

ANNUAL MEETING OF
FINMERE PARISH COUNCIL

Minutes of meeting held on 14th May 2019 in Finmere Village Hall

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

In attendance:- Sharron Chalcraft (SC) (Parish Clerk and RFO) and two members of the public

1. APPOINTMENT OF OFFICERS (19.31)

Chairman Mike Kerford-Byrnes (having indicated his willingness to continue)
Proposed: KG
Seconded: ST
Carried unanimously

Vice Chair Katherine Grimston (having indicated her willingness to continue)
Proposed: MKB
Seconded: JB
Carried unanimously

RFO Sharron Chalcraft (having indicated her willingness to continue)
Proposed: MKB
Seconded: KG
Carried unanimously

Parish Clerk Sharron Chalcraft (having indicated her willingness to continue)
Proposed: MKB
Seconded: ST
Carried unanimously

2. APOLOGIES (19.36)

Apologies were received from County Councillor Ian Corkin (IC) and Councillors Mike Kirby (MK), Peter Goss (PG) and Mike Kerford-Byrnes (MKB) (for possible lateness)

3. DECLARATIONS OF INTEREST AND INVOLVEMENT (19.37)

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

4. MINUTES (19.38)

The minutes of the meeting of 2nd of April 2019 were approved with corrections.

5. MATTERS ARISING (19.39)

- 5.01 **HS2/EK** MKB attended the multi parish meeting about HS2 arranged by IC and has had confirmation that the slide presentation was accidentally deleted. The traffic plans are to change, with less use of the A421 and no proposal for traffic lights, more news will hopefully be forthcoming at the APM on the 21st, so the slides would now be useless anyway. The parishes of Godington, Mixbury and Newton Purcell also attended, and Shaun Rooney represented OCC Highways. All the parishes are concerned about the amount of dis-placed traffic that will be created. There is no opposition to the use of quiet tarmac for the raised bridge section of the road but the use of it is still not confirmed. SC has informed the writers of the letter opposing HS2 that Finmere PC would like their name added to the list of supporters.
- 5.02 **Cross Tree Signpost** The new fingerpost has been put in place. The invoice has been received in the sum of £296.40. This is to be paid, proposed ST, seconded KG, carried unanimously.
- 5.03 **Fencing & Stile for Stable Close bund boundary** Nothing heard about this. c/f
- 5.04 **Sports Pavilion Issues** The mower service invoice has been received in the sum of £390.00. This is to be paid, proposed KG, seconded JB, carried unanimously. SC is to raise a request for a contribution from the VHMC for half the amount before VAT - £162.50. At the latest meeting with the Sports Club ST and MKB were informed that the Sports Club believes that they own the pavilion, despite all legal advice to the contrary which the PC has received. MKB has prepared an explanatory document and sent it to the solicitors advising OALC/NALC asking for confirmation that the 'other circumstances' quoted by the Club do not trump the conveyance document for the field. No details of these 'other circumstances' have been provided. ST and MKB are to pursue this matter and ask for evidence from the Club. c/f
- 5.05 **Stable Close Fencing** ST has sourced timber from Linells, after obtaining quotes, and the posts will cost £21.50 each with an additional cost for Postcrete to fix each post. JB will see whether she has a machine on her farm which would be able to make digging post holes a lot easier. The gap requires 10 new posts which will mean a cost overall of £265 plus VAT. ST is to order these posts, proposed JB, seconded KG, carried unanimously. A working party will then need to be arranged. c/f
- 5.06 **Trees of Remembrance Project** The VHMC will carry out the work when the conditions are right. c/f
- 5.07 **Comet Bus Service** SC has received and paid the invoice (in the sum of £60) under urgent business as there had been a mistake over emails and the invoice was overdue when received. There has now been an item in the newsletter.

- 5.08 **Spinney Acquisition Funding** JB has been dealing more with this matter than MKB at the moment. Martin Ayres, Mixbury Trustee, has said that he will dig out the current valuation held by the Trust. The Trust will meet with JB to share any information. The PC will await a response from Mixbury Trust with a view to continuing negotiations once their position is known. c/f
- 5.09 **Defibrillator Guardianship** MK has confirmed the fitting of the reserve pads and the placing of the new pads in reserve. As MK is not present it cannot be confirmed that all the required equipment is in the envelope. c/f
- 5.10 **CDC and Salvation Army Funding** SC has had no reply yet from CDC but KG asks that she renew the enquiry. c/f
- 5.11 **Preparation for the Death of a Senior National Figure** Nothing further has been heard at the moment, SC will liaise with Revd Alice Goodall at the APM. c/f
- 5.12 **Loose Manhole Cover** ST has again reported this to fix-my-street but the response was to mark it ‘no further action.’ ST has pursued this with IC as he feels the response to be insufficient but has had no reply yet. SC has reported the faulty manhole cover report from Anglia Water regarding the cover on school property to the school. PG also reported another degraded cover near the bench that the PC installed on the verge of the Old Banbury Rd. SC has reported this on fix-my-street with PG’s photos as evidence. c/f
- 5.13 **Invoices for payment** These have been paid.
- 5.14 **Agenda for APM** This has been circulated and posted. The invites to organisations have gone out and some reports have already been received. HS2 confirm their attendance.
- 5.15 **MW.0026/19 – Finmere Quarry – Clay extraction** – see Section 21 below.
- 5.16 **19/00423/F – Middle Farm, Featherbed Lane – Erection of 6 poultry rearing buildings** – the PC objection was decided under urgent business and submitted and eventually appeared on the CDC website.
- 5.17 **Mud on road** MKB reported this to the operators and OCC. The wheel washer is in operation but it is obviously not coping.

6. FINANCIAL REPORT (20.40)

The monthly financial report was presented.

It was reported that there was £10,664.41 in the Treasurer Account and £4,812.03 in the Business Money Manager Account.

The following had been paid in during April:
 £5,665.00 from CDC – parish precept first payment

£284.93 from HMRC – VAT refund for the second half of 2018/19

The following had been paid out during April:

£44.28 to Wel Medical – (running costs – defibrillator pads)

£54.00 to OALC – (general admin – Councillor training)

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

SC brings in the VAT return for the second half of 2018/19, submitted in April, for JB to examine under internal controls. JB also takes the invoice section of the accounts folder to check against the claim. SC also gives JB the monthly statement for April as it has arrived in time for the meeting.

7. S19/S137/URGENT BUSINESS (20.48)

No requests for funding had been received. The payment of the Comet bus service invoice was decided under urgent business as was the objection to planning app 19/00423/F.

8. FINMERE LANDFILL SITE UPDATE (20.50)

The many planning applications submitted are detailed in Section 21 below. Extensions have been obtained till May 31st on all these applications. MKB is to collate the PC response with contributions being provided by himself, ST and JB. The public meeting held on May 7th to discuss these applications was poorly attended. Tingewick PC were invited.

An email was received from a resident concerning the blocking of the bridleway by a mound of soil. JB looked at the site and reported that the bridleway was indeed blocked. JB then reported the matter to OCC via their on-line footpaths service. SC checked to make sure that there was no diversion in place, but the area is confirmed to be outside the scope of current diversions. MKB contacted the site and they promised to move the soil. The residents are present at the meeting and point out where the mound is, MKB realises he has asked the operators to move the mound at the other end of the three fields area. The operators confirmed that the earth had been piled up in various places as a result of the fields being scalped to remove the problem of ragwort. MKB will contact the operators again and get them to move the correct mound. The operators did say that they had concerns about access to the site, but the bridleway must be kept clear. The residents will inform the PC when the way is cleared. The residents also point out that they often have a problem with odour from the site and MKB encourages them to report it using the number detailed on the notice boards.

9. PLAYING FIELD PROGRESS AND CONDITION (21.05)

The sorting out of the leases is still ongoing.

KG confirms that she has walked the field this month and all is well.

SC has replied to residents about the PC discussions. There are no objections from them and indeed they thank the PC for their efforts. No other communication has been received as a result of the newsletter article. There will now need to be a working party to remove the animals. ST has the cutters necessary to remove them, the spring will be cut off well below ground level and then covered. ST suggests that it may be worthwhile selling the animals online to offset costs. This is felt to be a good idea, proposed ST, seconded MKB, carried unanimously. The working party date can be discussed at the APM when all councillors have had a chance to check availability.

The spring clean was well attended with 19 residents taking part. The council had to visit MKB twice to remove all the rubbish collected. Unfortunately, one of the sharps boxes was not returned, though none were used, so SC will need to alter the asset register to reflect this.

10. NEW RESIDENTS NOTIFICATIONS (21.15)

There are no new residents this month.

11. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS (21.16)

Standing orders were revised due to changes in October 2018, there have been no further changes notified by OALC, so the review leads to no further action, proposed ST, seconded MKB, carried unanimously.

There have been no changes notified to financial regulations since last May. The various amounts included within the regulations (for various payments that can be made) are felt to be sufficient for purpose this year so the review leads to no further action, proposed MKB, seconded JB, carried unanimously.

12. REVIEW OF ASSETS (21.21)

SC circulated the revised asset register, which was shown to the internal auditor and which has been placed on the web, and (with the exception of the alteration required to the value of the sharps boxes) this was accepted. SC is to make the required change and place the new register online and send a copy to MKB for laminating for the notice boards.

The risk assessment sheets for assets were distributed, to be completed over the summer. JB found the risk assessment training course to be quite dry and more concentrated on the audit risk assessment, which is reviewed every April, than on risk assessment of objects. The advice generally was to use common sense and not invent lists of improbable events to mitigate against. The PC will also have to have sight of any contractor's risk assessments and form their own for each service contracted out. ST is to speak to John Donaldson (JD), grass cutting contractor. In addition, the PC should formalise discussions about any activity and produce a risk assessment rather than just discussing things. SC was unable to trace many of last year's sheets; she is to look again in other folders in case they have been misfiled. The return of sheets is to be an agenda item in September.

13. INSURANCE RENEWAL (21.35)

Last year the PC entered into a 3-year arrangement with BHIB to obtain a discounted rate. Therefore, SC has not obtained quotes this year, having only been offered one by Zurich. JB obtained paperwork from Came and Co while at the training course and SC keeps this for future reference. The renewal offers the correct level of cover and the invoice has been received in the sum of £147.74. This is to be paid, proposed ST, seconded KG, carried unanimously.

14. REVIEW OF MEMBERSHIPS (21.40)

OALC – currently £138.97pa – they provide all legal advice and are a government conduit for legislative changes and governance. The PC is to continue membership, proposed ST, seconded MKB, carried unanimously.

OPFA – currently £42pa – they provide advice and help with playing field issues – this membership could be passed on to the VHMC when a lease is constituted. The PC is to continue membership, proposed KG, seconded ST, carried unanimously.

Community First – currently £55pa – they help with grants, community schemes and advice on rural planning. The PC is to continue membership, proposed KG, seconded MKB, carried unanimously.

SLCC – currently £89pa – the Clerk is a member of this society and it provides her with back up, information on salary and employment rights and also provides a forum for contacting other Clerks for advice. The Clerk is to continue membership, which is paid for by the PC, proposed ST, seconded MKB, carried unanimously.

15. REVIEW OF COMPLAINTS PROCEDURE (21.50)

There have been no formal changes to regulations since last May. SC has updated her email address in the contacts section. The revised edition is to be placed on the web, proposed MKB, seconded JB, carried unanimously.

16. REVIEW OF FREEDOM OF INFORMATION PROCEDURE (21.52)

The check list for FOI compliance had been circulated before the meeting. The PC covers all the suggested items by its procedures of disclosure and governance except one, a health and safety policy. This is not mandatory, most PC's do not publish one, and it is felt unnecessary at this time, proposed MKB, seconded JB, carried unanimously.

17. REVIEW OF DATA PROTECTION PROCEDURES (21.57)

The check list for GDPR compliance had been circulated before the meeting. The PC is compliant in all major areas. There is some leeway on compliance for PC's on minor areas

but over the summer each member of the PC needs to prepare an audit questionnaire and all audit questionnaire entries then have to have a separate sheet on the internal register of processing activity. This is to be an agenda item in September.

18. REVIEW OF PRESS/MEDIA POLICY (22.02)

The policy has had to be totally revised as it refers to the standing orders and these have been altered so reference details are all new. The PC adopts the revised version, proposed ST, seconded JB, carried unanimously and SC is to place it on the web.

19. MEETING DATES FOR 2019/20 (22.04)

The meeting dates are set as follows – June 4th, July 2nd, September 3rd, October 1st, November 5th, December 3rd, January 7th 2020, February 4th, March 3rd, April 7th, May 5th and 12th (for the APM).

20. INTERNAL AUDIT REPORT AND COMPLETION OF EXTERNAL AUDIT FOR 2018/19 (22.07)

The internal audit report had been circulated, there were no recommendations on the audit itself. The internal auditor did ask that the purchase date of items should be added to the asset register in future. Next year if the PC uses the same auditor there will be no requirement for him to visit as he has fulfilled the ‘association and familiarity’ requirements with the visits he has now carried out. This will save the PC money. The invoice has been received in the sum of £240.62. The PC accepts the internal audit report and will pay the invoice, proposed MKB, seconded JB, carried unanimously.

The external audit forms (AGAR) have now been received. The PC can apply for exemption from the full audit as the turnover figures are low enough. This would save the PC the external audit fee, which was £200 last year. The PC resolves to certify itself as exempt from a limited assurance review, proposed MKB, seconded ST, carried unanimously. The relevant AGAR forms are read out and completed and signed by the Chairman and the Clerk/RFO. SC is to return the required sheet to Moore Stephens, external auditor, and post the required information on the web and notice boards.

21. PLANNING APPLICATIONS (22.18)

MW.0027/19 – Finmere Quarry – extension to the area for non-hazardous waste landfill – see comments below

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 – see comments below

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

MW.0031/19 – Finmere Quarry – application for secondary aggregate recycling – see comments below

MW.0041/19 – Finmere Quarry – continued use of a clean water lagoon and silt pond in phase 1 of the area approved for the extraction of sand and gravel and clay for the use in landfill engineering under planning permission 17/02083/CM (MW.0083/17) and the temporary use of phase 2 for the continued stockpiling of overburden and similar site derived materials and the restoration of the application site to nature conservation at Finmere Quarry

– The PC is to object to all the planning applications to do with the quarry on any grounds possible, such as proximity to the village, the increase in traffic movements, noise pollution etc. MKB has been in touch with Kevin Broughton, OCC, as to whether the county currently has enough land bank to fulfil needs for aggregate, which would render the extension unnecessary. MKB also asked whether Finmere was currently included in the land bank plan. The new minerals and waste plan has Finmere as a nominated village, not a designated one, which makes it less likely that permission will be granted, but, this plan is not adopted yet. The three fields would be likely to yield 467k tons. The concrete lorries will create more traffic movements and also dust. The PC can also suggest measures to rein in the operation if the permissions are given; wheel washing, safety inspections, dust suppression, control of ragwort, odour control (with capping every night being enforced). JB points out that the three fields currently have a shallow basin contour. It is important that any restoration of the land should follow this contour as filling it in flat could threaten the hedges and trees at the edge. SC is to check if there are any TPO's on the hedge line of the A421. There is concern that if any conditions of these new applications are broken there has to be a warning, followed by enforcement, which can be appealed, and then only any action taken if nothing is done by the operators. A Section 106 can cover any breaches but is normally only applied to anything not covered by enforcement. The operators are willing to have a Section 106 but OCC may not want to put one in place. The PC can suggest one.

Comments are being collated by MKB and the submissions will be approved under urgent business and submitted, to appear on the CDC online planning portal. An email was received from a villager pointing out that the last time the operators couldn't find enough waste to fill the hole and so were granted permission to fill with putrescent waste. This must not be allowed in any hole to the front of the mound, this would be less than 400m from houses in the village.

19/00649/TPO – The Oaks, Mere Lane – T1 – Oak, Large Oak – carry out 20-30% reduction to suitable growth points, equating to approx. 2-3.5m from extremities, with potential for 30-40% on large limb over house and T2 Oak, Smaller Oak – reduce canopy by approx. 30%, field side to remain 'as is' and garden side reduced to match, resulting in uniformed shape – Subject to TPO 20/99 – SC is to apply for an extension for this and JB is to visit neighbours and submit comments under urgent business

MW.0003/19 – Finmere Quarry – Section 73 application to vary the pre and post settlement contours for cells 1, 3, 6, 7A, 7B and 9: to amend the deadlines for the completion of landfilling, capping and restoration of cells 1, 3, 6, 7A, 7B and 9; and to make minor revisions to the position of the internal boundaries between cells 10, 11 and 11A and to the landfill sequence – permission subject to conditions

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 – permission subject to conditions

22. CORRESPONDENCE (22.38)

Correspondence for meeting –

Invoice for mower – see Section 5.04 above

Invoice for finger post – see Section 5.02 above

Invoice for insurance – see Section 13 above

Invoice for internal audit – see Section 20 above

Emails printed –

Resident about landfill applications – see Section 21 above

Resident about bridleway blockage – see Section 8 above

Parish Footpath Warden email – the Fianders, former footpath wardens, have forwarded a request they have received for information about the parish paths and the work of the wardens from OCC. The PC will make a request for a new parish footpath warden at the APM and inform OCC that one is being sought.

Emails forwarded –

New Montpelier Estates proposal for the Kings Head site – they ask if they can come to a PC meeting and make a presentation again – SC is to invite them to the June meeting

Advice on listing assets of community value – for information

OALC April update – there are no pressing issues

Invitation to Cherwell Lottery Launch – nobody is able to attend

Insurance renewal – see Section 13 above

Traffic sensitive streets consultation – this does not apply to the village

Rural policing meeting date change notification – nobody is able to attend

Tour de Vale cycle race invite – nobody is able to take part

Rural transport meeting invite – nobody is able to attend

Usual reports

23. ANY OTHER BUSINESS (22.49)

Barriers on verge/Road repair Mere Rd ST has managed to arrange for the collection of the barriers that had not been collected following the recent repair to the road surface near the Tudor House in Mere Road, which ST had finally persuaded Thames Water to rectify following the burst main in December 2017. The barriers should be removed shortly.

Village Hall Management Committee A sub-committee of the VHMC involving Emily Ackland, Pat White, Illa Moss and Bernadette Ballantyne has been formed to look into future improvements to the hall. Potential areas which have been identified include a new roof and plans to build an extension at the back of the building to provide extra storage for regular hall users, which would free up the committee room, and more space for items such as the stage. The installation of double doors leading onto the picnic area has also been recommended to provide a much safer and more appealing facility for hirers running children's parties and other events. A garage for the mower could also be incorporated, which would offer an improved environment for storage of the mower, this will allow for the removal and sale of the storage container, which will free up space and tidy the exterior area. It is also possible that the sub-committee could apply for a grant for the purchase of the spinney. ST said that, whilst no firm decisions have been made at this stage, before any grant applications are made it is necessary to know whether the PC is prepared to make the purchase, thereby making it VAT claimable and by so doing increasing purchase power. It will also be necessary to have a purchase price agreed for the spinney before any application with that in mind could be made, thus the sooner the negotiations can be concluded and a price agreed the sooner such an application can be made. The current HS2 grants available could yield £75k. JB points out that it is very important to avoid conflict between the VHMC and the PC with respect to applying for funds, it would not do for both organisations to seek to raise funds at the same time. It is agreed that the PC can administer this grant as it did the play area grant in 2017 but, this will mean that the PC will not be exempt from the full external audit and its cost next year. Also, it would be necessary that suppliers were requested to defer the VAT element of charges, in order that the VAT claim could be made and received prior to payment of this element of the invoice.

24. DATE OF NEXT MEETING (22.59)

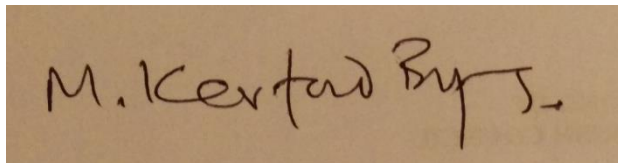
The date of the next meeting, the APM, is May 21st 2019; with the next PC meeting on June 4th.

Meeting closed at 23.00.

CORRESPONDENCE CIRCULATED

Clerks and Councils Direct March 2019

Hags leaflet

A rectangular area containing a handwritten signature in dark ink on a light-colored background. The signature appears to read "M. Kerford By J.S.".