

FINMERE PARISH COUNCIL

Minutes of meeting held on 7th of October 2014 in Finmere Village Hall

Present:- Councillors, Mike Kerford-Byrnes (MKB) (Chairman), Katherine Grimston (KG) (Vice Chairman), Kevin Ochel (KO), Mike Kirby (MK), Stephen Trice (ST) and Amanda Hodgkins (AH)

In attendance:- Sharron Chalcraft (Parish Clerk and RFO) and two members of Thames Valley Police

1. Apologies:-Apologies were received from Councillor Mike Kerford-Byrnes (for possible lateness)

2. MINUTES

The minutes of the PC meeting of 2nd of September 2014 were approved with corrections.

At this point agenda item 14 was considered as the police needed to leave as soon as possible.

3. QUARRY LIAISON MEETING REPORT

The following report sent by Barbara Cunningham (BC), resident's representative, was read out:

A quarry liaison meeting was held on the 24th of September 2014 at the Opes offices following a site visit.

Present: Mike Kerford-Byrnes, Finmere Parish Council; Barbara Cunningham, Finmere Village Representative; Ben Wragg, Opes; Richard Lucas, Opes; Bill Stewart-Jones, OCC; Louise Greenwood, Environment Agency.

Matters arising from the meeting held on 21st July – Finance is now in place. The survey for cell 7 north was to be completed by July but has not been completed but hopefully would be done within 3 weeks. The “exchange of letters” to confirm positioning of leachate tanks had not taken place. This is a requirement of OCC planning dept and Opes will forward in 2 weeks time.

Opes report – Investment has now been received and cell 7 is under construction and should be completed in about 3-4 weeks. CQA approval will have to be granted before tipping can commence but probably by the end of October/beginning of November.

The MRF is under construction and should be completed within 2 weeks. Equipment should, hopefully, be in during January. However, operation start time is linked to completion of the capping. A planning application for outside floodlights will be submitted soon. Operation

times for the MRF will be 7am-6pm weekdays and 7am-1pm Saturdays and it will employ 12 to 14 people.

Capping is now in progress. Clay extraction area is being used to construct cell 7 and earth is being moved from the bottom to the top of the mound. There will be a delay when work stops to move the gas extraction units.

BS-J (OCC) asked about record keeping through the gates since Helen Beever's departure. He pointed out that records have to be perfect and everything has to be recorded. Helen had a running spreadsheet and a seamless process is required as input is gearing up.

Leachate levels are slowing down following a dry summer. However they are still above compliance levels. There will be a reduction following capping cells 4, 5 and 8.

There have been complaints about exposed waste on top of the mound. This has been moved and covered up. MK-B phoned about waste tipping in the wrong area. Opes were very slow in responding and didn't know anything about the tipping. Eventually it was acknowledged and the waste removed.

Environment Agency report – Inspections are taking place every 4 to 6 weeks and as the cut backs are not so severe, this will continue. The MRF will be inspected by a different team. There has been one breach of ground water quality. Opes are now in Band E and this is the worst year for performance. It is to be hoped that with all the extra activity on site that it will get back to a Band C at the least.

OCC report – A written report was presented – The permanent cap on cells 4, 5 and 8 will be in breach by 15th October. Extra time has already been given for this and Opes are in danger of being issued with an enforcement order. It will take at least 3 months to complete the capping, and that with good weather.

Parish Council report – MK-B had noted that there had been no noise from the MRF construction. Opes were asked to keep the village informed of the sequence of events and up their PR. When the MRF is in operation Opes have offered to have an open day and invite the village. They would also like to include an article in the next Parish Newsletter.

Photos were attached to the report taken on site of the MRF, cell 7 and the capping.

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 defibrillator has now been received. SC has now obtained a new cheque book and a cheque is signed as agreed at the September meeting. The equipment needs to be inspected before acceptance, SC has contacted Dick Tracey (Ambulance Service) and he confirms that he is the designated inspector. MKB takes the defibrillator and Dick Tracey is to visit and approve the equipment when receipt can be confirmed. It is felt best to order the box for placing the

equipment at the school; Mr Tracey has given the price as £540 + VAT. Proposed MKB, seconded KO, carried unanimously. SC is to order.

- 5.02 **Village Notice Boards** c/f
- 5.03 **VAS Signs** MKB has talked with with Maurice Sheehan. The base fitters who were used by the council have left. A JPCS ground screw some 1.2 metres long is needed. MKB asked for advice. We could dig up the base by excavating a 4ft hole around it; then borrow the ground screw to fit it. Alternatively Bucks CC work is due to be done soon in the area of the base, it is possible they will dig it up for us. c/f
- 5.04 **List of assets (the pond)** MKB is still to talk to Mr Tompkins. c/f
- 5.05 **Stiles** SC has heard nothing about the outcome of the meeting with the land agent about the Warren Farm path. c/f
- 5.06 **Public Space in Chinalls Close** The cheque has been sent.
- 5.07 **Christmas light tree** MKB is still awaiting the arrival of the cherry picker. c/f
- 5.08 **Printer** c/f
- 5.09 **Blocked gullies** SC has reported the PC's feelings to OCC. c/f
- 5.10 **Finnere House wall** This has now been repaired.
- 5.11 **Traffic speed in Mere Road** See Agenda item 14 below
- 5.12 **Trespassers** This is still to be a subject in the next newsletter. c/f
- 5.13 **Bins in Mere Rd** SC has ordered the bin, it was on sale and SC enquired as to the fixings available. The least intrusive and easiest to place was ballast; this holds the bin in place without needing permanent fixings. As the bin was on sale the amount saved covered the cost of the ballast and SC ordered this as well at a total cost of £126.77 +VAT. The bin is to be delivered to MKB's house and a working party will be needed to place it. c/f
- 5.14 **HS2 realigned access requirements letter** The additional documents have arrived and SC has brought them to the meeting so that MKB can house them with the rest of the HS2 material.
- 5.15 **Protecting Community Assets** This is now to be discussed in November or December. c/f
- 5.16 **Verge at Stable Close** SC has had confirmation that the verge on both sides of the entrance to Stable Close is Highways land right up to the wall. If there are safety considerations due to line of sight being blocked on a dangerous bend then it is possible an offence is being committed. PC Brown is to take a look at the junction. It is felt best to deal with this matter diplomatically first. KG is to talk to the car owners involved. c/f
- 5.17 **Playing field problems** These are to be featured in the next newsletter. c/f

- 5.18 **Financial Regulations** These are on the agenda, see item 15. MKB is to contact the Charities Commission for advice about the registering of the Village Hall and Playing Field Committee. c/f
- 5.19 **Playing Field Inspection Report** Addressed below under Matters Arising item 5.25 Tree surgery and other works on PC land.
- 5.20 **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
- 5.21 **Village Hall Storage** This will be ongoing as SC has an opportunity to check and remove old planning documents. MKB has copies of all newsletters. SC is to find out the address to which these need to be sent.
- 5.22 **Additional Parish Councillor** MKB suggests Joanne Brookes, a former councillor, as a possible candidate.
- 5.23 **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
- 5.24 **Chinalls Close land transfer** The invoice for the CDC legal department work has been paid.
- 5.25 **Tree surgery and other works on PC land** ST obtained quotes from John Donaldson, grass cutting contractor, and Alan Forbes, Tree Solutions. These were circulated under urgent business. The more detailed quote from Tree Solutions (£1,130.00 +VAT) gave very useful information about the individual trees in Chinalls Close and mentioned the chipping of removed material which would then be used as a mulch. John Donaldson's quote (£620.00 +VAT) is based on adding the material to the bonfire mound at the playing field. Neither quote recommended the cutting down of more than one tree, this being the silver birch whose bark has been stripped and which is clearly dying. There was an option to either cut the hedge back or remove it completely and replace it. It is decided to proceed with John Donaldson's quote, which includes the Chinalls Close area (hedge and trees), the Stable Close bund and the Stable Close play area; it is felt best to completely remove the hedge. Proposed MKB, seconded MK, carried unanimously. The bonfire this year is to be held on November 8th. There is some issue about stacking material beforehand. ST suggests that the PC should consider decommissioning the play area in Stable Close, maintaining it as simply a public amenity space. ST is to be away in November. The date set for the work and disposal of the material is to be circulated.
- 5.26 **Grievance and disciplinary procedures** These have been forwarded to Paul Nash for inclusion on the website.
- 5.27 **Consultation on Oxfordshire minerals and waste strategy** This was omitted from the agenda. Councillors are to make any comments they wish individually by the deadline of October 13th. This is to be an agenda item in November.
- 5.28 **Remembrance Day Wreath** This has been ordered but has not arrived yet.

- 5.29 **Planning application conditions** SC has obtained a full list of conditions for planning consent 14/00815/F from the CDC website. They are read out and are to be retained pending the completion of the development.
- 5.30 **Arrow accounting** The letter has been returned.
- 5.31 **Openness Training Course** The course was full.
- 5.32 **Annual Parish Survey Info** MKB has forwarded news of Steeple Aston's plans, this is to be forwarded to KG.
- 5.33 **Gullies** SC has reported these to Tingewick PC.
- 5.34 **Drain Covers** SC has reported these to OCC Highways.
- 5.35 **Rubbish on roundabout** SC has reported this to Tingewick PC as they are in a better position to deal direct with Bucks CC.
- 5.36 **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 points out that we don't, he has let CDC know this. This will mean that Finmere is eligible only for in-fills and conversions.

6. FINANCIAL REPORT

It was reported that there was £5,621.65 in the Treasurer Account and £5,294.77 in the Business Money Manager Account.

The following had been paid in:
£3,025.00 from CDC for second half of precept

The following had been paid out:
£40.00 to Land Registry for registration of Chinalls Close land
£270.00 to CDC for legal fees incurred in obtaining the Chinalls Close land
£370.00 to John Donaldson for grass cutting
£261.53 to CDC for dog bin emptying
£278.73 to Sharron Chalcraft for Clerk and RFO duties and internet costs

The external audit has been returned completed. There were no issues arising. SC has posted receipt on the notice boards in line with regulations. The paperwork is presented and the external audit is accepted and approved. Proposed MKB, seconded KO, carried unanimously.

7. S19/S137

No requests have been received.

8. URGENT BUSINESS

OCC Planning Ref MW.0079/14 consultation news – this was produced and discussed at the September meeting but was too late to be on the agenda and so is an agenda item this month; see Item 16. Any comments were to be submitted under urgent business.

9. FINMERE LANDFILL SITE UPDATE

The mound is now to be covered with soft material to accommodate the plastic cover. Next year it can be finally restored with top soil and planting. This procedure is raising lots of dust. Oses are running late on everything and are having to work late hours to sort things out. They are moving earth from the bottom up so as not to collapse the cells. Good progress has been made in the last 6 weeks. The site needs to cultivate better PR and communication.

10. PLAYING FIELD PROGRESS

This is still ongoing; MKB is still having difficulty finding a solicitor. c/f

11. PLAYING FIELD CONDITION

SC has checked with the insurers and they do not feel that a physical warning sign is necessary. They are to put this in writing for PC records. MK has walked the field this month and found no problems.

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

SC has prepared sheets for every PC asset and these are shared between the councillors, with each receiving 3, the playing field being such a large issue is to be shared between 3 councillors. This is to be an agenda item in November and December in order to complete the required checks in time for the end of December, by which time compliance has to be notified to the internal auditor.

SC has checked with eon about maintenance contracts but has been informed that they have no record of us. The bulb must have been changed during the many years the light has been in operation but e.on confirms that no physical check is made at that time. We can pay a local electrician to carry out a periodic check or we can set up a contract with e.on who are to forward pricing details.

This is to be an agenda item in November.

13. PARISH CLERK HOURS DIARY

SC presented her hours for July – September which totalled 61 hours. If the next two quarters return a similar amount (given that this quarter only contained two meetings) the total for the year will be 288.25 or thereabouts, so a payment of 25 hours per month will be very near the mark. SC is to continue paying herself for 25 hours for the next quarter. Proposed MKB, seconded KO, carried unanimously.

14. COMMUNITY SPEEDWATCH

PC's Caroline Brown and Chris Kidd present information about the scheme. Speed is a concern in many villages. The monitoring can be carried out by members of the public as well as councillors and indeed participation by villagers is to be encouraged. A speed gun needs to be purchased at a cost of some £100. High visibility jackets need to be worn and signs need to be put out warning of the monitoring activity. These can be produced by the village and it is suggested that it might be nice to involve the school in this. Other villages have had their signs designed by school children in a competition. This signage can be left in place permanently to act as another deterrent to speeding. Upper Heyford has signs in place as an example. Monitors need to work in two's, one to hold and aim the gun and the other to record the information. This can be a voice recording or notes but needs to be transferred to an official form. The time and date, location, direction and speed of the vehicle must be recorded along with any identifying marks, colour, registration etc. It is also useful to record the amount of passing traffic; a counter/clicker can easily be purchased inexpensively.

A risk assessment must be carried out and a waiver signed. The activity cannot be carried out in any area where the speed limit is greater than 40mph, due to safety concerns. Also it must not be done near speed cameras, parked cars, busy junctions, road works or on private property. The PC will need public liability cover of more than £5 million.

Any speed of greater than 35mph must be recorded and a letter will be sent out by the police warning the driver and informing them that two more strikes will result in police action. This information will go onto a database covering both Oxfordshire and Buckinghamshire and if a number of incidents are recorded then the area is marked as a problem area.

This is to be an item in the next newsletter where the scheme will be explained and volunteers asked for. The PC will need to judge response before spending money on a speed gun. SC is to email PC Chris Kidd to request a gun if the PC decide to proceed. Also SC has emailed Cllr Rose at OCC for advice on any schemes which may apply to the area and has been informed that her enquiry has been passed on to the cabinet member for Highways. c/f

15. FINANCIAL REGULATIONS

SC has been in contact with OALC about the suspensions made and how to explain them on the website. The information from OALC is that the regulations cannot be permanently suspended only partially suspended on a meeting by meeting basis for extraordinary circumstances. All the points suspended were detailed to OALC, replies were given as to the proper procedure and these replies were discussed at the last meeting. The financial regulations as they stand are to be un-adopted. Proposed MKB, seconded KO, carried

unanimously. The financial regulations as they were adopted are now to be adopted again with the following alterations:-

3.2 – delete “3 year forecast” and replace with “annual forecast”.

4.5 – delete “£500” and replace with “£100”.

5.7 – delete this section

7.6 – wording to be changed to “An annual appraisal is carried out for all employees”.

The financial regulations are adopted. Proposed MKB, seconded KG, carried unanimously. SC is to forward these to Paul Nash for display on the website.

The schedule of regular payments document is amended to read – These payments can be made automatically by the RFO using bacs. Proposed KG, seconded KO, carried unanimously.

16. PLANNING APPLICATIONS

Details Pursuant to Condition 8 (details of the design, dimensions and method of construction of the recycle storage bays associated with the MRF) of Planning Permission 10/00361/CM at Finmere Quarry – submitted for determination – dealt with under urgent business

Details Pursuant to Condition 8 (details of the design, dimensions and method of construction of the recycle storage bays associated with the MRF) of Planning Permission 10/00361/CM at Finmere Quarry - approved

Proposed diversion of part of Finmere Bridleway No.7 under Section 257 of the Town & Country Planning Act 1990 – the PC made no comments

14/01455/F – 16 Valley Road – Single storey side extension and replacement of shed tin roof with slate – the PC made no comments but the PC is to consult anyone affected and circulate any concerns under urgent business

17. CORRESPONDENCE

Primary school entry poster – to be displayed

Job club poster – to be displayed

BDO external audit report – see Item 6 Financial Report

Defibrillator letter – see Item 5 Matters Arising, 5.01

HS2 info – see Item 5 Matters Arising, 5.14

Emails printed:

BHF letter about defibrillator – see Item 5 Matters Arising, 5.01

Dick Tracey letter about defibrillator – see Item 5 Matters Arising, 5.01

Aylesbury Vale District Plan update – placed in correspondence folder

Residents email about drainage – MKB and SC received an email from a resident of Valley Rd reporting a problem with the drains which had necessitated contacting Anglia Water. MKB went to Valley Rd, this being at 10.30pm, and found the house in question in darkness. Upon investigating the next day with the neighbours mentioned in the email MKB found no problem going on and no evidence that Anglia Water had been involved. He answered the email accordingly.

Cherwell boundary review timetable changes – kept for information

Emails forwarded:

Usual reports

18. ANY OTHER BUSINESS

Allotment break in A break in has been reported on the allotments. No more detail is known, whether one of the sheds, some loose tools or produce are involved. Hugh Smith, Poors Plot Chairman, is in Scotland at the moment and nothing more has been heard.

19. DATE OF NEXT MEETING

The date of the next meeting is Tuesday 4th of November.

ST and AH give their apologies. MKB confirms that he will be very late.

The meeting closed at 9.55 p.m.

CORRESPONDENCE CIRCULATED

Secure-a-field catalogue

Parkers bulb catalogue

Aylesbury Vale District Plan Update