

**Minutes of the Meeting of Fringford Parish Council, held on  
Monday 20 October 2014, in the Chinnery Room of Fringford Village Hall at 7.45pm**

**Present:** Mick Cowland, Jan Macijewski, David McCullagh (Chairman of meeting),  
John Reader, Adrian Thwaites  
**In attendance:** Eight members of the public, PCSO Chris Kidd and PC Shaun Sullivan,  
Jane Olds (Parish Clerk)  
**Apologies:** John Fargin (Chairman)  
**Absent:** Les Harris

**1. Apologies**

The Councillors **RESOLVED** to accept John Fargin's apologies.

**2. Declarations of Interest**

Jan Macijewski declared an interest in Item 14d regarding the Planning Appeal and agreed that he would not participate in the discussion if there was one.

**3. Public Participation**

Eight members of the public observed the meeting; two of whom made presentations to the Council regarding their planning applications.

Regarding 14/01530/F, Puratos, the applicant gave a presentation of the nature of the business (an innovation centre specialising in the production of bread, patisserie and chocolate products) and explained why the expansion plans were needed.

Regarding 14/01580/F, The Old Rectory, the owner informed the meeting that the property was in great need of modernisation which is what had been applied for.

**4. To welcome PCSO Christopher Kidd and hear about the Speedwatch Initiative**

PCSO Christopher Kidd and PC Shaun Sullivan attended the meeting to make a presentation about the Speedwatch initiative.

The Speedwatch initiative is a traffic monitoring scheme co-ordinated by the police and local highway authorities and is run by volunteers in the community. Locations for monitoring speed are selected from sites suggested by the community, based on where there is most local concern about speeding traffic, and are assessed by the police for their suitability before the project starts.

The small Rural Policing team is responsible for 38 villages and is, therefore, unable to have a wide police presence. However the Speedwatch initiative is a way of gaining a middle ground and getting communities to help themselves.

The Parish would need to purchase (at a cost of approximately £100) or borrow an infra-red speed gun (Bucknell or Ardley may be able to help) and obtain some high visibility vests. Volunteers are given a log sheet to note the offending vehicles, which is then passed to the police for entry onto the Speedwatch Database. These vehicles receive a warning letter and if they are entered onto the database on three occasions an officer from the Roads Policing Department visit the owner of the vehicle.

There is advice on the best and safest methods of working; the Parish Council must have a minimum of £5m Public Liability Cover, and a risk assessment must be completed before every session. It was suggested that the school could be invited to have a competition to design a Speedwatch sign to be displayed around the village warning drivers.

It is hoped to be able to commence the initiative during the last week in November or the first week in December.

A number of the members of the public who attended the meeting were interested in volunteering with the scheme. The Clerk would put an article in the Village Voice to ask for further volunteers.

The Councillors **RESOLVED** to agree to take on the initiative.

**5. To suspend Standing Order 1m regarding photographing, broadcasting or transmitting of Parish Council Proceedings**

Following the amendment of the Public Bodies (Admission to Meetings) Act 1960 and the introduction of the Local Audit and Accountability Act 2014, section 40, it is now possible for people attending Parish Council meetings to film, photograph or make audio recordings of meetings and to report or comment on the proceedings in writing during or after a meeting.

In order to comply with the new legislation, the Councillors **RESOLVED** to suspend Standing Order 1m – “Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council’s consent”.

**6. Minutes of the Meeting held on 15 September 2014**

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

**7. Matters Arising from the Minutes**

**a. Financial Regulations**

The regulations have been finalised, published and issued to all Councillors in electronic or paper format.

**b. Letter from Mr Bryan Seamour**

The Clerk had written to CDC Chief Executive, Sue Smith, but had not received a response.

**c. Crosslands Work**

Tree Solutions have scheduled the work for 11 November and asked that the sapling which needed attention be marked.

**d. Emergency Planning Survey**

The Clerk has returned the completed survey to OCC.

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

There were no reports.

**9. Finance**

**a. To receive the financial report**

The Accounts stand at:

Co-op Current Account	£4,198.01
Co-op Savings Account	£20,841.09

There is one outstanding cheque totalling £100.

The transfer of £2,000 from the Savings Account to the Current Account has cleared.

The Precept and CTRS Grant totalling £5,245 has been received together with further donations for the War Memorial totalling £185 and donations for the Village Voice / Community Led Plan totalling £150. The Current Account has received £1.40 for a Freedom of Information request and £0.07 in interest. The Savings Account has received £8.32 in interest.

**b. To consider invoices for payment**

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

Payment to	Budget	Cheque Number	Amount
Green Scythe Invoice no: 4832 for August mowing	Grass Cutting	400060	£131.40
Green Scythe Invoice no: 4933 for September mowing	Grass Cutting	400060	£131.40
Cherwell District Council for dog bin emptying	Dog bin emptying	400061	£348.70
Jane Olds for Clerking Duties (1 July – 30 September)	Clerk’s Salary	400062	£323.64

**c. To consider paying the Clerk by regular Standing Order**

The Councillors **RESOLVED** to pay the Clerk the monthly amount as agreed in the Confidential Minutes 7.c of 17 February 2014 by regular Standing Order on the first of the month.

Expenses would continue to be paid by cheque on an ad hoc basis.

**10. Remembrance Day**

**a. To consider requesting a poppy wreath for Remembrance Day specifically from the Parish Council for a Councillor to lay**

The Councillors **RESOLVED** to agree to the Parish Council having its own wreath to lay on the War Memorial at the Remembrance Service.

**b. To consider which Parish Councillor will represent the Council at the annual service**

The Councillors **RESOLVED** that John Fargin would represent the Parish at the annual Service of Remembrance.

## 11. Parish Matters

### a. Road across the Green

The topsoil has been put down and the grass seed has been sown; notices have been posted along the verge to deter vehicles from parking. The Clerk has written to school and playgroup to keep them updated.

### b. War Memorial

A further £185 has been received into the restoration fund. The Clerk has now received confirmation that the Faculty has been granted and will place the order with the contractors – Underwood and Weston - as soon as possible.

### c. Village Pump

The Clerk has received the specifications and has started to send letters to contractors. She would be grateful for the details of two further contractors.

### d. Bonfire Night

The Chairman of the Village Hall Committee and the Parish Council had jointly received a letter regarding safety at the event.

The Chairman reported that the Village Hall Committee had reviewed their Organising Procedure and had made changes including moving the firework launch site further away from the public viewing area which will mean that Crow Lane will be closed for the 15 minutes of the display, but should reduce the amount of stray debris potentially landing near the public. The bonfire will also be restricted in size and height with fewer pallets used and it will be lit on the upwind side using the minimum amount of accelerant which should reduce the sudden combustion which can produce the hot embers in the air.

The Councillors **RESOLVED** to agree with the Village Hall Committee's Procedure.

### e. Rubbish by Farriers Close

There had been complaints about rubbish which had been left on the corner of Farriers Close. The Clerk informed the meeting that villagers were able to report this to Cherwell District Council as fly tipping (01295 227007). Villagers can either let the Clerk know or can report the item themselves.

## 12. Community Led Plans

No report had been received.

## 13. Village Hall Extension

No report had been received.

## 14. Planning Applications

The Councillors **RESOLVED** to discuss the planning applications at the beginning of the meeting.

### a. To consider recent Applications

- i. 14/01530/F , Mr Christophe Surdiacourt, for Single storey extension with glazed link at Puratos Innovation Centre, Fringford Mill

Following the presentation by the owner, the Councillors considered the application and had no comments or objections to the plans.

- ii. 14/01580/F, Mr and Mrs Richard Bowden, for Refurbishment and improvements including new windows and doors, re-roofing with slates, replacement fascias and soffits, reunification of the Old Rectory and the Old Rectory Cottage into one dwelling (namely The Old Rectory). Garage conversion, re-pointing, reduce height of one chimney, addition of entrance surround on south elevation at The Old Rectory, Rectory Lane  
The owner made himself available for questions. The Councillors considered the application and had no comments or objections to the plans.

**b. To note notices of Decision**

No notices of Decision had been received

**c. To consider a Planning Appeal reference 14/00918/F Planning Inspectorate Appeal Reference App/C3105/a/14/2225344**

The Councillors (excluding Jan Maciejewski) **RESOLVED** that no further consideration or comment needed to be made about the appeal. Cherwell District Council had received the Parish Council's comments during the original planning process and no additional information could be supplied to the Planning Inspector.

**15. Correspondence Received**

The Councillors noted the correspondence received and discussed where necessary.

- a. **CDC re Cherwell Boundary Review** – informing the Council that the timetable has been amended because the Commission needs to give consideration to related alterations arising from the Community Governance Review that was concluded in 2013.
- b. **CDC** – re Dementia and Alzheimer's Awareness Session event on Thursday 9 October. Circulated by email including to the CLP
- c. **OALC** – September Members' update (circulated by email)
- d. **OCC** – re entry to Primary School poster
- e. **OCC** – consultation on mobile library service (circulated by email including to the Village Voice and Shelswell News editors)
- f. **OALC** – re 'Being a Good Employer' training on 12 November
- g. **CDC** – Parishes Liaison Meeting on 12 November. John Fargin had agreed to attend.
- h. **OCC** – re CDC's intention to terminate the agency agreement with OCC for the maintenance of highway verges with effect from 1 January 2015.
- i. **Andrew Deptford** –re the sale of defibrillators
- j. **Candleford Canter Ladies Only 10K organisers** – requesting whether any further car parking was available in the village other than the Cricket Club or the field next door to Hall Farm. No other suggestions were made.
- k. **Southern Electric Power Distribution** – The Customer and Community Advisor is working on emergency planning and wanting to update their Priority Service Register. In the event of a lengthy power cut, they would like to know the best place to install a Communication Point giving a central, continually updated point of contact and where to park a Welfare Van, if needed. The Clerk suggested the Village Hall car park and this was agreed as the most suitable place. Southern Electric also suggests that vulnerable people may like to register with the company in order that they receive priority and necessary assistance at the time of an emergency.

## **16. Reports from meetings**

### **a. OALC Openness Briefing – 2 October**

The Clerk attended an OALC briefing about the amendment of the Public Bodies (Admission to Meetings) Act 1969 which is part of the Government's requirement for open and accessible democracy under the Local Audit and Accountability Act 2014, section 40.

The Clerk reported that it is now possible for anyone attending a meeting to record the proceedings, either verbally visually or with text (tweeting etc) while the meeting is in progress. However, if cameras are used, they should be only focussed on the Councillors attending the meeting, not the members of the public who should be in the 'public gallery' and under the Data Protection Act, have a right to remain anonymous.

OALC has supplied a draft text for a Notice to be read at the start of all PC meetings, but it will be possible to amend this or use an alternative.

There is no requirement for the public to give notice that they wish to record and there is no legal requirement for the PC to record the meeting, however it is an issue for consideration in due course.

An additional obligation under the Act is that all financial delegated decisions (financial decisions made by the Clerk) over a certain figure should be recorded and published. Whilst the Clerk tries to ensure that the Council take all financial decisions at meetings, a realistic figure will still need to be set.

The Clerk gave the meeting a list of things which will need to be completed over the next few months which includes the revision of the Standing Orders, the financial threshold for delegated decisions, whether to record meetings (either visually or sound) specifically for this purpose (not for minuting purposes) and how long to keep the recordings.

## **16. Any Other Business**

### **a. Water supply**

The Clerk informed the meeting that she had investigated why the water company did not provide bottled water when the supply was lost earlier in the month. She was informed that Thames Water has an agreement that if disruption is for more than eight hours then water is provided under their Customer Guarantee Scheme. However, because the loss of supply had not been reported until the morning, the eight hour agreement did not apply in this instance.

### **b. Bonfire and the Green**

Green Scythe had requested to ask the organisers to check for nails in the grass afterwards as they had found it difficult to put the mower over the bonfire area in the spring as these nails were in danger of causing punctures to the mower tyres.

### **c. Christmas Tree**

The Clerk confirmed with the meeting that, as last year, no Christmas Tree would be ordered this year. Once the Village Hall work had been completed and a safe electricity supply installed to run the lights it was hoped that a tree would once again be erected.

**d. Cherwell Local Plan**

Jan Macijewski has taken the opportunity to look at the Cherwell Local Plan and reported that he believed that there was nothing in it which would affect the village specifically.

**17. Date of next meeting**

The Councillors **RESOLVED** to agree the date of Monday 17 November 2014 at 7.45pm.

The meeting closed at 8.55pm

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