

MEETING OF
FINMERE PARISH COUNCIL

Minutes of meeting held on 3rd September 2019 in Finmere Village Hall

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

In attendance:- Sharron Chalcraft (SC) (Parish Clerk and RFO), Cheryl Snudden (CS) (HS2 Liaison) and Chris James (CJ) (Effiage Kier)

1. APOLOGIES (19.31)

Apologies were received from County Councillor Ian Corkin (IC), Councillor Joanne Brooks (JB) and Councillor Katherine Grimston (KG) (Vice Chairman), for late arrival.

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 2nd of July 2019 were approved with corrections.

4. HS2 UPDATE (19.35)

It was confirmed that all preparatory works were continuing but the project may be late in completion. The scoping opinion requested for the proposed 'borrow pits' on land near the landfill site has been given and the Environmental Impact Assessment (EIA) is now being prepared. There are still many steps to go through and MKB asked when the material would be needed. CJ confirmed that it would need to be used during the first 18 months of construction. MKB pointed out that this was a tight timescale considering the surface area of the access point. CJ confirmed that if enough material was not being made available from the borrow pits then it would need to be brought in from elsewhere. The PC have photos of the area concerned. CJ wants to visit the site. MKB points out that the EA view the land around the railway cutting as contaminated, following dumping of landfill some years ago. The planning application is the next step, and this will go in at the end of the year. The point is raised of concerns as to what the hole will be used for after extraction. CJ explains that all the communities in the proximity of borrow pits on the route are worried about this issue but that given its history Finmere is obviously particularly concerned. The PC would like to state that the great degree of professionalism exhibited in the current approach to the public is much appreciated.

CJ confirms that the A421 will be the main access route to the project in the Finmere area. Plans will be shared as soon as possible. MKB points out that the chicken farm development that would have put some extra traffic onto the roads is now not happening. CJ explains that the movement of material along the route will be key. Smart comms between vehicles will be being used, diggers will communicate with lorries etc using a system called 'Digger.'

Key design elements along the route will receive particular attention and engagement. In the area these include Thorpe and Edgcote viaducts to the north and Calvert depots to the south. There are also common design elements such as bridges and noise barriers where there will be engagement locally.

The road near Finmere will not be raised. ST points out that the PC would still like to apply for the use of 'quiet tarmac' on that section. Land possession is being carried out now with fencing around that land appearing soon. CJ confirms that he will come again to a meeting when there is more news and he will talk with MKB in one month anyway.

CS asks if there are any funding applications going in. ST confirms that the VHMC is processing one for the PC to submit at the moment. This will be for monies to pay for an extension to, and new roof for, the village hall. MKB points out that the PC would like to apply for money to purchase the spinney also. CJ points out that the Environment Fund is under subscribed at the moment and is looking for environmental applications, the spinney should be eligible. CS points out that there is a six-month waiting period between applications though she is not sure if that applies if the first application is unsuccessful.

5. MATTERS ARISING (20.15)

- 5.01 **Sports Pavilion Issues** The reply from NALC solicitors has arrived but referred to the PC as custodian trustees, which they are not. MKB sought clarification and the solicitors have now confirmed that the PC own the playing field outright. They do not mention the pavilion in this clarification so MKB will contact them again and ask for confirmation that the PC owns the pavilion outright also. ST points out that the grass cutting payment is due soon. MKB confirms that the Sports Club have said that they are happy to pay it. SC is to contact Katy Whitton (KW), Club Secretary, about the gutter at the back of the pavilion which is still dripping. The wood in the area is now beginning to rot so this issue needs to be addressed urgently. c/f
- 5.02 **Stable Close Fencing** SC has paid the invoice for the Postcrete and this issue is now settled.
- 5.03 **Spinney Acquisition Funding** SC circulated funding information from CS. MKB is still to talk formally with the Poors Plot, there has been less availability due to summer holidays. SC is to ask JB if she has heard anything from the Chair of Mixbury Trust as to the Charities Commission reply. c/f
- 5.04 **Defibrillator Guardianship** The nights have been too light to do a proper check. The training organised by a villager was carried out at the school and was well attended. The presenter also spoke to MK and gave advice on the PC model so that he is clearer about the necessary checks. A check will be made on visibility once the nights draw in. c/f

- 5.05 **CDC and Salvation Army Funding** SC has requested that the money should be returned to the PC to spend in the parish but has received no reply. She has emailed again for confirmation, although the money is only collected once or twice a year. If there is no reply SC is to pass this matter on to MKB and IC. c/f
- 5.06 **Preparation for the Death of a Senior National Figure** OALC have now provided a definitive document dealing with this matter but it is 'sensitive' and not to be discussed in an open meeting. As no members of the public are present at this point the PC briefly discuss the advice and MK and SC are to source some materials. SC is to inform the Church that there can be no more liaison. c/f
- 5.07 **Loose Manhole Cover** This has now been repaired and this issue is now settled.
- 5.08 **Parish Footpath Warden** SC has notified OCC of the addressed issues on their list. MKB has found a volunteer as footpath warden. The PC agree this, proposed MKB, seconded ST, carried unanimously. MKB is to confirm with the volunteer and SC is to send him all the relevant documentation and contact details. c/f
- 5.09 **Trailer towing training** SC has placed the poster, MKB is to include an item in the next newsletter if there is space. c/f
- 5.10 **Website Access Requirements** SC has heard more from OALC. There is mention of the phrase 'disproportionate burden' so it may be possible for very small websites to be able to set aside the most onerous and expensive compliance requirements. Written guidance from OALC is to be released shortly. SC is still liaising with Paul Nash, former website administrator, for advice on this matter. c/f
- 5.11 **Risk Assessment Sheets** These have now all been completed. PG completed the litter bin sheet. MKB is to email a copy of those he did to SC.
- 5.12 **Dangerous Fence** The work has now been carried out and this issue is now closed.
- 5.13 **Future of the Church** The Church Fete was a great success and raised some £2,700. In addition, Revd Goodall was able to sign up some parishioners to the Parish Giving Scheme. The organiser of the fete did a wonderful job and was heard commenting about next year's event so hopefully this will become a regular fixture. The PC will continue to promote awareness of this issue and publicise any events.
- 5.14 **Comet Bus Service Invoice** This has been paid. IC has confirmed that more than 600 passenger journeys were made this quarter, all communities bar one are using the service, most of them weekly. Fritwell had 180 journeys, Chesterton 110, Ardley 90, Hethe 64 and Finmere 52. The payment will be worked out proportionately to use and the invoices sent out soon.
- 5.15 **Cross Tree Triangle Pothole** This was reported on fix-my-street by SC and has now been fixed. In addition, a large pothole outside Coniston on Mere Road was raised by MKB, reported by SC and fixed.

- 5.16 **Playing Field Inspection Invoice** This has been paid.
- 5.17 **Volunteer Driver Leaflet** This has been posted.
- 5.18 **Vegetation Overgrowth** Both the area at the bottom of Chinalls Close and near the bench have been dealt with, one by a villager and the other by either Bucks CC or OCC. MKB will keep an eye on the hedge at that point and cut it back if necessary.
- 5.19 **Church Building Use Notice** This was forwarded to all by SC.
- 5.20 **Grass On The Bund** This has been cut by John Donaldson (JD), grass cutting contractor.

6. FINANCIAL REPORT (20.43)

The monthly financial reports for July and August were presented.

It was reported that there was £7,308.57 in the Treasurer Account and £4,814.61 in the Business Money Manager Account.

The following had been paid out during July and August:

£780 to John Donaldson – running costs – grass cutting
£23.07 to e.on – running costs – electricity
£78.00 to OCC – S26-29 community transport schemes
£149.00 to John Hicks – running costs – playing field
£20.88 to Travis Perkins (c/o ST) – running costs – fence repair
£607.90 to SC (general admin – for Clerk and RFO duties and internet and website costs)

The PC printer has run out of ink and SC has found the cheapest price from IJT at £99.95. SC is to order more proposed MKB, seconded KG, carried unanimously.

7. S19/S137/URGENT BUSINESS (20.53)

No requests for funding had been received. The three planning application consultations detailed below were carried out under urgent business.

8. FINMERE LANDFILL SITE UPDATE (20.55)

The six planning applications currently under submission have been considered by OCC and there are lots of questions. There is to be a quarry liaison meeting on September 10th, all participants have been notified.

9. PLAYING FIELD PROGRESS AND CONDITION (20.58)

The sorting out of the leases is still ongoing.

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

10. NEW RESIDENTS NOTIFICATIONS (21.00)

There are no new residents this month.

11. NEW VAT LEGAL NOTE (21.01)

The VHMC have considered the matter and feel it best that the PC should pay for petrol, maintenance and replacement of the mower as it appears on the PC asset register. The PC will then be able to reclaim VAT. This is accepted by the PC. Proposed MKB, seconded PG, carried unanimously.

12. TREE OF REMEMBRANCE (21.10)

The tree planted beside the bench is still alive but has grown more slowly than the whip in PG's garden as it has not been watered. The plaque which was provided with the whip has been damaged by the mower/trimmer during grass cutting, it is only plastic. PG suggests that the PC should consider a more permanent plaque. The whip in PG's garden is to be planted out at the end of September.

13. GDPR – AUDIT QUESTIONNAIRES/INTERNAL REGISTER OF PROCESSING ACTIVITY SHEETS (21.15)

SC has circulated the templates for both audit questionnaires and internal register of processing activity sheets. The Clerk copy, for the PC, was also circulated as were copies of the Clerk's internal registers. The issues still outstanding on the questionnaire were looked at and addressed :-

Does the council have website privacy notices and privacy policies – yes, but the privacy policy needs to be made more prominent on the website.

Does anyone in the council have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date – the PC will review at the Annual Meeting of the Parish Council.

Who authorises destruction and archiving – the PC at any monthly meeting.

Does the council have notices, policies or procedures relevant to this monitoring – no, SC is to source such a policy/procedure for adoption.

All councillors are to complete a copy of the audit questionnaire for the information that they hold and then complete the appropriate internal register sheets. These papers are to be copied to the Clerk.

This is to be an agenda item in October.

14. INTERNAL AUDIT (21.35)

The letter of engagement from Phil Hood, Arrow Accounting was reviewed and signed. A visit by the auditor is optional this year as the PC has now been audited several times by Phil Hood. It is decided not to have a meeting as this will save money. Proposed MKB, seconded ST, carried unanimously. SC is to return the signed letter.

15. REVIEW OF CHERWELL POLLING DISTRICTS AND PLACES (21.40)

Having considered the review the PC is satisfied that the polling station at the village hall is sufficient for parish needs.

16. PLANNING APPLICATIONS (21.42)

Request for Scoping Opinion for proposed aggregate borrow pits to support the construction of the HS2 Scheme at Finmere Borrow Pit, Land South of A421, Finmere – under urgent business observations were submitted by the PC, these were taken into account and additions made to the scoping opinion which has now been issued.

19/01114/F – Finch Hattons, Fulwell Rd – Erection of detached carport – under urgent business the PC made no objections but submitted comments on the concern of neighbours.

19/01079/F – Five Gables, Fulwell Rd – new roof over existing front offshoot and raising of the existing eaves and ridge heights to form accommodation above; open porch to front – under urgent business the PC made no objections.

19/00725/LB – Wilbur's Barn, Water Stratford Rd – Replacement windows x 4 at ground level, external screen door, internal kitchen stable door – permission subject to conditions.

17. CORRESPONDENCE (21.47)

Correspondence for meeting –

Comet minibus service terms and conditions – for info – this could be a newsletter item

TPO (19) 1990 – revoked and replaced with more detailed TPO (17) 2017 – this is to be placed on the October agenda in order to comply with regulations

Emails forwarded –

Funding info from HS2 – for information

Various HS2 action group emails – for information

OCC roadworks permit scheme consultation – no entry was required

Oxfordshire Minerals and Waste Consultation – for information

Bicester Police Rural Resilience group news – for information

OALC July update – no issues raised

OALC August update – an update of financial regulations, as this does not apply to the PC the amendment will be made at the Annual Meeting of the Parish Council under the annual review. An item on trees and high winds addressing the matter of tree safety. The PC is to make a list of all the trees it is responsible for and this is to be an item on the October agenda

Parish Liaison meeting reference notes – for information

National Highway and Transport Satisfaction survey – MKB has completed

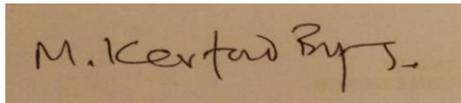
Winter salt supply request - SC to check with JB if any order is needed

Email from Red Lion – the pub is on board for VE Day – there is to be music and hopefully a beer festival – is a road closure possible? SC is to ask IC what this would entail.

Email from IC – monitoring HS2, intend to bring a motion to council asap re the environmental damage that is being caused. Will organise a new meeting between OCC and the PC soon – continuing to progress quarry issues with OCC officers and will inform of committee dates – a range of casework ongoing in the area and would like to take the opportunity to remind residents that I am always very happy to help and that all issues are dealt with in confidence

18. ANY OTHER BUSINESS (21.58)

War Memorial Connections KG asks if anyone knows if relatives of the named on the memorial are still living in the village. Nobody is sure. It is best to make a list of the names and put this in the next newsletter with an appeal for information.



19. DATE OF NEXT MEETING (22.04)

The date of the next meeting is October 1st. Meeting closed at 22.05.

CORRESPONDENCE CIRCULATED - Clerks and Councils Direct July 2019