

## FINMERE PARISH COUNCIL

### Minutes of meeting held on 5th of November 2013 in Fimmere Village Hall

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

In attendance:- Sharron Chalcraft (Parish Clerk and RFO) and two members of the public

1. Apologies:-No apologies were received

#### 2. MINUTES

The minutes of the meeting of 1st of October were approved with corrections.

#### 3. COUNTY COUNCILLOR'S REPORT

This was carried forward as the County Councillor was unable to attend.

#### 4. MATTERS ARISING

4.01 **Village Notice Boards** c/f

4.02 **Drain Cover Land** c/f

4.03 **Greensleeves Development Waste** MKB explains that planning has been very busy this month with problems over rejection of their decisions by the Secretary of State, with several large developments being given permission on appeal. He will broach the matter with them shortly. c/f

4.04 **Moss on pavements** SC has again contacted OCC Highways, they have confirmed that the issue is in hand, but not that it has been put on the 28 day list. Phillip Rushforth, resident of Chinalls Close, confirms that now the weather is getting wetter he no longer uses the path as it is unsafe. SC is to inform OCC of this fact. c/f

4.05 **Car valuables signs** c/f

4.06 **VAS Signs** MKB has been contacting the villages on the list who have poles and or bases. The village of Horton-cum-Studley has several bases but no poles, they would be willing to do a swap of base for pole with us. It is decided that MKB should contact the rest of those on the list and get the best deal possible to give us the maximum use of the equipment we have. c/f

4.07 **Bench request** The bench has now been fitted, MK queries the facing of it but MKB explains that this was Mr Taylor's choice. It is hoped that the bench will be well used by villagers.

- 4.08 **Banbury Road Signage** MKB has a meeting arranged with Julie Shay, OCC, on Wednesday November 6th at 4.30p.m. and he will take the map of the village with him. BC explains that she has walked around the village and noted the signs in place at the moment. There are signs on Mere Lane, Mere Road, Valley Road, Water Stratford Road, Fulwell Road, Chinalls Close and Stable Close. These are all in reasonable repair but could do with a clean and possible repaint. MKB explains that Ms Shay is happy to mend or restore signs if the budget allows but that if there is not enough available then perhaps the signs could be cleaned and painted by the villagers as part of the Spring Clean. BC points out that all the roads in the village with signs currently have two and that it would be a good idea to have a sign at the other end of Banbury Road as you turn past Finmere House. KG points out that she has problems as the Old Rectory is not listed as being on any road and therefore has no postcode. BC confirms that her house formerly had an incorrect post code but is now included in Mere Road. MKB is to raise KG's problem with Julie Shay. c/f
- 4.09 **List of assets (the pond)** MKB explains that a large Common Alder tree on the PC part of the pond bank is dying and needs to be removed before it falls onto neighbouring properties. MKB has obtained one quote but at least one more is needed. The Timmins who have done so much to care for the PC part of the bank would like to retain the timber so that only felling and not clearing is needed. MK knows someone who may be happy to carry out the work. BC is to ask John Donaldson for a quote. MKB asks if the Tompkins should be allowed to retain the timber in lieu of all their hard work, proposed KO, seconded MK, carried unanimously. c/f
- 4.10 **Salt bins** SC has ordered two bags of salt.
- 4.11 **Stiles** SC has forwarded all information to Sarah Aldous, OCC Footpaths.
- 4.12 **Cold Calling Signs** These are in place and very bright.
- 4.13 **Meeting dates for 2013/14** SC has confirmed the dates with Phillip Rushforth, Village Hall Committee.
- 4.14 **Ragwort** Phillip Rushforth confirms that this will be removed shortly. c/f
- 4.15 **Public Space in Chinalls Close** SC has emailed Somerlee Homes but received no reply. c/f
- 4.16 **Bank payments** There was a long delay between SC paying John Donaldson for the grass cutting invoices of August and September and the money arriving with him. SC is to check with the bank as to what went wrong and make sure this does not happen again. BC gives SC the latest, and last for this year, grass cutting invoice.
- 4.17 **Dog bin invoice** SC has checked the dog bin invoice with records and it seems to be large enough to cover the cost of three bins. She has emailed CDC to confirm but had no reply. c/f
- 4.18 **Play Areas Inspection Report** SC has paid for this and Mr Hick has acknowledged receipt of payment through Peter Grimwade, Playing Fields Committee. He has queried the non-receipt of payment of the 2012 invoice. SC has checked and found no record of either a report or invoice being received in 2012. MKB confirms that no

report came to him last year. SC has asked Peter Grimwade to obtain a copy of both the report and invoice from 2012 so that this matter can be sorted out.

- 4.19 **Bench** This is still to be added to the assets list as the computer problems being experienced by SC have meant no access to Money Manager to update records.
- 4.20 **Hours of work** Mr Danny Moody was unable to attend the November meeting but SC is hopeful that he will be able to attend in December. c/f
- 4.21 **Christmas Lights** BC reports that the Rector is very happy to turn on the lights.
- 4.22 **Memorial Wreath** This has been ordered and has arrived.
- 4.23 **Data Protection/FOI issues** SC has registered the PC with the ICO (Information Commissioners Office) and an invoice for the sum of £35 is awaited. The paperwork and security checks have been difficult due to computer problems but the matter will be an agenda item in December.
- 4.24 **HMRC** SC has checked with the revenue and the exemption from registration as an employer for the PC still stands.
- 4.25 **Poplar Tree** It has been established that unfortunately a tightened tree tie had been left in place and as the tree grew it formed a weak spot at the constriction which failed in stormy weather.
- 4.26 **July Minutes** MKB has finished these and sent them out. He is to forward them to SC also.
- 4.27 **Newsletter** This was produced and distributed on time.
- 4.28 **Village Hall Drainage** The work on the blocked gutters and soak-aways has been carried out and the silver birch trees cut back.

## 5. FINANCIAL REPORT

Due to computer problems only a temporary financial report could be given.

It was reported that there was £4,217.91 in the Treasurer Account and £5,291.09 in the Business Money Manager Account.

The following had been paid out:

£112.32 to John Hicks for playing field inspection  
£8.69 to e.on for electricity  
£174.35 to CDC for dog bin emptying  
£555.00 to John Donaldson for grass cutting  
£164.22 to Sharron Chalcraft for Clerk/RFO duties and internet costs

## 6. S19/S137

No requests have been received.

## 7. URGENT BUSINESS

There is no urgent business for this meeting.

## 8. FINMERE LANDFILL SITE UPDATE

There is little to report. No financing has yet been obtained. The scrap metal skip is still on top of the mound and MKB has complained again. On October 2<sup>nd</sup> OCC, EA and the PC, Councillors MKB and BC, met to explore the consequences of and possible reactions to liquidation. Whatever happened would take a while. If no buyer is found then the whole site reverts to the ownership of the Crown Estates, more particularly the Duchy of Cornwall. The EA only becomes involved if the condition of the landfill causes health and safety risks. There will be a quarry liaison meeting on December 11<sup>th</sup>.

## 9. PLAYING FIELD PROGRESS

MKB has written to David Endicott, solicitor, who has replied and it is hoped that MKB and Mr Endicott can meet next week.

## 10. PLAYING FIELD CONDITION

The field has been walked and checked this month by MK and MKB. The field is in good condition. All comment on how well the School has cleaned up after the bonfire. SC is to write and thank them for their efforts.

## 11. CHURCH CLOCK REPAIRS

SC has checked back through the minutes and confirms that the church clock is first mentioned in September 2010 when it was decided to pay £1,500 towards the £2,000 repair bill for the clock. This sum was paid in November 2010. In October of 2011 the Rector wrote requesting help with the cost of ongoing maintenance of the clock. The price of £160 plus VAT per year for three years had been agreed with a contractor. It was decided to pay this cost in full for the three years and to review the situation after that time.

A letter from the Rector in May 2012 confirmed that the 'inspection and service' of the clock had been carried out. The invoice was received and paid in June 2012. The invoice shows that an inspection and service had been carried out and the service charge of £160 plus VAT was requested. This would not imply that any maintenance of the church clock would thus be covered. Therefore the bill for over £1,000 currently facing the PCC arising from several visits for repairs is not covered by a maintenance contract. However as Phillip Rushforth, PCC, explains there is mention in the original agreement of the service contract validating the ten year guarantee on new parts fitted during the repair. SC confirms that no bill for the next service has been received and it appears that the agreement for three annual services has not been kept to. It is possible that the lack of servicing has contributed to or caused the breakdown of the clock and therefore a portion of the bill may be argued. SC is to liaise with Phillip Rushforth over any records that he may need.

## 12. PARISH COUNCIL VACANCIES

MKB records the thanks of the PC for the service of Dr Adrian and Anna Wood who have both confirmed their resignations due to their moving away from the village. SC is to write expressing these thanks. Proposed MKB, seconded BC, carried unanimously.

MKB obtained the documents to advertise the vacancy from Legal and Democratic Services and they have been displayed on the village notice boards. Tomorrow is the deadline for anyone to request an election; if none is requested then the PC is free to co-opt two new members. A very professional CV has been received from Amanda Hodgkin a village resident. MKB is to inform all on Thursday if no election has been requested and the co-options can hopefully be made at the December meeting. These co-options will last until next May when all will need to be re-elected, thus providing anyone co-opted with a taster of councillor duties. All are to think of candidates who can be approached. MKB is to put full details in the next newsletter which needs to be produced soon to cover the Christmas light switch on and Carol Service.

## 13. PARISH COUNCIL LAPTOP

The laptop has unfortunately been experiencing 'freezing' problems and is currently only functioning in 'safe' mode. On the instructions of MKB SC obtained quotes for repair and called out a local contractor who deals with other parish councils. Although a lot of spurious files were removed and the speed of the laptop improved the freezing continued and is due to a hardware problem.

The choice is to purchase a new laptop, SC confirms that £300 appears to be the lowest price available for a suitable machine, or to purchase a new hard drive for the existing laptop and have it fitted, a quote of £200 for this work has been provided by the same contractor. There is also the matter of the Money Manager 2006 accounts package to be considered. This may not run on a new Windows 8 laptop and there would be additional costs in purchasing a new package, and additional work for SC transferring all this year's data to the new program.

It is decided to purchase a new hard drive for the existing machine and get it fitted, with all the material from the old drive transferred over. Proposed MKB, seconded BC, carried unanimously. Phillip Rushforth, Village Hall and Playing Fields Committee, volunteers to check the old disk when it is finished with and see if Money Manager will work with Windows 8 in preparation for the purchase of a new machine at some point in the future. SC is to liaise with him.

## 14. CORRESPONDENCE

The resignations of Dr Adrian and Anna Wood have been received and acknowledged.

A query from Peter Grimwade regarding Mr Hicks and the play area inspection has been received and is being dealt with.

ORCC County Council Reductions and Service Changes and the Impact on Rural Communities – this has been printed out by SC and is to be forwarded by email. There is a meeting on November 21<sup>st</sup> and MKB will attend if no-one else is able to.

Emails forwarded:

Cherwell Parish Liaison Meeting invite and agenda – SC has booked MKB into this meeting.

HS2 petitioning information – this is to be placed on the December agenda.

Nomination to NALC smaller councils – no action.

Usual monthly reports

## 15. PLANNING APPLICATIONS

13/01258/F - Fimmere House, Banbury Rd - Construction of 3 bay garage with log store – a revised plan was received, showing that the garage/log store had been moved a few feet, all previous comments were considered with this revision – permission subject to conditions

13/01565/F – Land adj 9 Town Close and 1 White Houses, Mere Rd – new dwelling house – this is a fuller submission of plans for the outline planning permission already granted – the PC had no objections and made no observations.

## 16. ANY OTHER BUSINESS

**Rabbit cull** KO has spoken with Andrew Day, of West End Motors, who is to be the person to shoot rabbits on the playing field. He has all the correct licences and equipment including infra-red sights. MKB reiterates that this operation must be supervised as it is taking place on land open to the public. Mr Davy is to liaise with the landlord of the Royal Oak pub in Tingewick who represents the Football Club in this matter and is aware of the supervision requirements.

**Defibrillator** SC raises the matter of defibrillators being kept in places accessible to the public. It is felt that this would be a very good idea for the village. KG suggests the pub as a good place for the equipment to be kept. SLCC had forwarded a request for information from another clerk and SC is to liaise with her and find out the costs/regulations involved.

## 17. DATE OF NEXT MEETING

The date of the next meeting is Tuesday 3<sup>rd</sup> of December.

The meeting closed at 9.45 p.m.

## CORRESPONDENCE CIRCULATED

War Memorials Trust letter

Clerks and Councils Direct November 2013