

**Minutes of a Meeting of Fringford Parish Council, held on  
Monday 20 February 2017, in the Chinnery Room of Fringford Village Hall at 7.45pm**

**Present:** Mick Cowland, John Fargin, Les Harris, Jan Maciejewski,  
David McCullagh (Chairman), John Reader, Adrian Thwaites  
**In attendance:** Jane Olds (Parish Clerk)  
**Apologies:** None

**1. Apologies**

All Parish Councillors were present. CDC Cllr Ian Corkin.

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

There were no requests for dispensations or declarations of interest.

**3. Public Participation**

No members of the public attended the meeting.

**4. Minutes of the Parish Council Meeting held on 16 January 2017**

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

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

**a. Precept Request**

The Clerk had sent off the request to CDC.

**6. Report from District and County Councillors**

No reports had been received. Cllr Corkin apologised for not attending.

**7. Finance**

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

As at 9 February the Accounts stood at

Co-op Current Account	£1,186.25
Co-op Savings Account	£17,274.16

The Current Account had received a total of £120 in donations to the *Village Voice*

There was one outstanding cheque (number 400160) for £112.43.

The Standing Order of £114.00 to pay the Clerk for the period of 1 to 31 January cleared on 1 February.

The Internal Auditor had made his initial review and had one query to check that the War Memorial work was for refurbishment not a planned new structure which the Clerk had confirmed. All was in order.

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

The Councillors **RESOLVED** to agree to the bank transfer to cover the end of year expenditure.

**c. Additional Bank Signatory**

**i. To agree to the addition of a fourth signatory for the bank accounts**

The Councillors **RESOLVED** to agree to add a fourth signatory to the bank accounts.

**ii. To consider and agree which Councillor to appoint as the additional signatory**

The Councillors **RESOLVED** to agree to the appointment of John Fargin as the additional signatory.

**iii. To agree to the Co-op Bank Declaration and complete the bank form**

The Councillors **RESOLVED** to agree to the Declaration provided by the bank, previously circulated, which was signed by the Chairman and the Clerk. The current signatories completed the form where necessary.

John Fargin would complete his, more detailed, section and return it to the Clerk.

**d. 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>
400162	Green Scythe (ref 7652) for leaf clearance on the Green	Leaf Clearance	£243.36
400163	J Thwaites for Fringford Friends expenses	Fringford Friends	£30.20

**8. Website data** – to receive information on the number of hits on the fringford.info website

The Clerk had downloaded the data captured from Google Analytics and distributed it for information.

Further ways to make the website more accessible and interesting would be discussed at the web review meeting scheduled for March.

**9. Agenda distribution list** – to receive information on the number of recipients of the electronic agenda

The Clerk confirmed that there were currently 41 recipients of the electronic agenda which included all the Parish Councillors, the District and County Councillors and all the Village Plan Group ‘aliases (such as Fringford Friends, or the History Group). Approximately half were interested people who had asked to receive the information.

**10. Hyperlinks in Minutes** – to discuss the recommendation received from NALC regarding the use of hyperlinks in Minutes

The Councillors wished to discuss the use of hyperlinks in minutes and the advice provided by OALC and NALC. At the January meeting it was suggested that to improve service to Parishioners viewing minutes online or receiving them electronically hyperlinks could be used to link to relevant sites and documents that provide context to resolutions and decisions.

The Clerk had made an initial informal enquiry for advice to OALC in early January about the best practise for using hyperlinks in Minutes. At the January Meeting the Councillors requested

that the enquiry be taken further and so the Clerk requested that OALC ask NALC (the National Association of Local Councils). OALC's request was for 'definitive legal guidance in clear and practical terms on whether hyperlinks should, or should not, be used in Minutes.

The NALC response from Solicitor Jane Moore was as follows:

*"Thank you for your email of 2 February 2017. Fringford Parish Council ("the Council") has asked for guidance on whether to include website links in minutes and agendas. You say your association has advised against the practice. The Council's councillors prefer to use links. NALC's view on minutes is that they are a record of decisions and resolutions. They are not intended to be a verbatim account of meeting proceedings. Following on from that, it is not clear why links would be necessary at all.*

*In terms of agendas, they must specify the business to be transacted at a meeting. I would only say that councils should take a view how best to ensure that agendas appropriately deal with including the business to be transacted. In my view this is a matter of good practice rather than law. I can see your reasoning behind not including links in agendas. However I understand it has become customary for principal authorities to use links in their agendas and other communications, for example in planning and licensing matters.*

*I hope this has been of assistance."*

The Clerk reiterated that the best practise was not to use hyperlinks in Minutes.

Following further discussion the Councillors **RESOLVED** to agree to add further information, including relevant hyperlinks, as footnotes at the end of the Minutes with a disclaimer that the links may not work in the future.

**11. Communication with OALC and NALC** – to receive confirmation that all communications to and from OALC regarding the Council be made available to the Council

Following a discussion the Councillors **RESOLVED** to agree that general communication regarding the Council from OALC, NALC, CDC and OCC should be made available to the Councillors and that not all communication was necessary or desirable to be circulated.

**12. Oxfordshire County Council's 'One Oxfordshire'** – to consider a response to OCC's proposals  
David McCullagh attended a meeting in Banbury on 15 February where the County Council outlined the proposals which were on-going. Of the six councils, three – OCC, South Oxfordshire and the Vale – had agreed on the combined approach, but CDC was against.

OCC held the view that the main benefit of a unitary system would be that they could control the housing supply rather than the current, more local system, which, they believe, in turn would ensure an income stream which the County could borrow against to fund the current needs around infrastructure and social care.

The bid was due to go to OCC Cabinet in mid March.

All comments to be made by 27 February via the [oneoxfordshire.org](http://oneoxfordshire.org) website.

### 13. Grass Cutting

#### a. To consider the quotations for grass cutting the village

The Clerk provided the meeting with three quotations from Continental Landscapes, Green Scythe and Quadron.

The Councillors **RESOLVED** to obtain full references from the contractors and that the contractors should confirm that they had adequate employers' and public liability insurance. The Clerk would also send the contractors a copy of the OCC Schedule to confirm that they would be able to comply.

The final decision would be made at the March meeting.

#### b. To consider OCC's grass cutting agreement with the Parish

The Councillors considered the grass cutting agreement but **RESOLVED** to defer making a decision until the March meeting when clarification of section 2.1 of the agreement was received together with the hope of a guarantee from Cllr Fulljames regarding the level of funding, the payment date and the period of the agreement.

### 14. Meeting dates from April 2017 – to consider and agree the meeting dates for the forthcoming year

The Clerk presented the meeting with a list of dates for the regular third Monday of every month apart from April's meeting which would need to be 24 April as the third Monday was Easter Monday. There would be no meeting in August.

The Councillors **RESOLVED** to agree the following dates:

24 April

15 May (Annual Parish Meeting 7.45pm, Annual Parish Council Meeting to follow on)

19 June

17 July

18 September

16 October

20 November

18 December

**2018**

15 January

19 February

19 March

Planning meetings to be convened as required.

The Clerk would notify the Village Hall Caretaker.

The Clerk informed the meeting that the date for items for submission for the agenda would need to be a day earlier next year as, receiving items on the Thursday for the agenda to be published the following Tuesday, did not give adequate administration time. The dates would be published on the website.

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

**a. Village Plan** – to receive a progress report

A CLP follow up meeting had not yet been convened, but Tim Mustill sent the following report and hoped to attend the March meeting to report further.

The History Group, the Neighbourly Support Group (Fringford Friends), the Nature Group and the Cycling Group (Fringford Freewheelers) had been set up and were active.

The date for the Spring Fayre had been set for Saturday 13 May. Mr Mustill asked if the Council would be prepared to run the popular 'Human Fruit Machine' at the event. The Councillors agreed provided enough members were available.

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

**i. History Group** – to consider and agree the printing prices for the History Trail leaflet

The leaflet was almost complete and quotations had been obtained, the cheapest of which was £340 for 3,000 copies.

The Councillors **RESOLVED** to agree to spend £340 on the leaflet from the Community Action Fund once a full quotation had been received and the leaflet finalised.

**ii. Community Action Fund** – to receive a status report on the fund and to request suggestions on projects for funding for consideration at the March meeting

The Clerk reported that the initial budget was £1,464.34 which was made up of the remainder of the Community Led Plan Budget and two years' of *Village Voice* donations (less £500 retained in the Reserve). £1,000 was earmarked for the current year with the £464.34 to go into 2017/18 to which would be added the current year's *Village Voice* income.

The total spend in the current year was £67.09 so there was currently £932.91 available for allocation in March. If it was unspent, provided the Councillors agreed, it could be transferred over to the following year.

**c. Village Spring Clean** – to note the date of Sunday 12 March for the village spring clean

The Clerk reported that the Nature Group was happy to organise the spring clean and had set the date of 12 March. The Clerk had ordered the equipment and publicised the date on the website / Facebook.

**d. Request to park on the Green** – to consider a request from Fringford PCC to use the Green for the Open Gardens Weekend

The Councillors **RESOLVED** to agree to Fringford PCC using the Green on 3 and 4 June for the Open Gardens weekend.

**e. Replacement of damaged post** – to consider the best course of action for the replacement of the recently replaced damaged post marking the drain and raised kerb on the Grasscrete

Following a discussion, the Councillors **RESOLVED** to agree to change both the posts for flexible plastic posts. The Clerk would request a quotation for consideration at the March meeting.

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

**i. To receive a progress report**

David McCullagh reported that he had met with Baroness Ann von Maltzahn who was happy to lend support and would be prepared expand the licenced area. Mr McCullagh had also met Kate Ritchens, but unfortunately she would not be able to take on the project. However, he had been in contact with Playgroup which hoped to be able to help. Trevor Stewart the contractor who designed Stratton Audley and Hethe playgrounds would be contacted to give ideas and costs.

**ii. To consider a quotation for replacement of the uprights of the infant swings**

The Clerk reported that following an inspection, all four of the uprights on the infant swings had rotted below ground level and so she had requested a quotation to replace all the uprights, but had not received it.

The Councillors asked that the older children's swing was also inspected.

**16. Village Website** – to request feedback on the village website (fringford.info) for the March review meeting

The Web Committee hoped to convene in March to discuss the website. All Councillors were asked to look at the website for ease of use and think about what else they would like to include.

**17. OALC Social Media Course** – to agree to booking a place on the social media course

David McCullagh agreed to attend the course on 17 May. The Clerk would complete the booking form.

**18. 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 planning applications had been received but the following application had been published on CDC's planning portal which would be discussed at the March meeting:

- i. 17/00248/LB, Green Farm Cottage The Green Fringford Bicester OX27 8DY 'Replacement of front first floor windows with double glazed units'.

**b. To note Notices of Decision**

No notices of decision had been received.

The following application had been posted on the Planning Portal, but no information had been received as it was a Certificate of Lawfulness:

17/00174/CLUP, Crow[n] Barn Fringford Bicester OX27 8RQ Certificate of Lawfulness of Proposed Development for the erection of a single storey outbuilding for purposes incidental to the use of Crow[n] Barn as a single dwelling house

**19. 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 – Street Trading Policy. This may have implications for the Spring Fayre, but CDC's Licencing Manager has confirmed that as long as they have confirmation of the number of

stalls, and in particular food vendors to ensure they are correctly registered, there should not be a problem. The Clerk had also suggested that this might be a topic which could be covered at a Parish Liaison Meeting

- b. **Community Transport Association** – mailing and update on application (saying there was no update)
- c. **Oxfordshire CCG Consultation** – from 16 January to 9 April. Shared on Facebook and on the website (circulated by email).
- d. **South Central Ambulance Charity** – information about the organisation; shared with Fringford Friends. If there were a villager who wished to volunteer as a First Responder, the Parish could support them with either the Community Action Fund or through a S137 grant as it would be of benefit to the whole community (circulated by email).
- e. **OALC** – re training courses reminder
- f. **Bicester Path Warden** – asking for any path problems to be reported
- g. **OCC** – Better Broadband update (circulated by email)
- h. **RoSPA** – offering a training course for inspecting playgrounds
- i. **OCC** – Minerals and Waste consultation from 3 February to 20 March (circulated by email)
- j. **Pulse** – newsletters
- k. **Citizens Advice** – publicity circular
- l. **High Sheriff of Oxfordshire** – asking if the Parish would like her to come and give a talk about her chosen charity – Carers Oxfordshire. The Clerk suggested to CDC that this might be another subject for discussion at a Parish Liaison meeting.
- m. **CFO** – request for final accounts for how the Village Plan grant was spent
- n. **OALC** – December / January update
- o. **OCC** – publicity documents regarding their One Oxfordshire proposals

## 20. Reports from meetings

- a. **OCC Meeting re One Oxfordshire** – 15 February  
David McCullagh made his report under Minute point 12.

## 21. 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 9 March 2017
- b. **Potholes** – the Clerk had reported a number of potholes including one outside Hirondele on Main Street and a number near the junction with the Hethe Road. All had been fixed within 10 days.
- c. **Parish Noticeboard**  
Further progress would be made on obtaining prices for a structure to house the current Village Hall and Parish Council noticeboards to replace the ‘temporary’ board installed during the Village Hall works.
- d. **Reporting potholes**  
The Clerk reminded the meeting that there was a very easy way of reporting potholes, and other road problems, both online and by telephone.

Oxfordshire uses the Fix My Street reporting software at <http://fixmystreet.oxfordshire.gov.uk/>. It was available both through a web page and an app for iPhone and Android and was very straight forward to use. It was recommended to take a

photograph of the object so that it is easier for the Highways team to identify when they come out to make an inspection.

The Pothole 'line' was the general Highways number - 0845 310 11 11

**16. Date of next meeting**

The Councillors **RESOLVED** to agree the date of Monday 20 March 2017 at 7.45pm.

The meeting closed at 9.05pm

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