

**Minutes of the Meeting of Fringford Parish Council, held on
Monday 18 April 2016, in the Chinnery Room of Fringford Village Hall at 7.45pm**

Present: Mick Cowland (arrived 8.15), John Fargin (Chairman), Les Harris,
Jan Maciejewski, David McCullagh, John Reader, Adrian Thwaites
In attendance: Jane Olds (Parish Clerk)
Apologies: No apologies

1. Apologies

There were no Councillor apologies.

2. Declarations of Interest

Jan Maciejewski wished to declare an interest in a discussion about the Rosemary Development, should it be raised. The Councillors **RESOLVED** to agree to his inclusion in discussion.

3. Public Participation

No members of the public attended the meeting.

4. Minutes of the Parish Council Meeting held on 21 March and the Planning Meeting on 4 April

It was **RESOLVED** that both sets of the minutes be accepted as a true record and were signed by the Chairman.

5. Update on progress from the Minutes

a. Village Plan

The Clerk had sent the Plan to Mrs Prentis and had received an acknowledgement.

b. Policies

The Clerk had put the FOI and Complaints policies on the website.

c. Parish Remuneration Panel

The Clerk had posted up the notice with the additional paragraph 'Please note: Fringford Parish Councillors have agreed not to take any of the allowances apart from mileage to external meetings'.

d. OCC Emergency Planning Survey

The Clerk had not had the opportunity to complete this but would do so shortly.

6. Report from District and County Councillors

No Councillors attended the meeting.

7. Finance

a. To receive the financial report for the year end – for information

As at 31 March the Accounts stood at:

Co-op Current Account	£4,035.86
Co-op Savings Account	£8,791.95

There were four outstanding cheques totalling £468.69.

The Final Submission of the year to HMRC via the RTI Tools software was completed.

The Clerk provided the Councillors with printouts of

- the Current Account
- the Saver Account
- the Bank Reconciliation
- the list of outstanding cheques and
- the Reserves for 2015/16

b. To receive the monthly financial report – for information

As at 11 April the Accounts stood at

Co-op Current Account	£4,751.25
Co-op Savings Account	£8,796.16

Since the last meeting, the Current Account had received a total of £52.50 in donations to the Village Voice and £1,185.04 from the February VAT refund.

There were two outstanding cheques totalling £94.29

The Savings Account had received £4.21 in interest.

The Standing Order of £1110.25 to pay the Clerk for the period of 1 to 31 March cleared on 1 April.

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

David McCullagh confirmed that he had performed the checking exercise and recommended that not only should the current arrangement of the schedule of payments be submitted, but the addition of a schedule of agreement to purchase be created.

d. To consider the draft Statement of Accounts.

The Councillors **RESOLVED** to agree the Statement of Accounts.

e. To update the Asset Register

The Councillors inspected the Asset Register and **RESOLVED** to agree to the removal of the litter bin which was removed and disposed of in the autumn. The total value of Fixed Assets was £14,823.15. However, the insurance value would be greater.

f. To complete the External Audit Annual Governance Statement

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

g. To complete the External Audit Accounting Statements.

The Clerk provided the Councillors with the figures which they **RESOLVED** to agree with the proviso that the £1 rounding issue was resolved with the Internal Auditor.

h. To consider the Insurance Renewal

As the current three year agreement with Zurich had expired, the Clerk had obtained quotations from three insurance firms – Zurich, Came and Company and AON and provided the Councillors with the alternative quotes.

The Councillors **RESOLVED** to agree to the quotation from Came and Company at a cost of £280.72 per year for a three year binding contract – a saving of almost £220. There would be an excess of £250, but this could be budgeted for mostly out of the savings for the year.

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

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

Cheque no:	Payee and reason	Budget	Amount
400119	OALC for Clerk Training Course (see point 11 below)	Training	£78.00
400121	Jazolo Ltd (suppliers of the slat-line panelling in the Chinnery Room) for additional picture hooks (see point 10b below)	War Memorial	£111.46

Whilst the lettering work had been completed on the War Memorial, the Councillors **RESOLVED** not to pay cheque number 400120 to Underwood and Weston until further remedial work had been completed (see 10b).

8. To review and agree the Risk Assessment for 2016/17

The Clerk presented the Councillors with the Risk Assessment. Under the Management / control of Risk of Salaries and associated costs (page 3), the Clerk suggested the addition of the text ‘Fixed salary paid by Standing Order with the amount agreed at a regular meeting’.

The Councillors **RESOLVED** to agree the Risk Assessment.

9. Playground Bark – to agree to the purchase of the bark for the playground

The Councillors considered the quotation, but **RESOLVED** to agree to look into alternative surface coverings and costings for the repair of the ‘baby swing’ before further expenditure. The Clerk had spoken to the original installer of the playground and had received an estimate of the work to be completed which included replacement of all four of the uprights on the baby swing as they are rotting. The Clerk expected to receive quotation in due course.

John Reader would discuss alternative surfaces with a playground designer.

10. Parish Matters – to discuss where necessary

a. Web Committee – to receive a progress report

Two villagers had been approached to join the committee, but no response had yet been received.

b. War Memorial – to receive an update

The Clerk reported that the lettering work on the War Memorial had been completed. The Councillors noted that there was a little remedial work still to do to the lettering and to the plinth which the Clerk would request before payment.

The Clerk provided an update on all the funds received and spent since the start of the project:

Date	Description	Income	Expenditure	Balance
29/04/2014	Donations from Spring fayre	£34.00		£34.00
10/06/2014	Donation	£65.00		£99.00
20/08/2014	PCC (Church) contribution / donation	£1,000.00		£1,099.00
03/09/2014	CDC Grant	£750.00		£1,849.00
16/09/2014	Donation (cheque)	£125.00		£1,974.00
16/09/2014	Donation (cash)	£60.00		£2,034.00
01/04/2014	Parish Council contribution	£500.00		£2,534.00
01/05/2015	Lottery Grant	£6,400.00		£8,934.00
01/04/2015	Parish Council Contribution	£500.00		£9,434.00
21/12/2015	U&W Restoration phase 1 (invoice no 2209)		£4,230.00	£5,204.00
15/02/2016	U&W Restoration phase 2 (invoice no 2214) part payment		£2,500.00	£2,704.00
21/03/2016	Laminating expenses (no VAT)		£12.00	£2,692.00
On completion	Remainder of U&W invoice 2214		£1,730.00	£962.00
	Totals	£9,434.00	£8,472.00	
	Funding left			£962.00

Further hooks were needed for the display in the Chinnery Room as the ones currently in use are for the Village Hall. The Clerk had obtained a quotation from the suppliers of the Slat-line panelling: 200 hooks would cost £0.38 each – a total of £111.46 including VAT and delivery. The Councillors **RESOLVED** to agree to the purchase of the hooks from the War Memorial funding.

It was reported that further funding would be used on a leaflet about the War Memorial, the Wars and a guided walk around the village to indicate where the various villagers named on the Memorial lived.

It was **RESOLVED** that any remaining funds should be used to provide a hard standing around the Memorial and perhaps a path, all in consultation with the church.

c. Community Led Plan Group – to receive an update on finances

The Clerk provided the meeting with an update on all the funds received and spent since the start of the project:

Date	Description	Income	Expenditure	Balance
21/10/2013	CLP Expenses for set up meeting (not accounted for as before budget created)		£52.20	

Date	Description	Income	Expenditure	Balance
20/01/2014	Village Voice Newsletter (first one) (not accounted for as before budget created)		£150.00	
01/04/2014	PC Budget	£1,000.00		£1,000.00
04/04/2014	Grant from ORCC	£750.00		£1,750.00
28/04/2014	Insurance for Spring Fayre		£53.00	£1,697.00
09/06/2014	Barrel sponsorship for Beer Festival		£98.00	£1,599.00
02/03/2015	Questionnaire		£518.00	£1,081.00
20/04/2015	CLP Prizes for Feedback meeting		£85.00	£996.00
18/05/2015	Expenses for Feedback meeting and printing for Spring Fayre		£50.01	£945.99
15/02/2016	Hire of hall for CLP meetings		£27.00	£918.99
15/02/2016	Village Plan report printing		£420.00	£498.99
	Totals	£1,750.00	£1,251.01	
	Total previously agreed to transfer to CLP budget as at 13/4/16			£498.99
15/4/2016	Spring Fayre 2015 figures (recently received)	£280.00	£78.81	
	Total to go into 2016 /17 budget			£700.18

The Clerk had only recently received the figures for last year's Spring Fayre. The organiser would let the Clerk have the Fayre income as soon as possible.

This would leave £700.18 to go into the current year's budget to help fund initiatives such as the Neighbourly Support group, Nature Group and History Group and other groups which have been created from the Village Plan. The Groups will be encouraged to supply costed proposals for any initiatives that the budget could be used for.

The *Village Voice* has generated income from the donations from the advertising towards the printing costs over the last two years. There is £672 already in the Reserves from year 14/15. Last year £675 was raised. The Councillors **RESOLVED** to agree to holding £1,000 in Reserve in case the generous sponsor of the *Village Voice* was unable to continue. The remainder of the fund would go into the Community Led Plan budget.

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

The village groups are all working on individual projects. It is hoped that most of them would be able to report to the Annual Parish Meeting in May.

11. OALC Courses – to consider the courses available including the Clerk's Year Course on 29 June and Chairmanship Course on 13 July

The Clerk provided the Councillors with the information about the courses.

The Councillors **RESOLVED** to agree to the Clerk attending the Clerk's Year Course.

12. Parish Council Facebook Page – to consider the creation of a Parish Council-run Facebook page to run in conjunction with the village website.

The Councillors **RESOLVED** to agree to the setting up of a draft page to be considered at the May meeting.

13. Web Policy – to consider an amendment to the Web Policy regarding the use of names on the website.

The Councillors **RESOLVED** to agree to the inclusion of the following text under 'Management point 6':

'To comply with best practice on public websites the policy is to generally avoid presenting any names of individuals or businesses on the site itself. If for any reason it is considered necessary or appropriate to do so then the explicit permission of the individuals concerned will be acquired in advance of any posting, ideally in writing.

Should it be deemed appropriate to make announcements regarding any recently deceased individuals then the permission of the next of kin or family will be acquired, ideally in writing.'

14. Parish Council Chairmanship – to consider the Chairmanship of the Parish Council in advance of the May meeting.

John Fargin informed the Councillors that he did not intend to serve a further year as Chairman and that they would need to consider which Councillor would be prepared to take the office – and the office of Vice Chairman – ready for the May meeting.

His final job would be to oversee the Annual Parish Meeting.

15. 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. Application 16/00165/DISC Discharge of condition 6 of 15/01190/F, Rosemary, Main Street, OX27 8DP (found on CDC's Planning Portal, but not issued to the Parish Council).

The Clerk had contacted Mr Westerman at CDC to ask whether the Planning Department was issuing paperwork for the application and he confirmed that they were not. The following day, the decision notice was issued.

The Councillors were concerned that no discussion or submission had been possible regarding the application, particularly as they had concerns about the method of finishing of the blocked up window and the materials.

CDC appears to have accepted the application on the basis of Condition 6 of the Inspector's Report, but not taken Condition 3 into account about the matching of materials.

The Councillors **RESOLVED** to write to Mr Westerman, copying CDC's Chief Executive, Cllr Wood and the Planning Inspector.

b. To note Notices of Decision

- i. 16/00307/F, Mr John Harris, The Paddock OX27 8DU, for 'Extension to existing two-storey detached dwelling. Proposed extension to comprise of 3 No new dormer windows to rear elevation, 1 No new dormer window to front elevation, reconstructed oak framed front porch and re-covering of roof tiles. Interior works to include extension of first floor bathroom for inclusion of a shower instalment'. Permission for development subject to conditions.

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

The Councillors noted the correspondence received and discussed where necessary.

- a. **OCC** – re subsidised bus services (circulated by email). The subsidies will now end on 20 July at the end of the school year.
- b. **NW Bicester Supplementary Planning Document** – (to be circulated for information)
- c. **Bicester and Kidlington Ramblers** – Unresolved Issues report
- d. **OALC** – March update (circulated by email)
- e. **OALC** – Financial briefings
- f. **OCC** – re response to enquiry about whether the bus pass subsidy could be used by Parish Councils to help with the funding of a local bus. As far as OCC is concerned this would not be possible as it is part of the General Rate Support Grant and OCC is the Travel Concessions Authority which could not be awarded to anyone else.
- g. **PC Caroline Brown via Catherine Fulljames** – re the Rectory Lane van. The van has now been removed.
- h. **A villager** – regarding ongoing issues at Glebe Court (addressed to CDC and copied to PC for information). The Clerk would ask CDC for an update.
- i. **OCC** – re further information on the bus service (circulated by email)

17. Reports from meetings

No meetings had been 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 Thursday 5 May 2016
- b. **Damage to a car** – the Clerk had seen reports of a car which had been damaged by graffiti on the previous Sunday. It has been reported to the police.
- c. **Grit bin outside pub** – the Clerk had received a report that the grit bin had been tipped over and the contents strewn. Thanks to the villager who had arranged for it to be tidied up.
- d. **Stile on the Paddock's Land** – has been repaired.
- e. **Spring Fayre 14 May**– the Councillors reminded the Clerk to ask the contractors to cut the grass before the Spring Fayre. At least four volunteers would be needed to help with the PC Human Fruit Machine, but if it was not possible to have enough Councillors, the activity would be withdrawn.
- f. **Repair to the temporary signs for the Green** – the Clerk would print out and laminate some more signs as they seem to be effective. For a future agenda, the Clerk would investigate the costs of a more permanent solution.
- g. **Cutting the verges** – the Clerk would investigate the costs of cutting the verges from the Buckingham Road along Stratton Audley Road.

16. Date of next meeting

The Councillors noted that the Annual Parish Meeting would be held on Monday 16 May at 7.45pm in the Chinnery Room of the Village Hall and **RESOLVED** to agree that the Annual Meeting of the Parish Council would follow on that date.

The meeting closed at 9.30pm

Signed Dated