

Minutes of the Parish Council Meeting of Fringford Parish Council, held on Monday 19 November 2012, in the Chinnery Room of Fringford Village Hall

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

Welcome

David McCullagh welcomed everyone to the meeting.

1. Apologies

No apologies had been received

2. Declarations of Interests

No declarations of interest were received.

3. Public Participation

No members of public attended the meeting

4. Minutes of the Meeting held on 15 October 2012

It was **RESOLVED** that these be accepted as a true copy and signed by the Chair.

5. Matters Arising from the Minutes

- a. **Village Hall.** The Clerk is still waiting for the invoice for the roof repair works.
- b. **Road across the Green.** The Clerk has written to Baroness Von Maltzhan to ask for permission to carry out repair works. The Baroness would like to see the proposals prior to commencement of any work. There is no funding available from Viridor for this project. The Councillors **RESOLVED** to ask the Clerk to obtain a quotation from Mr Wise for a temporary repair to ensure the verge and road lasted through the winter.
- c. **Bull Field Stile.** The Clerk is waiting for the Footpaths Officer from OCC to reply.
- d. **Tree work in Crosslands.** This will be undertaken on 29 November. The Councillors requested that the shrubs under the trees are also tidied up.
- e. **Arrangements for snow clearance.** The Clerk has written to the contractor confirming that the Parish Council will continue with the arrangement for £30 per hour plus VAT to snow plough the village. The one tonne bag of salt from OCC was due to be delivered imminently.

6. Report from District and County Councillors

There was no report from either the District or County Councillor

7. Finance

a. To Receive the Financial Report

The Clerk gave the Councillors the report and submitted a budget report and the income and expenditure of the current account since April.

The Clerk suggested that an alternative to the current bankers might be considered as Barclays has no specific Parish Council account or account manager. Two banks, Unity Trust Bank and the Co-op Bank, do have Parish Council accounts. The Councillors

RESOLVED to leave things as they are for the time being, but to review the arrangements in due course.

The current balances, as of 1 October 2012 are

Community Account	£4,756.16
Unpresented Cheques	£637.52
Business Saver Account	£14,608.15

The Clerk brought the banking mandate forms for Adrian Thwaites to complete so that he may be added to the mandate; the Clerk will dispatch them to Barclays.

b. To consider invoices for payment

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

Payment to	Cheque Number	Amount
Green Scythe Ltd (Invoice no: 2785)	100621	£248.45
Jane Olds for Clerking Duties (1 September – 31 October)	100622	£142.80

8. Parish Matters

a. To discuss raking up the leaves under the Chestnut trees

It is noticeable that the trees in the village are healthy at present with no visible signs of the Leaf Miner beetle. However, the Councillors **RESOLVED** to continue to rake up the leaves from beneath the trees and agreed who would do which tree. The Clerk will scan the tree map and let the Councillors have copies for information.

b. To the purchase of the Village Christmas Tree

In previous years, the tree has been generously donated by a villager, but unfortunately, this has had to be discontinued. The Chairman proposed that a 12' Tree be purchased from West Farm Barns to be delivered to the Village Hall car park on 7 December. The cost will be £70 plus VAT plus £8 delivery. The Councillors **RESOLVED** to agree to the purchase and asked the Clerk to arrange it.

c. To discuss the on-street parking

It had been noted that some villagers, particularly on Stratton Audley Road outside the cricket pitch were parking on the road, but that the situation had improved in the last few days. The Councillors **RESOLVED** to leave the matter for the present and to include a piece in the next newsletter.

d. To discuss trimming the Leylandii at the north end of Ghost Alley

The Leylandii at the north end of Ghost Alley are becoming severely overgrown. The Councillors **RESOLVED** to ask the Clerk to ask Tree Solutions for a quotation for the work.

e. To receive an update on the progress on the War Memorial

David McCullagh reported that there are grants available to repair and restore War Memorials; there is a list of approved contractors who can quote for the work. David will follow these up and report to the next meeting.

f. To discuss hedge trimming of the roadside fields

The Councillors **RESOLVED** to ask the Clerk to write to thank the three farmers around the Village for the trimmed hedges and roadside grass verges.

9. Clerk's CiLCA Training

The Clerk has attended the first two sessions of the course and covered a wide variety of points.

So far, the course has covered 1. roles, duties and responsibilities of chair, councillors, clerk and council; 2. employment issues; 3. continuing professional development; 4 public relations and communications; 5. powers and duties of local councils; 6. the General Power of Competence; 7. agenda setting and meeting procedures; 8. standing orders and committees and; 9. freedom of information.

It is good practice to have a staffing committee of probably two or three Councillors who can go through the Clerk's contract, job description and accompanying policies (grievance procedure, disciplinary procedure etc); it would also mean that this committee could set the Clerk's salary and do the Clerk's annual appraisal. The Clerk has produced all the documentation for circulation and will put it on the agenda for next month's meeting to agree terms of reference etc.

It is highly recommended that Councils have Standing Orders and Financial Regulations. The Clerk circulated the documents so that they may be discussed at December's meeting.

It is recommended that the Council has a formal complaints procedure which will be circulated for discussion at next month's meeting.

It is also recommended that the Council register with the Information Commissioner so that the Parish is compliant with the Data Protection Act and if Freedom of Information requests are received, the Council is covered. The cost is £35 per annum. It was agreed to add this to the December Agenda.

10. Planning Applications

a. Application No. 11/01160/F Rosemary

The Clerk had received a letter from Laura Baker at Cherwell District Council to update the Parish on the progress of investigations. An independent surveyor will be employed by CDC to carry out a full survey of the site and adjacent neighbouring properties to identify discrepancies between the approved plans and what is built on site. The number of bedrooms per house is three.

The Councillors **RESOLVED** to ask the Clerk to write a further letter to Cherwell District Council asking for a full update including when the survey is likely to be carried out and when the Parish is likely to hear; and, why the new plans were not submitted to the Parish Council as the changes were not non-material or minor amendments.

- b. Application no: 12/01285/F, Mr & Mrs Herring, Installation of vehicle wash facility – re-submission of 12/00382/F was considered at a meeting on 1 October.**

The Councillors noted the Refusal of Permission for Development Notice of Decision.

- c. Application No: 12/01487/F, Mr C Pettman, replace existing conservatory with a PVCU Conservatory to rear.**

The Councillors raised no objections.

11. Correspondence Received

The Clerk notified the Councillors of a number of items of correspondence.

- a. Clerks and Councils Direct
- b. NALC Briefing on setting Precept (circulated by email)
- c. Parishes Liaison Meeting – 28 November. Drop in surgeries from 5.45 – 7.10, then meeting starts at 7.15.
- d. Email from Mr Herring re Impact Acoustics Report.
- e. Silver training – computer training for over-50s.
- f. Letter from Cynth Napper regarding presenting a talk on the NERC Act 2006. The Councillors asked the Clerk to arrange for Mrs Napper to come to the January meeting.
- g. Oxfordshire Community Woodfuel Programme
- h. Penny Wood – Fringford Welcome Booklet for revision prior to publishing.
- i. Better Broadband for Oxfordshire: nominate a champion (circulated by email). The Councillors were grateful for Mr Simon Biltcliffe’s offer of becoming Fringford’s ‘Broadband champion’.
- j. OALC Members’ Update (circulated by email).

12. Reports from meetings

- a. Parish Resilience Meeting – 25 October.** The Clerk was unable to attend this meeting.

13. Any Other Business

- a. The Councillors discussed the possibility of a finger post indicating Rectory Lane and Main Street. John Fargin and Roger Williams will review the suggestion on their walk around the village.
- b. The Clerk will ensure that her email address is on the next Newsletter
- c. The Clerk gave a copy of a map of the village with the newsletter distribution details on for the Councillors to annotate. The Clerk will collate the details.

14. Date of next meeting

- a. Monday 17 December 2012 at 7.45pm**

The meeting closed at 8.50pm

Signed Dated