

**Minutes of the Parish Council Meeting of Fringford Parish Council, held on Monday 17 December 2012, in the Chinnery Room of Fringford Village Hall**

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

**Welcome**

David McCullagh welcomed everyone to the meeting.

**1. Apologies**

Adrian Thwaites' apologies were accepted.

**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 19 November 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 invoice has been received, the cheque signed and posted.
- b. **Road across the Green.** Highways have confirmed that the Parish Council is able to undertake the repair work to the verge. The Clerk will obtain quotations for running repairs and report to the next meeting.
- c. **Bull Field Stile.** The Clerk has heard from OCC Footpaths and they will contact the lessee of the field.
- d. **Tree work in Crosslands.** This took place on 29 November. Following the request from the last meeting to include the tidying up of the lower growing shrubs, the cost was an additional £140 which the Councillors **RESOLVED** to agree. It was noted that two trees had been left and the Clerk was asked to ensure that these would be trimmed.
- e. **Chestnut Trees.** The Clerk has scanned the map with the positioning of the trees and emailed it to the Councillors. However, the Councillors requested that the Clerk look into asking for quotations for doing the work as it was a burden on the Councillors.
- f. **Village Christmas Tree.** The Clerk has ordered the tree and it has been delivered. The solar lights are the responsibility of the Village Hall Committee, not the Parish Council.
- g. **War Memorial Progress.** The Chairman informed the meeting that there was no progress at present but that there were a number of contractors who will be contacted.
- h. **Hedge trimming of roadside fields.** The Clerk has written to the farmers who have done such a good job of keeping the hedges tidy.

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

There was no report from either the District or County Councillor

**7. Standing Orders and Financial Regulations**

The Councillors discussed the Standing Orders and Financial Regulations for the Council and **RESOLVED** to approve and adopt them.

**8. To Register with the Information Commissioner**

- a. The Councillors **RESOLVED** to approve the registration with the Information Commissioner. The Clerk will return the form with the cheque.
- b. The Clerk submitted a Freedom of Information Scheme policy for discussion. The Councillors **RESOVLED** to accept the policy; the Clerk will ask for it to be put on the Parish Council section of the village website.

**9. Complaints Procedure**

The Councillors **RESOLVED** to approve and adopt the Parish Complaints procedure. The Clerk will ask for it to be put up on the Parish Council section of the village website.

**10. To form a Staffing Committee**

The Clerk presented the Councillors with terms of reference for a Staffing Committee. The Councillors **RESOLVED** to accept the terms of reference with the membership comprising the Chairman, Vice Chairman and one other Councillor.

**11. Finance**

**a. To Receive the Financial Report**

The current balances, as of 31 November 2012 are

Community Account	£3,975.82
Unpresented Cheques	£3,530.45
Income received into Community Account (from insurance claim from Village Hall)	£826.45
Business Saver Account	£15,153.06
Income received into Business Saver Account (from VAT reclaim)	£544.91

**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: 2907)	100624	£124.22
Tree Solutions (Invoice no: 1743) Crosslands work	100625	£720.00
The Information Commissioner	100626	£35.00

**c. To discuss banking arrangements**

Following the posting of the updated Mandate to Barclays, the Clerk had received a letter from the bank informing the Council that their records were not up-to-date and that they needed further identification from all signatories. The Councillors **RESOLVED** to ask Les Harris to go into the Branch to find out what the problem was and if no satisfactory answer were given, for the Clerk to look into banking with the Co-op as an alternative.

**d. To discuss the 2013/14 Budget**

The Clerk presented the Councillors with a budget sheet for them to discuss further at the January meeting.

**12. Parish Matters**

**a. To discuss the Review of Rights of Way**

The Councillors discussed the document which they believed was well written and asked John Fargin to respond.

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

Tree Solutions has quoted £400 to cut back and trim the overhanging Leylandii from the north end of Ghost Alley and will remove all the debris. The Councillors **RESOLVED** to accept the quotation.

**c. To discuss Cherwell District Council’s Community Governance Review**

The Councillors had read the document but had no opinions. The Clerk will respond to CDC accordingly.

**13. Planning Applications**

**a. Application No. 11/01160/F Rosemary**

The Clerk had written to CDC and received a reply which the Councillors felt was still unsatisfactory.

The Councillors **RESOLVED** to ask the Clerk to prepare a summary of all correspondence, including dates, and also requesting the outcome of the QC’s response to be sent to Cherwell’s Chief Executive and Development Control Team Leader.

**14. Correspondence Received**

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

- a. Letter from Peter Meecham regarding the maintenance of the Church Clock.
- b. Review of Rights of Way (circulated by email).
- c. Community Governance Review (circulated by email).
- d. Letter from Lendrums Amusements requesting the use of the Green for the annual fair between 28 July and 4 August. The Councillors **RESOLVED** to agree. The Clerk will write to confirm and will let Green Scythe know nearer the time.

**15. Reports from meetings**

There were no meetings to report.

**16. Any Other Business**

- a. **Bonfire Night.** The Baroness had requested that the Village Hall Committee let her know formally when they will be holding the event and to assure her that the correct insurance cover is in place.

**17. Date of next meeting**

Monday 21 January 2013 at 7.45pm followed by a talk from Cynth Napper of Oxfordshire Nature Conservation Forum regarding the Natural Environment Research Council Act.

The meeting closed at 8.45pm

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