

MEETING OF
FINMERE PARISH COUNCIL

Draft Minutes of meeting held on 4th June 2019 in Finmere Village Hall

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

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

1. APOLOGIES (19.31)

Apologies were received from County Councillor Ian Corkin (IC) and Councillor Katherine Grimston (KG) (Vice Chairman)

2. DECLARATIONS OF INTEREST AND INVOLVEMENT (19.32)

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

3. MINUTES (19.33)

The minutes of the meetings of 14th and 21st of May 2019 were approved with corrections.

4. MATTERS ARISING (19.35)

4.01 **Cross Tree Signpost** The invoice has been paid.

4.02 **Fencing & Stile for Stable Close bund boundary** PG has been approached by a Stable Close resident concerning the fence, one post in particular is now very wobbly. ST explains that the contractor's son, JB and her son using a telehandler on 18/5/19, spent a whole day clearing the fence from around the old play area. The holes were filled in and the site made safe. The contractor has looked at the old rails and posts and hopes that some of them should be usable in the fence repair but this will not be known for sure until the installation takes place. MK explains that the stile between the two fields south of the fence is also very unsound, this is the upper stile as the lower one is now not used and is impassable. SC is to report this stile on the OCC footpaths site. MKB confirms that Sarah Aldous is no longer the OCC Footpaths Officer for the area. JB is to speak with the contractor about getting this work completed now that the salvaged materials are available.
c/f

4.03 **Sports Pavilion Issues** The mower service invoice has been paid and a donation received toward the costs from the Village Hall Management Committee (VHMC). There has been no further meeting with the Sports Club. MKB has been informed

that there is a 15-day waiting period for a reply from the NALC solicitors from their receipt of the PC's submission. The reply should therefore be received next week. There is no point in arranging another meeting until the reply is received. c/f

- 4.04 **Stable Close Fencing** ST has ordered the materials for the fencing and they will be delivered upon receipt of payment. The invoice has been received in the sum of £270.74. SC is to pay this by bacs proposed MKB, seconded MK, carried unanimously. There will need to be a working party to fit the new posts once ST has fitted one to see what the job entails. c/f
- 4.05 **Trees of Remembrance Project** The VHMC will carry out the work when the conditions are right. This is to be an agenda item in September.
- 4.06 **Spinney Acquisition Funding** JB has spoken with the Mixbury Trust Chairman Martin Ayres (MA) and he feels that the Trust will be minded to accept the amount offered by the PC in March but this needs to be confirmed at a full meeting of the Trust. The Charities Commission will also have to approve the transaction. The average amount would be 50% for 80 years. It will be necessary for the PC to obtain funding for this purchase and MKB is to speak with Barry Wood (BW) and James Macnamara (JM), District Councillors, about the CDC Community Fund. A formal proposal to the fund can only be made when the Trust confirm that they are happy to proceed. The PC will confirm their offer of the amount proposed in March and proceed with the purchase if the Trust and Commission agree, proposed ST, seconded PG, carried unanimously. c/f
- 4.07 **Defibrillator Guardianship** MK confirms that all the necessary equipment is in the envelope in the defibrillator box. When carrying out his risk assessment MK was concerned that the defibrillator may be hard to find, there are a great many vehicles parked in front of it during the day. SC points out that the defibrillator can only be accessed by someone who has called 999 and that emergency services have the precise location recorded on their system and would guide the caller. MK is also concerned that there is no light near the box, and this may be a problem at night. Councillors are to check the site after dark and decide if extra light is needed. c/f
- 4.08 **CDC and Salvation Army Funding** SC has forwarded her email to BW and asked for his intervention as she has still received no reply. c/f
- 4.09 **Preparation for the Death of a Senior National Figure** Nothing has been heard regarding the Church's plans. MKB confirms that these preparations will be the subject of an address at the Parish Liaison meeting on the 12th. He is to attend and can bring notes to the July meeting. c/f
- 4.10 **Loose Manhole Cover** ST has referred this matter to IC as the cover is definitely loose and this issue is ongoing. SC has been thanked by the school for informing them of Anglia Water's view. The damaged cover raised by PG and reported to fix-my-street by SC has now been mended. c/f
- 4.11 **Review of governance and assets** All the policies reviewed and the asset register have been amended and put onto the website.

- 4.12 **Insurance renewal** The invoice has been paid.
- 4.13 **Internal and external audit** The internal audit invoice has been paid. The external audit documentation has been submitted to Moore Stephens. All audit information has been posted on the noticeboards and the website.
- 4.14 **Various landfill applications** The response was prepared by MKB, circulated under urgent business and submitted. In addition to many other points raised the point of extra lorry movements for the delivery to site of cement if concrete production is to take place was raised by MKB, this point had not apparently been appreciated thus far. Receipt of the submission has been confirmed. CDC has objected on HGV movement grounds. These applications should be considered by committee at OCC and there will be a chance for the village to make submissions.
- 4.15 **TPO, The Oaks** This was looked at by JB and KG and circulated under urgent business. The PC made no objections.
- 4.16 **Parish Footpath Warden** The PC did not request volunteers at the APM, there were so many other issues under consideration. This will be an item in the next newsletter. SC is to answer the OCC request for information and enquire as to whether they have any list of volunteers. c/f
- 4.17 **Montpelier Estates** Following the request to put new plans for the site near the Old Kings Head to the PC SC has given a list of the rest of the year's meeting dates to Montpelier. No reply has been received so far.

5. FINANCIAL REPORT (20.15)

The monthly financial report was presented.

It was reported that there was £9,542.11 in the Treasurer Account and £4,812.03 in the Business Money Manager Account.

The following had been paid in during May:

£760.76 from OCC – grass cutting grant

£162.50 from VHMC – donation to PC

The following had been paid out during May:

£60.00 to OCC – (S26-29 (LG and Rating Act 1997) – bus service subsidy)

£21.85 to e.on – (running costs – electricity and consumables)

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

£390.00 to R T Machinery Ltd – (running costs – mower servicing)

£296.40 to Leander Architects – (S144 (LG Act 1972) – decorative sign)

£147.74 to BHIB – (general administration – insurance)

£240.62 to Arrow Accounting – (general administration – internal audit)

£303.95 to SC (general admin – for Clerk and RFO duties and internet and website costs)

JB returns the VAT return, the invoice section of the accounts folder and the monthly statements for April to SC. One invoice in the receipts folder was queried for lack of detail. SC is to reprint this invoice, it came as part of a report, and to request additional detail on future invoices if possible. SC gives JB print outs of the May statements, the postal copies have not yet arrived.

A new legal topic note has been received from OALC. This concerns PC's helping village halls. It would seem that if the mower is deemed to be part of the village hall then VAT cannot be redeemed on the cost of the mower service or replacement if the VHMC or Sports Club contribute monies to the PC. The mower was bought for use on the playing field so should be exempt. SC is to check with the internal auditor.

6. S19/S137/URGENT BUSINESS (20.36)

No requests for funding had been received. The responses to both the Oaks TPO application and the various landfill site applications were circulated and decided under urgent business.

7. FINMERE LANDFILL SITE UPDATE (20.38)

This section has already been covered in Section 4.14 above.

8. PLAYING FIELD PROGRESS AND CONDITION (20.40)

The sorting out of the leases is still ongoing. The working party for Stable Close play area will be decided at the July meeting. The legal topic note regarding village halls refers to trustees of the village hall charity being appointed by the PC. As ST is not a trustee of the VHMC who has been appointed by the PC it is not felt that these regulations apply to him. In any case ST would be able to speak at meetings about the VHMC as all PC meetings allow public participation at the discretion of the Chairman. ST will refrain from voting on decisions to give any donation to the VHMC from now on.

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

9. NEW RESIDENTS NOTIFICATIONS (20.55)

There are new residents in White Houses, Mere Rd this month. ST is to deliver a welcome letter.

10. GDPR POLICY (21.00)

SC has found and circulated a template for the 2018 GDPR policy to replace the existing one which refers to the 1998 policy. This is much simpler and shorter and uses far plainer

language. It is decided to retain one paragraph from the older policy which explains why the PC may need to hold information. This new policy is to be adopted, proposed MKB, seconded JB, carried unanimously. SC is to place this new policy on the website.

11. CORRESPONDENCE (21.10)

Correspondence for meeting –

Legal topic note 21 – see Sections 5 and 8 above

Request to place information about trailer towing training at the hall – agreed

Emails printed –

Request to site a clothing recycling bin in the village – there is already one at the village hall

Emails forwarded –

OALC May update – more details on coming website access requirements – SC is to consult Paul Nash, website designer, about these. Also, news of VE day celebration planning. MKB has spoken to the landlord of the Red Lion to see if anything is being planned. This is to be an agenda item in July.

Parish liaison meeting invite for June 12th – MKB to attend

Cherwell Neighbourhood Plan – news of adoption – for information

TPO map of A421 – for information

OALC Risk Management Training notes – for information

Community First update – JB points out that there is information about grants and trustee training in this update

Police and Crime bulletin, May – JB points out that there are details of more powers for police to tackle illegal traveller encampments

Cherwell Voluntary Forum invite – nobody is able to attend

12. ANY OTHER BUSINESS (21.24)

Risk Assessments ST and MK return their sheets, JB returns all but one of her sheets, other sheets are pending, for return at the July meeting.

Dangerous condition of fence JB points out that the old chicken run beside the playing field, fronting the Water Stratford Rd by the play area entrance, has become very unsightly. Not only is there a door leaning dangerously against the fence, this is a heavy door which could be easily dislodged and fall on someone, but there are uncleared chicken houses which

appear to be being used as a 'den' by youngsters with bottles and beer cans strewn around. JB suggests that SC should write to Yvonne Jones and ask for the site to be made safe.

Future of the Church Following the report given by Revd Alice Goodall to the APM JB is very concerned about the future of the Church in Finmere. It was surprising and disturbing to hear that Finmere is the only village not meeting its donation criteria over a long period. JB wonders if the PC could help in any way. Everyone is to have a think about what measures could be taken.

13. DATE OF NEXT MEETING (21.29)

The date of the next meeting is July 2nd.

Meeting closed at 21.30.

CORRESPONDENCE CIRCULATED

Merchant Navy Day celebration info – taken by JB

Glasdon brochures

Clerks and Councils Direct May 2019 – taken by MKB