

FINMERE PARISH COUNCIL

Minutes of meeting held on 1st of April 2014 in Finmere Village Hall

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

In attendance:- County Councillor Catherine Fulljames (CF), Sharron Chalcraft (Parish Clerk and RFO) and one member of the public

1. Apologies:-Apologies were received from Councillors Katherine Grimston (KG), Barbara Cunningham (BC) and Kevin Ochel (KO) (SC is to send best wishes to Barbara and her husband John for their speedy recovery)

2. MINUTES

The minutes of the meeting of 4th of March 2014 were approved with corrections.

3. COUNTY COUNCILLOR'S REPORT

CF is to attend the April 9th quarry liaison meeting herself, this is to be held at the OPES offices at 1p.m. BC may still be recovering from her operation and unable to attend. MKB points out that April brings the start of the OCC monitoring of the capping procedure which should be completed by October. CF asks about the planning application for extension of time for placement of a straw bale wall, see below. MKB explains that the PC requested the straw bale wall be placed so it would be counter-productive to object, see below. CF asks if there any other issues and SC explains the current issues on highways, CF is to be copied in on this correspondence. SC is to send CF full details of the Annual Parish Meeting as soon as possible.

4. OBTAINING A DEFIBRILLATOR

Mr Dick Tracy of South Central Ambulance Service attended the meeting and demonstrated a defibrillator model. This particular model, the Ipad SP1, is suitable for both adults and children with no need to change pads. The machine was very clear and concise and given the statistics which Mr Tracy conveyed this seems a very good investment for the village and would qualify under S137. The cost of the machine after BHF help will be £400. SC is to fill in the BHF form and forward to Mr Tracy for completion. The matter of a box to contain the machine is explained, this will cost £535 plus VAT and the PC will obtain this also.

Proposed MKB, seconded MK, carried unanimously. The ongoing cost of the machine is an electricity bill of some £35 per annum, replacement of the battery approx every 4 years at a cost of £125 plus VAT and replacement pads if the machine is used at £15 plus VAT per set. Mr Tracy is happy with the proposed location of the box at the school. SC is to broach the matter with them. If they are not happy it is best to choose a well known landmark building for the site as people can become panicked and need to know where to go instinctively. Mr Tracy will give a training session dealing with resuscitation in general and the defibrillator in

particular with no charge. The session will take approximately two hours and is to be publicised in the next newsletter with exact dates to follow.

5. MATTERS ARISING

- 5.01 **Village Notice Boards** MKB is to move these on Saturday during the spring clean as he will have a trailer. Two pieces of Perspex need to be replaced and MKB can get these in Buckingham. The notice boards can then be erected. c/f
- 5.02 **Drain Cover Land** SC has heard back from Katie Skinner of OCC Countryside Service. The only possibility of information would come from the Oxfordshire definitive map of footpaths as the area does not fall within any common land entries held. SC has checked this map and the track is not on a right of way. SC points out that we have the assurance of CDC legal that the PC is not responsible for the land and that those responsible in law would be the present users of the track with property bordering it. MKB suggests that we let this matter drop now as we have exhausted all avenues of enquiry. This is agreed.
- 5.03 **Moss on pavements** SC has had a reply from Cliff Monger which confirms that the safety inspector marked defects for remedial works as follows: Water Stratford Rd – 16 repairs, Main Road – 6 repairs, Mere Road – 8 repairs, Valley Road – 2 repairs, Fulwell Road – 6 repairs and Hillside junction Hill Leys – 1 repair. Also the Jet Patching Vehicle is to carry out works on Water Stratford Rd in the next month or so.
- 5.04 **VAS Signs** c/f
- 5.05 **Banbury Road Signage** This work has been carried out and the signs are in place.
- 5.06 **List of assets (the pond)** SC has not been able to send the letter to OCC as a cheque is to be enclosed. The prepared cheque is signed by MKB and will be sent off right away. c/f
- 5.07 **Salt bins** SC has written and thanked the Brooks. OCC have sent a bill for the salt but SC has contacted them and explained that the salt has not been received and is no longer required.
- 5.08 **Stiles** Nothing heard. c/f
- 5.09 **Public Space in Chinalls Close** SC has heard from Malcolm Saunders, CDC legal, and they are willing to act for the PC in this matter for the cost of £150 per hour, with a probable three hours work needed. There will also be a charge for amendment of the Land Registry of £43. This land must be obtained in order to be able to maintain it and the PC has no cheaper recourse so must accept this offer. Proposed MKB, seconded AH, carried unanimously. SC is to contact CDC.
- 5.10 **Christmas Lights** MKB is still to tape up the lights. c/f
- 5.11 **HS2 Petitioning Information** A special meeting has been scheduled for Friday April 11th, 7.30p.m. in the Village Hall. The precise wording of the motion/s will be available to MKB shortly as CDC is holding the same meeting on the previous evening. The first motion is to allow the PC to send a petition. The second possible motion is to allow individuals, probably MKB and SC, to negotiate for the PC if there

are any last minute changes in detail. The petition must be submitted during April/May which necessitates a speed of response.

- 5.12 **Playing Field Tree Surgery** Phillip Rushforth (PR), Village Hall and Playing Fields Committee, has carried out work on the low branches in and around the play area and along the footpath to it as well as on the millennium tree. SC is to forward the full list of works requested by John Donaldson, grass cutting contractor, to MKB and PR and clarify which millennium tree is referred to.
- 5.13 **Christmas light tree** This is still to be pruned. c/f
- 5.14 **Water Stratford Road Condition** SC has heard from Simon Marsden, OCC Highways, who complains that emails should only be submitted through the proper channels. In a second email he confirms that with limited funding for structural patching or carriageway resurfacing it is unlikely that Water Stratford Rd will be scheduled. He confirms that any potholes will be dealt with through the safety inspection system.
- 5.15 **Printer** SC has been unable to collect a printer yet as she needs a signed cheque but one has been reserved for collection at the Banbury store and the invoice will be made out to Finmere PC for VAT purposes. The price has reduced to £69.99. c/f
- 5.16 **Parish Clerk hours** SC has begun keeping a diary.
- 5.17 **Blocked gullies** SC has still received no reply despite a further email and is to copy CF in on this matter. c/f
- 5.18 **Finmere House wall** The fallen wall is still partly blocking the road but MKB confirms that the work has now been ordered. MK voices concern that the insurance company should order the blockage left in the road, MKB explains that the rest of the wall may not be safe and the cones are keeping vehicles clear in case. c/f
- 5.19 **Traffic speed in Mere Road** SC has still received no reply despite a further email and is to copy CF in on this matter. c/f
- 5.20 **Membership renewals** OALC and SLCC have been paid.
- 5.21 **Newsletter** This was delayed as MKB had printer problems but is ready now.
- 5.22 **Cherwell Local Plan Pre Hearing Meeting** MKB was unable to attend but full notes have been circulated by SC.
- 5.23 **Spring Clean** The form has been submitted and a poster displayed.
- 5.24 **Dog fouling stickers** These have arrived.
- 5.25 **Cherwell Boundary Review** PCs are to be told of their new parish electorates on April 29th. We can ask about Ward numbers then. There will be some three member wards with annual elections. c/f
- 5.26 **Trespassers** There was no room for an article about trespass in this newsletter, it is to be included in the next. c/f

- 5.27 **Bins in Mere Rd** SC has been informed that CDC do not supply bins. She has requested clarification as to which regulations to use and whether the bins should be on the asset register. MKB supplies two names, Ed Potter and Ian Davis both of CDC who may be able to help. c/f
- 5.28 **Water in Valley Rd** MKB has checked and Thames Water sent out a man to look at this water. He confirms that there is no sign of pipe leakage and that therefore this is a spring. The only way to control the water is to dig up the road and insert a pipe. This will have to be done if the problem does not subside with the cessation of heavy rain and flooding locally.

6. FINANCIAL REPORT

It was reported that there was £2,884.58 in the Treasurer Account and £5,292.93 in the Business Money Manager Account.

The following had been paid in:

£695.46 from HMRC (VAT refund)

The following had been paid out:

£64.00 to SLCC for membership

£133.07 to OALC for membership

£130.76 to CDC for dog bin emptying

£133.82 to Sharron Chalcraft for Clerk and RFO duties, internet costs and expenses

An invoice had been received from OCC for salt in the sum of £100.00, this invoice to be returned as the salt is no longer required and has not been delivered.

An invoice had been received from Francis Carne Associates for the dog fouling stickers in the sum of £16.51 plus VAT. SC is to pay this, proposed MKB, seconded AH, carried unanimously.

The external audit has been received and will be attended to by SC. The timetable for compliance shows that notice should be displayed from 28th April to 11th May with records available from 12th May to 9th June. The form and supporting info are to be with BDO by 10th June 2014. There should be no problem with compliance if the internal audit proceeds to plan.

As instructed SC approached Phil Hood of Arrow Accounting about the internal audit and Arrow have agreed to take the PC on. A letter detailing requirements has been received, as the timing is so late the last page is to be signed and returned by SC and MKB. This is duly signed. SC reads out a list of questions, Section 1 of 6 on an information spreadsheet supplied by Arrow, and explains her answers. The issues of Financial Regulations and Standing Orders are raised. The PC now has a model set of Standing Orders which need to be adapted and adopted. NALC has forwarded a new model set of Financial Regulations following changes to requirements; these also need to be adopted. The issue of electronic payments is also raised by this new model. They will be fully compliant once the new set of

regulations is adopted; they have not been in the past. Many PCs are known to utilise internet banking and Finmere has been using it for some 8 or 9 years. SC is to circulate all paperwork for the above and these are to be agenda items for the May meeting as is the Clerks contract of employment. The answers are to be submitted so that the visit of the internal auditor can be scheduled and any issues raised can be dealt with.

7. S19/S137

No requests have been received.

8. URGENT BUSINESS

Following advice from the internal auditor the review of procedures was carried out under urgent business. SC circulated the documents for Expected Standards, Characteristics of Effectiveness and the Risk Assessment with comments as to how Finmere PC complies. The councillors were unanimously satisfied with procedures.

9. FINMERE LANDFILL SITE UPDATE

MKB is happy to report that the EA have confirmed that no leachate escaped the secured area. The EA are still determining what action to take against OPES for the breach. No money has yet been received by OPES from any investors. They have apologised for the continued presence of a large dumper truck on the top of the mound, this has broken down but will be repaired and moved in the next week. As mentioned in the County Councillors Report above OCC will be closely monitoring the progress of capping from this month. There is a quarry liaison meeting on Wednesday 9th at 1p.m.

10. PLAYING FIELD PROGRESS

This is still ongoing. c/f

11. PLAYING FIELD CONDITION

The field has been walked and checked this month by MK who reports no issues of concern.

12. SETTING OF AGENDA FOR PARISH MEETING

SC reads out the agenda from last year and confirms that the police will be sending a representative. Apart from the usual reports the only item which would be useful is the Landfill. MKB is to contact Ben Wragg, OPES, and ask if he or another representative would like to attend the meeting. The agenda can then be prepared and circulated. HS2 petitioning and the acquiring of the defibrillator can be covered in the Chairman's report.

13. PLANNING APPLICATIONS

14/00032/F – 16 Valley Road – two storey rear extension; demolish an old wood storage shed – permission subject to conditions

14/00100/F – 2 James Court, Banbury Road – part garage conversion – permission subject to conditions

14/00333/LB – Tudor House, Mere Road – reinstatement of 2 dormer style windows on front elevation. Loft conversion to create en-suite bedroom to consist of alteration of existing internal wall, upgrading of existing floor, insertion of 3 conservation grade roof lights and connection into the existing soil pipe in rear elevation – MKB has spoken with neighbours and no concerns were raised. BC has seen old photos showing dormer windows in the past. The PC has no objections.

Non-material amendment to Condition A33 of planning permission 10/01516/CM – Finmere Quarry – to continue development without complying with condition A3 of planning permission APPIU 3100/A/06/2030592 (extension to Finmere Quarry to extract sand and gravel from land south-west of Finmere, including the relocation of plant and restoration of the quarry using imported inert waste to agriculture, woodland and grassland) for an extension to the life of the development of the consented extension to Finmere Quarry to provide for the erection of straw bale screening on the north western boundary of Phase 3 prior to the commencement of operations in Phase 3 – as mentioned in County Councillors Report above the PC actually requested the placement of this screening. The PC has no objections.

14. CORRESPONDENCE

Community policing awards letter and posters – to be placed by SC

Local Heritage Assets letter and forms – taken by AH. This echoes the work completed by the PC on the historically significant items list. SC is to forward this list to AH.

Letter from Aon about insurance. This is to be kept for obtaining required quotes.

An email has been received from PR pointing out that a fence has again been erected in the spinney at the side of the playing field. A metal stool has been dumped on the footpath from Chinalls Close to Boyd's Field; perhaps this could be removed in the spring clean? – MKB is to ensure its removal.

The dog fouling stickers have arrived – taken by MK

Nomination papers have been received from CDC. These are to be completed and returned in person to CDC, Bodicote House. May 22nd is the end of the term of office. The nomination papers need to be returned by 4p.m. on April 24th 2014. MKB confirms that he will stand again. SC is to email out the electoral numbers needed by the candidates for themselves and their proposers. MK takes KG's form, AH takes BC's form and MKB takes KO's. SC has spare forms for any other candidates.

Emails forwarded:

Local plan examination papers

PTR meeting notes

Cherwell Local Plan draft hearing news/notes of the pre hearing

Consultation on a draft transparency code

Parish consultation draft rights of way management plan

Usual reports

15. ANY OTHER BUSINESS

No other business is raised.

16. DATE OF NEXT MEETING

The date of the next meeting is Tuesday 6th of May 2014.

The meeting closed at 10.30 p.m.

CORRESPONDENCE CIRCULATED

Clerks and Councils Direct March 2014

Glasdon leaflet