

MEETING OF
FINMERE PARISH COUNCIL

Minutes of meeting held on 6th June 2017 in Finmere Village Hall

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

In attendance:- Sharron Chalcraft (SC) (Parish Clerk and RFO)

1. Apologies:- Apologies were received from County Councillor Ian Corkin (IC), Parish Councillors Mike Kirby (MK), Kevin Ochel (KO) and Amanda Hodgkins (AH) and Barbara Cunningham (BC), village representative at quarry liaison meetings

2. DECLARATIONS OF INTEREST

ST declared an interest in any matters to do with the VHPF Committee or Operation Playground. JB declared an interest in Valley Rd traffic issues.

3. MINUTES

The minutes of the meetings of 2nd and 9th of May 2017 were approved with corrections.

4. MATTERS ARISING

May 2nd

- 4.01 **Cross Tree Turf and Drainage Problems** Kathryn Gash (KG), OCC Highways, has emailed to confirm that this issue has been raised for jetting once more and should be carried out by the end of June. c/f
- 4.02 **Mixbury to Finmere footpath** KO is actioning this matter. c/f
- 4.03 **Road repairs** Following the brief discussion after the APM on the 9th councillors have exchanged emails regarding this issue. It is decided to send a letter combining points from two drafts. SC is to send these to the five houses involved. No reply has been received from Peter Egawhary (PE), OCC Highways. c/f
- 4.04 **Spinney Acquisition** KG notified the PC that Hugh Smith (HS), Mixbury Trust Trustee, is soon leaving the village so this item needs to be addressed urgently as he already has a working knowledge of the case and this will save things having to start from square one. ST again asks that the PC can obtain powers to clear up the boundary and maintain it prior to the sale. c/f

- 4.05 **Old Banbury Road Path** KG has spoken to Mr Bowman, resident, who explained that the soil heaps had been present for some time but added that he is happy to flatten them the next time he is using machinery on his land. The trailers have been moved into the field and off the path. There will need to be another small working party to clear the area where they stood. SC has contacted OCC Highways concerning placing a sensor on the gate at the eastern end of the gated stretch. c/f
- 4.06 **Footpath stiles** Sarah Aldous (SA), OCC Footpaths Officer, has replied to SC's email. SA has managed to contact Donald Boyd and he has put her in touch with the tenant of the field, Adrian Goosey (AG). The boundary to the west of the paddocks is the responsibility of the neighbouring landowner. The boundary to the north is thought by Mr Boyd to be the responsibility of the Parish Council as it was handed over with the bund when Stable Close was built. This was the first that the PC had heard of the fence. MKB is to check the deeds. AG is to be in touch regarding coordinating the repair works. c/f
- 4.07 **Road signs** This painting is to be done over the summer. c/f
- 4.08 **Automatic Pension Enrolment** SC has now registered compliance and MKB has received confirmation.
- 4.09 **War Memorial Planting Volunteers** SC has contacted the Ridgways and obtained their details and is to let them know that they can maintain the memorial from now on. c/f
- 4.10 **13/00973/CM - Fimmere Landfill – removal of conditions** MKB is still to compile a reply and will circulate it before submission. c/f
- 4.11 **AVDC Planning Meeting** No meeting has taken place yet. MKB is to call the Chairman of the Planning Committee and discuss the PC's concerns with him. c/f
- 4.12 **Cross Tree Signpost** SC has forwarded the plan and photos to PE but has had no reply yet. Nobody seems to have the missing broken piece. c/f
- 4.13 **Cold Calling Signs** MKB spoke about these at the APM and has one more replacement to put up, the signs had degraded and several have needed replacing. c/f
- 4.14 **Faulty Manhole Covers** KG, OCC Highways, confirms that she has identified the faulty covers. They belong to Thames Water and a Section 81 has been raised by email. Thames will be out shortly to inspect them and deal with the problem. c/f
- 4.15 **Defibrillator Pad invoice** This has been paid.
- 4.16 **Review of Freedom of Information Procedure** MKB has laminated copies of the information for the notice boards.
- 4.17 **Meeting Dates for 2017/18** SC has checked and there will be an election of parish councillors on May 3rd 2018. The meeting on the 8th will be compliant with regulations.
- 4.18 **Stable Close Bund** As discussed after the APM JB has obtained a valuation of the land at a cost of £240 inc VAT. MKB has talked to CDC and the matter has been put

to Nigel Bell (NB), CDC, who put it before one of their planning lawyers. It appears that when the land was handed to the PC by Tay Homes a covenant was placed on it which would mean that change of use could not be applied for. However CDC has no copy of this covenant. A search is to be made of all records by SC, MKB. JB is to ask the valuer why he did not discover this covenant at the point of his survey. This issue is to be placed on the July agenda but there is to be a confidentiality motion on the agenda also. A working party needs to collect materials before carrying out the repairs to the 'dragon's teeth' fence. c/f

- 4.19 **Barrick House planning application** This was returned.
- 4.20 **Parish Liaison meeting** SC submitted the PC's suggestion. MKB explains that news of the doling out of the extra houses to make up for the Oxford shortfall will probably be discussed.

May 9th

- 4.21 **Operation Playground** ST is to attend the opening ceremony to represent the PC. He would be happy to say a few words. District Councillor Barry Wood is speaking at the opening.
- 4.22 **Report of County Councillor** IC has confirmed that he attended the quarry liaison meeting and has also met with the Head of Finmere Primary School to discuss issues facing the school. There is to be a wider meeting of County and District Councillors on this subject later in June.
- 4.23 **Notice Boards** SC has been trying to remove as many spurious postings as possible but there are a great many. MKB will put the matter in the next newsletter and attempt to get the village involved.
- 4.24 **Fly Tipping** This has been reported.

5. FINANCIAL REPORT

It was reported that there was £41,162.97 in the Treasurer Account and £4,803.31 in the Business Money Manager Account.

The following had been paid in:

£36,543.76 Landfill tax grant from Grantscape

The following had been paid out:

£370.00 to John Donaldson (running costs – relaying of paving slabs)

£44.88 to Wel Medical Ltd (running costs – defibrillator pads)

£180.04 to Aon Ltd (general administration – insurance)

£290.33 to SC (general admin – for Clerk and RFO duties and internet costs)

An invoice had been received in the sum of £184.76 from Arrow Accounting for the Internal Audit. Subject to condition, see Section 12 below, this is to be paid by bacs. Proposed MKB, seconded ST, carried unanimously.

An invoice had been received in the sum of £300 for the annual playground inspection and the installation inspection for the new play area. This is to be paid by bacs, proposed MKB, seconded KG, carried unanimously.

An invoice had been received in the sum of £43, 800 (£36,500 without VAT) from Wicksteed Playgrounds. The first instalment of this (£36,500) is to be paid by cheque. Proposed MKB, seconded JB, carried unanimously. The cheque is to be dated May 31st so that SC can return the VAT claim as quickly as possible, this can only be done at the end of a calendar month. This will mean an alteration to the financial report for the month of May. This will be confirmed at the July meeting.

6. S19/S137/URGENT BUSINESS

No S19 or S137 requests were received. Under urgent business it was decided to take out insurance with Aon. SC renewed the insurance on May 31st.

7. QUARRY LIAISON MEETING REPORT

The report was submitted by Barbara Cunningham (BC), village representative.

FINMERE QUARRY LIAISON MEETING
23rd MAY, 2017
FINMERE VILLAGE HALL

Present:-

Mike Kerford-Byrnes, FPC
Barbara Cunningham, Finmere Village Liaison Rep
Louise Greenwood, Environment Agency
Ian Corkin, County Councillor
Chris Hodgkinson, OCC
Adam Taylor, Opes/AT Plant (new owner)
Danny Miller, Opes/AT Plant
John Hollister, AE Com Planning
Ben Wragg, Opes/AT Plant
Colin Hart, Opes/AT Plant

We had been notified on 11th April that the new owners of Opes would be AT Contracting & Plant Hire of Bedworth, Warwickshire. This meeting was to meet the new management team and the owner (George) Adam Taylor who is the owner but not a director of the company. This is their only landfill site.

AT Plant will start debt free and are in the process of transferring the permits for the MRF which they intend to demolish and rebuild to their own specifications with new plant and different type of MRF. The cause of the fire in the MRF is not known and liability for the insurance claim is still not admitted.

The end dates for the mineral extraction are to be extended and phasing changed due to HS2 and their holding objection. The end date will be five years from the start of extraction. There will be an amended new licence and AT Plant are seeking an open licence to keep the site for ever.

At the Liaison meeting on 6th March it was reported 13 tanker loads of leachate were being removed from the site each week. Asked about present numbers, apparently no leachate was removed from site for approximately 3 weeks from 11th April after AT Plant had taken over. They are now extracting 4 to 8 tanker loads per week (short of the previous 15). Asked how this affects the possibility of leakage, we were informed that leachate levels are above the permitted level but below the maximum. It has to be remembered that ongoing groundwater problems with high levels of chloride and ammonia are now admitted to be from the leachate overflowing into the water course many years ago, and still causing problems.

The over tipping from cell 7 to 1 should be completed and restored by March, 2018. The CQA for capping the back cells is half approved and tree planting on the front cells should commence in September, 2017. These are all overdue. Permission for gasification has expired and AT Plant will apply for new permission. Ragwort is under control. The Japanese Knotweed in the Widmore cutting is part of the Shelswell Estate and will most probably be eradicated when work starts for HS2.

Barbara Cunningham

MKB confirms that Opes MRF is now trading. The MRF will be changing as they will not be applying to use the gasification process.

8. FINMERE LANDFILL SITE UPDATE

See Section 7 above. MKB has spoken with Ben Wragg (BW) who has now left the company. He confirmed that Grantscape were still administering landfill tax for the site and he passed on the PC details. This would be a good source of funding for the PC to buy the spinney.

9. PLAYING FIELD PROGRESS AND CONDITION

MKB is still working on the model trust documents. ST has filled in the rabbit holes and confirms that he has walked the field this month and all is ok.

10. NEW RESIDENTS NOTIFICATIONS

There are no new residents this month.

11. GRASS CUTTING AGREEMENT

Concerns were expressed over this issue as some felt, JB in particular, that it would not be right to continue contracting with someone who did not have sufficient insurance in place. The level of public liability cover required has been changing recently following certain legal decisions. MKB has received confirmation from the sub contractor that his cover has now been upped to £10 million. The grass cutting agreement was signed at the last meeting and can now be returned.

12. INTERNAL AUDIT REPORT AND COMPLETION OF EXTERNAL AUDIT FOR 2016/17

The internal audit was passed but the auditor raised several points:

The PC should put a date and minute reference box or space on the statement of account.

The PC should put title deed references for all land on the asset register – at least the list which is sent for audit.

The PC should register the Chinalls Close open space and obtain a deed for it if they have not already done so – this has been done.

The PC need to produce a supporting page for the statement of account which details payments made under S137, S144 etc. The auditor has given SC a list of powers to circulate as FPC, in common with most PC's has been using the wrong powers for some things.

The PC needs to check that the village hall is insured by the VHPFC to rebuild value.

The PC needs to put the village hall on the asset register at the value of £1. This means that a risk assessment needs to be carried out. SC is to obtain a copy of the VHPFC risk assessment.

The PC needs to establish the ownership of the sports pavilion and if it is theirs put it on the asset register at the value of £1 and obtain a risk assessment for it.

The PC needs to ensure that the sports pavilion is insured to rebuild value, either by themselves or the VHPFC or Sports Association.

The PC needs to put the internal audit report on the web – on this point the auditor has marked the PC as non-compliant on his report. SC has checked the Transparency Code and smaller authorities only need to put page 4 of the Annual Return on the web which the PC has done. SC is to ask that the PC is marked compliant before paying the invoice for the audit. In future the PC will publish the full internal audit report on the web in the interest of clarity.

The PC then completed the Annual Return.

Section 1 – annual governance statement – proposed MKB, seconded ST, carried unanimously – signed by SC and MKB – Minute Ref 12.

Section 2 – accounting statements – proposed MKB, seconded KG, carried unanimously – signed by SC and MKB – Minute Ref 12.

All other sections were checked for completion.

SC is to return the documents to BDO for the external audit and post on the web and notice boards for public consultation and transparency.

13. CHRISTMAS LIGHTS

These are to be switched on and checked in September and placed on the October agenda.

14. REGISTER OF MEMBER'S INTERESTS – DISCLOSABLE PECUNIARY INTEREST

The OALC briefing contained an item on member's interests. The item on the agenda is not only for councillors to declare an interest at the meeting but so that they can remember to update their register of member's interests if there have been any changes. It is a criminal offence not to put something on the register promptly. There are guidance notes concerning what should be on the form and SC brings everyone's forms to the meeting. There is some concern over whether any declaration has to be made of pensions, property etc which do not have anything to do with the parish. MKB confirms that as a District Councillor he only needs to declare land in the area, not elsewhere. SC is to check and to circulate forms electronically for anyone to update if necessary. These forms are then to go on the website. They are held on the District Council website also. SC has checked and found spelling mistakes on councillors names and one set of forms not present. SC is to sort this out with the Monitoring Officer at CDC. Anyone having a disclosable pecuniary interest cannot take part in discussions of the item concerned.

15. DISPUTE RESOLUTION – MEMBER/OFFICER PROTOCOL

OALC has issued new governance templates concerning dispute resolution. The member/officer protocol has been reduced slightly as the original template is for larger town councils also where political parties are represented by their councillors. Parish councils do not affiliate with political parties but stand as individuals so these items do not apply. The PC adopts the policy, proposed MKB, seconded JB, carried unanimously.

16. DISPUTE RESOLUTION – DIGNITY AT WORK POLICY

The PC adopts the policy, proposed MKB, seconded KG, carried unanimously.

17. DISPUTE RESOLUTION – GRIEVANCE POLICY AND PROCEDURE

This is a more detailed document, concerning the precise grievance procedure, than the grievance and disciplinary procedure already adopted by the PC and compliments rather than

replaces that policy. The PC adopts the policy, proposed MKB, seconded ST, carried unanimously.

18. DISPUTE RESOLUTION – STAFFING COMMITTEE TERMS OF REFERENCE

As the PC currently only has one employee it is felt that it is best if the PC considers staffing reviews as a whole. This is to be an agenda item in September when it can be decided how and when a general appraisal can be carried out.

19. PLANNING APPLICATIONS

17/01005/F – 24 Town Close, Mere Rd – Erection of first floor rear extension – the PC had no objections. JB takes the application to consult with neighbours in case they have a concern. SC is to obtain an extension of one week.

20. CORRESPONDENCE

Correspondence for meeting –

Internal audit invoice – see Section 5 above

Playing field inspection invoice – see Section 5 above

Wicksteed Playgrounds invoice – see Section 5 above

Planning application – 17/00727/F – erection of new double garage and storage – amending previous permission – permission subject to conditions – this arrived too late to appear on the agenda and will be an agenda item in July

Emails printed -

KG, OCC, regarding Cross Tree drain (Section 4.01 above) and Fulwell Rd manhole covers (Section 4.14 above)

Councillor emails regarding Valley Rd parking – see Section 4.03 above

SA, OCC, regarding the fence bordering Stable Close – see Section 4.06 above

Proof of compliance from Pension Regulator – see Section 4.08 above

IC regarding local issues – see Section 4.22 above

BC, village representative, quarry liaison meeting report – see Section 7 above

MKB regarding grass cutting insurance – see Section 11 above

Phil Hood, Arrow Accounting, Internal auditor, list of powers – see Section 12 above

ST regarding various issues – gritting – this was a query raised during the insurance review. There was a suggestion that the PC were responsible for spreading grit rather than just providing it. SC is checking with OCC Highways – the new playground – it has to be decided who owns the new equipment and must therefore insure it. The current PC insurance does cover it but if the PC takes ownership and insures in the future it will be impossible to return to the Small Authorities Plan that has been so cheap. This year’s discount on a larger policy is a one off. SC is to give details of the play area to the PC insurers for now and ask Phillip Rushforth, VHPFC, for details of their insurance.

Emails forwarded –

Cherwell Parish Liaison Meeting invite – see Section 4.20 above

Various insurance quotes for comparison – see Section 6 above

Playground opening invite – see Section 4.21 above

HS2 news of works – this is to be put on the web

Quarry liaison meeting report – see Section 7 above

OALC May update – see Section 14 above

Police, Victims First website news – this is to be put on the web

VAS sign request from Caversfield PC – SC is to forward again to MKB

List of PC powers – see Section 12 above

Usual reports

21. ANY OTHER BUSINESS

Defibrillator Signs KG suggests that the PC should obtain some defibrillator signs to help people find the defibrillator, these are in use in other villages. SC is to ask Dick Tracey, SWAS, if he can supply any.

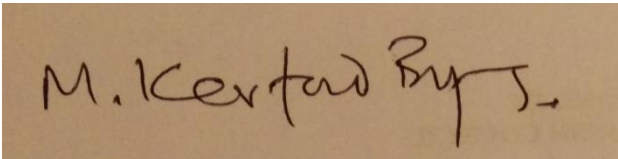
Victoria Prentis JB explains that the local MP has been trying to hold informal meetings for discussions in local pubs in order to get to know constituents. The Red Lion management is not happy with the idea and will not be hosting one.

22. DATE OF NEXT MEETING

The date of the next meeting is July 4th. Meeting closed at 22.55.

CORRESPONDENCE CIRCULATED

None

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