

MEETING OF
FINMERE PARISH COUNCIL

Minutes of meeting held on 5th June 2018 in Finmere Village Hall

Present:- Councillors, Mike Kerford-Byrnes (MKB) (Chairman), Katherine Grimston (KG) (Vice Chairman) and Mike Kirby (MK)

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

1. Apologies:- Apologies were received from County Councillor Ian Corkin (IC) and Councillor Steve Trice (ST)

The start of the meeting was delayed in order to achieve quoracy.

2. DECLARATIONS OF INTEREST AND INVOLVEMENT (19.41)

MKB declared an interest in Section 17 17/01328/OUT.

3. MINUTES (19.42)

The minutes of the meetings of 8th and 15th of May 2018 were approved with corrections.

4. QUARRY LIAISON MEETING REPORT (19.44)

BC delivered her report on the quarry liaison meeting held on May 25th at 10am in the village hall:

Present were: BC (village representative), MKB (PC representative), David Periam (OCC- Environment and Economy) and Danny Miller (AT Contracting). Apologies were given by: Louise Greenwood (Environment Agency), Bill Stewart-Jones (OCC) and Chris Hodgkinson (OCC). Written reports had been submitted by the EA and OCC, but all parties did not seem au fait with the details of these.

Cell 7b has now been constructed. The drainage plan for this cell is not as specified (the old CQA plan was more involved) and has not been approved. There is to be some additional work in the SW corner. Cells 10 and 11 have been approved and are due to be completed in 8 weeks. Cells 3, 6 and 9 have not been opened in the timescale allowed, progress is being made but they are 6 months overdue. The capping of cells 4, 5 and 8 is now completed but the validation report has not yet been received, this is being chased up. Cell 7 must be fully tipped before Cell 10 can be used. The infilling of Phase 2 before 1 and use of 1 is not in compliance with permissions.

The grass and trees planted on the mound so far have taken well. BC confirms that she did not attend the ceremony and plant a tree, feeling it better to remain clearly removed from activities on the site as village representative.

The permit for the site is still in the hands of the administrators. The transfer to AT is under way. The permit requires a bond of some £900k. There had been a shortfall of some £300k but payment of this is now awaiting confirmation. The bond has to be paid 100% before the permit is transferred. Danny Miller (DM) points out that he has never known such a stipulation before. The CQA has been submitted but comments have not been addressed and it has not been approved and is awaiting re-submission. DM points out that the site is running at a loss and AT are down some £8 million so far.

The plant business is financing the landfill as that is running well. The MRF is now reconstructed and 70% of the new machinery is in place. Currently baled waste is being sent out to UK power stations. Holloways are the main hauliers. The baled waste previously stored at the site has been removed, reducing the fire risk.

The current weighbridge is to be removed this summer and there is to be a new weighbridge with an associated office built. The concrete slab put in place for this development extends beyond the planning application specification and a retrospective application is required.

In September a planning application was submitted for gravel extraction out of the three fields at the far end of the site. This is being held up by HS2, who want completion by 2019 rather than 2023 as they want to use the old cutting and the quarry entrance for their construction.

Leachate is continuing to be removed at the rate of 2-3 lorries per day. AT is now compliant on half the site and are concentrating on bringing the rest up to standard. A planning application in this regard is imminent. The December 2017 deadline for compliance has not been met and a revised plan is now available. This will be reviewed and enforced. Many of the wells and boreholes installed have no CQA report either. The pollution protection is to be improved on landfill gas and electricity generation. The mineral processing area has not been assessed and the time has now lapsed. An unapproved access structure has been placed between the MRF and the processing area, this will need a retrospective permit.

The caravans on the site have received an enforcement notice on May 16th, they have until June 16th to appeal and, if no appeal is lodged, will need to be clear of the site by September 16th. The large concrete pad constructed at this spot is to be removed under enforcement too. BC and KG are to visit the site and take photographs. MKB suggests they take a daily paper with them to date the photographs.

KG asks about the current working hours allowed as she has seen lorries queuing outside the site in the evening. MKB explains that they are using dumper trucks to move material from lorries rather than having the lorries enter the site.

5. MATTERS ARISING (20.15)

5.01 **Cross Tree Turf and Drainage Problems** SC has again emailed MW, still nothing has been heard. c/f

- 5.02 **Spinney Acquisition** Martin Ayres has now taken over from Rebecca Ayres in dealing with this issue. He confirms that the price offered by the PC for the land is significantly below the value given by the land agent and he has been assured that the Charities Commission would veto a sale at that price. The PC needs to come up with a new number. MKB points out that landfill tax is now being generated at the landfill site and that, with the good will of the operator, the PC may be able to access some funds to increase the offer. This is to be an agenda item in July.
- 5.03 **Cross Tree Signpost** c/f
- 5.04 **Grass Cutting** SC has confirmed with Bucks CC that they are responsible for both sides of the verge. KG points out that the visibility when turning out of the Old Banbury Road toward the roundabout is very badly affected by the tall grass at this point. SC is to point this out to Bucks CC. MKB will try to trim the first few metres of the verge shortly. c/f
- 5.05 **Stable Close Bund Proposals** MK confirms that nobody is interested in paying money for the bund land bordering their gardens. He has gone to the bund and taken photographs of the overhanging tree which has been complained about by a resident. This tree is significantly nearer to the fence line than the others and the only solution would seem to be removal as chopping back clear of the fence would make the tree lopsided and unstable. MK is to confirm this with the householder and obtain quotes for the work which can be circulated for approval under urgent business. Proposed MKB, seconded KG, carried unanimously. c/f
- 5.06 **Grass verge near Pines** The fence has still not been removed. ST has emailed to say that another application has been submitted regarding parking provision. This has not been received by the PC yet, SC will circulate it for comments and this can be dealt with under urgent business if necessary. c/f
- 5.07 **Traffic problems in Valley Rd/Mere Rd** MW has still not supplied the signs. c/f
- 5.08 **Fencing & Stile for Stable Close bund boundary** SC has spoken with Joanne Brooks (JB), former councillor, and she has confirmed that she will speak to the contractor and chase this matter up. There has been some confusion over the posts surrounding the old play area, which are to be removed and reused in the bund fence. It is confirmed that they have not been removed yet. c/f
- 5.09 **Grit bins** The bin has still not been changed, SC has emailed with a query but the person responsible is currently away. c/f
- 5.10 **Road Repairs** There is still no news on a date for the white line repainting. SC has requested a general idea of timings to satisfy residents enquiries. c/f
- 5.11 **Sports Pavilion Issues** MKB is to meet with Mike Geelan (MG), Sports Association Chairman, and representatives of the football club at the end of June. The damage to the gutter is not as bad as first thought, the gutter has simply been sprung by a careless placing of the goalposts against it. MKB is to ask the SA to get this sorted out. c/f

- 5.12 **Reviewed and Adopted Governance** This has all been sent to Paul Nash (PN), website administrator, for the website.
- 5.13 **Insurance renewal** This was completed under urgent business with the new amount being only £143.19. There is however a £500 excess on the theft of the mower.
- 5.14 **Fulwell Rd Manhole Cover** c/f
- 5.15 **OCC Meeting Invite** Still no date has been received, SC will circulate as soon as she receives it.
- 5.16 **Newsletter** This was produced and circulated.
- 5.17 **HS2 updates and links** These were sent to PN for the website.

6. FINANCIAL REPORT (20.30)

The monthly financial report was presented.

It was reported that there was £5,139.28 in the Treasurer Account and £4,805.56 in the Business Money Manager Account.

The following had been paid in during May:

£760.76 from OCC (grass cutting grant)

The following had been paid out during May:

£390.00 to John Donaldson (running costs – grass cutting)

£143.19 to BHIB (general admin – insurance)

£301.87 to SC (general admin – for Clerk and RFO duties, internet costs and back pay)

The back-pay amount was larger than expected as the May payment had come out early and before the adjustment was made. Payment amount for salary has now been revised and will be correct from June onwards.

The invoice for the internal audit has been received in the sum of £195.52. SC is to pay this by bacs. Proposed MKB, seconded MK, carried unanimously.

7. S19/S137/URGENT BUSINESS (20.36)

No requests were received. The insurance renewal was dealt with under urgent business, see Section 5.13 above.

8. FINMERE LANDFILL SITE UPDATE (20.37)

Issues had been covered in the quarry liaison report – see Section 4 above.

9. PLAYING FIELD PROGRESS AND CONDITION (20.38)

The lease is still ongoing with liaison with the Sports Association still to be carried out regarding their contribution for using the field and precise responsibilities for the pavilion.

MK confirms that he has walked the field this month and the surface is much improved.

10. NEW RESIDENTS NOTIFICATIONS (20.39)

There are no new residents this month.

11. INTERNAL AUDIT REPORT AND COMPLETION OF EXTERNAL AUDIT FOR 2017/18 (20.40)

The internal audit report was reviewed. There were no issues raised. The PC then considered the completion of the Annual Governance and Accountability Return. All checklists were completed. The internal audit report page was checked. Section 1 - the Annual Governance Statement was completed and signed. Proposed MKB, seconded KG, carried unanimously. Section 2 - Accounting Statements was completed and signed. Proposed MKB, seconded MK, carried unanimously. SC is to place the necessary documents on the notice board and the web and submit the return to Moore Stephens.

12. POTHOLE AT OLD BANBURY RD ENTRANCE (20.55)

The issue of this pothole was raised at the APM. Councillors confirm that it is now a very serious hazard, especially after rain. The pothole actually lies on the south side of Sandpit Hill, just at the bend where the road turns south to the roundabout and is actually opposite the entrance to the Old Banbury Rd. SC is to report this to Bucks CC urgently.

13. CO-OPTION OF COUNCILLORS (21.05)

No candidates have come forward after the two newsletters highlighting the shortage of councillors. Discussions with various residents of the parish have not led to any firm volunteers for co-option. Joanne Brooks (JB) has again indicated that she would be willing to return in the autumn if there is still a vacancy. SC is to place the necessary notices of a vacancy on the web and the noticeboards.

14. DATA PROTECTION CONTRACT (21.10)

This is one area which the PC still needs to address. Generally, the PC is progressing well with compliance on GDPR. All policies have been adopted and all necessary notification documentation has been produced and distributed although as SC points out this is an ongoing process and it will be necessary to send out more documents as areas are identified, ie SC has realised that the village organisations whose details are held will need to receive a privacy notice. SC has completed a data audit questionnaire for PC held information, but each councillor also needs to complete one for any information held by them personally. These questionnaires then have to have every entry transcribed onto its own sheet in the internal register of processing activities. At this point the period of time the information will be kept for needs to be determined and recorded ie. information on contractors needs to be kept while they are employed but also in some form afterwards as accounts need to be held for at least 8 years for tax purposes, information on councillors needs to be disposed of when they leave their post.

The contract is a complicated issue. Paul Nash (PN), website administrator, is still considering whether he is happy to proceed and sign a contract. It has now been confirmed that PC's will not require a Data Protection Officer and the insurance company is happy to have the clauses on GDPR protection included in the contract. ST has suggested in an email that it may be advisable to have the final draft checked over legally if we are straying from the template. SC points out that there is no contract template and she has written the contract according to the advice and criteria on the Information Commissioner's Office website. It may be that the PC will need to administer the site itself in the future. This issue will need to be on the July agenda. SC is to continue liaison with PN.

15. VOLUNTEER POLICIES (21.25)

In accordance with governance it is necessary for the PC to have a volunteer policy. Most PC's have one on their websites. SC has downloaded three examples for consideration. One is very short and seems to have been 'home made' and is possibly not adequate. The other two are variations on a theme from a template. This template is no longer available on any site that SC has found but it would seem to be applicable and still in common use. SC is to produce a form of words based on these two examples and circulate it ready for adoption at the July meeting.

16. JOINT EFFORTS OF PARISH ORGANISATIONS (21.30)

This was an issue raised at the APM. With a dwindling number of volunteers for many organisations it is proposed that it would be a good idea if the various groups worked together. The Mums of Operation Playground are already helping the Village Hall and Playing Field Committee and have offered help to the PCC. It is felt that with all the responsibilities of governance and the large issues of both the landfill and HS2 affecting the village it would be too much for the PC to organise such a cooperation. The PC will take a passive rather than an active role but will promote such cooperation through newsletters and offer support to all organisations as a source of information or as a conduit to larger authorities if needed.

17. PLANNING APPLICATIONS (21.35)

18/00418/F – Gravel Farm, Banbury Road – erection of single storey extension – permission subject to conditions (this arrived too late to be on the May agenda but was mentioned in correspondence).

MKB then left the room as he has a disclosable pecuniary interest in the next application.

17/01328/OUT – Land East of Heatherstone Lodge, Fulwell Rd – outline application for residential development – appeal against refusal – As MKB had left the room only two councillors remained so the meeting was not quorate, and no discussion of this application could take place. SC is to forward the details of the application to KG, MK and ST for discussion under urgent business.

MKB then re-entered the room and the meeting again became quorate.

Finmere Quarry, Banbury Rd – Details pursuant to Condition 10 (location of leachate storage tanks) of planning permission MW.0004/17 – approved.

18. CORRESPONDENCE (21.40)

Correspondence for meeting -

Banbury Town Council GDPR letter – a consent form and letter have been sent by Banbury Town Council. This is strange as it was thought that consent was not the preferred reason for processing data by councils as they usually use the reason of carrying out official business etc. It is not felt necessary to sign a consent form as any official communication will come through the proper channels as normal.

Emails printed -

Emails corresponding to issues dealt with above.

News on open space provision assessment – this includes a chart and a map showing the various provisions in the village. Interestingly any houses east of the school are not counted as provided for by the playing field or play areas as there is a 400m distance rule.

News of proposed OCC/CDC power share – MKB confirms that CDC will no longer be able to carry on its association with South Northants Council as Northants is now to have two unitary authorities, with the County Council disbanded, which will take on the CC's debts. This would involve CDC and the residents of Cherwell in paying off another county's debts and would be unacceptable. Rather than standing alone it is felt that it would be best for CDC to seek another cooperation but unfortunately none of the other neighbouring DC's are suitable, so CDC is in discussions with OCC.

Parish Liaison Meeting invite – meeting on 20th June. MKB is to attend. SC will book him a place.

IC regarding a new bus service – IC has been looking at a replacement bus for the 81 service which will cease shortly. There is a proposal for a Comet Bus service which would be set up for a trial period. This would run on Thursdays and give passengers a two hour stay in Bicester for appointments or shopping.

Emails forwarded -

News on Ox-Cam Expressway – for information

News of withdrawal of No 81 bus service – for information

Planning definition from IC – a useful definition for information

OALC May update – no issues were raised

Reminder of open space planning consultation – for information

Usual reports – for information

19. ANY OTHER BUSINESS (21.55)

Printer ink The printer is low on all colours. SC has priced up replacement cartridges. The actual Brother cartridges are prohibitively expensive at over £200. The cheapest cartridges were refilled from Red Bus at £75.95 with Toner Giant at £78.84 and Cartridge Save at £81.70. SC asks if any councillor has used these firms before. MK feels that cheapest is not usually best when it comes to cartridges, quality can vary very widely indeed. MKB agrees, he has always used IJT and can recommend them. SC did look at their price and is fairly certain it was around £84. It is felt best to pay a little extra for a reliable product. SC is to order replacements from IJT. Proposed KG, seconded MK, carried unanimously.

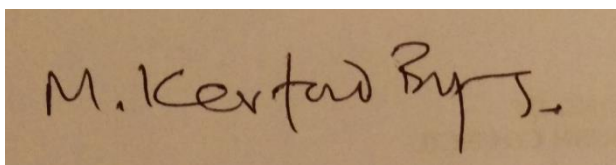
20. DATE OF NEXT MEETING (21.59)

The date of the next meeting is July 3rd.

Meeting closed at 22.00.

CORRESPONDENCE CIRCULATED

Seton leaflet

A rectangular area containing a handwritten signature in dark ink on a light brown background. The signature reads "M. Kerford By J." in a cursive, slightly slanted script.