

**Minutes of the Meeting of Fringford Parish Council, held on
Monday 28 April 2014, in the Chinnery Room of Fringford Village Hall at 7.45pm**

Present: Mick Cowland, John Fargin (Chairman), Les Harris, John Reader,
Adrian Thwaites, Roger Williams
In attendance: Kevin Tobin (until 8pm), Jane Olds (Parish Clerk)
Apologies: David McCullagh

1. Apologies

The Councillors accepted David McCullagh's apologies.

2. Declarations of Interests

There were no declarations of interest.

3. Public Participation

Kevin Tobin attended to discuss the War Memorial and then left.

4. Minutes of the Meeting held on 17 March 2014

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

5. Matters Arising from the Minutes

a. Elections

The Clerk had received the Notice of Uncontested Election for Mick Cowland, John Fargin, Les Harris, David McCullagh, John Reader and Adrian Thwaites. There is one place available for co-option and the Clerk will receive a notice for this after 22 May. The Councillors agreed to think about suggested names to bring forward after 22 May.

b. New Financial Regulations

The Clerk had not had the opportunity to look at this further.

c. Village Pump

The Councillors **RESOLVED** to ask the builder contracted to the village hall project to look at the pump construction. The Clerk has also asked the Thatcher for further recommendations in order that grants can be applied for.

d. Salt storage

The Clerk had spoken to Richard Wise and he is happy to continue to store the salt. He also suggested that if the free tonne was offered by OCC in the autumn to take it as he will be happy to store this too. The Clerk had thanked Mr Wise for his help.

6. Report from District and County Councillors

No Councillors attended the meeting. However Cllr Catherine Fulljames asked the Clerk to pass on her concerns about the state of the A4421 outside White Cottage following the destruction of the cottage's porch by a car in the wet winter weather and asked the Parish Council for their support. The Councillors **RESOLVED** to agree to helping Cllr Fulljames and the residents where possible including ensuring that the road levels and surface were not contributing to the possibility of further accidents.

7. Finance

a. To receive the financial report for the year end

As at 31 March 2014 , the accounts stood at:

Barclays Community Account	£36.87
Business Saver Account	£0.00
Co-op Current Account	£2,338.01
Co-op Savings Account	£13,934.14

There were five unpresented cheques totalling £942.74

The Barclays accounts had been closed before the cheque had cleared. However, the Clerk has now received a cheque from Barclays and has paid it into the Co-op account.

b. To receive the monthly financial report

The Accounts stand at:

Barclays Community Account	£36.87
Business Saver Account	Closed
Co-op Current Account	£2,145.56
Co-op Savings Account	£19,802.72

There is one unpresented cheque totalling £555.14

The Current Account has received £0.29 in interest and the grant of £750 from ORCC for the Community Led Plan, which has been added into the budget.

The Savings Account has received £6.55 in interest and the Precept of £5,862.09.

The Councillors agreed to authorise a transfer of £4,000 to cover the next tranche of expenditure.

c. To receive the Statement of Accounts

The Councillors **RESOLVED** to agree to receive the Statement of Accounts for 2013 / 14.

d. To update the Asset Register

The Clerk presented the Asset Register to the meeting. The Councillors **RESOLVED** to agree to the inclusion of the general noticeboard, a litter bin, four dog bins and the new noticeboard to bring the total to £14,713.20 but recognised that a full review would need to be undertaken shortly.

e. To complete the External Audit Annual Governance Statement

The Councillors **RESOLVED** to agree to the Accounting Statements and answered all the questions and statements regarding the Annual Governance Statement; John Fargin signed the form.

f. To consider invoices for payment

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

Payment to	Budget	Cheque Number	Amount
Zurich Municipal annual renewal	Insurance	400040	£394.51
Zurich Municipal for village fayre	CLP	400041	£53.00
Banks Design - Architects	Village Hall Extension	400042	£2,820.00

8. Parish Matters

a. Grass Cutting

The Clerk had received a quotation from the current contractors for the cutting of the grass on the village greens and surrounding verges, the verges round the entrance to St Michael's Close, to spray the base of the playground equipment and to collect and dispose of the leaves from the Chestnut trees. The quotation was provided with a one or three-year option. The three-year option guaranteed an increase of no more than 2% year on year for 2015 and 2016.

The Clerk suggested that a full review be made of the grass cutting but the Councillors **RESOLVED** to accept Green Scythe's quotation with the three year option. The Clerk would write to accept the quotation.

b. Road across the Green

The Clerk and John Fargin met with Richard Wise who had been appointed to do the work on the Green.

He had considered the work further and had concluded that it was not necessary to remove any of the soil, but just to add to it and to seed it with grass seed. This would be a less costly option. He also agreed to make good the holes by the Grasscrete.

The work would be undertaken in term time. The Clerk would organise a time as soon as possible.

The Clerk had seen a number of other contractors about the parking arrangements, but they had recommended that parking was not installed on the road across the Green as it was likely to exacerbate the situation not solve it; for, once parking is installed, human nature is to want more.

c. War Memorial

Mr Tobin reported that he had had a stand at the Village Fayre, but sadly there was not much interest. He had raised £34 for the project which the Clerk would bank. Martin Greenwood was going to arrange a walking tour of the village and all proceeds from that would go to the project.

The Clerk reported that the PCC has met and has agreed that the Church Restoration fund will match the £500 the Parish Council has allocated to the project. The Clerk will work with the churchwardens on the Faculty Application.

The Councillors **RESOLVED** that Mr Tobin continue with the grant application to the War Memorials Trust. He will be visiting the Oxfordshire Records Office to obtain newspaper reports.

John Fargin also mentioned the Heritage Lottery Fund 'First World War: Then and Now' project. This fund is available for First World War projects and would be worth applying to for the History Wing of the Village Hall and linking it to the War Memorial. The Councillors **RESOLVED** to agree to John Fargin applying to the Heritage Lottery Fund and Mr Tobin would assist with the application.

d. The Odd Fellows Banner

The Clerk had made some investigations about the Banner. As far as the current Chairman of the Village Hall Committee was aware, the Village Hall Committee had not given permission to any individual to dispose of the banner during her chairmanship.

The Clerk had contacted the Oxfordshire Record Office and the Museum Resource Centre (part of OCC) and the textile expert had confirmed that they were unable to accommodate any more banners, due to space constraints, unless it was of considerable local merit. This banner was made commercially in London and is still quite common.

The textile expert recommended storing it carefully in its box in a dry, cool place; (there are instructions on how to wrap it on the People's History website) and putting it back in the village hall store cupboard once the renovation work is completed. The Councillors **RESOLVED** to agree to this proposal.

e. Request to park on the Green

The Clerk had received a parking request from the Church for car parking for the Beer Festival on 5 July. The Clerk assured the Councillors that the booking form already makes the applicant aware that they must make good any damage to the Green following use. The Councillors **RESOLVED** to agree to this request.

9. Community Led Plans

The Village Fayre was a great success and despite the weather forecast, was not a washout.

The Parish Council contribution of the 'human fruit machine' was very well received and raised £13.50.

John Fargin asked that if anyone had any comments / suggestions for improvements about the fayre to let him know directly and he will pass them on.

The next edition of the Village Voice will be published in the next two to three weeks. The Councillors **RESOLVED** that Parish Council section would include a thanks to all those who worked so hard to produce the Fayre and further information on the repair of the village Green verges.

The Group is intending to consult further with the village groups including the youth group and the Darby and Joan Group. Once the consultation has been completed they will develop a survey and produce a report. However, once this report has been completed, the Parish Council will need to decide how to maintain the momentum.

10. Village Hall Extension

The planning application has been approved.

The building work is out to tender for quotations at present and the funding applications are being completed.

The Clerk, Helen Fargin and Christina McCullagh met with Lynne Newin the Village Hall representative of ORCC and Jan Gosset from OALC to discuss the financing of the project which has helped clarify the VAT position. Provided the funding applications are made in the name of the Parish Council, the Parish Council is able to receive the money, pay the bills made out to the Parish Council and re-claim the VAT. Any applications made in the name of the Village Hall Committee would need to be paid by the Village Hall Committee and the VAT would be unclaimable.

The Councillors **RESOLVED** to:

- i. agree to the re-building of the extension to the Village Hall;
- ii. agree to a Parish Councillor (currently agreed as Mick Cowland) being on the project team;
- iii. agree to raising funds to assist with the project related fees and costs;
- iv. agree to applying for grants, where appropriate, in the name of the Parish Council; and
- v. agree to John Fargin joining the team to assist with the funding applications.

11. Planning Applications

a. To consider recent Applications

No applications have been received.

b. To note notices of Decision

14/00171/F – Fringford Parish Council for Fringford Village Hall; permission granted.

c. To discuss CDC's report on the internal investigation of their handling of the Rosemary development

Following the receipt of the report of CDC's internal investigation of the handling of the Rosemary development the Parish Councillors had a lengthy discussion. A number of Councillors felt that the matter should be taken to the Ombudsman, but no formal decision was taken at the meeting.

The Councillors **RESOLVED** to write two letters to CDC. The first requesting information on the progress of obtaining Counsel's opinion regarding the Second Bite Enforcement Order in order that the momentum is not lost and the second regarding declining a meeting suggested by CDC's Chief Executive Sue Smith.

12. Correspondence Received

The Councillors noted the correspondence received and discussed where necessary.

- a. **NALC Consultation on a draft transparency code for parish councils with a turnover not exceeding £25,000.** The Clerk had circulated the draft code and raised some issues including the need for a Parish Council website if it were required that all documentation be available electronically. However, this is unlikely to come into force until at least 2016/17.

- b. **CDC**– recognition of local heritage assets. The Clerk agreed to attend the evening workshop on 30 April at 6.30pm to learn how to undertake an assessment.
- c. **Broadband** – a villager informed the Clerk that the Stratton Audley Exchange is in the Oxfordshire plan and that planning and survey work is currently underway.
- d. **Communication from a villager** – re discharge from tankers on A4421. The Clerk reported the discharge but unfortunately, because it was not possible to identify the company or the registration plate, CDC was unable to investigate further.
- e. **Rural Services Network** – invitation to join a Rural Sounding Board.
- f. **Communication from a villager** – re Bicester Sweepers Activity.
- g. **Oxford Canal Heritage Day** – concert at the Old Fire Station in Oxford on 3 May
- h. **ORCC** – Policy bulletin
- i. **Letter from Villagers regarding parking** – the Clerk had received a letter about the car parking on the Stratton Audley Road during school drop off and collection. The parking is sometimes inconsiderate with parents parking too close to the junction and drive exits. The Councillors **RESOLVED** to ask the Clerk to acknowledge the letter and to contact the police for help in keeping the junction and drives clear and to ask the school and playgroup for their assistance in reminding parents to be courteous.

One of the Councillors agreed to visit the villager to discuss the issue.

13. Reports from meetings

No meetings were attended other than the meeting with ORCC mentioned above.

14. Any Other Business

a. Risk Assessment

The Clerk had become aware that the Parish did not have a risk assessment in place. The Clerk had drafted one for circulation to be discussed at the May meeting.

b. Hedge trimming of the roadside fields

Roger Williams reminded the Clerk that the Parish usually writes to the local farmers to thank them for the work they do in keeping the hedges and verges tidy.

c. Playground

The Clerk reminded the Councillors that the playground bark needed adding to. She agreed to investigate prices and bring them to the May meeting for discussion.

15. Date of next meeting

The Councillors **RESOLVED** to agree the date of Monday 19 May 2014 at 7.45pm.

The meeting closed at 9.30pm

Signed Dated