

**Minutes of the Meeting of Fringford Parish Council, held on
Monday 21 March 2016, in the Chinnery Room of Fringford Village Hall at 7.45pm**

Present: Mick Cowland, John Fargin (Chairman), Les Harris, Jan Maciejewski,
David McCullagh, John Reader, Adrian Thwaites
In attendance: 6 members of the Village Plan group (left 8.35pm), Jane Olds (Parish Clerk)
Apologies: No apologies

1. Apologies

There were no Councillor apologies.

2. Declarations of Interest

Les Harris raised a pecuniary interest regarding Agenda Item 14.a.i and agreed not to take part in the discussion.

3. Public Participation

The Councillors **RESOLVED** to agree to bring agenda item 8 to the beginning of the meeting in order that the members of the Village Plan Group could participate in the discussion about the Community Led Plan.

The members of the Fringford Village Plan attended the Meeting. The Chairman of the Village Plan Group (Tim Mustill) presented elements of the plan to the meeting that had a particular relevance to the Parish Council. A successful transition meeting had been held and all the sub groups had been formed with team leaders. These groups had been publicised in the Village Voice.

A number of issues were raised which will be the responsibility of the working groups to explore. Other elements of the report findings would fall to the Parish Council to progress when budgets allow.

The Councillors agreed that the Plan was a comprehensive document and congratulated the team on the Plan Report's content and professionalism.

The Chairman of the Parish Council thanked the group members for their work and contribution to the village. The Chairman of the group thanked John Fargin for all his work with the Village Plan.

A further discussion took place regarding a grant CDC is offering to organisations within Cherwell who will be celebrating the Queen's 90th Birthday. It was proposed that the Social group, which is organising the Spring Fayre, will co-ordinate all the groups and will come back to the Parish Council with a proposal. The deadline is 27 May.

The Clerk would send copies of the Plan Report to the District and County Councillors and to the local MP.

All members of the Village Plan Group left the meeting at 8.35pm.

4. Minutes of the Parish Council Meeting held on 15 February and the Planning Meeting on 7 March

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

5. Update on progress from the Minutes

a. Risk Assessment

The Clerk had published the revised policy on the website.

b. Internal Financial Control

David McCullagh had devised a checklist and had arranged to look at the accounts on Thursday 24 March.

c. War Memorial

The Clerk reported that she had received a telephone call from the contractors explaining that the lettering work would not be able to be completed until at least the middle of April. The Councillors asked if alternative contractors could be found; the Clerk would investigate.

d. Meeting Dates

The Clerk had notified the Village Hall Caretaker of the dates and published them on the website and noticeboard.

6. Report from District and County Councillors

No Councillors attended the meeting. Cllr Wood sent his apologies.

7. Finance

a. To receive the monthly financial report

As at 15 March the Accounts stood at:

Co-op Current Account	£4,521.43
Co-op Savings Account	£8,791.95

The Current Account had received a total of £45.00 in donations to the *Village Voice*.

There were no outstanding cheques.

The Standing Order of £110.25 to pay the Clerk for the period of 1 to 29 February cleared on 1 March.

The Clerk had made a VAT reclaim of £1,185.04 to cover 1 January – 29 February on 16 March.

The Clerk had reviewed the budget for the year and provided the Councillors with the monthly spreadsheet.

The Councillors **RESOLVED** to agree the following accounts which have gone slightly over budget:

Mileage expenses – 98p

Dog bin emptying – £30.48 due to the price increase last spring
 Grass cutting - £40.28 as a result of an additional cut because of the exceptional growing season last year
 Trees / Landscaping - £185.00 due to the additional work in Crosslands.

The Councillors **RESOLVED** to agree to transfer the remainder of the War Memorial Budget of £2,692 to next year’s budget to complete the War Memorial Project.

The Councillors **RESOLVED** to agree to the transfer of the CLP Budget of £498.99 to next year to cover further eventualities.

b. To receive the Internal Audit Report – for information

The Councillors **RESOLVED** to accept the report and were pleased to note that no further actions were currently required.

c. 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
400113	Community First Oxfordshire for Annual Subscription	Subscriptions	£55.00
400114	Oxfordshire Association of Local Councils for Annual Subscription	Subscriptions	£133.07
400115	Cherwell District Council for Dog Bin Emptying (invoice no 10030762)	Dog Bin Emptying	£192.19
400116	Society of Local Council Clerks for Annual Subscription (shared with Caversfield PC)	Subscriptions	£39.29
400117	Tree Solutions for Shrubbery works at Crosslands	Trees/Landscaping	£390.00
400118	JMC Olds for Clerk’s Expenses – Admin costs (Printing £81.62, Stationery £6.80, Postage £19.72, Telephone £0.87)	Admin Costs	£109.01
400118	JMC Olds for Laminating Costs for War Memorial presentation	War Memorial	£12.00
400118	JMC Olds for Mileage Expenses	Mileage Expenses	£61.20

8. Community Led Plan – to receive the full Report and discuss further actions

The Councillors had **RESOLVED** to discuss the full report at the beginning of the meeting.

9. Parish Matters – to discuss where necessary

a. Web Committee – to consider the names of villagers who would be prepared to serve on the village Web Site Committee as agreed in the Web Policy

Two names had been proposed. They would be asked if they would like to join the Committee.

- b. Village Interest Groups** – to consider how to accommodate the needs of the new Village Interest Groups including funding and meeting accommodation
Following a discussion, the Councillors **RESOLVED** to agree that Village Interest Groups who are meeting for the good of the village should be able to do so at the Village Hall when no other paying groups are using it and that no charge should be made.

10. Policies – to conduct the annual review of the following policies:

a. Freedom of Information Policy

The FOI Policy was last reviewed in December 2012 so the Clerk had updated it from the latest information on the ICO website and amended the Publication Scheme as most information mentioned in the policy is now available on the Parish Council section of the village website.

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

b. Complaints Policy and Procedure

The Councillors reviewed the Complaints Policy and Procedure (originally agreed in December 2012) and **RESOLVED** to agree it.

11. Bias in Decision Making – to receive and note the document ‘Bias in Decision Making’ from CDC

The Councillors received and noted the document.

12. Parish Remuneration Panel – to receive the report from CDC’s Parish Remuneration Panel
The Councillors received the report from CDC’s Parish Remuneration Panel, but wished it to be noted that the Council members have all agreed not to claim any of the allowances apart from mileage to meetings where necessary. The Clerk would put a note to this effect on the noticeboard copy.

13. OCC Emergency Planning Survey – to consider the survey and respond

The Clerk had received the survey and would complete and return it using the information previously given.

14. 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. 16/00307/F, Mr John Harris, The Paddock OX27 8DU, for ‘Extension to existing two-storey detached dwelling. Proposed extension to comprise of 3 No new dormer windows to rear elevation, 1 No new dormer window to front elevation, reconstructed oak framed front porch and re-covering of roof tiles. Interior works to include extension of first floor bathroom for inclusion of a shower instalment’.

Cllr Harris did not take part in the discussion. The Councillors had discussed the application with the neighbours and agreed that there were no comments or objections to the plans.

- ii. 16/00470/F – Mr A Measday and V Hope, Bakery Cottage, Main Street, OX27 8DP for ‘erection of two storey rear extension’ had just been received by the Clerk. The Councillors **RESOLVED** to agree to hold an additional planning meeting on Monday 4 April to discuss the plans.

b. To note Notices of Decision

- i. 15/02349/F, Mr Robert Herring, Land rear of utility building Glebe Court, Fringford, Erection of a Warden's Dwelling: Application Refused
- ii. From the Planning Inspector:
Mr and Mrs Ward, Rosemary (Plot 1), Main Street, OX27 8DP
Appeal A Ref: APP/C3105/W/15/3133909: Dismissed
Appeal B Ref: APP/C3105/W/15/3133917: Dismissed
Appeal C Ref: APP/C3105/W/15/3134168: Accepted
The Parish Council had received a communication from CDC confirming the above and explaining that an Enforcement Order would be issued to ensure that the works defined in application APP/C3105/W/15/3134168 would be undertaken within the six month deadline imposed by the Inspector.

c. To note the Parish Response to the Planning Policy Consultations:

- Partial Review of the Cherwell Local Plan (Part1): Oxford's unmet housing need – Issues paper
- Cherwell Local Plan 2011-2031 (Part 2): Development Management Policies and Sites – Issues Paper

The Councillors noted the response which had been returned to CDC and was considered in the Minutes of 7 March.

d. To consider the Community Infrastructure Levy Consultation

Following circulation of the consultation, the Councillors **RESOLVED** to agree that the proposed scheme would not directly impact on the Parish Council or residents and that it was designed to ensure appropriate funds were received from developers as part of planning permission agreements. As such, the Councillors agreed that no response would be made.

15. 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. **OALC** – February update (circulated by email)
- b. **Ian Hudspeth, OCC** – re letter about the proposed devolution of OCC to the District Councils and changing them to Unitary Authorities (circulated by email)
- c. **CDC** – re invitation to Bicester's Future Vision Exhibition, 10 – 12 March (circulated by email)
- d. **Bicester and Kidlington Path Wardens** – re appointment of new local co-ordinator Marion Ganthony
- e. **CDC Planning** – circulation of the summary of the Local Plan Part 2 workshop discussions (circulated by email)
- f. **CDC (Sue Marchand)** – re CDC's Queen's 90th Birthday Celebration fund
- g. **OALC** – update of S137 expenditure limit and training (circulated by email)
- h. **OCC** – re public service reorganisation in Oxfordshire
- i. **Tower Mint Ltd** – offering a deal on commemorative medals for the Queen's 90th birthday
- j. **Clerks and Councils Direct**

16. Reports from meetings

No meetings had been attended

17. 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 7 April 2016

16. Date of next meeting

The Councillors **RESOLVED** to agree the dates of Monday 4 April (for the Planning meeting) and Monday 18 April 2016 at 7.45pm in the Chinnery Room of the Village Hall.

The meeting closed at 9.15pm

Signed Dated