

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

**Present:** Cllrs David McCullagh (Chairman), Mick Cowland, John Fargin,  
Jan Maciejewski, John Reader, Les Harris and Adrian Thwaites.

**In attendance:** Two members of the public

**Apologies:** Cllr Barry Wood (CDC), Cllr Ian Corkin (OCC and CDC)

**1. Apologies**

Noted.

**2. Requests for Dispensations and Declarations of Interest, gifts and hospitality**

There were no requests for dispensations or declarations of pecuniary interest.

**3. Public Participation**

Two members of the public attended , initially to request the Parish Council apply to CDC for a Tree Preservation Order (TPO) to be placed on a Yew Tree on the west side of the Green between Laurels Farmhouse and Green Farm. However CDC had visited the site by the time of the Parish Council meeting and the tree was made subject to a TPO. They therefore asked the Parish Council to consider applying for other yew trees in the village also to be made subject to this protection legislation, and for the Parish Council to make an application for the centre of Fringford to become a Conservation Area. The Clerk advised that she understood that CDC now only made TPOs where the tree was under threat, but she would make further enquiries of CDC to understand their policies and procedures in more detail.

At the same time Councillors asked the Clerk to make enquiries about a plan included in the documents placed on the planning portal for Application Number **17/01407/F** showing two areas of the village designated as “Special Conservation Areas”. The Clerk agreed to make enquiries of CDC with a view to reporting in detail at the next meeting of the Council.

**Reports from District and County Councillors and Police**

Cllr Corkin reported to the Chairman and Clerk by email that:

He had asked OCC to contact the landowner to explore whether a stile could be replaced with a gate, which would give access for dog walkers.

The HS2 meeting has had to be rescheduled. A new date should be available later in the week.

He met with the Shelswell Rector last week to discuss potential funding sources to assist the Little Lambs group and associated after school clubs at Finmere and Fringford as well as the pre-school group at Fringford. He will keep the Parish council updated on any developments

He has been informed that the local authority (LA) appointed school governor at Fringford is stepping down at the end of the year. As an LA appointment, it falls to him in the first instance to see if he can suggest a suitable candidate. He will be meeting with the school shortly and will then share their requirements with the Parish Council to enable the Council either to suggest suitable volunteers and/or publicise the vacancy. The National Infrastructure Committee report on their view (not the view) of the Oxford to Cambridge expressway has just been published. He would provide further information shortly.

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

None.

**5. Minutes of the Parish Council Meeting held on 16th October 2017**

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

**6. Update on progress from the Minutes.**

The Clerk reported that the shrubs in Crosslands and the chestnut tree by the school were due to be pruned during the week commencing 18<sup>th</sup> December. The Chairman and Clerk reported on the outcome of a meeting with CDC to discuss planning issues in the Parish. They had been advised that, as a result of recent difficulties within the Parish, CDC were looking into correcting their base plan information and all planning Case Officers were now required to make a site visit, make a visual check of the boundaries of the property against Land Registry documents and measure the boundaries should there appear to be any discrepancy.

The Clerk has offered to explain to residents who do not have access to the Internet reasons for CDC making planning decisions, based on the documents available on the CDC Planning portal.

**7. Finance**

**a. To receive the monthly financial report – which is attached to these Minutes and shown as “Appendix A”**

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

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

<b>Cheque no:</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Amount</b>
400205	Green Scythe	Grass cutting	£165.00
400206	Jane Olds	Clerk’s expenses	£92.48
400207	The Information Commissioner	admin	£35.00
400208	Mrs A Davies	Clerk Salary	£178.02
400409	HMRC	Clerk Tax	£41.20

<b>Cheque no:</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Amount</b>
400410	Rawlinsons	maintenance	£155.60

**8. Parish Matters** – to discuss where necessary

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

**i. Village Hall Update** –

It was reported that :-

The Village Hall Committee will confirm to the Clerk the contractor for the supply of the pavement sign, which the Parish Council agreed to purchase on its behalf.

Health and Safety and Fire Safety audits have been satisfactorily completed.

The Clerk was asked to send a letter of thanks from the parish Council to the retiring Chairman of the Village Hall Committee.

A meeting to progress the CLP will shortly take place in the Village Hall.

**b. Grass Cutting** –

The Parish Council noted that the present contractor is keeping the grass in the village looking at its best, and also noted that it should be in a position to consider three quotes for the grass cutting for the year 2018/19 at its next meeting. The Clerk was asked to request the grass cutting contractor to sweep the leaves around the chestnut trees, as most of these have now fallen.

**c. Trees by Church End** – to receive a progress report

The Clerk advised the meeting that, as OCC have claimed that the trees are not on highway land, she has asked to have access to OCC's documentation to check this for herself. If she is satisfied that they are correct she will raise the issue again with Shelswell estates.

**d. Great War Centenary**

The Village History group have agreed to research and organise an appropriate commemoration of the end of the Great War, and report back to the Parish Council.

**e. Playground**

**To receive a progress report on the refurbishment project**

An application for grant assistance in the sum of £39,000 towards the Playground Refurbishment Project has been made to WREN; the Council expects to hear whether it has been successful by 14<sup>th</sup> February 2018. The Parish Council is also hoping to receive a contribution from Tesco's Community Support scheme of at least £1000. The Chairman will consider the quotes submitted before the grant result is available so that the Parish Council can appoint its Approved Contractor and be in a position to proceed immediately should the application be successful.

**f. Christmas Tree**

The Clerk was asked to confirm when the Christmas Tree would be delivered.

**g. Community Transport Association**

The Parish Council agreed not to renew its membership of the Community Transport Association.

**h. Snow Clearance**

The Clerk was asked to confirm with the local contractor arrangements for clearing snow over the winter of 2017/18.

**i. Damage to Village Green**

The Parish Council noted with disappointment that vehicles delivering to a local business were damaging the verges of the village green, and, indeed, had damaged some recently repaired verge areas within a short time of the work having been completed.

The Clerk was asked to draw the issue to the attention of both the business and its delivery company(ies).

**9. Parish Council Elections 2018**

The Chairman outlined the process for the elections in May 2018

**10. Changes to Standing Orders**

The Clerk, having looked at the Council's Standing orders, had made some suggested changes a) to introduce the Parish Council and b) to make provision for urgent action, including action delegated to the Clerk, the option for Urgent Business to be considered at a Parish Council meeting, and for urgent payments to be made between Parish Council meetings.

The Parish Council agreed unanimously to accept the proposed changes to its Standing orders.

**11. Liaison with HS Contractors**

Cllr Corkin is in the process of setting up a liaison meeting with contractors working on HS2, which the Chairman will attend.

**12. Rural Community resilience group**

The Chairman attended this meeting, and found it most useful. It was agreed that the Chairman and the Clerk would jointly prepare a list of items that the village would require in the event of an emergency situation, and present this to the next meeting. Once agreed it would form the basis of a bid to SSE's Community Resilience Fund. The Clerk was also asked to invite Carol Mackay, OCC's Emergency Planning Officer to the next meeting of the Parish Council.

**13. Community First Oxfordshire "Caversfield Cluster".**

The Clerk explained that a profile of parishes in the "Caversfield Cluster" (which included Fringford parish) had appeared unsolicited from Community First Oxfordshire. There was no explanation for the document, although it would appear that

it may be an attempt to highlight communities where OCC's funding reductions are having an effect, and offer support.

The Parish Council agreed that a representative of Community First Oxfordshire should be invited to attend a meeting of the Council in the New Year.

#### **14. CDC Parish Liaison meeting – 8<sup>th</sup> November**

Notes from the meeting have been circulated to all Councillors.

**15. CFO AGM/CFO** workshop on “Attracting Volunteers” – the Chairman reported that he had attended this workshop, where there had been some useful suggestions for increasing community engagement in the Village. In view of the increased political awareness of younger people (millennials) the workshop had suggested engaging with them for support on specific village projects. He suggested that, when the new playground has been completed the Parish Council could consider setting up a Playground Committee made up of young residents who were users of the facility.

#### **16. 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**
- b. 17/01407/F**, Mr John Mayo at 10 Church Close, OX27 8DR for Single storey rear and side extension .
- c.** The Parish Council has now received details of the revised application and agreed that, while it had no overall objection to the proposals, it expected CDC to check that the proposed extension would not be overbearing so far as the adjoining property was concerned.

#### **To note Notices of Decision**

17/01845/F Mr Jim Heard at 18 Crosslands OX27 8DF for demolition of conservatory and erection of a single storey rear/side extension

**17. 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.** CTA News Brief Select Committee investigation into community transport licensing requirements
- b.** Ian Corkin's OCC update
- c.** CDC's Parish Liaison meeting notes
- d.** CFO Caversfield Cluster
- e.** Notification of Ian Corkin's Facebook page

- f. The Clerk also reported an email from Bicester Heritage offering discounted entry for residents for the January Scramble. It was agreed that details would be put on the Village Noticeboard.

**18. Reports from meetings**

None other than above.

**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 Wednesday 6th December 2017.

- b. The Clerk was asked to report on CDC's Policies for the creation of village Conservation areas, and also CDC's designation of parts of Fringford as "Special Conservation Areas".

**16. Date of next meeting**

The Council **RESOLVED** to agree the date of Monday 18th December 2017 at 7.45pm.

The meeting closed at 9.15 pm

Signed .....

Dated .....

Fringford Parish Council			Monthly Financial Report	
			Parish Council Meeting	20 November 2017
Payments processed since last meeting				£1,265.61
16-Oct-17	Royal British Legion	400202		£100.00
16-Oct-17	Cherwell District Council	400203		£480.48
16-Oct-17	Quadron Services Limited			£492.48
16-Oct-17	JMC Olds			£192.65
Receipts processed since previous report				£117.50
15-Sep-17	Donation			£7.50
19-Sep-17	Lendrums Fair Rent			£50.00
29-Sep-17	Donation			£30.00
03-Oct-17	Donation			£7.50
23-Oct-17	Donation			£22.50
Bank Reconciliation			Statement dated	29 September 2017
Savings Account				£25,579.97
Current account				£1,712.19
Items not yet cleared:				
Receipts		0		£0.00
		0		£0.00
Payments	Navitas Design Ltd			£71.99
	Playsafety Ltd			£79.80
	Hewitsons LLP			£1,140.00
	JMC Olds			£75.98
	JMC Olds			£169.06
	Royal British Legion			£100.00
	Cherwell District Council			£480.48
			Net Total	<u>£25,174.85</u>