

**Minutes of the Annual Meeting of Fringford Parish Council, held on
Monday 16 May 2016, in the Chinnery Room of Fringford Village Hall at 9.05pm**

Present: John Fargin, Jan Maciejewski, David McCullagh (Chairman), John Reader, Adrian Thwaites
In attendance: Ian Corkin and Barry Wood (both departed 9.25pm) Jane Olds (Parish Clerk)
Apologies: Mick Cowland and Les Harris

1. To elect the Chairman for the year 2016/17

John Fargin proposed David McCullagh as Chairman and was seconded by Jan Maciejewski. The Councillors **RESOLVED** unanimously to elect Mr McCullagh as Chairman.

David McCullagh thanked John Fargin for his excellent work over the previous three years

2. Apologies

The Councillors **RESOLVED** to accept Mick Cowland's and Les Harris's apologies.

3. To elect the Vice Chairman for the year 2016/17

David McCullagh proposed Adrian Thwaites as Vice Chairman and was seconded by John Fargin. The Councillors **RESOLVED** unanimously to elect Mr Thwaites as Vice Chairman.

4. Declarations of Interest

Jan Maciejewski wished to declare an interest in a discussion about the Rosemary Development (item 20d). The Councillors **RESOLVED** to agree to his inclusion in discussion.

5. Appointment of Responsible Financial Officer for the year 2016/17

The Councillors **RESOLVED** to appoint the Parish Clerk, Mrs Jane Olds, as Responsible Financial Officer for the year 2016/17.

6. Appointment of Internal Auditor for the year 2016/17

The Councillors **RESOLVED** to appoint Arrow Accounting as internal auditor for the year 2016/17.

7. Appointment of a Councillor responsible for Internal Financial Control for the year 2016/17

David McCullagh proposed Jan Maciejewski and was seconded by Adrian Thwaites. The Councillors **RESOLVED** unanimously to elect Jan Maciejewski.

8. Public Participation

No members of the public attended the meeting.

9. Planning Applications –Item 20.d

The Councillors **RESOLVED** to bring item 20.d to consider sending a further letter to CDC Planning Department regarding the Application 16/00165/DISC for Rosemary on Main Street and the use of render to the alterations which had not previously been agreed.

Following a discussion, the Councillors **RESOLVED** not to write a further letter, but **RESOLVED** to request that the District Councillors take the matter to the Planning Committee. The Clerk would write to the District Councillors with the request.

10. Further Planning Matters

The Councillors reported to the District Councillors that the discharge of conditions (16/00129/DISC) for planning application reference 15/02284/F at The Cottage, The Green, which, it was understood to be to protect the Willow tree outside the property, had not been effective.

The Councillors **RESOLVED** to request that the District Councillors take the matter up with the Planning Enforcement team.

The District Councillors then left the meeting.

11. Minutes of the Parish Council Meeting held on 18 April

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

12. Update on progress from the Minutes

a. OCC Emergency Planning Survey

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

b. Risk Assessment 2016/17

The Clerk had published the Risk Assessment on the website.

c. Playground

John Reader reported that he had contacted the playground constructor Trevor Stuart, but no response had been received. He had also contacted the Hethe Clerk to confirm Mr Stewart's details. Following this, he had been in contact with a playground surface constructor and reported that the cost for the cheapest product would be £55 per square metre and that 80 square metres would be required. The Councillors agreed to buy more bark for the current season.

d. Facebook Page

The Clerk had not had the opportunity to set this up.

e. Web Policy

The Clerk had updated the web policy and published it on the website.

f. Bicester Sweepers

The Clerk had received an update from CDC. The Enforcement team confirmed compliance with the previous enforcement notice that was dated some significant time ago. However, when they did the site visit for the check, it was noted that the company was operating a wheel washing facility for the sweepers and also had constructed a bund along the boundary. CDC has, therefore, written to Bicester Sweepers explaining that there should be no washing of vehicles as there is no permission for this and also the bund needs planning permission as it is deemed to be operational development

g. Cutting the Verges

The Clerk had asked for a quotation from Green Scythe and had received maps from OCC about the areas of the village which they are currently responsible for. The Clerk would continue to work on this.

13. Report from District and County Councillors

The Councillors attended and reported at the Annual Parish Meeting prior to the Parish Council meeting.

14. Finance

a. To receive the monthly financial report – for information

As at 9 May the Accounts stood at

Co-op Current Account	£4,424.75
Co-op Savings Account	£15,140.25

The Current Account had received a total of £37.50 in donations to the Village Voice.

There were no outstanding cheques.

The Savings Account received the first tranche of the Precept £5,727 and the CTRS Grant of £617.09

The Standing Order of £1110.25 to pay the Clerk for the period of 1 to 30 April cleared on 3 May.

b. To approve the Statement of Accounts for the year ending 31 March 2016

The Councillors **RESOLVED** to agree to approve the Statement of Accounts and they were signed by the Chairman.

c. To receive the report from the Internal Auditor

The Clerk reported that the Internal Auditor from Arrow Accounting had looked at all the books and records and checked that the Minutes and policies including the Standing Orders and Financial Regulations were all in order and gave the Councillors his report. One issue was raised with regard to the addition of some information in the Statement of Accounts which the Clerk had rectified.

The Councillors **RESOLVED** to accept the report.

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
400122	Came & Co for insurance	Insurance	£280.72
400123	Arrow Accounting for Internal Audit	Audit	£201.35
400124	John Fargin for Leaflet Dispenser and Cabinet Hanging Brackets for History Display from Jazolo Ltd	War Memorial	£147.34
400125	Oxfordshire Association of Local Councils for Chairmanship Course	Training	£78.00

15. To consider a request from the Beer Festival to park on the Green

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

16. Parish Matters – to discuss where necessary

a. Village Groups – to receive an update

The Village Groups had made reports to the Annual Parish meeting.

b. Web Committee – to receive a progress report

The Councillors **RESOLVED** to agree that John Fargin would represent the Parish Council on the Web Committee. The villagers who had been approached had not been able to help so an article would be included in the next edition of the *Village Voice*.

c. War Memorial – to receive an update

The Clerk reported that she had written to the contractors and was awaiting a reply.

d. Village Green – to consider alternative solutions to reducing the car parking on the Green.

The Councillors **RESOLVED** to leave the current signs in situ for the time being but to consider more permanent, robust signs in six months' time. The Clerk would investigate the prices of 'Please keep off the grass' 30cm wide signs in aluminium and corrugated plastic in due course.

17. OALC Courses – to agree to booking a place for the Chairmanship Course on 13 July

The Councillors **RESOLVED** to agree to David McCullagh attending the Chairmanship Course.

18. CDC Parish Liaison Meeting – to agree which Councillor will attend the meeting on Wednesday 8 June at 7pm

David McCullagh and Adrian Thwaites agreed to attend the meeting.

19. CDC Local Plan Part 2 – to consider the next steps

The Councillors **RESOLVED** to agree to invite Mr David Peckford from CDC to a future meeting to discuss the next steps as they believed it was very important to remain proactive.

20. 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. 16/00704/F, Glebe Leisure – Mr R Herring; Erection of a warden's dwelling at Land to Rear of Utility Building Glebe Court

The Councillors had no comments or objections.

b. To note Notices of Decision

No notices of decision had been received

c. Withdrawal of planning application

16//00470/F, Adrian Measday, Bakery Cottage, Main Street, OX27 8DP, Erection of two storey rear extension

d. To consider sending a further letter to CDC Planning Department regarding the Application 16/00165/DISC for Rosemary on Main Street and the use of render to the alterations which had not previously been agreed

This was discussed at the beginning of the meeting.

21. 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. Clerks and Councils Direct

b. Victoria Prentis – re War Memorials and WW1 commemorations (circulated)

c. OxLEP – poster asking for views on Strategic Economic Plan for Oxfordshire

d. OCC – re devolving powers to towns and parishes (circulated by email)

e. OCC – Oxfordshire Together Highway Services (circulated by email)

f. OALC – re transparency grants for Councils with turnover under 25k (circulated by email)

g. CDC – re rural business funding (circulated by email)

h. A Villager – re the temporary repair to the Village Hall roof; forwarded to the Village Hall Committee

i. OALC – re NALC survey (circulated by email)

j. OALC – April update (circulated by email)

k. Graham Wilson – unsuccessful District Council candidate in reply to the Clerk's letter to all the DC Candidates inviting them to the Annual Parish Meeting (circulated by email)

l. OCC – re restructuring in Oxfordshire (circulated by email)

22. Reports from meetings

No meetings had been attended

23. 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 June 2016

b. Bicester Heritage - the next Sunday Brunch Scramble at Bicester Heritage is on Sunday 22 May. The ticket booking link is <https://shop.ticketscript.com/channel/web2/start-order/rid/V5NPVNQD/language/en> but it's also on the Village Hall Facebook Page

c. The Church hopes to hold a re-dedication service and tea for the work on both the War Memorial and Church on Sunday 19th June. More information to follow.

d. History Group – John Fargin wished to point out to the Council the successful presentation on the walls of the Chinnery Room about the history of Fringford. As an adjunct to this the Group would like to produce some village history trail leaflets. The costings for the leaflets would be considered at the next meeting.

16. Date of next meeting

The Councillors **RESOLVED** to agree the date of Monday 20 June 2016 at 7.45pm

The meeting closed at 10.05pm

Signed Dated