

**Minutes of a Meeting of Fringford Parish Council, held on  
Monday 20 March 2017, in the Chinnery Room of Fringford Village Hall at 7.45pm**

- Present:** John Fargin, Les Harris, Jan Maciejewski, David McCullagh (Chairman),  
John Reader, Adrian Thwaites
- In attendance:** Mr Tim Mustill (Village Plan) (until 8.10pm), Cllr Barry Wood (CDC) (until  
8.40pm), Jane Olds (Parish Clerk)
- Apologies:** Mick Cowland

**1. Apologies**

The Councillors accepted apologies from Mick Cowland and Cllr Ian Corkin (CDC).

**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. Minutes of the Parish Council Meeting held on 20 February 2017**

It was **RESOLVED** that the minutes be accepted as a true record of the meeting.

**5. Village Plan update**

The Councillors **RESOLVED** to agree to move Item 9a to the beginning of the meeting. Tim Mustill updated the meeting on the progress since the launch of the Village Plan in February 2016. The Committee met in February to discuss progress.

The *Village Voice* was now in its 20<sup>th</sup> edition and thanks should go to Helen Fargin and Linda Mustill as joint editors for the sterling work they had done in producing such a successful publication. It started off with eight pages, increased to 12 and currently has 16. However, more contributions were always welcome. Thanks were also due to Webmart for their continued support for the printing so that the advertising donations were able to go to the Community Action Fund rather than paying for the printing.

The Spring Fayre which was established to support the Community Let Plan will be taking place again on 13 May. The key demonstrations were all in place and no great changes were needed. The Parish Council confirmed the appearance of the 'Human Fruit Machine'.

A number of groups were formed to support the Plan. The History, Cycling, Nature and Neighbourly Support groups were all well supported, but Mr Mustill wanted to talk to all the groups about how to take the Plan forward.

Less active groups were the Business and the Social / Sports group, but it was hoped to be able to look again at those two groups and find chairmen to take them on.

It was suggested that a further village meeting should be held on Saturday 1 July with coffee and croissants to share the vision and recruit more volunteers. Cllr Wood agreed to attend the meeting to present a Planning update and it was suggested that the Healthy New Town promoters be invited to attend to outline their project.

## 6. Update on progress from the Minutes

### a. Bank Form

The Clerk had just received John Fargin's completed form and would send it off.

### b. Meeting Dates

The Clerk had updated the Meeting Dates page of the website, added all dates to the village calendar and let the Village Hall Caretaker know.

### c. Spring Clean

The spring clean was postponed because of the inclement weather. A new date would be arranged shortly.

### d. Village Website review

It was not possible to meet in March, but the meeting had been re-arranged for April.

## 7. Report from District and County Councillors

Cllr Corkin apologised for not attending.

Cllr Wood attended and updated the meeting on the issues surrounding Oxfordshire County Council's Unitary proposals.

The issue had been forced on the County by the expenditure associated with the adult and child social care which was taking a great deal of the County budget, but that as a result of this, other areas were having to be cut back to the bare minimum including the loss of the local buses, reduction in grass cutting and the closure of children's centres.

Cllr Wood believed that there had to be a national solution to the social care issues as it was a nation-wide problem.

Cllr Wood's concerns related to the loss of localism which he believed would be a result of the Unitary proposals. He did not believe that there was a requirement to change the structure. However, a number of solutions had been investigated including the creation of a Combined Authority which would be created from the current Oxfordshire Growth Board; the creation of a further layer of local Government which would include an elected Oxfordshire Mayor; and the creation of three Unitary Authorities for Oxfordshire.

Further concerns were raised about the partnership working with South Northamptonshire and the financial tie-in which it was thought had not been accounted for.

The Councillors discussed the issue of the lack of formal disclosure of the representations to the proposed submissions to the Planning Department for plots of land for Local Plan Part 2 with Cllr Wood. It was only by chance that the village had found out about one such plot within the village as the Parish Council had not received any form of notification. Cllr Wood agreed to investigate why the Parish Council was not being notified of Expressions of Interest of plots for the Local Plan Part 2. The Councillors **RESOLVED** that the Clerk would follow this up by writing to Cllr Wood with a formal question.

Cllr Wood then left the meeting (8.40pm)

**8. Finance**

**a. To receive the monthly financial report – for information**

As at 13 March the Accounts stood at

Co-op Current Account	£2,731.26
Co-op Savings Account	£15,274.16

The Current Account had received a total of £45 in donations to the *Village Voice*

The £2,000 transfer from the Savings Account to the Current account had cleared.

There were no outstanding cheques.

The Standing Order of £114.00 to pay the Clerk for the period of 1 to 28 February cleared on 1 March.

The Clerk had registered with the Pensions Regulator. The registration needed to be completed after the 1 August staging date.

**b. To receive the Internal Auditor’s interim report**

The Internal Auditor had made his initial review and was awaiting completion of his checklist after 31 March 2017.

**c. To consider requests for grants from the Community Action Fund**

No requests had been received. The Councillors, therefore, **RESOLVED** to agree to carry forward the funding to next year.

**d. To consider invoices for payment itemised on the payment schedule**

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

<b>Cheque no:</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Amount</b>
400164	OALC Social Media Course	Training	£42.00
400165	OALC annual subscription	Subscriptions	£133.07
400166	Oxfordshire Playing Fields Association	Subscriptions	£40.00
400167	J Olds for Clerk Expenses: Printing £60.55; Postage £7.42, Telephone £2.67	Admin Costs	£70.64
	J Olds for Mileage Expenses	Mileage expenses	£36.32
	Total		£106.96
400168	Community First Oxfordshire (formerly ORCC) Annual Subscription	Subscriptions	£55.00

The Clerk reported that she was still awaiting invoices for the dog bin emptying from CDC and the SLCC Subscription. The Councillors **RESOLVED** to agree to transfer the remaining budget for these anticipated invoices to next year’s budget.

## 9. Grass Cutting

### a. To consider the quotations for grass cutting the village

The Clerk provided the meeting with three quotations from Continental Landscapes, Green Scythe and Quadron.

Following receipt of full references, confirmation that the contractors had adequate employers' and public liability insurance and confirmation that all contractors were able to comply with OCC's grass cutting schedule, the Councillors considered the quotations and **RESOLVED** to agree to contracting Quadron / Idverde to cut the areas of grass itemised using appropriate equipment, strimming where necessary with all cuttings to be cleared from walkways, footpaths and highways. The areas agreed were:

1. The Green and surrounds
2. The Playground
3. St Michael's Close entrance
4. The grass area around the Wise Crescent bus stop and the Chestnut tree triangle at the junction of the roads
5. Stratton Audley Road verges (south side from Wise Crescent towards the A4421, north side from the Butchers Arms, both to the main junction)
6. Stratton Audley Road verge south side from Wise Crescent past the Laurels, up the Hethe Road to the junction of Crow Lane and then both sides of Crow Lane
7. Rectory Lane verges (both sides)
8. Main Street verges as far as the church

Additionally

9. To spray around the base of the wooden play equipment using a non-selective weed spray twice a year, or as recommended
10. To collect the leaves from around the Chestnut trees and remove / dispose of the green waste once a year.

This amounted to 17 visits to the village at a cost of £136.80 per visit.

The Clerk would write to all the contractors.

### b. To consider OCC's grass cutting agreement with the Parish

The Councillors considered the agreement and **RESOLVED** to agree to the Parish entering into a grass cutting agreement with Oxfordshire County Council for the 'Urban' areas of the village – a total of 5,075 square metres at a cost of 10.25p per square metre (which did not include the Village Green); this would equate to a grass cutting grant of £520.

The Clerk would write to confirm the decision and would complete the paperwork.

## 10. Parish Matters – to discuss where necessary

### a. Village Plan – to receive a progress report

This was discussed at the beginning of the meeting (see point 5).

### b. Village Groups – to receive an update from any of the Village Groups

- i. **History Group** – to agree the printing price for the History Trail leaflet  
No further information had been received.

- c. **Replacement of damaged post** – to consider the quotation for replacement of the recently replaced damaged marker post with a flexible alternative  
The Councillors **RESOLVED** to agree to the cost of £144.78 to change both the posts for flexible plastic posts and agreed to the possibility of having to pay for a demolition hammer to dig out the original posts. The Councillors noted that power would be needed to power the hammer and **RESOLVED** to agree that the power point by the playground could be used.

d. **Village Green**

- i. **To consider the best course of action regarding repairing the damage to the Village Green by delivery trucks**

The Clerk had received information that a delivery truck had been seen badly damaging the verge on the road on the north side of the Green. The Clerk had been advised by Highways that it might be possible for them to repair the damage and reclaim the costs from the delivery company.

David McCullagh agreed to talk to the recipient of the delivery to agree a way forward.

- ii. **To consider the best course of action regarding the parking at school drop-off and pick-up times**

Concern about the safety of the children being dropped off at school and playgroup had been raised by a villager, and particularly the poor parking. The Councillors considered the issue and **RESOLVED** to ask the Clerk to contact school to raise awareness of the safeguarding issues.

The Councillors discussed the whole issue of the damage to the Green further and started to consider the best course of action to maintain the Green. It was suggested that staggered parking on the road across the Green might be an alternative to which further thought would be given at a future meeting.

- e. **Playground** – to consider further the repair work on the playground

- i. **To receive a progress report**

David McCullagh reported he had started with a very small committee of three people which would be due to meet later in the week

- ii. **To consider a quotation for replacement of the uprights of the infant swings**

The Clerk informed the meeting that she had spoken to the contractor who had been asked to give a quotation for replacing the swings, but that due to him not having the relevant playground insurances he did not feel able to take the project on, even with the help of the original installer.

The Councillors, therefore, **RESOLVED** to ask Reids Playgrounds for a further site visit and quotation.

- f. **Noticeboard** – to consider a quotation for a new structure to house the noticeboards  
A meeting to discuss the project had been arranged and would be discussed at the April meeting.

**11. Police Priorities** – to consider and review the current Rural Policing priorities

The current priorities the police had were outlined as:

- Parking, particularly outside and around schools
- Speeding
- Anti-social behaviour

The Councillors considered the list which they agreed. However, they also asked the Clerk to respond raising their concern over the proposed reduction in the support for rural policing and the reduction in staffing.

**12. Oxfordshire Unitary Proposals** – to consider the addition of the Parish Council's name to the letter OCC wishes to send to the Secretary of State in support of the Unitary proposals

The Councillors considered the letter but **RESOLVED** not to put the Parish name to it or send it believing that more information was needed before making an informed decision.

**13. Oxfordshire Clinical Commissioning Group** – to consider a response to their consultation

The Clerk informed the meeting that the online consultation appeared to be for individuals rather than Parish Councils and encouraged members to complete the form themselves. The Clerk would also publicise the consultation on the website and on Facebook.

**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. 17/00248/LB, Green Farm Cottage, The Green, OX27 8DY 'Replacement of front first floor windows with double glazed units'. The Councillors considered the application and had no comments or objections.

**b. To note Notices of Decision**

No notices of decision had been received.

**15. Correspondence Received** – to note correspondence received not otherwise on the agenda where decisions are not required

The Councillors noted the correspondence received, most of which had been circulated by email, and discussed where necessary.

- a. **OALC** – re One Oxfordshire unitary debate
- b. **CTA** – still no news on the minibus application, but to inform the PC that successful applicants would receive a free year's CTA Membership
- c. **National Plant Monitoring Scheme / Plantlife** – requesting volunteers. A Volunteering Opportunities page has been created under 'Useful Information' and the information included there and on Facebook
- d. **OALC** – February update
- e. **OALC** – re Section 137 amount for 17/18
- f. **OCC Better Oxfordshire** – re unitary proposals
- g. **Shelswell History Festival** – asking for help with publicity. Added to website and liked / shared on Facebook
- h. **OCVA** – Pulse newsletters
- i. **South Central Ambulance Service** – Community Engagement Forum 21 April
- j. **Young villager** – offering voluntary support to either church, Neighbourly Support Group or PC as part of Duke of Edinburgh Award. Church had already replied.

- k. **Enquiry from website** – re 1860s Waterloo Farm (forwarded to Martin Greenwood)
- l. **Rural Oxfordshire Network Meeting** – 5 April
- m. **CDC** – re Extraordinary meeting about Unitaries on 21 March
- n. **Villager** – re state of Rectory Lane by Farriers Close
- o. **Clerks and Councils Direct**

**16. Reports from meetings**

No meetings had been attended.

**17. Confidential (Members of the public and press to be excluded for this point).** The Clerk also left the room for the item

**Staff Matters – to consider the Clerk’s remuneration, including holiday pay and overtime, and spine point increment**

David McCullagh presented the findings of the Staff Review Group.

As a benchmark the Group had used the table prepared by the Society of Local Council Clerks. This showed that for a parish of comparable size the work load was in the region of 26 hours per month which the Councillors felt compared well with the parish figure.

Going forward, the projected capped time requirement of 18 hours per month was reconfirmed with the proviso that it may have to be extended in the light of any unexpected additional work for planning issues etc.

The Councillors **RESOLVED** to agree to pay the additional hours that had been notified between 1 October and 20 March together with the holiday allowance as it would not be possible to take the holiday in the current financial year.

The Councillors **RESOLVED**, for the Financial Year 2017/18, from 1 April 2017 to increase the rate to SCP18 - £9.392 per hour – a total of £169.06 per month. Some of the holiday entitlement would be covered by the fact that there would be no meeting in August.

**18. Items for information or next Agenda only**

- a. **Agenda Items** – the Clerk requested that all items for the next agenda should be submitted by Wednesday 5 April 2017

**16. Date of next meeting**

The Councillors **RESOLVED** to agree the date of Monday 24 April 2017 at 7.45pm (please note this is not a third Monday due to the Easter Bank Holiday).

The meeting closed at 9.30pm

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