

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

Present: Mick Cowland, John Fargin, Les Harris, David McCullagh (Chairman),
John Reader, Adrian Thwaites
In attendance: Chris Thom (CDC) until 9pm, Jane Olds (Parish Clerk)
Apologies: Jan Maciejewski

1. Apologies

The Councillors accepted Jan Maciejewski's apologies.

2. Requests for Dispensations and Declarations of Interest

There were no requests for dispensations or declarations of interest.

3. Public Participation

No members of the public attended the meeting.

4. To welcome Chris Thom from CDC to discuss planning issues in response to the Options Paper for Oxford's Unmet Housing Need (Partial Review of Local Plan Part 1), Local Plan Part 2 and the SHLAA

Prior to the meeting, the Council had sent Mr Thom a series of questions which he had answered, however, this had raised further questions which the Councillors asked at the meeting (Appendix A).

Mr Thom acknowledged that the submission which the Parish made in August (and was available on the website) had been received and would be considered in relation to the Local Plan Part 2 which was likely to go out for further consultation with the Issues and Options Paper in the spring next year after the Local Plan Part 1 revision consultation had been completed. The team had a policy of not responding to individual submissions because of the lack of resources. The final strategy for Part 2 would take place towards the end of 2017.

The Councillors provided Mr Thom with a map of previous developments in the village and informed Mr Thom that the village had been an early starter in terms of development with a great deal of the available land within the village having already been built on in the last twenty to thirty years and they were concerned that this should be considered when planning for the future. Mr Thom assured the Councillors that the narrow roads and traffic congestion at school times would be taken into consideration.

The Councillors emphasised concerns that the village had been categorised as a 'larger, more sustainable Category A Village' in spite of its lack of services and a regular bus service. Mr Thom assured the Councillors that while the village was defined as Category A, there was a range of villages within the band and that Fringford was in the bottom sector.

Regarding the 'Call for Sites' for the Strategic Market Housing Analysis (SMHA) and Strategic Housing Land Availability Assessment (SHLAA), three sites around the village were submitted a number of years ago but were currently defined as 'rejected', although they may be re-submitted for consideration. One further site, at Fringford Cottage, was submitted in March 2016 and would be considered under the 'Call for Sites' in Local Plan Part 2. All the sites would be considered with the same criteria of sustainability and feasibility but the District would not be able to notify the Parish of any further suggested sites until the whole consultation process was

complete as they publish all the submitted sites as one element. It was confirmed that if a site were to be considered for development then the normal planning application consultation process (Parish Council and neighbours) would be followed.

The Councillors asked Mr Thom if the procedure for producing the Plan followed a standard process undertaken by all District Councils or whether Cherwell could their own decisions. In particular, concern was raised over the SHMA application for Fringford cottage, particularly with regard to the policy of not informing Parish Councils of submitted sites. Mr Thom was unable to answer this, but suggested asking Jon Westerman or Cllr Barry Wood. The Councillors agreed to write to CDC about this. It was also confirmed that the submitted sites and their status were available to the public on the CDC website.

The overall rural requirement in Local Plan Part 2 was currently quite low with the focus being on Banbury, Bicester and to some extent Kidlington and the concern for Oxford's unmet housing need should not affect Fringford which could be seen on Cherwell District Council's website.

Regarding the possible development of a Neighbourhood Plan, Mr Thom emphasised that a plan must comply with the Local Plan, must not be negative and should be used to identify sites which could be developed. The Councillors asked how a Neighbourhood Plan be developed without knowledge of CDC's specific requirements for future housing in a Parish is defined. If the Parish started a Neighbourhood Plan soon it would not have a direct impact on Local Plan Part 2, but it would still be part of the consideration in determining planning applications for the village. However, if the Parish was not keen on identifying sites, it may not be advisable to create a plan.

Mr Thom was thanked for his time. He departed at 9pm.

5. Minutes of the Parish Council Meeting held on 17 October 2016

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

6. Update on progress from the Minutes

a. CDC's Open Space, Sport and Recreation Review

The Clerk confirmed that she had passed on the information to the Shelswell Estate who had responded directly updating the inaccurate information. The Clerk had also made a response.

b. Consultation on the Government Finance Settlement 2017 to 18

The Clerk confirmed that she had responded to the consultation and included OALC.

c. Verge Cutting the Stratton Audley Road

The Clerk informed the meeting that the contractor had misread the map as he thought it looked like a single highlighted line and did not read the actual instruction properly. The contractor had apologised and as a gesture of good will he agreed that no charge would be made for that one cut.

d. Verge and Grass Cutting Quotes

The Clerk had been working on the quotes, but had discovered that the map which OCC had been using was very old (20+ years) and so had been trying to get clarification on the areas which are currently cut and together with the amount of the grant.

e. Snow Clearance

The Clerk had written to Mr Wise confirming the agreement.

7. Report from District and County Councillors

No reports had been received.

8. Department for Transport Minibus fund

a. To agree to apply for membership of the Community Transport Association at a cost of £49.00 per annum

The Councillors **RESOLVED** to agree to apply for membership of the CTA to be paid from the Community Action Fund.

b. To agree to apply for a grant from the Department for Transport, Community Transport Association for a minibus

The Councillors **RESOLVED** to agree to apply for a grant from the Department for Transport Community Transport Association for funding for a minibus.

The Clerk would send the application by 2 December.

c. To agree to apply to the Community Transport Association for a Section 19 Standard Permit at a cost of £11.00

The Councillors **RESOLVED** to agree to apply to the CTA for a Section 19 Standard Permit to be paid for from the Community Action Fund.

9. Finance

a. To receive the monthly financial report – for information

As at 9 November the Accounts stood at

Co-op Current Account	£3,005.34
Co-op Savings Account	£17,274.16

The Current Account had received a total of £76.50 in donations to the Village Voice and the VAT reclaim of £469.37.

There were no outstanding cheques.

The Standing Order of £114.00 to pay the Clerk for the period of 1 to 31 October cleared on 1 November.

b. To consider and agree the Internal Auditor’s letter of engagement

The Councillors considered the letter which the Clerk had circulated prior to the meeting and **RESOLVED** to agree it. The Chairman and Clerk signed the letter which the Clerk would post on to the Internal Auditor.

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
400146	Green Scythe (invoice number 7303) September Grass Cutting – Village Green	Grass Cutting	£273.39

Cheque no:	Payee and reason	Budget	Amount
	and St Michael's Close x 2 cuts		
400147	Green Scythe (invoice number 7303) Grass Cutting around bus stop and chestnut tree (1 cut)	Grass Cutting	£45.60
400148	Cherwell District Council (invoice number 7001125) for emptying 4 x dog bins	Dog bin emptying	£384.38
400149	Information Commissioner for Data Protection Registration renewal	Information Commissioner Fee	£35.00
400150	David McCullagh for mobile telephone and credit top-up for Fringford Friends	Fringford Friends	£35.00
400151	JMC Olds Admin expenses: July - November (printing £60.68, postage £13.93, mobile telephone £1.07)	Admin Costs	£75.68
	JMC Olds for Mileage expenses: July – November	Mileage expenses	£28.34
	Total		£104.02
400153	John Fargin for wood for signs and screws	Village upkeep	£37.06
400154	Green Scythe (invoice number 7409) for October Grass cutting x 2 cuts	Grass Cutting	£273.39
400155	CTA UK (Community Transport Association) for Membership	Community Action Fund	£49.00
400156	CTA UK (Community Transport Association) for Section 19 Standard Permit	Community Action Fund	£11.00

10. To consider further a response to the Boundary Commission's consultation on the Parliamentary Boundary changes

Cllr Wood had suggested convening a meeting of all the villages affected including Launton, Chesterton, Ambrosden and Wendlebury to discuss a way forward.

The Councillors **RESOLVED** to agree to delegate responding to the consultation to the Chairman and Clerk (with email approval) once the meeting had taken place, before the 5 December deadline.

11. To consider responses to CDC for:

- a. **CDC's consultation on Local Plan Part 1 – Partial Review for Oxford's Unmet Housing Need**
- b. **The Community Infrastructure Levy Draft Charging Schedule**
- c. **Developer Contributions Supplementary Planning Document**

The Councillors **RESOLVED** to agree to consider the response to all three consultations in more detail once they had had opportunity to read the documents and David McCullagh and Adrian Thwaites had attended a workshop on 7 December.

12. Staffing Committee – to receive a report

David McCullagh reported that the Staffing Committee met with the Clerk on 2 November. All documentation including the Clerk's contract was now in place and securely stored in the filing cabinet in the store.

13. To consider and review the Financial Regulations

The Clerk had circulated the Financial Regulations which the Councillors **RESOLVED** to agree and re-adopt.

14. Parish Matters – to discuss where necessary

a. Village Groups – to receive an update

No updates had been received.

b. Village Noticeboard – to consider the addition of a new permanent structure to accommodate the Village Hall and Parish Council noticeboards outside the Village Hall

The Councillors **RESOLVED** to agree to investigate the costs of a new permanent structure.

c. Playground

John Reader reported that Jan Maciejewski had spoken to the contractor who built the playground originally and had quoted £550 to complete the remedial work. However, concern was raised as to how quickly the work could be completed and what insurance the contractors would have. The Councillors **RESOLVED** to discuss the matter further at the next meeting.

David McCullagh informed the meeting that he had approached a villager who may be able to take on the renewal project.

d. Village Green Signs – to consider the best course of action to maintain the signs

David McCullagh reported that he had spoken to CDC's Community Safety Officer about whether CCTV would be an option on the Green, however, the Officer confirmed that CDC did not have equipment suitable in the location.

The Councillors **RESOLVED** to agree re-instate the signs but to join them together, back to back, so that there were fewer, more robust, signs.

e. Crosslands Sycamore – to consider quotations for felling the sycamore in Crosslands

Three quotations had been received.

The Councillors **RESOLVED** to agree to Aston Arber undertaking both the shrub trimming and the removal of the sycamore for £180.

f. Christmas Tree – to consider the purchase of a Christmas Tree for the Village

The Councillors **RESOLVED** to agree to the purchase of a 13' Christmas tree from Stratton Audley Christmas Barn at £95 plus £5 delivery and VAT to be delivered on 4 December.

g. Scottish and Southern Electricity Networks – to note the communication from the Network

The Councillors **RESOLVED** to note the recent information and recommended that Fringford Friends be involved.

- h. Raised Kerbs by the Grasscrete** – to consider the suggestion to reinstate the bollards by the Grasscrete to protect vehicles in the dark and snow
The Councillors considered the suggestion to reinstate the wooden bollards to indicate where the raised kerbs and drains were. One quotation had been received for a total of £120 provided no additional, unforeseen, work was needed which the Councillors **RESOLVED** to accept.

15. 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**
No planning applications had been received.

b. To note Notices of Decision

- i.** 16/01738/F, Mr A Measday and Ms V Hope, at Bakery Cottage, Main Street, OX27 8DP for Two storey rear extension (Resubmission of 16/00470/F) – permission for development

16. Proposed Removal of the Telephone Box – to consider BT’s application to remove the telephone box from Main Street (reference 16/00061/PBOX)

The Clerk reported that BT had decided to review about 80 telephone boxes around the Cherwell area which have not been used. According to CDC the telephone had not made a single call in the last year.

The Councillors **RESOLVED** to agree to the removal of the box.

17. 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. Marie Curie** – requesting grant assistance
- b. Clerks and Councils Direct**
- c. Glasdon brochure**
- d. Crisis appeal**
- e. OCVA Pulse Newsletters** (circulated by email)
- f. Bicester Citizen’s Advice Annual Report** (circulated by email)
- g. Request to send Hethe Clerk information about the designers of Fringford’s website**
- h. OALC October Update**
- i. High Sheriff’s Awards nominations** (to go on December agenda)
- j. Parish Path Warden’s update**
- k. OCC Update**
- l. Evenley Clerk** – asking about the signs on the Green
- m. OALC - Powers in relation to bus services**
- n. CDC** – re Parish Liaison Meeting update

18. Reports from meetings

a. Community First Oxfordshire AGM (27 October)

David McCullagh attended the meeting which was primarily about Neighbourhood Planning.

b. Parish Liaison Meeting (9 November)

David McCullagh, Adrian Thwaites and the Clerk attended the meeting. The agenda included discussion about the possibility of the Council Tax referendum principles, rural

broadband rollout, a planning policy update by David Peckford , a briefing about the Cherwell Design Guide from the Design and Conservation Team Leader, Clare Mitchell, and a briefing from Guideposts on Dementia Oxfordshire.

19. 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 8 December 2016
- b. **Potholes across the Green** – the Clerk would report the state of the road on fixmystreet.oxfordshire.
- c. **Village Hall Broadband** – the Village Hall Committee was pleased to announce that broadband had now been installed in the hall.
- d. **Parish Council Files** – David McCullagh and the Clerk had spent a morning going through files which had been awaiting collection. It was noticed that the filing cabinets in the store room need sorting out in conjunction with the Village Hall Committee.
- e. **Bicester Heritage** – the next Sunday Brunch Scramble will be on 8 January and details of the discount code would be sent shortly.

16. Date of next meeting

The Councillors **RESOLVED** to agree the date of Monday 19 December 2016 at the slightly later time of 8pm to allow for singing carols around the Christmas Tree from 7.30pm.

The meeting closed at 9.40pm

Signed Dated