

**DRAFT AND UNAPPROVED Minutes of a Meeting of Fringford Parish Council,
held on Monday 17 July 2017, in the Chinnery Room of Fringford Village Hall at 7.45pm**

Present: Mick Cowland, Les Harris, Jan Maciejewski, David McCullagh (Chairman),
John Reader, Adrian Thwaites
In attendance: Three members of the public; Tim Mustill Chairman of CLP;
Jane Olds (Parish Clerk)
Apologies: John Fargin

1. Apologies

The Council **RESOLVED** to accept apologies from Cllr John Fargin.

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

Three members of the public attended the meeting, to ask the Parish Council to consider and support the suggestion of building affordable housing in the village to help the younger members of the village.

The suggestion was that it would need to be built on land which had been donated by a benefactor, to keep costs low, and which should be kept as affordable housing in perpetuity and run by a housing association.

The Duchy of Cornwall project at Bletchingdon was cited as a successful example.

The Council agreed to consider the proposal.

4. Village Plan Meeting – 1 July

The Councillors **RESOLVED** to agree to move Point 8a.

Tim Mustill wished to thank the Parish Council for supporting the coffee and croissants morning. The meeting had been successful and it had worked well inviting Cllr Barry Wood and Community First Oxfordshire. Unfortunately, neither OCC Cllr Ian Corkin or the Police were able to attend.

A full report was in the July edition of the *Village Voice*.

Cllr Wood's overview of the District was a very helpful starting point. Members of the CLP group and members of the recently-formed groups then outlined the progress of their groups.

Tim Mustill wished to reiterate the vote of thanks for Gary and Ju from Green Farm for the production of the photographs and information boards for the Village Hall and to Martin Greenwood for his historical input.

It was also noted that Tim Mustill was presented with the village Peggy Hutton Cup at the meeting for all his work on the project.

5. 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.

6. Minutes of the Parish Council Meeting held on 19 June 2017

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

7. Update on progress from the Minutes

a. Policies

The Data Protection and the Equality and Diversity Policies had been published on the website.

8. Finance

a. To receive the monthly financial report – for information

As at 11 July the Accounts stood at

Co-op Current Account	£4,030.21
Co-op Savings Account	£19,738.47

The Current Account had received a total of £30.00 in donations to the *Village Voice*, £6.70 takings from the Human Fruit Machine at the Spring Fayre and the £520.19 Grass Cutting Grant.

The £2,000 transfer from the Savings Account to the Current Account had cleared.

There were four outstanding cheques totalling £221.23.

The VAT Reclaim for 1 September 16 to 31 March 17 of £437.17 was made to HMRC on 22 June.

The Standing Order of £169.06 to pay the Clerk for the period of 1 to 30 June cleared on 3 July.

b. To receive the budget monitoring report – for information

The Clerk had circulated the report before the meeting. There were no comments or questions.

c. To receive the report from the Councillor responsible for Internal Financial Control

Jan Maciejewski made his inspection on 26 June and reported that all was in order.

d. To consider and agree the Clerk's overtime payment

The Council **RESOLVED** to agree the Clerk's overtime payment of £311.44 for additional hours worked from 20 March to 30 June to be paid on 1 August with cheque number 400193.

The Clerk had worked an additional 6.25 hours in March, 11.42 hours in April (to complete the year end, prepare for internal audit, complete the HMRC RTI year end, prepare the new accounts and start preparation for the Annual Parish Meeting), 6.17 hours in May (including Annual Parish Meeting work and a meeting with the Auditor) and 9.33 hours in June (including Annual Parish Meeting Minutes, handover of Village Hall section of the website, 1/3 of the Parish Liaison Meeting and the VAT reclaim).

One Councillor was not happy with the additional hours, but David McCullagh assured them that the matter would be addressed at the staffing meeting to take place later in the week.

e. 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
400184	Mr R Staig, Fell and grind stump of horse chestnut tree on Green	Trees / landscaping	£330.00
400185	Quadron Services Ltd, 4 cuts from 10 April to 6 June	Grass Cutting	£612.48
400186	JMC Olds for materials for new noticeboard structure	Noticeboards	£178.47
400187	L Mustill, Printer ink and copier paper for Village Voice	Community Action Fund	£25.39
400189	JMC Olds for Clerk Admin Expenses (printing £83.92, stationery, £0.43, postage £12.77, telephone £2.08)	Admin costs	£99.20
	JMC Olds for Mileage Expenses	Mileage expenses	£39.35
	Total		£138.55
400190	D McCullagh for maps for playground project	Playground refurbishment	£29.99
400191	Tom Rawlinson for Noticeboard construction	Noticeboards	£260.00
400192	Tom Rawlinson for restoration of playground gate	Playground refurbishment	£31.25

Cheque number 400188 was written incorrectly.

9. Parish Matters – to discuss where necessary

a. Village Plan meeting – to receive a report from the meeting on 1 July

This was discussed at the beginning of the meeting

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

i. Fringford Freewheelers

Adrian Thwaites reported that John Mayo would be organising the next ride on Saturday 12 August and that more new members were needed on the committee. They would like to maintain a healthy level of attendees.

c. Grass Cutting – to receive an update

The owners of Bancroft were not happy with the re-instatement of the damage to their land and asked that two options be given to Quadron. That either a senior manager at Quadron be available to sort it out or that they would arrange for their gardener to do the remedial work and send the bill to the firm. The Clerk would send the proposal to Quadron.

On the whole, it was reported that the village looked much better.

A request had been received to cut back the weeds and verges in Ghost Alley. The Council **RESOLVED** to agree to ask Quadron for a quotation to do the work.

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

The Clerk reported that Mr Staig informed her that the chestnut tree is affected with Chestnut Canker, a disease caused by bacterial growth which seems to be worse in some years than others. Larger trees can recover, so it is not necessary to fell the tree yet. Mr Staig noted that a couple of limbs had yellowing leaves which would drop off shortly and if they did not flush into leaf next spring, those limbs would need to be removed before they dried out and became dangerous. If further limbs were affected, then it may have to be felled.

The Council **RESOLVED** to agree to leave the tree for the time being.

The Council also noted that the lower limbs of the Chestnut Tree outside School were causing an obstruction and asked the Clerk to obtain a quote for some remedial work.

e. Trees by Church End – to receive a progress report

The Clerk had been in touch with both Baroness Ann von Maltzhan on behalf of the Shelswell Estate (about the trees on the Church side) and the owners of the Lodge (on the Lodge side).

The owners of the Lodge were aware of the issues with the trees and agreed that they were responsible for them. They asked that anyone with concerns about the trees should contact them directly.

The Clerk was still having difficulty finding the owner of the land on the Church side. The Council **RESOLVED** to agree to the Clerk undertaking a Land Registry search.

f. Playground

i. To receive a progress report on the refurbishment project

David McCullagh reported that the group was making progress. They believed that the project would cost in the region of £40,000 and that the Parish Council would need to contribute 10% to any funding application.

To apply for funding, a longer-term lease from the Shelswell Estate would need to be drawn up as the site is currently run on a Licence to Use. It was anticipated that two sets of legal fees for the Estate's solicitor would be about £800 plus VAT.

A number of other issues needed clarification.

It was noted that VAT would be recoverable on the project provided that the Parish had:

- placed the order
- received the order
- received a tax invoice specifically addressed to the Parish Council
- paid the invoice from Parish Council funds.

The Parish Council would accept the maintenance and insurance responsibility.

The Parish Council would provide an access statement ensuring that there would be no restrictions on access (apart from on Health and Safety or other regulatory grounds) or charges.

The Parish Council would provide a Maintenance Statement.

ii. To receive a finance report on the refurbishment project

The project total budget currently stood at:

Initial budget	£2,200.00
Transferred from the Maintenance budget	£1,500.00
Donation from the Tuck Shop	£1,500.00
Total	£5,200.00

On 11 July, the Clerk received a £500 donation from the Fringford in Need Charity which has not yet been accounted for in the books, but will increase the total to £5,700.00.

Possible legal fees, the £29.99 for the purchase of the maps and the planning fee (which would be half price if the Parish Council applies) would also need to come out of the fund.

iii. To agree to the Parish Council undertaking the refurbishment of the playground

The Council **RESOLVED** to agree to undertake the project.

iv. To consider and agree the specification of the new design from the Playground Committee to be sent to the potential suppliers

An image of the proposed specification plan was shown to the Council which was agreed and would be put on the website in due course.

Quotes would be requested from Wicksteed, Sovereign and one other.

v. To agree to increase the size of the playground to provide a seating area for parents

The Council **RESOLVED** to agree to increase the size of the playground.

vi. To agree to apply to CDC for Planning Permission / Certificate of Lawful Use

The Council **RESOLVED** to agree to apply for a Certificate of Lawful Use from CDC and to pay the appropriate fees.

vii. To agree to apply to external funders including Viridor and WREN for financial support

The Council **RESOLVED** to agree to apply to any appropriate external funders and to agree to the Parish Council making the 3rd party contribution to the project using the donated and Parish Council funds.

The deadline for WREN applications was 22 November.

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

i. 17/01407/F, Mr John Mayo at 10 Church Close, OX27 8DR for Single storey rear and side extension.

The proposal could not be considered at the meeting because it was discovered that the plans submitted did not include the extensions to adjacent properties.

b. To note Notices of Decision

No notices of decision had been received.

- 11. Partial Review of the Cherwell Local Plan (Oxford's Unmet Housing Need)** – to consider a response to the consultation starting on 17 July
The Council **RESOLVED** to reply saying that the Parish had no further comments.

- 12. Affordable Housing** – to consider a request from a villager to look into how the Parish could encourage the building of affordable homes
The Council considered the matter further and **RESOLVED** to ask a CDC planning officer responsible for affordable housing to a future CLP meeting.

However, the Council noted that it was not the Parish Council's role to approach landowners as it was for the landowner to consider donating the land, not for the Parish Council to look.

- 13. Communication Policy** – to consider how to incorporate a Social Media policy in to the current Communication Policy
The Council **RESOLVED** to agree to the Clerk incorporating the Social Media section into the Communication Policy.

- 14. Vacancy Procedure** – to review and re-adopt the Parish Vacancy Procedure
The Council considered the Vacancy Procedure and **RESOLVED** to readopt it without amendment.

15. Clerk CiLCA Course

The Clerk had revised the earlier Learning objectives and was ready to submit the first Unit (sections 1 to 5). She had completed much of Unit 2 and 3.

The last two sessions had been on Law and Procedures and Finance and she was currently working on Financial Regulations and Audit.

- 16. 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. **Ian Corkin** – re OCC June Update
 - b. **SCAS** – Election to Council of Governors
 - c. **Ian Corkin** – re Waste Management Press release
 - d. **Villager** – re tree cutting signs left in Ghost Alley
 - e. **OALC** – June Update
 - f. **CDC** – Parish Liaison Meeting notes and update
 - g. **HAGS-SMP** – playground equipment assessment
 - h. **OCVA** – roundup
 - i. **OCC** – information on Gypsy and Traveller services
 - j. **OCVA** – Pulse newsletters
 - k. **CDC** – re empty homes project

- l. **Ian Corkin** – re East West Rail Consultation and public exhibition
- m. **OPFA** – re Eon funding stream
- n. **Clerks and Councils Direct**

17. Reports from meetings

a. CDC Parish Liaison Meeting – 21 June

David McCullagh and the Clerk attended the meeting which was primarily to introduce the consultation and plans for the Partial Review of the Local Plan. There were also presentations from Emily Lewis-Edwards from CFO about Community Transport and from Meryl Smith from the Oxfordshire Playing Fields Association.

b. OALC AGM – 3 July

David McCullagh attended the OALC AGM at Didcot which was well attended.

18. 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 6 September 2017.

b. Annual Parish Meeting

The APM minutes had been completed and were available on the website.

c. Recycling Centres

Following OCC's review of the refuse and recycling centres, they had negotiated a new contract and all the centres in Oxfordshire would remain open with the current opening times.

d. Playground Damage

The Clerk had been informed by School that some large planks of wood from the playground had been thrown into the school grounds. They had placed them back on the playground side, but they were concerned about the children's safety.

e. Police Liaison Meeting

There would be a meeting at the Village Hall for rural villages on 24 August.

f. Phone Box

There was no news as to when the box would be removed.

16. Date of next meeting

The Council **RESOLVED** to agree the date of Monday 18 September 2017 at 7.45pm.

The meeting closed at 8.55pm

Signed

Dated