

FINMERE PARISH COUNCIL

Minutes of meeting held on 27th of October 2015 in Finmere Village Hall

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

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

1. Apologies:- Apologies were received from Councillors Steve Trice (ST) and Amanda Hodgkins (AH)

2. MINUTES

The minutes of the meeting of 29th of September 2015 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 **Finmere Annual Bonfire** This is not to take place this year but will return with fireworks in 2016.
- 4.02 **Obtaining a defibrillator** This is an agenda item.
- 4.03 **Village Notice Boards** The board has now been erected on the left hand side of the entrance to the village hall car park. The doors are still to be fitted and ST has informed the PC by email that he wants to add a couple more coach bolts for stability. Work is to be carried out as soon as possible. SC is to post any notices on this board from now on as it is more visible to passersby. c/f
- 4.04 **VAS Signs** MKB has obtained all the necessary equipment to deploy the signs. We now have poles, signs, batteries and case, charger and clips, programmer and tool to undo bolts for planting. A working party is to place the sign on Saturday November 7th. This will need calibrating. c/f
- 4.05 **List of assets (the pond)** c/f
- 4.06 **Traffic speed in Mere Road** SC has submitted a formal request in writing for the work to be done. c/f
- 4.07 **Additional Parish Councillor** c/f
- 4.08 **Paving slabs on Chinalls Close PC land/H&S Compliance** c/f

- 4.09 **Drain Covers** SC reads out her email conversations with ST. He has worked tirelessly on this matter and has managed to get Katie Walther to come out and inspect the cover but she is not sure that it is the responsibility of any of the water companies. She has promised to let him know her findings on the matter but nothing has been heard so far. It may be that the PC will need to consider funding a repair in the interests of the village while at no time accepting any liability for the cost in law. c/f
- 4.10 **Public Protection and Development letter** c/f
- 4.11 **Road Repairs** SC did not need to report the large pothole outside 15 Town Close as County Councillor Catherine Fulljames (CF) did so and was promised that the repair would be made quickly. John Cunningham, villager, has confirmed by email to CF that the repair has been carried out. The PC would like to make note of CF's efforts in this matter.
- 4.12 **Carol Service** Unfortunately Charlie Knibbs is moving house and will be unable to get to the service. It is decided to ask him to next year's event. Mrs Woodbridge's mother Joan, who is in her 90's, would love to oblige. MKB is to confirm with her that she would be very welcome to turn the lights on for the village. Proposed MKB, seconded KO, carried unanimously. c/f
- 4.13 **Church Clock Invoice** This has been paid.
- 4.14 **War Memorial Flowers Invoice** This has been paid.
- 4.15 **External Audit** This invoice has been paid. SC is still to liaise with Phil Hood as to dates for the internal audit next year which fit in with the external audit date. c/f
- 4.16 **Oxfordshire Association for the Blind** SC has replied to this letter.
- 4.17 **Gambling and Licensing Consultations** SC forwarded the link.
- 4.18 **Thames Valley Police Meeting 2016** SC has informed the police of MKB's attendance.
- 4.19 **Faulty street light** SC has reported this online.

5. FINANCIAL REPORT

The quarterly financial report was presented.

It was reported that there was £4,903.77 in the Treasurer Account and £5,298.45 in the Business Money Manager Account.

For the month of September:

The following had been paid in:
£3,750.00 from CDC – parish precept

The following had been paid out:

£370.00 to John Donaldson (running costs – grass cutting)
£284.75 to Sharron Chalcraft (general admin – for Clerk and RFO duties, internet costs)
£11.52 to e.on (running costs – electricity)
£288.29 to CDC (running costs – dog bins)
£160.00 to P A Meecham (S137 Village benefit – grants – St Michael’s Church)
£30.00 to Beryl Smith (S144 Encourage visitors – War memorial flowers)

The defibrillator and cabinet have been added to the asset register and will appear on the financial report for October.

An invoice has been received from Roger Blake in the sum of £100.00 for the fitting of the defibrillator. This is to be paid by bacs, proposed MKB, seconded KG, carried unanimously.

An engagement letter for 2015/16 has been received from the internal auditor, Phil Hood of Arrow Accounting. It is felt that the service he provided this year was very good, the price has been held at the same level for the coming year and continuity is very important when dealing with financial matters. It is therefore decided to appoint Phil Hood as the internal auditor for next year, proposed MKB, seconded KO, carried unanimously.

6. S19/S137

No requests have been received.

7. URGENT BUSINESS

No urgent business has been carried out.

8. LANDFILL SITE UPDATE

The MRF has still only reached a 30 ton per hour turnover rather than the promised 45. Opes are holding back payment to the company providing the MRF machinery until this problem is sorted out. The parent company of the MRF manufacturer is German and KO feels that it may be the quality of the sorting of the waste which is causing the operation to be unsatisfactory; sorting in Germany is carried out to a much more exacting standard. However the material being processed is being shipped out and is presumably bringing in a financial return, which was not supposed to be the case until the capping is completed. MKB is to keep Bill Stewart-Jones, OCC, informed about the levels of material being shipped out even though the MRF has not ‘started’ operating yet. KO points out that MRF’s may not be very profitable for waste companies. Incineration of hazardous and particularly clinical waste is the most profitable process with even landfill making more than the MRF. This being despite the fact that some incinerators have to change their carbon filters weekly to cope with the pollutants.

9. PLAYING FIELD PROGRESS AND CONDITION

No further progress has been made yet. SC has contacted the Dog Warden and he is to place signs at both main entrances of the field for three months. SC has replied to the Football Club as instructed and has asked them to keep an eye for the next few months and see if the signs help the situation. If they do then the PC can purchase some permanent signs online. MK has walked the field and reports that all is satisfactory.

10. NEW RESIDENTS NOTIFICATIONS

KG reports that the works are still being carried out at the Old Post Office. There are no other new residents known of.

11. PARISH CLERK'S HOURS DIARY

SC presents a diary of her hours for the quarter which were roughly in line with last year and certainly looking to be in line with her pay annually. These hours are acceptable, proposed MKB, seconded KO, carried unanimously.

12. DEFIBRILLATOR

The defibrillator and case are now fitted. SC has informed Dick Tracey and the machine is to be registered on the SWA system and will then be fully operational. SC will let everyone know when she receives the confirmatory email. Dick Tracey confirmed that the Ambulance Service is responsible for the public liability insurance for the machine, with the PC needing to insure against theft or vandalism. The total cover for the PC insurance on assets is sufficient to cover these additional items but as the case is so expensive MKB suggests that SC should check with the insurers that there is not a 'single item restriction' which would mean that the casing should be separately declared. KG is to obtain Roger Blake's signature on the registration form and send it off. KG is to speak to the school about the cost of electricity for the machine. The PC has agreed to fund this if the school would like them to.

There is the matter of 'clinical governance', procedures which need to be carried out in order for the machine to be covered by SWA. The machine needs to be visually checked weekly for any displayed warning lights. It is felt it would be best if the staff at the school carried out these checks during term time and reported any problem to SC. During holidays councillors will have to have a rota to carry out these checks. In addition the pads have to be checked for the expiry date and replacements ordered in plenty of time. KG is to send the pad information to SC who is to keep a record. KG is also to speak to the school about the checks, Dick Tracey has said he is happy to go to the school and show them what to do. Lastly there is the matter of re-positioning the machine after deployment. Dick Tracey has explained that if used in a public place like the pub or village hall it is expected that the PC will replace the machine and check it and report it ready for use again. If deployed in a private residence the Ambulance Service will recover and replace the machine.

13. COUNTY COUNCIL BUDGET PROPOSALS

A list of possible proposed cuts and a consultation document have been sent out. Any submissions can be made individually. Some of the items which are to be part of the cost cutting are very fundamental such as drainage, potholes and grass cutting. They may affect the finances of the PC next year. MKB suggests that SC should ask ST to bring in a full costing breakdown of the grass cutting for the year at the precept review at the end of the year so that the PC can make an informed decision on any changes needed. In his role as a District Councillor MKB has learned more about council finances. At the moment CDC get only a small amount of the actual Council Tax. The rest of their income is made up of a share of the business rates and the new homes bonus. This bonus is payable for six years on new properties or old properties brought back into occupation. At the same time the amount of direct grant from the government has been greatly reduced. Some councils have been very successful with the business rate and the government has now decided to take a levy on it and set up separate development agencies. At the moment the new home bonus is divided 80% (CDC) to 20% (OCC), but as a lot of the costs associated with more residents are borne by the County Council it is likely that the split will become more equal in the future. There have also been grants for innovation and cost cutting, such as the combining of CDC and South Northants District Council.

There is to be a meeting about the proposals on Monday 9th November, MKB is to attend.

14. PLANNING APPLICATIONS

At this point MKB declares a prejudicial interest as the two planning applications to be considered are his. MKB leaves the room and KG takes over as temporary Chair.

15/01635/F – Hill Leys, Banbury Road – Erection of replacement stable/farm building – the application does not affect any neighbours as it cannot be seen from any other dwelling and will result in no more traffic, the PC has no objections. Proposed MK, seconded KO, carried unanimously.

15/01681/F – Hill Leys, Banbury Road – Erection of replacement loose boxes – again the application does not affect any neighbours as it cannot be seen from any other dwelling and will result in no more traffic, the PC has no objections. Proposed KO, seconded MK, carried unanimously.

MKB returns to the room and resumes the Chair.

15. CORRESPONDENCE

Correspondence for meeting –

Oxbel letter – a request for support from a charity providing volunteers to befriend the terminally ill – the PC is unable to help as there is no direct benefit to the village. SC is to reply accordingly.

BYHP letter – a letter of introduction from the new Head of Business at BYHP, Tim Tarby-Donald. SC is to keep this on file.

Parish Liaison Meeting Invite – MKB is to attend, SC is to confirm his place.

Emails printed –

Email conversation with ST about drain cover – see Matters Arising above

Emails forwarded –

Parish and Town Council meeting notification – MKB is to attend

Housing and Community meeting invitation – nobody is able to attend

County Council Budget – see Item 13 above

Usual reports

16. ANY OTHER BUSINESS

No other business was raised.

17. DATE OF NEXT MEETING

The date of the next meeting is Tuesday 24th of November.

The meeting closed at 9.30 p.m.

CORRESPONDENCE CIRCULATED

No correspondence was circulated