

## **FINMERE PARISH COUNCIL**

### **Minutes of meeting held on 7<sup>th</sup> May 2013 in Fimmere Village Hall**

Present:- Councillors, Mike Kerford-Byrnes (MKB) (Chairman), Katharine Grimston (KG) (Vice Chairman), Barbara Cunningham (BC), Mike Kirby (MK) and Kevin Ochel (KO)

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

1. Apologies:-Apologies were received from Councillors Dr Adrian Wood (AW), Anna Wood (ANNW) and County Councillor Catherine Fulljames (CF)

#### **2. APPOINTMENT OF OFFICERS**

Chairman Mike Kerford-Byrnes (having indicated his willingness to continue)  
Proposed: Katherine Grimston  
Seconded: Kevin Ochel  
Carried unanimously

Vice Chair Katherine Grimston (having indicated her willingness to continue)  
Proposed: Barbara Cunningham  
Seconded: Kevin Ochel  
Carried unanimously

RFO Sharron Chalcraft (having indicated her willingness to continue)  
Proposed: Mike Kerford-Byrnes  
Seconded: Barbara Cunningham  
Carried unanimously

Parish Clerk Sharron Chalcraft (having indicated her willingness to continue)  
Proposed: Kevin Ochel  
Seconded: Mike Kirby  
Carried unanimously

#### **3. MINUTES**

The minutes of the meeting of 2<sup>nd</sup> of April were approved with corrections.

#### **4. COUNTY COUNCILLOR'S REPORT**

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

## 5. MATTERS ARISING

- 5.01 **APM May Minutes** MKB has found his notes and will have his report delivered to SC by next week.
- 5.02 **Village Notice Boards** The board at the playing field needs to be moved or protected against damage. It is agreed to move the board further down the fence toward the village hall. MKB has some fence posts to replace the one removed from the fence to fit the board initially. MKB and KO are to liaise over a date for the works, MK is happy to help.
- 5.03 **Drain Cover Land** c/f
- 5.04 **Greensleeves Development Waste** c/f
- 5.05 **Moss on pavements** SC has emailed Maurice Sheehan, OCC Highways Area Steward to request that the removal of the moss is given priority. c/f
- 5.06 **Spring Clean (Dog fouling issues)** SC has been informed that there are no waste bag dispensers but that waste bags can be obtained from the PDSA charity shop in Church Lane, Banbury. MKB has been visited by the Dog Warden who has provided him with signs and explained that only accredited people, including dog wardens and some bin men, can take action against offenders. It is not recommended that anyone else should approach offenders. If a pattern can be identified in their behaviour then the dog warden will try and intercept them. He is willing to deliver bags in bulk to a designated dispersal point, such as a house where they can be kept in the porch. Volunteers to stock the bags are to be sought at the APM.
- 5.07 **Car valuables signs** c/f
- 5.08 **VAS Signs** MKB is to meet with Philip Ogawary of OCC. c/f
- 5.09 **Bench request** SC has filled in the form for the sum of £750 and will post it to CF, who has been re-elected, tonight.
- 5.10 **Dog Bin invoice** This invoice has now been paid.
- 5.11 **Banbury Road Signage** SC has not heard from the owner of number 2 James Court, she is to chase this up.
- 5.12 **List of assets (the pond)** SC has checked the minutes and they offer no real insight as to what information was given by OCC or where the map might be. Anita Bilbo remembers that Highways were responsible for the verge but that the PC did pay for the pollarding of some trees. The pond was divided roughly into three, with the back third, near the Poors Plot land, belonging to Hill Leys, the third fronting onto the gated road belonging to the Tompkins and the right front along the highway belonging to the PC. MKB points out that the Hill Leys section was actually sold to the Bonamy-Prices of Heatherstone Lodge some years ago. Graham Warrington of OCC is named in the minutes and MKB is sure that he is still at the council. SC is to contact him. c/f
- 5.13 **Pothole on Fulwell Road** Cliff Monger has emailed to say that 9 potholes have been put on the 28 day list and 2 on the 24hr list, this being on April 11. Councillors confirm that these potholes have been filled.

- 5.14 **Salt bins** c/f
- 5.15 **Developments at Chippings** SC has written to the owner of Chippings and this matter should now be dealt with by OCC.
- 5.16 **Stiles** SC has heard nothing further. c/f
- 5.17 **Cold Calling Signs** MKB has ordered more. c/f
- 5.18 **Flooding** KG has confirmed with the landowner that they did not carry out the work.
- 5.19 **Community Services Parish Update** SC has sent out all invites to the Parish Meeting and has confirmation from many. She will chase up the rest with a reminder. BC asks that Revd Chris Hargraves could be given longer notice of the meeting dates. SC is to mail her the dates decided under Item 12 of the agenda straight away.
- 5.20 **Playing Field Report** SC has spoken with Mrs Hicks who has confirmed that her husband would be happy to accept a replacement cheque with the £10 charge deducted from it. SC is to cancel and then replace the cheque. c/f
- 5.21 **Newsletter** SC prepared a poster about the Spring Clean which KG posted and also emailed the school but many said they had not realised the event was on. A newsletter must go out before next week's APM in order to maximise the chance for discussion on the landfill.
- 5.22 **Notice Board in Valley Road** BC still got tangled up a few days ago, KG confirms that Charley did cut the brambles back after the last meeting.
- 5.23 **Communication issues** KG has again not received the minutes this month. In future SC is to tick the 'send receipt' box and if she does not hear back from KG in two days is to telephone her to confirm receipt.
- 5.24 **Parking on verge** SC has informed the villager of the situation and they thank the council for their time. SC has also informed Tingewick PC of the situation.

## 6. FINANCIAL REPORT

It was reported that there was £4,289.59 in the Treasurer Account and £5,289.18 in the Business Money Manager Account.

The following had been paid in:

£3,025 from CDC (parish precept first payment)

The following had been paid out:

£73.24 to Sharron Chalcraft (admin and running costs)  
£90.98 to Sharron Chalcraft (admin – RFO salary)  
£55.29 to Sharron Chalcraft (admin – stationery)  
£8.51 to e.on (running costs – electricity)  
£118.87 to CDC (running costs – dog bins)

SC has heard back from Jan Gosset, OALC, about the village hall funding. It transpires that S137 should not have been used as a method of payment for the village hall requests over the years but that S19, which has no limit, should have been used instead. This will be corrected in the coming year but there is no time to change things before this year's audit. Jan questions whether the PC owns the hall as the village hall committee is a registered charity and therefore ownership of the building could not be transferred. SC explains to her the complicated nature of the setting up of the Village Hall and Playing Field charities and the fact that they are now to be merged, once their original constitutions can be established. Jan insists that it is imperative that the PC obtain proof of their ownership from their solicitor in writing. MKB is to meet with David Endicott soon and will talk with Jan about this. In future, whatever mechanism is used to pay money to the hall, the PC will have to place the orders for things themselves, not merely receive the invoice in the PC's name and pay it.

The conversation with Jan has also raised issues with the internal audit. Apparently the internal auditor works throughout the year with the RFO, carrying out spot checks to see that local government legislation is being adhered to. Even though the internal auditor does not have to be a qualified accountant, simply a competent person, a working knowledge of this legislation is necessary. SC explains to Jan that BDO Stoy Hayward, external auditors, did not explain this criteria and it is too late to change internal auditors for this year. A possible candidate for next year is Phil Hood of Arrow Accounting, who carries out internal audit duties for many local PC's and also some Town Councils. SC is to investigate pricing.

Mr Stephen Trice, Village Hall Committee, who is the member of the public present at the meeting, asks if the PC will still be able to help the Committee with any shortfall in the 11% matching sum they need for grant funding. MKB confirms that there is sufficient reserve to be able to do this.

Two insurance quotes, one from the current supplier Zurich and another from the former supplier Aon have been received. The current insurance cover lapses on May 31<sup>st</sup>. Neither quote seems to provide for the full value of the village hall. Mr Trice confirms that there is an insurance policy in the accounts of the Village Hall Committee. SC is to confirm with both insurers as to what is covered by their quotes, and also confirm with the Village Hall Committee and the Sports Association whether they have separate cover for their buildings. The Zurich quote also mentions that firework displays are not covered. SC is to confirm whether the school takes out its own insurance on the annual bonfire event, and then confirm with Zurich whether this is acceptable. KG confirms that Charley took out insurance for the Fimmere Festival. MKB suggests that he and SC should be empowered to sort out these details and then to circulate the final figures for approval through urgent business in order to meet the deadline. Proposed KG, seconded KO, carried unanimously.

The Receipts and Payments Account for the year ended March 31<sup>st</sup> 2013 is presented for approval. No VAT refund has been received this year, some £400 was claimed back in June, SC is to chase this up. There is very little variance with last year's figures. Having not spent the full S137 last year the PC carries forward a healthy balance of £6,900.66. The accounts are approved. Proposed BC, seconded KO, carried unanimously.

## 7. S19/S137

No requests have been received.

## 8. URGENT BUSINESS

No urgent business has been carried out.

## 9. FINMERE LANDFILL SITE UPDATE

SC has received no answer yet from Ben Wragg, OPES, as to attendance at the APM. Louise Greenwood of EA has confirmed that she will be attending. Lorries are still on top of the mound. BC confirms that one day last week the smell was very strong. There is still debris visible on the top of the mound and BC has noticed some quite tall objects on top recently. KO is to take a good look around. More soil does seem to be going on top of the mound.

## 10. PLAYING FIELD PROGRESS

As mentioned MKB is to meet with Phillip Rushforth at Hill Leys at 3p.m. on Wednesday 15<sup>th</sup> May, and they are both then to meet with David Endicott at his office in Banbury at 4p.m. Hopefully the situation of ownership of the hall and charity status will be made clearer. MKB confirms that David Endicott has said that this initial work will be pro bono. He will incur no costs to the PC without consultation, either at the next meeting or through urgent business.

## 11. PLAYING FIELD CONDITION

The field has been walked and checked this month by BC and MK and all is well. MKB asks what is to be done about the broken gas housing. SC has heard nothing further; she is to check with Phillip Rushforth as to how the situation was left.

## 12. MEETING DATES FOR 2013/2014

After discussion the following meeting dates are set:

June 4<sup>th</sup>, July 9<sup>th</sup>, Sept 3<sup>rd</sup>, Oct 1<sup>st</sup>, Nov 5<sup>th</sup>, Dec 3<sup>rd</sup>, Jan 7<sup>th</sup>, Feb 4<sup>th</sup>, Mar 4<sup>th</sup>, Apr 1<sup>st</sup>, May 6<sup>th</sup> and either the 13<sup>th</sup> or 20<sup>th</sup> for the Annual Parish Meeting, depending on election dates as the PC finishes its term of office in 2014. SC is to notify Phillip Rushforth, Bookings Manager for the Village Hall and also Revd Chris Hargraves.

## 13. EMERGENCY USE OF VILLAGE HALL

The school has explained that it is a requisite that they have in place an emergency plan for any disaster at the school which may necessitate relocation of the pupils until their parents can come for them. The Village Hall is the only logical place for this purpose. The school also asks if it can combine with any village emergency plan which may be in use. KG is to give the contact for the emergency plan committee to the school, though this seems to have

ground to a halt at the moment. It is decided to let the school use the hall, proposed MKB, seconded BC, carried unanimously. The only practicable way to organise this is to give the school a key to the hall and it is felt that the Village Hall Committee should be consulted first out of courtesy. Mr Trice is sure that the Committee will be happy for this to take place. SC is to inform them of the request and inform the School of the outcome.

#### 14. CORRESPONDENCE

Zurich Insurance quote

Aon Insurance quote

Emails printed:

Email about the hall

Email about potholes

Email about moss

Emails forwarded:

National curriculum consultation

Review of subsidised bus services

Neighbourhood watch theft notification

ORCC survey

Extension of Cherwell Local Plan consultation

OCC Fire Safety Training info

Crimestoppers tobacco ad

Yobs Art Weeks notice

Usual reports

#### 15. ANY OTHER BUSINESS

**Water pump in Mere Lane** BC points out that this pump normally runs constantly but drains away, the drain appears to be blocked and the water is running down the lane, making an already rough surface worse. This pump was struck by a lorry last year and it is possible some damage has been done. SC is to inform Tingewick PC.

**Local crime** There has been a theft of trees from Johnny Brook's land, a theft of two trailers from a farm yard and most bizarrely the theft of top soil from Charley Grimston's field at the bottom of Mere Lane. The police have been involved but as yet have no solution, though they confirm that rural crime is on the increase nationally. A white transit with three burly passengers has been seen a lot locally and may or may not be involved.

**Surveyors** MK explains that he has seen surveyors at work with theodolites on the field and that they are surveying the spinney area for the Mixbury Trust. MKB has heard that this is going on, there is a possibility that the survey is in order for a sale to take place, in which case the PC will need to have funds available in order to keep the spinney for the village.

**Elections** CF has been re-elected as County Councillor for the Ploughley Ward. She was the only candidate to visit the village. MK spoke to her and she did express the opinion that the PC meets rather a lot in Finmere. MKB confirms that many of the PC's in his CDC ward only meet bi-monthly or quarterly. With issues such as the landfill and HS2 affecting the village it is not felt appropriate to reduce meeting frequency at this time.

## 16. DATE OF NEXT MEETING

The date of the next meeting, the Annual Parish Meeting is next Tuesday 14<sup>th</sup> May. The next PC meeting is Tuesday 4<sup>th</sup> June.

The meeting closed at 9.58 p.m.

## CORRESPONDENCE CIRCULATED

Glasdon leaflet

Oxford University Hospitals event invite

Clerks and Councils Direct May 2013