

MEETING OF
FINMERE PARISH COUNCIL

Minutes of meeting held on 1st October 2019 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), Joanne Brooks (JB) and Tim Ayling (TA)

In attendance:- Sharron Chalcraft (SC) (Parish Clerk and RFO) and Barbara Cunningham (BC) (Village Representative to the Quarry Liaison Committee)

1. APOLOGIES (19.31)

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

2. DECLARATIONS OF INTEREST AND INVOLVEMENT (19.32)

ST declared an involvement in issues involving the Village Hall Management Committee (VHMC).

3. MINUTES (19.33)

The minutes of the meeting of 3rd of September 2019 were approved with corrections.

4. CO-OPTION OF A PARISH COUNCILLOR (19.35)

A candidate has stepped forward to fill the last vacancy on the PC. Mr Tim Ayling (TA) is accepted as a Co-opted Member of Finmere PC. Proposed MKB, seconded MK, carried unanimously. Both Declaration of Acceptance Forms and the Register of Members Interests forms are filled in and signed by TA and SC as appropriate. TA is welcomed to the PC.

5. QUARRY LIAISON MEETING REPORT (19.40)

BC gave a report on the meeting of September 10th as follows:

The meeting was held at the Buckingham Hotel following a site inspection, both by vehicle and on foot. Present were MKB for the PC, BC as village representative, Danny Miller of Opes, Sarah Kent of the Environment Agency, David Periam, Johnathan Drummond and Bill Stewart-Jones of OCC and Mike Nutting, Angela Graham and Adrian Luxham of AE Com. Apologies were received from IC. This was the first time that BC had toured the site since the new owners took over. BC took plenty of pictures which have been circulated to councillors.

Danny Miller spoke first. Cells 10 and 11 are importing waste. Cells 1 and 7 are currently undergoing capping. The liners have been delivered and lining will be starting from tomorrow (Sept 11th). There has been a problem with gas, there is a temporary cap on Cell 7 and there have been repairs to the gas pipework. There has also been a reconditioned engine fitted in Cell 7 to help with extraction. There is now a fulltime crew employed for maintenance of the site, hedges, trees and ragwort control. Cell 10 will not be completed by the year end. There is currently stockpiling of sand and gravel from Cell 11 as the washing plant is not in use due to blocking. There are plans to crush limestone in the yard. HS2 and Opes have not been discussing the proposed borrow pit. HS2 do have a temporary possession order on the haul road. There are now 36 staff working at the site. 996 tons of leachate were removed in the last quarter.

OCC reported next. The haul road is to be moved east, the site was inspected on August 27th and signage was found to be very poor, lorries are getting lost within the site. There are 5 outstanding planning applications – extension of the clay extraction area, extension for non-hazardous waste landfill, extension of MRF use to January 2026, extension to approved area for sand and gravel processing and concrete batching plants and secondary aggregate recycling permission. On site issues were then addressed. Cell 8 has differential settlement under the planted trees, this may need infilling with inert waste and recapping followed by replanting of trees. Generally, the trees are in better condition than anticipated after the dry hot summer of 2018.

A topographical survey of Cells 10, 11a and 11b was stressed under planning consent. Capping of Cells 3, 6, 9 and 7 should be completed by the end of the year. Cell 10 is being tipped with Refuse Derived Fuel (RDF) as this is the same as the material being produced by the MRF with a low odour. Processing of rocks from the site is restricted to the MRF storage area and a large stockpile has accumulated. Phase 1 of the clay extraction permission is outside the red line of the landfill and should not be used as a silt lagoon. The EA agree and have placed a stop on this.

EA spoke next. They have completed 8 inspections of the site so far this year. They have concerns about the site and it is now rated Band E, the lowest band possible. There are issues with data, monitoring, emissions and leachate levels. Data is often inaccurate, and the staff are not fully trained. Ground water issues are now being dealt with by an outside operator and there was no information on the number of lorry loads being removed each month, although 900 tons equals approx. 1 million litres, with 20,000 litres in each lorry. The MRF is operational (BC and MKB agree that it is of a much simpler design than the previous model) but it is not busy. There have been a handful of odour complaints, there was gas odour in the carpark on the day of the site visit. There has been significant onsite odour in the last few months and some noticed in the village, though MKB has not noticed anything, and this would imply higher emissions. Both BC and MKB confirmed that the site seemed to be operating differently under the new owners and was very busy. BC noticed that the leachate lagoon, which used to appear very noxious, is now looking relatively clear.

BC and MKB raised the issue of noise, there has been a low, regular, pneumatic thump for some time now. This is due to Cell 11 needing to be dug out to a different shape. There is a large block of limestone in the base and this is being dug out by drilling. MKB points out that HS2 will be extracting limestone from the borrow pit in a similar way, but to a far greater extent. This will be a significant noise nuisance, although they may use more sophisticated equipment. The permitted hours for operation are currently 7am – 6pm weekdays/7am – 1pm

Saturday/closed Sunday. The noise level limits on the MRF are known, but not the permitted levels from drilling activity, although general health and safety limits on noise will apply. MKB has asked the operators that if the village will see, hear or smell something then they let us know, they did not.

BC points out that in 1993 the plan was for the site to stop extraction by 2003 and restore by 2007. Then in 1998 that date moved to 2012. In 2005 it moved again to 2014 and last November it moved to 2026. TA suggests that the committee should enquire into the employment policies of the operators if untrained staff are being employed. ST points out that the road surface for some distance from the site entrance is badly stained brown. When wet cars are covered with brown stained water. There is no news of any movement of the stockpile of material for infilling. HS2 will not use it. This means the site is still in breach, but OCC cannot enforce as a planning application is currently being considered. There are concerns about the current owners going forward.

6. MATTERS ARISING (20.10)

- 6.01 **HS2 Update** Chris James has confirmed to MKB that Effiage Kier are actively working on the borrow pit application. It is expected to be in place by the end of the year with extraction starting in the third quarter of next year. MKB points out that this will mean 13,000 tons per day needing to be extracted, which is 2 mill cubic metres or 650 lorry loads. If enough material cannot be extracted it will need to be brought in from elsewhere. It is felt that lorry journeys which originate further afield and go direct to the HS2 site may impact Finmere less than the 650 lorries passing very close to the village each day. MKB is to meet with Chris James again as soon as the plans for the overbridge near the village are completed.
- 6.02 **Sports Pavilion Issues** A further reply has been received from the NALC solicitors which confirms that the PC owns the pavilion. This will need to be discussed at a meeting with the Sports Club. SC has contacted Katy Whitton, Sports Club Secretary, who promised to raise the matter of the gutter at the Club's September meeting. The matter of the grass cutting payment was also to be raised. Nothing has been heard and SC is to chase this matter up. c/f
- 6.03 **Spinney Acquisition Funding** Nothing definite has been heard from the Mixbury Trust yet but JB will carry on liaising and will speak to Revd Alice Goodall about progress. MKB is still to talk formally with the Poors Plot. c/f
- 6.04 **Defibrillator Guardianship** MK and PG confirm that it is difficult to see the defibrillator at night. The sensor on the school security light could be adjusted so that it comes on more quickly as you enter the school grounds. However, the best solution would be a light above the cabinet. SC is to ask the school if it would be possible to fit a low-level solar light above the cabinet. The current pads become out of date at the end of October. SC is to order a new set at the cost of £30.95 plus p&p from Wel Medical. MK will then fit the spare pads to the machine and keep the new pads as spares, the current spare pads are not out of date for some time. c/f

- 6.05 **CDC and Salvation Army Funding** SC has again requested the money but still had no reply so has passed this matter to IC and MKB. MKB confirms that IC is addressing the issue. c/f
- 6.06 **Preparation for the Death of a Senior National Figure** SC has informed Revd Alice Goodall that there can be no further detailed liaison. Revd Goodall confirms that there are currently no instructions from the Church. PG found the cheapest source for the required materials and SC is to order them at a cost of £108.00 plus p&p, proposed MKB, seconded ST, carried unanimously. c/f
- 6.07 **Parish Footpath Warden** MKB has confirmed with the volunteer and SC is now to send him all the relevant documentation and contact details. c/f
- 6.08 **Website Access Requirements** SC has received a very helpful document from Paul Nash (former website administrator) which sets out a form of words which should comply with the new legislation. This will not be placed on the web until further definitive advice has been received from OALC. This can be an agenda item next June.
- 6.09 **Printer ink** This has been ordered, received and paid for.
- 6.10 **Trees of Remembrance** The work is to be carried out during October, the whip is growing well in PG's garden. SC is to find the price of a metal plaque to replace the damaged plastic one. c/f
- 6.11 **Internal Audit Letter** This was returned and the appointment has been confirmed.
- 6.12 **Winter Salt Supply** JB confirms that although it was first thought that no more salt was needed it turns out that the salt in the bags currently held has solidified and is unusable. SC is to contact OCC to obtain our free bag and to ask how to dispose of the unusable salt. c/f
- 6.13 **VE Day Road Closure** SC has asked IC about this, he is looking into whether a special arrangement for road closures is being set up, as it was for the recent Jubilee. IC is to send an update report next week. Meanwhile it is felt that it would be good to coordinate the village preparations so that organisations can work together. KG, JB and TA are to work on this coordination. c/f
- 6.14 **War Memorial Connections** KG has found no connections with current villagers so far but this is to be an item in the next newsletter. KG will continue to work on this as part of the coordination of preparations for VE Day. c/f

7. FINANCIAL REPORT (20.50)

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 £11,697.20 in the Treasurer Account and £4,817.01 in the Business Money Manager Account.

July and August's transactions were covered in the September minutes.

The following had been paid in during September:

£5,665.00 from Cherwell District Council (Parish Precept)

The following had been paid out during September:

£390 to John Donaldson – running costs – grass cutting

£101.94 to IJT (c/o SC) – general admin – expenses, ink

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

£480.48 to CDC (running costs – dog bins)

SC explained that the dog bin cost has risen sharply as there are now four bins, there has been an increase in the charge per bin and a 10% admin charge has been applied. This is still a much lower cost than use of a private company.

The invoice for the renewal of Office 365 has been received in the sum of £79.99. SC is to pay this, proposed ST, seconded KG, carried unanimously.

8. S19/S137/URGENT BUSINESS (21.00)

No requests for funding had been received. No urgent business had been carried out.

9. FINMERE LANDFILL SITE UPDATE (21.01)

Landfill site issues were covered in Section 5 above.

10. PLAYING FIELD PROGRESS AND CONDITION (21.02)

The sorting out of the leases is still ongoing.

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

11. NEW RESIDENTS NOTIFICATIONS (21.03)

TA reports that there is a new resident this month, SC is to check electoral roll updates to confirm this. SC is also to send out the welcome letter to TA.

12. PARISH CLERK HOUR'S DIARY (21.05)

SC circulated her diary to all councillors. The total for the quarter was 60 hours. This is two hours less than the same quarter last year, but the annual hours are still in line with last year.

13. QUEEN VICTORIA'S JUBILEE TREE (21.07)

There are some more ivy suckers present at the tree base. MK and PG will carry out clearing work over the next couple of weeks.

14. SILENT SOLDIER AND MEMORIAL WREATH (21.10)

JB suggests that it might be nice to illuminate the silent soldier figure this year, as she observed in other villages last year. This would mean that the figure could not be placed under the Queen Victoria Jubilee tree as last year. It is decided to place the figure beneath the Cross Tree and to place an uplighter in front of it, which can be powered from the supply box used for the Christmas lights. TA undertakes to provide a light. PG checks the launch date for the Poppy Appeal on his phone, October 25th. This seems quite late; KG is to confirm if the figure can be placed earlier. There will be a working party to place the figure and light once the date is confirmed. The PC decides to order the same wreath style as usual, Type B, and to make the usual contribution of £100 to the Royal British Legion for the wreath. Proposed ST, seconded PG, carried unanimously.

15. GDPR – AUDIT QUESTIONNAIRES AND INTERNAL REGISTER OF PROCESSING ACTIVITY SHEETS (21.15)

SC has received some completed audit questionnaires, and more are returned at the meeting. SC is to again circulate copies of her internal register sheets as a guideline. Councillors need to fill in the questionnaires from their own perspective, giving details of the security measures they use for the data which they themselves hold.

The privacy policy has been made more prominent on the website. SC has sourced a retention and disposal policy, with an appendix containing full guidance on when and how to dispose of any documents held (either in paper or electronic form). The PC adopts this policy, proposed MKB, seconded ST, carried unanimously.

This is to be an agenda item in November.

16. FENCING AND STILE FOR STABLE CLOSE BUND BOUNDARY (21.25)

JB has been in touch with the contractor who has promised to get the work done by Armistice Day. It is not certain that the recycled materials from the old play area fence will be sufficient. If more materials are needed JB is to purchase them and have the invoice made out to the PC. This is to be on the December agenda.

17. TREE SAFETY (21.28)

SC has produced and circulated a list of trees, for councillors to make any additions. SC has produced some guidelines from the advice link from OALC. The PC needs to make a map of all the trees it owns and zone them according to risk and usage. It is likely that most of the trees will be zoned as low risk, meaning that councillors can keep an eye on them as part of their normal day to day life in the village unless any issues are raised. If issues are raised there needs to be a management response, a formal inspection followed by a detailed inspection, by a qualified and insured expert, if necessary. Any trees which have been raised as having an issue must be professionally checked at regular intervals, the trees on the bund have been recently inspected and unless they are high risk can be inspected again in 5 years. JB is to make a start on mapping all the trees. SC is to check with OCC Highways that they are definitely responsible for Queen Victoria's Jubilee tree and the Cross Tree Jubilee tree. This is to be an agenda item in December.

18. PLANNING APPLICATIONS (21.38)

TPO (19) 1990 – revoked and replaced with more detailed TPO (17) 2017 – this was discussed at the September meeting and placed on the agenda in accordance with regulations.

19. CORRESPONDENCE (21.39)

Correspondence for meeting –

None

Emails printed –

Issues above

IC regarding the Comet bus service – invoices are to be issued this month for the same amount

Emails forwarded –

Issues above

Lorries access to landfill site fix-my-street – following some problems this report is now being investigated

OCC Connecting Oxford – road improvement scheme news – for information

School – proposal that the school will become an Academy. MKB is to ask the Headteacher for more details

20. ANY OTHER BUSINESS (21.44)

Mere Rd manhole cover This manhole cover has again been badly damaged. PG reported it on fix-my-street, and it is scheduled for action. ST suggests that the PC could put an item in the next newsletter highlighting parking on the verge, which may have caused the problem, and also parking carefully so as not to force other vehicles to drive over the verge, which may also have been the cause. A nearby resident has raised the issue with ST, and he was able to reassure them that the matter was being dealt with.

Victoria Prentiss MP The local MP held an informal surgery recently at the Red Lion and MK got the distinct impression that HS2 is not necessarily going to go ahead following the current government review, though this is of course not certain.

PCC JB asks that the PC place a review of the recent Church Fete in the next newsletter, some £2,770 was raised. An article has been written by a member of the PCC detailing the fete and their future plans. MKB will try to include this verbatim in the next newsletter, perhaps printing on both sides of the normal single sheet. The date of next years fete will also be included, August 22nd.

Christmas Lights JB confirms that one of the 8 strings of Christmas lights has had to be thrown away, it was too badly damaged by the winter weather. JB is to purchase a replacement string from the same supplier. Proposed JB, seconded MK, carried unanimously.

21. DATE OF NEXT MEETING (21.49)

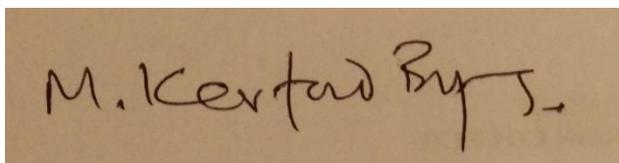
The date of the next meeting is November 5th. PG apologises. Meeting closed at 21.50.

CORRESPONDENCE CIRCULATED

Seton Safety Sign Solutions brochure

First Aid 4 Less brochure

Clerks and Councils Direct September 2019

A photograph of a handwritten signature on a piece of light brown paper. The signature is written in dark ink and reads "M. Kerford By J." in a cursive, slightly slanted script.