

**Minutes of a Meeting of Fringford Parish Council, held on  
Monday 18 September 2017, in the Chinnery Room of Fringford Village Hall at 7.45pm**

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

**1. Apologies**

The Council **RESOLVED** to accept apologies from Cllrs Les Harris and Adrian Thwaites.

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

There were no requests for dispensations or declarations of pecuniary interest.

**3. Public Participation**

Two members of the public attended the meeting to raise concern about the planning application reference 17/01407/F which had been approved by CDC. This was despite the fact that the Chairman had raised verbal concerns with the Planning Officer in July about the inaccuracy of the plans particularly relating to the boundary. The Planning Officer agreed that he would look into the matter and that new plans would need to be submitted; however, this was not the case. Cllr Wood agreed to look into the matter further and request an urgent outcome of the case meeting which would be taking place the following day.

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

Cllr Wood reported that the Secretary of State Consultation for Housing numbers which came from the year-old Housing White Paper had recently been published. It made it appear that Oxfordshire would require fewer houses than originally planned for, but it was subject to numerous conditions which the Planning Officers at CDC were investigating. However, the impact on the villages regarding Local Plan Part 2 was likely to be minimal.

Regarding Local Plan Part 2, it had been delayed because of Part 1, but no firm date had been set for the resumption.

Cllr Wood was also asked about the Unitary issue. He indicated that the General Election had derailed the process and there was no news on the way forward.

Cllr Corkin had provided a written report which the Clerk had circulated.

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

Cllr reported that there were no further developments.

**5. Minutes of the Parish Council Meeting held on 17 July 2017**

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

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

**a. Communication Policy**

The Clerk had not had an opportunity to update the Communication policy to include the use of Social Media.

**b. Vacancy Procedure**

The Clerk had published the procedure on the website.

**7. Finance**

**a. To receive the monthly financial report – for information**

As at 5 September the Accounts stood at

Co-op Current Account	£3,112.46
Co-op Savings Account	£19,738.47

The Current Account had received a total of £175.00 in donations to the *Village Voice*, £437.17 VAT Refund and two donations of £500 each towards the playground project.

There were no outstanding cheques.

The Standing Order of £169.06 to pay the Clerk for the period of 1 to 31 July cleared on 1 August and 1 to 31 August cleared on 1 September.

The Pensions Regulator automatic enrolment declaration had been completed and confirmation had been received.

The original documents sent to the bank on 13 June to confirm the details of the Chairman appeared to have been lost by the bank and a scanned copy was not acceptable. The Chairman signed a new form which the Clerk would post.

**b. To note the External Auditor's Conclusion of Audit Report**

The Clerk reported that the External Auditor had returned the form and had had no formal report as there were no comments. The fee of £100 (plus VAT) was charged in the income / expenditure band of £10,001 - £25,000. The Council **RESOLVED** to accept the Clerk's report.

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

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

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

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

<b>Cheque no:</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Amount</b>
400195	BDO LLP for external audit fee	Audit	£120.00
400196	Navitas Design Ltd for village website hosting and domain name renewal	Village Website Hosting and Domain Name	£71.99
400197	Playsafety for Playground Inspection	Inspection – play area	£79.80
400198	J Thwaites for Fringford Friends Laminated sheets (Draw Down Sheet 5)	Fringford Friends	£18.78
400199	T Mustill for refreshments for Coffee and Croissants Village Plan meeting	Community Action Fund	£18.78
400200	Hewitsons LLP for professional fees incurred for drafting and negotiating Lease for Playground	Playground refurbishment	£1,140.00
400201	J Olds for two external hard drives for backup as agreed by the Staffing Committee	Admin Costs	£75.98

A cheque (number 400194) for £43.00 was written to Cherwell District Council on 16 August and signed by Les Harris and John Fargin for the Certificate of Lawfulness application for the Playground (as agreed at the July meeting reference 9.f.vi)

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

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

**i. Fringford Freewheelers** – to agree to purchase some laminated signs to advertise the group

Adrian Thwaites had not had the opportunity to obtain some quotations.

John Reader reported that the Ride and Stride on Saturday 9 September was a great success with 14 churches visited.

**b. Grass Cutting** – to receive an update

The Council **RESOLVED** to agree to invite the current contractors – Quadron – to a meeting to discuss the future requirements and agree a schedule for the future.

- c. **Chestnut Tree by School on the Green** – to consider a quotation for removal of the lower branches of the tree

The Clerk had asked Mr Staig for a quotation, but he had decided to close his business. The Clerk had therefore asked Tree Solutions, but had not received a response in time for the meeting.

- d. **Trees by Church End** – to receive a progress report

The Clerk reported that following much fruitless searching on the Land Registry Website, she had emailed the Land Registry as it was not clear how to find the owner of the verge. The Land Registry had responded that as there was no registered owner it was not possible to perform a search.

The Clerk had, however, contacted SSE to request that the branches around the electricity cables be cut back.

The Clerk would also forward the issue to Cllr Ian Corkin at OCC for advice.

- e. **Crosslands Shrubs** – to consider quotations for trimming of the shrubs

The Clerk had asked Bob Staig and Tree Solutions for quotations. Bob Staig has declined and the quote from Tree Solutions was awaited.

- f. **Bancroft Field Stiles** – to note the state of repair of the stiles and the correspondence between a villager and Oxfordshire County Council

Two villagers had contacted the Clerk about the state of the stiles which had been reported to OCC Footpaths.

The Clerk had also tried to get in contact with the footpaths team to update them and remind them of the history but had not received a response.

The Clerk recommended taking advice from Footpaths as the Parish Council did not have the Power to maintain stiles or footpaths before asking the owner or lessee of the land to make good the stiles, but the Council **RESOLVED** that the Clerk write to the lessee to request that the stiles be repaired.

- g. **Request to park on the Green** – to consider a request from Fringford PCC to park on the Green for an event at Church on 15 October

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

- h. **Playground**

- i. **To receive the Playground Inspection Report**

The report had been circulated to the Councillors. It recognised the replacement project; however, it also noted that the larger-children's swings were also deteriorating. The Council considered the report and **RESOLVED** to agree to the removal of the swing seats to prevent accidents.

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

David McCullagh reported that he had circulated the suggested plan to the Councillors and that the equipment included a senior swing, junior swing, two climbing frames and a spring set with new fencing.

There was great hope in obtaining funding from WREN and the application needed to be submitted by 22 November.

**iii. To receive a finance report on the refurbishment project**

The project total budget currently stood at:

Date	Description	Received	Net payment	VAT Paid	Balance
01/04/2017	Initial budget				£2,200.00
19/06/2017	Transfer of Maintenance Budget	£1,500.00			£3,700.00
22/05/2017	Donation from Tuck Shop for Play Area refurbishment	£1,500.00			£5,200.00
11/07/2017	Donation from Fringford Relief in Need Charity	£500.00			£5,700.00
17/07/2017	Maps for Playground		£24.99	£5.00	£5,675.01
25/07/2017	Private donation to Playground refurbishment	£500.00			£6,175.01
16/08/2017	Playground planning fee		£43.00	£0.00	£6,132.01
18/09/2017	Professional fees incurred for drafting and negotiating Lease for Playground		£950.00	£190.00	£5,182.01
	<b>Total currently remaining</b>				<b>£5,182.01</b>

**iv. To consider and agree the revised Lease including the increase in fee**

The lease had been circulated for consideration. The Council **RESOLVED** to agree to the lease which was signed by Cllrs David McCullagh and John Fargin and witnessed by the Clerk. The Clerk would send it to Shoosmiths Solicitors.

The Council also **RESOLVED** to agree to pay the Land Registry Fee of £40 when necessary.

**v. To consider the quotations from local approved companies to remove the old playground and replace /refurbish the fence**

No quotations had been received for consideration.

- vi. **To consider and agree the specification for the new design from the Playground Committee to be sent to the potential suppliers**

The Council **RESOLVED** to agree to the broad outline of the design which had been seen by the Councillors.

- 9. **Poppy Wreath** – to agree to the purchase of the poppy wreath and consider representation at the Remembrance Service  
The Council **RESOLVED** to agree to the £100 purchase / donation of the poppy wreath.

The Council **RESOLVED** to agree to Cllr David McCullagh attending the service.

## 10. 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 approval of application reference **17/01407/F**, Mr John Mayo at 10 Church Close, OX27 8DR for Single storey rear and side extension and to raise concern that the approval had been given on inaccurate plans.  
The Council discussed this during public participation and awaited Cllr Wood's update.

- c. **To note Notices of Decision**  
No further notices of decision had been received.

## 11. Clerk CiLCA Course

The Clerk had registered and submitted Units 1 and 3 and was preparing Unit 2 and 4. The last session was starting Unit 5.

## 12. 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. **CDC** – re time extension to Local Plan Consultation
- b. **OCVA** – Pulse Newsletters
- c. **OALC** – July and August updates
- d. **Request from villager** – via the website, but with no contact details – regarding the placement of the dodgems from the fair
- e. **CPRE** – response to the Local Plan Consultation
- f. **Hannover Gardens** – Over 60s computer skills course (circulated to Neighbourly Support Group)
- g. **OCC** – reminder to update their Parish mailing list
- h. **CDC** – alert re travellers from Thame Showground
- i. **OCVA** – Rural Oxfordshire Network meeting 20 September

- j. **OALC** – transparency code drop-in session 3 October
- k. **Cllr Ian Corkin** – re waste and recycling centre arrangements
- l. **Clean Slate** – requesting support for victims of abuse
- m. **Oxfordshire Leader Funding** – event on 13 September for rural businesses, farms, tourism etc
- n. **CTA Newsletter**
- o. **OCC** – Highways team reorganisation
- p. **OCF Newsletter** – the Dandelion
- q. **Oxfordshire Adult Learning** – Part time courses
- r. **Oxford University** – Curiosity Carnival 29 September
- s. **OCC** – poster re changes to waste charges at the tip
- t. **Clerks and Councils Direct**

### 13. Reports from meetings

#### a. **Police Community Resilience Meeting – 24 August**

It was understood that Adrian Thwaites attended the meeting, but no report had been submitted.

### 14. 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 4 October 2017.

#### b. **Mailchimp email circulation**

The Clerk had created a Mailchimp circulation list which was taken from the signup facility on the website and had added the contacts from her Agenda Circulation list as a more satisfactory way of holding the data which would comply better with the data protection regulations.

There were 87 recipients.

#### c. **Sunday Brunch Scramble**

The next Sunday Brunch Scramble at Bicester Heritage would be on 1 October and discount tickets were available.

#### d. **OCC Emergency Plan and workshop on 9 November** – Survey needed completion and consideration at the next meeting

#### e. **Police Community Resilience Meeting** – 1 November. Attendance needed to be agreed at the next meeting.

#### f. **Clerk Resignation**

David McCullagh informed the meeting that Jane Olds had resigned as Clerk. Her last day would be 15 October. He made a personal thank you to her for her efficiency.

The Clerk would provide hand over notes for the new Clerk and would have some issues to tidy up before leaving.

The Clerk reminded the Council that they may have to agree to the purchase of a laptop and scanner.

David McCullagh would convene the Staffing Committee to start the appointment process.

**16. Date of next meeting**

The Council **RESOLVED** to agree the date of Monday 16 October 2017 at 7.45pm.

The meeting closed at 9.00pm

Signed .....

Dated .....