

**Minutes of a Meeting of Fringford Parish Council, held on
Monday 16 January 2017, in the Chinnery Room of Fringford Village Hall at 7.45pm**

Present: John Fargin, Les Harris, Jan Maciejewski (from 8.15pm),
David McCullagh (Chairman), John Reader,
In attendance: Jane Olds (Parish Clerk)
Apologies: Mick Cowland
Absent: Adrian Thwaites

1. Apologies

The Councillors accepted Mick Cowland's apologies.

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 19 December 2016

It was **RESOLVED** that the minutes be accepted as a true record of the meeting. Appended to the minutes was the response to CDC's consultation on Local Plan Part 1 review of Oxford's unmet housing need. The minutes were signed by the Chairman.

5. Update on progress from the Minutes

a. CDC Public Access Buildings Consultation

The Clerk had notified CDC about the Village Hall availability.

b. Lendrums Amusements

The Clerk confirmed that she had written to Mrs Lendrum confirming the dates.

c. Letter to Barry Wood

The Clerk confirmed that she had not received a response from the email and that she would chase it up.

6. Report from District and County Councillors

No reports had been received.

7. Finance

a. To receive the monthly financial report – for information

As at 4 January the Accounts stood at

Co-op Current Account	£1,197.00
Co-op Savings Account	£17,274.16

The Current Account had not received any further payments.

There were no outstanding cheques.

The Clerk had completed the interim 'iAudit' and sent it to Arrow Accounting for the start of the internal audit check.

The Standing Order of £114.00 to pay the Clerk for the period of 1 to 31 December cleared on 3 January.

b. To consider the draft budget for 2017 / 18

The Clerk presented the meeting with a draft budget which the Councillors considered.

The Clerk itemised the level of expenditure for each budget heading explaining the increases / decreases as necessary.

The Councillors **RESOLVED** to agree to the budget of £19,142.

The Reserves for 2017/18 would be agreed at the March meeting once the final invoices for the year had been received.

c. To consider and agree the setting of the Precept level for 2017/18 following the confirmation of the Tax Base and CTRS Figures from CDC

CDC had informed the Parish that the estimated Tax Base for 2017/18 would be 260 (last year it was 262.3).

The CTRS Grant was likely to be £617 provided that CDC resolved to agree the grants for all parishes.

The Councillors **RESOLVED** to agree to a 2% increase on the Precept from £11,454 to £11,683. The annual cost to a Band D household would be £44.93, an increase (per Band D house) of £1.27 for the year.

The Clerk would inform CDC of the decision.

d. 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
400160	Thomas Rawlinson for bollard reinstatement	Village upkeep	£112.43
400161	JMC Olds for 1/3 of CrashPlan Cloud Backup	Admin Costs	£16.75

8. Clerk Hours – to agree the Staffing Committee’s recommendation for an increase in monthly hours from April 2017

The Staffing Committee met in November and recommended that as of 1 April the Clerk’s hours be increased from 12½ to 18 per month on a capped basis. The Councillors **RESOLVED** to agree to the recommendation.

The Councillors also **RESOLVED** to agree to ask the Staffing Committee to review the pay the Clerk overtime position for the additional hours she had worked from June 2016 until March 2017 at the current hourly rate.

9. Parish Matters – to discuss where necessary

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

No reports had been received and the Clerk had not heard from the Social Group about the Spring Fayre.

b. Playground – to consider further the repair work on the playground

Jan Maciejewski reported that on further inspection, the infant swing post nearest the telephone box was much more rotten than originally thought and would need replacing.

The Councillors **RESOLVED** to agree to the removal of the seats for the time being until a repair could be made to prevent an accident and requested that the Clerk arrange for quotations for the repair.

10. To consider the proposal to include Parish and Town Councils in the Public Service Ombudsman Bill

OALC had informed the Parish that the Cabinet Office had published a Bill – the *Public Service Ombudsman Bill* with a plan for a new Public Service Ombudsman which would abolish the Parliamentary and Health Service Ombudsman and the Local Government Ombudsman. The town and parish sector was not previously covered by the Local Government Ombudsman.

The Councillors considered the proposal and **RESOLVED** to agree to include parish and town councils in the new Public Service Ombudsman remit.

11. To consider which OALC training courses Councillors will attend

The Clerk presented the Councillors with a list of the dates of OALC training courses.

David McCullagh expressed an interest in attending the Social Media course on 17 May and would check his availability.

12. 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.

b. To note Notices of Decision

No notices of decision had been received.

13. 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 adoption of Planning Policy documents

b. **CDC** – re summary notes of Planning Workshops

c. **Southern Gas Network** – very large calendar

d. **Clerks and Councils Direct**

14. Reports from meetings

No meetings had been attended.

15. 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 February 2017

b. Meeting dates for next year

The Clerk had started to prepare the meeting dates from April, but wished to warn the Councillors that the third Monday in April coincided with the Easter Monday Bank Holiday. The Clerk would check the availability of the Chinnery Room for the 24th and all the dates would be discussed at the next meeting.

c. Hyperlinks

It had been suggested that hyperlinks be used within the Minutes to improve convenience and customer service to those viewing the Minutes online or receiving them by email. No change to the way the Minutes were printed or archived was proposed so the Councillors believed that there would be no change to the record keeping or disadvantage to individuals without access to the Internet.

There was no legal guidance on this practice and it was understood that some other parish councils and CDC used hyperlinks.

The Clerk had asked for clarification from OALC about the best practise for the use of hyperlinks in Minutes. The full response explained that as the formal, written, printed and signed Minutes were the only official record of the meeting, and that these paper copies had to be kept in perpetuity, it was not recommended to include hyperlinks as they were likely to go out of date very quickly and could not be utilised from the paper copy. The best course of action would be to append the document to which the Minutes referred, to the Minutes.

The Councillors requested that the subject be discussed at the next meeting and asked for information on the numbers of people receiving the Minutes both by email and the number of hits on the Minutes section of the website.

d. Website review

The Clerk recommended that it was time for the members of the Website Committee to convene to review the website.

The Clerk would arrange a meeting.

16. Date of next meeting

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

The meeting closed at 8.30pm

Signed Dated