

FINMERE PARISH COUNCIL

Minutes of meeting held on 4th of November 2014 in Finmere Village Hall

Present:- Councillors, Mike Kerford-Byrnes (MKB) (Chairman), Mike Kirby (MK), and Amanda Hodgkins (AH)

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

1. Apologies:-Apologies were received from Councillor Katherine Grimston (KG) (Vice Chairman), Councillor Steve Trice and Councillor Kevin Ochel

2. MINUTES

The minutes of the PC meeting of 7th of October 2014 were approved with corrections.

3. QUARRY LIAISON MEETING REPORT

No quarry liaison meeting has taken place since last month's PC meeting.

4. COUNTY COUNCILLOR'S REPORT

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

5. MATTERS ARISING

5.01 **Obtaining a defibrillator** The payment for the defibrillator has been sent. SC has obtained a quote for a box to house it of £540 +VAT as given by Mr Tracey. SC is to accept this quote and order the box. Proposed MKB, seconded AH, carried unanimously. Dick Tracey is still to visit MKB to check the equipment.

5.02 **Village Notice Boards** c/f

5.03 **VAS Signs** MKB has been in touch with David Catling of JPCS who fit the bases. They have had a chat and visited the site. Mr Catley explained that it would be cheaper to do the work in conjunction with other work in the area and gave a price of £190.00 + VAT. MKB was in receipt of an anonymous donation for this sum, he circulated the news under urgent business and it was unanimously decided to proceed with the fitting. The base is now in place and the sign can now be erected. MKB suggests that it is only right that Caversfield council borrow the sign from time to time as they were willing to give us their base if it could be lifted.

5.04 **List of assets (the pond)** MKB is still to talk to Mr Tompkins. c/f

5.05 **Stiles** SC has still heard nothing about any progress. c/f

- 5.06 **Christmas light tree** MKB has now received the cherry picker. A working party will need to be arranged in the New Year. c/f
- 5.07 **Printer** c/f
- 5.08 **Blocked gullies** Nothing new has been heard, SC is to check. c/f
- 5.09 **Traffic speed in Mere Road** An email has been received from Cllr David Nimmo-Smith, OCC, in reply to the PC's query about the 'Safer Route to School' initiative. He confirms that there is currently no formal programme in place focussing on child pedestrian and cyclist safety and there is no funding for any more 20mph limits near schools. He does explain that OCC are happy to work with PC's where local funding is available. SC is to ask about general costs so that the matter can be put to the APM. MK points out that as far as he is aware there is no 'school children crossing' type sign at the school, this would help. SC is to contact the school and OCC Highways and ask about the fitting of a sign and is to obtain prices from OCC if possible.
- 5.10 **Trespassers** This is still to be a subject in the next newsletter. c/f
- 5.11 **Bins in Mere Rd** The bin has not yet arrived. SC is to chase up the order and give Glasdon MKB's phone number and correct postcode. c/f
- 5.12 **Protecting Community Assets** This is now to be discussed in December. c/f
- 5.13 **Verge at Stable Close** KG has talked to the car owners involved and they have agreed not to park on the verge again.
- 5.14 **Playing field problems** These are to be featured in the next newsletter. c/f
- 5.15 **Financial Regulations** These have been forwarded to Paul Nash, website administrator, for posting on the web. MKB has been in contact with the Charities Commission about the Village Hall and Playing Field Committee, see section 10 below, and the registering will need to be done when the new Committee is formed.
- 5.16 **Unauthorised Activity on the Field** This is still to be an item in the next newsletter. MKB is still to provide SC with details of the official shooting arrangements in order that she can formally advise the VHPFC. c/f
- 5.17 **Village Hall Storage** SC will address this on an ongoing basis. SC has found out the address to which all newsletters need to be sent at the British Library. MKB is to send a hard copy of all that he has. SC is to forward the address and the PC compliment slip template to MKB. c/f
- 5.18 **Additional Parish Councillor** MKB is still to speak to Joanne Brookes, former councillor, as a possible candidate. c/f
- 5.19 **Dog fouling** MKB is still to cut back the undergrowth around the dog bin at the gated road junction. This will also be an item in the next newsletter. c/f
- 5.20 **Tree surgery and other works on PC land** The work has been carried out. The resulting cut material has all been deposited at the playing field ready for the bonfire on November 8th. MKB is to help FOFA to get it moved onto the correct bonfire

site on the day. The villagers concerned about the Chinalls Close hedge are very happy and will now be able to replace their fence. However now that the hedge is removed the old path can be seen, the slabs are uneven with at least one missing and there is a considerable build up of soil and detritus which will need to be removed. SC points out that the Valley Road notice board is now considerably overgrown with brambles. She will take secateurs with her when she next posts notices. c/f

- 5.21 **Grievance and disciplinary procedures** These have been forwarded to Paul Nash for inclusion on the website.
- 5.22 **Remembrance Day Wreath** The new British Legion representative has confirmed that he has delivered the wreath to Titch's Cottage but explains that they did not expect it. It is felt best to confirm with KG that the wreath has arrived with her before authorising a donation at the December meeting.
- 5.23 **Annual Parish Survey Info** SC has forwarded this to KG, as has MKB.
- 5.24 **Gullies** SC has been told by Tingewick PC that these are on the repair list. c/f
- 5.25 **Drain Covers** SC has heard from Cliff Monger, OCC Highways, that the two covers in Captain's Lane have been reported to Thames Water Foul under Section 81 and should be dealt with within 30 days. He could not find a metal drain cover on the verge near Woodlea, only a concrete slab which proved to be covering only mud. SC is to thank Cliff for his efforts. c/f
- 5.26 **Rubbish on roundabout** SC has been assured by Tingewick PC that this has been cleared.
- 5.27 **Building plans** The amendments were published on September 22nd. They stated that Finmere was eligible for development as it had a retail outlet and a child's nursery. MKB pointed out that these facts were wrong but Finmere still scored sufficient points on the index system to qualify for small developments rather than just infill.
- 5.28 **Community Speedwatch** This is to be an item in the next newsletter so that the village can be asked at the APM if there are any volunteers. c/f

6. FINANCIAL REPORT

It was reported that there was £4,949.23 in the Treasurer Account and £5,294.77 in the Business Money Manager Account.

The following had been paid in:

£200.00 from Finmere Sports Association for the sports club loan annual payment

The following had been paid out:

£8.69 to e.on for electricity for the street light

£185.00 to John Donaldson for grass cutting

£400.00 to the British Heart Foundation for the defibrillator

£278.73 to Sharron Chalcraft for Clerk and RFO duties and internet costs

An invoice has been received from JPCS in the sum of £193.00 +VAT for the fitting of the VAS sign base. A voluntary contribution in the amount of £193.00 has been received by MKB. MKB is to send the voluntary contribution to SC. The invoice is to be paid, proposed MKB, seconded AH, carried unanimously. SC is to check with the internal auditor as to how to record the voluntary contribution.

7. S19/S137

No requests have been received. The defibrillator and housing come under S137 expenditure.

8. URGENT BUSINESS

The VAS sign base fitting and the tree cutting and other works to PC land were decided under urgent business this month.

9. FINMERE LANDFILL SITE UPDATE

Significant progress is now being made. OPES have sent a page for inclusion in the next newsletter detailing what is being done. The plastic layer with its light covering is now 75% completed. The surfacing will be finished off next year. Having been so long it is possible that the mound will not drop much more through settling and gasification.

10. PLAYING FIELD PROGRESS

MKB has been in touch with the Charities Commission on this matter. They promised to help if they could within 30 days. Unfortunately they were unable to help but they recommended that MKB should speak to ORCC. They referred him to ACRE and he spoke to Lynne Newin, ORCC Village Hall Officer. Lynne asked that MKB send details to her of the situation as they have a legal advisor. MKB was then referred to Jonathan Dawson, solicitor, who advised that either one charity can be 'folded' into the other, this works well with Trusts, or both charities can be 'folded' into a newly created charity. This is a dearer but easier option. MKB has forwarded as requested the leases for the old village hall and the new village hall, useless version, as although these documents are not current they are the governing documents of the charities and as such are working documents. MKB also included a copy of the legal advice document which was obtained through OALC and a constitution. He is hoping to hear back next week and will copy all into the reply. There will be a charge if the solicitor proceeds on the PC's behalf. MKB has also heard that the Mixbury Trust have reached agreement with the landowners involved to sell the land up to the spinney at the play area end of the field. c/f

11. PLAYING FIELD CONDITION

SC has still not received written confirmation for PC records of the lack of need for a sign. She is to chase up Aon. MK and MKB have walked the field this month and found no problems.

12. COMPLIANCE – CHECKING AND HEALTH AND SAFETY ASSESSMENT OF ASSETS

MK has carried out his physical checks and prepared risk assessment sheets, these are discussed and agreed.

VAS sign base – Proposed MK, seconded MKB, carried unanimously.

Dog bins – Proposed MK, seconded MKB, carried unanimously.

Field – Proposed MKB, seconded MK, carried unanimously.

The playing field was shared with other councillors so other sheets on the field will be discussed if they show any different concerns.

13. CONSULTATION ON OXFORDSHIRE MINERALS AND WASTE STRATEGY

No issues were raised by this consultation.

14. STREET LIGHT MAINTENANCE

Western Power Distribution has been in touch with regard to the Unmetered Supply Certificate. SC has phoned them and confirms that there is no maintenance carried out by either WPD or e.on. It is quite possible that the bulb is still the original one, according to the certificate the bulb is an 80watt high pressure mercury lamp and these can burn for 30 years. However WPD point out that legislation on energy conservation means that the lamp will need to be replaced in spring 2015 at the latest. Some names were given by WPD of operators who offer maintenance contracts. It is felt that it would be cheaper to keep things local. SC is to obtain quotes from Roger Blake, Camstone and Richard Billington, Fulwell Rd for replacement of the bulb and housing if necessary and an annual safety check. This is to be an agenda item in December. MK points out that the light outside Stone House in Valley Road is now a bright white one which will drown out the Christmas lights. SC is to check with OCC Highways as to why the bulb has changed so drastically.

15. GRASS CUTTING AGREEMENT

SC has obtained a copy of the Minor Highways Maintenance Agency Agreement signed by Finmere PC in 2007. OCC are asking that the PC sign an amendment to Schedule 1. The PC has already been informed by OCC that the grass cutting grant will be cut to approximately half next year. The amendment reduces the cuts required from 5 a year to 2 with the proviso that visibility splays need to be kept to a vegetation height of 300mm. The PC would rather carry on providing 5 cuts per year as now. SC is to check with OCC as to whether the grant will be kept to its full amount if the Schedule is not varied. Also SC is to obtain details of exactly what amount of verge comprises a 'visibility splay'. This is to be an agenda item in December.

16. PLANNING APPLICATIONS

14/01455/F – 16 Valley Road – Single storey side extension and replacement of shed tin roof with slate – permission subject to conditions

17. CORRESPONDENCE

Invoice for defibrillator box – see Matters Arising

Invoice for VAS sign base – see Financial Report

Grass Cutting Agency Agreement Variation – see Grass Cutting

SLCC book range leaflet – SC is to download a free electronic version of Governance and Accountability for Local Councils

Public Protection and Development letter – taken by AH as she has had training. Possible relevance to the spinney can be discussed under Matters Arising in December

Emails printed:

Email from KG about parking – see Matters Arising

Email from Cllr David Nimmo-Smith OCC about speed problems – see Matters Arising

Emails forwarded:

Parish Liaison Meeting invite – MKB wishes to attend, SC is to book his place

Usual reports

MKB has received an email from the PCC asking him to give one of the readings at the Carol Service in his capacity as Chairman of the PC. He is happy to do so.

18. ANY OTHER BUSINESS

Newsletter This needs to be produced now and distributed in time for the Carol Service and Tree Lighting Ceremony. All other issues mentioned in the minutes are to be included as is the page of information from OPES.

19. DATE OF NEXT MEETING

The date of the next meeting is Tuesday 2nd of December.

AH gives her apologies. MKB confirms that he will be late. It is felt best to hold the meeting at 8 p.m. in order to be sure of a quorum.

The meeting closed at 9.40 p.m.

CORRESPONDENCE CIRCULATED

Secure-a-field catalogue
Wicksteed playgrounds leaflet
ORCC Annual Review
Clerks and Councils Direct November 2014