

# Sibford Ferris Parish Council

Minutes of a meeting of Sibford Ferris Parish Council held on **Wednesday 18<sup>th</sup> March 2026 at 7pm** at Sibford School

Present: Cllrs Ginny Bennett, Andrew Meyler, Ed Rossiter, Clerk.

In attendance: 1 member of the public.

**78. Apologies for absence** – None.

**79. Members' declarations of interest for items on the agenda** – None.

**80. Public participation session** – None.

**81. To approve the minutes of the Parish Council (PC) meeting held on 21<sup>st</sup> January 2026** - The minutes were proposed, agreed, and duly signed.

**82. Outstanding matters/actions from previous meetings**

- i) Update re contact with Deanfield Homes regarding the planned gap in the hedge, and alternative pedestrian access to the site – The Clerk has e-mailed Oxfordshire County Council (OCC) to see if they own the hedge (as Land Registry suggests it is part of the Highway) to ask them if they would be willing to allow a gap to be put in the hedge for the footpath access. The Clerk has e-mailed Deanfield Homes about putting in a gate to make the access on Hook Norton Road safer, but they have since taken out more of the hedge so the **Clerk should e-mail them to ask why.**
- ii) Update re request to transfer remaining S106 funds allocated to a bus shelter to Sibford Gower Primary School – No further update.
- iii) Update re request for Deanfield Homes to install a dog waste bin on the new development which will be donated to the PC who will be responsible for its emptying – The bin has been installed and the Clerk has requested that it be added to the list of bins emptied by Cherwell District Council (CDC) and charged to the PC.
- iv) Update re Pitch Hill Field – covenant research – the land belongs to the parish council but as it came into parish council ownership before land registration began it is currently 'unregistered'. It was agreed that the **Clerk should find out about costs to instruct a solicitor to complete a first registration of the land or complete the FR1 application directly if it can be done without a solicitor.**

**83. Planning applications received**

**26/00193/F – The Small House, Small House Lane, Sibford Ferris.** Demolition of existing single storey extensions and garage and erection of new single and two storey extensions. **No representation made.**

**26/00590/TCA – Applegrove, Hook Norton Road, Sibford Ferris.** Tree A (Conifer) circa 5m tall crown lifting (1m) and reduction (2m) as beginning to hinder large vehicles entering the property and walkers using the footpath. Tree B (False Acacia) circa 20m tall crown reduction (5m) and thinning to reduce sail and allow more light into garden. Tree C (Beech) circa 25m tall crown reduction (5m) and thinning. Tree has significant sail and branches fully overhang both Hook Norton Road and Back Lane reduction will also allow more light into the front garden. Tree D (Maple 1) circa 7m tall crown thinning (1m-2m) to allow more light into the front garden. Tree E (Maple 2) circa 7m tall crown thinning (1m-2m) to allow more light into the front garden. Tree F (Maple 3) circa 7m tall crown thinning (1m-2m) and thinning to allow more light into the front garden. Tree G (Oak) circa 25m tall crown reduction (5m) and thinning to remove some dead limbs and again reduce sail. **No objections.**

**84. Play area – Updates re repairs and any other issues** – Outdoor Play have been contacted about issues raised on their installation in the annual report and have advised they will get the required work arranged free of charge. **Clerk to chase them up on when this will be done.** The Clerk has not been getting any reply from the contractor who was asked to make the other repairs so **Cllr Bennett will contact a resident in the village who has done minor repairs in the play area previously to ask if they could repair the gate.**

**85. To consider quotes for the provision of .gov.uk e-mail accounts, and for a PC specific website** – It was agreed to instruct Parish Online to set up e-mails and a new PC website to be launched in May after the elections. It was agreed that the colour scheme of the site should be green. **Clerk to instruct Parish Online.**

**86. To consider whether the parish would like to take part in the ‘Spring Clean 2026’ (litter picking event)** – There are already people regularly litter picking in the parish so it was felt that an event is not needed.

**87. Finance**

- i) Confirmation of the bank balances as at 12.03.26 of £87.58 and £12,100.98 – Cllr Meyler confirmed the balances stated are correct.
- ii) To confirm completion of a quarterly asset check and agree any actions required – Cllr Meyler has completed an asset check and advised that the Lanes End seat is no longer there as it was removed (as requested by the PC) when the bus shelter was installed. It was agreed that the **Clerk should remove the Lanes End seat from the Asset Register.** Cllr Meyler also noted that the dog waste bin on Woodway Road needs replacing as the bracket has broken so it doesn’t attach properly to post. It was agreed that a new bin should be purchased if the bracket cannot be repaired. **Clerk to ask CDC if they are able to repair/replace the bin when they next visit to empty the bin, and invoice the PC, or if the PC will need to purchase a bin and instruct a contractor to install it.**
- iii) Confirmation of payments made since the last meeting using delegated powers: Proposed and agreed.

19.01.26	Lloyds	Account fee	£4.25
30.01.26	Kirsty Buttle	Salary and office Jan	£247.37
30.01.26	HMRC	Tax Jan	£59.40
03.02.26	NEST	Pension Jan	£17.24
17.02.26	Lloyds	Account fee	£4.25
27.02.26	Zen	Domain thesibfords.org.uk	£14.39
27.02.26	Kirsty Buttle	Salary and office Feb	£247.37
27.02.26	HMRC	Tax Feb	£59.40
27.02.26	NEST	Pension Feb	£17.24

- iv) To note the following receipts: Noted.

09.02.26	Lloyds	Interest	£5.72
09.03.26	Lloyds	Interest	£4.69

- v) To approve payment of the following invoices: Proposed and agreed.

Zen	Domain siberris	£17.99
OALC	Annual membership	£228.00
Sibford Gower Parish Council	Shared costs - burial ground and website	£561.98
Kirsty Buttle	Salary and office Mar	£247.37
HMRC	Tax Mar	£59.40
NEST	Pension Mar	£17.24
Lloyds	Account fee	£4.25

- vi) To review the spend against budget to date – The Clerk noted that there appears to have been an overspend against donations and after looking into the detail it appears that the donations have been paid twice within the financial year. **Clerk to look into why the payments were duplicated and if it was an error, the donations usually made in the 2026/27 financial year should not be made to rectify the issue.**

- vii) To agree the following regular payments list for 2026/27 delegating authority to the clerk to make payments to relevant suppliers up to the budget total. All payments will need to be authorised online by a councillor in order for the payment to go out – Proposed and agreed.

Clerk's salary	£4,000.00
Stationery, postage, telephone	£274.00

Internal audit	£70.00
Training costs	£250.00
Data protection	£47.00
OALC Membership	£200.00
Insurance	£600.00
Play area maintenance, rent and inspections	£500.00
Burial Ground maintenance	£1,800.00
Dog bin emptying	£646.00
Website	£400.00
S137 including Poppy Wreath donation	£30.00
Bank fees	£51.00
Election	£2,029.00

**88. Planning decisions received**

**25/03002/F – 1 Mannings Close, Sibford Ferris.** RETROSPECTIVE - Conversion of garage to create habitable room(s) and single storey extension; loft conversion with rooflights; rooflight to be inserted over staircase; re-location of vehicle access leading to a new driveway with gate; solar panels to south facing elevation; removal of chimney. **Approved.**

**89. Information exchange** – It was noted that there will be elections for all seats on the council in May and an article has been submitted to the Sibford Scene to advertise the election.

Anyone who wishes to apply to join the council should submit their nomination forms by hand (they can get someone else to take the forms for them but they cannot be posted) to Cherwell District Council in Castle Quay, Banbury, on weekdays between 31<sup>st</sup> March and 9<sup>th</sup> April (excluding 3<sup>rd</sup>, and 6<sup>th</sup> April). Nomination forms can be found using the following link: <https://www.electoralcommission.org.uk/guidance-candidates-parish-council-elections-england/resources-candidates-parish-council-elections-england>

If applicants need help completing the form or need electoral numbers please contact the Parish Clerk who can help.

The following link should be used to book appointments to submit nomination forms:

<https://www.cherwell.gov.uk/info/11/elections/1319/elections-2026/4>

Concerns have been raised by a resident about the trees on the boundary of the school with Cotswold Close, **Cllr Rossiter was asked if he could follow this up with the school.** Cllr Rossiter has spoken to the school about the possibility of painting a line at Hawke’s Lane driveway entrance so road users are reminded to stop before exiting the drive but the school feel the condition of the tarmac is not suitable for painting so they are going to move the slow down sign to a better location to see if this helps.

**90. Plans for the Annual Parish Meeting (APM)** – The meeting will be held from 6:45-7pm on 21<sup>st</sup> May 2026 and the Chairman will provide a brief report.

**91. Proposal to exclude the public and the press to discuss a staff matter (item 90)** – Proposed and agreed.

*The clerk and 1 member of the public left the meeting at 8:09pm.*

**92. To review the Clerk’s payscale – current scale is SCP27** – Defer to next meeting.

Meeting closed @

**Date of next meeting – 21<sup>st</sup> May 2026**

Signed..... Date.....