

## FINMERE PARISH COUNCIL

Minutes of meeting held on 2<sup>nd</sup> of December 2014 in Finmere Village Hall

Present:- Councillors, Mike Kerford-Byrnes (MKB) (Chairman), Kevin Ochel (KO), Mike Kirby (MK) and Steve Trice (ST)

In attendance:- Sharron Chalcraft (Parish Clerk and RFO) and one member of the public

1. Apologies:-Apologies were received from Councillors Katherine Grimston (KG) (Vice Chairman) and Amanda Hodgkins (AH)

### 2. MINUTES

The minutes of the PC meeting of 4<sup>th</sup> of November 2014 were approved with corrections.

### 3. COUNTY COUNCILLOR'S REPORT

This was postponed as the County Councillor was unable to attend.

### 4. MATTERS ARISING

- 4.01 **Obtaining a defibrillator** SC has ordered the box but has received notification that the box is out of stock and there will be a short delay in delivery. Dick Tracey has still not visited MKB to check the equipment, SC is to chase this up.
- 4.02 **Village Notice Boards** c/f
- 4.03 **VAS Signs** SC has paid JPCS. MKB is to pass the anonymous donation to SC who is still to check with the internal auditor as to how to record this. Caversfield PC are very happy to be able to borrow the sign and have offered to assist Finmere with grant administration. c/f
- 4.04 **List of assets (the pond)** MKB is still to talk to Mr Tompkins. c/f
- 4.05 **Stiles** SC has emailed Sarah Aldous, OCC footpaths officer, but is still awaiting a progress update. c/f
- 4.06 **Christmas light tree** A working party still needs to be arranged in the New Year. c/f
- 4.07 **Printer** MKB is obtaining a new printer for home use, which has a double sided printing facility which will be useful for newsletters. He is to donate his old printer which is still working well to the PC along with toner cartridges. This should see the PC through for the foreseeable future.
- 4.08 **Blocked gullies** SC has received an email from County Councillor Catherine Fulljames (CF) pointing out that money is still available in the community fund which

could be used for projects such as sign cleaning, tree cutting or gully cleaning. SC has replied to CF explaining that the signs were cleaned during the annual spring clean and the trees have now been cut but that gullies are a possibility. SC has emailed Cliff Monger, OCC Highways, requesting an approximate cost for this work. The gullies by the Cross Tree are the worst affected. ST is to check the gullies and email news of their condition. c/f

- 4.09 **Traffic speed in Mere Road** SC has contacted the school who would be happy to have a sign but who have no idea how to obtain one. Having contacted Cllr David Nimmo-Smith's department, OCC, for information SC has been instructed to contact Cliff Monger for a price which she has done, a reply is awaited. Similarly the price of establishing a 20mph zone is not able to be supplied and SC has been referred to Cliff Monger. c/f
- 4.10 **Trespassers** This is still to be a subject in the next newsletter as there was no room in the recently produced one. c/f
- 4.11 **Bins in Mere Rd** The bin has now arrived. No invoice was given to MKB and SC has not received one. This is now to be installed. c/f
- 4.12 **Playing field problems** These are still to be featured in the next newsletter. c/f
- 4.13 **Unauthorised Activity on the Field** This is still to be an item in the next newsletter. MKB is still to provide SC with details of the official shooting arrangements in order that she can formally advise the VHPFC. c/f
- 4.14 **Village Hall Storage** SC has forwarded the address and compliment slip to MKB and he will forward copies of all the newsletters he has produced for archiving at the British Library.
- 4.15 **Additional Parish Councillor** MKB has now spoken to Joanne Brookes, former councillor, she is interested in returning and they are to meet up. c/f
- 4.16 **Dog fouling** MKB is still to cut back the undergrowth around the dog bin at the gated road junction. This will also be an item in the next newsletter. c/f
- 4.17 **Tree surgery and other works on PC land** The bonfire went well with all material cleared away. The soil and detritus in Chinalls Close will need to be removed, possibly the path should be removed rather than re-laid. ST is to talk to Steve Reason, resident, and take a look. SC did not cut back the brambles this month. c/f
- 4.18 **Remembrance Day Wreath** The wreath was delivered and used. A cheque for the amount agreed at the September 2<sup>nd</sup> meeting is to be sent. c/f
- 4.19 **Underpass Gullies** ST is to check these when he next walks that way. c/f
- 4.20 **Drain Covers** SC has thanked Cliff for his efforts. ST is sure there is a third drain cover near Woodlea, he is to check. c/f
- 4.21 **Rubbish on roundabout** This has been cleared.

- 4.22 **Community Speedwatch** This is to be an item in the APM newsletter, stressing the need for village participation, so that the village can be asked at the APM if there are any volunteers. c/f
- 4.23 **SLCC Governance and Accountability** SC has downloaded the free copy.
- 4.24 **Public Protection and Development letter** AH is not present, this is to be discussed under Matters Arising at the January meeting. c/f
- 4.25 **Parish Liaison Meeting** MKB attended the meeting.
- 4.26 **Newsletter** This was produced and distributed.

## 5. FINANCIAL REPORT

It was reported that there was £4,438.90 in the Treasurer Account and £5,294.77 in the Business Money Manager Account.

The following had been paid out:

£231.60 to JPCS for VAS site (S137 (LG Act 1972) Village benefit)

£278.73 to Sharron Chalcraft for Clerk and RFO duties and internet costs

A notification for renewal has been received from the Data Protection Registration team. The renewal cost of £35 needs to be paid as the current registration expires on January 12<sup>th</sup>. This is to be paid, proposed MKB, seconded KO, carried unanimously.

Notification of a salary increase has been received from NALC. From January 1<sup>st</sup> 2015 the hourly rate for SCP 24 will rise from £10.949 to £11.190. There is also to be a one-off payment pro-rata of £15.59 during December.

The assets register is to be updated to include the new VAS sign base, adding £232 to the value of £400.00 and also the Chinalls Close open space is to be added at the value of £1.

## 6. S19/S137

No requests have been received. The VAS sign base comes under S137 expenditure.

## 7. URGENT BUSINESS

No urgent business was carried out this month.

## 8. FINMERE LANDFILL SITE UPDATE

OPES's page was included in the newsletter, detailing what is being done.

## 9. PLAYING FIELD PROGRESS

MKB has heard back from Jonathan Dawson, solicitor, but despite MKB having forwarded all the documentation regarding the purchase of the field the solicitor seems to have focussed only on the validity or not of the lease. MKB is to reply to the solicitor's letter and hopefully obtain more useful information. The cost of this work if not pro bono is likely to be prohibitive.

## 10. PLAYING FIELD CONDITION

SC has received an email from Aon. This confirms that the PC's public liability insurance will cover legal liabilities for any land for which the PC is responsible. The land is to be maintained and checked regularly, preferably weekly. From now on it will be recorded at the monthly meeting that the field has been checked weekly. All reasonable precautions must be taken to make sure the land is safe. If the PC knows there are rabbit holes the problem must be dealt with and the holes filled in. The PC already fills in any deep rabbit holes on the field itself. A warning sign would be a good idea. Four signs would be needed, at each public access to the field. Seton in Banbury stock signs of this type. It is felt that something along the lines of 'Beware Uneven Ground' would cover all eventualities. SC is to contact Seton and check the price of signs.

## 11. COMPLIANCE – CHECKING AND HEALTH AND SAFETY ASSESSMENT OF ASSETS

KO has carried out his physical checks and prepared risk assessment sheets, he does not have them with him as he has come straight from work. He did not find that any actions were recommended. These sheets are to be sent to SC who can circulate their contents and councillors can make any comments they wish. MKB has not carried out a full assessment yet but as all the items he is covering are currently stored in his outbuildings no actions will be required for the present, this is agreed by all and MKB will bring the sheets to the January meeting. AH has given her sheets to MK to bring in. Any further sheets will have to be discussed in January. The sheets submitted for discussion are discussed and agreed.

Stable Close (particularly the play area) – The play area is not currently used and it has been tidied up recently. However it is possible that a sign warning not to eat the berries on the bushes there could be needed, also there is moss on the safety matting and the ride-on horses need sanding, as mentioned in the annual inspection report. It is felt that it may be best to decommission the play area rather than spend money on it as it is not used and has not been for some time. MKB explains that when the development was built a Section 106, requiring the provision of a play area, or other stipulations may have been written into the planning application. If that is the case then the play area will need to be preserved. MKB is to check with CDC planning as to whether any such conditions apply. c/f

Litter bins – It is recommended that the mounting and structural condition of the bins could be checked annually during the village spring clean. This idea is accepted. It is also felt that it is possibly a good idea to put a sign warning against the deposit of hazardous waste near the bins. SC is to check into the cost of such signs. c/f

Playing field – No actions were required beyond the current regular inspection of the field by councillors. Other councillors were given responsibility for the playing field as it is such a major asset. The remaining report is awaited. c/f

## 12. PROTECTING COMMUNITY ASSETS

This is a new piece of legislation whereby the PC can identify items of value to the community, register them with the District Council and have the opportunity to buy them first if they ever come up for sale, the items being held for the PC to purchase for the term of six months. It is felt that the spinney would be an ideal item to have listed. It is also felt that it is only right to notify the Mixbury Trust of the PC's intention to try and get the spinney listed. MKB is to talk to Hugh Smith, as at the moment there is an inter regnum and therefore no vicar to be Chairman of the Trust. This is to be an agenda item in January.

## 13. STREET LIGHT MAINTENANCE

SC has only just contacted the village electricians for a quote so written quotes are yet to be received. One has quoted a rough figure as a guide which would mean that changing the lamp would cost £60 to £70 plus costs; the other would need to check whether the whole lamp would need replacing as the holder may not be suitable for new bulbs. It would seem that the annual check could cost upward of £80 per year. It is wondered whether the street light is worth maintaining at such cost, especially as a street light has now been placed almost opposite the end of Valley Rd on the old Banbury Rd. ST is to take a look, possibly asking neighbours about their feelings, and this is to be an agenda item in January.

## 14. GRASS CUTTING AGREEMENT

SC has had no reply to several phone calls and messages left with Richard Lovewell. She has now sent an email clearly stating the PC's position that they would much rather keep the cut frequency the same and not sign the variation to Schedule 1, provided this would mean that the grass cutting grant would remain the same next year. If the grant is to be cut then the PC would like to know precise details of what the 'visibility splays' referred to in the variation consist of. This is to be an agenda item in January or may be dealt with under urgent business if necessary.

## 15. PLANNING APPLICATIONS

OCC Finmere Bridleway No.7 (Part) Public Path Temporary Diversion Order 2014 – temporary diversion for sand and gravel extraction and restoration – the PC has no comments, SC has displayed the required notice.

## 16. CORRESPONDENCE

Data protection registration renewal letter – see section 5 Financial Report

NALC National Salary Award – see section 5 Financial Report

Official documentation on Chinalls Close open space – this has been stored in MKB's safe with the other PC deeds

Emails printed:

Email from CF about funding for road issues – see section 4 Matters Arising

Email from Aon about safety on the playing field – see section 10 Playing Field Condition

Email from SLCC about APM's – SC reads out this email from Badby PC asking about ways of making the APM more of a social event and thereby attracting more villagers – it is not felt that this is something which would be appropriate

Emails forwarded:

Information on the discussions of the Parish Liaison meeting

Usual reports

## 17. ANY OTHER BUSINESS

**HS2** KO enquired as to the details of the Warren Farm changes. The driveway is to be moved so that it goes around in an arc rather than straight past Warren Farm itself. The junction with the road is unchanged.

**Dogbin in Mere Rd** MKB has been contacted by the owners of the new house on the site of the old village hall in Mere Rd asking if the bin could be moved as it is in very close proximity to their driveway. SC is to contact the dog bin department of CDC and check whether the PC can move the bin and if so whether there are any restrictions on where it can be placed. How it would be fixed in its new location is also a consideration.

## 18. DATE OF NEXT MEETING

The date of the next meeting is Tuesday 6<sup>th</sup> of January 2015.

The meeting closed at 10.30 p.m.

CORRESPONDENCE CIRCULATED

HAGS – SMP leaflet