

**Minutes of a Meeting of Fringford Parish Council,
held on Monday 19 June 2017, in the Chinnery Room of Fringford Village Hall at 7.45pm**

Present: John Fargin, Jan Maciejewski, David McCullagh (Chairman), John Reader, Adrian Thwaites
In attendance: Two members of the public; Jane Olds (Parish Clerk)
Apologies: Mick Cowland, Les Harris, Cllrs Barry Wood (CDC) and Ian Corkin (CDC and OCC)

1. Apologies

The Council **RESOLVED** to accept apologies from Cllrs Mick Cowland and Les Harris.

2. Requests for Dispensations and Declarations of Interest, gifts and hospitality

There were no requests for dispensations or declarations of pecuniary interest. However, John Fargin wished to express a non-pecuniary interest in Item 12.b.

3. Public Participation

Two members of the public attended the meeting, to raise their concern about the trees outside the Church End properties which had grown extremely tall. The Clerk would investigate the ownership of the land and find out who was responsible for the maintenance of the trees.

4. Reports from District and County Councillors and Police – for information only

No Councillors attended the meeting

a. To receive a report from Cllr Wood (CDC) regarding any newly registered sites within the village

The Clerk had requested the information but not received a response. The Clerk would send an email to Cllr Wood requesting an update as he agreed.

5. Minutes of the Parish Council Meeting held on 15 May 2017

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

6. Update on progress from the Minutes

a. Bank Account

The Clerk had collated all the information required and sent it off to the bank. The Clerk had received confirmation from the bank that it was not necessary to amend the Financial Regulations as the Clerk, as RFO, was mentioned as the Service Administrator for the account under point 6.15.

b. Reserves Policy

The Clerk had updated the policy and published it.

c. Noticeboard

The Clerk had ordered the sign and received the proof which the Councillors confirmed was correct. The board would be stained in Sadolin 'Eucalyptus'.

d. Chestnut Tree on the Green by the Laurels

Bob Staig had agreed to carry out the work on 26 June.

e. Parish Liaison Meeting

The Clerk had registered David McCullagh, Adrian Thwaites and herself to attend.

7. Finance

a. To receive the monthly financial report – for information

As at 7 June the Accounts stood at

Co-op Current Account	£1,720.02
Co-op Savings Account	£21,738.47

The Current Account had received a total of £150.00 in donations to the *Village Voice* and £1,500 donation from the Tuck Shop at the Cricket Club for the Play Area refurbishment.

There were no outstanding cheques.

The External Audit forms had been scanned and published on the website and posted to the External Auditors.

The period for the exercise of public rights under the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015 was from 19 June until 28 July 2017. The notice had been published on the noticeboard.

The Standing Order of £169.06 to pay the Clerk for the period of 1 to 31 May cleared on 1 June. The Clerk's overtime for the previous three months would be calculated for the July meeting.

b. To agree to add the generous donation of £1,500 from the Tuck Shop to the Play Area Refurbishment project

The Council **RESOLVED** to agree to the allocation of the fund to the Play Area Refurbishment project.

c. To agree to transfer the budget of £1,500 for the Play Area Maintenance to the Play Area Refurbishment Project

The Council **RESOLVED** to agree to transfer the budget to the Refurbishment Project.

d. To agree to a bank transfer of £2,000 from the Savings Account to the Current Account

The Council **RESOLVED** to agree to the transfer.

e. To consider the Internal Auditor’s Report for the year 2016/17 and review the Internal Auditor’s effectiveness

The Clerk had circulated the report. The Council noted the one recommendation to review the Internal Auditor’s effectiveness and **RESOLVED** to agree the report.

The Clerk had circulated a draft document to review the effectiveness of the Internal Auditor which the Council considered and **RESOLVED** to agree. The Chairman and Clerk (as RFO) would sign the document.

f. To consider invoices for payment itemised on the payment schedule

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

Cheque no:	Payee and reason	Budget	Amount
400180	Christine Underwood for Fringford Friends (Drawdown sheet 3) for publicity leaflets and fridge magnets	Fringford Friends	£38.23
400181	John Fargin for Display Board from XLDisplays	Community Action Fund	£160.80
400182	John Fargin for fruit for Spring Fayre Human Fruit Machine	Community Action Fund	£17.40
400183	Janie Thwaites for travel to OCVA Meeting	Fringford Friends	£4.80

Following agreement at the April Meeting (24/4/17), the following payment was made on 9 June (signed by Adrian Thwaites and John Fargin) to ensure that the sign was delivered in time for the completion of the noticeboard on 1 July.

Cheque no:	Payee and reason	Budget	Amount
400179	The Sign Maker for Fringford Parish Council and Village Hall sign for new noticeboard structure	Community Action Fund	£77.64

8. Data Protection Policy – to consider and agree to adopt a Data Protection Policy

The Clerk had circulated the draft Policy which was required in the Freedom of Information Publication Scheme. It covered how the Parish should handle data appertaining to the Data Protection Act, the Freedom of Information Act and the Environmental Information Regulations.

The Council **RESOLVED** to agree to adopt the policy.

9. Equality and Diversity Policy – to consider and agree to adopt and Equality and Diversity Policy

The Clerk had circulated the draft Policy which was required under the Equality Act 2010. Guidance on the draft had been received from OALC and their adviser Bethan Osborne.

The Council **RESOLVED** to agree to adopt the policy.

10. Consultation on conserving free use of public parks – to consider the consultation and whether to respond

The Council considered the consultation document and **RESOLVED** not to respond.

11. OALC AGM – to consider who would represent the Parish at the AGM on 3 July at Didcot Civic Hall

David McCullagh confirmed he hoped to attend.

12. Parish Matters – to discuss where necessary

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

i. History Group

The History Group were finalising the materials for the Shelswell History Festival which included new information about the Addington Family. A further display about Flora Thompson would be installed at Buckingham Gaol after the Festival. Once the exhibitions had finished, the Chinnery Room would be rearranged to accommodate the new information.

The Group's next project was to investigate the changes to the village during the 20th Century.

ii. Fringford Freewheelers

The Freewheelers had a successful ride out on 10 June with two new members joining the group. A further ride out was planned for 9 July.

iii. Fringford Friends

Continued to quietly support those in need.

b. Grass Cutting – to receive an update

Feedback from the Councillors had been requested. One comment had been received from John Fargin. Unfortunately, the contractors had ignored the map provided and had strimmed back the wild area on Mr Fargin's property at the bottom of Rectory Lane to the Bancroft Field. In the process numerous plants and shrubs were damaged and the whole area was left in a dreadful state. The remedial work proposed and undertaken by the contractor was also not satisfactory. The Council **RESOLVED** to agree that Mr Fargin would send the Clerk a note of his expectations as to how the

contractor should remedy the situation. The Clerk would then liaise with the contractor.

c. Chestnut Tree by the play area on the Green – to consider the state of the tree and the options

The Councillors had looked at the tree and noted that one of the large boughs nearest the playground was not looking healthy. The Clerk would seek advice from Bob Staig.

d. Playground – to receive a progress report on the refurbishment project

David McCullagh reported that he had been presented with the cheque for £1,500 from the Tuck Shop. The Clerk would write to the organisers to thank them for their generous donation.

The internet survey had been completed and 31 responses received which would provide adequate market survey information to complete funding applications.

The group had asked for quotes from local approved companies to remove the old playground and to replace / refurbish the fence.

A specification had been sent to three potential suppliers and quotations requested. The quotations would be reviewed on 23 June.

It had been suggested that the area would be increased to include a 10m extension to the north and towards the Green to provide a seating area for parents. The Baroness had been consulted and was in agreement, although it was likely to require planning permission.

A bidding process would be entered into once the provider had been selected.

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

No applications had been received.

b. To note Notices of Decision

- i. **17/00248/LB**, Green Farm Cottage, The Green, OX27 8DY for 'Replacement of front first and ground floor windows with double glazed units': Listed building consent subject to conditions.
- ii. **17/00789/TPO**, Yew Tree Cottage, Mansfield Yard, Main Street, Consent under Tree Preservation Orders subject to conditions.

14. Clerk CiLCA Course

The Clerk updated the meeting. She had attended two sessions since the previous meeting. Learning Objectives had included employment law, health and safety

legislation, support for Council meetings, standing orders, committees and delegation to the Clerk. It was noted that the Parish did not need to have a formal health and safety policy as there were fewer than five staff.

15. 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. **OCVA** – Pulse Newsletters
- b. **Hannover Gardens** – coffee and chat poster
- c. **Hannover Gardens** – trip to Eastbourne
- d. **Masimus** – in to work programme
- e. **OCVA** – Various courses
- f. **CFO** – summer newsletter
- g. **SCAS** – Patient survey
- h. **OALC** – May Update
- i. **CDC** – agenda for Parish Liaison Meeting
- j. **Enquiry from Website** – re Shelswell History Festival
- k. **Oxfordshire Museum** – re Historic Landscape Characterisation event on 15 July

16. Reports from meetings

a. **SLCC Meeting** – 14 June

The Clerk attended the meeting with was primarily about mapping software. The Clerk would keep the information to hand for a future possible project to map the village.

17. 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 5 July 2017

b. **Hethe Road Dog Bin**

The Clerk had reported to CDC that the Hethe Road dog bin had not been emptied and had been assured that it would be emptied as soon as possible.

c. **Repair of holes by the GrassCrete**

The Clerk would include this on the July Agenda.

d. **Play Area Gate**

The Play Area gate on the 'long' side had come off its hinges. The Clerk would arrange for it to be re-hung as a matter of urgency.

e. Play Area Inspection

The Clerk had contacted RoSPA about the Play Area inspection and had warned them about the current state of the equipment. However, as there were still two pieces of equipment in use, it was necessary to carry out the inspection.

16. Date of next meeting

The Council **RESOLVED** to agree the date of Monday 17 July 2017 at 7.45pm.

The meeting closed at 8.40pm

Signed

Dated