

ANNUAL MEETING OF
FINMERE PARISH COUNCIL

Minutes of meeting held on 8th May 2018 in Finmere Village Hall

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

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

1. APPOINTMENT OF OFFICERS (19.30)

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

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

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

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

2. ACCEPTANCE OF OFFICE (19.35)

All elected councillors now completed acceptance of office forms and the Clerk signed them.

3. APOLOGIES (19.40)

There were no apologies recorded.

4. DECLARATIONS OF INTEREST AND INVOLVEMENT (19.41)

ST declared an involvement in any matters to do with the Village Hall and Playing Field Committee (VHPFC).

5. MINUTES (19.42)

The minutes of the meeting of 10th of April 2018 were approved with corrections.

6. MATTERS ARISING (19.45)

- 6.01 **Cross Tree Turf and Drainage Problems** SC has emailed twice more to MW, still nothing has been heard. c/f
- 6.02 **Spinney Acquisition** c/f
- 6.03 **Cross Tree Signpost** ST has removed the broken piece and gives it to MKB so that he can get a quote for a replacement. The sign is not actually embossed, in the manner of really old finger posts, but has self-adhesive letters which are applied to a self-adhesive reflective panel. c/f
- 6.04 **Grass Cutting** SC has heard back from Bucks CC and now has a contact for grass cutting issues. The verge will be included in next year's cut. ST asks that SC check that both sides of the road will be cut as they are both covered by Bucks. c/f
- 6.05 **Stable Close Bund Proposals** MK has taken over this matter and has spoken to two of the four residents whose gardens border the path. Neither is interested in buying their section of the bund. ST points out that the whole piece of land could be sold to one resident, if that person was willing to pay the market value for it. MK confirms that Redrow would expect a share of the purchase price. MK is to talk to the other homeowners. The tree which was causing problems a couple of years ago and was trimmed, is again reported to be leaning over one of the gardens, according to the resident. A tree surgeon looked at it at the time the work was done and said it was fine, but MK confirms it is very bushy and leaning over the resident's fence. The PC need to have the tree assessed before taking any further action. c/f
- 6.06 **Grass verge near Pines** OCC Highways have asked that the fence be removed. No action has been taken as yet. No bollard placement scheme has been received. c/f
- 6.07 **Traffic problems in Valley Rd/Mere Rd** MW has still not supplied the signs. c/f
- 6.08 **Fencing & Stile for Stable Close bund boundary** The work has still not been carried out. SC is to liaise with former councillor Joanne Brooks (JB) on this issue as the contractor is one used by the Brooks and known to them. c/f
- 6.09 **Grit bins** The old bin was refilled in error but OCC are to replace it shortly. c/f
- 6.10 **Road Repairs** c/f
- 6.11 **Water Pressure Issues** SC has tracked down Brackley Fire Service, through their facebook page, and they have confirmed that their appliance may have refilled in Fimmere but would not be checking pressure as this is not their area. SC was referred to Bucks Fire Service who confirmed they use hydrants in front of the Red Lion but

come no further along the Old Banbury Rd. However, they are privy to Anglia and Thames Water information for the whole area and confirm no pressure issues in Finmere at all. There may have been works being carried out at the time of the report which may have affected pressure, but fire services are aware of these as they are listed in the area information and there would be alternative methods available to fight fires. SC has informed the concerned resident accordingly, and the matter is now closed.

- 6.12 **Rubbish (fly tipping)** This was cleared up and SC now has a contact name for Bucks CC in this regard who will be checking the road in the next week just to make sure that the problem is cleared.
- 6.13 **Mower invoice** This has been paid.
- 6.14 **APM agenda** This has been put on the web and will go on the noticeboards shortly. Invitations have been sent out and we have quite a few replies already.
- 6.15 **Sports Pavilion Issues** SC now has a copy of the pavilion insurance, risk assessment and health and safety documentation for the PC records. MKB is still to meet with Mike Geelan (MG), Sports Association Chairman. c/f
- 6.16 **Memorial Bench** The organisers thank the PC and VHPFC for their kind permission.
- 6.17 **Planning application 18/00418/F – Gravel Farm extension** – this was dealt with under urgent business. The PC had no objections.
- 6.18 **Community First** Membership has been renewed.
- 6.19 **Arch Funding** SC was able to put the School and Arch in touch with the Poor's Plot who have agreed to fund the project fully this year.

7. FINANCIAL REPORT (20.15)

The monthly financial report was presented.

It was reported that there was £5,213.58 in the Treasurer Account and £4,805.56 in the Business Money Manager Account.

The following had been paid out during April:

£16.26 to e.on (running costs – electricity)
£1,440.00 to Mobile Mini (for the container) (c/o Steve Trice) (capital expenditure)
£6,000.00 to RT Machinery (for the mower) (capital expenditure)
£288.29 to CDC (running costs – dog bins)
£290.33 to SC (general admin – for Clerk and RFO duties and internet costs)
£55.00 to Community First (general admin – subscriptions)

The following had been paid in during April:

£3,075.00 from the VHPFC – donation to PC towards the mower and container costs
£5,665.00 from CDC – first half of the precept
£575.00 from an anonymous donor – donation to PC towards the mower and container costs

The salary award for the Clerk/RFO had been confirmed. For 2018/19 the pay for SCP 24 is £11,643. There is to be a further 1% rise for 2019/20.

This will mean an annual salary and internet expenses payment to the Clerk of £3,552.90.

This means a change of monthly payment from May onwards to £296.07 and a back payment for April of £5.80.

This payment is approved, proposed MKB, seconded KG, carried unanimously.

The regular payments for the year sheet is amended to reflect this change and approved for the coming year, proposed MKB, seconded KG, carried unanimously.

8. S19/S137/URGENT BUSINESS (20.22)

No requests were received. The response to planning application 18/00418/F was dealt with under urgent business and submitted, see Section 6.17 above.

9. FINMERE LANDFILL SITE UPDATE (20.23)

The ‘bump’ visible on the top of the mound is topping soil spread out to dry and will be removed shortly. The quarry liaison meeting is hopefully to take place later this month.

10. PLAYING FIELD PROGRESS AND CONDITION (20.25)

The lease is still ongoing with liaison with the Sports Association still to be carried out.

MK confirms that he has walked the field this month and all is ok, if rather ‘tufted.’. ST confirms that the field is to be cut again to get the grass in a suitable condition for the new mower to work properly, it is more sensitive than its predecessor.

11. NEW RESIDENTS NOTIFICATIONS (20.28)

There are no new residents this month. ST will bring the Tingewick welcome pack to the June meeting.

12. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS (20.30)

A revised set of Standing Orders had been received from OALC. SC filled in the sections requiring PC choice. The PC reviews and confirms these sections. The Standing Orders are adopted, proposed MKB, seconded ST, carried unanimously.

The financial regulations were reviewed and allowed to stand. Proposed MKB, seconded KG, carried unanimously.

13. REVIEW OF ASSETS (20.40)

The updated assets register was checked and confirmed, proposed MKB, seconded ST, carried unanimously. SC is to forward this to MKB for laminating for the notice boards.

14. INSURANCE RENEWAL (20.45)

The renewal quote from BHIB had been received. OALC recommend BHIB who actually took over the administration of PC insurances from Aon last year. Both Aon and Zurich have now pulled out of providing specialist PC cover. The quote is lower than that for last year and has extra covers, such as Clerk replacement in the event of illness or accident, tree surgery in the event of risk to life or PC property and indemnity under certain areas of the new Data Protection regulations. It is decided that the PC should take out the additional cover 'Data Breach Response' which deals with the response to any loss of information resulting from a cyber-attack, proposed MKB, seconded MK, carried unanimously. It is also decided to extend the cover to three years in return for a 5% discount, proposed MKB, seconded ST, carried unanimously. SC is to obtain a revised quote which can be agreed after the APM meeting on the 15th of May or under urgent business.

15. REVIEW OF MEMBERSHIPS (21.07)

The PC reviewed current memberships. The PC will remain members of OALC (£135.06) as they provide a legal conduit to government as well as training and literature. The PC will remain members of Community First (£55) as they help with grants and community schemes. The PC will also remain members of OPFA (£42) as they help with playing field issues. When the lease is agreed it may be best for the VHPFC to take on this membership. The PC will also continue to pay for the Clerk to be a member of SLCC (£84) as they provide training and literature and liaison with other clerks on any issues raised. Proposed MKB, seconded ST, carried unanimously.

16. REVIEW OF COMPLAINTS PROCEDURE (21.09)

No changes were thought necessary to the complaints procedure. Proposed MKB, seconded MK, carried unanimously.

17. REVIEW OF FREEDOM OF INFORMATION PROCEDURE (21.12)

The contact list and information list need to be updated, former councillor's details have already been removed from the website and will need to be removed from the list. The information list needs to reflect that member's interests are now on the web. The asset register has been reviewed, see Section 13 above, and the list of services requires minor adjustments, the play area is an addition and paying for war memorial flowers or the church clock are no longer carried out at the moment. The price for services is thought to be sufficient. SC is to carry out the necessary adjustments and forward the documents to MKB for laminating for the notice boards. Proposed ST, seconded MKB, carried unanimously.

18. REVIEW OF PRESS/MEDIA POLICY (21.18)

The substance of the policy needs no updating, but the name is currently simply Press Policy, this needs to be changed to Press and Media Policy to reflect its full scope. Proposed MKB, seconded KG, carried unanimously.

19. MEETING DATES FOR 2018/19 (21.20)

The meeting dates for the next year are set as follows: May 15th (APM), June 5th, July 3rd, September 4th, October 2nd, November 6th, December 4th, January 8th 2019, February 5th, March 5th, April 2nd, May 7th (Annual Meeting of the Parish Council), May 21st (Annual Parish Meeting). MKB points out that March 5th is his birthday and he may be absent.

20. RECEIPTS AND PAYMENTS ACCOUNTS AND BANK RECONCILIATION FOR 2017/18 (21.25)

The bank reconciliation is the same as the quarterly reconciliation signed at the April meeting and shows one un-cashed cheque. The receipts and payments account is greatly different to the previous year's figures, also shown on the sheet, as the PC handled the landfill grant for the play area and purchased a large amount of equipment. SC will present a report on these figures at the APM. The figures are accepted:

Receipts and Payments – proposed MKB, seconded KG, carried unanimously.

Bank Reconciliation – proposed MKB, seconded ST, carried unanimously.

The documents are signed for the internal auditor.

21. DATA PROTECTION REGULATION REVIEW (21.35)

Paul Nash (PN), website administrator, has set up the email addresses for the PC. SC has opened and is now starting to use the official address and councillors are to open and use theirs shortly.

One important change is that the PC no longer needs to appoint a Data Protection Officer (DPO) as it appears the government are to insert an exemption clause for Parish and Town Councils.

Anyone has the right of erasure, to ask for data held on them to be deleted, and the PC will need to regularly review and cleanse the data it holds so that this task does not become impossible.

Anyone has the right of portability, to ask for data held on them to be presented to them in a way which can be easily transferred to another controller, so the PC needs to keep information in such a format.

There will no longer be a need to pay a registration fee with the Information Commissioner's Office (ICO) but this will be replaced by a Data Protection Fee, the amount is not currently known.

The following documents were discussed:

FPC Data Audit Questionnaire – SC has filled out a questionnaire for the data held by the Clerk/RFO. This will be a work in progress and will need to be added to as any other data is gathered in the future. All councillors also have to complete a questionnaire for any data they hold. SC is to circulate her questionnaire as an example. The powers by which information is held are to be detailed on the form.

Internal Register of Processing Activities – the Audit Questionnaire has to have each entry itemised on an internal register sheet. This can be done gradually for existing information, but any new additions must be itemised as they are recorded. This register includes the length of time which the information will be held for.

Data Privacy Impact Assessments – any activity the PC carries out will have to consider whether a DPIA is a necessity but judging by the current criteria it is unlikely the PC will need to carry out any.

Privacy Policy – a template for this policy was provided by OALC and circulated prior to the meeting. The PC adopts the policy, proposed MKB, seconded ST, carried unanimously.

Breach Policy – there is no template for this policy, SC has composed a basic policy which can be adapted when a template is received. This policy is adopted, proposed MKB, seconded KG, carried unanimously.

Subject Access Request Policy – a template for this policy was provided by OALC and circulated prior to the meeting. The PC adopts the policy, proposed MKB, seconded MK, carried unanimously.

Privacy Notice – staff, councillors and role holders – a template for this notice has been provided by OALC. A copy will need to be sent to all councillors, former councillors, staff and role holders (ie volunteers, contractors). SC is to distribute these copies.

Privacy Notice – general – a template for this notice has been provided by OALC. A copy will need to be sent to any member of the public whose contact information is sought by the PC (ie for a mailing list). There is currently no need to send out any of these notices.

Consent Form – a template for this form has been provided by OALC. A signed copy will need to be obtained from anyone who is given a general privacy notice.

Processor Contract – no template was provided for this contract. SC visited the ICO website and obtained the criteria. SC has written a basic contract for PN as he will be classed as a processor for the PC. PN is not happy with the fact that officially becoming a processor will render him liable under various provisions of the act. SC is to check whether he can be indemnified from these under the new insurance policy. The wording of the contract is to be finalised when this information is obtained. If PN is not willing to continue he is willing to hand the domain name to the PC and the PC will have to administer it themselves or appoint a paid administrator.

There will be further developments as the legislation progresses through Parliament, but this is as much as the PC can do for now.

22. PROCEDURE FOR INSURANCE (22.15)

This procedure, which has been circulated before the meeting, is to provide for proper accountability until such time as the lease is signed with the VHPFC. The Booking Clerk will ascertain the insurance needed by hirers, any who require additional insurance must provide a sufficient level of cover and give a copy to the Booking Clerk to be filed and a copy must be provided to the Parish Clerk for the PC records. The procedure is established, proposed MKB, seconded ST, carried unanimously.

23. CORRESPONDENCE (22.17)

Correspondence for meeting -

Planning app 18/00418/F – Gravel Farm, Banbury Road – single storey extension – permission subject to conditions – this will need to be an agenda item in June

Emails printed -

Emails corresponding to issues dealt with above

From ST about the grit bin, see Section 6.09 above, and a broken manhole cover in Fulwell Rd – this is one of those repaired last year. SC has reported it to Thames Water.

Email conversation regarding wheel washing problems at the landfill site – a villager reported problems with mud on the road and IC corresponded with OCC on the matter. The issue has now been resolved.

Post offices near you link for the web – it is not felt that this link is necessary

IC funding opportunity – for information

OCC meeting invite – this will be considered at the June meeting, when a date should have been confirmed

HS2 funding poster – taken by MKB to check for any possibility of eligibility

Illa Moss (VHPFC Chairman) reply to PC letter on various issues – village hall insurance has now been received by the PC, the risk assessment of the village hall is in hand, insurance evidence requirements noted and Booking Clerk will collect for files, data protection legislation is to be discussed at the next VHPFC meeting

Emails forwarded -

Election information – for information

Village gateways brochure – not felt suitable

Cherwell Parish Liaison meeting revised date – now Wednesday June 20th

Data protection information – see Section 21 above

HS2 funding news – for information

Usual reports – for information

24. ANY OTHER BUSINESS (22.25)

Condolences The PC is sorry to hear of the death of former councillor Chris Padbury. Condolences are extended to his family, he was always a cheerful and willing member of the PC and will be greatly missed in the village.

Co-option A possible candidate has approached MK which is encouraging. Co-option must be an item on the June agenda so that the decision to advertise the posts can be formalised. SC is to attempt to contact Kevin Ochel (KO), former councillor, again, to confirm whether he is willing to be co-opted.

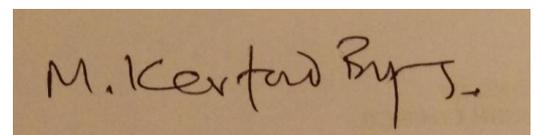
Newsletter A newsletter will need to be produced for the APM. Distribution rounds will need to be adjusted to the lower number of councillors.

25. DATE OF NEXT MEETING (22.29)

The date of the next meeting is May 15th 2018 (APM) and June 5th (PC meeting).

Meeting closed at 22.30.

CORRESPONDENCE CIRCULATED – None

A rectangular box containing a handwritten signature in dark ink. The signature appears to read "M. Kerford" followed by a stylized flourish or initials.