

## FINMERE PARISH COUNCIL

### Minutes of meeting held on 1st of October 2013 in Finmere 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 one member of the public

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

#### 2. MINUTES

The minutes of the meeting of 3rd of September 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 has not approached planning on this issue at the moment, they are snowed under with applications and he will broach the matter as soon as appropriate. c/f

4.04 **Moss on pavements** SC has contacted OCC Highways again, she is to chase them up. c/f

4.05 **Car valuables signs** c/f

4.06 **VAS Signs** MKB has still been unable to contact Peter Ogawary of OCC but he has spoken to Maurice Sheehan, OCC, who has been dealing with this matter. Several villages have informed Mr Sheehan that they no longer have VAS signs but still have unused ground screws. MKB has been given a list of villages which can be approached and requested for their bases. c/f

4.07 **Bench request** Mr Taylor has yet to choose a site. MKB feels it would be best to check a map of public utilities to make sure we do not choose a site above cables, pipes etc. c/f

4.08 **Banbury Road Signage** MKB has been put in touch with Julie Shay, OCC, who is happy to place a sign and also to repair or repaint any existing signs which need it.

BC points out that it has been two years since this issue was raised and we must conclude this as a matter of urgency. A map has been provided by Ms Shay showing the existing road names and signs according to her records; these seem very inconsistent, including some names which nobody has heard of. MKB is to chase this up. c/f

- 4.09 **List of assets (the pond)** c/f
- 4.10 **Salt bins** SC is to order two bags of salt to be stored at Johnny Brooks farm.
- 4.11 **Stiles** Nothing has been heard from Sarah Aldous, OCC Footpaths. KO has walked the paths between Warren Farm and Finmere to check them. Between Warren Farm and Mixbury there is a fallen stile. On the way to Finmere the path is undefined behind the cottages; it is overgrown again with many rabbit holes. A brand new galvanised gate has been fitted but the path at that point is also very overgrown. At the corner of Whiteley's field, entering the wood, there is a brand new stile but access to it is obstructed by a post and rail fence. A new fence has been fitted round the Poors Plot land but the metal 5 bar gate that used to open is now tied in place with no stile so only by climbing over this can you complete your journey. SC is to pass this information to Sarah Aldous.
- 4.12 **Cold Calling Signs** c/f
- 4.13 **Parking on verge** SC has informed the village resident concerned of Tingewick PC's reply.
- 4.14 **Meeting dates for 2013/14** The European election date has now been decided and the local election date has been changed from 1st May to 22nd May 2014. Councillors will now retire on May 26th and those elected on May 22nd will take office on May 26th. The APM must now be held between May 26th and July 31st. The Annual Parish Council Meeting, at which Officers are appointed, will be held on June 3rd. the Annual Parish Meeting, at which the appointments are announced, will be held on June 10th. SC to confirm these dates to Phillip Rushforth, Village Hall Committee.
- 4.15 **Ivy** The tree suckers have now been removed.
- 4.16 **Ragwort** Phillip Rushforth confirms that this will be removed shortly. c/f
- 4.17 **Public Space in Chinalls Close** SC is to chase up information on the resolution of the ownership problem.
- 4.18 **Dog bin in Mere Rd** This has been mended. KO checked it and found that the two fixing clips were broken; he has replaced them with bolts.

## 5. FINANCIAL REPORT

It was reported that there was £5,232.49 in the Treasurer Account and £5,291.09 in the Business Money Manager Account.

The following had been paid in:

£3,025.00 from CDC (Parish Precept second half payment)

The following had been paid out:

£78.00 to OALC (general admin - staff training)  
£150.00 to John Dayer (general admin - internal audit)  
£18.00 to Beryl Smith (S144 - encourage visitors)  
£73.24 to Sharron Chalcraft (admin and running costs)  
£488.65 to Glasdon (OCC grant for purchase and placement of bench)

BC has heard from John Donaldson that he has not been paid and is unhappy. SC confirms that one invoice has just been received by her but the August invoice has not arrived with her despite BC sending it on the 6th of September. BC is to resend and SC is to expedite payment.

An invoice has been received from CDC for dog bins. This is to be paid; SC is to check the amount as only two bins are listed but the price seems the same as that charged for three last time. Proposed - KO, seconded - BC, carried unanimously.

An invoice has been received from Mr John Hicks for the Play Area Inspection Report. This is to be paid, proposed - MKB, seconded - MK, carried unanimously.

SC is to put the bench, valued at the purchase price net of VAT, on the village assets list.

SC raises the matter of hours of work. Following attendance at the Data Protection and Freedom of Information training day some side issues had been raised. SC contacted SLCC and the reply indicates that she may be entitled to be paid for more hours. SLCC suggest that a Mr Danny Moody could attend a meeting and give advice as to the correct assessment of the PC workload. The councillors stress that they want to do the right thing by the Clerk and it is agreed that SC is to invite him.

## 6. S19/S137

BC attended the PCC meeting and unfortunately there have been quite a few problems with the church clock which is not working at the moment. Mr Meecham has come out several times to sort things out and an invoice for over £1,000 has now been submitted. It was understood by the PC that the clock was to be maintained by Mr Meecham and that the payment from S137 was for this annual maintenance contract. It would be an awful shame to lose such a village asset. This is to be an agenda item next month. SC is to track down the invoice submitted by Mr Meecham in 2011.

## 7. URGENT BUSINESS

There is no urgent business for this meeting.

## 8. FINMERE LANDFILL SITE UPDATE

The OCC meeting took place and the PC was given a fair hearing. CF moved from the Chair that there should be monthly inspections from April. The extension was granted as expected.

A quarry liaison meeting took place on 4th of September. Present were - Bill Stewart Jones, OCC, Chris Hodgkinson, Enforcement Officer OCC, Louise Greenwood, EA, Ben Wragg, OPES, Helen Bever, OPES, MKB and BC, PC. Ben Wragg said that capping finance should be in place next week. However finance for capping has been promised for well over a year and OPES are in breach of the capping condition which expired in December 2012. OCC are now saying that all can be capped in one go. OPES are still seeking investment, they are now filling Cell 7 and still moving everything off the top of the mound ready for long term greening. They have been getting Ragwort clearing done. Work on the bridleway and the new trap is progressing. A local quarrying firm are being employed for work on the old railway site. The MRF is to be a traditional one; gasification of the MRF will be looked at again in 5 years. HS2 are taking half of the extension land to the north. An extra weighbridge is in planning. More boreholes have been put in for gas. Leachate is still being cleared by 1-2 tankers per day. Short rotation cropping is being looked at as a means of filtering the leachate. The nearest place this is in operation is Lincolnshire. The EA apparently think it will work at Finmere. Landfill tax given to the Village Hall was £16,000. Cell 7 will take 3 months to fill, holding 300,000 cubic metres. Capping will start with the north end of the south face.

The EA say that the slope stability plan has not been completed yet. Engines and flares will be tested in December as usual and the report will be given in June. There have been no complaints. Monthly inspections have been carried out and the site is currently Band C.

OCC confirmed that the planning meeting was to take place, with MKB to speak and that the north cap is to be capped and greened in one go.

## 9. PLAYING FIELD PROGRESS

MKB has spoken to Bridget King, David Endicott's secretary, and she has explained that she knew nothing of the work he had undertaken for the PC. She asked if MKB wanted the work to be sent somewhere else. MKB declined and said as the work is pro bono we will stick with Mr Endicott for now. MKB is to write to him.

## 10. PLAYING FIELD CONDITION

The field has been walked and checked this month by MK and BC. MKB received a phone call from the Football Club saying that rabbits had dug holes in the middle of the pitch and that they would be happy to shoot them if given permission. The field would need to be secured at all three entrances, the shooters would have to be supervised and the police informed but this may be a way to keep numbers down. MKB is to talk further with the Football Club. c/f

## 11. PLAY AREAS INSPECTION REPORT

The lengthy report is read through. There are no major issues to address. MKB takes the report to liaise with the Playing Field Committee.

## 12. CHRISTMAS LIGHTS

These are to be put up on November 30th, with the Carol Service taking place on December 6th. MK, KO and MKB are to form the working party. BC suggests that the Rector should be asked to turn on the lights, or allowed to suggest a replacement of her choosing. Proposed BC, seconded MKB, carried unanimously.

## 13. MEMORIAL WREATH

SC has received an email from RBL stating that they have our usual wreath ready for us. It is decided to order the same wreath and make the same contribution as last year, £100. Proposed - BC, seconded - KO, carried unanimously. The wreath is to be delivered to Titch's Cottage as last year. Remembrance Sunday is on November 10th.

## 14. GOVERNANCE ISSUES (INCLUDING DATA PROTECTION, FOI, HMRC)

SC explained details of the course which she attended in Didcot. The whole matter of Data Protection and Freedom of Information needs to be taken much more seriously. Large fines of hundreds of thousands of pounds have been handed out to councils who have breached rules by not securing laptops, or by sending wrongly addressed faxes.

Data Protection - The key points to come out of the training are that the PC should use standard file naming conventions in order to make tracing of information easier. There should be at least one councillor who is trained to look at submissions with the clerk; MKB is interested in becoming more aware of the regulations. A quarterly report should be produced, or perhaps an annual one in smaller councils. This should detail the amount of requests, with a comparison to previous years, staff time taken up and the origin of the request. Most importantly, all organisations that process personal data have to register with the ICO at a cost of £35. SC is to register the PC. More stringent passwords should be used on all PC laptops and all documents should be encrypted, also the back-up drive should be protected. Other devices such as phones which may hold information must be secured also. When forwarding emails care must be taken not to show sensitive addresses, blind copy is not sufficient.

Freedom of Information - All contractors with the PC have to abide by the rules also, this must be written into their contracts. You cannot ask why a request for information is being made, but you can ask for clarification of exactly what is required. If you are not sure then the balance is to disclose, unless the information is personal in which case the balance is not to disclose. If the clerk decides to give the information and any company objects that there is a commercial interest then they must proceed against the clerk. At the moment only salary details of those earning above £58k have to be disclosed but this is changing and may well include all salaries in the future. It is perfectly acceptable to pass the requestor on to another

organisation which holds the information, such as OCC, EA, Thames Valley Police etc. Companies can be intimidating but the PC must stand its ground. The maximum amount of staff time costs which can be incurred is £450 per request. If a reasonable estimate of time needed exceeds that amount then the requestor must be informed and given the chance to pay any excess. Information held includes all notes taken during meetings or in the course of PC business. It is advised that all notes should be destroyed once used.

Data Transparency - This is part of FOI and covers what information the PC should make generally available to the public. There needs to be a contracts register giving details of all the contracts the PC awards. 'Big data' is the government buzzword at the moment. In the future all information held by the PC will be in 'data sets' which will need to be recorded in such a way that they can be machine read. This will facilitate the building of large 'data sets' which will be a source of 'bankable economic growth' to the UK. Clear principles and processes need to be agreed down to PC level to prepare for this.

SC is to prepare what paperwork is possible for the FOI compliance, register the PC with the ICO, check security of the laptop and back up drive and this is to be an agenda item in November or December.

HMRC - A further issue raised by discussions at the meeting is that of registration as an employer with HMRC. The exemption which had applied, as the Clerk's role was SC's main job and she did not earn enough to pay tax, has now been withdrawn. The PC must register but can use a system called 'real time hours' which is not too complicated. SC is to register.

## 15. CORRESPONDENCE

An enquiry from a building firm about refurbishment of the Village Hall - passed to Phillip Rushforth, Village Hall Committee

Playbus letter about a Santa Grotto bus visit to the village - this is thought to be expensive and unnecessary as a Santa already tours the village for charity.

Emails printed:

An email has been received from Phillip Rushforth, Village Hall Committee, regarding items to be placed in the next newsletter - the village hall has an upright piano, table tennis table and small size snooker table that require good homes. There needs to be an item about the bonfire with a plea to villagers not to dump bonfire material at the Village Hall before Saturday November 2nd and then to respect the area as a wedding will be taking place on that day. There has also been a request that there should be no nails in any of the timber placed on the fire. MKB points out that this will be difficult if pallets are used to get the fire going as is usually the case. Also there is to be another Quiz and Curry Night. Phillip will provide the copy for the items above.

Emails forwarded:

Winter preparation information - to AW and MKB

HS2 Property Compensation Consultation news

Local election date information

Community Emergency Planning Events news

Action for Market Towns news

Community Transport newsletter

Usual reports

## 16. PLANNING APPLICATIONS

13/01258/F - Finmere House, Banbury Rd - Construction of 3 bay garage with log store - the PC had no objections and made no observations.

## 17. ANY OTHER BUSINESS

**Poplar tree** There is a poplar tree down on the road into the village. The Bucks cutting contractors were seen in the area just prior to the tree being found fallen.

**July Minutes** MKB is to finish these and distribute them.

**Sports Pavilion** On Monday morning Alan and Trevor Jones found that the pavilion had been left open overnight. The cistern in the toilet was still running. The water supply is T'd off the meter for the village hall and the Sports Association do pay their share of the bill. SC confirms that there was an issue with the toilet flush not working properly at the last cricket match of the season some weeks ago.

**Finmere Festival** The PC wishes to give hearty congratulations to all involved in this very successful celebration. Everyone is looking forward to next year!

**Newsletter** MKB is to organise a newsletter including items on the Christmas Carol Service and light switching ceremony and the bonfire. He hopes to have this ready by the weekend of 19th-20th of October.

**Village Hall Gutters** These have been blocked by silver birch leaves and even the soakaways have been blocked, leading to damp in the Committee Room. The Village Hall Committee plan to cut back the birches, are there any PC objections? No objections are raised.

## 15. DATE OF NEXT MEETING

The date of the next meeting is Tuesday 5th of November.

The meeting closed at 10.30 p.m.

## CORRESPONDENCE CIRCULATED

Clerks and Councils Direct September 2013 - Glasdon leaflet