

**Minutes of the Annual Meeting of Fringford Parish Council,
held on Monday 15 May 2017, in the Chinnery Room of Fringford Village Hall at 8.45pm
following the Annual Parish Meeting**

Present: John Fargin, Les Harris, David McCullagh (Chairman), John Reader, Adrian Thwaites

In attendance: Two members of the public; Jane Olds (Parish Clerk)

Apologies: Mick Cowland, Jan Maciejewski, Cllrs Barry Wood (CDC) and Ian Corkin (CDC and OCC)

1. To elect the Chairman for the year 2017/18

John Fargin proposed David McCullagh as Chairman and was seconded by Les Harris. The Council **RESOLVED** unanimously to elect Mr McCullagh as Chairman. Mr McCullagh signed the Acceptance of Office form.

2. Apologies

The Council **RESOLVED** to accept apologies from Cllrs Mick Cowland and Jan Maciejewski.

3. To elect the Vice Chairman for the year 2017/18

David McCullagh proposed Adrian Thwaites as Vice Chairman and was seconded by John Fargin. The Council **RESOLVED** unanimously to elect Mr Thwaites as Vice Chairman. Mr Thwaites signed the Acceptance of Office form.

4. Requests for Dispensations and Declarations of Interest

There were no requests for dispensations or declarations of interest.

5. Appointment of Responsible Financial Officer for the year 2017/18

The Council **RESOLVED** to agree to the permanent appointment of the Parish Clerk, Mrs Jane Olds as Responsible Financial Officer.

6. Appointment of Internal Auditor for the year 2017/18

The Council **RESOLVED** to appoint Arrow Accounting as internal auditor for the year 2017/18.

7. Appointment of a Councillor responsible for Internal Financial Control for the year 2017/18

The Council **RESOLVED** to agree to appoint Jan Maciejewski as the Councillor responsible for Internal Financial Control.

8. Appointment of the Parish Council Village Hall Committee Representative for the year 2017/18

The Council **RESOLVED** to agree to appoint John Fargin as the Parish Council Village Hall Committee Representative.

9. Appointment of the Staffing Committee for the year 2017/18

The Council **RESOLVED** to agree to the appointment of the Chairman (David McCullagh), the Vice Chairman (Adrian Thwaites) and John Fargin as members of the Staffing Committee.

10. Public Participation

Two members of the public attended the meeting, but made no comments.

11. Minutes of the Parish Council Meeting held on 24 April 2017

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

12. Update on progress from the Minutes

a. Grass Cutting Agreement

The Clerk confirmed that she had received the document duly authorised and signed by OCC and had filed it. The Councillors asked the Clerk to remember to check that the grant funds were received (at the latest by December) and chase if not received.

b. Risk Assessment for 2017/18

The Clerk had added the Risk Assessment to the Policies and Governance section of the website.

c. Noticeboard

The Clerk and John Fargin had created a brief and sent it to the Baroness for information together with a location plan. The Clerk had placed the order with the contractor, Tom Rawlinson and would ask him for an anticipated delivery date – if possible by 1 July.

d. New photographs in the Village Hall

The Clerk had written to the donors Gary and Ju White of the photographs thanking them for their generous contribution.

e. Police Community Resilience Group

The Clerk had registered an interest with Sergeant Kerry O'Leary that the Parish could like to be involved.

13. Report from District and County Councillors

a. To receive a report from Cllr Wood (CDC) regarding any newly registered sites within the village

Cllr Wood had confirmed that there was no further news.

b. County Councillor

Cllr Corkin, who had recently been elected as County Councillor for the Ploughley Ward, had attended and reported at the Annual Parish Meeting prior to the Parish Council meeting.

14. Finance

a. To receive the monthly financial report – for information

As at 8 May the Accounts stood at

Co-op Current Account	£1,422.48
Co-op Savings Account	£21,738.47

The Current Account had received a total of £7.50 in donations to the *Village Voice* and £1 annual Village Hall rent.

The Savings Account had received the first tranche of the Precept - £5,841.50 and the CTRS Grant of £617.09.

There were three outstanding cheques for totalling £341.97.

The Standing Order of £169.06 to pay the Clerk for the period of 1 to 30 April cleared on 2 May.

The Internal Auditor had visited and performed the checks on the accounts on 9 May. He had produced his report which had been circulated and would be discussed at the June meeting.

The Clerk had received confirmation that John Fargin had been added to the bank account. However, following the addition, the Clerk had been asked to clarify a number of other things by the bank including the middle names of Adrian Thwaites and Mick Cowland, confirmation of David McCullagh as Chairman and the turnover of the Parish.

b. To agree to the inclusion of the Clerk as a signatory on the bank account for administration purposes

The Council **RESOLVED** to agree to the Clerk being included as a signatory on the bank account. However, this would be for administration purposes only and the Clerk would not sign cheques.

The Financial Regulations would be amended accordingly.

c. To consider the insurance renewal

The insurance renewal was agreed in 2016 with a three-year fixed contract.

The Council **RESOLVED** to agree to the renewal, including tax, of £292.87 which included a £22 increase, due to the new Government levy which came into force the previous November.

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

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

Cheque no:	Payee and reason	Budget	Amount
400175	Came and Company (invoice ref 19485612) – Insurance Renewal	Insurance	£292.87
400176	Arrow Accounting (invoice no: P245)	Audit	£208.56
400177	Vale Press Ltd (invoice no 57369) for Village Guide printing	Community Action Fund	£340.00

15. To review and update the Reserves Policy

The Council **RESOLVED** to agree the updated Reserves Policy following the updating of the levels at the previous meeting.

16. Parish Matters – to discuss where necessary

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

i. To consider the purchase of a display board for the History Group

The Council **RESOLVED** to agree to the purchase of a display board at a cost of £134 excluding VAT.

The board would be stored at the Village Hall and be available for the other village groups.

ii. Village Hall

The Clerk informed the meeting that the Village Hall had a new Hirers Guide.

iii. Spring Fayre

The Spring Fayre the previous weekend had been a great success.

67 games were played on the Parish Council Human Fruit Machine which raised £6.70. However, it was felt that it was not about raising money, but having fun and raising awareness of the Parish Council. There were also fewer children than previous events.

The Council thanked the organisers for all their time and dedication.

b. Village Green – to receive an update

The Clerk had received confirmation that the grass would usually be cut every 10 working days, but the contractor did not want to commit to firm time scales.

The Parish had asked the contractor to cut the grass during the week before the Spring Fayre so that meant that there was a little more time between the two cuts, but this was a one-off and was to accommodate the Parish.

The comments received so far were that the rotary mower did an excellent job on the verges, and that the gang mower was better for the Village Green and surrounds. The first cut was good, but the second was not so successful as the verges had not been done to as high a standard.

The Clerk would write to the contractor.

- c. **Village Green Parking** – to consider a request for parking on the Green for the Beer Festival

The Council **RESOLVED** to agree to the request of the Beer Festival organisers.

- d. **Chestnut Tree on the Green** – to consider quotations for the arboricultural work needed on the tree

The Clerk had asked three tree surgeons for their advice on the dying Chestnut tree and was informed that the tree had a mixture of diseases including Bleeding Canker and Horse Chestnut Leaf Minor.

The Councillors considered three quotations. The Council **RESOLVED** to agree to Bob Staig's quotation of £330 to remove the tree and grind the stump.

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

- i. **To receive a progress report on the refurbishment project**

David McCullagh reported that the consultation meeting with parents on Friday 28 April had a disappointing turnout.

However, one of the Governors at the school, David Bradford, had agreed to setting up an internet survey and would speak to the headmaster, Mr Pastore, about a project to engage the children.

David McCullagh was due to meet the Tuck Shop organisers later in the week.

17. 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. **17/00789/TPO**, Mr Tudor Stone, Yew Tree Cottage Mansfield Yard, OX27 8DN, for Yew Tree - Light crown reduction of branches encroaching onto roof of Yew Tree Cottage (reduction of approx. 1.5m). Removal of 1 branch from lowest part of the crown - Subject to TPO 22/99. The Council considered the application and had no comments or objections.

- b. **To note Notices of Decision**

- i. **17/00581/F**, Mr and Mrs D Spencer, 7 Manor Road, OX27 8DH for 'Variation of Condition 2 (Plans) of 16/01138/F - size of the rear extension has been reduced'. Permission for development subject to conditions.

18. To consider the OALC Dispute Resolution Guide

The Councillors received the Guide which was very comprehensive. It was felt that most of the best practise was already in place, but the Clerk and Staffing Committee would ensure that any further recommendations were considered in due course.

19. To consider attendance at the CFO Community Transport Network meeting on 22 May at 1pm

No Councillors were available to attend.

20. To consider which Councillors will attend the CDC Parish Liaison Meeting on Wednesday 21 June

The Council **RESOLVED** to agree to David McCullagh and Adrian Thwaites attending to represent the Parish.

21. Clerk CiLCA Course

The Clerk updated the meeting. She had attended her second session on 11 May and hoped to be able to register with SLCC and submit her first Unit shortly.

22. 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. **Village Hall Committee** – Hirers guide
- b. **OCVA** – Pulse newsletters
- c. **Oxford Health** - re Council of Governor elections
- d. **Police and Crime Commissioner** – launch of Victims First
- e. **Clerks and Councils Direct**
- f. **Rural Oxfordshire Network** – notes of 5 April meeting
- g. **SCAS** – minutes of 21 April meeting

23. Reports from meetings

No meetings had been attended

24. 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 7 June 2017

- b. **Flywheel at Bicester Heritage – 24 / 25 June**

The Clerk had received a discount code which the Flywheel team would like to offer villagers for a 20% discount on each adult ticket bought which included a copy of the official Flywheel Souvenir programme worth £5. This offer was only available until 4 June. The link for tickets www.flywheelfestival.com/tickets/localoffer/

Further information was available at www.flywheelfestival.com/

16. Date of next meeting

The Council **RESOLVED** to agree the date of Monday 19 June 2017 at 7.45pm.

The meeting closed at 9.25pm

Signed

Dated