

**Minutes of a Meeting of Fringford Parish Council, held on  
Monday 24 April 2017, in the Chinnery Room of Fringford Village Hall at 7.45pm**

- Present:** John Fargin, Les Harris, David McCullagh (Chairman), John Reader, Adrian Thwaites
- In attendance:** One member of the public (until 8.50pm); Mr Robin Rogers (OCC) (until 8.30pm), Cllr Barry Wood (CDC) (until 9.00pm), Jane Olds (Parish Clerk)
- Apologies:** Mick Cowland, Jan Maciejewski

**1. Apologies**

The Councillors accepted apologies from Cllrs Mick Cowland, Jan Maciejewski and Cllr Ian Corkin (CDC).

**2. Requests for Dispensations and Declarations of Interest**

There were no requests for dispensations or declarations of interest.

**3. Public Participation**

One member of the public attended the meeting.

**4. Minutes of the Parish Council Meeting held on 20 March 2017**

It was **RESOLVED** that the minutes be accepted as a true record of the meeting.

**5. Update on progress from the Minutes**

**a. Village Plan Update Meeting** – the Village hall has been booked for 1 July and Cllr Barry Wood invited.

**b. Bank Form**

The Clerk has completed the bank form and posted it.

**c. OCC Grass Cutting Agreement**

The documents had been finalised, signed by Adrian Thwaites and Jan Maciejewski, witnessed by the Clerk and posted.

**6. To receive a representative from Oxfordshire County Council to hear the County's Unitary proposal**

Mr Robin Rogers, Strategy Manager for Oxfordshire County Council attended the meeting to explain the County's position on the Unitary proposals.

Unfortunately, the proposals had been put into abeyance because of 'Purdah' for the two Elections, both County and General.

A briefing paper had been circulated to the Councillors for consideration before the meeting which outlined the issues.

The proposal, which was developed by the County Council, South Oxfordshire and the Vale of White Horse, was sent to the Secretary of State in March. A decision was to be expected towards the end of the year, but with the announcement of the General Election this was now uncertain.

The County had a number of reasons for the proposals including cost and efficiency savings, together with how working practises had developed over the years. Many areas including social care, leisure services, waste services, schools and even the age of the population had changed significantly, and the funding from central Government reduced, since the 1972 Local Government Act when the County Council was formed, but the way these practices have been implemented had not changed since that time.

Councillors asked about the finances and cost savings proposed and how the County Council intended to help the neighbouring district councils who were in contracts with Oxfordshire districts such as South Northamptonshire with Cherwell and Cotswolds with West Oxfordshire. The County thought that the partnerships may be able to be maintained, or those external districts may also be part of Unitary proposals in their own counties. The financial implications had not been fully calculated but the savings figures presented had been produced by the two reports commissioned by the Districts and County which were broadly similar.

Concern was raised over the size of the area which would be significantly bigger in population than Cornwall or Wiltshire. It had been proposed that 15 area boards would be created to give the local areas more of a 'voice'. Planning would be part of the area board's responsibility.

The Secretary of State will decide in due course following consultation and guidance. They will also look at whether there is a 'broad spectrum of support' (although this does not have to be a consensus) and consult both local and national stakeholders.

Mr Rogers was thanked for his time and left the meeting at 8.30pm

## **7. Report from District and County Councillors**

Cllr Corkin apologised for not attending.

Cllr Wood briefly discussed the County Council Unitary proposal.

Cllr Wood reported that he had received the Clerk's request about the call for sites and had responded that two separate consultations had sent out calls for sites in January 2016. Firstly, the Partial Review of the Local Plan (Oxford's Unmet Housing Needs) for sites greater than two hectares and secondly, Local Plan Part 2 (non-strategic sites and development management policies).

There was no specific requirement for the District Council to publish what they had received at a particular time. The representations and submissions were fed into evidence production / plan making processes and the timing of publication depended on where the officers had got to in the respective plan-making processes.

The sites received between January and March 2016 were published in October 2016 ahead of the publication of the Options Paper for the Partial Review of Local Plan Part 1. District Councils are not required to notify Parish Councils of the sites through the current planning system. Receiving an expression of interest in response to a call for sites confers no planning status on such a site. Also, pre-application advice from the Development Management Team to developers is also not publicly available.

The Councillors expressed their concern that Parish Councils were not given notification. Two options for being notified of future sites were suggested. Firstly, that the current District Council 'Planning Portal' could be used to store these sites so that an easily accessible search and notification system could be made. Secondly, that the Clerk would contact Cllr Wood every month to ask if any further sites had been submitted.

The member of the public then left the meeting (8.50pm)

The County Councillor was unable to attend the meeting due to the Purdah rule as the County Council election was on 4 May. The Clerk had written to all the prospective County Councillors inviting them, should they be elected, to the Village Annual Parish Meeting on 15 May.

## 8. Finance

### a. To receive and agree the financial report for the year end

As at 31 March the accounts stood at:

Co-op Current Account	£1,982.03
Co-op Savings Account	£15,274.16

There were 4 outstanding cheques totalling £270.07

The Final Submission of the year to HMRC via the RTI Tools software had been completed. Following this, there was a small amount of National Insurance to pay because of the amount of overtime paid at one time (a total of £28.93 - £15.22 for the Parish and £13.71 for the Clerk) which the Clerk paid via BACS using her personal account to avoid late payment penalties.

The External Audit information had been received and the Parish had not been selected as part of this year's 5% selection of intermediate review.

### b. To receive the monthly financial report – for information

As at 12 April the Accounts stood at

Co-op Current Account	£1,675.46
Co-op Savings Account	£15,279.88

The Current Account had received a total of £67.50 in donations to the *Village Voice*. The Savings Account had received £5.72 in interest.

There was one outstanding cheque for £40.00

The Standing Order of £114.00 to pay the Clerk for the period of 1 to 31 March cleared on 3 April.

### c. To receive the Internal Financial Control Report – for information

Jan Maciejewski had made his inspection, but was not able to make his verbal report.

### d. To update the Asset Register

The Councillors **RESOLVED** to agree to maintaining the Assets at the current level of £106,923.15 and not to add the temporary Village Green signs to the register.

**e. To consider and agree the Reserves for the year end 2016/17**

The Councillors **RESOLVED** to agree to the following Reserves.

3 months' running costs	£2,800.00
Crosslands	£1,000.00
Election Expenses	£1,600.00
General Fund	£2,000.00
Play Area	£800.00
Thatch on Pump	£340.00
Road across the Green repair	£500.00
War Memorial	£651.34
Village Voice	£500.00
Community Action Fund	£2,094.75
Fringford Friends	£434.80

**Total** **£12,720.89**

**f. To consider the draft Statement of Accounts**

The Clerk provided the Councillors with the Statement of Accounts which they **RESOLVED** to agree as correct, with the proviso that the Village Green Signs were removed from the Fixed Assets list as they were temporary, not permanent. The Chairman signed the document.

**g. To complete the External Audit Annual Governance Statement**

The Councillors **RESOLVED** to agree to all the Governance questions and the Chairman signed the form.

**h. To complete the External Audit Accounting Statements**

The Clerk provided the Councillors with the figures which they **RESOLVED** to agree.

Cllr Wood then left the meeting (9.10pm)

**i. To consider the Insurance Renewal**

The Insurance Renewal had not been received by the Clerk. The Councillors **RESOLVED** to agree to discuss the renewal at the May meeting.

**j. To consider invoices for payment itemised on the payment schedule**

The Councillors **RESOLVED** to approve the following invoices for payment:

<b>Cheque no:</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Amount</b>
400170	Cherwell District Council for dog bin emptying (invoice number 7002899)	Dog bin emptying	£192.19
400171	JMC Olds for SLCC Subscription (shared with Caversfield and Wendlebury)	Subscriptions	£37.20
400172	David McCullagh for Rural Oxfordshire Network Meeting	Training	£5.00
400173	JMC Olds for National Insurance Employers Contribution	Clerk's Salary	£15.22

<b>Cheque no:</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Amount</b>
400174	Tom Rawlinson for post repair on Grasscrete (invoice number 163)	Village upkeep	£144.78

Following the April meeting, reference Minute reference 17, the overtime payment for 55.83 additional hours' work at £9.12 per hour plus £163.07 in accrued annual leave was paid to the Clerk, cheque number 400169, £672.27.

**9. To review and agree the Risk Assessment for 2017/18**

The Clerk had circulated the Risk Assessment which the Councillors considered and **RESOLVED** to agree.

**10. To consider and review CDC's Parish Remuneration Report for 2017/18**

The Clerk had circulated the report and posted the notice on the noticeboard. The Councillors received the report and **RESOLVED** that it be noted that the Council members had all agreed not to claim any of the allowances apart from mileage to meetings where necessary.

**11. Grass Cutting** – to review the new grass cutting contract to ensure all needs were met

The Clerk confirmed that the first cut was made on Friday 7 and Monday 10 April with a few additional areas completed later.

The contractors intend to cut the grass once every 10 days going forward, though this may change slightly depending on weather and operations at the depot. The Clerk would arrange for the grass to be cut the Wednesday prior to the Spring Fayre on 13 May.

The Councillors **RESOLVED** to agree to cut the verges outside the 30mph limits in the regular schedule, but this would be reviewed in due course.

**12. Parish Matters** – to discuss where necessary

**a. Village Groups** – to receive an update from any of the Village Groups

**i. History Group**

The leaflet was progressing well and the order would be placed shortly.

The History Group would be attending three events over the next few months – the Spring Fayre, the Shelswell History Festival and an exhibition at Buckingham Gaol about Flora Thompson.

The group has asked if it would be possible for the Parish Council to consider the purchase of a portable display board. The Councillors considered the request and **RESOLVED** to agree to consider prices and the purchase of a board at the next meeting.

**ii. Fringford Freewheelers**

The cycling group had a successful ride out on 8 April with five villagers taking part. The next ride would be on Sunday 14 May.

**iii. Neighbourly Support Group**

The group was currently supporting one villager and they hope it was serving a useful purpose.

**iv. Spring Fayre – 13 May**

Organisation for the Spring Fayre was underway. The Parish Councillors confirmed that they would be operating the Human Fruit Machine and would contact Tesco / Sainsbury's for donations of fruit.

**b. Village Green**

**i. To receive a progress report and response from school**

The Clerk had written to the school outlining concerns. Headmaster, Mr Pastore, noted the Parish concerns and would issue a further reminder to parents. He also emphasised that there were some considerate parents too.

The Clerk had received a quotation for the repair of the two areas of the Green (the northern road damaged by the haulier's truck and the holes by the GrassCrete) which would cost a total of £300. The Clerk was awaiting a response from the haulier as to whether they would be prepared to contribute to the repair.

**c. Playground – to consider further the repair work on the playground**

**i. To receive a progress report on the refurbishment project**

David McCullagh reported that four contractors had been asked to give ideas and guide quotations for the replacement of the park.

It was expected that the project would cost in the region of £45,000 excluding VAT and that at least £5,000 would need to be raised locally, but that various sources of funding would also be investigated.

It had been recommended by one of the contractors that money set aside to repair the current playground would be better spent on the refurbishment project, which it would be hoped would be completed by April 2018.

A consultation meeting with parents had been planned for Friday 28 April at 2.30pm to publicise the project.

Baroness Ann Maltzhan had been consulted as the land owner and was keen to support the project and renew the current Licence to Use.

**ii. To consider a quotation for replacement of all structures needed to make the playground safety compliant**

The Councillors considered the quotation, but **RESOLVED** not to spend any further funds on the current playground. The Clerk would notify RoSPA about the status of the playground.

**d. Noticeboard – to consider a quotation for a new structure to house the noticeboards**

A quotation of £450 had been received for the construction of a soft wood (treated and painted) structure to house the current noticeboards.

The Councillors **RESOLVED** to accept the quotation and to include a sign above the board with the wording 'Fringford Parish Council and Village Hall' which would cost about £70.

The Councillors **RESOLVED** to agree to move the board to the other side of the path nearer the wall.

- e. **Minibus** – to note the outcome of the application for a Department of Transport Minibus  
The Clerk reported that she had received confirmation that the Parish application had not been successful. She would ensure that the Parish remained on the CTA mailing list and that any other opportunities for funding were taken.

### 13. Planning Applications

- a. **To consider all recent Applications received from Cherwell District Council detailed below or on the District Council website up to the date of the meeting**
  - i. 17/00581/F, Mr and Mrs D Spencer, 7 Manor Road, OX27 8DH for 'Variation of Condition 2 (Plans) of 16/01138/F - size of the rear extension has been reduced'. The Councillors considered the application and had no comments or objections.
- b. **To note Notices of Decision**  
No notices of decision had been received.

### 14. Update from Website Meeting – to receive an update from the meeting of the Web Group about the village website fringford.info

The Web Group met on 5 April and considered the whole site. The general consensus was that it was still looking smart and working well and that it was just general housekeeping and structure which needed a little tidying up.

It was possible to make some of the corrections at the meeting. The Clerk would make the other changes in due course.

### 15. To receive a response from Cllr Barry Wood regarding the notification of sites from the Local Plan Part 2 'call for sites'

Cllr Wood responded during his report at the beginning of the meeting.

### 16. Clerk CiLCA course – to receive an update

The Clerk had attended her first session on 11 April and had work to complete for her next session on 11 May.

### 17. Correspondence Received – to note correspondence received not otherwise on the agenda where decisions are not required

The Councillors noted the correspondence received, most of which had been circulated by email, and discussed where necessary.

- a. **Community First Oxfordshire** – re help to register / list local assets
- b. **LGS Services** – payroll for Parish Councils
- c. **CFO** – Spring Newsletter
- d. **Website enquiry** – about family history
- e. **Thames Valley Police** – re Police and Crime Plan
- f. **OCVA** – re Pulse Newsletters
- g. **OALC** – March Update
- h. **Hannover Gardens (Bicester)** – re information about Sensory Garden and weekly entertainment (forwarded to Neighbourly Support Group)

- i. **A Villager** – re enquiring if it would be possible to use the Green for an event. The Parking Form was sent, but the Clerk also explained that as per the Baroness's Insurer's stipulation, they would need to have Public Liability insurance to use the Green.
- j. **OCC** – poster encouraging people to vote

## 18. Reports from meetings

### a. **CDC Extraordinary Parish Liaison Meeting re Unitary Proposals** – 21 March

Jan Maciejewski attended the meeting and reported that the content was broadly the same as Cllr Wood had presented at the Parish Council meeting the previous day.

### b. **Rural Oxfordshire Network Meeting** – 5 April

David McCullagh attended the meeting and reported. A presentation was made by Superintendent Kath Lowe and Michelle Miller. The primary focus was on prevention of crime in rural areas.

A number of topics were covered including:

- the importance of reporting ALL crime, even if it was deemed insignificant as, when related to other events, it could be part of a trend;
- all members of the community should be vigilant and report anything they deem unusual to the police;
- remembering to 'do the basics' of locking doors and marking property;
- and outlining the new structure for rural policing in the area which would be split into two sections. Firstly, an immediate response to any issue and then, secondly, those results would be followed up by a second team. The local policing contact will be provided by PCSOs while the regular PCs would work in teams to provide any action needed.

It was intended that the group would meet twice a year to discuss rural issues.

### c. **South Central Ambulance Oxfordshire Community Engagement Forum** – 21 April

David McCullagh attended the meeting and reported that the South Central Ambulance service covered Buckinghamshire, Berkshire, Oxfordshire and Hampshire with a total of 287 ambulances and two air ambulances. They dealt with 1,800 calls a day from 30 sites. The main call centres were in Bicester and Otterbourne in Hampshire.

The Save a Life App had been launched (and publicised on the village Facebook page) to show the location of all the 1,800 listed defibrillators (including the one at the Village Hall) in the service area and they had just secured further funding to develop other apps.

## 19. Items for information or next Agenda only

- a. **Agenda Items** – the Clerk requested that all items for the next agenda should be submitted by Wednesday 3 May 2017
- b. **Co-op Bank** – the Clerk informed the meeting that she had been following news reports about the Co-op Bank. The bank may well close under a 'managed failure', with the moving of all accounts to other banks. The Councillors asked that the change of bank be raised on a future agenda.
- c. **Chestnut Tree** – it had been noted that one of the chestnut trees on the Green had been damaged during the recent storms. The Clerk would obtain quotations for its care.
- d. **New photographs in the Village Hall** – the Village Hall Committee were proud to announce the installation of some new images in the main hall. They have been produced and given to

the Hall by Gary and Ju from Green Farm for which the Parish Council and Village Hall Committee are very grateful.

**16. Date of next meeting**

The Councillors **RESOLVED** to agree the date of Monday 15 May 2017 following the Annual Parish Meeting which will commence at 7.45pm.

The meeting closed at 9.40pm

Signed ..... Dated .....