# Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council, held on **Wednesday 23rd September 2026** at **7pm** at Sibford School

Present: Cllrs Ginny Bennett, Michael Gordon, Ed Rossiter, David Abecassis, Ann Bishop, Clerk.

In attendance: 2 members of the public.

34. **Apologies for absence** – None.
35. **Members' declarations of interest for items on the agenda** – None.
36. **Co-option to fill remaining vacancy** – It was proposed and agreed to co-opt Ann Bishop onto the Parish Council (PC). Ann completed her Declaration of Acceptance of Office which was countersigned by the Clerk.
37. **Public participation session** - A resident raised concerns about the planning application on the garages on Cotswold Close. Their concern, and that of some of other neighbours, is that if someone is replacing one of the garages to one of double the size, would it give that tenant more rights to keep the tenancy of that garage longer term, even though they are not a resident of the parish. Parking in Cotswold Close is difficult for residents so they feel the garages should be allocated to residents rather than remain with people who no longer live in the parish. **Clerk to contact the team at Cherwell District Council (CDC) who manage the leases to ensure they are aware of the planning application, and to ask what impact this has on the lease, along with any allocation policies for local residents.**

    The resident also raised concerns about parking on the verges on Cotswold Close, in particular parking and driving over the verge at the entrance of Cotswold Close, as this activity ruins the grass and makes the area a total mess in the winter when it gets really muddy. The PC confirmed that the street (except the end where the play areas and garages are located) and the verges in Cotswold Close are owned by Sanctuary Housing. It was agreed that while the PC doesn't have any authority to stop people parking anywhere in Cotswold Close, the **Clerk should write to Sanctuary Housing to make them aware of the concerns and ask if they are willing to do anything about it.** The resident agreed to send the e-mail address of their contact at Sanctuary Housing to the Clerk.

*1 member of the public left the meeting at 7:40pm.*

38. **To approve the minutes of the Parish Council (PC) meetings held on 21st May and 30th July 2026** – The minutes were proposed, agreed, and duly signed.
39. **Outstanding matters/actions from previous meetings**
    i) Update re request to transfer remaining S106 funds allocated to a bus shelter to Sibford Gower Primary School – No further update.
    ii) Update re new website and councillor e-mail addresses – **Cllr Rossiter, and Cllr Bennett will try to log in to their PC e-mail addresses asap and will inform the Clerk** when they have accessed them. **Clerk to set up a new e-mail address for Cllr Bishop.**
    iii) Update re request to Highways for advice regarding the possibility of installation of a Vehicle Activated Sign (VAS) on Main Street – The relevant person at Highways came back to the Clerk on this today asking for exact locations where the PC would like to consider installing a VAS and they will review those locations only, rather than them reviewing the village and advising on suitable locations. It was agreed that the Clerk should ask for reviews of the following 3 locations:
        - A suitable verge towards the top end of the village
        - The verge opposite the shop on Main Street – near the 20mph sign the shop
        - Hook Norton Road just past the 30mph sign coming into the village from Hook Norton direction

    **Clerk to remind Highways of the PC's request for them to advise if speed bumps or cushions may be an option through the village.**

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iv) Update re request to Highways to put in zigzag lines outside the entrance to Sibford School near the bus shelter – Oxfordshire County Council (OCC) have advised they are going to put zigzag lines outside the entrance to the school, although it may not be done until the next financial year.

40. **Proposal to instruct Land and Property Registration to complete the legal work to register Pitch Hill Field at a cost of £300 plus other minor associated costs** – Proposed and agreed. **Clerk to instruct.**

41. **Concerns raised by resident about the safety on the new access to the Deanfield Homes development due to it being on a blind corner, and a large drop from the grass verge onto the road** – Deanfield Homes have provided the following info 'The path in question is scheduled to connect down to the road. Unfortunately, the original contractor who completed the groundworks on site has since gone into administration. As a result, we have appointed a new groundworks contractor, who is currently scheduled to complete remedials on site and the section of path beyond the gate in early October. Should any signage be required, we can review this once the works have been completed.'

42. **Planning applications received**

**26/01589/TCA – The Long House, Main Street, Sibford Ferris.** T1-7 Southern Beech - Fell lesser stems to give space for more desirable trees. T8 x Sequoia- Removal of hanging fractured limb remove deadwood. No comment. *(Response made using delegated powers).* APPROVED.

**26/01836/F – The Small House, Small House, Sibford Ferris.** Proposed additional bedroom 4 - Extension to previously approved scheme - (26/00193/F). No objection. *(Response made using delegated powers).* Approved.

**26/02197/F – Barn North of Austin Grounds Farm, Hook Norton Road, Sibford Ferris.** Alterations to and conversion of barn to form one dwelling and formation of associated hardstanding. No objection.

43. **Play area**

i) Updates re repairs and any other issues – The Clerk has obtained a contact who completes repairs in one of the neighbouring parish councils and has requested a quote. The contractor has been out to the play area to have a look, and after some confusion about the fact that someone appears to have already been and repaired some items, the contractor is trying to obtain a price for a rubber buffer for the gate and will then provide a quote for the remaining repairs required. **Clerk to instruct contractor provided quote comes in within delegated authority values.**

44. **Finance**

i) Confirmation of the bank balances as at 14.05.26 of £253.98 and £16,271.97 – The Clerk advised that this item should have stated bank balances as at 16.09.26 of £191.31 and £19,506.39. Cllr Gordon confirmed the new balances stated are correct.

ii) To confirm completion of the first (Apr to Jun) quarterly finance check for 2026-27 – Cllr Gordon confirmed the check has taken place and all was found to be in order.

iii) To consider changing bank account provider from Lloyds Bank to Unity Bank. Proposed and agreed. **Clerk to arrange the new bank account with Cllrs Bennett, Gordon, Rossiter, and the Clerk as signatories.**

Charges and interest rates for both accounts are:

- Lloyds Bank – £4.25 per month fee, 0.5% interest
- Unity Bank - £7 per month fee, 1.95% interest

iv) To confirm completion of an asset condition check and agree any actions required - Cllr Abecassis confirmed he has completed and asset condition check and located some additional litter bins that are not on the asset list. **Clerk to review where these bins are and if they do appear to be the property of the PC, Clerk to put proposal to add them to the Asset Register on the next agenda. Clerk to also contact OCC to check if they now consider the bus shelter to have been passed on to the PC.**

v) Proposal to add the dog waste bin on Stour View to the Asset Register at a value of £1 as it has been donated to the Parish Council by Deanfield Homes – Proposed and agreed. **Clerk to add to the asset register.**

vi) To consider contributing up to £40 to the cost of a portable air conditioning unit for the Clerk's office – Proposed and agreed.

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vii) Confirmation of payments made since the last meeting using delegated powers: Proposed and agreed.

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| 01.06.26 | Sue Rowley | Internal Audit 25-26 | £75.00 |
| 29.05.26 | Kirsty Buttle | Expenses | £33.50 |
| 01.06.26 | Thomas Fox Landscaping | Play area mowing May | £61.42 |
| 01.06.26 | Kirsty Buttle | Salary and office May | £267.67 |
| 01.06.26 | HMRC | Tax May | £64.40 |
| 02.06.26 | NEST | Pension May | £18.71 |
| 19.05.26 | Lloyds | Account fee | £4.25 |
| 12.06.26 | Zurich | Annual parish insurance | £500.00 |
| 25.06.26 | Citizens Advice Bureau | Donation | £25.00 |
| 25.06.26 | CDC | Uncontested election fee | £200.00 |
| 25.06.26 | Parish Online | Website 1 year | £300.00 |
| 19.06.26 | Lloyds | Account fee | £4.25 |
| 25.06.26 | Kirsty Buttle | Salary and office June | £257.42 |
| 25.06.26 | HMRC | Tax June | £62.00 |
| 30.06.26 | NEST | Pension June | £17.97 |
| 20.07.26 | Lloyds | Account fee | £4.25 |
| 04.08.26 | Thomas Fox Landscaping | Play area mowing June | £61.42 |
| 04.08.26 | Playsafety Ltd | Annual play equipment inspections | £104.40 |
| 04.08.26 | Kirsty Buttle | Salary and office July | £257.42 |
| 04.08.26 | HMRC | Tax July | £62.00 |
| 31.07.26 | NEST | Pension July | £17.97 |
| 04.08.26 | Thomas Fox Landscaping | Play area mowing July | £90.93 |
| 18.08.26 | Lloyds | Account fee | £4.25 |
| 25.08.26 | Kirsty Buttle | Salary, backpay, and office Aug | £297.81 |
| 25.08.26 | HMRC | Tax Aug | £72.20 |
| 28.08.26 | NEST | Pension Aug | £20.93 |

viii) To note the following receipts: Noted.

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| 09.06.26 | Lloyds | Interest | £6.37 |
| 09.07.26 | Lloyds | Interest | £6.10 |
| 20.08.26 | Lloyds | Apology payment | £50.00 |
| 10.08.26 | Lloyds | Interest | £6.29 |
| 09.09.26 | CDC | Precept | £5,982.50 |
| 09.09.26 | Lloyds | Interest | £5.66 |

**45. Planning decisions received – None.**

**46. Information exchange** – Cllr Bennett agreed that she will respond to the bus services survey on behalf of the PC. Footpath Modification Orders for the footpaths on the school have come through today. A Cllr raised concerns about a location where flytipping is regularly taking place between Back Lane and Cotswold Close, opposite Stewarts Court. It was agreed that the **Clerk should write to CDC to ask them if there is something they can do about the area being used regularly as a flytipping site.**

Cllr Abecassis announced his resignation from the council with immediate affect. **Clerk to complete the forms for advertising vacancy.**

Meeting closed @ 8:59pm

**Date of next meeting – 18th November 2026**

Signed…….. Date…….

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