be sourced. It would be difficult to add training as an agenda item for the APM but it may be that some will need to be arranged in the future, though ST points out that the machine can only be accessed once you have dialled 999 and therefore you have real time support as well as the voice prompts from the machine itself. c/f
- 4.12 **CDC and Salvation Army Funding** SC has had no reply yet from CDC. c/f
- 4.13 **PC and Clerk Membership Invoices** These have all been paid.

- 4.14 **Parish Remuneration Panel's Report** The sheet confirming receipt and decision has been posted.
- 4.15 **Preparation for the Death of a Senior National Figure** SC has liaised with Revd Alice Goodall who has agreed to consider plans and reply shortly. c/f
- 4.16 **Loose Manhole Cover** SC has reported this to Anglia Water. An engineer visited and checked the whole of Mere Road. He reported that only one cover was sufficiently eroded to need remedial work and this turned out to be on school land and therefore not the responsibility of Anglia Water. ST agrees to chase this up as he has been dealing with similar issues recently. c/f

5. FINANCIAL REPORT (20.45)

The quarterly financial report was presented.

It was reported that there was £5,116.71 in the Treasurer Account and £4,812.03 in the Business Money Manager Account.

The transactions for January and February were detailed at previous meetings. The following had been paid in during March:

£200.00 from Finmere Sports Club (loan repayment)
£500.00 from Finmere Sports Club (grass cutting contribution)

The following had been paid out during March:

£144.14 to CDC (running costs – dog bin emptying)
£138.97 to OALC (general admin – subscriptions)
£42.00 to OPFA (general admin – subscriptions)
£55.00 to Community First (general admin – subscriptions)
£89.00 to SLCC (general admin – Parish Clerk expenses – subscription)
£297.27 to SC (general admin – for Clerk and RFO duties and internet and website costs)
£250.00 to VHMC (running costs – maintenance of field)
£40.00 to VHMC (running costs – maintenance of field)

The bank reconciliation to March 31st (also the year end reconciliation) was presented and signed. Proposed MKB, seconded KG, carried unanimously.

The schedule of regular payments, to be made by the Clerk upon receipt of the invoice, was presented and signed. Proposed MKB, seconded ST, carried unanimously.

The receipts and payments account for 2018-19 was presented and signed. Proposed MK, seconded ST, carried unanimously.

Phil Hood, the internal auditor, had explained that a system of internal control needs to be put in place by the PC. This enables an individual councillor to carry out regular checks on the accounts system and prevents any problems arising. A template policy was read; almost all

of the checks included are carried out monthly at the moment by the entire PC. However, HSBC mailed monthly statements will now be brought in quarterly for the individual councillor to check and also the VAT return, usually carried out annually, will be brought in to be checked. JB volunteers to be the internal controller for the financial year 2019/20. The policy of Internal Control is adopted and JB appointed as internal controller, proposed ST, seconded KG, carried unanimously.

Invoices had been received in the sum of:

£44.28 from Wel Medical – for replacement defibrillator pads – this invoice is to be paid, proposed MKB, seconded KG, carried unanimously.

£54.00 from OALC – for risk assessment training for JB – this invoice is to be paid, proposed MKB, seconded ST, carried unanimously.

6. S19/S137/URGENT BUSINESS (21.10)

No requests for funding had been received. The decision to share grass cutting income and petrol costs with the VHMC had been carried out under urgent business. Planning application 18/02235/F – Wyndham Rose, Mere Road had been addressed under urgent business and a no objection result returned.

7. FINMERE LANDFILL SITE UPDATE (21.15)

There has been a quarry liaison meeting, on the 12th of March. BC is unable to give her report due to unforeseen circumstances, this will be covered at a subsequent meeting. There was a public meeting on March 11th with a presentation by the landfill operators. There have been a lot more lorry movements in the past month. MKB raised the matter of the odour problem and explained that early warning of works likely to cause this problem would help allay the fears of residents, the operators apologised.

MKB explains that a number of planning applications have now been submitted. These are detailed below in Section 13 and 14. Those covered in Section 14 will appear on the agenda next month but arrived too late to go on this month's agenda. SC is to apply for extensions on all these applications till after the 7th of May, when it is proposed to organise a public meeting for discussion. SC points out that Tingewick PC have apologised for not being able to attend the presentation on the 11th and have asked to be kept in touch with developments. SC is to invite them to the public meeting on May 7th.

There are several worrying points in the applications including a plan to extract aggregate from inert waste brought into site, which would mean extra lorry movements, and most worryingly the proposal to extract gravel from the area of land on the village side of the mound. MKB suggests proposing a 106 notice insisting on inert infill only in this area if the planning application does pass. BC has sent an email regarding the applications and raises the point that it had always been a hard and fast promise that no works would be carried out in front of the mound.

8. PLAYING FIELD PROGRESS AND CONDITION (21.30)

The sorting out of the leases is still ongoing.

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

SC has sent out the note about the play area in Stable Close to all residents. There have been several replies with varying views but no strong objection to the removal of the wooden animals from the site, provided the rubber matting is also removed, the area reseeded and the bench re-orientated. SC is to reply to the resident's emails. This is to be an item in the next newsletter which is to be produced now and also include an item on the spring clean, MKB is to explain that there is a cost for ongoing insurance and inspection as well as maintenance costs and that the PC is minded to de-commission the ride-on animals unless there is a strong objection.

The spring clean risk assessment forms are looked at and MKB is appointed as the councillor in charge, proposed ST, seconded MK, carried unanimously.

9. NEW RESIDENTS NOTIFICATIONS (21.40)

There are no new residents this month.

10. PARISH CLERK HOURS (21.41)

The sheets were presented and agreed, proposed MKB, seconded ST, carried unanimously. The total for the quarter is some 5 hours higher than last year but this is largely due to several requests for information from the internal auditor which should result in less work during the next quarter. The grand total for the year is 319 hours, some 8 hours higher than last year and 19 hours higher than the annual allowance. SC is happy that there have been exceptional levels of extra governance to work through and next year should be far more in line and so does not request any increase in hours be considered.

11. AGENDA FOR THE MAY APM (21.45)

HS2 and EK are confirmed as attending. SC is to invite the Police to provide a report. The defibrillator is to be mentioned in the Chairman's report.

12. REVIEW OF PROCEDURES AND INTERNAL AUDIT RISK ASSESSMENT (21.50)

The PC carries out a full review of their procedures and risk assessment for the internal audit. This is an annual legal requirement which should be carried out in April. The sheets, having been circulated previously, are agreed. Proposed MKB, seconded PG, carried unanimously.

13. PLANNING APPLICATIONS (21.55)

18/02235/F – Wyndham Rose, Mere Road – Front porch and garage conversion, infill to existing side porch, removal of existing chimney stack, loft conversion with a rear box dormer and one and two storey extensions to the rear – new description – the application is not materially changed, simply the description has been made more fulsome. The PC has already submitted a return of no objection under urgent business, see Section 6 above.

MW. 026/19 – Finmere Quarry – Extension of area approved for clay extraction – this is to be considered at the public meeting on May 7th.

19/00423/F – Middle Farm, Featherbed Lane – Erection of 6 poultry rearing buildings and associated infrastructure – this is not actually in the parish. SC is to check that this has not been sent in error and this can be addressed under urgent business if needed.

14. CORRESPONDENCE (22.00)

Correspondence for meeting –

CDC notice of dog bin emptying charge increase – this is an increase of 25%

Invoice for half of grass cutting payment – see Section 5 above

Invoice for half of petrol – see Section 5 above

Invoice for defibrillator pads – see Section 5 above

Invoice for risk assessment training – see Section 5 above

Emails printed –

Barbara Cunningham – points about the landfill – see Section 7 above

Emergency planning info request – as the village has no emergency plan all that the PC can do is provide details of the village hall for use in an emergency, but there is no 24-hour available keyholder.

HS2 Slow Train letter – see Section 4.1 above

Stable Close residents replies – see Section 8 above

MW.0027/19 – Finmere Quarry – extension to the area for non-hazardous waste landfill – c/f

MW.0029/19 – Finmere Quarry – Section 73 application to planning permission

15/02059/CM to allow for the operation of the MRF until Jan 2016 – c/f

MW.0030/19 – Finmere Quarry – extension to area approved for sand and gravel extraction and retention of processing and concrete batching plants – c/f

MW.0031/19 – Finmere Quarry – application for secondary aggregate recycling – c/f

Issues above

Emails forwarded –

Landfill public consultation display boards – for information

OALC March update – for information

Comet bus service update – for information

Trading Standards update on sale of knives – for information

OCC News – for information

Calor Community Funding update – this is to be looked at with regard to the spinney

Usual reports

15. ANY OTHER BUSINESS (22.10)

Mud on Road KG points out that there has been a problem with mud on the road in the last week. Other councillors confirm this. MKB is to ring OCC and the operators.

16. DATE OF NEXT MEETING (22.14)

The date of the next meeting is May 14th 2019; with the APM on May 21st.

MK and PG apologise for the May 14th meeting.

Meeting closed at 22.15.

CORRESPONDENCE CIRCULATED

None