Sibford Ferris Parish Council

Minutes of the Parish Council meeting

Sports Hall classroom, Sibford School

14th January 2013 – 7.45pm

Present at the meeting were Joanne Connor, Maureen Hicks, Adrian Lamb, Tim Huckvale, Peter Robinson, Vanessa Dyble, District Cllr George Reynolds and one member of the public.

There were no apologies and no declarations of interests from the Councillors.

The Minutes were agreed as being a true and accurate representation of the previous PC Meeting on 12th November 2012.

It was agreed that Peter Robinson would be co-opted onto the Council and the Acceptance of Office and was duly signed and witnessed. The Councillors were delighted to welcome Peter.

Matters arising from previous meeting:

270/11 - Closed - Road edge weed clearance. The weeds were clear at the present time.

263/11 - Outstanding - Kerbing. The Members were very pleased that enough funding had been made available for part of the kerbing works to be carried out. Unfortunately, there was no extra money available from the precept for the Parish Council to contribute towards the works but it was preferable that the kerbing work was started and completed in phases.

249/11 - Outstanding - New litter bin at Sibford Elm Lay-by. The Clerk reported that she was still awaiting a response from Cherwell District Council and Oxfordshire County Council regarding the approval of the site of the litter bin and confirmation that the type chosen would be emptied. She would continue to chase for a response. **VD**

253/11 – 254/11- Outstanding – MUGA. Maureen Hicks reported back that she had been in touch with ORCC and had a meeting with Nicole O'Donnell, who was very positive about the suggestion for the next phase of the MUGA (to include a boulder climbing wall and fitness equipment). The site would be big enough to accommodate the proposals. Nicole O'Donnell made some suggestions for funding and some grants may be available but it would need to been shown that local people would use the equipment. It was considered that

the Community Plan may help with this. Peter Robinson confirmed Sibford School's preferred option was the boulder wall. The fitness equipment ranged from £700 - £4000 per piece. MH had made various enquiries to different companies specialising in play equipment and was awaiting responses before proceeding further **MH**

02/12 - Ongoing - Affordable housing. Tom McCulloch had to postpone the scheduled meeting due to changes being made by Cherwell District Council but would come back with some new suggested meeting dates in due course.

3/12 Outstanding - Play area inspections. TH suggested that the check list should be revised to include a check on hedges, trees and grass surfaces. He reported back that the fence posts on the north side were rotting at the bottom. AL confirmed that he would deal with this and also trim back any overhanging hedges. It was agreed that a letter should be sent to Mr and Mrs Woodvine thanking them for carrying out their weekly inspections. It was also agreed that TH would keep the check lists. **AL**

10/12- Ongoing - Glass recycling The Members were disappointed that no response had been received back from Cherwell District Council regarding the suggestion of a possible site at Sibford Elm Lay-by. District Cllr George Reynolds said he would follow this up and also informed the meeting of a scheme offering approx £170 pa if the Parish Council maintained the site.

15/12- Outstanding - Broken stile between Woodway Road and Brambles House. A request to the landowner had been made but a re-inspection had not yet been carried out. **VD**

16/12- Closed – Weed clearance area behind Hook Norton Road. AL and TH confirmed that the area was cleared and no further action was required.

21/12- Outstanding – Parish Council Standing Orders. The Standing Orders were discussed, agreed and adopted. A resolution was passed confirming the Summons to the Parish Councillors to attend council meetings may be sent via e-mail. A copy of the Parish Council Standing Orders are set out below in Appendix A.

24/12 - Closed – Works at Mannings Hill Stable. An application had been submitted to Cherwell District Council for planning permission and this was now been dealt with in the normal manner.

25/12 - Outstanding – Parish Council Financial Regulations. These were discussed, agreed and adopted. A copy of the Parish Council Financial Regulations are set out below in Appendix B.

26/12 - Outstanding – Street Lighting maintenance. The Clerk had received confirmation that the work would be carried out shortly.

Community Plan

The Clerk confirmed that an e-mail had been sent to Peter Hardman suggesting that the Parish Councils liaise in respect of traffic calming, footpaths and meeting the rights of way officer.

The walking group had now been established and further action had been taking in respect of glass recycling, additions to the MUGA and Broadband connections to the Village.

Richard Hartree was concerned regarding the recreation and leisure equipment. He suggested that the Village Hall should be approached as he felt it was an obvious site to put some adult exercise equipment. JC said that although the Parish Council would have no objections to this, they would not be able to contribute as the finance for the MUGA site was from money retained from the Manor Development and had to be used in Sibford Ferris, as well as being in conjunction with Sibford School.

Bishop's Blaize

This was now on hold until April as the owners had 6 months to comply with the Enforcement Order.

The right to bid was discussed and whether the Parish Council should consider registering. It was agreed that Sibford Ferris Parish Council would not register but instead give their full support Sibford Gower if they decide to do so.

Correspondence

An e-mail received from Joan Broady regarding a request for a grant towards improving the village hall lighting was discussed. A donation is made every year to the Village Hall of £300 and unfortunately there are no further funds available from the Parish precept to make an additional grant.

It was agreed that the Parish Council did not have any comments to Cherwell District Council regarding the Community Governance Review.

The e-mail from Douglas Tonks was discussed regarding PAYE and the new tax requirements from April 2013. It was agreed that the Clerk should arrange for them to deal with Clerk's pay from April 2013.

Finance:

22/12 – Closed Bank statements were now being received from Barclays Bank by AL.

- Cheques were agreed and signed as follows:-

- Chq No 100575 – Cancelled
- Chq No 100576 – LDA Design – Sibford Community Plan - £114.07
- Chq No 100577 – Sue Mattinson – Sibfords Community Plan - £37.86
- Chq No 100578 – Sibford Gower Parish Council – Sibfords Community Plan - £59.36

Receipts:

15/12/12 – Sibford Gower Parish Council – Burial fees - £33.50

- Precept 2013/2014

  The precept was discussed and the sum of £6774 was proposed taking into account the projected income and expenditure.

Planning:

Permission Granted– 12/01332/F
Mr Christian Fletcher
Erection of garage alongside existing garages, Garage Block, Cotswold Close, Sibford Ferris

Permission Granted – 12/01249/F
Mrs Sarah Gale, 8 Walford Road, Sibford Ferris
Installation of decking area to rear garden

Outstanding – 12/00279/TCA
Mr Jeremy Dougall, 10 Walford Road, Sibford Ferris
Tree Works –
T1 x Sycamore – Prune back by one third branches overhanging property.

Outstanding – 12/01536/F
Mr Charles Etherington Smith – Hill House, Main Street, Sibford Ferris
Construction of a stable block

Outstanding – 12/01719/F
Mr and Mrs P Friend – 2 Home Farm Court, Main Street, Sibford Ferris
Garage conversion to form studio/hobby space – re-submission of 12/00598/F

Outstanding – 12/01737/F
Blenheim Farm
Proposed Solar Farm with combined renewable energy and agriculture – Parcel Land East of OS 3500 and north of Field Barn Hook Norton Road, Sibford Ferris

The Blenheim Farm application was discussed. AL confirmed he was a neighbour. There were no objections to the plan. It was considered to be well thought out initiative near to a conservation area, not creating noise and would be well screened. This was seen as an opportunity to support a forward thinking plan.

AOB:

Broadband

TH reported on the progress in respect of improved broadband services to the village. The Swalcliffe Exchange User Group ran a campaign to encourage residents to register their interest in superfast broadband with Oxfordshire County Council before registering closed at the end of December 2012. Oxfordshire are due to announce in the spring what level of improved broadband service we can expect from their programme.

Future meeting dates

Next Meeting – 4th March 2013

Next Annual Parish Meeting – 29th April 2013 at 7.30pm

Next Annual Parish Council Meeting – 13th May 2013 at 7.45pm

There being no further business to discuss the Chair thanked those present for attending and the meeting was closed at 9.30pm.

APPENDIX A

SIBFORD FERRIS PARISH COUNCIL

STANDING ORDERS

1 MEETINGS

a) Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.

b) When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or a bank holiday or a day appointed for a public holiday shall not count.

c) Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be done by a resolution which shall give reasons for the public's exclusion.

d) Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.

e) In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

f) Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his/her absence be done by, to or before the Vice-Chairman (if any).

g) The Chairman, if present, shall preside at the meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

h) Subject to model standing order 1(o) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.

i) The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he/she gave an original vote.

j) Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to

show whether each councillor present and voting gave his vote for or against that question. Such request shall be made before moving on to the next item of business on the agenda.

k) The minutes of a meeting shall record the names of councillors present and absent.

l) The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.

m) An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.

n) No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.

o) If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

2 ORDINARY COUNCIL MEETINGS

See also standing order 1 above

a) In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.

b) In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.

c) If no other time is fixed, the annual meeting of the Council shall take place at 6pm.

d) In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.

e) The election of the Chairman and Vice-Chairman (if any) of the Council shall be the first business completed at the annual meeting of the Council.

f) The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the Council.

g) The Vice-Chairman of the Council, if any, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.

h) In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.

i) In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

3 THE COUNCIL'S CLERK SHALL DO THE FOLLOWING:-

a) Sign and serve on the councillors by delivery or post at their residence a summons confirming the time, date, venue and the agenda of a meeting of the Council at least 3 clear days before the meeting

OR

Upon the Council having first resolved that service of summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient electronically serve on the councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council at least 3 clear days before the meeting provided any such e-mail contains the electronic signature and title of the Clerk.

b) Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

c) Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office in accordance with (a) above.

d) Receive and retain copies of byelaws made by other local authorities.

e) Receive and retain declarations of acceptance of office from councillors.

4 MOTIONS NOT REQUIRING WRITTEN NOTICE

To suspend any standing order except those which are mandatory by law.

5 CODE OF CONDUCT (ENGLAND)

a) All councillors shall observe the code of conduct adopted by the Council.

b) If paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 5(c) below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.

c) Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.

6 EXPENDITURE

a) The Council's financial regulations shall be reviewed once a year.

b) The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

7 EXECUTION AND SEALING OF LEGAL DEEDS

a) A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

b) In accordance with a resolution made under standing order 7(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

(The above is applicable to a Council without a common seal.)

8 EXTRAORDINARY MEETINGS

a) See also standing order 1 above

b) The Chairman of the Council may convene an extraordinary meeting of the Council at any time.

c) If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.

9 ESTIMATES/PRECEPTS

The Council shall approve written estimates for the coming financial year.

10 POWER OF WELL-BEING (England)

a) Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.

b) The Council's period of eligibility begins on the date that the resolution understanding order 10 (a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.

c) After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 10(b) above.

11 FINANCIAL MATTERS

a) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 11(b) below.

b) Any formal tender process shall comprise the following steps:

i. a public notice of intention to place a contract to be placed in a local newspaper;

ii. a specification of the goods, materials, services and the execution of works shall be drawn up;

iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;

iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;

v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.

c) Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.

d) Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

e) Any cheques issued shall be signed by two authorised Members of the Parish Council.

12 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

a) Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.

b) A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

13 STANDING ORDERS TO BE GIVEN TO COUNCILLORS

a) The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.

b) The Chairman's decision as to the application of standing orders at meetings shall be final.

c) A councillor's failure to observe standing orders more than 3 times in one meeting may result in him/her being excluded from the meeting in accordance with standing orders.

APPENDIX B

SIBFORD FERRIS PARISH COUNCIL

FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council at its Meeting held on 14th January 2013

1. GENERAL

1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of financial control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the council meets these responsibilities.

1.2 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the council. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.

1.3 The RFO shall produce financial management information as required by the council.

1.4 At least once a year, prior to approving the annual return, the council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and then in force.

1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.

2. ANNUAL ESTIMATES (BUDGET)

2.1 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the council.

2.2 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.

2.3 The annual budgets shall form the basis of financial control for the ensuing year.

2.4 The Council shall consider the need for and shall have regard to a three year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual Budget.

3 BUDGETARY CONTROL

3.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget.

3.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate.

3.3 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter.

3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £200. The Clerk shall report the action to the Council as soon as practicable thereafter.

3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the council.

3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

4.2 The RFO shall complete the annual financial statements of the Council, including the council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.

4.3 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.

4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.

4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.

4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.

5.2 A schedule of the payments required, forming part of the Agenda for the Meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to Council. If the schedule is in order it shall be authorised by a resolution of the Council and shall be initialled by the Chairman of the Meeting. If more appropriate the detail may be shown in the Minutes of the Meeting.

5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by two members of Council.

5.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6 PAYMENT OF ACCOUNTS

6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers.

6.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.

6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.

6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

6.5 The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7 PAYMENT OF SALARIES

7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.

7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council Meeting.

8 LOANS AND INVESTMENTS

8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.2 The council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Policy shall be reviewed at least annually.

8.3 All investments of money under the control of the Council shall be in the name of the Council.

8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.

8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9 INCOME

9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3 The Council will review all fees and charges annually, following a report of the Clerk.

9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6 The origin of each receipt shall be entered on the paying-in slip.

9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of

control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10 ORDERS FOR WORK, GOODS AND SERVICES

10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2 Order books shall be controlled by the RFO.

10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (I) below.

10.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11 CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

(a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:

(i) for the supply of gas, electricity, water, sewerage and telephone services;

(ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

(iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

(iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

(v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council);

(vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

(b) Where it is intended to enter into a contract exceeding £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such

goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.

(c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

(d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

(e) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.

(f) If less than three tenders are received for contracts above £50,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

(g) When it is to enter into a contract less than £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £1,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

(h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the Council.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13 STORES AND EQUIPMENT

13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14 ASSETS, PROPERTIES AND ESTATES

14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.

14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15 INSURANCE

15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk.

15.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16 RISK MANAGEMENT

16.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

16.2 When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17 REVISION OF FINANCIAL REGULATIONS

17.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

* * * *

Sibford Ferris Parish Council

Minutes of the Parish Council meeting

Sports Hall classroom, Sibford School

4th March 2013 – 7.45pm

Present at the meeting were Joanne Connor, Maureen Hicks, Adrian Lamb, Tim Huckvale, Peter Robinson, Vanessa Dyble and Oswyn Murray, Chairman of Sibford Gower Parish Council.

There were no apologies and no declarations of interests from the Councillors.

The Minutes were agreed as being a true and accurate representation of the previous PC Meeting on 14th January 2013.

Matters arising from previous meeting:

263/11 - Outstanding - Kerbing. Extra funding had been made available to carry out the works but it had to be used in this financial year. It was agreed that if there were problems with the original site, because of underground cables, then the funding should be used for an alternative site where kerbing is required. VD had already made this suggestion to Oxfordshire County Council but would follow up this week and get a progress report. VD

249/11 - Closed - New litter bin at Sibford Elm Lay-by. Please see Glass recycling below.

253/11 – 254/11- Closed - MUGA. It was agreed that this matter should now be dealt with under new heading of Fitness Equipment, please see below.

3/13- Ongoing - New Fitness Equipment at MUGA Maureen Hicks had met with and received an estimate from Proludic. It was felt that the boulder wall wasn't challenging enough. MH was proposing to see other companies too (Fresh-Air fitness and Wicksteed, Northampton). Peter Robinson suggested we go ahead with getting other quotes and ideas and he would then be able to run a session with pupils and PE staff for feedback. Consideration was given to getting a boulder wall made from natural materials and PR said he would make enquiries. It was agreed that a sub-group should be organised to deal with the detail and grant funding. MH/PR

02/12 - Ongoing - Affordable housing. Adrian Lamb and Maureen Hicks had a very productive meeting with Tom McCulloch, Greensquare Housing Association and Cherwell

District Council Housing. It was understood by AL and MH that the development would take place, at some point, on the Hook Norton Road site and that the Parish Council would want to maximise the community benefit from potential development. There was a desire from the community for more recreational public space and allotments. The management of the open space was discussed, possibilities were:- 1. Landowner retaining ownership but offering long term lease to Cherwell DC to manage site or; 2. an agreement with Sibford School to maintain the site. Cherwell DC gave a positive response to the Parish Council's suggestions and a request was made for MH/AL to e-mail TM with the Parish Council's vision for the recreational space, suggested location and number of allotments. Priority for the housing would go to those with local connections to the Sibfords and then some may be cascaded out to surrounding parishes, once Sibfords needs had been met.

3/12 Closed - Play area inspections. AL had carried out the repairs required and VD had sent letter to Mr and Mrs Woodvine so all was in order and the matter could be closed.

10/12- Ongoing - Glass recycling AL, PR and TH met with Andrew Jenkins from Cherwell District Council at the Sibford Elm lay-by site. Andrew Jenkins thought the site was ideal for a glass recycling. An area could be concreted to the side of the lay-by so no space was lost and clear, brown and green bottle banks would be provided. He considered that it would not be appropriate to have a litter bin in the nearby vicinity as all rubbish that could not be disposed of in the bottle banks would be left around the litter bin. It was agreed that Andrew Jenkins would proceed with the bottle banks. The adopt-a site-scheme was discussed whereby if the Parish Council maintained the site and reported any fly-tipping issues to Cherwell District Council they may be entitled to receive some funds in the region of £170 pa.

15/12- Outstanding - Broken stile between Woodway Road and Brambles House. VD had received an update from the footpaths officer to say that a re-inspection had been made and the stile had not been repaired by the landowner so a further request would be made. VD would be notified in due course when the repair had been carried out.

VD

21/12- Closed - Parish Council Standing Orders.

25/12 - Closed – Parish Council Financial Regulations.

26/12 - Closed - Street Lighting maintenance. The work had been carried out.

2/3 - Outstanding – Broadband – TH reported that the community had responded and that they now awaiting a response from Oxfordshire County Council.

Community Plan

Going forward it was agreed that where possible aspects from the Community Plan that affected both Sibford Ferris and Sibford Gower would be dealt with jointly following on from the Annual Parish Meetings. Oswyn Murray informed the meeting that Sue Bannister was

the footpaths warden for Sibford Gower and it was agreed that Sibford Ferris Parish Council should approach her and ask if she would be footpath warden for Sibford Ferris too.

Bishop Blaize

There were several issues discussed relating to the Bishop Blaize;-

1. Sibford Gower Parish Council's draft letter to Cherwell District Council regarding Community Right to Buy was approved. This would relate to the whole property with the exception of the paddock.
2. It was agreed that Sibford Ferris Parish Council would respond to the appeal to the Secretary of State for Communities and Local Government against the recent appeal decision in respect of change of use as follows:-

   (a) As no further documentation had been lodged it was difficult to make any other comments but to request the right to respond within a reasonable time should any documents be submitted at a later stage. Also to request that all previous documentation and correspondence filed should be considered.
   (b) Sibford Ferris Parish Council fully supports the stance of Cherwell District Council.

3. It was agreed that JC would draft Sibford Ferris' objections to the planning application relating to the changes to the bottle store. Although no permission has been granted major reconstruction of the bottle store has taken place. A bat survey was required and this has not been carried out. JC

Oswyn Murray also informed the meeting considerable works were being undertaken on site. There were huge piles of rubble in the yard. This was in breach of planning law and SGPC would suggest to Cherwell District Council that they should consider taking out an injunction to prevent any further works being carried out.

Also there has been much activity in the car park with it being measured out by a surveyor.

Closure of the Churchyard

This was to be raised and discussed at the Annual Parish Meeting as it was important that the parishioners are given an opportunity to express their views. JC stated that as the Churchyard was outside the Parish of Sibford Ferris a contribution towards the cost of maintenance could be made but Sibford Ferris Parish Council could not take on the responsibility, or enter into contracts relating to the maintenance nor make it an ongoing liability of the Parish. Oswyn Murray said that the Gower would decide a level of expenditure and present it to Sibford Ferris Parish Council to agree a contribution. He envisaged that the Gower would want to continue maintaining the Churchyard in the same manner as it is currently maintained.

Correspondence

A letter was received from the Clerk of Sibford Gower Parish Council dated 19th January 2013 suggesting that the Annual Parish Meetings in 2014 could be held on the same evening

following on from each other. OM said that it would reduce the workload of the local services as they would only have to present on one evening. It had also been raised now so that it could be discussed at this year's Annual Parish Meetings. It was agreed that this would be given consideration and raised at the APM for discussion.

An e-mail had been received from the Clerk of Sibford Gower Parish Council relating to the overuse of the roads through the villages by Matthews lorries. No further action was required by Sibford Ferris Parish Council, at this stage, as Sibford Gower Parish Council was corresponding with Oxfordshire County Council. Once a response had been received VD would be sent an update of the position. Oswyn Murray confirmed that the lorries had caused damage to Temple Mill Road.

Letter received from AON was being dealt with by VD.

AL raised the question of correspondence from Cherwell District Council regarding the Litter Blitz. VD confirmed that she had not received any correspondence and would check with Sibford Gower Parish Council to find out if they had been sent any information this year. AL suggested 30th March 2013 as the day for Sibford Ferris Litter Blitz and he would advertise this in the Sibford Scene.

Finance

1/13 – Ongoing – Precept – 2013 -2014

Payments:

Cheque No. 100579 – Sibford Village Hall – Annual payment - £300.00
Cheque No. 100580 – CAB Banbury – Annual payment - £25.00
Cheque No. 100581 – Sibford School – Annual donation - £20.00
Cheque No. 100582 – Cancelled
Cheque No. 100583 – Sibford Scene – Annual donation - £25.00
Cheque No. 100584 – OPFA – Annual donation - £10.00
Cheque No. 100585 - Holy Trinity Church - £300.00
Cheque No. 100586 - OALC Subscription - £131.07
Cheque No. 100587 - ORCC Subscription - £45.00
Cheque No. 100588 – V Dyble – Printer Ink - £20.99
Cheque No. 100589 – V Dyble – Clerk's Wages (Sept 2012 – March 2013) - £1245.78
Cheque No. 100990 – C Etherington-Smith – Electricity - £35.00

Receipts:

None

Transfer:

£2150.00 requested from Business Saver to Community Account to cover the cheques listed above.

AL said that bank statements were missing and could VD please request copies from Barclays Bank. From Community Account Statement Nos 155, 158 and 159. From the Business Saver Statement No 137.

- **Planning:**

Permission Granted – 12/00279/TCA
Mr Jeremy Dougall, 10 Walford Road, Sibford Ferris
Tree Works –
T1 x Sycamore – Prune back by one third branches overhanging property.

Permission Granted – 12/01536/F
Mr Charles Etherington Smith – Hill House, Main Street, Sibford Ferris
Construction of a stable block

Permission Granted – 12/01719/F
Mr and Mrs P Friend – 2 Home Farm Court, Main Street, Sibford Ferris
Garage conversion to form studio/hobby space – re-submission of 12/00598/F

It was commented on that Sibford Ferris Parish Council's comments had not been noted on the application. VD said that she knew a response had been made but would check and confirm.

Outstanding – 12/01737/F
Blenheim Farm
Proposed Solar Farm with combined renewable energy and agriculture – Parcel Land East of OS 3500 and north of Field Barn Hook Norton Road, Sibford Ferris

This application was discussed. It had not yet gone to Planning Committee. Notices had been placed around the site and at the village shop by Cherwell District Council. The Parish Council agreed that public access, visibility and impact on the environment had been considered and that it was a well thought out plan.

Outstanding 12/000678/F
Appeal by Mr & Mrs Noquet
Bishops End, Burdrop, Banbury
Change of use of a vacant public house to C3 residential

- **Any other business:**

  Swimming Pool – Walford Road – A local resident had made a call to TH regarding the spoils from digging. TH went to see the owner of Sibford Hall who confirmed that it would be spread evenly over the paddock.

  Oswyn Murray raised the possibility of inter-parish meetings. He had sent around a note for consideration suggesting possible meetings between local parishes to discuss issues that concern the villages generally. He will send some dates for an initial meeting.

- **Future meeting dates**

  Next Annual Parish Meeting – 29th April 2013 – 7.30pm
  Next Annual Parish Council Meeting -13th May 2013 – 7.45pm
  Next Meeting 24th June 2013 – 7.45pm

There being no further business to discuss the Chair thanked those present for attending and the meeting was closed at 9.30pm.

Annual Parish Meeting – Sibford Ferris

Monday 29th April 2013 – 7.30pm

Held in the classroom above the Sports Hall, Sibford School, Sibford Ferris

Apologies – There were no apologies.

Attendees – Joanne Connor (Chair), Maureen Hicks (Deputy Chair), Vanessa Briggs (Clerk), Adrian Lamb, Tim Huckvale, Peter Robinson, Michael Goodwin (Head, Sibford School), Cllr George Reynolds, Peter Hardman (Clerk Sibford Gower Parish Council) and 10 members of the public.

Minutes of the last meeting – these were approved by the Chair.

Matters arising from the last meeting were discussed as follows:-

1. Telephone Box in Sibford Ferris. A note was put in the Sibford Scene but there were no responses.
2. Roadside clearance of weeds. This is ongoing over the summer months and there is regular contact with Cherwell District Council resulting in clearance from time to time.
3. Overflowing drains during high rain periods. Kerbing has been put in place which should help with this problem.
4. Bishop Blaize. This is ongoing and is dealt with later on the Agenda.

The Chair addressed the meeting with:-

Chair's 2012 / 2013 Report

"During the last year we have had 6 formal Parish Council meetings. In addition there have been a number of other meetings and presentations attended by Councillors on behalf of the Parish.
Whilst there were no major events this year, we have been working on the development of the remaining area of the multi-use games area, undertaking discussions with Cherwell District Council in relation to rural exception housing as well as keeping essential matters under review, such as speed of traffic through the village, maintenance of verges and hedgerows, and planning applications.

I would like to comment on some activities

- **Multi Use Game Area**

  The Multi Use Game Area which was finished in 2011, has continued to be used extensively by the village. We have therefore been actively working in the last year to expand this facility. We have also consulted with Sibford School and young people. The decision has been made to develop the site with fitness equipment and hopefully a

climbing wall. This will be a project we hope to fulfil in the next year albeit the next step is to apply for funding.

- **Sibford Community Plan**

The Parish Council are pleased to report that this year saw the finalisation of the Sibford community plan. It had long been the view of the Parish Council that we should have a Parish Plan, providing us with:

- A way to influence decisions by local authorities and other service providers
- A basis for planned action by people in the parish
- A possible route for winning funds for local initiatives and activities
- A framework to help the Parish Council decide what the community needs us to focus on

The plan in particular identified the following as some of the areas for the Parish Council to focus upon

- Whether the two Parish Councils should merge
- The provision of dog litter bins
- Traffic calming measures
- Ensuring the maintenance and provision of rights of way.
- Provision for recycling.

We have been in contact with Gower Parish Council to discuss the outcome of the plan. We have appointed a Rights of Way co-ordinator.

We would like to thank all the members of the Sibford Community Plan Committee for their hard work in producing what will no doubt be a valuable resource for us all.

- **Main Street**

The Parish Council has again been in discussion with Oxfordshire Highways over pot holes, as well as the state of the kerbing in Main Street, blocked gullies and drains. This year we had repairs to the road surface on Hook Norton Road, together with new kerbing along the south side of Main Street to avoid further verge erosion.

We have also arranged for street lights to be repaired and continually push in the summer for the cutting back of the roadsides and verges.

- **Litter Blitz and recycling**

Talking of verges, the roadsides, paths and verges are a lot cleaner thanks again to the tremendous efforts of the Litter Blitz volunteers who came out on Saturday 30th March to do the annual tidy up. Thanks to all of the volunteers and to Adrian Lamb for organising them.

The Parish Council were invited to provide details of any areas where glass recycling bins could be provided. The council suggested at Sibford Elm, the crossroads before entering the village. This has been agreed and will be placed there shortly. We investigated placing a bin

on that site due to the high level of waste which is left there but we have been advised it is likely to cause more waste to be dumped.

- **Cotswold Close Play Area**

The junior play area in Cotswold Close has again been well used in the last year. The equipment has stood up well, and with the grass cut regularly by Gerry Melvin, the area has been kept tidy and attractive. A weekly inspection has been carried out by volunteers. Our thanks must go to John and Lynn Woodvine for assisting with these inspections. The annual external inspection gave it a clean bill of health.

- **Churchyard**

The issue of maintaining the graveyard at Sibford Church continues to be an area of discussion. Two years ago the following the APM we agreed to contribute towards this cost. This was fixed at £300 per year.

However, there is a possibility this costs may increase. Sibford Gower Parish Council has now received formal notification of the intent of the church authorities to relinquish control of the churchyard to the local civil authority under the provision of the act regulating disused churchyards. This does not affect the new burial ground which is owned and administered by the two Sibford Parish Councils.

The legal duty for the churchyard falls in the first instance on the local Parish Council of Sibford Gower, but the Ferris has indicated they may be prepared to help, provided the costs are reasonable.

The Gower Parish Council has to decide whether they wish to accept responsibility; if they refuse, responsibility is handed on to Cherwell and they cannot change our minds later. The disadvantages of accepting responsibility are the costs and legal hassle involved in continuing maintenance; the advantages are that the community retains control of a local open space.

We understand Gower Parish Council is in contact with Cherwell, who have not yet replied; they have made contact with Hook Norton Parish Council, who manages their churchyard. Maintenance involves a contract for grass mowing and shrub clipping: the chairman and a churchwarden liaise over monitoring this. The contract is for mowing six times a year. There is no problem about litter, confetti etc. The contractor needs third party insurance and proper registration.

Every three years the tombstones are inspected by an expert. If they are considered dangerous they can be laid flat, which may cause distress to families and can lead to a requirement to try and trace the families involved. A significant undertaking which will ultimately incur more costs to both Parish Councils.

Gower Parish Council need to decide whether to accept the duty or not. It would be perfectly reasonable to pass it on to Cherwell on the grounds that two Parish Councils are involved. The cost to the public purse would doubtless be greater and local control would be lost. We feel it is also incumbent upon Ferris of to discuss it with our parishioners and to provide feedback to Gower about the level of support we will provide to the costs. We have

been of the view we contribute towards the costs by a fixed amount and it is then for Gower to decide how it is spent.

- **Housing**

Some of you may be aware the Sibfords have been identified under the local plan as villages that would be expected to take further housing developments. With this in mind, and in particular the need which has been highlighted in local housing questionnaires for affordable housing for local people, the Parish Council has been discussing with the council the possible development of a site on Hook Norton Road for rural exception housing.

Rural exception housing provides low cost housing for people with local connections. In order to fund the site it may be accompanied by some private housing. We have stated Ferris Parish Council believe rural exception housing is required but if there is a development of such houses, this must be accompanied with improved provisions for the existing villagers. The Sibford Ferris Parish Council has therefore looked at the inclusion of further green space so that any development would provide for green space next to the existing housing on Hook Norton Road and then the additional housing. This remains an area of discussion at this stage.

- **Sibford Ferris Parish Council**

This year has seen a number of changes for Sibford Ferris Parish Council. Our former Chair Chris Franklin stood down last year following the Annual Parish Meeting. I would like to thank him for all his hard work for the Sibford Ferris Parish Council over the years.

This year also saw the loss of John Simms who died last summer. John worked tirelessly for Sibford Ferris Parish Council. His contribution to our village cannot be overestimated. John was still attending meetings shortly before his death and finding time to look at planning applications and communicate on these issues. He will be missed by us all.

I am though pleased to report that Sibford Ferris Parish Council has been joined by Tim Huckvale and Peter Robinson who are now well ensconced in their roles. I am currently chair and Maureen vice. Adrian is our responsible financial officer. Vanessa Briggs remains our clerk.

Finally, I should like to thank the following people:

- My fellow Parish Councillors for their work and support in the last 12 month.
- Vanessa Briggs, for all her work as our Parish Clerk.
- Our District Councillor, George Reynolds, who regularly attends our Parish Council meetings, helping us with enquiries and information we require from both Cherwell District Council and Oxford County Council.
- Richard Hartree and Sue Mattinson for their leadership of the Sibford Community Plan Project.
- All the volunteers who give their time for the collective good as mentioned previously.

- Sue Rowley for handling the annual internal audit of the Sibford Ferris Parish Council accounts
- Adrian Lamb and his team for producing the excellent Sibford Scene
- Sibford School for providing a meeting room for us and for their co-operation on the play area and other village matters,
- and last but not least yourselves, for your interest and for attending this meeting."

As Councillor George Reynolds had to leave the meeting by 7.50pm the Chair then handed over to Councillor Reynolds for any comments he wished to make and to the public to put any questions to him. Councillor Reynolds said he hoped that the Parish Council were satisfied with the new kerbing that had recently been put in. It was agreed that the Parish Council were pleased that the work had been completed. Adrian Lamb said that he had received one complaint that the work had taken 3 weeks and not 5 days as stated in the notices put through local residents' doors. Councillor Reynolds did indicate that there was a lot of paperwork now needed when these projects were carried out.

Michael Goodwin raised a concern about the condition of the gated road between Sibford Elm and Wigginton. Councillor George Reynolds said that he had reported it as had Swalcliffe Parish Council. As the worst affected part of the road falls within Sibford Ferris Parish Council's boundary it was agreed the Parish Council should report it as well.

The Chair then handed over to the Responsible Financial Officer for his report:-

Financial Report to 31 March 2013

"The total spend for year was £6,277.53. This was £777.53 more than the precept for the year but with one off grants relating to the Jubilee celebrations and the Community Plan our total income for the year was £7,070.92. This means that £793.39 have been added to reserves replacing our extra spending in the last financial year.

The Community Plan accounts have been separated as they are now completed and show all transactions over the three years.

Our budgeted spending was as expected except that, in addition to budget, a £300 donation was made to the Jubilee celebrations and a £400 grant from Cherwell District Council was passed to the Village Hall committee to help fund the celebrations over the weekend. £86 was spent on training courses for the Clerk and councillors during the year.
This was offset by lower than budgeted costs for play area maintenance, insurance and burial ground maintenance.

The total bank balance at the end of the year was £9,469.16.
The draft accounts will be presented to the Parish Council for approval. They will be made available to the public 14 days before being sent to the external auditor early in July. Before being sent to the external auditor Mrs Sue Rowley has agreed to take on an internal audit, which will also take in some of the procedures safeguarding the public funds for which the

Parish Council is responsible. I would like to thank Sue on behalf of the Parish Council for undertaking this role.

This is the end of the financial report."

The Clerk then read out the short annual Wheathills Report sent from the Clerk of the Town Estate Charity as follows:-

"The tenant (of Town Estates Trustees) at Wheathills has asked for clarification on the use of Wheathills as the community plan had referred to it as "common ground" and therefore some villages had thought it was for general use. The Trustees' response to this is: Wheathills is managed by the Town Estates Charity's trustees on condition that it is never sold for housing and that it should always remain an open view for villagers to enjoy but it is not "common ground" as it is rented out as grazing land".

The Chairman then advised the meeting that **Muriel Chandler from the Village Hall** Committee was unable to attend to present her annual report so the report had been forwarded to the Clerk to be read as follows:-

ANNUAL VILLAGE HALL REPORT FOR SIBFORD FERRIS ANNUAL PARISH MEETING ON 29.3.13:

"During the last year Sibford village hall continues to be supported by all our regular groups and now also have art classes on a Monday working with pastels and on Fridays with water colours. We still have karate classes on Mondays and Saturdays and now have yoga classes on Tuesdays and Wednesdays.

We do appreciate the annual donations from your Parish Council which does help with the ever increasing costs of running the hall and keeping facilities up to date. We recently had an energy audit which only cost the hall £160, obtaining funding from toe2 for the other £500 and are now awaiting the report from this and expect that we may have to do quite a lot of work to make the hall more energy efficient. Again we will do our best to obtain grants to help with this work. We have a quotation for around £1200 to update the efficiency of all the radiators in the large hall but our first grant application has been refused so we have to look elsewhere for funding.

Our Easter egg hunt on Good Friday was very successful with 103 children taking part over two trails again set by Joan Broady with our 'live' Easter bunny keeping the children entertained and thanks go to all who helped make this such a success especially the Lamb family from the Ferris.

We have our annual fayre with the dog show, many entertainments and BBQ on Saturday 15th June this year at the hall and look forward to the support of the local residents. unfortunately the very popular band 'Damn Right I Got The Blues' are not able to come to Sibford this year due to the two leading members having many more commitments but have promised to do their best to return in 2014. This is one of our largest fund raising events so is disappointing. The village hall lottery game will soon be starting which again helps to bring in funds – anyone who would like to join in the fun can ring 780025. We will also have another quiz night later in the year and at the moment have monthly film nights.

We have suffered from this winter's weather conditions causing emergency work, coupled with the fact that this year both Christmas and Easter seemed to last for a longer period with less hirers using the hall.

Although our income for the period from 6th April to 31st December 2012 was higher than for the same period in the previous year, this was cancelled out by the increased expenditure for the same period. Since the end of December because of the wintry weather continuing, expenditure will have risen even further. I do not have our annual accounts to 5th April 2013 to hand as yet so cannot give you a full picture. I am however confident that, with the new classes now starting we can look forward to an improved picture in 2013/14.

We have recently had two members retire from the village hall committee but we have been lucky in having three members recently come on to the committee. We are now looking forward to reducing some of the work for the members who have been on the committee for some years and getting other members to share the key roles."

The Chair then thanked the Clerk and passed to Michael Goodwin, Head of Sibford School, to provide an update to the meeting.

Michael informed the meeting that the school was on budget. Although it had been hit slightly by the recession it was now totalling 412 pupils and the main growth area had been the junior school. There had been an expansion of early years and so the use of the buildings had been slightly rearranged to cope with the expanding area.

Recently energy had been put in to improving the outside areas and there was now a small farm area which included calves, lambs and pigs.

There had also been the completion of the Hall project, it had been re-roofed, re-clad, extendable seating had been installed together with a new stage and sound and light system. It was used by the local community on Saturday mornings during the arts and dance classes that were currently running. 300 families also used the School swimming pool for lessons.

The Chair thanked Michael.

There were no representatives from Thames Valley Police but they had sent a short statement to be read by the Clerk as follows:-

"Thames Valley Police will be launching a Neighbourhood Action Group Survey on/around 13th May 2013. This is an opportunity for rural people to set out their top priorities for the Neighbourhood Action Group for the next 12 months. Information about how to do this will be available in the media nearer the time."

The Chair then read out an update on the Bishop Blaize:-

"This last year has seen a raft of applications for planning permission in respect of the Bishop Blaize. Whilst not in our Parish the Sibford Ferris Parish Council are aware of the villagers' concerns and we continue to make representations following each application.

Last August saw an Appeal against the change of use. Sibford Ferris Parish Council made oral representations at the hearing. A further Appeal against change of use is listed for 22nd May and again we have made representations."

A member of the public asked if there was a limit on the number of times appeals can be made and was informed there was not. It was confirmed the upcoming hearing was in respect of an appeal against the decision by Cherwell District Council to refuse planning permission for change of use. The hearing was in respect of the public house only and not the land below.

Michael Goodwin raised the issue of the container that had been removed and said that a number of parents from the School had indicated their concerns at it being left there.

There were questions about the upcoming hearing on 22nd May and whether representations could still be made on line. Although this was not now possible, it would still be possible to make representations in person by attending the hearing at Bodicote House, Cherwell District Council, Bodicote, on 22nd May 2013, providing you signed in at the beginning of the hearing. A coach was leaving Sibford Gower Village Hall at 9am and if anyone required a seat they should contact Richard Butt on 01295 780352. The hearing is due to start at 10.00am.

The Chair raised the matter of the Closure of the Churchyard

The Chair said that this issue had now been raised as the Parochial Church Council had applied for closure of the Churchyard as it is now full. As the Churchyard is in the Gower, it will be Gower's decision to take as to whether or not they want to take on the responsibility of the Churchyard and all that it entails or whether they want to pass that responsibility onto Cherwell District Council.

The difficulty for Sibford Ferris Parish Council would be that it would involve spending money raised in their Parish in another Parish and so it would have to be by way of contribution as only. Sibford Gower Parish Council would have to enter into contracts with any companies or individuals in relation to any maintenance, insurance etc that was required. One of the problems in the past was coming to agreement on the way the Churchyard was maintained, the Gower preferring a more manicured Churchyard to the Ferris.

It was understood that Sibford Gower Parish Council were information gathering at the moment and had been in contact with Hook Norton Parish Council who were responsible for their Churchyard. Peter Hardman, Clerk to Sibford Gower Parish Council also said that they were waiting to hear back from Cherwell District Council to establish that if the

responsibility is handed to Cherwell District Council whether the running costs would come out of the general purse or whether an extra charge would be made. Peter Hardman said that the general maintenance costs paid by Sibford Gower Parish Council had been a lot lower than quotes received for the same work 5-6 years ago. It was also understood by a member of the public that the cost of Cherwell doing the work would be a lot higher, as on top of the contractors an extra 12.5% administration fee would be charged.

Until all the information required had been gathered no decision would be made and it was suggested that a public meeting should be held before making the final decision in due course.

The Chair raised the matter of concurrent Annual Parish Meetings for Sibford Ferris and Sibford Gower Parish Councils

This had been raised by way of letter by Sibford Gower Parish Council to be put forward for decision at the Annual Parish Meeting. The general view was that it would not be a good idea.

The Chair opened the meeting to discuss Any Other Business and the following issues were raised:-

A member of the public raised the matter of Wheathills and was concerned that the land was being used for more than grazing, as machinery and cars were being parked and left in the fields. He wondered if the Trust was being properly compensated for this and asked if the Parish Council could raise this issue with the Town Estates Charity.

Richard Hartree asked why there was no specific mention of Community Plan on the Agenda. The Chair said that it was because the issues arising from the Community Plan were now being dealt with individually and were mainly covered in her Report. Examples of this were the fitness equipment being looked at for the Multi Use Games Area. Appointing a rights of way officer. Discussing concurrent Annual Parish Meetings, exchanging Minutes of Meetings and Agendas with Sibford Gower Parish Council. Dealing with glass recycling. Generally the Parish Council had been busy taking matters forward resulting from the Community Plan.

The matter of faster broadband was also raised. Tim Huckvale reported that he had recently seen correspondence from Oxfordshire County Council raising hopes of superfast broadband in the Sibfords. Although nothing would be confirmed until June when the outcome of negotiations and details of the service each area will receive will be given.

A member of the public asked what was going to happen to all the soil in the Sib Valley from the work carried out at Sibford Hall. Tim Huckvale confirmed that he had been to see the owner regarding this and they confirmed that the soil would be spread evenly over the paddock.

The Solar Planning application was raised. The application had been passed by Cherwell District Council with numerous conditions. The permission was for 25 years. The height of

the panels and the hedging were discussed. Also where the panels would be visible from once the screening was in place. It was asked whether the possible affect on health had been considered. A member of the public asked why the local community do not directly benefit from the solar panels.

One further concern was raised of badger setts being filled in the same area.

With there being no further business to discuss the Chairman again thanked all who had attended and the meeting was closed.

Sibford Ferris Parish Council

Minutes of the Annual Parish Council meeting

Sports Hall classroom, Sibford School

24th May 2013 – 8.30pm

Present at the meeting were Joanne Connor, Maureen Hicks, Adrian Lamb, Tim Huckvale and Vanessa Briggs.

An apology was received from Peter Robinson.

Joanne Connor confirmed an interest in the Notice of Intent to undertake tree works at The Small House, Small House, Sibford Ferris. Please see below.

The Minutes were agreed as being a true and accurate representation of the previous Parish Council Meeting on 4th March 2013.

Election of Chair and Deputy Chair

The Meeting proceeded to elect a Chair and Deputy Chair for the Parish Council. Joanne Connor was proposed as Chair by Maureen Hicks and seconded by Tim Huckvale and was duly elected. Maureen Hicks was proposed as Deputy Chair by Tim Huckvale and seconded by Adrian Lamb and was also duly elected.

Insurance Renewal

The Parish Council Insurance renewal was discussed. The Clerk had received an insurance quotation from Came and Company whose premiums were substantially lower than the existing insurers, AON. The papers had been circulated and the terms compared. Tim Huckvale had raised a few queries on the AON insurance when making a comparison which were discussed. It was unanimously agreed that the insurance should be taken out with Came and Company for the upcoming year.

Any other business

Adrian Lamb had prepared the Annual Return documentation and circulated the paperwork for the Parish Councillors to look and discuss at the next meeting. It was agreed that the Fixed Assets list would not be changed.

VB had received a letter from Thames Valley Police on 23rd May which indicated that their on-line survey, relating to the Rural Neighbourhood Action Group, had not been completed

by many residents in Sibford Ferris and a request for survey forms enclosed with the letter to be completed and returned by 27th May. VB had already e-mailed to request more time to return the survey as it was a Bank Holiday weekend. The surveys were distributed to the Parish Councillors. It was agreed that TH would put details of the on-line survey on the website and VB would send a notice to be placed on the notice board.

VB had received Notice of Intent on 22nd May from Cherwell District Council to remove trees and reduce the height of the hedge fronting Main Street at the property known as The Small House, Small House, Sibford Ferris. The Parish Council were pleased that the hedge was going to be substantially reduced as this had been affecting the properties opposite. The preference was for the hedge to be cut to a lower height to allow for re-growth and maintained at the finished height of 8ft. VB was asked to reply to Cherwell District Council accordingly and also notify the resident who enquired on the website.

Tim Huckvale had given notice of a vandalised digger at the Cotswold Close Play Area. Adrian Lamb confirmed that he would repair the digger. It was agreed that there should not be an insurance claim for the damage. It was also agreed that Tim Huckvale would notify PC Richard Miller at Banbury Police Station.

TH said that he had noticed he was not listed on-line as a Parish Councillor and that Chris Franklin had not been removed. Also Peter Robinson was listed. VB confirmed that notifications had been sent to Cherwell District Council and that she would follow up.

Date of next meeting

3rd June 2013

There being no further business to discuss the Chair thanked those present for attending and the meeting was closed at 9.15pm.

Sibford Ferris Parish Council

Minutes of the Parish Council meeting

Sports Hall classroom, Sibford School

3rd June 2013 – 7.45pm

Present at the meeting were Maureen Hicks, Adrian Lamb, Tim Huckvale and Vanessa Briggs.

Apologies were received from Joanne Connor and Peter Robinson.

There were no declarations of interest from the Councillors.

The Minutes were agreed as being a true and accurate representation of the Annual Parish Council Meeting held on 24th May 2013.

Matters arising from the Annual Parish Meeting:

1. Road surface between Sibford Elm and Wigginton – no further action was required as it had been repaired.
2. Concurrent Annual Parish Meetings for Sibford Ferris and Sibford Gower Parish Councils – The idea was not seen as being practicable and the general feedback at the meeting was against the suggestion. An alternative idea put forward was, instead of having the two legally required meetings running back to back, for both parishes to have a collective meeting at another point in the year to discuss matters affecting both parishes. It was agreed VB should write to Sibford Gower Parish Council accordingly.
3. Wheathills – Use of Land - It was agreed that VB should contact the Town Estates Charity, who manage the land, to inform them of the concern raised by a member of the public at the meeting regarding the land being used for storage of vehicles.
4. Broadband – TH confirmed that we should hear in the next few weeks outcome of the major negotiations but we may have to wait until the Autumn for the detailed plan to be produced, showing the service each area will receive.
5. Sibford Hall, Walford Road – Concern was raised by a member of the public at the meeting regarding the spoil in the Sib Valley from the work carried out at Sibford Hall. Although TH had been to see the owner he confirmed he intended to check the planning permission as well.
6. Solar Farm Planning permission – badger setts – A member of the public raised a concern that a badger sett had been filled in. The Parish Councillors were not aware of this but as the badger setts and badger gates were in the plan put forward with the application and therefore no further action was required.
7. Bishop Blaize – Joanne Connor put forward the Parish Council's position at the meeting. The Inquiry had now taken place, which only looked at new evidence, and the outcome was awaited.

8. Closure of the Churchyard – The Parish Council was no further forward at this stage as we were awaiting to hear of developments from Sibford Gower Parish Council when they had received responses to their enquiries.

Matters arising from previous meeting held on 4th March 2013:

263/11 - Closed - Kerbing The kerbing work was completed in the Spring. This has improved water flow in times of heavy rain. The discussion then went on to the gullies and AL reported back that the gully at Lanes End Corner/Main Street nearest the grit bin was full of gravel and required cleaning. VB was asked to contact Highways to arrange this.

2/12 - Ongoing – Affordable Housing – Nothing further had been heard and MH had recently requested an update from Tom McCulloch.

10/12- Ongoing - Glass recycling – VB had received an update from Gabi Kaiser, as Andrew Jenkins was away on holiday. The glass bottle banks are to be installed Wednesday or Thursday of this week. It was agreed that as Andrew Jenkins had met with the Parish Councillors and the location had been already been discussed and agreed there was no need for any Parish Council representative to be present when the bottle banks are being installed.

15/12- Closed - Broken stile between Woodway Road and Brambles House. TH had confirmed that the stile had been repaired.

2/3 - Outstanding – Broadband –Please see above.

3/13- Ongoing - New Fitness Equipment at MUGA - Preferred option was to go with Wickstead and MH would proceed with a grant application on that basis.

4/13- Ongoing – Inter Parish Meetings – MH confirmed she would attend the next meeting on 8th July 2013.

5/13- Outstanding – Query to Cherwell District Council – VB was still trying to establish why the Parish Council's comments had not been noted on the application relating to 2 Home Farm Court. VB had spoken to the planning officer concerned and there appeared to be a problem with e-mails being received from VB (this had not been a problem in the past as replies had also been sent through the post). Although the decision had already been given, in this particular case, the planning officer suggested VB contact Mark Adams, their IT person to see if the problem can be resolved.

6/13- Closed – Litter Blitz – This was successfully completed.

7/13- Closed – Appointment of Footpaths Warden – Sue Bannister had agreed to be footpaths warden for Sibford Ferris. TH had attented the Rambler's Workshop on 16th May and had picked up some useful information.

Matters arising from the Annual Parish Council Meeting held on 24th May 2013:-

8/13 Thames Valley Police – Neighbourhood Action Group Survey – TH confirmed that he had contacted Sgt Richard Miller at Banbury Police Station to confirm that the details of the survey have been put on the Parish notice board and website.

9/13 Vandalised Digger – AL confirmed that he has made the handle to repair the digger and hopes to carry out the repair soon. TH had mentioned the damage to Sgt Richard Miller who said he would task a PCSO with looking into the matter and perhaps doing some crime alerts/prevention in the village, although the chance of locating the handle was unlikely. It was agreed the matter would not be reported formally to the police as it had already been agreed that there would not be an insurance claim.

AL also mentioned that he had repaired some of the timber planks on the play equipment that he noticed had broken. He believed it was because the screws had sheered when the equipment was installed making the joints weaker. The side rail was loose but this had also been repaired. AL confirmed this should be monitored in case any more problems arise.

10/13 Request to Cherwell District Council to update their website re: Parish Councillor's details – VB confirmed that she had contacted Cherwell District Council to request that the website be updated. MH asked that VB check with ORCC and OALC to see if they required details of the more recently co-opted Parish Councillors.

Correspondence

Correspondence received was circulated for information although no further action was required with the exception of a letter received from Sibford Gower Parish Council requesting payment for a share of the cost of maintenance of the Burial Ground. This was agreed.

Finance

1/13 – Closed – Precept – 2013 -2014 had been agreed and received in part.

Payments:

Cheque No. 100591 – V Dyble – Postage and Stationary - £15.80
Cheque No. 100592 – Cherwell District Council, Annual Lease of Playarea at Cotswold Close - £30.00
Cheque No. 100593 – Broker Network Ltd – Annual Insurance Premium - £515.00
Cheque No. 100594 – Sibford Gower Parish Council – Share of Burial Ground maintenance costs - £242.50.

Receipts:

S Tustain – 27/3/13 Pitch Hill Rent - £5.00
Cherwell District Council – 10/4/13 – Precept - £3416.29
Cherwell District Council – 1/5/13 – New Homes Bonus - £1580.00

Transfer of funds: £2150.00 was transferred from the Business Saver to the Community Account between the March and June meetings.

Risk Assessment: This was reviewed and agreed for the coming year.

On-line Banking: MH had raised the question of whether on-line banking would be worth considering. VB had contacted OALC who had informed her that, although statements may be viewed on-line and transfer of monies may be made between accounts, the law does not currently allow parish councils to operate on-line banking.

Planning:

Granted – 12/01737/F
Blenheim Farm
Proposed Solar Farm with combined renewable energy and agriculture – Parcel Land East of OS 3500 and north of Field Barn Hook Norton Road, Sibford Ferris

Outstanding 12/000678/F
Appeal by Mr & Mrs Noquet
Bishops End, Burdrop, Banbury
Change of use of a vacant public house to C3 residential

Outstanding – 13/00134/TCA
Notice of Intent to Undertake Tree Works
Mrs Sian Stokes
The Small House, Small House, Sibford Ferris

Any other business:

Audit – It was agreed the audit paperwork should be passed to Mrs Sue Rowley to carry out the internal audit with a view to it being signed off at the next meeting on 24th June 2013.

TH said he would like to go to the Parish Liaison Meeting at Cherwell District Council on 12th June 2013 and asked VB to reserve him a place.

Future meeting dates:

Next Parish Council Meeting – 24th June 2013 – 7.45pm

The following dates were also suggested: 9th September 2013, 11th November 2013.

It was agreed that VB would check with JC and PR to see if they were available on these dates.

There being no further business to discuss the Chair thanked those present for attending and the meeting was closed at 9.10pm.

Sibford Ferris Parish Council

Minutes of the Parish Council meeting

Sports Hall classroom, Sibford School

24th June 2013 – 7.45pm

Present at the meeting were Joanne Connor, Maureen Hicks, Adrian Lamb, Peter Robinson, Vanessa Briggs, Cllr George Reynolds, Oswyn Murray (Chairman Sibford Gower Parish Council), Bruce Petter (Parochial Church Council) and three members of the public.

Apologies were received from Tim Huckvale.

There were no declarations of interest from the Councillors.

The Minutes were agreed as being a true and accurate representation of the Annual Parish Council Meeting held on 3rd June 2013.

Matters arising from previous meeting held on 3rd June 2013:

2/12 - Ongoing – Affordable Housing – MH had heard back from Tom McCulloch that Greensquare were making good progress with the proposals. They would consult the Parish Council again before they apply for planning permission.

10/12- Closed - Glass recycling – The glass bottle banks had been installed. They should be emptied every month but this will be monitored and may be emptied more frequently if required. The Parish Council have agreed to keep the area reasonably tidy. JC suggested that we put a mention of the new glass bottle banks in the Sibford Scene.

2/3 - Outstanding – Broadband – Tim Huckvale had e-mailed confirming we should have a decision by the end of July/beginning of August.

3/13- Ongoing - New Fitness Equipment at MUGA - MH had established that the project would be eligible for an Awards for All grant. They would need to see some funding from the Parish Council. They would also need confirmation of the agreement with Sibford School as to the ownership of the land. MH would like to form a sub group to work out precise figures. There was also the possibility of some funding from Tesco's Community Fund and from Cllr George Reynolds for supporting community initiatives. Cllr George Reynolds confirmed later that there should be approximately £1000 available from the fund.

4/13- Ongoing – Inter Parish Meetings – Next meeting 6.30pm on 8th July 2013 at Gate Hangs High.

5/13- Closed – Query to Cherwell District Council – Please see 15/13 below re receipt of e-mails.

8/13- Closed - Thames Valley Police – Neighbourhood Action Group Survey – No further action required.

9/13- Outstanding - Vandalised Digger – AL confirmed that he hoped to carry out the repair soon. A PCSO had been to the village which had been most helpful

10/13- Closed - Request to Cherwell District Council to update their website re: Parish Councillors' details – website had now been updated.

12/13 – Ongoing – Wheathills – VB had contacted the Clerk to the Town Estate's Charity, after the Annual Parish Meeting, to inform her of the concerns raised by parishioners that the land was being used for the storage of unused vehicles. A response had been received confirming that pressure would be put on the tenant to remove these vehicles. The meeting was informed that there had been no change to date and this should be monitored and reviewed at the next meeting.

13/13 – Ongoing – Sibford Hall, Walford Road – VB had contacted Cherwell District Council to establish how the spoils from the works should be dealt with and also to enquire about the repair of the boundary wall.

14/13 – Outstanding – Clearing of Gullies – VB has put in a request to Highways to clear the gullies.

15/13- Outstanding – Receipt of e-mails, Cherwell District Council - VB had contacted Judith Humphreys, Law and Governance, Cherwell District Council who had passed this matter on to Garath Jones, IT manager who will look into the problem, in due course and contact VB directly.

Bishop Blaize

Three new planning applications had been received by Sibford Gower Parish Council as follows:-

13/00743/F: Erection of two new dwellings: Land to the east and adjacent to Bishops End Burdrop OX15 5RQ

13/00781/F: Change of use of a redundant barn/store into a 1 bedroom self-contained holiday letter cottage

13/00808/CLUE: Certificate of Lawful Use Existing: Change of use from A4 to A1

Copies of these applications had not been forwarded by Cherwell District Council to Sibford Ferris Parish Council.

JC asked why a decision on these applications could not be postponed until after the outstanding planning appeal decision which is due at the beginning of August? Cllr George Reynolds informed the meeting that the applications have to be dealt with in the 8 week time limit otherwise there is a possibility an appeal could be made for non-determination.

Oswyn Murray said that Sibford Gower Parish Council had prepared a response to all three applications and would send copies for circulation to Sibford Ferris Parish Council members. A brief summary as follows:

- There were five reasons listed to oppose the application for new dwellings on the car park.
- That if consideration is given to the change of use to a holiday letting cottage then it should only be if it is in connection with the business of the public house and on condition that the public house is reopened. Also that there should be a legal covenant restricting the sale of the conversion so it may never be sold separately from the public house.
- This relates to moving 'Bishop Blaize-in Stoves from the 'redundant barn' to the main property. There has been very limited business activity with 3 customers during 5 months of trading. If granted the proposed business premises would no longer be available for the applicants to use as part of a private dwelling and the owners would be unable to legally occupy as a private dwelling any part of their property.

Also it was determined by the Planning Inspector at the first Inquiry that the car park upon which the application is made is within the curtilage of the public house.

Oswyn Murray requested that Sibford Ferris Parish Council formulate its own response. He also mentioned that if the appeal is refused then enforcement would then have to be considered.

A member of the public discussed the possible implications of the change of use being granted and also that there was concern amongst the villagers that CCTV cameras had been placed pointing directly at the place where notices would be read by parishioners.

The letter received from Peter Hardman, Clerk to Sibford Ferris Parish Council and circulated to the members was discussed. This was asking for confirmation of support for a village buyout of the freehold of the pub should it become available on the market. JC confirmed that Sibford Ferris Parish Council would support this.

Closure of the Churchyard

JC started by the discussion by indicating that she would prefer to see a sub-committee meet to discuss options and cost of the upkeep of the Churchyard following the closure and responsibility passing from the PCC. Once this information was gathered it could then be put to the parishioners to decide which option they preferred.

Oswyn Murray said that they would take the advice of the PCC and manage the Churchyard as they suggest. Sibford Gower Parish Council were not prepared to continue to negotiate with Sibford Ferris Parish Council as previous negotiations had not been successful and an agreement reached with the PCC had been thrown out some 18 months ago by Sibford Ferris Parish Council. JC questioned what had been thrown out by the Sibford Ferris Parish Council? Although it may have perceived as such, Sibford Ferris Parish Council were not negating its responsibility but had to consider that the costs would be passed onto its parishioners.

JC continued that she thought it very important that the parishioners are given the option to decide what level of maintenance they require and it could be done in such a way that three options are given showing level of maintenance and then cost and the majority view would be taken. Oswyn Murray said that they had already consulted their parishioners at their recent public meeting but the costs were unquantifiable.

Bruce Petter said that he would be able to find out some costs including producing a tombstone stability report. Bruce Petter also said that if Sibford Ferris Parish Council could give him details of the options they would like to put forward to their parishioners then he should be able to put to tender and obtain some costs.

A member of the public also indicated that it was important to be clear on precisely what the contractors would be required to do and that some people might complain if areas are overgrown. JC confirmed that was why it was important to go through the democratic process and finding out what the majority of the parishioners would like to see. Then if there were complaints they could be dealt with by referring back to the agreement reached at the outset.

Oswyn Murray indicated that they would have to take responsibility by March although Bruce Petter did say this may possibly be deferred if there was good reason for not being ready. Also that the PCC would ensure that when the Churchyard is handed over it would be in good order. With next March in mind, it was agreed that the costs involved would have to be obtained by September, if possible, so they could be put to the public in October. All the information would then have to be gathered in time for the precept agreement at the January meeting.

AL did ask if the responsibility for the Churchyard was passed to Cherwell District Council who would be responsible for the cost of the upkeep? Bruce Petter confirmed that the cost would fall on the parishioners of Sibford Gower. Cllr George Reynolds confirmed that North Newington and Broughton operate a similar system of joint responsibility.

It was agreed that the members of Sibford Ferris Parish Council would discuss the options and get back to Bruce Petter asap.

A letter received from Peter Hardman was also discussed regarding the Churchyard.

Correspondence

Correspondence listed was discussed.

- Letter dated 18th June from Cherwell District Council re Councillors' code of conduct. Oswyn Murray said that Sibford Gower Parish Council had changed their standing orders at the last meeting so that the complainants must complain directly to the person they have the complaint against, in the first instance, to give them the opportunity to respond. He also intends to complain against the procedure to Cherwell District Council as there is no opportunity, at present, to put forward a response. Sibford Gower Parish Council had changed its standing orders so that agreement can be made by e-mails between the members of the parish council.

- It was agreed that a salt bag was not needed as there was still a full bag being stored.

- Cllr George Reynold's e-mail was discussed regarding review of local free transport to Sibford Gower Primary School. The review by Oxfordshire County Council will mean that pupils are transported to their nearest school as opposed to their catchment school. The proposals will have significant effect on rural schools and their communities. It may mean that families have to send their children to different schools and that children from the same village may have to attend different schools, depending on which is the nearest. It may affect numbers at local village schools and, in turn, the budget and how the school can operate. The motivation is financial but the savings will be minimal and there will be no savings for at least 5 years. It was agreed that MH would put a letter together to the leader of the Council which she would circulate before sending.

Finance

Payments:

24/6/13 - Cheque No. 100595 – Gerry Melvin – Play area maintenance

Receipts:

None

Risk Assessment: - Closed

On-line Banking: - Closed

11/13 – Insurance cover Came and Company – Schedule had been received and in order and could now be closed.

16/13 – Annual Return for Audit was agreed and signed off.

Planning:

Outstanding 12/000678/F
Appeal by Mr & Mrs Noquet
Bishops End, Burdrop, Banbury
Change of use of a vacant public house to C3 residential

Outstanding – 13/00134/TCA
Notice of Intent to Undertake Tree Works

Mrs Sian Stokes
The Small House, Small House, Sibford Ferris

Any other business:

AL reported sign at the end of Cotswold Close had fallen down. VB to contact Cherwell District Council to repair.

Future meeting dates:

Next Parish Council Meeting – 9th September 2013 – 7.45pm

Following meeting – 11th November 2013 – 7.45pm

There being no further business to discuss the Chair thanked those present for attending and the meeting was closed at 9.30pm.

Sibford Ferris Parish Council

Minutes of the Parish Council meeting

Sports Hall classroom, Sibford School

9th September 2013 – 7.45pm

Present at the meeting were Joanne Connor, Maureen Hicks, Adrian Lamb, Peter Robinson, Vanessa Briggs, Cllr George Reynolds, Bruce Petter (Parochial Church Council) and one member of the public.

Apologies were received from Tim Huckvale.

There were no declarations of interest from the Councillors.

The Minutes were agreed as being a true and accurate representation of the Parish Council Meeting held on 24th June 2013.

Matters arising from previous meeting held on 24th June 2013:

2/12 - Ongoing – Affordable Housing – Tom McCulloch confirmed that the plans would be drawn up and finalised in September. A meeting would then be arranged to discuss the plans, with the Parish Council, before applying for planning permission. Cllr George Reynolds said to be aware as there have been changes recently at Cherwell District Council regarding the allocation policy and rural exception allocation policy.

2/13 - Outstanding – Broadband – The decision had been announced that Sibford Gower would benefit from the upgrade but Burdrop and Sibford Ferris would not. Cllr George Reynolds confirmed that there was a possibility that Cherwell District Council may make a contribution to fibre optics being laid to the edge of villages that had not benefited from the upgrade. There would be no difference in the price paid by consumers as the packages offered were not dependent on whether faster speed broadband was received.

3/13- Ongoing - New Fitness Equipment at MUGA - MH had applied for an Awards for All grant on behalf of the Parish Council but unfortunately had recently received confirmation that this had not been successful. There was a general discussion as to whether or not a start should be made on the project, possibly installing two or three pieces of equipment. However, it was agreed this may not be beneficial in respect of any future grant applications. Cllr George Reynolds asked whether an application had been made to Oxfordshire County Council for a grant of £1000, details of which he had recently forwarded. It was confirmed that no action had yet been taken. MH mentioned that she had found the Robin Greeves Foundation which covered Oxon, Bucks and Berks although she had not been successful in making contact due to the summer break. It was agreed that the sub group would meet to discuss the way forward with the project at 11.30am on 17th September 2013.

4/13- Ongoing – Inter Parish Meetings – The matters arising from the meeting on 8th July were discussed as follows:-

- Complaints Procedure - VB had received confirmation that if a complaint is made about an individual Parish Councillor under the Code of Conduct this will go directly to the District Council. If a complaint is made about a member of staff then the Council should use their own disciplinary procedure. If a complaint is made about the Council (not an individual) then this is dealt with through the Council's own complaints procedure. It was agreed that the Parish Council would adopt the NALC's complaints procedure for this purpose and then, should a complaint be made it will dealt with under the most current procedure.
- Defibrillators - PR indicated that he should declare an interest in this matter. There was discussion about the need for a defibrillator in the village and if we had one it would be based at Sibford School. The School had raised some money but did not have sufficient funds to buy a new one. The cost of a defibrillator is approximately £1600 plus VAT. The need for a defibrillator for the School is questionable as they are mainly beneficial for the over 60's. PR is monitoring the British Heart Foundation as they, from time to time, have promotions on towards the cost of a defibrillator.

  Rather than a community defibrillator, Epwell has a Community First Responders team whereby volunteers are trained and supported by the NHS. The NHS provides other equipment as well as a defibrillator; there is always a responding team on call with the kit; patients and their attendants don't need to know about the service – they just call 999. Epwell felt rather than other villages providing volunteers to join the Epwell team it would be better if each village had its own response team.

  It was agreed that this be put on the Agenda for our next Annual Parish Meeting for discussion.

- Secret Ballots - This was discussed and it was agreed any vote should be not be in secret.

  The next Inter Parish Meeting was provisionally arranged for 13th January 2014.

9/13- Closed - Vandalised Digger – AL confirmed that the digger handle would be replaced shortly and the matter should be closed.

12/13 – Ongoing – Wheathills – No changes had occurred and it appeared that the land was still being used for the storage of unused vehicles. It was agreed that AL would find out when the trustees were next scheduled to meet.

13/13 – Ongoing – Sibford Hall, Walford Road – VB had heard from Cherwell District Council that they had spoken to the builder on site who had confirmed that approx one third of the spoil would be removed and the rest would be spread over the land, without visual harm to the landscape and its surroundings and without the need for planning permission. Cherwell District Council confirmed they would be closing the case. The wall had also now been repaired.

There was some general discussion about the way the spoil would be spread. It was accepted that the proposal to spread was within planning but we would keep an eye on it. Whilst on the topic of planning Cllr GR informed the meeting that there was a new rule in villages and conservation areas enabling local authorities to place an Article 4 direction on a whole village, which would restrict permitted development rights. This would mean that permission would be required to carry out works that without the Article 4 direction would not have been needed, for example residents who wish to replace their gutters or windows would need to seek permission. It would be a free service.

14/13 – Closed – Clearing of Gullies – The gullies had been cleared.

15/13- Closed – Receipt of e-mails, Cherwell District Council - Garath Jones, IT manager had confirmed that VB's e-mails had been automatically blocked due to the problems with BT yahoo, but have now been unblocked.

17/13 – Ongoing – Free school Transport – This has now been deferred until September. Cllr George Reynolds understood that it was going back to cabinet officers to prepare and put forward an informed consultation. It would also go back to the bus companies to renegotiate.

Annual Playground Inspection

Apart from the damaged handle on the digger no further action was required. The invoice had been paid and the matter could be closed.

Community Emergency Planning

TH had proposed via e-mail that the survey be sent back confirming that the Parish Council would like to go forward with preparing an emergency plan and that TH would deal with it. In his absence it was agreed that it be carried forward to the next meeting.

Bishop Blaize

The Appeal by Mr & Mrs Noquet, 12/000678/F, relating to change of use of a vacant public house to C3 residential was dismissed by the Inspectorate.

The following application had been withdrawn:-

13/00743/F: Erection of two new dwellings: Land to the east and adjacent to Bishops End Burdrop OX15 5RQ

The following application was refused and now an appeal has been lodged against the decision:

13/00808/CLUE: Certificate of Lawful Use Existing: Change of use from A4 to A1

There was some discussion regarding the opening hours of the public house. The question was raised by PR that if the public house is opening for business are all environmental health requirements being met, such as provision of toilets and who is checking to make sure that fire regulations and insurance provisions are in order?

Closure of the Churchyard

Bruce Petter reported to the meeting that Notice of the Closure was to be put in the October issue of the Sibford Scene. AL suggested that it is put on the notice board. The cost to place the Notice in the Banbury Guardian was £1000 and there was no guarantee that the residents would see it.

Bruce Petter thanked the Parish Council for its proposals. The Parochial Church Council had agreed to the proposals. Sibford Gower agreed to the proposals as constituted. They were approved on the basis of equally sharing the cost of the necessary works. It was proposed that a joint committee would be set up with representatives from both Parish Councils and one member of the Church, as with the new burial ground.

From the schedule of necessary works the mowing and strimming of grass, pruning and maintenance of trees and boundary walls and maintenance of the fences and paths would be the responsibility of Sibford Gower Parish Council. The monuments and gravestones would be the responsibility of the Parochial Church Council. The wildflower area would be reseeded and marked and the cutting of it would be agreed by the new committee.

Bruce Petter was grateful to Hook Norton Parish for their advice. Bruce Petter was proposing to produce a map outlining the wildflower area and also showing work to be done and to what standard.

Joanne Connor thanked Bruce Petter for all his hard work and commended him for making such good progress.

Bruce Petter was going to go out to tender and a specification would be drawn up with the different options and variants. He would then inform the Parish Council when the tenders ere received.

Correspondence

Letter dated 1st August 2013 from BDO - Completion of the Audit. The audit had now been completed and it was agreed that we should wait for the auditors to submit the correct invoice before making any payment. Notice would be placed on the notice board for 14 days.

E-mail dated 18th August 2013 from Cllr George Reynolds re Community Grants and highways fund. This was noted.

Letter dated 23rd August 2013 from Big Lottery Fund. This was discussed earlier under new fitness equipment at the MUGA.

Finance

Payments

15/7/13 - Cheque No 100596 – £60.00 - Sue Rowley, Internal audit fee
15/7/13 – Cheque No 100597 – £61.56 - John Hicks, Annual Playground Inspection
9/9/13- Cheque No 100598 – £9.60 - Vanessa Briggs, Postage

Receipts

7/8/13 - £191.89 – VAT repayment.

11/13 – Closed - Insurance cover Came and Company.

16/13 – Annual Return was approved and accepted by the Parish Council.

18/13 – NALC Salary Awards – AL suggested and it was agreed that VB should look and the new rates and compare this with her current rate of pay and report back whether she considers it should be reviewed.

19/13 – Transfer of Funds – There was a discussion as to whether all the funds in the Business Saver account should be moved over to the Community Account. It was agreed that some money should stay in the Business Saver as credits are made to this account from Cherwell District Council. It was agreed that £5000 should be transferred.

Planning:

Dismissed 12/000678/F
Appeal by Mr & Mrs Noquet
Bishops End, Burdrop, Banbury
Change of use of a vacant public house to C3 residential

Granted– 13/00134/TCA
Notice of Intent to Undertake Tree Works
Mrs Sian Stokes
The Small House, Small House, Sibford Ferris

Granted 13/01006/F
Planning Application for single storey rear extension
Mr P and Mrs A Spencer
Swallows Cottage, 2 Folly Court, Sibford Ferris

Granted 13/00207/TCA
Notice of Intent to Undertake Tree Works
Mr John Hartree
Stables Cottage, Main Street, Sibford Ferris

13/00781/F Mr G Noquet
Change of use of a redundant barn/store
into a 1 bedroom self-contained holiday let cottage

Any other business:

AL mentioned the degree to which hedges are maintained and a concern over the lack of maintenance.

VB asked if she should list all correspondence as the majority is now received by e-mail. It was agreed that only e-mails from Oxfordshire County Council and Cherwell District Council should be listed together with any letter received in the post.

Anita Spencer, former clerk, arrived just before the close of the meeting to hand over the playarea lease and other supporting documents. She also referred to the poor condition of the footpath known as Coffin Walk in Burdrop. AL said she could contact Oxfordshire County Council or Peter Hardman, SGPC.

Future meeting dates:

Next Parish Council Meeting – 11th November 2013 – 7.45pm

Following meeting – 13th January 2014 – 7.45pm

There being no further business to discuss the Chair thanked those present for attending and the meeting was closed at 9.15pm.

Sibford Ferris Parish Council

DRAFT Minutes of the Parish Council meeting

Sports Hall classroom, Sibford School

18th November 2013 – 7.45pm

Present at the meeting were Joanne Connor, Maureen Hicks, Adrian Lamb, Tim Huckvale, Vanessa Briggs (Clerk), Cllr George Reynolds and five members of the public.

Apologies were received from Peter Robinson as he had been delayed and would be arriving late.

There were no declarations of interest from the Councillors.

The Minutes were agreed as being a true and accurate representation of the Parish Council Meeting held on 9th September 2013. JC confirmed that the Minutes should now be placed on the website.

Matters arising from previous meeting held on 9th September 2013:

2/12 - Ongoing – Affordable Housing – MH and AL attended a meeting with Jill Brooks from ORCC and Andy Sumser from Greensquare to discuss the plans. Outline plans were produced and comments made. It would be necessary for a Housing Need Survey to be circulated to local residents and it was agreed that the Survey would be circulated with the December issue of the Sibford Scene. The response deadline to the survey is 18th December 2013.

There was further discussion regarding maintenance of the communal areas. Responsibility for this would fall to Sibford Ferris Parish Council. MH would be looking into how it would be set up, organised and also how it would be funded.

ORCC would be hoping to do a public presentation before the before the planning application is submitted, which would possibly be early next year once all the completed surveys had been returned.

2/13 - Outstanding – Broadband – TH informed the meeting that he had no new information to report. Although Sibford Ferris would not be upgraded it was a possibility that the 8mb per second may be increased to 15mb per second in due course. The timescale for the upgrade was several years.

3/13- Ongoing - New Fitness Equipment at MUGA - MH would be seeking another meeting with the working group to agree what funds are available. There was discussion on whether it would be preferable to go ahead with half the installation at the present time, on the basis that more funding may be secured in the future for further pieces of equipment. MH confirmed an earlier quotation would be honoured and also a 10% discount

was available if orders were placed before 31/12/13. It was agreed that the monies already received from grants must be used in this financial year otherwise they may be lost.

4/13- Ongoing – Inter Parish Meetings – The next inter parish meeting was scheduled for 13th January 2014 which was the same night as the next Sibford Ferris Parish Council Meeting. MH and TH confirmed that they should be able to attend both.

12/13 – Ongoing – Wheathills – No changes had occurred and it appeared that the land was still being used for the storage of unused vehicles. This should be reviewed again at the next meeting and also raised at the next APM.

13/13 – Ongoing – Sibford Hall, Walford Road – It was reported that the owners were complying with the requirements

17/13 – Ongoing – Free school Transport – OCC had opened a consultation on proposals to change its Home to School Transport Policy. Public meetings are to be held at various secondary schools, notice containing more details has been placed on the notice board. There is also an opportunity to respond on line at www.oxfordshire.gov.uk/htspconsultation. The proposed changes will have an impact on Sibford Gower Primary school affecting its catchment areas. It was agreed that the Parish Council would support the primary school views and MH agreed that she would establish how the Parish Council should respond. The closing date for responses is 20th December 2013.

Cllr George Reynolds confirmed that it was important to support the local school as their catchment areas will be affected by the proposals.

22/13 – Community Emergency Planning – TH attended a meeting at CDC on 7th November. He would like to take this forward and will draft documents and bring them to the Parish Council meeting, once prepared, for discussion.

Model Standing Orders

VB informed the meeting that revised Model Standing Orders had been issued to reflect the new Code of Conduct and other changes in legislation. It was agreed that VB should review the Parish Council's Standing Orders and produce an updated version to incorporate the changes. Once prepared, the draft can be submitted for approval and adoption.

Model Publication Scheme

VB had been informed that a publication scheme should be in place and it was confirmed that this was arranged some years ago. VB said she would find details of the publication scheme and review if necessary.

Bishop Blaize

The Bishop Blaize had not been registered as a community asset.

Closure of the Churchyard

The quotations were still being received and clarified by Sibford Gower Parish Council. They would be considered in due course when all the information had been collated.

Correspondence

30/9/13 E-mail Maria Mocanagil – Tree removal Cotswold Close – The meeting was updated regarding the removal of a tree by Sanctuary Housing Association.

October 2013 – ORCC Annual Review was circulated.

18/10/13 – E-mail Peter Hardman, SGPC – Enquiry from SGPC re defibrillator as a joint Parish Council facility.

AL informed the meeting that this had come up for discussion at a recent meeting at the primary school. It was agreed that defibrillators are mainly beneficial to the over-sixties and the need for one at a school would be questionable.

The Parish Council would prefer see the Epwell model followed, that is, rather than a community defibrillator, a Community First Responders team are set up whereby volunteers are trained and supported by the NHS. The NHS provides other equipment as well as a defibrillator; there is always a responding team on call with the kit; patients and their attendants don't need to know about the service – they just call 999. It is set up by the NHS rather than the Parish Council. Four or five volunteers would be needed from the Sibfords and it was agreed that the Parish Council would encourage a First Responder unit. VB should reply to Peter Hardman, SGPC, accordingly and it should also be carried forward to the next APM.

6/11/13 e-mail Peter Hardman, SGPC – new burial ground maintenance.

A cheque representing half the costs was approved for signature.

7/11/13 e-mail Peter Hardman, SGPC re Holy Trinity Church donation

It was agreed that the sum of £300, which had been set aside in this financial year, would be donated to Holy Trinity Church towards the maintenance. The Parish Council could not commit to a higher amount but will review this going forward and confirm any further contribution once the finances for the next financial year had been dealt with.

13/11/13 letter from The Reverend Ronald Hawkes re Holy Trinity Church donation

A reply should be forwarded with the agreement referred to above.

Finance

Payments

23/9/13 – Cheque no 100599 – Royal British Legion - £50.00
23/9/13 – Cheque no 100600 – Gerry Melvin - £60.00
6/11/13 – Clerk's pay by direct debit (Apr-Sep 2013) - £1247.64 (pay £1199.64 plus Douglas Tonks fees plus VAT £48.00)
18/11/13 – Cheque no 100601 – V Briggs (printer ink) £56.48
18/11/13 – Cheque no 100602 – Sibford Gower Parish Council – Maintenance of new burial ground £250.00
18/11/13 – Cheque no 100603 – Holy Trinity Church – Maintenance donation - £300.00

Receipts

11/9/13 - £3362.72 – CDC Precept
11/10/13 £1000.00 – OCC Fitness Grant

Transfer of Funds

19/13 10/9/13 - £4999.00 from Business Saver to Community Account

18/13 – NALC Salary Awards – VB had not taken this matter forward. It was agreed that details of the pay increase would be forwarded to AL for the new clerk.

21/13 - Awaiting correct BDO invoice. It was agreed no action should be taken until the correct invoice is received.

Precept

Draft figures were circulated for consideration. Cllr George Reynolds mentioned that additional monies may be needed to cover election costs next year.

Planning:

Planning Application No 13/01295/F
Mr Richard Taylor
Planning application for continued use of land at Grange Farm for equestrian training and competition purposes and construction of two all-weather sand arenas, together with association access improvements, vehicle parking and site landscaping.

This application would be dealt with at the end of the meeting as several members of the public wished to discuss it.

Application No 13/00302/TCA
Notice of Intent to Undertake Tree Works
Miss Maria Jackson
Holly Tree Cottage Main Street Sibford Ferris

This application had already been discussed and no comment was deemed necessary.

Appeal Withdraw 13/00808/CLUE
Mr G Noquet Bishop End, Burdrop
Certificate of Lawful Use Existing -
Change of Use from A4 (Drinking Establishment) to A1 (Shops)

Appeal following non determination
Within 8 weeks 13/00781/F
Mr G Noquet Bishop End, Burdrop
Change of Use of redundant Barn store into
1 bedroom self contained holiday let

Appeal against alleged breach of planning control
13/00259/ECOU
Mr G Noquet, Bishop End, Burdrop
Without permission the change of use of the land for storage
Of a mobile home

Planning Application No 13/01605/F
Mr Christopher Cullen
The Shieling, Main Street, Sibford Ferris
First floor extension above existing garage

This application was considered at the meeting and no objections were made.

Notice of Intent to undertake tree works
13/00350/TCA
Mr C Cullen
The Shieling Main Street Sibford Ferris

This application was considered at the meeting and no comments were deemed necessary.

Notice of Decision
Five Day Notice for removal of decayed beech tree
Mr J Perriss
West Town House Woodway Road Sibford Ferris

Any other business:

The Clerk had handed in her notice to step down from the end of March. This was due to another personal commitment that had arisen. It was agreed that an advertisement would be placed in the Sibford Scene.

AL confirmed that street light numbered 2 on the Hook Norton Road was not working. VB confirmed she would request a repair from Street Lighting at OCC.

The Clerk mentioned the broken notice board. AL confirmed that he would obtain another sheet to replace the broken plastic.

The recent fly tipping by the bottle banks at Sibford Elm was raised. This was cleared up within 2 days.

There was some discussion about the site of the bottle banks and it was confirmed that the bottle banks were a community amenity which are actively encouraged by CDC. Also, if it was worth placing a notice up, with a number to contact if the bottle banks were full. AL said he passed the area on a regular basis so should be able let the Clerk know if they needed emptying.

PR confirmed that there had been an attempted break in at Sibford School. They had tried to break in to 5 different areas without success.

There followed a discussion with the members of public attending the meeting regarding the Swalcliffe Park Equestrian planning application. They wanted to bring to the Parish Council's attention the scale of what is proposed.

Future meeting dates:

Next Parish Council Meeting – 13th January 2014 – 7.45pm

There being no further business to discuss the Chair thanked those present for attending and the meeting was closed at 9.10pm.

Sibford Ferris Parish Council

Minutes of the Parish Council meeting

Sports Hall classroom, Sibford School

13th January 2014 – 7.45pm

Present at the meeting were Joanne Connor, Maureen Hicks, Tim Huckvale, Peter Robinson Vanessa Briggs (Clerk), Cllr George Reynolds and two members of the public.

Apologies were received from Adrian Lamb as he would be arriving late.

There were no declarations of interest from the Councillors.

The Minutes were agreed as being a true and accurate representation of the Parish Council Meeting held on 18th November 2013. JC confirmed that the Minutes should now be placed on the website.

Matters arising from previous meeting held on 18th November 2013:

2/12 - Ongoing – Affordable Housing – MH reported to the meeting that the results of the Housing Need Survey carried out before Christmas were now due and she should be hearing back from Jill Brookes (ORCC) shortly. MH was also seeking advice from the Community Lands Trust regarding the proposed amenity area and its upkeep. Keith MacDonald (Corelaw) had sent a plan to AL to look at which had been circulated. AL then arrived at the meeting. The plan was discussed and it was agreed MH would reply to Bob Duxbury (CDC) with the Parish Council's suggested amendments regarding the direction of two of the houses and of the access road. MH

2/13 - Outstanding – Broadband – TH informed the meeting that he had no new information to report apart from completing a survey and returning it to Cherwell District Council. TH also said that, on the village website and the Sibford Scene, villagers are being asked to collect mobile phone signal reception data from different areas in the village for The Countryside Alliance, who are mapping rural phone signals. TH

3/13- Ongoing - New Fitness Equipment at MUGA - MH was thanked for putting in the order for the new fitness equipment. It should be ready for collection by the end of February and AL would be arranging collection. MH&AL

4/13- Ongoing – Inter Parish Meetings – It was noted that the next meeting was postponed until 20th January 2014.

12/13 – Ongoing – Wheathills – No changes had occurred and it appeared that the land was still being used for the storage of unused vehicles. It was agreed that VB should write to the Trustees to request an update. This should be copied to Sibford Gower Parish Council. VB

13/13 – Closed – Sibford Hall, Walford Road – TH had spoken to the original complainants and they were now satisfied that the matter had been resolved.

17/13 – Ongoing – Free school Transport – MH had responded to OCC on behalf of both Sibford Ferris and Sibford Gower Parish Councils. A decision was due in February.

22/13 – Outstanding - Community Emergency Planning – TH would bring the draft documents to the Parish Council meeting, once prepared, for discussion. TH

1/14 - Outstanding - Model Standing Orders - VB had reviewed and updated the Parish Council's Standing Orders, as a result of the recently revised Model Standing Orders which had been issued to reflect the new Code of Conduct and other changes in legislation. The updated Standing Orders were discussed and it was agreed that they were approved and adopted. VB

2/14- Outstanding - Model Publication Scheme - VB had found details of the publication scheme, last reviewed in 2009. Some updates were discussed and it was agreed that, once amended, the publication scheme should be placed on the website. VB

3/14- Outstanding – Defibrillator – Oswyn Murray had contacted MH to arrange a joint visit to the doctor's surgery to discuss their concerns. PR mentioned that Sibford School had raised £500 for a defibrillator, which on its own was not enough to make a purchase, and that he would be happy to go to the meeting at the doctors with Oswyn Murray. MH&PR

4/14- Street Light Repairs – The light numbered 2 on the Hook Norton Road had not been repaired. VB confirmed she would contact OCC. VB

5/14- Broken notice board – AL confirmed that he was dealing with this. AL

Closure of the Churchyard

VB had been asked to establish from Sibford Gower Parish Council if the Churchyard had been formally closed. VB

Correspondence

11/12/13 Letter CDC – Parish Precept – was discussed with finances.

7/1/2014 – Letter from The Local Government Boundary Commission for England – Electoral Review of Cherwell – Cllr George Reynolds informed the meeting that it relates to a review of the electoral wards in Cherwell. A notice would be placed on the notice board.

Finance

Payments

13/1/14 – Cheque no 100604 – V Briggs (stamps) £6.00

Receipts - none

Transfer of Funds

It was agreed that MH would transfer £4999.00 from the Business Saver to the Community Account when payment for the new MUGA equipment was due. MH

18/13 – NALC Salary Awards – It was agreed that the increase would apply from the beginning of the new financial year.

21/13 - Awaiting correct BDO invoice. It was agreed no action should be taken until the correct invoice is received.

Precept

Draft figures were circulated for consideration. It was agreed that the sum of £6858.00 would be requested.

Planning:

Application withdrawn
Planning Application No 13/01295/F
Mr Richard Taylor
Planning application for continued use of land at Grange Farm for equestrian training and competition purposes and construction of two all-weather sand arenas, together with association access improvements, vehicle parking and site landscaping.

Granted
Application No 13/00302/TCA
Notice of Intent to Undertake Tree Works
Miss Maria Jackson
Holly Tree Cottage Main Street Sibford Ferris

Appeal following non determination
Within 8 weeks CDC ref 13/00781/F
Appeal ref APP/C3105/C/13/2203382
Mr G Noquet Bishop End, Burdrop
Change of Use of redundant Barn store into 1 bedroom self contained holiday let

Appeal against alleged breach of planning control
CDC ref 13/00259/ECOU
Appeal ref APP/C3105/C/13/2207390
Mr G Noquet, Bishop End, Burdrop
Without permission the change of use of the land for storage
Of a mobile home

Granted
Planning Application No 13/01605/F
Mr Christopher Cullen
The Shieling, Main Street, Sibford Ferris
First floor extension above existing garage

Granted
Notice of Intent to undertake tree works
13/00350/TCA
Mr C Cullen
The Shieling Main Street Sibford Ferris

Granted
Planning Application No 13/01697/F
Mr and Mrs Kennedy
Home Farm Woodway Road, Sibford Ferris
Replacement of shed/garage roof, installation of roof
Light and demolition and replacement of timber framed
Lean-to garage with additional log store

Any other business:

JC had received a letter regarding the badger setts at the Solar Farm. This was discussed and it was agreed VB should respond referring to the Minutes of the Parish Council meeting held on 3rd June 2013, where it was agreed that as the badger setts and badger gates were in the plan with the application no further action was required. The police had also been out to look and had decided that no action was necessary. VB

AL asked that VB contact the owners of The Small House to establish when they propose to carry out the tree works, permission for which was granted by CDC in June. A large branch needs removing that has been overhanging Main Street and catching passing vehicles. The hedge also requires cutting to prevent this from reoccurring. VB

MH had contacted CDC glass recycling requesting the possibility of having two green glass bins.

The district and parish elections are due to take place on 22nd May 2014. It was agreed that a notice should be put up on the notice board and in the Sibford Scene to advertise that

parishioners may put themselves forward to be Parish Councillors. VB confirmed that she had not received an election package and would find out when the information was due to be sent out by CDC. VB

Future meeting dates:

Next Parish Council Meeting – 17th March 2014 – 7.45pm

Next Annual Parish Meeting – 7th April 2014 (?)

Next Annual Parish Council Meeting 2nd June 2014

There being no further business to discuss the Chair thanked those present for attending and the meeting was closed at 9.10pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Meeting held Monday, 17 March 2014 in the Sports Hall Classroom, Sibford School

Present at the meeting were Maureen Hicks (Deputy Chairman), Tim Huckvale, Adrian Lamb, Peter Robinson (Councillors), Vanessa Briggs (Clerk), Anita Spencer, George Reynolds (County and District Councillor) and Oswyn Murray (Chairman, Sibford Gower Parish Council)

Apologies were received from the Chairman, Joanne Connor and Maureen Hicks took the Chair for the meeting.

Declarations of Interest: None were declared.

Minutes of the previous meeting: The minutes of the meeting held 13 January 2014 were agreed by the members and signed by the Deputy Chairman.

Matters arising from the previous meeting:

02/12 Ongoing – Affordable Housing

MH reported there had been a revised proposal of 2 x 1 bedroom house, 2 x 2 bedroom houses, all at affordable rent, 2 x 2 bedroom shared ownership houses and two open market houses. A plan was awaited so that the proposal could be considered. *Allotments* Interest in the allotments needed to be gauged. If this option was taken up, those interested would have to form an allotment group to manage the land and draw up a constitution. As both Sibford Ferris and Sibford Gower Parish Councils were offering or planning to offer space for allotments, it was agreed that a joint notice would be put in the Sibford Scene asking for declarations of interest, with the possibility of running the allotments jointly if there were sufficient takers from both parishes. MH agreed to draft a notice and would send this to OM for publication in the Sibford Scene. AL was waiting to hear from the organizer of the Tadmarton allotments. *Community Area* There had been no clarification from the developers as to what the basis for the transfer of land would be. Before any further discussions on how to develop the land took place, it would be necessary to know whether the land would have to be purchased as there were no funds available for this. PR had spoken to his contact at Merton Parish Council about their community land, but felt it was not a comparable situation as theirs was low-maintenance woodland. MH

2/13 Ongoing – Broadband

TH reported that the roll-out of superfast broadband to selected rural areas had begun, although there was no new information on when it would be available at Swalcliffe exchange or which parishes it would cover. Stuart Phipps of Adderbury had been elected as a "champions' champion" to liaise with BT and Oxfordshire County Council, and TH had put a request to Tony More, the local champion, to ask him if Sibford Ferris might gain improved broadband speed, even if it did not benefit from the superfast broadband.

TH

3/13 Ongoing – New Fitness Equipment at the MUGA
AL reported that the four pieces of equipment expected this week had not yet arrived. The fifth item would be sent later as it was being redesigned. It was agreed members needed to consider the layout of the pieces and AL would email when they arrived. AL would ascertain the type of base required for the pieces and would then liaise with PR to organize their installation. VB would contact John Hicks about an annual inspection. (See also *Insurance.*) AL/VB

4/13 Ongoing – Inter Parish Meeting
MH reported from the last meeting that any decisions made by email between parish council meetings should be minuted at the next meeting. VB asked and it was agreed also that any decisions that it was decided needed to be made between meetings should be minuted. AS

12/13 Ongoing – Wheathills – Use of Land
VB had written to the Trustees about vehicles parked on the land. The matter would be put on the agenda for the Annual Parish Meeting. AS

17/13 Outstanding – Free School Transport
MH reported that the Oxfordshire County Council cabinet had approved the proposed changes, although there had been some amendments following the consultation. However, MH warned that there were likely to be implications for local schools.

22/13 Closed – Community Emergency Planning
It was agreed to remove this item as it was felt the plans in place, reviewed annually, were sufficient.

1/14 Closed – Model Standing Orders
As this had been dealt with, it was agreed to remove the item.

2/14 Closed – Model Publication Scheme
It was noted that the Scheme was now on the Sibfords Website and the item was closed.

3/14 Outstanding – Defibrillator
Comments from the doctors at Sibford Surgery had been taken on board and PR and OM were now pursuing a Community First Responders plan, where volunteers would be trained and supported by the NHS, who would supply all necessary equipment, including a defibrillator. OM and PR were meeting with a representative from Epwell to understand the procedures. PR

4/14 Closed – Street light repairs
AL reported that the street light on the Hook Norton Road that had been faulty had been repaired. This item would, therefore, now be closed.

5/14 Outstanding – Broken notice board
AL would attend to this. AL

6/14 Outstanding – Badger Setts at Solar Farm
AL reported that badgers did not appear to need the badger gates as he had seen evidence that they had dug their way under the fencing.

7/14 Closed – Tree works at the Small House
The work on the overhanging branches and the hedge had been done; this item would, therefore, be closed.

8/14 Ongoing - Closure of Churchyard
There had not yet been any official notification of the closure. Grass cutting would start in April.

9/14 Temple Mill
The traffic difficulties at Temple Mill were discussed. It was agreed that the Sibford Ferris Parish Council would await formal notification from Sibford Gower Parish Council before an approach was made to the County Council to have a meeting and consider any options that may be available. GR considered that a priority system would not be allowed because of the sharpness of the bend and lack of vision from either side. It was felt that an increase in traffic using this route had exacerbated the problem. AS

10/14 Community Plan Review
Richard Hartree had requested that both Parish Councils comment on the Review and OM suggested that this was done jointly. It was agreed that MH would send a note to OM on the efforts of Sibford Ferris Parish Council to be "green" in respect of the support of the planning application for the solar farm, which OM would send on to RH. VB proposed to send the review to JC to give her the opportunity to add comments, should she wish to do so.
MH/VB

10.1/14 Report of the Parish Remuneration Panel
It was agreed that the members would not receive any expenses and that this fact would be reported at the Annual Parish Meeting to ensure that the position was made clear to the Parish. AS

11/14 Elections 2014
VB had attended a workshop on the Parish Council Elections and had circulated a summary of procedures to members. VB reminded members that nomination papers had to be delivered to the District Council offices by hand by 4.00pm on 24 April. Withdrawals could be made but only between noon on 28 April and noon on 29 April. VB agreed to send a copy of the workshop notes to GR. VB

12/14 Parish Council Insurance Renewal
VB reported that she required clarification on who would be responsible for insuring the new MUGA equipment before she could obtain a comparative quotation from Zurich, as it may need to be the School. PR agreed to contact the School's insurers in the first instance and VB would await the outcome of his enquiries before contacting Zurich. VB/AS

13/14 Clerk's Equipment
Following the agreement to purchase a laptop for the incoming clerk, AS, and research into machine pricing (the average was around £500), it was agreed to accept PR's kind offer to purchase a machine, complete with software and support, which he would then invoice to the Parish Council. AS would use her own printer but would claim for supplies as appropriate. It was confirmed that VB would continue as Clerk until 31 March, and AS would produce the minutes of the meeting and complete the transition within the next two weeks. PR/AS

Correspondence

22/1/14 email OCC re Consultation draft rights of way Management
19/2/14 email OALC re Draft regulations Openness of Local Government bodies draft regulations
20/2/14 email OCC re Consultation on draft Oxfordshire Minerals and Waste Local Plan: Core Strategy
21/2/14 email CDC re electoral review of Cherwell
12/3/14 email OALC re financial briefings

Finance

Payments

The following payments were approved and signed:
17/3/14 – Cheque no 100605 – Sibford Village Hall, annual payment - £300.00
17/3/14 – Cheque no 100606 – CAB Banbury, annual payment - £25.00
17/3/14 – Cheque no 100607 – Sibford School, annual donation - £20.00
17/3/14 – Cheque no 100608 – Sibford Scene, annual donation - £25.00
17/3/14 – Cheque no 100609 – OPFA, annual donation - £10.00
17/3/14 – Cheque no 100610 – C. Etherington-Smith, electricity - £35.00
17/3/14 – Cheque no 100611 – Cherwell District Council, Play area lease - £30.00
17/3/14 – Cheque no 100612 – OALC, annual subscription - £133.07
17/3/14 – Cheque no 100613 – V Briggs, printer ink - £19.99

Receipts

There were no receipts.

Transfer of funds

It was agreed to transfer funds into the current account when required to cover the fitness equipment, new laptop and Clerk's wages. AL

18/13 NALC Salary awards

It was agreed to increase the Clerk's salary in line with the NALC awards from 6.4.14. Douglas Tonks would be advised of the appointment of the new Clerk. VB

14/14 Precept

The precept request had been submitted and confirmation was awaited.

Planning

Permitted

CDC ref 13/00781/F Appeal Reference APP/C3105/13/2203382
Appeal following non determination within 8 weeks
Mr G Noquet, Bishop End, Burdrop
Change of Use of redundant Barn store into1 bedroom self-contained holiday let

Dismissed

CDC ref 13/00259/ECOU Appeal Reference APP/C3105/C/13/2207390
Appeal against alleged breach of planning control

Mr G Noquet, Bishop End, Burdrop
Without permission the change of use of the land for storage of a mobile home

15/14 Bishop Blaize
OM gave a brief update on the Bishop Blaize planning applications and appeals.

Any Other Business

15/14 TH had been notified that the two playhouses at the Cotswold Close Play Area had holes in. AL agreed to carry out repairs. AL

16/14 MH reported on the Oxfordshire Hospitals Trust meeting on the removal of emergency abdominal surgery from the Horton and believed that there was support for the area from the Trust. GR reported that, whilst the Oxford hospitals were struggling to deal with patients transferred from the Horton, on the positive side, more outpatients services were available now at Banbury and initial assessment procedures were being improved. Communication from the Trust also could be improved, although there were more meetings planned for Banbury so interested parties would not need to travel so far.

17/14 MH reported that she was looking for historical information on the villages relating to the period 1914 to 1918 and had not been able to find parish council minutes at the Oxford Records Office. AL confirmed that Sibford Ferris still had a parish meeting at that time, which would only have met twice a year; no one present could advise where the meeting records were. The oldest minute book in the Clerk's possession dated back to the 1960's and it was agreed that MH would take these to the Records Office for safekeeping. MH

Date of Next Meeting

The next meeting would be the Annual Parish Council Meeting on Monday, 2 June. The date for the Annual Parish Meeting would be agreed at the APCM, which, due to the forthcoming elections, would have to take place between 26 May and 31 July.

The meeting closed at 9.30pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Annual Parish Council Meeting held Monday, 2 June 2014 in the Sports Hall Classroom, Sibford School

Present at the meeting were re-elected Councillors Joanne Connor, Maureen Hicks, Tim Huckvale, Adrian Lamb, Peter Robinson; Anita Spencer (Clerk) and two members of the public.

Apologies were received from County and District Councillor, George Reynolds.

Declarations of Interest: None were declared.

Election of Chairman and Vice-Chairman:
AS as Clerk asked for nominations for the Chair and Vice-Chair. Joanne Connor was nominated as Chairman by Maureen Hicks and seconded by Tim Huckvale, was duly elected and signed a Declaration of Acceptance of the Office of Chairman. Maureen Hicks was nominated as Vice-Chairman by Tim Huckvale and seconded by Peter Robinson and was duly elected.

The Chairman then took over procedures.

Appointment of Responsible Financial Officer
Adrian Lamb expressed the wish to step down as temporary Responsible Financial Officer and it was agreed that the Clerk, Anita Spencer, would become RFO with immediate effect and that she would be paid for the extra hours required to do the work.

Minutes of the previous meeting: The minutes of the meeting held 17 March 2014 were agreed by the members and signed by the Chairman.

Matters arising from the previous meeting:
17/13 Ongoing – Free School Transport
MH reported that while the petition against proposed changes closed on 30 May, attempts were being made to persuade OCC to look at the impact on the catchments and how much money was to be spent on taxis as a result. She also advised that there was to be a post 2016 transport review by the Government which might affect school transport provision.

2/13 Ongoing – Broadband
TH advised that there had been little change since the last meeting and information from BT and the County Council was scarce. He had met with Paul Hobson and they had discussed the possibility of asking how many residents were keen to get faster broadband. He reiterated that Sibford Ferris was unlikely to receive any upgrade as speeds were officially considered to fall within acceptable limits. JC commented that broadband speed was becoming a decisive factor for house seekers who intended to work from home.

4/13 Ongoing – Inter-Parish Meeting
The next meeting was on 14 July at the Gate Hangs High. MH would be attending. **MH**

12/13 Ongoing – Wheathills Use of Land
There had been no change regarding the storage of vehicles and other equipment on the land. The Clerk was asked to write to the Town Estates Charity and to put the item on the agenda for the Annual Parish Meeting. **AS**

3/14 Outstanding – Defibrillator

It had been noted from the Chairman's Report at the Sibford Gower Annual Parish Meeting that Sibford Gower Parish Council (SGPC) were looking to jointly purchase a defibrillator for installation in the village hall porch, or other location if this were not possible, with half of the funding coming from the Town Estates Charity and the other half from Sibford Ferris Parish Council (SFPC). However, members wished to record that this had not been agreed with SFPC and asked the Clerk to write to SGPC accordingly. In addition, it was noted that the Epwell model on which the project was to be based did not involve a fixed defibrillator, but rather a team of volunteers who were trained in its use by NHS staff and who retained the machine on a rota basis, being alerted to a need via the 999 service. In view of the potential delays involved for Sibford Ferris residents if only a fixed machine were available in Sibford Gower, it was agreed that an approach might be made to the Epwell group, jointly with Sibford Gower if they were agreed, to see if the three communities could join together to create a volunteer group for the combined areas. This could also reduce costs per community. MH advised that defibrillators currently cost around £2100. A member of the public present who had medical experience was then asked to comment and advised that funding may be available, but also gave the view that a defibrillator was not useful to all sufferers of heart attacks: training communities in CPR could be more effective in saving lives. AS was asked to put the matter on the agenda for the APM. **AS** **AS**

5/14 Outstanding – Notice Board

AL would attend to the broken Perspex. **AL**

6/14 Outstanding – Badger Setts at Solar Farm

JC would write to the person who enquired about provision for badgers at the solar farm that there had been no disturbance to the regular access holes, with no cabling In the area where seasonal holes are dug; also, that, although badger gates had been installed as part of the development, the badgers had found their own way under the fence, alongside one of the gates. **JC**

8/14 Outstanding – Closure of Churchyard

There had been no official notification of closure. AL raised the matter of SFPC's agreed donation towards combined mowing costs of the churchyard and the new burial ground, which had been £1446, half of the Thomas Fox quotation. So far, £180.00 had been paid to SGPC against invoices and AL proposed, and it was agreed, to pay two lump sums, one immediately and one following receipt of the second precept payment, the first being less the £180.00 already paid. This would remove the administration involved in monthly payments and the requirement for SGPC to refund any VAT. AS was therefore asked to raise a cheque for £543.00 (£1446/2 less £180) (see Finances) and write to SGPC accordingly. AS was also asked to put the matter on the APM Agenda. **AS**

9/14 Outstanding – Traffic at Temple Mill

An email had been received from SGPC requesting that SFPC approach OCC to provide priority signs at Temple Mill to avoid confusion when cars met at the corner. The members agreed that the location of the corner in the parish of Sibford Ferris did not obligate them to take action as this was within the powers of SGPC. However, it was resolved that the residents of Sibford Ferris should be asked at the APM whether they would like any action taken on their behalf. **AS**

10/14 Ongoing – Community Plan Review

MH had added comments to the review and returned it to Richard Hartree. It was agreed that there had been progress under several of the headings of the Community Plan. AS was asked to put the matter on the APM agenda. **AS**

10.1/14 Outstanding – Report of the Parish Remuneration Panel

AS had put a notice on the Notice Board that members would continue not to receive any expenses. The matter could now be closed.

11/14 Ongoing – Elections 2014
The election had taken place on 22 May and results known by 23 May. However, candidates had not been advised until District Councillor George Reynolds had intervened. At the date of the meeting, there had still been no individual notification from CDC and no information on the turnout. It was agreed to send a complaint to the Elections Office. **JC**

12/14 Outstanding – Parish Council Insurance Renewal
AS advised that the five pieces of fitness equipment had been added to the insurance policy. It had been agreed by email to change the provider from Aviva to Hiscox, with an annual premium of £513.80, to run from 1 June 2014 for one year. This item could now be closed

13/14 Outstanding – Clerk's Equipment
AS had received the laptop from Sibford School at a cost of £533.98, which had been paid. AS thanked PR for acquiring the laptop which was working well. It had been added to the Assets Register. This item could now be closed.

15/14 Outstanding – Repairs to Playhouse Roofs at Cotswold Close
AL had noted what needed doing and would undertake the repairs. **AL**

17/14 Outstanding – Historical Parish Council Records
AS advised that archived material was still with the previous Clerk and needed to be moved to an alternative safe location. AL offered space and it was agreed JC would pick it from VB and bring it to the next meeting. MH would take historical minutes to the County Council for safe keeping. **JC**

18/14 Affordable Housing/Amenity Land/TOE2 Funding
TH, AL and MH had met with the option holder, developer, ORCC housing enabler and housing officer on 9 May. They reported that the expiry date of the option on the rural exception site was coming up and therefore there was some pressure on the option holder to submit an outline planning application in time for the August planning meeting. MH reported that the parish councillors had argued at the meeting for a consultation with the villages prior to planning going in. A drop-in event was subsequently organised for 5 June at 5.30pm and would be attended by the developer, the CDC Housing Enabler and ORCC representative. AS and AL agreed to attend for the Parish Council, who would be seeking feedback on possible uses for the Public Open Space Amenity Land. MH confirmed that the land would be passed to the village by the option holder, but there would be a need to involve a conveyancing solicitor at that point. MH reported that grant funding might be available from TOE2 for developing the amenity land, although TOE2 would be looking for emphasis on preservation of the natural environment. AS reported there had been five responses to date to the notice in the Sibford Scene inviting interest in allotments. The CDC Housing Enabling Officer had confirmed to MH there was just one Sibford person on the housing register, although the Housing Needs Survey had shown there was a greater need. He had requested a list of other villages that could be offered homes if not taken up by people in or with a valid connection to the Sibfords. It was agreed that villages with a link to the primary school and Wykeham benefice would be suggested. MH confirmed that CDC would pay the village hall booking fee for the drop-in. JC thanked TH, AL and MH for their input. **AL** **AS**

19/14 New Fitness Equipment and Post-Installation Inspection
AL had installed the five pieces of equipment and JC thanked him for his time and effort. PR had organised temporary notices with information about usage of the equipment, in line with requirements, and these would be replaced with permanent signs when available. A notice about the new equipment had also been included in the June Sibford Scene. John Hicks had carried out the Post-Installation Inspection for the agreed sum of £250.00 plus VAT (to include the annual inspection of the Cotswold **PR**

Close Play Area) on 21 May, and all had been satisfactory. PR had also carried out and circulated a risk assessment. A member of the public reported that the equipment was slippery when wet.

It was agreed to leave the next phase of the MUGA site development for the time being but to seek feedback at the APM. AS was asked to put the matter on the agenda. **AS**

20/14 Cotswold Close Play Area and Inspection

The annual inspection had been carried out on 21 May by John Hicks. Three points required attention, although they were judged to be low risk:

1. Monitor cracking on cradle swing
2. Stop off the end of the new pipe on digger to limit risk of entrapment
3. Monitor and repair when convenient bridge fastening point

AL agreed to attend to points 2 and 3 in due course.

A member of the public reported that the wooden structures were slippery when wet and needed cleaning. TH and AS agreed to do this. **TH** **AS**

21/14 Annual Parish Meeting

The date for the APM was set for 9 July at 7.30pm. AS was asked to put the details in the July Sibford Scene. **AS**

Correspondence

19/3/14 Letter CDC re Local Heritage Assets (see below)
25/4/14 Email OCC re new lamppost on Mannings Hill (see below)
9/5/14 Email Kevin Larner CDC on Affordable Housing
23/5/14 Email CDC re Parish Liaison Meeting at Bodicote House, 18 June (see below)
23/5/14 Email SGPC re traffic at Temple Mill
23/5/14 Copy of Sibford Gower APM Minutes from 19 May

22/14 Local Heritage Assets

MH had attended a free workshop on 30 April and reported on a CDC initiative enabling aspects of village life to be put on a conservation listing (i.e. not necessarily a building); assets could be submitted for consideration. MH reported that the current listing for Sibford Ferris appeared to be comprehensive.

23/14 Parish Liaison Meeting

TH advised he would be able to attend the meeting on 18 June at Bodicote House and AS was asked to notify CDC. **AS**

24/14 New Lamppost on Mannings Hill

There had been email notification from OCC that the street lamp fixed to a BT pole on Mannings Hill did not meet current health and safety standards and a new metal lamppost would be installed adjacent to the pole.

25/14 Email on Non-Emergency Patient Transport Services Consultation

MH raised the matter of a consultation on patient transport notified by email on 30 May as this could have an impact on the community. AS was asked to put a copy of the email on the notice board to make people aware of the consultation. **AS**

Finance

Payments made since last meeting

Date	***Cheque No.***	***Details***	***Amount***
15.4.14	100614	Sibford Gower PC grass cutting at Holy Trinity Church	£60.00

(Burial Grounds – power to acquire and maintain; Closed Churchyards – power as to maintenance)

15.4.14	100615	Wicksteed Leisure Ltd 5 items fitness equipment	£8999.74
(Recreation – power to provide gymnasiums, playing fields, holiday camps)			
23.4.14	100616	Sea Bea Transport delivery of fitness equipment	£144.00
(Recreation – power to provide gymnasiums, playing fields, holiday camps)			
12.5.14	100617	Sibford Village Hall refundable deposit	£50.00
12.5.14	100618	Sibford Gower PC grass cutting at Holy Trinity Church	£120.00
(Burial Grounds – power to acquire and maintain; Closed Churchyards – power as to maintenance)			
12.5.14	100619	Sibford School for Clerk's laptop	£533.98
22.5.14	100620	Broker Network Ltd Parish Council insurance	£513.80

Cheques signed at Meeting

100621	Gerry Melvin for grass cutting at Cotswold Close play area	£75.00
100622	John Hicks & Associates for play area inspections	£300.00
(Recreation – power to provide gymnasiums, playing fields, holiday camps)		
100623	Sibford Gower Parish Council for mowing of churchyard and burial ground	£543.00
(Burial Grounds – power to acquire and maintain; Closed Churchyards – power as to maintenance)		

Receipts

26.3.14	Mrs S Tustain rent for Pitch hill field 14/15	£5.00
28.3.14	Cherwell District Council New Homes grant 13/14	£790.00
9.4.14	Cherwell District Council precept via BACS	£3475.24

Bank Balance

The current account balance at 2 May was £2631.45.

26/14 Approval of Annual Report and Accounts

AS, as RFO, advised that fixed asset values must be restated to their purchase value, or, if unknown, to current market value and this had been done as far as possible.

The following documents prepared for the 2013/14 internal audit and annual return were examined and approved for inspection by the internal auditor:

- List of payments
- List of receipts
- List of bank interest and transfers
- List of fixed assets
- Annual return
- Bank reconciliation
- Letter of significant variances

The Annual Return and 5% Questionnaire would be approved, following the internal audit, for submission to the external auditor at the next meeting in time for the audit date of 10 July.

27/14 Annual Review of Internal Audit

The Internal Audit Plan had been revised to take account of the fixed assets change and was approved for submission to the internal auditor.

AS also tabled a revised schedule for the Review of Effectiveness of the Internal Audit which would take place before the next meeting.

Sue Rowley had kindly agreed to undertake the internal audit again, for a fee of £50.00, and it was agreed to appoint her.

28/14 Approval of Financial Risk Assessment and Management
The Financial Risk Assessment was examined and approved.

28/14 Telephone Banking
It was agreed telephone banking would not offer the required security of two signatories for payments and would not be taken up.

JC agreed to learn the bank transfer procedure from MH to provide back-up. **JC MH**

Planning
Decisions:
14/00107/TCA Tree Works at The Small House – permission granted
14/000457/AGN Proposed Agricultural Building at Brakelands Farm – Prior approval not required
Outstanding:
14/00674/F Single storey extension and rear porch at Orchard House

Bishop Blaize
No further developments were reported.

29/14 No 8 Walford Road
There had been an enquiry about development at this property and members agreed that it was in the hands of the District Council Planning Department who had granted planning permission for the project within the statutory time limits.

Any Other Business
30/14 Damaged Bench on Hook Norton Road
AL offered to investigate repairs to the wooden seat which appeared to have been damaged during mowing.

AL

31/14 Clerk's Contract of Employment
The probationary period of 13 weeks for the new Clerk had elapsed and a Contract of Employment had been drawn up and would be signed by JC as Chairman. **AS JC**

32/14 Hedge along boundary of the Small House and Main Street
AS was asked to write to the occupiers of the Small House, thanking them for reducing the height of the hedge but asking that the growth encroaching onto the road be cut back as it was forcing vehicles towards the centre of the road.

AS

Date of Next Meetings
Monday, 23 June, 7.45 pm
Monday, 8 September, 7.45 pm
Annual Parish Meeting - Wednesday, 9 July at 7.30 pm
All in the Sports Hall Classroom, Sibford School

There being no further business, the meeting closed at 9.50 pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Ordinary Parish Council Meeting held Monday, 23 June 2014 in the Sports Hall Classroom, Sibford School

Present at the meeting were Maureen Hicks (Vice-Chairman), Tim Huckvale, Adrian Lamb, Peter Robinson (from 8.10pm), Anita Spencer (Clerk) and one member of the public.

Apologies were received from Joanne Connor and accepted by the Members present.

Declarations of Interest: None were declared.

Minutes of the previous meeting: The draft minutes of the annual parish council meeting held on 2 June had been amended to show Mannings Hill instead of Woodway Road in minute number 24/14 and the amended minutes were agreed and signed by the Vice-Chairman as an accurate record.

Matters arising from the previous meeting:

17/13 Ongoing – Free School Transport

There was nothing further to report on the proposed changes.

2/13 Ongoing – Broadband

The roll-out of super-fast broadband in Oxfordshire had been discussed at the Parish Liaison Meeting on 18 June, attended by TH, who reported that Sibford Ferris may now be benefiting from faster broadband due to the identification of funds by the county council for the purpose. The final decision would be known towards the end of July. **TH**

4/13 Ongoing – Inter-Parish Meeting **MH**

The next meeting was on 14 July. **TH**

12/13 Ongoing – Wheathills Use of Land

The Clerk of the Town Estates Charity had replied to a request for an update on the situation regarding parking of non-agricultural vehicles on Wheathills, confirming that the vehicles had been removed and only agricultural items required to farm the land remained. The tenant hoped to have a bonfire and wished to be as helpful as possible. However, MH reported that the agricultural items were three large farm trailers piled up with building waste, not disposable by burning and not part of an agricultural activity. It was agreed to discuss the matter at the APM because of the contribution towards the purchase of the field made by residents of Sibford Ferris.

3/14 Outstanding – Defibrillator

There had been no further developments. The item was on the agenda for the APM.

5/14 Outstanding – Notice Board

AL would attend to the broken Perspex. **AL**

6/14 Outstanding – Badger Setts at Solar Farm

JC would be writing to the interested party. **JC**

8/14 Outstanding – Closure of Churchyard

This items was on the APM agenda. The Clerk of Sibford Gower Parish Council had been happy with the arrangement to receive pre-payment of the Sibford Ferris donation towards mowing of the churchyard and burial ground.

9/14 Outstanding – Traffic at Temple Mill

This item was on the APM agenda.

10/14 Ongoing – Community Plan Review
Richard Hartree had responded to the parish councils' joint response to the Review and had kindly agreed to attend the APM.

11/14 Ongoing – Elections 2014
JC would be writing a letter of complaint to the Elections Office about the lack of information on the parish council election results. AS to follow up. **JC**

15/14 Outstanding – Repairs to Playhouse Roofs at Cotswold Close
AL would undertake the repairs. **AL**

17/14 Outstanding – Historical Parish Council Records
JC would pick up the records from the previous clerk and bring them to a meeting. **JC**

18/14 Ongoing - Affordable Housing/Amenity Land/TOE2 Funding
TH had kindly put the copy from the information boards used at the drop-in on 5 June on the website. It was agreed also to upload the anonymous public comments, as supplied by ORCC. MH had asked Andy Sumser of Greensquare for clarification of his role in the scheme as there had been queries over the use of the term "developer", but there had not been a reply in time for the meeting. Jill Brooks of ORCC had suggested the parish council should express the wish to include the amenity land facility in the centre of the development, between the allotments and houses, once the outline planning was submitted by the option holder, and available for comment. MH had completed a questionnaire for parish councils on their experiences with the process of working towards and achieving affordable housing schemes.

19/14 Ongoing - New Fitness Equipment and Post-Installation Inspection
PR had completed and circulated a risk assessment for the new fitness equipment and site and it was agreed to accept this and to review it annually. **AS**

20/14 Ongoing - Cotswold Close Play Area and Inspection
PH had completed and circulated a risk assessment for the play equipment and site at Cotswold Close and it was agreed to accept this, which would be reviewed annually. TH and AS had cleaned the wooden equipment and it was agreed this would be diaried for May 2015 and undertaken annually. **AS**

21/14 Outstanding - Annual Parish Meeting
The agenda for the APM had been circulated and it was agreed, with the addition of "Use of School Grounds" under Item 7, Sibford School Report. **AS**

22/14 Ongoing - Local Heritage Assets
This item had been on the agenda of the Parish Liaison Meeting attended by TH on 18 June and parishes had been encouraged to look at offering non-building assets for consideration for inclusion on a register. MH suggested the paddock areas below Walford Road and, if appropriate, the public amenity space within the proposed affordable housing scheme could be considered, but no decision was made at the meeting. **All**

23/14 Outstanding - Parish Liaison Meeting
TH reported that other items raised at the meeting had been the Rural Community Energy Fund and Housing Needs. The Cherwell Local Plan was on pause whilst policy was being revised, but would not be completely re-written.

24/14 Outstanding - New Lamppost on Mannings Hill
The new lamppost and lamp had yet to be installed.

25/14 Outstanding - Email on Non-Emergency Patient Transport Services Consultation
AS had put a copy of the email on the notice board.

AL

30/14 Outstanding - Damaged Bench on Hook Norton Road
AL had ordered wood for repairs to the bench.

31/14 Outstanding - Clerk's Contract of Employment **JC**
The contract would be signed by JC. TH raised the matter of reports from another parish that Douglas Tonks had failed to pass required funds on to HMRC as required by their payroll contract for the clerks. It was agreed AS would contact Douglas Tonks to enquire about the situation with her wages. **AS**

32/14 Outstanding - Hedge along Boundary of Small House
AS had written to the owners of Small House regarding cutting back of the hedge.

Correspondence
9/6/14 Email OCC re invitation to meetings about transport vision (see below).
11/6/14 Email from North Oxfordshire Locality Group of the Oxfordshire Clinical Commissioning Group – invitation to forum on Dementia and Mental Health services for older adults.
16/6/14 Email OCC re salt bags and bins (see below).

33/14 OCC Meeting about transport vision
County-wide meetings to discuss the future of transport in Oxfordshire had been arranged and Mike Harper-Tarr had kindly agreed to attend the Banbury meeting on behalf of the parish and report back.

34/14 Salt bags and bins
It was agreed to order a salt bag which would be stored at Sibford School until required. It had been noted by AS that the salt bin had been not been added to the Asset Register and this would be corrected with a purchase price of £300.00. **AS**

Planning
This heading was brought forward for the convenience of the member of the public attending to discuss the planning application below:

35/14 14/00801/F Swalcliffe Park Equestrian - Use of land for mixed use comprising equestrian training/competitions (use class D2) and agriculture, together with extension of existing vehicle parking area.

The member of the public was invited to give a brief overview of the detail of the planning application and its implications, as understood, and any other comments regarding its potential impact on the surrounding area. The perceived increase from current use of 15 to 20 horses to up to 50 horses per day for training, in addition to the potential use of the 28-day rule for competitive events with unlimited numbers, combined with use of the entrance on the northern edge of the land, was of concern with regard to traffic, parking and noise. There was also concern over the location of vehicle parking and overnight accommodation areas. The member of public suggested that controls could be built in to any planning permission, including a condition confining access via the south of the site (Wigginton Heath end of the gated road), which would be beneficial to neighbours and to the village of Sibford Ferris.

Following the departure of the member of the public from the meeting, the parish council's response to the planning application was discussed and it was agreed that in principle there was no objection to the mixed use of the land. However, an objection would be put forward on the grounds that:

a) the statement by the applicant that the application sought to regularise current use did not explain the requirement for an additional 21-berth horse box parking area;
b) Grange Lane in its current state was unsuitable for large numbers of horse boxes, being a weight-limited road; **AS**

c) an increase in traffic to the site could impact on Main Street, Sibford Ferris.

Finance

36/14 Review of the effectiveness of the internal audit

AL and AS had met to carry out the review and confirmed that all the requirements had been met. As a result of the review, some improvements had been suggested:

- Drawing up of a financial calendar, to be included on the Budget Calendarisation to ensure essential tasks are carried out at the correct time

- Move end of year payments and donations back to the January meeting so that cheques would have cleared by the end of the financial year. **AS**

The recommendations were agreed and accepted and AS was asked to put them in place.

37/14 Budget Calendarisation **AS**

The budget calendarisation was circulated and it was agreed that in future figures would be expressed without VAT and that the next budget would also be drawn up ex-VAT. This should be noted on the forms as a reminder.

38/14 Revision of Financial Risk Assessment and Management **AS**

It was agreed in the light of the recommendations from the Review of Effectiveness to revise the Risk Assessment to include the setting up and maintenance of a financial calendar, including VAT recovery, and the noting of the dates cheques were banked.

39/14 Consideration of the risk of pre-payment to Sibford Gower Parish Council

The risk of pre-paying the donation towards future mowing costs was discussed and it was agreed that it was a low risk.

40/14 Internal Audit

The internal audit had been carried out by Sue Rowley with the following comments:

- Cashbook error on 2014/15 payments entry, showing £7500 instead of £75 (Action: amended)
- Missing Receipts and Payments statement for year ending 31/3/2014, including confirmation of Section 137 payments and limit (Action: provided for meeting)
- £5 cheque from March 2014 still to be banked (Action: would be banked in the week following the meeting, together with cheque from Sibford Gower Parish Council and dates cheques banked to be noted in the future on the ledger.)

Sue Rowley had completed the internal audit section of the annual return and thanks to Mrs Rowley for undertaking the audit were recorded. It was noted that her fee was, as the previous year, £60.00.

AS
MH

40/14 Annual Return and 5% Questionnaire

Sections 1 and 2 of the annual return and 5% questionnaire could now be agreed and completed and when the draft minutes of the meeting were available, the minute numbers would be added, the return would be signed by the Vice-Chairman and RFO and forwarded to the external auditor by the audit date of 7 July.

41/14 Payments made since last meeting

There had been no payments since the last meeting.

42/14 Cheques signed at Meeting **AS**

The following cheques were agreed and signed by MH and would be signed by JC as soon as possible:

- 100624 Sue Rowley £60.00 Internal audit fee
- 100625 Mrs A Spencer £44.80 Clerk's expenses April to June 2014

43/14 Receipts
15.6.14 Sibford Gower Parish Council £62.50 Burial ground fee

AS

44/14 Bank Balance
5/6/14 Current account £1793.65
5/6/14 Savings account £6810.95
AS had prepared a letter to the bank requesting bank statements be re-directed to her as the new RFO, which was signed by MH and would be signed by JC as soon as possible.

45/14 Bank Transfers
There had not been any transfers since the last meeting.

Any Other Business
46/14 Registration with the Information Commissioner's Office
It was agreed to take this forward to the next meeting. **AS**

47/14 Blocked drains on Main Street
Two blocked drains by the Sibford School entrance on Main Street had been reported via the FixMyStreet website by AS.

48/14 Meeting reports for the Sibford Scene **AS**
It was agreed that meeting reports should be sent to the Sibford Scene and that it was acceptable to keep the reports brief and undetailed as the full minutes were available from the clerk and on the website.

Dates of Next Meetings
Monday, 8 September, 7.45 pm
Annual Parish Meeting - Wednesday, 9 July at 7.30 pm
Both in the Sports Hall Classroom, Sibford School

There being no further business, the meeting closed at 10.15 pm.

Annual Parish Meeting – Sibford Ferris

Wednesday, 9 July 2014 – 7.30pm

Held in the classroom above the Sports Hall, Sibford School, Sibford Ferris

Apologies – There were no apologies.

Attendees – Joanne Connor (Chair), Maureen Hicks (Deputy Chair), Adrian Lamb, Tim Huckvale, Peter Robinson, Anita Spencer (Clerk/Responsible Financial Officer), Cllr George Reynolds, Michael Goodwin (Head, Sibford School), Muriel Chandler (Sibford Village Hall), Richard Hartree (Community Plan) and 7 members of the public.

The Chair welcomed all to the meeting.

Minutes of the last meeting – these were approved by the Chair.

Matters arising from the last meeting would be dealt with during the meeting.

Chair's 2013/14 Report

"During the last year we have had 6 formal Parish Council meetings. In addition there have been a number of other meetings and presentations attended by Councillors on behalf of the Parish.

This year has seen the continuing development of the remaining area of the multi-use games area with the addition of fitness equipment. The Parish Council has also had discussions with Cherwell District Council in relation to rural exception housing which resulted in an open event in June 2014 to provide information to parishioners. We have also kept essential matters under review, such as speed of traffic through the village, maintenance of verges and hedgerows, and planning applications. Agreement has also been reached with Sibford Gower over the maintenance of the old churchyard.

I would like to comment on some activities

- **Multi Use Game Area**
  The Original Multi Use Game Area development was finished in 2011, has continued to be used extensively by the village so much so that it is worth reminding those parents amongst us that it is only to be used by villagers outside of Sibford School hours.

  In addition to the games area, we have added fitness equipment. We obtained help with funding through our District Councillor, George Reynolds for whom we thank. Unfortunately we did not obtain any additional funding although applications were made. We are still hopeful additional funding maybe successful so that we can develop the remaining area.

  I would like to thank Sibford School for their assistance with the development of the area and continued use of the schools land. I would also like to thank Adrian Lamb and Peter Robinson for their time and effort. Adrian kindly arranged collection and fitted the equipment saving the PC a significant sum of money.

- **Sibfords Community Plan**
  Last year saw the finalisation of the Sibford community plan. The PC has continued to refer to the plan when considering how to improve Sibford Ferris.

  The plan in particular identified the following as some of the areas for the Parish Council to focus upon

- Whether the two Parish Councils should merge
- The provision of dog litter bins
- Traffic calming measures
- Ensuring the maintenance and provision of rights of way.
- Provision for recycling.

  Recycling bins have been introduced at Sibford Elm. The PC keep an eye on them and report if they are full. After initial teething issues about timing of emptying this now appears to work well but if anyone has an issue it can be brought to our attention.

  We have been in contact with Gower Parish Council to discuss the merging of Councils but this has not progressed any further. However, there is good communication and sharing of information between the Councils to benefit our parishes.

- **Main Street**
  The Parish Council has again been in discussion with Oxfordshire Highways over pot holes, as well as blocked gullies and drains.

  We have also arranged for street lights to be repaired and continually push in the summer for the cutting back of the roadsides and verges.

- **Litter Blitz and Recycling**
  Talking of verges, the roadsides, paths and verges are a lot cleaner thanks again to the tremendous efforts of the Litter Blitz volunteers who came out in April to do the annual tidy up. Thanks to all of the volunteers and to Adrian Lamb for organising them.

- **Cotswold Close Play Area**
  The junior play area in Cotswold Close has again been well used in the last year. The equipment has stood up well, and with the grass cut regularly by Gerry Melvin, the area has been kept tidy and attractive. A weekly inspection has been carried out by volunteers. Our thanks must go to John and Lynn Woodvine for assisting with these inspections. The annual external inspection gave it a clean bill of health.

- **Churchyard**
  The issue of maintaining the graveyard at Sibford Church has, I am pleased to report now been agreed.
  By way of background, Sibford Gower Parish Council received formal notification of the intent of the church authorities to relinquish control of the churchyard to the local civil authority under the provision of the act regulating disused churchyards. This does not affect the new burial ground which is owned and administered by the two Sibford Parish Councils.

The legal duty for the churchyard falls in the first instance on the local Parish Council of Sibford Gower, but the Ferris indicated it would be prepared to help, provided the costs are reasonable.

The Gower Parish Council has agreed to accept responsibility at this time. They have not yet, as I understand received notification of closure but it is imminent.

The cost of maintaining the churchyard went out to tender. The two Councils agreed the lowest quote – all participants having been given the same schedule of work. SFPC is now making a donation to SGPC to cover a share of those costs. It is an equal share based on the tender accepted. However, it is for SGPC to decide how much to spend on maintaining the churchyard and they can spend more if they chose to do so without incurring extra costs to SFPC.

SFPC are pleased a framework for the churchyard has been agreed and the Councils have worked hard to reach the agreement in the best interests of its Parishioners.

- **Housing**
  The Sibfords were identified under the local plan as villages that would be expected to take further housing developments. With this in mind, and in particular the need which has been highlighted in local housing questionnaires for affordable housing for local people, the Parish Council discussed with the council the possible development of a site on Hook Norton Road for rural exception housing.
  Rural exception housing provides low cost housing for people with local connections. In order to fund the site it may be accompanied by some private housing. We have stated Ferris Parish Council believe rural exception housing is required but if there is a development of such houses, this must be accompanied with improved provisions for the existing villagers.

  There has been a recent open event to enable villagers to look at the plans. It remains an area for discussion and comment.

  With any development SFPC want to ensure there is a green open space. I am aware there have been comments it is not needed. WE are blessed with countryside around us but it is not always accessible for certain activities e.g. children learning to ride their bikes, playing cricket, flying a kit. Not all our houses have large gardens.

- **Sibford Ferris Parish Council**
  This year has seen an election for the SFPC. The first in a very long time. It is a credit to this village that we have more parishioners wishing to be involved with the Council than we have members. So many parishes suffer with a lack of interest. I would like to thank all of those who put themselves forward for election and all those who voted.

  The results of the votes were the election of myself, Maureen Hicks, Adrian Lamb, Tim Huckvale and Peter Robinson.

  There has been a change in the clerk to the Council. I would like to thank Vanessa Briggs for her time as clerk. She moved us into the digital age with emails, was efficient and helpful. We are though just as fortunate to have Anita Spencer returning in the Clerks position. Anita has previously been the Clerk and has returned for another stint for which we are very grateful to have her with us.

  Finally, I should like to thank the following people:

- My fellow Parish Councillors for their work and support in the last 12 month.
- Vanessa Briggs, for all her work as our Parish Clerk and to Anita Spencer for returning to the role.
- Our District Councillor, George Reynolds, who regularly attends our Parish Council meetings, helping us with enquiries and information we require from both Cherwell District Council and Oxford County Council.
- Richard Hartree and Sue Mattinson for their continued efforts for the Sibford Community Plan Project.
- All the volunteers who give their time for the collective good as mentioned previously.
- Sue Rowley for handling the annual internal audit of the Sibford Ferris Parish Council accounts
- Adrian Lamb and his team for producing the excellent Sibford Scene
- Sibford School for providing a meeting room for us and for their co-operation on the play area and other village matters,
- and last but not least yourselves, for your interest and for attending this meeting.

I will now handover to the Responsible Financial Officer for her report:"

Financial Report to 31 March 2014

"The Responsible Financial Officer for the year covered by this report was Councillor Adrian Lamb. He handed over the role to myself at the Annual Parish Council Meeting on 2 June and should receive our thanks for temporarily looking after the accounting side of the Parish Council's duties.

Thanks also go to Sue Rowley of Burdrop for once again carrying out the internal audit of the accounts and accounting systems during the year.

In the year to 31 March 2014, the budget was set at £6779 and the total amount payments for the year were £4825. The difference between the sums is mainly due to the following:

1. The anticipated costs associated with the closure of the churchyard did not occur in the year.
2. Switching insurance companies achieved a reduced premium.
3. The Clerk's wages were reduced against budget because she gave up the role of RFO.

One item was significantly higher than budget, which was maintenance of the burial ground, shared with Sibford Gower Parish Council, budgeted at £250.00 with an actual payment of £492.50. The additional amount arose as a result of work carried out during the year to 31 March 2013 for which a contribution was not sought until the year to 31 March 2014.

Receipts for the year were £10,436.24. The precept of £6779.01 was boosted by grants under the New Homes Bonus Scheme, which for Sibford Ferris totalled £3370.00. The money was for improving community facilities and was put towards the purchase of the new fitness equipment adjacent to the MUGA, which occurred in the current financial year.

The bank balances at the 31 March 2014 (less uncashed cheques) totalled £14,965.77.

The accounting documents for the financial year were made available for public inspection between 9 June and 4 July and the annual return has been submitted to the external auditor. The completed return, with any issues arising, will be received in time for the next parish council meeting, on 8 September. No significant issues were raised by the internal auditor.

This is the end of the financial report for 31 March 2014."

Wheathills Report

The Chair then read out the short annual Wheathills Report sent from the Clerk of the Town Estate Charity as follows:-

"At the Trustees' meeting on 9 October 2013 the Trustees agreed that their tenant should be asked to clear away the broken down vehicles which were littering the field. This is the second time such a request has been made to the tenant.

At the Trustees' meeting on 5 February 2014 it was reported that vehicles had been removed from the field.

There had been a request for the roadside hedge to be cut back but it is hoped that this may one day be laid in a traditional manner and it was decided not to act on this at the moment.

A tree in the boundary hedge with Mr Hobson's property had some dead branches and Alan Berks [the tenant] has agreed to fell this when the ground dries sufficiently to allow heavy tractors on to the field".

Village Hall Report

Muriel Chandler then read out the Village Hall Report for 2013/14 on behalf of the Village Hall Committee, as follows:

"The Village Hall Committee very much appreciates the annual donation from the Ferris Parish Council.

During the last year to 31st March 2014 our income against the previous year was slightly down from both our regular users and private hirers although our expenditure was less.

We lost the two adult karate classes during the year and now only have one class on a Saturday morning for youngsters. Pilates also now only have one class per week although yoga classes have recently increased to three classes a week and two art classes take place every week in term time. Tots & Babes use the hall in term time twice a week and Beavers, Cubs and Scouts use the hall most weeks excluding summer holidays and the same societies continue to use the hall including the parish councils, Holy Trinity Church and on occasions the local schools.

We are pleased to report that we have been able to recruit a number of people onto the Village Hall Committee who are bringing in new ideas for fund raising and we recently had a "Dog Walkers' Breakfast" on a Sunday morning which was enjoyed by all who took part and over the last two months the private hirings have increased and we are getting further enquiries including one couple thinking of having their wedding in our hall – it has been a long time since we have had a wedding here. It was decided that the Annual Dog Show should be held on a separate date from the Annual Fayre and we had this in June when 41 dogs took part and we raised £483. We have a number of other fund raising events planned for the remainder of this year which includes our Annual Fayre on this coming Saturday and includes some ideas not tried previously. We will also have more film nights, a bridge drive on an afternoon in October, a Quiz Night in November and hopefully a band performing before the end of the year – all will be advertised in the Sibford Scene and with posters. It is interesting to note that from the regular users 12% of hall usage is by our more senior citizens and 42% by young people under the age of 16.

As we explained at last year's Parish Meeting and as the Village Hall was built nearly 60 years ago and with the accelerating cost of heating oil and electricity, we took advantage of commissioning an energy audit with funding from TOE2. Since 1957, the Management Committee have spent time and effort maintaining the fabric of the building and generally ensuring the building is fit for the various users and in 2002, the Small Hall was built with a new kitchen etc with the help of Lottery funding.

From the energy audit, it was suggested there were three areas for improvement – the main hall lighting, the main hall insulation and lobby. In addition, the Committee have agreed that the main lavatories and the car park need urgent attention and initial research indicates that the cost of these improvements will be between £60,000 and £80,000. The plan is to greatly reduce the running costs of the hall and at the same time improve the ambience and fabric of the building. It is felt that the hirers will benefit from these improvements. They will also help keep the hiring cost to local organisations at a reasonable level. Currently, village organisations enjoy a substantial discount on the actual hourly cost of running the hall, the shortfall being made up with income from outside hirers and village hall organised events.

The Committee will be looking for grant funding and donations to meet the bulk of the costs but in the current climate, as these amounts are likely to be under £5,000, a substantial amount has to be raised as evidence of 'good intent' to obtain any grants at all. This is why the Committee has plans to run a series of events where all the proceeds will go into a refurbishment fund, although we still have to have some fund raising events which go towards the everyday upkeep of the hall. We are happy to say the first £50 donation has been received from Mr Jules Procter, the story-teller who came to the hall recently and will, we hope, return and the profit from both the Dog Walkers' Breakfast and the Annual Dog Show will go to the refurbishment fund. One of our members has made a "Village Hall" donation box, which I have brought to this meeting, and this will be out at all our fund-raising events. We look forward to the whole community enthusiastically supporting our efforts in this major project.

We will have our Annual General Meeting on Monday, 29th September at 7.30pm in the hall, followed by an open meeting when we will display the refurbishment programme and we look forward to seeing you there."

The Head of Sibford School, Michael Goodwin, was then invited to give an update on the School's activities during the past year. Mr Goodwin chose in this year's report to concentrate on the contribution the School makes to various aspects of village life as well as to the wider community, as follows:

"**Sibford School: a village amenity**

As part of our community development plan we are keen to demonstrate a commitment to others by sharing resources.

In the past year this has been demonstrated through a number of activities including (in no particular order).

Swimming Pool
Our 25m swimming pool is used extensively by the local community.

In addition to providing public sessions the pool hosts:
Regular swimming lessons: ranging from Ducklings, (a first chance for pre-school children from the age of 2 ½ to 4 years to build water confidence) through to Sharks (our advanced session which enables to children to work on the finer technical points of four strokes … breast, front crawl, back stroke and butterfly). We also run Rookie Life Guard sessions. Some 300 children take these lessons each term.
Lessons for local state primary schools: we already run teaching sessions for Sibford Gower, Brailes, Shenington and Bishop Loveday and from September 2014 will also be teaching pupils from Newbold and Tredington.

For two years running we have hosted the North Oxfordshire Schools Sports Partnership Aquathlon which involves between seven and 10 other schools.

The pool is now a regular training venue for Four Shires Swimming Club. Other users include Banbury Canoe Club, Team Cherwell. We also host single sex sessions for a local Asian group.

Sports Facilities
We are part of the North Oxfordshire Schools Sports Partnership. As part of our involvement we provide our facilities free of charge for partnership events. In addition to general sport events (including the Aquathlon mentioned above) other events have included hosting Dance Festival and a Strictly Come Dancing competition.

Sibford has this year become one of only 19 MCC Foundation Cricket Hubs in the UK. A pilot scheme of six Hubs was launched in 2011 following concern that cricket was not played in over 78% of state schools. The scheme, which brings together an independent school, state school(s) and cricket club(s) proved a huge success and has now been expanded to 19 Hubs. As host of the North Oxford Hub Sibford is partnered with Bicester North Oxford Cricket Club, Great and Little Tew Cricket Club & Banbury Cricket Club. Pupils from Gosford Hill in Kidlington, Bicester Community College, Cooper School in Bicester, Heyford Free School and Chipping Norton School have all benefited from the Hub.

Sibford was also chosen to host the Oxfordshire regional tournament of the Northampton Saints 2014 Elite Insurance Sevens Series for Under 13 rugby players … the final of which took place at Northampton Saints home ground. This event formed part of our annual Rugby Sevens competition.

We are host to the Sibford Super Sprint Triathlon and the Team Cherwell Junior Triathlon.

Muga
Sibford helped finance, and provides the up keep for, the Community Multi Use Games Area which was opened in 2011. This year the area was extended to include outdoor gym equipment.

Lunches
Sibford provides weekly lunches to the Fielding day centre.

Festival of Theatre
Sibford's annual outdoor theatre production by the Rain or Shine Theatre Company has become a firm fixture in the village calendar. Comments received this year include: "Another excellent performance – thank you for sharing your garden and the production with the wider community" and "What a fun evening, yet again. We thoroughly enjoyed ourselves."

Physics Workshops
Practical work is vitally important when it comes to engaging pupils in science and enhancing understanding … yet many local primary schools don't have the room or facilities necessary to undertake practical work. In June we ran Physics workshops for pupils at Hook Norton and Christopher Rawlins enabling them to benefit from using our facilities to undertake a number of experiments.

Author visits
We have an on-going programme of author visits at Sibford and regularly invite other local schools to join us for these.

Theatre
In December we invited a number of local primary schools to our performance of the musical Oliver! Some of the children who attended had never been to a theatre before and found the experience mesmerizing.

Since refurbishing our hall in 2012 we have seen an increase in the number of outside groups wishing to use these facilities. Bookings in recent times have included Banbury Rotary Club (Young Musician of the Year); I Stage Theatre Company; Susan Taylor Dance Academy; Dance Unlimited, Kaleidoscope Theatre Company

Holiday Play Scheme
We operate our Fun in the Country Holiday Play Scheme in most of the major holidays and half terms. Many of the children attending are from local state primaries.

Employment
The school is of course a significant employer – teachers, teaching assistants, catering, grounds, maintenance, office and administrative staff adding considerable value to the local economy

Community Classes
At different times we have run a number of community classes that have included Life Drawing, Pottery, Stone Carving, Dance. We also make our facilities open to outside users running community classes eg I Stage Academy, community Trampolining, Waterbabies.

Sibford Post Office
Both students and staff spend a considerable amount over the counter at the Post Office.

Mini Buses
We regularly make our mini buses available to local uniformed organisations.

Sadly, these positive contributions have been dented this year in three ways.

We have suffered a number of thefts, especially from our horticulture area – at different times we have lost plants (shrubs uprooted, turf cut!, flowers cut), a hosepipe, a heater for the greenhouse…and more.

Damage has been done to the grounds by, we suppose, young people driving their vehicles in circles round and round the pitches, making deep tyre treads.

Young people using our football pitches – there have been complaints about their bad language and the litter they have left, but above all we have had to stress that the strict changes to safeguarding regulations mean that for us to guarantee the safety and well-being of our pupils we have to insist that young adults (16 or over) simply cannot be present on school grounds without a visitor's badge, or use school facilities without booking. This applies in the school holidays too, when we have a duty of care to the organisations that lease our facilities for their exclusive use."

The Chair thanked Mr Goodwin for his report.

Review of Community Plan

Richard Hartree was then asked to give a brief summary of the review of the Community Plan carried out by himself and Sue Mattinson during the year. He reported that most of the items that had required action from the Parish Council had made progress. There had been less success with those items requiring voluntary input – many of the ideas highlighted during the plan's development had not happened. The only successful activity that had emerged was the walking group, although the 90 or so initial supporters of the idea had dwindled to 10 to 20 people actually participating. Mr Hartree wondered if it would be worth appealing again for volunteers in order to realise some more of the ideas identified by the Plan. Joanne Connor reported that having the Plan had been very useful for the Parish Council. She thanked Richard Hartree for his contribution and report.

Although invited, there were no representatives from either **Thames Valley Police** or **Oxfordshire Highways**.

The Chair then opened the meeting to discuss other matters and updates were given as follows:-

Affordable Housing

Maureen Hicks reported that feedback from the Drop-In Meeting at the Village Hall had all been passed on to the various organisations involved in moving the scheme forward. She explained that the option holder was

due to submit an outline planning permission to Cherwell District Council and that the developer was proposing to put in six affordable homes and two open-market houses and that they were aware of the requirement to include an amenity space. There was still a discussion to be had on where to site the space. The hope was that a strip of allotments could also be included, to be managed and allocated jointly with Sibford Gower. The Clerk has a list of interested parties. Cllr Hicks reported that the main opportunity for detailed comment would be when the full planning application was submitted. Comments could be made by letter or on line.

Members of the public were invited to ask questions and the following issues were raised:

Comment: The "green" credentials of the site were lacking.
Response: Cllr Hicks suggested this could be requested at the planning application stage. She reported that she and Cllr Huckvale had visited a site at Steeple Aston and they had been impressed with the finish of the dwellings there.

Comment: This could be the "thin end of the wedge".
Response: Cllr Hicks advised that this was the only land that was designated as a rural exception site.

Cllr Reynolds commented that access for Sibford Ferris could be a problem and it was important to look at the detail for allocations.

Defibrillator

The Chair reported on the discussions so far between Sibford Ferris and Sibford Gower on a proposal to obtain a defibrillator for use by both villages. Sibford Gower had proposed a joint purchase of a machine to be sited possibly at the village hall. Sibford Ferris Parish Council felt, however, that this would not be much use in an emergency because the machine would only be reachable within the critical time period for a minority of residents. The system preferred by the councillors was that used by Epwell of having a team of first responders, with a duty rota, and the on-duty responder having the machine with them for their shift. The first responders are trained free-of-charge by the NHS on an ongoing basis, although the machine must be purchased by the community.

A member of the public commented that CPR training would be welcome and Michael Goodwin suggested that the first-aid training used on a frequent basis by Sibford School could be extended to the community. This offer was warmly welcomed by the Chair.

Wheathills

No issues were raised.

Closure of Churchyard

No issues were raised.

Traffic at Temple Mill

Those present were asked if there should be signage at the Temple Mill corner indicating right of way to avoid drivers meeting on the bend and not knowing who should reverse to let the other past.

There was one comment that signs would prepare drivers for the bottleneck.

There was one comment that there were already too many signs.

Next Phase of MUGA Development

Cllr Hicks reported that there was a proposal to add some more items to the MUGA site in the future and that the village would be consulted on any plans.

No issues were raised.

Any Other Business

Bishop Blaize: It was noted that the pub was up for sale, apart from the bottle store and car park.

Sibford Gower Primary School**:** Cllr Hicks reported that there was a new headteacher, Jane O'Sullivan, and that there would be two other staff changes, one for each key stage. Pupil numbers were buoyant with a full intake for September.

There being no further business, the Chair thanked everyone for attending and the meeting closed at 8.45pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Ordinary Parish Council Meeting held Monday, 8 September 2014 in the Sports Hall Classroom, Sibford School

Present at the meeting were Joanne Connor (Chair), Maureen Hicks (Vice-Chair), Tim Huckvale (from 7.55pm), Adrian Lamb, Peter Robinson, Anita Spencer (Clerk), District Councillor George Reynolds (from 8.00pm) and one member of the public.

Apologies No apologies were received.

Declarations of Interest: Maureen Hicks and Peter Robinson declared prejudicial interests on the matter of Back Lane (Any Other Business).

Minutes of the previous meeting: The draft minutes of the meeting held on 23 June were agreed and signed by the Chair as an accurate record.

Matters arising from the previous meeting:

2/13 Ongoing – Broadband

Cllr Huckvale reported that the provision of faster broadband for Sibford Gower was to get under way in the next few weeks.

4/13 Ongoing – Inter-Parish Meeting

Cllr Hicks reported from the meeting held on 14 July that the following items of possible interest had been discussed:

- village land without any registered owner;
- the inclusion of those villages represented at the meeting in the Cotswold Conservation Area.

The next meeting would be in January 2015.

12/13 Ongoing – Wheathills Use of Land

An enquiry about the Wheathills tenancy had been received and passed to the Town Estates Charity. This item would now be closed.

17/13 Ongoing – Free School Transport

There was nothing further to report on the proposed changes.

3/14 Outstanding – Defibrillator

Following requests made at the Annual Parish Meeting for CPR training for residents, PR, as Business Manager of Sibford School, confirmed that the next time training was booked for School staff, he would inform councillors. JC thanked PR for this offer. It was resolved: **PR**

- To invite the Chair of Sibford Gower Parish Council to attend the next meeting to discuss how best to proceed, and
- to ask if the Epwell first responders group representative might also attend or supply some information on their scheme. **AS**

5/14 Outstanding – Notice Board

AL would attend to the broken Perspex. **AL**

6/14 Outstanding – Badger Setts at Solar Farm

JC had written to the interested party and the item would now be closed.

8/14 Outstanding – Closure of Churchyard

No issues had been raised at the Annual Parish Meeting on this item and it would now be closed.

9/14 Outstanding – Traffic at Temple Mill
This item had been put to those attending the Annual Parish Meeting and it was agreed that no application for signage would be made to Oxfordshire Highways by this Parish Council. The Clerk was asked to communicate the decision to Sibford Gower Parish Council. **AS**

10/14 Ongoing – Community Plan Review
There was nothing further to report on this item and it was agreed it could be closed.

11/14 Ongoing – Elections 2014
JC had written to Cherwell District Council requesting an explanation about the lack of information following the parish council elections in May but the Returning Officer had not received the letter. A copy had now been sent and a reply was awaited. An invoice for £724.73 had been received and paid. **AS**

15/14 Outstanding – Repairs to Playhouse Roofs at Cotswold Close
AL would undertake the repairs. **AL**

17/14 Outstanding – Historical Parish Council Records
JC would pick up the records from the previous clerk and bring them to a meeting. **JC**

18/14 Ongoing - Affordable Housing/Amenity Land/TOE2 Funding
The outcome of the outline planning application was awaited.

19/14 Ongoing - New Fitness Equipment
PR reported there was steady use of the equipment.

20/14 Ongoing - Cotswold Close Play Area
During the latest weekly inspection two problems had been identified:

1. The digger pit required refilling
2. The diggers needed oiling.

AL agreed to attend to these two matters. **AL**

A member of the public advised there were untaxed vehicles obstructing the parking area adjacent to the play area and making it difficult for people trying to turn at the end of the close. It was confirmed to the resident that the land was in the ownership of the district council and the Clerk was asked to contact the Environmental Service about the vehicles. **AS**

21/14 Outstanding - Annual Parish Meeting
The draft minutes had been circulated and it was agreed they would be put on the Sibfords website. **TH**

22/14 Ongoing - Local Heritage Assets
There was no further action on this item and it was agreed it could be closed.

23/14 Outstanding - Parish Liaison Meeting
There was no further action on this item and it was agreed it could be closed.

24/14 Outstanding - New Lamppost on Mannings Hill
The new lamppost had been installed and it was agreed this item could be closed.

25/14 Outstanding - Email on Non-Emergency Patient Transport Services Consultation
There was no further action on this item and it was agreed it could be closed.

30/14 Outstanding - Damaged Bench on Hook Norton Road
AL would attend to repairs to the bench. **AL**

31/14 Outstanding - Clerk's Contract of Employment/Douglas Tonks/Pensions
The contract had now been signed by the Chair. The Clerk reported that she had made contact with Douglas Tonks who had confirmed that her salary would be paid at the end of the month. The Clerk raised the matter of pensions as all employers, even where there was only one employee, would be obliged to offer pensions and it would be necessary to determine the date (known as "staging date") by which the Parish Council would be required to comply. The Clerk advised she would find out from HMRC the staging date for Sibford Ferris Parish Council. It was noted that employees were entitled to opt out if they wished. **AS**

32/14 Outstanding - Hedge along Boundary of Small House
AS had written to the owners of Small House regarding cutting back of the hedge. There had not been any response and it was agreed that the vegetation overhanging the highway was of sufficient inconvenience to traffic to warrant persisting with the request. **AS**

33/14 OCC Outstanding - Meeting about Transport Vision
Mike Harper-Tarr had attended the meeting on behalf of the parish and the Clerk was asked to thank him for this and for reporting back. The main item on the agenda had been a proposal to move the bus station to form a transport hub at Banbury Station. There had not been any reference to specific village services. **AS**

34/14 Outstanding - Salt bags and bins
The Clerk had ordered one bag of salt to be stored at Sibford School.

46/14 Outstanding - Information Commissioner's Office
It was agreed to keep this item under review but to remove it from the agenda for the time being.

47/14 Outstanding - Blocked Drains
The drains had been cleared but it was agreed to monitor them regularly as they could fill up very quickly with more debris. It was agreed the item could be removed from the agenda for the time being. **All**

Correspondence
49/14 13/8 Email OALC – Training on new requirements for meetings/Revision of standing orders
It was agreed that TH and the Clerk would meet to look through the information on recent changes to the laws governing meeting procedure and make recommendations on what would be necessary for compliance. It was agreed to suspend the existing Standing Orders until revisions that had been agreed and adopted. This was in line with directions from the legal department of the NALC. **TH/AS**

50/14 15/8 Email Kevin Larner, CDC – Housing Liaison Meeting 15 October.
MH had agreed to attend the meeting and a place had been booked. **MH**

51/14 18/8 Email George Reynolds and 22/8 Email Tony Crisp, CDC – Revised local plan and implications for Sibford Ferris
GR reported that he had received a copy of the Final Report of the Strategic Housing Land Availability Assessment document for Cherwell. This listed all the sites in the Cherwell District that had been considered for housing and identified those that would be recommended for approval. There was one site in Sibford Ferris that fell into this category which was a site for 20 houses on land east of Woodway Road. CDC had considered the site suitable for housing provided safe access could be secured. GR advised that 30 percent of a 20-dwelling scheme would have to be social housing. He also advised that the two Sibfords were treated as one Category 1 settlement due to the services available to both parishes.

52/14 20/8 Email ORCC – Directory of Local Community Transport
Excerpts from the directory relating to Sibford Ferris had been put on the notice board.

53/14 26/8 Email via the Sibfords website – enquiry about Wheathills, forwarded to the Town Estates Charity.

54/14 27/8 Email OCC – Consultation on Statement of Community Involvement – Minerals Plan.
As there were no mineral extractions identified for the parish of Sibford Ferris, it was agreed a response was not required.

55/14 1/9 Email OCC – Annual Community Emergency Plan survey.
It was agreed that there had been no change since the previous year and the Clerk was asked to respond accordingly. **AS**

56/14 Surface dressing – temporary signage
MH reported that a request to remove the temporary signs had been made to Oxfordshire Highways via FixMyStreet.

Finance
57/14 Approval of Audited Annual Return to 31 March 2014 and 5% Questionnaire
The annual return had not been received at the date of the meeting and it was agreed to retain the item for the next meeting.

58/14 Review of Effectiveness of Internal Audit – Actions
The calendar of actions linked to parish council meetings in meeting its financial obligations had been added to the Budget Calendarisation.

59/14 Internal Audit and Recommendations
The Clerk confirmed that the banking date for incoming cheques and funds was now added to the Payments sheet of the accounts records.

60/14 Agreement of revised Financial Risk Assessment and Management.
The Financial Risk Assessment and Management had been changed and agreed as attached to the minutes of 23 June.

61/14 Budget Calendarisation to 8 September
This was reviewed and it was agreed there were no items of concern.

62/14 Payments made since last meeting.

- 100626 Cherwell District Council £723.74 – Election costs

63/14 Cheques to be signed at meeting
None.

64/14 Receipts since the last meting
None

65/14 Bank Reconciliation
The bank reconciliation was circulated. The statement to 5 September had not been received and the balances recorded were:

- Current account to 5 August £304.37
- Deposit account to 5 June £6810.95

66/14 Bank Transfers
There had been none since the last meeting.

It was agreed to transfer £1500 from the deposit to the current account to cover the Clerk's wages payment. The Clerk was asked to advise when confirmation of the payment from CDC had been received. **AS**

Planning
67/14 14/00801/F Swalcliffe Park Equestrian
GR reported that this planning application had been withdrawn.

68/14 14/00962/OUT Green Square Group – 6 affordable local needs houses and 2 market sale dwellings.
The parish council had submitted their comments on the outline planning permission, with no objection, but expressing a preference for the housing and amenity land sites to be switched. GR advised that he expected the decision on the application to be delegated to officers.

Any Other Business
69/14 Back Lane Verges
(MH and PR left the room for this item and did not take part in any discussions due to their prejudicial interest.)
A complaint had been received from a resident that some verges along Back Lane were being strimmed, with a consequent loss of wild plants and habitat. The parish council had wished to establish the legal position with regard to the rights of property owners alongside the lane. As advised by the OCC Rights of Way Officer, in the event that no registered owner could be proven, property owners each side owned to the middle of the lane. The protection of the bridleway was the only concern of OCC. Limited enquiries by the Parish Council on ownership had not led to any firm evidence, although at the meeting a Councillor stated that historically all of the lane could be probably be traced back to private ownership. In the light of these findings, and being also of the opinion that the strimming of verges was not a significant threat to local habitats, the Councillors remaining in the meeting room agreed that no further action would be taken. The Clerk was asked to advise this to the resident. **AS**

70/14 Gravel heaps Walford Road
A resident had reported that heaps of stone or gravel had been stored on the field adjacent to Sibford Hall and had been there for approximately two months. It was agreed to monitor the situation. **All**

71/14 Churchyard Maintenance
MH reported that she had received positive remarks about the upkeep of the churchyard, which was pleasing.

Dates of Next Meetings
Monday, 24 November, 7.45 pm
Monday, 12 January 2015, 7.45 pm
Both in the Sports Hall Classroom, Sibford School

There being no further business, the meeting closed at 93.0 pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Ordinary Parish Council Meeting held Monday, 24 November 2014 in the Sports Hall Classroom, Sibford School at 7.30pm

Present at the meeting were: Maureen Hicks (Vice-Chair), Councillors Tim Huckvale, Adrian Lamb, Peter Robinson, Clerk - Anita Spencer, Peter Hardman (Clerk, Sibford Gower Parish Council), David England (Manager of Community First Responders Oxfordshire), Julia Neal and Jane Freeman, (members of Epwell Community First Responders), Paul Neal (Chair of Epwell Parish Council) and three members of the public and, from 8.00pm, Mrs Barbara Taylor and Mrs Sarah Taylor of Grange Farm, Swalcliffe.

Apologies were received and accepted from Joanne Connor (Chairman), District Councillor George Reynolds and Cllr Oswyn Murray (Chair – Sibford Gower Parish Council)

Declarations of Interest: Cllr Huckvale: prejudicial interest on planning application 14/01515/F, Cllrs Hicks and Robinson: prejudicial interests on the matter of Back Lane verges, Cllr Lamb: personal interest on the planning application 14/01744/F.

Minutes of the previous meeting: The draft minutes of the meeting held on 8 September were agreed and signed by the Vice-Chair as an accurate record.

3/14 Ongoing – Defibrillator/First Responder Group for the Sibfords
As part of ongoing investigations into providing defibrillation for the Sibfords, representatives from the Epwell Community First Responders team, together with their manager, David England, attended the meeting. Cllr Paul Neal, Chair of Epwell Parish Council, also attended. The two team members had been volunteers for three and two years respectively.

Mr England explained that the scheme had started in 2000 for rural areas to provide emergency care until an ambulance attended, in cases where speedy response was critical. The scheme started in Oxfordshire in Chipping Norton and had grown to incorporate other organisations, such as Thames Valley Police and PCSOs, the Oxfordshire Fire and Rescue Service and the RAF. At present, there were teams in Hook Norton and Epwell, both covering the Sibfords. There were currently three responders in Epwell, with two more coming on board. The average frequency of call-out was once per month, with Epwell volunteers attending the Sibfords on a number of occasions.

Volunteers had to be over 18 with a clean driving licence, and able to give some time every week. There was no minimum number of responders per village. Responders received free NHS training, with re-training every six months. The on-duty responders carried a kit, including defibrillator, oxygen and trauma equipment. The responders were alerted by the 999 emergency service once an ambulance had been requested. With their local knowledge, responders could help the professionals to locate the patient.

Volunteers have been sought via open days and publicity at other village events. Some residents of the Sibfords had attended an open day and expressed an interest in volunteering.

The cost of the kit was around £2000, with some ongoing costs for consumables, plus around £12 a month for an airway pager; some of the pager cost could be funded by the Ambulance League of Friends. In Epwell's case fund-raising was carried out within the community to cover consumables.

Mr England advised that the NHS was encouraging communities to acquire public access defibrillators in addition to the first responder service. Their current cost was £850 plus £550 for a secure cabinet, with £60 per year running costs for a heater. The Sibfords would probably require two machines.

Following the discussions, there was an opportunity to inspect the kit.

Mr England and the Epwell representatives were thanked by the Vice-Chair for their attendance and left the meeting.

Discussion on this item amongst parish councillors was postponed to the end of the meeting to allow other business to continue.

72/14 Grange Farm, Grange Lane, Swalcliffe
Mrs B Taylor and Mrs S Taylor from Grange Farm had asked to attend the meeting to explain the need for a revised application to cover the equestrian use of their land. All the land used for cross country schooling, together with that used for competitions had been included in the application, by the request of CDC. The intention of the application was stated to be to formalise the existing activities at the planning level and to obtain permission for up to 50 horses per day for the training side of the business, with enlarged vehicle parking to the south of the site.

Two parish residents, with a property adjacent to the site of the planning application, had been invited to attend the meeting to give their views on the proposals. The views expressed to the meeting centred on the competitions, with concerns about the proximity of event infrastructure to their property, with the traffic, noise and visual intrusion associated with such events. The residents advised they would prefer the entrance and main infrastructure to be sited to the south of the site, with traffic brought in from the Wigginton end. It was suggested a new access could be provided via land leased to the Taylors and a copy of the said lease was offered for viewing at the meeting.

All those who attended for the purpose of discussing this item were thanked by the Vice-Chair and they left the meeting.

Matters arising from the previous meeting:

2/13 Ongoing – Broadband
Cllr Huckvale reported that the cabinet for faster broadband for Sibford Gower had been installed and should be operational within the next two months. The decision about funding for Sibford Ferris would be known within the next fortnight. **TH**

4/13 Ongoing – Inter-Parish Meeting
The next meeting will be on 19 January 2015

17/13 Ongoing – Free School Transport
There was nothing further to report on the proposed changes.

3/14 Outstanding – Defibrillator
Councillors agreed that the Community First Responders initiative could only get off the ground if volunteers came forward. Cllr Hicks proposed and it was agreed that she would ask Epwell responders for names of the Sibford residents who had identified themselves as potential volunteers. **MH**

5/14 Outstanding – Notice Board
AL would attend to the broken Perspex. **AL**

9/14 Outstanding – Traffic at Temple Mill
The decision not to take any action had been relayed to Sibford Gower Parish Council.

11/14 Ongoing – Elections 2014
There had been no reply from the Elections Officer to the complaint about the lack of information on election results. It was proposed and agreed not to pursue the matter but to ensure for the next election that post-election information was requested in advance. This item could now be closed. **AS**

15/14 Outstanding – Repairs to Playhouse Roofs at Cotswold Close
AL had undertaken repairs to the roofs. This item could now be closed.

17/14 Outstanding – Historical Parish Council Records
JC would pick up the records from the previous clerk and bring them to a meeting. **JC**

18/14 Ongoing - Affordable Housing/Amenity Land/TOE2 Funding
The outline application would be considered at the meeting of the planning committee at Bodicote on 27 November. TH agreed to attend. **TH**

PR advised that he was applying for an energy management survey fund of £20,000 (Rural Community Energy Fund) for Sibford School, but could extend the survey to the combined villages; if the affordable housing scheme was to go ahead, the survey could include the development. It was agreed that PR would contact Andy Sumser of Green Square Group to gauge interest. MH would provide PR with contact details. **PR** **MH**

19/14 Ongoing - New Fitness Equipment
AS asked for and PR agreed to provide copies of the inspection reports for the new equipment and site. **AS** **PR**

It was suggested and agreed to look into the provision of training for villagers in the use of the equipment in 2015. AS would look into the possibility and cost of doing this. **AS**

20/14 Ongoing - Cotswold Close Play Area
AL had filled the digger sand pit.

Gerry Melvin had advised he would no longer be able to mow the grass. It was agreed that no further cuts were required until Spring. AS was asked to obtain three quotes for the 2015 season. **AS**

21/14 Outstanding - Annual Parish Meeting There were no matters outstanding and this item could now be closed.

30/14 Outstanding - Damaged Bench on Hook Norton Road
AL would attend to repairs to the bench. **AL**

31/14 Outstanding - Clerk's Contract of Employment/Douglas Tonks/Pensions
The Clerk had received her wages in September. The pension staging date for Sibford Ferris Parish Council was 1 August 2017 and contact would be made by HMRC twelve months prior. **AS**

32/14 Outstanding - Hedge along Boundary of Small House
This item would be kept under review. **AS**

33/14 OCC Outstanding - Meeting about Transport Vision
A letter of thanks had been sent to Mr Harper-Tarr and this item could now be closed.

34/14 Outstanding - Salt bags and bins
The bag of salt had not been received and the Clerk asked PR to let her know if it did not arrive in the next week or so. **PR** **AS**

49/14 Outstanding - New requirements for meetings/Revision of standing orders
In the interests of transparency of meetings, a change of law in August permitted the filming, recording and use of social media at meetings.

- The Standing Orders had been amended accordingly and were approved and adopted.
- A policy on the recording of meetings had been drafted and was approved.

- A public notice for display at meetings had been drafted and was approved.
- A statement to be read by the Chair at the start of meetings had been drafted and was agreed. **AS**

The second requirement covered the recording and publication of decisions made by officers, committees and sub-committees and it was agreed that, as there was no entitlement in the Standing Orders or Financial Regulations for decisions to be made by an officer, committee or sub-committee, this requirement would be noted but did not apply.

50/14 Outstanding - Housing Liaison Meeting 15 October.
MH had attended the meeting and reported on changes to social housing allocation. It had not been clear how this might impact on the potential affordable housing scheme.

51/14 Ongoing - Revised local plan and implications for Sibford Ferris
There was nothing new to report on this item.

52/14 Outstanding – Directory of Local Community Transport
This item could now be closed.

55/14 Outstanding - Annual Community Emergency Plan survey
The Clerk had responded to the survey. This item could now be closed.

56/14 Outstanding - Surface dressing – temporary signage
The signage had been removed. This item could now be closed.

69/14 Outstanding – Back Lane Verges
(Prejudicial interests declared by MH and PR)
The Clerk had verbally advised the legal position regarding the verges to the resident who had complained about the strimming of the verges and the item could now be closed.

70/14 Outstanding – Gravel Heaps at Sibford Hall
An email had been received from the owner of Sibford Hall with an assurance that the heaps would be removed in due course.

73/14 Salvation Army Clothing Bank
The Salvation Army in collaboration with CDC had sited a clothing bank next to the bottle banks without reference to the parish council. Fly-tipping had occurred, and in consideration of the number of other opportunities to recycle clothing available, it had been agreed by email between the councillors that CDC would be asked to request the removal of the bank and the fly-tipped items. The bank and refuse had been removed. This item would now be closed.

74/14 Dog Bins
A resident attended the meeting to complain about dog waste left on the verges along Woodway Road and to enquire about the installation of a dog bin in that area. Councillors' view was that the cost of purchasing and emptying sufficient dog bins to cover all areas was prohibitive for a small council. It was agreed to put up notices in the Woodway Road area and a note in the Sibford Scene. **AS**

Correspondence
75/14 08.09 Email Came & Co Insurance Brokers – Autumn Council Matters Magazine
It was noted that Came & Co were able to assist with insurance for public open areas and allotments.

76/14 20.09 Email Unipartdorman.co.uk – Visual Speed Monitor
It was agreed that the monitors at over £2000 each were too expensive for a small council.

77/14 23.09 Letter of complaint about mowing of the churchyard and burial ground
A letter of complaint had been received and the matter had been dealt with.

78/14 30.09 Email – Knotweed

A resident had advised there was a stand of knotweed adjacent to the Sibford School dumping area along the lane to Grounds Farm. PR confirmed that the School had the matter in hand. **PR**

79/14 06.10 Letter Chiltern Sports Contractors – external sports facilities **MH**

The letter would be kept on file.

80/14 06.10 Email OCC Democracy – Consultation: proposed changes to mobile library service

The consultation had been publicised to the community.

81/14 09.10 Email OCC Environment & Economy: maintenance of verges and roundabouts

OCC had advised that CDC would no longer be cutting verges for OCC and had asked if the parish council would take over responsibility for the contract. It was agreed that the Clerk would ask CDC the extent of work done by their contractor. **AS**

82/14 13.10 Email – Parish Liaison Meeting 12 November

TH had attended the meeting at Bodicote.

83/14 14.11 Email Anthony Stiff Associates – play area design, grant application advice **MH**

The information would be kept on file.

Finance

84/14 Display of Annual Return and Notice of Conclusion of Audit

The Annual Return and associated documents had been displayed on the notice board for the required period.

85/14 Approval of Annual Return 2013/2014

The audited Annual Return was approved.

86/14 Issues Arising – Plan of Action

There was one issue arising: that the grant element of the precept had not been included as a grant. **AS**
Action: ensure that any grant element of future precept payments is reported separately.

87/14 Annual Return – external audit date 2015

It was noted that the external audit dated requested for 2015 was 23 June.

88/14 Control of Bank Accounts

To improve control of bank accounts, the Clerk was providing copies of statements to JC and MH, and was also keeping a note of the current account balance on the cheque stubs. **AS**

89/14 Budget 2015/2016

The Clerk had circulated copies of a draft budget for 2015/2016 for consideration to be approved at the January meeting. Provisional figures discussed would produce the same total as for the previous year, taking into account a small contingency figure. The Clerk agreed to redraft the budget and circulate again. **AS**

90/14 Bank transfers

There had been two transfers from the deposit account since the last meeting:

- 18.9.14 £1500.00
- 23.9.14 £3429.00

91/14 Bank Reconciliation

A bank reconciliation to 4 November was circulated and the balances recorded were:

- Current account to 4 November £2325.40

- Deposit account to 3 October £5311.86

92/14 Budget Calendarisation to 24 November
A budget calendarisation was circulated and reviewed. No anomalies were noted.

93/14 Cheques to be signed at the meeting
MH signed cheque no.100630 for £22.88 to Mrs A Spencer for Clerk's Expenses.

94/14 Receipts since the last meeting
- 8.9.14 Bank interest £0.91
- 12.9.14 CDC Precept £3429.00
- 12.11.14 Sibford Gower Parish Council – burial fee £100.00 (banked 13.11.14)

95/14 Payments made since the last meeting
- 100627 BDO LLP External audit fee £120.00
- 100628 Gerry Melvin Grass cutting at Cotswold Close Play Area £90.00 (LGA 1972 S14 para 27)
- 100629 Sibford Gower Parish Council Donation towards mowing costs at Holy Trinity Church £723.00 (LGA 1972 s 214)

Planning
96/14 - The following planning applications had been received since the last meeting:
- 14/01515/F No. 2 Mannings Close, two-storey front extension (prejudicial interest TH)
- 14/00382/LB Little London, Main Street, replacement of rear window with French doors
- 14/01744/F April Cottage, Main Street, erection of a single garage (personal interest AL)
- 14/00381/TCA Home Farm, Main Street, works to trees
- 14/00382/TCA Orchard House, Main Street, works to trees
- 14/01764/F Hill House, Mannings Hill, conversion of existing redundant barn to "live-work" unit
- 14/01762/F Grange Farm, Grange Lane, Swalcliffe, use of land at Grange Farm for mixed use of new access, extension to existing car park and associated work

97/14 - The following documents had been received concerning Bishops End:
- APP/C3105/C/14/2214450 appeal decision – land at Bishops End, Burdrop – appeal dismissed
- APP/C3105/C/14/2214450 application for award of costs dismissed
- APP/C3105/X/14/2227213 Certificate of Lawful Use Proposed: Change of Use from A4 to A1 – appeal

98/14 - Grange Farm, Grange Lane, Swalcliffe
Following a discussion, it was agreed that the proposed increase in the cross country training to up to 50 horses per day, together with the enlarged parking area, would impact on the weight-restricted, narrow access lane. It was proposed and agreed to request that a condition of any permission should be to upgrade Grange Lane as far as Grange Farm to accommodate the proposed additional traffic. The redirection of traffic from the southern end of Grange Lane was considered impractical. **AS**

It was proposed and agreed to request that any upcoming competitive events were publicised in advance to the Clerk and/or Councillors. **AS**

Any Other Business
There was no other business.

Date of Next Meeting
Monday, 12 January 2015, 7.45 pm
There being no further business, the meeting closed at 9.45 pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Ordinary Parish Council Meeting held Monday, 12 January 2015 in the Sports Hall Classroom, Sibford School at 7.45pm

Present at the meeting were: Joanne Connor (Chair), Maureen Hicks (Vice-Chair), Councillors Tim Huckvale, Adrian Lamb, Peter Robinson, Clerk - Anita Spencer, District & County Councillor George Reynolds, Oswyn Murray (Chair, Sibford Gower Parish Council) and two members of the public.

The Chair read out a statement on the recording of meetings.

Apologies – none.

Declarations of Interest: Cllr Huckvale: prejudicial interest on planning application 14/01515/F and Mannings Close nameplate; Cllr Lamb: personal interest on the planning application 14/01744/F.

Minutes of the previous meeting: The draft minutes of the meeting held on 24 November were agreed and signed by the Chair as an accurate record.

Matters arising from the previous meeting:

2/13 Ongoing – Faster Broadband for Sibford Ferris

TH reported that the likelihood of faster broadband being made available to Sibford Ferris would be known by the end of January. **TH**

4/13 Ongoing – Inter-Parish Meeting

The next meeting was scheduled for Monday, 19 January 2015 and MH would be attending. **MH**

17/13 Ongoing – Free School Transport

It was agreed that this item could be closed for the time being and MH would report to councillors on any future developments.

3/14 Outstanding – Defibrillator

MH reported she had learned from Julia Neal of Epwell Community First Responders there had been just one resident of the Sibfords who had shown an interest in training at their open event, and it was agreed that MH would contact this person to see if they were still interested. It was also agreed to put a notice in the Sibford Scene asking for those interested in a responder or coordinator role to register on the Sibfords website, which TH kindly agreed to facilitate. The item would be put on the agenda for the forthcoming Annual Parish Meeting. OM confirmed that it would be discussed at the Sibford Gower APM and that he would approach possible candidates in the meantime. MH also advised that there was a strong possibility that local, established Community Responders would be prepared to put on a practical demonstration, if required. **MH** **TH** **AS**

5/14 Outstanding – Notice Board

AL advised he would shortly be ordering the replacement Perspex. **AL**

9/14 Outstanding – Traffic at Temple Mill

This item could be closed.

17/14 Outstanding – Historical Parish Council Records

JC would pick up the records from the previous clerk and deliver them to MH for sorting. **JC**

18/14 Ongoing - Affordable Housing/Amenity Land/TOE2 Funding/Rural Community Energy Fund

Outline permission for the affordable housing scheme had been granted by the CDC Planning Committee. PR reported that Sibford School had obtained funding from the Rural Community Energy Fund and had asked local groups and organisations if they would like to benefit from it. PR had tried

to make contact with the developers of the affordable housing scheme, Green Square, but the parish council contact had left but his replacement had not, to date, responded to contact with PR. OM advised that the Sibford Gower allotment project had been withdrawn due to lack of interest.

19/14 Ongoing - New Fitness Equipment

It was agreed that AS would carry out weekly checks on the equipment and keep records, and JC offered to cover for holidays. **AS** **JC**

The idea of providing a training session on the equipment was still being pursued and PR agreed to let AS have the name of his contact at the district council. **PR** **AS**

20/14 Ongoing - Cotswold Close Play Area

A contractor to mow the play area was being sought. One quotation had been received and it was agreed to approach Thomas Fox as well. A member of public at the meeting kindly offered to mow the area and the clerk was asked to liaise, although JC cautioned that the insurance position would need to be investigated in view of the Parish Council's duty to ensure volunteer and public safety. **AS**

The matter of vehicles parked adjacent to the play area was raised again and it was agreed to approach the district council once more with the parish council's concerns. GR offered to make enquiries and asked AS to provide the contact details. **AS**

30/14 Outstanding - Damaged Bench on Hook Norton Road

AL would attend to repairs to the bench. **AL**

31/14 Outstanding - Clerk's Contract of Employment/Douglas Tonks/Pensions

The National Joint Council (NJC) national salary awards for 2014 to 2016 had been published and would be implemented from March 2015, as per the clerk's contract of employment. This would impact on the 2015/16 draft budget (see below). **AS**

32/14 Outstanding - Hedge along Boundary of Small House – to be kept under review. **AS**

34/14 Outstanding - Salt bags and bins – the salt had arrived. Item closed.

49/14 Outstanding - New requirements for meetings/Revision of standing orders – item closed.

50/14 Outstanding - Housing Liaison Meeting 15 October - item closed.

51/14 Ongoing - Revised local plan and implications for Sibford Ferris

GR confirmed that the Sibfords were regarded as a "Category 1" settlement and could be open to speculative planning applications. He advised that the district council had to designate 750 new homes in its rural area as part of the plan. It was possible, however, that large developments attached to towns in the district could reduce this number.

70/14 Outstanding – Gravel Heaps at Sibford Hall

The gravel heaps were still in place and it was agreed to keep this item under review.

74/14 Dog Bins

It was noted that a dog bin could be purchased for around £200 including fixings and the cost of emptying would be £1.40 per visit from April. However, there was no agreement that residents who did not currently pick up their dog's waste would make use of a bin. It was agreed that PR would put an appeal in the Sibford Scene. The item would be taken forward, with inclusion also on the forthcoming Annual Parish Meeting agenda. **PR** **AS**

77/14 Mowing at the Churchyard and Burial Ground

A quotation from Thomas Fox for the 2015/16 mowing season had been received from Sibford Gower Parish Council and it was agreed to accept the figure, as it was very close to the price for the previous

season, and to continue to provide a donation of half the cost. AS was requested to advise Peter Hardman accordingly. **AS**

78/14 Knotweed – the knotweed was being treated and the item was closed.

80/14 Mobile Library Consultation (ended 31.12.14) – there was nothing further to report and the item was closed.

81/14 Maintenance of verges
The Parish Council had learned that CDC would no longer be maintaining verges on behalf of OCC. GR advised that OCC would now only be cutting the verges twice a year and the sightlines three times. Parish councils had been offered the chance to take on the maintenance but funds were very limited. GR also advised that CDC would no longer be spraying off weeds. It was agreed to monitor the state of the verges under the new arrangement and to keep the matter under review. **All**

82/14 Parish Liaison Meeting 12 November 2014 – there was nothing further to report and the item was closed.

01/15 Street Nameplate for Mannings Close
TH declared a personal interest and took no part in the discussion. AS reported that CDC had ordered a new name plate for the verge but had not provided a plan of the location. She agreed to let the residents know when she had obtained a plan from the district council. **AS**

02/15 Dog Thefts
A dog theft had occurred in Burdrop since the last meeting, but it was agreed that dog owners had all been sufficiently alerted and that there was nothing further to report. The item could be closed.

03/15 Street Light No. 6 Out of Order – TH reported the light was working and the item was closed.

Correspondence
04/15 2.12.14 Email: SGPC – Number of electors
Peter Hardman had advised there were currently 418 electors in Sibford Gower (AS confirmed the number for Sibford Ferris was 354).

05/15 10.12.14 Letter: OCC Oxfordshire's Learning Disability Plan 2015-2018 Poster
This had been displayed on the notice board.

06/15 11.12.14 Letter: Tony Baldry MP on faster broadband
The letter had confirmed the position as reported by TH.

07/15 12.12.14 Letter: Age UK – Protecting older people in winter campaign.
Two posters had been put on the notice board.

Finance
08/15 Budget 2015/16
The following items in the draft budget were amended:

- Item - Clerk's wages - increased to £2650 to allow for National Salary Award increase and possible increase in administration charges by Douglas Tonks.
- Item - Contribution to Sibford Village Hall - increased to £400 because there had been no increase for some time.
- Item - SLCC/ORCC membership - £30: removed.
- Item – Contingency - it was agreed to keep the budget total the same as for 2014/15, and this item was reduced to £246.

The total amount for the precept request for 2015/16 was agreed at £6858, the same as the previous

year. **AS**

09/15 Bank Transfers
There had been none.

10/15 Bank Reconciliation
A bank reconciliation to 4 December 2014 was circulated and noted.

11/15 Budget Calendarisation to 12 January
This was circulated and agreed. It was agreed to rename this document Budget/Actual Comparison.
AS

12/15 SLCC Subscription
It was agreed to pay this retrospectively as per the 2014/15 budget but not for the coming year.
AS

13/15 Cheques to be signed at the meeting:
The following cheques were signed at the meeting:

- 100631 C Etherington-Smith £35.00 for electricity
- 100632 Oxfordshire Playing Fields Association £10.00 donation
- 100633 Sibford School £20.00 donation
- 100634 Banbury Citizens Advice Bureau £25.00 contribution
- 100635 Sibford Village Hall £300.00 contribution
- 100636 SLCC £30.00 subscription

The following payment was agreed:

- Sibford Scene £25.00 donation

14/15 Receipts since the last meeting

- 13.11.14 £100.00 SGPC Burial ground fee
- 17.11.14 £1730.58 HMRC Vat refund 2014/15

15/15 Payments made since the last meeting – none.

Planning
16/15 The following planning applications had been received since the last meeting:

- 14/00404/TCA Works to trees, 4 Home Farm Court
- 14/01762/F Grange Farm – Amended Plans
  The amended plans had been viewed by parish councillors and it was agreed there would be no further comment on this planning application.

17/15 The following planning decisions had been received since the last meeting:

- 14/01515/F Application permitted – 2 Mannings Close – two-storey front extension
- 14/00382/TCA No objection to Works to Trees - Orchard House
- 14/00381/TCA No objection to Works to Trees - Home Farm
- 14/01764/F Application refused - Hill House – conversion of existing redundant barn to "live-work" unit
- 14/01744/F Application refused – April Cottage – erection of a single garage
- 14/00962/OUT Application agreed in committee 27 November – Erection of six Affordable Local Needs Dwellings and two Market Sale Dwellings plus open space and allotments OS Parcel 4300 North of Shortlands and South of High Rock, Hook Norton Road

Any Other Business
18/15 Boundary Commission Review of Wards, Cherwell District - Consultation
Information had been received on a review by the Boundary Commission. GR advised that the proposal was to merge the wards of Cropredy, Wroxton and the Sibfords into one big ward, with three councillors and an election every year.

19/15 Solar Farm Trees and Container

AS reported she had been asked when the landscaping conditions of the planning permission for the solar farm would be complied with. GR confirmed that conversations with the landowner were ongoing. It was agreed that the Parish Council would add its voice and AS was asked to write to the Planning Department at CDC to request that the trees were planted as soon as possible and the container painted green to minimise the impact of the panels on the landscape.

AS

20/15 Notice of intention to resign

JC gave notice of her intention to step down from the parish council due to work pressures. She kindly offered to remain on the council until the Annual Parish Council Meeting in May and the offer was readily accepted.

Date of Next Meetings

Monday, 9 March 2015, 7.45 pm
Tuesday, 5 May 2015, 7.45 pm (Annual Parish Council Meeting)

The Annual Parish Meeting was fixed for Monday, 27 April at 7.30pm.

There being no further business, the meeting closed at 9.25 pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Ordinary Parish Council Meeting held Monday, 9 March 2015 in the Sports Hall Classroom, Sibford School at 7.45pm

Present at the meeting were: Joanne Connor (Chair), Maureen Hicks (Vice-Chair), Councillors Tim Huckvale, Adrian Lamb, Peter Robinson, Clerk - Anita Spencer, District & County Councillor George Reynolds, Jan and Diana Thompson and two members of the public.

The Chair read out a statement on the recording of meetings.

Apologies – none.

Declarations of Interest: Cllr Huckvale: pecuniary interest in Mannings Close nameplate; Cllr Robinson: personal interest in Rural Community Energy Fund; Cllrs Lamb, Robinson and Connor: pecuniary interests in Small House outline planning application (Mr and Mrs J Thompson). Mr and Mrs Thompson attended the meeting to speak about alterations to the vision splay on Wade Lane. In order for three Councillors to be able to consider the matter, Cllr Robinson had requested a dispensation in writing and the Clerk was asked to record that this was agreed.

Minutes of the previous meeting: The draft minutes of the meeting held on 12 January were agreed and signed by the Chair as an accurate record.

JC proposed, and it was agreed, to take the matter of the Small House planning application to the start of the meeting. Cllrs Connor and Lamb left the meeting room for this item and Cllr Hicks took over the Chair.

21/15 Outline Planning Application 14/02155/OUT Proposed New Dwelling and Access, The Small House

Mr and Mrs Thompson explained that OCC Highways were requiring an improved vision splay, 40m westwards from Wade Lane along Main Street. It was hoped that this could largely be met by a reduction in the wall height and by shrub clearance, with minimal reduction to the bank, and with no loss of trees of note. Assurances were made that screening would be put back in to protect the privacy of the cottages on Main Street. Councillors agreed the stability of the wall had been problematic in the past; also, the overgrowth of vegetation along the wall was currently impeding traffic on Main Street. The Thompsons advised there had been an objection to Highways' plans for the splay from the Cherwell District Council (CDC) Landscape Officer, the nature of which was not yet known, and the Thompsons were hoping that the Parish Council could provide support for the application. It was agreed that the Thompsons would pass further information to the Clerk when available, to be forwarded to Councillors Hicks, Huckvale and Robinson for consideration.

The Thompson thanked Councillors for hearing their case and left the meeting, and Cllrs Connor and Lamb returned to the meeting room, with Cllr Connor re-taking the Chair.

Matters arising from the previous meeting:

2/13 Ongoing – Faster Broadband for Sibford Ferris

TH reported that the likelihood of faster broadband being made available to Sibford Ferris would be known by the end of March. **TH**

4/13 Ongoing – Inter-Parish Meeting

MH reported that the meeting on Monday, 19 January 2015 had covered the following topics: planning, farming diversification, the protection of allotments, mineral extraction, proposals for 20mph speed limits in villages, the ownership of school land, with reference to Academy planning, and sharing school playgrounds. The next meeting would be in the summer. **MH**

3/14 Outstanding – Defibrillator
TH reported that two people had come forward as first responder volunteers and a third person had offered to coordinate the scheme. It was agreed that MH would contact Dave England of the NHS to take things forward and that the scheme would also be included on the APM agenda. **MH**

5/14 Outstanding – Notice Board
AL had replaced the Perspex for which he was thanked by the Councillors.

17/14 Outstanding – Historical Parish Council Records
JC would pick up the records from the previous clerk and deliver them to MH for sorting. **JC**

18/14 Ongoing - Affordable Housing/Amenity Land/TOE2 Funding/Rural Community Energy Fund
Affordable Housing: MH reported that there had been a delay due to negotiations by the developer to acquire the land. MH had completed an ORCC survey on parish councils' experience of affordable housing projects. *Rural Community Energy Fund*: PR declared a personal interest as he was promoting the scheme. He reported he had received positive feedback from Sibford School, Sibford Village Hall, the Friends Meeting House, Sibford Gower Primary School and the Holy Trinity Church. The first step would be to obtain funding for a survey. There would be no commitment to carry out any of the suggestions, examples of which might be solar panels, insulation, etc. PR took no part in the vote, in which it was agreed to support this project.

19/14 Ongoing - New Fitness Equipment
New buffers had been fitted to the Surfer. Weekly checks were being carried out and recorded. The Risk Assessment was reviewed and agreed.

20/14 Ongoing - Cotswold Close Play Area
The mowing contract had been given to Thomas Fox for 16 cuts at £15.00 per VAT. PR had drawn up a mowing Risk Assessment which was reviewed by Councillors, amended to reflect that responsibility lay with the contractor, and agreed. The Clerk would forward this to Thos Fox with the proviso that responsibility for the use of machinery also lay entirely with Thos Fox. **AS**

The Cotswold Close Play Area Risk Assessment was reviewed and agreed.

AL and AS reported that the correct size of replacement hand grip for the repaired digger handle could not be obtained. AL offered to weld a washer onto the top of the handle tube and this was agreed, with thanks. **AL**

The matter of vehicles parked adjacent to the play area was discussed. Two of the vehicles now had flat tyres. The Clerk had contacted the Abandoned Vehicles department of CDC again but had been advised they had no power to act on SORN'd vehicles. As it was agreed the vehicles were hazardous and inconvenient to users of the play area, and causing inconvenience to residents of Cotswold Close, Cllr Reynolds agreed to raise the matter with the Estates Department. The Clerk was asked to check the terms of the lease agreement. **GR** **AS**

30/14 Outstanding - Damaged Bench on Hook Norton Road
AL would attend to repairs to the bench. **AL**

31/14 Outstanding - Clerk's Contract of Employment/Douglas Tonks/Pensions
The Clerk had informed Douglas Tonks of the pay increase in line with The National Joint Council (NJC) national salary awards for 2014 to 2016, effective from March 2015.

32/14 Outstanding - Hedge along Boundary of Small House – this matter had been discussed as part of the Small House outline planning application above.

51/14 Ongoing - Revised local plan and implications for Sibford Ferris
GR advised that the Local Plan would be available within the next ten days or so.

70/14 Outstanding – Gravel Heaps at Sibford Hall
The gravel heaps were still in place and it was agreed to keep this item under review.

74/14 Outstanding - Dog Bins
The item would be discussed at the APM. **AS**

77/14 Ongoing - Mowing at the Churchyard and Burial Ground
Mowing had not commenced.

81/14 Ongoing - Maintenance of verges
The state of the verges would be monitored and the item kept under review.

01/15 Outstanding - Street Nameplate for Mannings Close
TH had declared a personal interest. The new nameplate had been installed.

18/15 Outstanding - Boundary Commission Review of Wards, Cherwell District Council - consultation
GR confirmed that the proposals included the amalgamation of wards in 2017, with the Sibfords, Wroxton and Cropredy becoming one ward with three councillors.

22/15 Fly tipping at bottle bank layby
A notice had been put in the Sibford Scene. It was agreed to keep this matter under review.

23/15 Spring Clean 2015
The annual spring clean would be on 28 March.

24/15 Review Registers of Interest
In line with the Financial Risk Assessment, councillors were reminded to keep their registers of interest under review. **All**

25/15 Insurance Renewal
This was due in June and the Clerk was asked to obtain quotations for consideration. **AS**

26/15 Annual Parish Meeting 27 April
The Clerk was asked to send invitations to the Village Hall, the Sibford School head, Thames Valley Police and OCC Highways and to put a notice in the Sibford Scene and on the notice board. **AS**

Correspondence
27/15 Email 19.1.15 Leader of OCC re Unitary Council Councillors agreed there would be no benefit in a Unitary Council other than cost savings, which were being achieved already by combining with South Northants District Council.

28/15 Email 11.2.15 OCC – Connecting Oxfordshire Consultation Councillors agreed to study the consultation on road and travel proposals and let the Clerk know of any comments. **All**

29/15 Email 24.2.15 CDC Elections Office – 2015/16 Independent Remuneration Panel report
It was resolved that Councillors would continue not to be paid allowances. **AS**

30/15 Email 4.3.15 ORCC – Jewson Building Better Communities Fund
It was agreed the terms of the fund were not suited to any current projects.

Finance
31/15 Precept request 2015/16
The request had been lodged with CDC.

32/15 Grants
The Clerk confirmed that grants as follows would be received: New Homes Grant £790.00; Council Tax Reduction Scheme Grant £46.24.

33/15 Review Financial Risk Assessment
It was agreed to add the risk of overdraft and to manage this with regular updates on bank reconciliations together with the noting of the current account balance on the cheque stubs. The revised Risk Assessment was agreed. **AS**

34/15 Review Assets Register
The Assets Register was reviewed and agreed.

35/15 Review Effectiveness of Internal Audit
The Clerk/RFO and TH had carried out a review on 19 February and made the following proposals:

- *Internal Audit Plan – Terms of Reference*: the internal auditor should have sight of the Financial Risk Assessment. Agreed. **AS**
- *Internal Audit Review Checklist – "Relationships"*: Councillors should be reminded to refer to the Local Councillors' Guide 2013 and the Local Governance Toolkit for Parish and Town Councillors, Version 3, April 2009. Agreed. The Clerk to add the references to the checklist and email copies of the guides to all Councillors. **AS**
- *Financial Risk Assessment*: The risk of overdraft should be included (see 33/15). **AS**
- *Bank Accounts*: The use of two bank accounts and the number of signatories should be reviewed. It was agreed to increase the number of signatories to three (two signatures required per transaction.) The Clerk was asked to obtain the necessary forms. **AS**

36/15 Review Annual Internal Audit Plan – Terms of Reference
The plan was reviewed and agreed with the amendment as noted in 35/15.

37/15 Appointment of Internal Auditor
Sue Rowley had agreed to carry out the internal audit for 2014/15.

38/15 Bank Transfers: None

39/15 Budget/Actual Comparison to 9 March
The budget/actual figures showed no anomalies.

40/15 SLCC Subscription
Cheque no.100636 had been drawn in error and had been cancelled.

41/15 Cheque signed since last meeting:

- 100637 Sibford Scene £25.00 – donation

42/15 Cheques signed at meeting:

- 100638 Cherwell District Council £30.00 – Cotswold Close Play Area rent
- 100639 Mrs A Spencer £13.80 – Clerk's expenses.

43/15 Receipts since last meeting:

- £0.61 Barclays Bank interest.

44/15 Acknowledgements of donations/contributions
Acknowledgements had been received from Sibford Village Hall and Banbury CAB.

Planning
45/15 The following planning applications had been received since the last meeting:

- 14/02155/OUT New dwelling and access, Small House

- 15/00085/OUT Erection of 1 dwelling with garage (previous consent 12/00377/OUT) Stewarts Yard
- 15/00188/PAMB Prior Approval – conversion of existing agricultural building and an equal area of land to residential use, Austin Grounds Farm
- 14/01762/F Grange Farm – Amended plans. The amended application documents were viewed at the meeting and it was agreed that the amendments did not alter the response of the parish council.

46/15 The following planning decision had been received since the last meeting:

- 14/00404/TCA Permission granted for works to trees, 4 Home Farm Court

Any Other Business

47/15 AL reported fly tipping of asbestos waste on Grange Lane, between the Elm crossroads and Swalcliffe House. The Clerk was asked to report this to CDC.

AS

Date of Next Meeting

Tuesday, 5 May 2015, 7.45 pm (Annual Parish Council Meeting)

The Annual Parish Meeting - Monday, 27 April at 7.30pm.

There being no further business, the meeting closed at 9.25 pm.

Annual Parish Meeting – Sibford Ferris

Monday, 27 April 2015 – 7.30pm

Held in the classroom above the Sports Hall, Sibford School, Sibford Ferris

Apologies – County and District Councillor Reynolds had advised he would be late.

Attendees – Joanne Connor (Chair), Maureen Hicks (Deputy Chair), Adrian Lamb, Tim Huckvale, Peter Robinson, Anita Spencer (Clerk/Responsible Financial Officer), Cllr George Reynolds (from 8.05pm), Michael Goodwin (Head, Sibford School), Muriel Chandler (Sibford Village Hall), Gil Soden (Sibford Gower Parish Council/Sibford Community First Responders) and 10 members of the public.

The Chair welcomed all to the meeting and advised that the meeting could be digitally recorded.

Minutes of the last meeting on 9 July 2014 – these were approved by the meeting and signed by the Chair.

Matters arising from the last meeting would be dealt with during the meeting.

Chair's 2014/2015 Report
During the last year we have had 7 formal Parish Council meetings. In addition there have been a number of other meetings and presentations attended by Councillors on behalf of the Parish.

This will be my last Annual Parish Meeting as Chair and a Councillor. I joined the Parish Council in 2008. I was approached by Anita (she has a lot to answer for) to see if I would be interested in being co-opted onto the Council.

I have to admit I had no idea what Parish Councils, and their Councillors did. I probably spend the first few meetings in a complete daze as I listened to discussions on planning issues, tried to work out where various footpaths and bridleways were in the village and the names of all the houses.

What I came to understand very quickly is that those of us who live in this village are very lucky to have our Parish Councillors who work tirelessly, and without most of the village knowing, to make the environment around us better and to ensure any problems are resolved.

This year has not seen any major project undertaken by the Parish Council; last year we added to the MUGA. I suppose it could appear to people who do not know the work of the Council we were quieter than we have been but that would not be correct.

In the last year alone SFPC has been involved in the following:

- Regularly inspecting the play areas at Cotswold Close and the MUGA
- Replacing broken equipment at Cotswold play area and checking signs.
- Ensuring a pad on one of the pieces of gym equipment was replaced.
- Organising the annual litter pick – including obtaining the bags and arranging collection
- Monitoring when/if the village will get faster broadband.
- Attending inter parish meetings
- Discussing and progressing a First Responders Scheme
- Considering the purchase of a defibrillator
- Involved in the potential development of affordable housing on the Hook Norton Road – including arranging village discussions and feedback.
- Responding on School Transport consultations
- Responding to consultations on bus services and the mobile library
- Dealing with issues arising from the burial ground and monitoring work carried out by the contractors
- Dealing with issues raised with us by our Parishioners over Badger Setts, Planning issues and car issues in Cotswold Close.
- Monitoring and responding to planning applications in our village and the surrounding areas.
- Visiting planning sites

- Checking applications for tree removals including observing the trees and commenting on the applications
- Receiving numerous emails every week from Oxfordshire CC, Cherwell and many other organisations
- Ensuring contributions to the village hall and other Charites
- Monitoring our bank accounts, insurance, risk assessments, preparation of annual accounts and auditing.
- Checking which street lights are working and reporting issues
- Fixing the noticeboard for parish news
- Uploading information onto the village website
- Organising the replacement of street names, broken styles and pot holes
- Asking for hedgerows to be cut back where necessary, dealing with blocked drains, report of knotweed

And so the list goes on.

If it was not for our Parish Council issues such as street lights, cutting back of weeds etc would take longer to resolve. They have worked very hard and dedicated an awful lot of time to this village and I would like to take this opportunity to express my thanks for their hard work to my fellow Parish Councillors.

There are though others in the village who are not on the PC who should also be recognised and who I would like to thank.

- Once again our gratitude must be expressed to John and Lynn Woodvine for assisting with these inspections. We are very grateful for their support.
- Our District Councillor, George Reynolds, who regularly attends our Parish Council meetings, helping us with enquiries and information we require from both Cherwell District Council and Oxford County Council.
- Sue Rowley for handling the annual internal audit of the Sibford Ferris Parish Council accounts
- Adrian Lamb and his team for producing the excellent Sibford Scene
- Sibford School for providing a meeting room for us and for their co-operation on the play area and other village matters,
- Anita Spencer for all her work as our Parish Clerk.

I will now handover to the Responsible Financial Officer for her report:

Financial Report to 31 March 2015

"As Responsible Financial Officer to your parish council, my role is to keep the accounts in order, manage payments and receipts and reconcile these with the monthly bank statements. This work is overseen by the parish councillors, is guided by a set of Financial Regulations and a financial risk assessment, and is checked annually by both an internal and an external auditor, for whom an annual return is prepared. Over the next two years, there will be changes in the financial controls for smaller councils, such as this one, and the annual external audit will be replaced by 2017 by what is known as a "Transparency Code". This Code, which actually came into effect from 1 April this year, means publishing annually on a freely available website, all items of expenditure over £100, councillors' responsibilities, council-owned land and buildings, plus all the elements and documents currently required for the annual return. An internal auditor will still be required.

The internal auditor for this year is once again Sue Rowley of Burdrop and I would like to reiterate Joanne's thanks to Sue for taking on this important role.

Referring to the Notes to the Accounts attached to your agenda, it should be emphasised that these are un-audited, draft accounts. Also, please be aware that all values expressed are inclusive of VAT apart from the Assets under Item 1, which are exclusive of VAT. VAT is recoverable in full. The VAT figure under Item 2 is considerably larger than for last year because of the capital expenditure on the fitness equipment next to the MUGA plus the laptop.

Under Item 3, the Section 137 payments were reduced by £350 as the payment to the Holy Trinity Church was redirected into the burial ground maintenance sum of £1446.00. Other payments, under Item 4, were increased by the payment of £120.00 to the external auditor for the year to March 2014. Also, there were £724.73 of costs from CDC for the parish council election. Capital expenditure was also incurred as mentioned previously, being £533.98 for the laptop and £9143.74 for the fitness equipment.

Although the precept amount rose slightly on the previous year, total receipts for the year were down a little. This was due to a reduction in grants, but offset by the recovery of the VAT on the fitness equipment

At the end of the period the current account balance was £2392.67 and the deposit account £6103.20.

The Annual Return for the year will be presented and agreed at the Annual Parish Council Meeting on Tuesday, 5 May. The accounts will be available for public inspection from 26 May to 22 June, before the external audit takes place on 23 June. As mentioned earlier in the report, the salient documents will be available on the Sibford Ferris Parish Council page of the Sibfords website at www.thesibfords.org.uk.

This is the end of the financial report for the 2014/2015 period."

Wheathills Report

The Chair then read out the short annual Wheathills Report sent from the Clerk of the Town Estate Charity as follows:-

"There has been much discussion about the roadside hedge which has grown quite tall in places, whilst it has hardly grown in other places. A local hedgelayer was consulted and he suggested several options from which the Trustees have decided that they should wait another year to see what growth there is before deciding on whether to go to the great expense of having the hedge laid. The tenant of the Wheathills farm has been asked on several occasions to remove non-agricultural detritus and has done this from time to time. However, he is temporarily without premises for his building business and has used the Wheathills buildings again recently which we are dealing with. A dead tree has been felled in the boundary hedge with the neighbouring garden. It may be of interest to know that the Wheathills farm has been offered for sale to the Trust and a price and arrangement have been agreed. The Trust would wish that the farm continued as livery stabling." Cllr Hicks added that since the report had been written, the Town Estates Charity had completed the purchase of the land and now owned 11 more acres at Wheathills. Cllr Hicks wished to express thanks to Mrs Tracy Morbey for offering the land to the Charity so that it could be retained for the benefit of the community.

Village Hall Report

Muriel Chandler then read out the Village Hall Report for 2014/15 on behalf of the Village Hall Committee, as follows:

"The Village Hall committee very much appreciates the donations from Sibford Gower and Ferris councils and also the help from the Town Estates Charity.

Unfortunately we do not have the final accounts for the year ending 31ST March 2015 at the moment but we still have the regular classes as last year in karate/pilates/yoga/art and also now have a weekly men's fitness class and a weekly boxercise & metafit class plus another art class which brings this up to three art classes a week. We also have the regular village organisations using the hall and have had an increase in private hirings including the first wedding for some time. We have also shown two other couples around the Village Hall who are considering having their receptions here.

Fundraising has increased this year and at our Easter Egg Hunt we had 80 children competing and we are happy to report that the popular band "Damn Right I've got the Blues" are back on Saturday 27TH June when we hope to see as many of you as is possible. I have to add a personal thank you for all who have joined our Village Hall lottery game when £1,824 was donated giving £912 to Village Hall funds with £912 going into the lottery game prize fund. We have our annual dog show on Saturday, June 6TH and the committee is very grateful to one of our new residents who is organising another music night on 29TH August. We are having our annual Village Hall show on Saturday 26TH September this year.

We have started our refurbishment programme by having the front double doors replaced at a cost of £2,384.00 and this was achieved by the generosity of Oxford County Council via our District & County Councillor, Mr George Reynolds through the Councillor Community Budget Scheme of £1000 plus and our thanks go to Mr Reynolds for his help, another £1000 grant from the Doris Field Charitable Trust and the balance of £384 from the Village Hall lottery game.

The Village Hall was built in 1957 and was constructed with a cedar shingle roof with a life span of 30 years. The roof was renewed in the late 1980s and the Village Hall management committee have suggested we should have a contingency plan for the renewal of the roof within the next few years and possibly as early as 2017 at an estimated cost of up to £20,000 and it was agreed that all profits from Village Hall functions should in future be reserved towards this, plus some other refurbishments, and not be used as a general subsidy to hire rates. The hall currently costs £10.45 an hour to run and this gives us an operating loss of £4.45 an hour which is covered by fund raising events and some donations. Therefore we have had to increase our hiring rates but have made it less complicated by giving a local parishioners' price and a price for people living outside the parish. This will enable us to use at least some of the fund-raising profits for the refurbishments although we will still be applying for any grants that may be available."

Sibford School Report
The Head of Sibford School, Michael Goodwin, was then invited to give an update on the School's activities during the past year.

Michael Goodwin reported that there had been many positives in the year: an Independent Schools Inspectorate inspection just after Easter had yet to be published but preliminary impressions were that it was highly complimentary; the school roll had increased to 427, including over 100 at the junior school, which meant more pupil resources were available for refurbishments and redecoration; also, for the first time since 1930, the school was free from debt. Plans for the future included further developing the outdoor programmes, with the grounds already being well used. The animal husbandry programme had also been working very well. Michael Goodwin left copies of the School magazine, "The Sibfordian", for people to take away.

The Chair thanked Michael Goodwin for his report.

Report from Thames Valley Police
The Chair then read out a report from PS Rebecca Fishwick of Banbury Rural Neighbourhood Policing Team.

"Firstly I would like to apologise for not being able to be there with you in person this evening to deliver this report and answer any questions you may have.

Over the last 12 months we have seen a few changes to the Banbury Rural Neighbourhood Team. In October 2014 we welcomed a new team member, PCSO Louise Beaumont. Louise has worked for Thames Valley Police for over 14 years and prior to becoming a PCSO worked in the Police Enquiry Centre at Kidlington. Hopefully some of you will have seen her out and about on her patrols and at some of the village events she has attended.

Sadly last month PCSO Angela Alford left the Banbury Rural Neighbourhood Team to go and work on another Neighbourhood Team in the area. Some of you may have known Angela and we were sad to lose her from the team but wish her well in her new ventures.

In the last year there has been very little crime in Sibford Ferris. The village has had two burglaries to dwellings which occurred in July 2014 and December 2014. Unfortunately we were unable to identify the suspects in the first burglary however the second burglary was a burglary to the dormitory area of Sibford School and two males were arrested in relation to this offence. This case was taken to CPS who reviewed the evidence and unfortunately there was insufficient to prove they had committed the burglary. However one of the males was charged with handling stolen goods from the burglary. These males were local to the Banbury area.

There has been one offence of Criminal Damage in April 2014 and three offences of Burglary, non dwelling, which occurred, two in June 2014 and one in October 2014.

We have received no reports of any Anti-Social Behaviour within the village.

If there are any points you would like to raise or questions you have for myself or the team, please let the Parish Council know and they can pass them directly to me at: Rebecca.Fishwick@thamesvalley.pnn.police.uk or you can contact me via our team e-mail address which is: BanburyRuralNHPT@thamesvalley.pnn.police.uk

Thank you."

Affordable Housing
Cllr Hicks reported that matters on affordable housing were quiet because Cherwell District Council was currently working with the developer, Greensquare, on negotiations with the land agent to purchase the land. There would also need to be a Section 106 agreement to cover the provision of the amenity land and allotments. Cllr Hicks reminded those present that the scheme consisted of six affordable homes and two open-market dwellings.

Community First Responder Scheme
Gil Soden had kindly taken on the role of coordinating the scheme for the Sibfords and reported that there were now four volunteers willing to be trained as first responders and it was hoped that more would come forward from Sibford Ferris. Cllr Huckvale explained to the meeting the principles of the scheme, which was already working well in Epwell: the volunteers are trained by the ambulance service to give immediate first aid, and to use a defibrillator and oxygen supply; the volunteers are despatched by the emergency service when someone dials 999 for an ambulance and, as well as first aid, can offer support to the patient and guide the ambulance to their location. The more volunteers per scheme, the better the coverage that could be offered, as volunteers only give the time they are able. Gil Soden was thanked for heading up the scheme.

County and District Councillor George Reynolds
Cllr Reynolds was asked if he wanted to raise any points and reported that the issue that came up most often with the villages in his ward was the reduction in the verge cutting for this year – down from five time to twice, with a third cut just for the sightlines. It was agreed that the situation would be monitored.

Dog Bins
The Chair sought views on whether the installation of dog bins in the village would encourage residents to tidy up after their dogs. A complaint had been received during the year about the state of the verges along Woodway Road and this was reiterated by the resident at the meeting. Cllr Reynolds advised that generally villages found that bins were used. Michael Goodwin reported that the bin installed on Sibford School property was used but there were still instances of mess being left and also commented that the bins were unsightly. It was proposed that a notice was put in the Sibford Scene appealing for consideration to other walkers, whether or not mess occurred outside of the village curtilage.

The Chair then asked for other questions or comments from residents.

- A resident enquired about the site on Woodway Road identified by Cherwell District Council as a potential development site for 20 plus dwellings. Cllr Reynolds advised that more might be known once the new Local Plan was published. He had expressed his concerns to officers at Cherwell District Council about the poor access to the site due to the narrowness of Woodway Road. A resident commented that sewerage could also be a problem. Cllr Reynolds reminded the meeting that there would be pressure to build in the Sibfords because they were viewed as sustainable due to the presence of a doctor's surgery, post office, primary school, bus service etc.

- Another resident commented that the affordable housing scheme could open up the whole of the field on the Hook Norton Road to future development and asked why the parish council had not pushed for the scheme to go on the field behind Little London and the orchard behind Folly Court. Cllr Connor explained that this field had been considered by the district council and had been discounted; it also had not been on offer as an exception site. The resident commented that additional housing on the Hook Norton Road would increase traffic through the village, causing problems at pinch points such as by the Manor. She said that the traffic survey carried out for the scheme had only been for one day and was during Sibford School half term so was not representative. She also complained that a survey of flora and fauna in the field had not been carried out. She said that Sibford Gower had refused affordable housing and asked why Sibford Ferris had not also done so.

  Cllr Connor advised that she could not comment on Sibford Gower's actions, but that the Parish Council was aware there was a need for housing and, although planning decisions are not made at the parish level, it was important to be part of the discussions and to try to obtain something for the village. Cllr Connor reminded the meeting that everyone had the right to make representations to the district council as individuals.

The resident stated that she would be against the site on Woodway Road, but was reminded by Cllr Connor that this was a different issue, was not a forgone conclusion and that if and when a planning application was made, the opportunity would arise for everyone to make their views known.

Michael Goodwin spoke in support of the parish council's handling of planning applications, saying that in his view, they had shown sensitivity under planning pressures, which were occurring in most villages.

- Cllr Huckvale responded to a resident's question about faster broadband. In Sibford Gower, although the cabinet had been installed for some time, faster broadband was now predicted to be available in September, six months later than originally planned. As far as Sibford Ferris was concerned, thanks to additional funding from Cherwell District Council, the service would be extended to include both Sibfords and Burdrop although the Ferris and Burdrop would have to wait until December 2016. It was noted that other providers were offering a broadband service but these were more expensive than BT. Cllr Huckvale advised that, as far as he could tell from the BT website, there were no properties within the village curtilages that would not be able to access the faster service. He could not confirm the status of outlying homes, however.

- A resident complained about the mowing off of flowers from graves in the closed churchyard at Holy Trinity Church. She asked what had been the saving when Thos Fox were contracted over Cedric Brown and complained that the work had been put out to tender rather than staying with Mr Brown. Cllr Connor said she could not provide the figures at the meeting but would forward them to the resident. She explained that at the closure of the churchyard, which then became the responsibility of the Sibford Gower Parish Council, with a 50 per cent contribution from Sibford Ferris Parish, it was felt that a proper mowing and maintenance schedule for both the churchyard and new burial ground should be drawn up and the work put out to tender. The expenditure represented a large percentage of the total precept and it was the duty of the parish council to approach the outlay responsibly. Cllr Connor advised the resident that the Ferris parish council could not directly take up mowing issues with Thos Fox as the contract for the mowing was with Gower Parish Council. She asked the resident to approach the Clerk there to resolve the problem.

- Muriel Chandler asked if reports on Sibford Ferris parish council meetings could be included in the Banbury Guardian village news. Cllr Connor thanked her for the offer and said this would be discussed at a future meeting.

- A resident expressed concerns about the way the parish council had handled the solar farm planning application in 2012. She explained that her family circumstances had prevented her from stating her views at the time. She said that in her opinion the village had been treated in a high-handed way, with no open meeting, and, with the application being considered over the Christmas period, there had not been sufficient time for residents to react and respond. The resident complained that the parish council had not commented to the district council about the badger setts on the land designated for the solar farm.

  Cllr Connor responded that the parish council had asked the developer for an open meeting but this had not been provided. She pointed out that the parish council would not be able to represent the views of every resident but there was a right for individuals to make representations direct to the district council on all aspects of the application. Cllr Lamb responded about the badger setts that a requirement for badger gates in the perimeter fence had been part of the permission. He believed that the badgers had continued to inhabit the area to a degree during the development and were now fully in residence, digging their way under the fence rather than using the gates. Cllr Connor apologised to the resident for not responding to her letter on the subject of the badgers, which had been an oversight. The resident said she was not happy with the parish council. Cllr Connor reminded her that the councillors were volunteers and worked hard for their community.

There being no further business, the Chair thanked everyone for attending and the meeting closed at 9.00 pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Annual Parish Council Meeting held Tuesday, 5 May 2015 in the Sports Hall Classroom, Sibford School at 7.45pm

Present at the meeting were: Councillors Maureen Hicks, Tim Huckvale and Adrian Lamb, Clerk - Anita Spencer and one member of the public.

The Clerk read out a statement on the recording of meetings.

Apologies – Peter Robinson could not attend the meeting due to other commitments. Joanne Connor was unavoidably detained and did not attend the meeting.

Election of Chair and Vice-Chair: The Clerk asked for nominations for the Chair and Vice-Chair. Tim Huckvale was nominated as Chair by Maureen Hicks and seconded by Adrian Lamb, was duly elected and signed a Declaration of Acceptance of the Office of Chair. Maureen Hicks was nominated as Vice-Chair by Adrian Lamb and seconded by Tim Huckvale and was duly elected.

The Chair then took over procedures.

Declarations of Interest: Cllr Lamb: pecuniary interest in Small House outline planning application.

Minutes of the previous meeting: The draft minutes of the meeting held on 9 March were agreed and signed by the Chair as an accurate record.

Matters arising from the previous meeting:

2/13 Ongoing – Faster Broadband for Sibford Ferris
TH reported that Sibford Ferris was predicted to get faster broadband in December 2016. He advised that all properties within the village curtilage would, according to the BT website, be able to access the faster service but could not confirm the status of outlying properties.

4/13 Ongoing – Inter-Parish Meeting
The next meeting would be in the summer.

3/14 Outstanding – Community First Responder Scheme/Defibrillator
TH raised the matter of funding for the scheme. The start-up cost for equipment would be about £1,000 for Sibford Ferris. It was agreed AS would enquire if funds raised for a defibrillator and held by Sibford School might be released towards the start-up cost. It was agreed that funds might need to be found from parish council resources but that community fundraising in other schemes, such as in Epwell, had enabled parish council loans to be repaid. The matter of ongoing costs for communications equipment, currently around £12 a month, would also need to be considered, although there was a possibility that charitable funds were available for such items. It was agreed that TH would contact the volunteer coordinator, Gil Soden, to find out the latest progress in the setting up of the scheme. **AS** **TH**

17/14 Outstanding – Historical Parish Council Records
AS would pick up the records from the previous clerk and deliver them to MH for sorting. **AS**

18/14 Ongoing - Affordable Housing/Amenity Land/TOE2 Funding/Rural Community Energy Fund
Affordable Housing: MH confirmed there was nothing further to report. *Rural Community Energy Fund*: Although the parish council did not own any buildings that could benefit, it was agreed to maintain an interest in the project as it provided opportunities for other key community assets.

19/14 Ongoing - New Fitness Equipment
It was agreed AS would contact Cherwell District Council about the proposed Youth Activity Session at the fitness equipment site and ask if a date had been set. **AS**

20/14 Ongoing - Cotswold Close Play Area
The revised mowing Risk Assessment was viewed and agreed. AS confirmed that Thos Fox had accepted responsibility for their mowing and strimming equipment.

TH advised that there were overhanging branches and AS agreed to attend to this. AS reported that **AS**
there had been further damage to the fence in the south-east corner of the play area and was asked to enquire of Sibford School if the fence was school property. On the matter of cleaning the wooden **AS**
decking of algae, AS was asked to report back whether this was required. She advised that a bio-degradable cleaner (Armillatox) was recommended by one playground manufacturer for use on wooden decking and she was asked to find out the price. **AS**

AL had repaired the digger handle and was thanked for his assistance with this.

AS reported that the two vehicles with flat tyres parked near the play area had gone. One vehicle remained and this was being looked into by the Estates Department at CDC.

30/14 Outstanding - Damaged Bench on Hook Norton Road
AL would attend to repairs to the bench. **AL**

31/14 Outstanding - Douglas Tonks/Pensions
A demand had been received from HMRC for £848.25 for payment of income tax, including interest. This had been sent to Douglas Tonks Ltd, the parish council's payroll administrator, who had several months previously been paid the funds to cover the tax liabilities. AS was asked to monitor that Douglas Tonks did not pass any HMRC interest or penalty charge on to the parish council. **AS**

32/14 Outstanding - Hedge along Boundary of Small House
It was agreed that this item could be closed as the hedge would be dealt with as part of the planning permission for the Small House.

51/14 Ongoing - Revised local plan and implications for Sibford Ferris
Cllr George Reynolds had advised at the Annual Parish Meeting the Plan would be available shortly.

70/14 Outstanding – Gravel Heaps at Sibford Hall
AS had received two complaints about the gravel heaps being an eyesore. The owners had contacted the parish council in September 2014 with an assurance that the heaps were temporary. It was agreed to write to the paddock owner asking for an update on progress in removing them. **AS**

74/14 Outstanding - Dog Bins
Dog bins had been discussed at the Annual Parish Meeting with no views expressed in favour. It was agreed to put a note in the Sibford Scene. The member of the public who had complained about mess on the Woodway Road offered to do this and the offer was accepted with thanks.

77/14 Ongoing - Mowing at the Churchyard and Burial Ground
Mowing had now commenced and the first contribution had been paid to Sibford Gower Parish Council. A resident had complained at the Annual Parish Meeting about the mowing off of flowers from a grave and in the wild section of the churchyard and had been asked to contact Peter Hardman of Sibford Gower Parish Council. TH asked AS to provide him with a copy of the rules for the new burial ground and also of the tender documents given to contractors asked to quote for the mowing. **AS**

81/14 Ongoing - Maintenance of verges **All**
The state of the verges would be monitored and the item kept under review. The main area of concern was the vision splays, which had just been mowed.

18/15 Outstanding - Boundary Commission Review of Wards, Cherwell District Council – consultation. This item could now be closed.

22/15 Ongoing - Fly tipping at bottle bank layby
It was noted that two more tyres had been left in the layby and that, although it had been cleared during the recent litter pick, more broken glass and rubbish had been left. It was agreed to ask Councillor George Reynolds at the next meeting about financial incentives for maintaining bottle banks. **AS**

23/15 Outstanding - Spring Clean 2015
AL noted that it was disappointing more residents had not helped with the spring clean. This item could now be closed.

24/15 Outstanding - Review Registers of Interest
This item could now be closed.

25/15 Outstanding - Insurance Renewal
See separate item below.

28/15 Outstanding - Connecting Oxfordshire Consultation There had been no comments from Councillors and this item could now be closed.

47/15 Outstanding – Fly tipping of asbestos waste on Grange Lane
This had been dealt with and the item could be closed.

Matters arising from the Annual Parish Meeting 27 April
Other than matters arising from the APM dealt with under subject headings during the course of the meeting, the following was reported:

- Sibford Gower Chairman, Oswyn Murray, had proposed extending the list of invitees to their Annual Parish Meeting to include the primary school, surgery, parish church and Friends' meeting house.

- MH proposed to continue monitoring the use of Wheathills land for the storage of non-agricultural materials and waste.

Correspondence **AS**
48/15 Email 13.3.15 CDC Parish Liaison Meeting 10 June
AS was asked to confirm attendance for MH and TH would advise if he was also available.

49/15 Letter 18.3.15 ORCC Membership Invitation
It had been decided to join the ORCC at a cost of £50.00. It was not a cost included on the 2015/16 budget but had been included for the previous year and not taken up.

50/15 Email 1.5.15 Caroline Seely **TH**
Caroline Seely had written to notify the parish council that she was the new editor the Sibford Scene with immediate effect. TH advised he would amend the details on the Sibfords website.

Insurance Renewal
AS had obtained four quotations for renewal and was awaiting an adjusted figure from Hiscox, the current insurer. It was agreed the cover from Hiscox was satisfactory and awaited notification of the revised premium from AS prior to making a final decision. **AS**

Finance

51/15 Internal Audit Report

In accordance with the review of the effectiveness of the internal audit, the internal auditor, Sue Rowley, had had sight of the Financial Risk Assessment. The internal audit review checklist, "Relationships", had been updated as agreed at the meeting on 9 March.

The Internal Audit Report for 2014/15 had been received from Sue Rowley with no issues noted.

52/15 Approval of Annual Return

Councillors checked and agreed Section 1 of the Annual Return, which was signed by the Chair and Clerk, and agreed and completed Section 2, which was signed by the Chair.

53/15 Bank Transfers

There had been none since the last meeting

54/15 Budget/Actual Comparison to 5 May

This was circulated and agreed.

55/15 Payments made since the last meeting:

- Cheque no. 100640 31.3.15 OALC Subscription £133.07
- Cheque no. 100641 31.3.15 Adrian Lamb for Perspex to notice board £28.20
- Direct debit 31.3.15 Douglas Tonks for Clerk's salary £1281.63
- Cheque no. 100642 9.4.15 ORCC for subscription £50.00
- Cheque no. 100643 9.4.15 Sibford Gower Parish Council for contribution to mowing costs at churchyard and burial ground £569.00

56/15 Cheques signed at the meeting:

Cheque no. 100644 Mrs A Spencer for Clerk's expenses £24.98

57/15 Receipts since last meeting:

- 25.3.15 Cherwell District Council New Homes Grant £790.00
- 5.4.15 Sandra Tustain Pitch Hill Field rent £5.00 (banked 16.4.15)
- 15.4.15 Cherwell District Council Precept £3475.24

58/15 Bank Reconciliation

Bank statements for April had not been received. The Bank Reconciliation to 31 March had been circulated and agreed.

59/15 Inclusion of old play equipment on Assets Register

The two diggers and the chicken rocker at Cotswold Close Play Area had been added to the Assets Register although they had been acquired at nil cost. The revised Register was circulated and agreed.

60/15 Compliance with Transparency Code, effective 1 April 2015

There were requirements for publication of meeting documentation and also for annual declarations. TH offered to look at the Code and put up any necessary documents relating to the meeting. AS would draw up and circulate a draft list to comply with the annual requirements (due before 1 July). **TH** **AS**

61/15 Bank signatories

Further to the review of the effectiveness of the internal audit which had proposed adding an extra signatory to the bank mandate, it had been agreed that TH and PR would go on the mandate. JC would be removed in anticipation of her resignation. The mandate form was signed by MH and TH. The Clerk would obtain signatures from PR and JC as soon as possible. **AS**

Planning

62/15 The following planning applications had been received since the last meeting:

- 14/02155/OUT New dwelling and access, Small House – amended plans. Permission granted.

63/15 The following decisions had been received since the last meeting:

- 15/00078/TCA The Manor, Main Street – approval for works to trees
- 15/00085/OUT Stewarts Court, 1 new dwelling with garage – permission granted.

64/15 15/00188/PAMB Prior approval, conversion of existing building and an equal area of land to residential use, Austin Grounds farm – application withdrawn.

65/15 14/01752/F Swalcliffe Park Equestrian – permission granted in Committee, decision notice awaited.

Any Other Business

66/15 MH reported as a resident of Back Lane that its condition had deteriorated badly and the residents would be approaching the owners of Home Close on the matter and also Sibford School as numerous vans delivering to the School used the lane.

67/15 An enquiry was made about vehicles parking on the pavement outside Mulberry House and it was agreed to write to the occupants. **AS**

Date of Next Meeting

Monday, 6 July

There being no further business, the meeting closed at 9.50 pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Ordinary Meeting held Monday, 6 July at 7.45pm in the Sports Hall Classroom, Sibford School

Present at the meeting were: Councillors Tim Huckvale (Chair), Maureen Hicks (Vice-Chair), Adrian Lamb and Peter Robinson, Anita Spencer (Clerk), George Reynolds (District and County Councillor) from 8.30pm and three members of the public.

The Chair read out a statement on the recording of meetings.

Apologies – Cllr Reynolds would be late due to prior commitments.

Declarations of Interest: Cllr Huckvale declared an interest in the item on the parish website.

Minutes of the previous meeting: The draft minutes of the annual parish council meeting held on 5 May were agreed and signed by the Chair as an accurate record.

Matters arising from the previous meeting:

2/13 Ongoing – Faster broadband for Sibford Ferris
TH reported that since the last meeting the status of faster broadband provision for Sibford Ferris appeared to have altered and that he was in correspondence with OCC to find out whether there had been a change in plans to provide the service by December 2016 for the whole village, as currently indicated by the BT website. **TH**

4/13 Ongoing – Inter-parish meeting A meeting would be held during the summer. **MH TH**

3/14 Ongoing – Community first responder scheme/Defibrillator
Sibford School had kindly agreed to release the funds raised towards a defibrillator to the community first responder scheme equipment. TH reported that there had been a delay in the provision of training for the volunteers. It was agreed to reserve further discussion on the question of funding until training had started and more detailed information was available. All

17/14 Outstanding – Historical parish council records
AS would pick up the records from the previous clerk. **AS**

18/14 Ongoing – Affordable housing/Amenity land/TOE2 funding
Following new national government's proposals to offer housing association tenants the right to buy, MH had asked Cherwell District Council (CDC) whether this right would apply to rural exception sites such as the Hook Norton Road scheme. The officer had not been able to give a definite answer due to lack of details on the regulations but would let the parish council know when she had the information. MH advised that there had been no news from the developer, Greensquare, of further progress on the scheme. MH

18/14.1 Outstanding – Rural Community Energy Fund
PR reported that an application was being made to the Rural Community Energy Fund by the group of community bodies that had shown an interest, and the result of the application would be received towards the end of the summer. If successful, the fund would be used to establish a community energy plan for the Sibfords. PR

19/14 Ongoing – New fitness equipment
John Hicks had carried out an annual inspection of the equipment. It was agreed to note the risks identified in the report, including the recommendation to wash down the equipment from time to

time, but that they were otherwise intrinsic to the design of the equipment and that no remedial action was required at this stage. MH, AL and AS had met with two officers from Cherwell District Council responsible for the promotion of fitness activities in the district and it had been agreed they would put together one or more sessions of training/activities at the MUGA over the summer period, to include use of the fitness equipment, and contact AS with details. AS

20/14 Ongoing – Cotswold Close play area

Some rot had been discovered in wooden uprights in the junior swing frame and on the fireman's pole platform. The junior swing seats had been removed for safety reasons. The rot on the platform poles did not present an immediate risk. Two quotes had been obtained to replace the swing frame:

- £2510.14 plus VAT from Playmaintain
- £1686.00 plus VAT from Trevor Stewart (for frame plus basket swing).

AL had kindly offered to donate a metal frame which could be adapted to take two swings and it was agreed to accept the offer.

John Hicks had carried out the annual inspection at the play area. Apart from reporting the timber rot already identified, Mr Hicks made six further recommendations:

- cradle seat swing cracking to be monitored (low risk);
- bridge fastening point moves under load and should be fixed when convenient (low risk);
- hedges, intruding shrubs should be reduced and tree crowns raised;
- monitor timber health with a probe;
- address problem of damage to timber by strimming;
- apply wood preservative to damaged timber.

These were noted and would be actioned. AL agreed to check the bridge fastening point and look at replacements for the platform poles. PR kindly offered the assistance of a school groundsman for hedge and tree work and would liaise with AS on the date and time. **AS** **PR** **AL**

30/14 Outstanding – Damaged bench on Hook Norton Road

AL would attend to repairs to the bench. **AL**

31/14 Outstanding – Douglas Tonks

Since the last meeting the direct debit to Douglas Tonks had been cancelled, the payroll function taken in house and HMRC estimates replaced by actual figures. As a consequence, the unpaid tax amount had decreased to £480.80. Furthermore, AS had been recently advised that Douglas Tonks was no longer trading, having been wound up by HMRC on 30 June. AS was asked to contact the relevant insolvency office to advise them of the parish council's position. **AS**

51/14 Ongoing – Revised Local Plan and implications for Sibford Ferris

GR informed the meeting that the Revised Local Plan 1 was due to be approved around 24 July. Of particular interest to Sibford Ferris was Local Plan 2 which would look at smaller sites not included in LP1 such as the site on Woodway Road. More information on LP2 would be available in August/September and workshops would be held to aid public participation. **All**

70/14 Outstanding – Gravel heaps at Sibford Hall

The parish council had been informed by the house owner that the heaps would be removed during the summer.

74/14 Outstanding – Dog bins

A request for consideration by dog walkers towards other walkers had been put in the Sibford Scene by a resident, and signs put on the notice board and in the shop window advising that free dog bags were available from the shop. The resident reported that Tadmarton and Swalcliffe had both recently purchased dog bins. GR suggested, and it was agreed, that enquiries should be made in due course as to the success of the bins and this reported at a future meeting. **AS**

77/14 Ongoing – Mowing at the churchyard and burial ground

TH reported that he would be putting the rules and regulations for the burial ground on the village website. **TH**

81/14 Ongoing – Maintenance of verges

The verges had been cut since the last meeting. The situation would continue to be monitored. **All**

22/15 Ongoing – Fly-tipping at bottle bank layby

It was noted three tyres had been left at the layby and AS was asked to report them to CDC. GR advised that there was no longer an incentive fund for maintaining bottle banks. **AS**

68/15 Ongoing – Wheathills

MH reported that there were two trailers full of commercial waste on the land. It was agreed to continue to monitor the situation. **MH**

48/15 Outstanding – Parish Liaison Meeting 10 June

MH had attended the meeting and had circulated a report (attached). With regard to safeguarding policies, MH agreed to look at the recommendations to ascertain whether a policy was required for the parish council. **MH**

66/15 Outstanding – Back Lane surface

MH and PR declared personal interests in the item. Discussions confirmed that any repairs to the surface would be agreed and funded between the residents of Back Lane, including Sibford School. It was noted the major contributors to the deterioration in the surface were rainwater and delivery vans. The provision of a gate alongside the MUGA site, with access for horses alongside, was proposed as a deterrent to vans using the lane and was an option that would be looked at, in consultation with the Parish Council.

67/15 Pavement parking in Main Street

A letter had been written to the owners of Mulberry House and the vehicles were now being parked fully on the road. AS was asked to send a letter of thanks. **AS**

69/15 Insurance renewal

The insurance had been renewed on 1 June for one year with Hiscox, through Came & Co, for a premium of £410.15.

70/15 Resignation of Cllr Connor and co-option of new councillor

Joanne Connor had resigned on 11 May and, there having been no call for an election, co-option procedures had been followed with a closing date for applications of 15 July.

71/15 Complaints procedure update

Advice on complaints procedures had been updated by the National Association of Local Councils (NALC) and TH had drawn up a draft procedure in line with new recommendations. Following advice from GR, the draft was further amended at the meeting and it was agreed to adopt this revised version of the procedure. **AS**
TH would display the procedure on the village website. **TH**

72/15 Parish website

TH, as webmaster of the Sibfords website, declared a pecuniary interest in this item but was asked to give details of the issue so that a decision could be made by the other members. TH explained that the new Transparency Code for parish councils meant that they were obliged to have access to a website. At the moment, the Sibfords website was paid for by TH and MH at a cost of £65 per annum, but TH felt that the cost should now be borne by the parish councils. AS agreed to ask Sibford Gower Parish Council if they would be prepared to share this cost and a final decision about funding would be made at a later date. TH also asked if members would be happy to have **AS**

profile information and photos on the website and this was agreed. TH also advised he would look at ways of protecting the website should he no longer be able to carry out the maintenance function. **TH**

Correspondence

73/15 Letter 6.5.15

Complaint against the parish council and a parish councillor. The complainant did not waive the right to confidentiality; therefore, the details of the complaint could not be disclosed.

74/15 Email 11.5.15 OCC re Changes to mobile library service

These changes had come into effect from 1 July and notices had been put in the Sibford Scene and on the notice board. Sibford Ferris was no longer served by the library bus but a home delivery service was available.

75/15 Email 19.5.15 Sibford Scene appeal for donations

AS was asked to respond that the parish council budget had been set for 2015/16 but the matter would be reviewed in the budget for 2016/17 which would be finalised in January and to request sight of the Sibford Scene budget for the same period. **AS**

76/15 Email 19.6.15 OCC re Consultation on proposed changes to subsidised bus services and Dial-a-Ride.

A resident had kindly attended the consultation meeting that day and reported his findings to the parish council. The report was too long to read out at the meeting but it was agreed that TH and AS would respond to the consultation with reference to the findings. The closing date was 14 September. **TH** **AS**

Finance

77/15 Annual Return outstanding points

The external auditor had found two outstanding points: (1) the payments figure of £2524 had been incorrectly stated as £2624; (2) the fixed assets had been incorrectly stated for accounting purposes to show a purchase price gross of discount, at £29418 gross instead of £25947 net. The corrections had been made. There would be a fee of £30 for point (1) and £5 for point (2). AS advised that she would repay the £30 as it was purely down to clerk error. **AS**

78/15 Bank transfers

There had been none since the last meeting. TH was asked to transfer £1000.00 from the deposit to the current account to cover future payments. **TH**

79/15 Budget/actual comparison to 6 July

It was agreed to move the mowing costs item from "Donation to Holy Trinity Church" to "Burial Ground Maintenance" as the expenditure was correctly recorded in the accounts as a payment rather than a donation. **AS**

80/15 Payments made since the last meeting:

- Cheque no. 100645 Sue Rowley internal audit fee £60.00
- Cheque no. 100646 Broker Network Ltd insurance premium £410.15
- Cheque no. 100647 Thomas Fox mowing at Cotswold Close £90.00

81/15 Cheques to be signed at the meeting:

Cheque no. 100648 John Hicks for play area inspections £112.32

82/15 Receipts since the last meeting:

7.5.15 Sibford Gower Parish Council memorial fee £10.50

83/15 Bank reconciliation
The bank reconciliation was reviewed alongside the bank statements to 4 June and the 2015/16 payments and receipts records.

84/15 Revisions to assets register following advice from BDO LLP
The revised assets register for the accounts was agreed and AS confirmed that there were now two assets registers in place, with one for insurance purposes showing figures before any discount applied.

85/15 Compliance with Transparency Code
TH confirmed that documents required for compliance were on the website.

86/15 Addition of Cllrs Huckvale and Robinson as cheque signatories and removal of Cllr Connor
AS confirmed the new signatories were in place with the bank and records were now up-to-date.

Planning
87/15 The following planning applications had been received since the last meeting:

- 15/00816/LB Temple Mill Demolition of existing garages and store and erection of replacement, oak framed garage
- 15/01125/F Woodway House Alterations to garage

88/15 The following planning decision had been received since the last meeting:
14/01762/F Use of land at Grange Farm for mixed use comprising part agricultural, part equestrian training and competitions – permission for development with conditions.

89/15 Electronic notification of planning applications and decisions
GR had been asked to canvas views from parish councils on proposals to forward all planning correspondence electronically. The members gave agreement to the proposal although it was noted that in some cases a paper version would be preferred. **GR**

Any Other Business
None

Date of Next Meeting
Monday, 7 September

There being no further business, the meeting closed at 9.50 pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Ordinary Meeting held Monday, 21 September at 7.45pm in the Sports Hall Classroom, Sibford School

Present at the meeting were: Councillors Tim Huckvale (Chair), Maureen Hicks (Vice-Chair), Adrian Lamb and Peter Robinson, Anita Spencer (Clerk), George Reynolds (District and County Councillor) from 8.00pm, two candidates for co-option and one member of the public.

The Chair read out a statement on the recording of meetings.

Apologies – Cllr Reynolds would be a little late due to prior commitments.

Declarations of Interest: Cllrs Hicks and Huckvale declared an interest in the item on the parish website; Cllrs Robinson and Hicks declared an interest in the item on Back Lane surface.

Minutes of the previous meeting: The draft minutes of the annual parish council meeting held on 6 July were agreed and signed by the Chair as an accurate record.

Co-option procedure to fill councillor vacancy

There were two candidates for the vacancy. Ginny Bennett was nominated (MH), seconded (TH) and co-opted in accordance with the attached procedure. GB signed the Declaration of Acceptance of Office and participated in the rest of the meeting as councillor. TH thanked the unsuccessful candidate very much for their application and interest in the role and expressed regret that it was not possible to increase the councillor numbers in order to co-opt both candidates.

Matters arising from the previous meeting:

2/13 Ongoing – Faster broadband for Sibford Ferris

TH advised he had had confirmation from Oxfordshire Better Broadband that the broadband provider, Gigaclear, had withdrawn from plans to provide a commercial service to Sibford Ferris and that BT had therefore been asked by OBB to include Sibford Ferris once more in its programme for state-funded provision. Further news was awaited. **TH**

4/13 Ongoing – Inter-parish meeting

A meeting had been held on 14 September with two apologies for absence. Items discussed included responses to county council consultations and whether it was better to respond individually or in groups. It had been agreed that individual responses were stronger, although these could be circulated to interested parishes for information. Support for the community first responder scheme had been expressed by those present. **MH** **TH**

3/14 Ongoing – Community first responder scheme/Defibrillator

MH reported that one volunteer was now operational but training for the others was either ongoing or awaited. The time taken for training to be organised was longer than had been anticipated at the outset of the scheme. **All**

17/14 Outstanding – Historical parish council records

AS had the records and would pass them to MH. The old minute book would be archived in Oxford in due course. **MH /AS**

18/14 Ongoing – Affordable housing/Amenity land/TOE2 funding

TH, MH and PR had met with representatives of Cherwell District Council planning department and the developer, Greensquare, on 10 September. Notes on the meeting are attached to these

minutes. MH advised that it had been confirmed since the last meeting the right-to-buy scheme did not extend to dwellings built on rural exception sites such as on the Hook Norton Road. A member of the public enquired about the likelihood of a tie-up with the site on Woodway Road, identified in the draft Local Plan 2 as a possible 20-dwelling development, in view of the proximity of the two sites. However, with the withdrawal of the option holder from the Hook Norton Road site and the length of time before Local Plan 2 would be approved (February 2017), this was thought to be unlikely. **MH**

18/14.1 Outstanding – Rural Community Energy Fund

PR reported that he had sent an application to WRAP for the initial £20,000 grant towards a feasibility study on possible energy saving projects in the Sibfords, and the result would be known by the end of October. **PR**

19/14 Ongoing – New fitness equipment

It was noted that the district council health promotion officers who had visited the site in June and agreed to organise and promote an event or events over the summer had failed to do so. Cllr Reynolds apologised for this and advised he would chase the matter up and report back to the parish council. AS was asked to contact the officers as well. **GR/ AS**

20/14 Ongoing – Cotswold Close play area

Since the last meeting, AL, TH and Helen Lamb had installed the new junior swing which had been inspected and passed by John Hicks. AL had checked the bridge fastening point identified in the annual inspection and not found any current need for repair. AL had suggested replacing only the lower sections of the wooden upright poles on the multi-play unit, and John Hicks had confirmed this would be an acceptable repair. AL had obtained a price for poles from a local supplier. It was proposed and agreed that AS would obtain an alternative price, for 15-year guaranteed pine poles, and that a decision on the supplier would be made by email prior to the next meeting. AL proposed to do the work himself and appreciation for this kind offer was expressed by the other councillors. PR confirmed that work to reduce the hedges and lift the tree canopy would be undertaken as soon as possible. It was noted that two of the vehicles parked long term by the play area had been removed. **AS PR AL**

30/14 Outstanding – Damaged bench on Hook Norton Road

AL would attend to repairs to the bench. **AL**

31/14 Outstanding – Douglas Tonks

AS had been in touch with the insolvency office dealing with Douglas Tonks and advised them of the details of the tax not paid over to HMRC by Douglas Tonks. As HMRC continued to send statements of liabilities, it was agreed that AS would write to HMRC referring them to the payments made by the parish council to Douglas Tonks, including for tax, and reports received from the company that these funds had been passed to HMRC. **AS**

70/14 Outstanding – Gravel heaps at Sibford Hall

It was noted that the gravel heaps had not been removed over the summer and AS was asked to write again to the occupants. **AS**

74/14 Outstanding – Dog bins

AS was asked to contact the clerks of Tadmarton and Swalcliffe parish councils in due course for their views on the effectiveness of their newly installed dog bins. **AS**

77/14 Ongoing – Mowing at the churchyard and burial ground

TH reported that he would be putting the rules and regulations for the burial ground on the village website. **TH**

81/14 Ongoing – Maintenance of verges
The maintenance of the verges had been monitored and not considered to be a problem. This item could now be closed.

22/15 Ongoing – Fly-tipping at bottle bank layby
There had been no recent fly-tipping in the layby and this item could now be closed.

68/15 Ongoing – Wheathills
MH reported that the use of the agricultural land for commercial waste storage continued. A member of the public asked for it to be noted that since the recent purchase by the Town Estates Charity of land adjacent to Wheathills, the condition of the land had deteriorated due to lack of maintenance and this was impacting on adjacent properties. It was agreed to write to the Charity about these two concerns. **AS**

48/15 Outstanding – Parish Liaison Meeting 10 June – Safeguarding Policy
MH had circulated a draft safeguarding policy to councillors and consideration would be given to the need for the parish council to have a policy in place. **All**

66/15 Outstanding – Back Lane surface
PR had sought quotations for temporary repairs to the surface of the lane and would circulate these when available. **PR**

67/15 Outstanding - Pavement parking in Main Street
AS had sent a letter of thanks to the owners of Mulberry House for keeping their vehicles off the pavement. This item could now be closed.

72/15 Outstanding - Parish website
TH had circulated a report prior to the meeting with proposals for what information relating to the parish council could be put onto the website and for its future management. AS had asked Sibford Gower Parish Council if they would agree to sharing the annual website costs of around £50.00 (including VAT) and a response was awaited following their October meeting. TH and MH having declared a pecuniary interest, the remaining councillors agreed to the principle of funding a share of these costs along with Sibford Gower Parish Council. The details of the report by TH would be further studied. Cllr Reynolds advised that a grant was available for setting up parish council **All**
websites and AS was asked to obtain and forward the details. **AS**

75/15 Outstanding – Sibford Scene request for donation
It was agreed a decision on the amount of donation to include in the 2016/17 parish council budget would be deferred to the November meeting, pending receipt of a profit and loss statement from the Editor of the Sibford Scene.

76/15 Outstanding – Consultation on proposed changes to subsidised bus services and Dial-a-Ride
A response to the OCC consultation had been made jointly with Balscote, Epwell, North Newington, Shutford and Wroxton urging the county council not to withdraw bus subsidies for the 50A and 269/270 services.

Correspondence
90/15 Letter 1.8.15 OCC re household waste recycling centre strategy for Oxfordshire.
It was agreed to send an individual response to the county council stressing the importance of retaining waste facilities in the area and AS was asked to draft a response accordingly. **AS**

91/15 Letter 14.9.15 The Wykeham Benefice re fund for restoration of church clock
It was agreed that an amount would be included in the 2016/17 budget to go towards the repair of the church clock as it was of importance to the community. Councillors would consider the

amount of the donation during discussions on the budget at the November meeting, for finalising in January. **All**

Finance

92/15 Notice of Conclusion of Audit

The Notice of Conclusion of Audit had been received with no issues arising. The Notice and Sections 1 and 2 of the Annual Return had been displayed in accordance with requirements.

93/15 Approval of Annual Return 2014/15

The Annual Return was duly approved.

94/15 Dates for Audit of Annual Return 2015/16

AS had requested dates for the 2015/16 return of 27 June 2016 for submission and 9 June to 20 July for the inspection period.

95/15 Bank transfers

£1000.00 had been transferred from the deposit to the current account on 9 July and AS requested another transfer of £2000.00 from the deposit to the current account to cover upcoming payments and this was agreed.

TH

96/15 Budget/actual comparison to 21 September

The budget/actual comparison sheet had been circulated and was agreed to be in order.

97/15 Payments made since the last meeting:

- Cheque no. 100649 24.7.15 Thomas Fox Landscaping & Maintenance £36.00 mowing Cotswold Close play area
- Cheque no. 100650 31.7.15 John Hicks £150.00 inspection of junior swing at Cotswold Close play area
- Cheque no. 100651 31.7.15 Thomas Fox Landscaping & Maintenance £36.00 mowing Cotswold Close play area
- Cheque no. 100652 1.8.15 BDO LLP £162.00 external audit fee

98/15 Cheques to be signed at the meeting:

The following cheques were agreed and signed:

- Cheque no. 100653 Thomas Fox Landscaping & Maintenance £36.00 mowing Cotswold Close play area
- Cheque no. 100654 Royal British Legion Poppy Appeal £50.00 Remembrance Sunday wreath
- Cheque no. 100655 Mrs Anita Spencer £1241.63 clerk's wages
- Cheque no. 100656 Sibford Gower Parish Council £569.00 second instalment of contribution to burial ground maintenance

99/15 Receipts since the last meeting:

- 17.8.15 Sibford Gower Parish Council burial ground fee £33.50
- 9.9.15 Cherwell District Council precept £3429.00 by BACS

100/15 Bank reconciliation

The bank reconciliation was reviewed alongside the bank statements to 4 September and the 2015/16 payments and receipts records and agreed.

Planning

101/15 Revised Local Plan Parts 1 and 2

With reference to the site on Woodway Road identified in the draft Local Plan Part 2, a member of the public requested a public meeting to discuss the proposals prior to the consultation period to

allow more time for views to be aired. This was agreed in principle and the resident was asked and agreed to take part in planning the meeting.

102/15
The following planning correspondence had been received since the last meeting:

- APP/C3105/Y/15/3128956 Little London Notice of Appeal against refusal for replacement of window with French doors
- 15/00728/F & 15/00816/LB Temple Mill Replacement of existing garages etc. Notice of withdrawal of planning application
- 15/00936/Q56 Notice of Decision Prior approval granted for conversion of agricultural building to residential at Austin Grounds Farm
- 15/01125/F Notice of Decision Approval for alterations to garage etc Woodway House
- 15/00271/TCA Notice of Intention - Works to trees at Small House
- 15/00240/TCA Notice of Intention - Works to trees at Applegrove

Any Other Business

103/15 MH suggested and it was agreed to ask Simon George if he would lay the wreath on Remembrance Sunday. **MH**

104/15 A letter from a resident had been received just before the meeting proposing an alternative layout for the affordable homes on the Hook Norton Road. AS was asked to circulate the letter to councillors and to thank the resident for the suggestions. **AS**

105/15 Cllr Reynolds had forwarded information from Oxfordshire County Council on 'Oxfordshire Together', an initiative by Oxfordshire County Council to look at passing responsibility for some services to parish councils as a way of achieving the required county council budget cuts. The information had only come to hand the day of the meeting and there had been no time to consider the model proposed by OCC. Therefore, a decision on a response was deferred until councillors had read all the information available. **All**

Date of Next Meeting
Monday, 16 November

There being no further business, the meeting closed at 9.25 pm.

SIBFORD FERRIS PARISH COUNCIL CO-OPTION PROCEDURE WHEN THERE ARE TWO CANDIDATES

1. Candidates get opportunity to present their reasons (max 3 mins each).
2. Councillors in turn have the opportunity to ask questions of the candidates.
3. Each candidate then has to be nominated and seconded.
4. If only one candidate is nominated and seconded, a vote takes place to see if councillors wish to co-opt that candidate.
5. If both candidates are nominated and seconded, councillors vote between the two candidates.
6. If any vote is tied, the Chair has the casting vote.
7. The successful candidate may then sign the Declaration of Acceptance of Office and take part in the rest of the meeting.

September 2015
TH/AS

Meeting held on Thursday 10 September at Sibford School re Rural Exception site in Sibford Ferris

Present:

Anna Kennedy – Investment and Growth Officer for Regeneration and Housing, CDC

Rebekah Morgan – Planning Officer, CDC

Derek Clarke – Greensquare Housing Association

Tim Huckvale, Peter Robinson, Maureen Hicks – Sibford Ferris Parish Council

Derek Clarke explained that the lack of progress on the Affordable Housing Project was due to the failure of the Option Holder to reach a contract with Greensquare.

Summary:

- Negotiations are now underway directly between the Landholder and Greensquare
- The option to the Option Holder has now been withdrawn by the Landowner as no contract was in place
- 2 shared ownership houses may need to be added to make the development viable due to high building costs on a remote site and the difficulty of finding local skilled labour
- A reduction in the size of the amenity area may be needed to accommodate these 2 extra houses
- A self-build or self-finish scheme to be investigated between CDC 'Build' group and Greensquare. Self–build is not thought to be a viable option due to CDC Planning requirement for a traditional quality build project but they have some experience/expertise now of self-finish projects which Greensquare could consider
- Greensquare agreed to provide a revised planning proposal to incorporate envisaged changes for consideration by SFPC in time for our November meeting. This would be a detailed full planning application although they have applied for a time extension on the existing Outline Planning consent
- CDC agreed to advise the name of the Planning Case Officer who will be handling this project while Rebekah Morgan is on Maternity Leave

Bank Reconciliation for the period:

	Date		Date	
	1st April 2015	to	4 Sep 2015	

	Current a/c to 4 Sep 2015:			1742.45
add	Deposit a/c to 4 Sep 2015:			8579.48
				0.00
less	cheques paid uncleared:			
	No			
	No			
	No			
	No			
	No			
	No			
	No			
	No			
	No			
	No			
	No			0.00
add	cheques rec'd not paid in:			
	payee	Cherwell DC	3429.00	
	payee			
	payee		0.00	
	payee		0.00	3429.00
equ	balance C/F			**13750.93**

Opening Balance			8334.60
Add receipts for period			7116.78
Less payments for period			1700.45
Equ closing balance			**13750.93**

SIBFORD FERRIS PARISH COUNCIL

Minutes of Ordinary Meeting held Monday, 16 November at 7.45pm in the Sports Hall Classroom, Sibford School

Present at the meeting were: Councillors Tim Huckvale (Chair), Maureen Hicks (Vice-Chair), Ginny Bennett, Adrian Lamb and Peter Robinson, Anita Spencer (Clerk), Keith Hicks for Sibford Village Hall and two members of the public.

The Chair read out a statement on the recording of meetings.

Apologies – Cllr Reynolds was not present due to other commitments.

Declarations of Interest: Cllrs Hicks and Huckvale declared an interest in the item on the parish website; Cllrs Robinson and Hicks declared an interest in the item on Back Lane surface. Cllr Lamb declared an interest in the new dwelling at Small House.

Minutes of the previous meeting: The draft minutes of the annual parish council meeting held on 21 September were agreed and signed by the Chair as an accurate record.

Presentation on improvement plans for Sibford Village Hall

Keith Hicks presented to the councillors an outline of improvement works that the Village Hall committee would like to put in place, mostly funded through grants, although a request for a contribution towards re-surfacing of the car park was likely to be made in the future. KH explained that insulating the building was top of the list as grant funding would not be available until the building achieved the required energy rating. PR advised that drawings for the insulation and drainage works proposed would need prior approval as a public building was involved. KH agreed to verify that this was included in quotations received so far and to note for the future. The payment in past years by Holy Trinity Church of a small contribution to the village hall for the use of the car park was discussed and noted. Details of the proposed improvement works as presented are attached to these minutes.

Matters arising from the previous meeting:

2/13 Ongoing – Faster broadband for Sibford Ferris

TH advised the latest information was that there is still no date for superfast broadband in Sibford Ferris, but Oxfordshire Better Broadband and BT are currently reviewing their plans and should be providing further information by January.

3/14 Ongoing – Community first responder scheme/Defibrillator

MH reported that progress was being made, although rather slowly, with only one volunteer trained to date.

17/14 Outstanding – Historical parish council records

MH reported that she had the records and would take those worth archiving to the records office in Oxford. This item could now be closed. **MH**

18/14 Ongoing – Affordable housing/Amenity land/TOE2 funding

MH reported that a pre-application proposal was being prepared by the developer, Greensquare, for submission to Cherwell District Council to include the two extra dwellings they believed were needed to ensure financial viability. The letter from a resident on the layout of the site had been responded to.

18/14.1 Outstanding – Rural Community Energy Fund

PR reported that the review of applications for the fund had recently been carried out by WRAP but no decisions had been communicated to Sibford School at the time of the meeting. **PR**

19/14 Ongoing – New fitness equipment
The clerk reported the presence of moss on the surfacing around the equipment but it was decided that this did not represent a significant risk to users.

20/14 Ongoing – Cotswold Close play area
It was agreed that AL's kind offer to trial repairs to the rotten poles by replacing the bottom sections only and using sleeves to protect the new sections from damp would be accepted. The clerk was asked to obtain a price for a product to remove the green from the multi play unit. **AL**
It was also agreed that a working party would be organised to carry out cleaning, repairs and clearing back of foliage and that this would be undertaken during the winter months so that the equipment would be ready for use in the spring. The cost of £30 per pole for approximately 14 poles, plus £4.60 per bag for Postcrete, £10 for bolts, and £2 each for sleeves was agreed and would be within the current year's budget. **All**

30/14 Outstanding – Damaged bench on Hook Norton Road
AL would attend to repairs to the bench. **AL**

31/14 Outstanding – Douglas Tonks
The clerk would write to HMRC. **AS**

70/14 Outstanding – Gravel heaps at Sibford Hall
The gravel heaps were still in the field and no response had been received from the landowner. It was agreed to consider the option of approaching the district council. **All**

74/14 Outstanding – Dog bins
The clerk had obtained information on the success of dog bins in neighbouring parishes, which had generally found to be well used. This was noted by councillors but as there had been only one direct request to the parish council to install a bin or bins, it was agreed to take no action for the time being and that the item could be closed.

77/14 Ongoing – Mowing at the churchyard and burial ground
TH was to put the rules and regulations for the burial ground on the village website. **TH**

81/14 Ongoing – Maintenance of verges
The maintenance of the verges had been monitored and not considered to be a problem. This item could now be closed.

22/15 Ongoing – Fly-tipping at bottle bank layby
There had been no recent fly-tipping in the layby and this item could now be closed.

68/15 Ongoing – Wheathills
The Town Estates Charity had written to the parish council acknowledging the problems of land usage and maintenance and advising of action taken. The land usage issue persisted; however, it was agreed to not to pursue the matter but review it in January. **All**

48/15 Outstanding – Parish Liaison Meeting 10 June – Safeguarding Policy
It was noted that the councillors had considered the need for a safeguarding policy and believed the risk to be low. It was agreed, therefore, not to adopt a policy at the present time. This item could be closed.

66/15 Outstanding – Back Lane surface
It was agreed that the resurfacing of Back Lane was a matter for the residents and Sibford School and could be removed from the parish council agenda.

72/15 Outstanding - Parish website

Sibford Gower Parish Council had agreed to the principle of sharing website costs with Sibford Ferris Parish Council. The clerk would apply for a grant to cover costs for the Ferris. TH provided The clerk with forms for transfer of the accounts for the domain name and website to the Parish Council. **AS**

75/15 Outstanding – Sibford Scene request for donation

It was agreed to discuss the Sibford Scene donation together with the draft budget under Finance.

76/15 Outstanding – Consultation on proposed changes to subsidised bus services and Dial-a-Ride

An email had been received from Community First Oxfordshire (formerly Oxfordshire Rural Communities Council) to advise that the county council had voted to remove funding for Dial-a-Ride and all subsidies for bus services. The impact of this decision on the 50A service was not known and further information was awaited.

105/15 Outstanding – Oxfordshire Together proposal from OCC to delegate services

TH advised he had reviewed the proposals that parish councils take on specified services currently provided by the county council and concluded that only highways services were relevant for the parish. However, it was agreed there would be no benefit to the parish currently in taking over responsibility for anything currently on the list.

90/15 Outstanding – Consultation on household waste recycling strategy for Oxfordshire

The consultation was closed for comment and the results were awaited.

106/15 Outstanding – Report on Cherwell Parish Liaison Meeting 11 November

TH and GB had attended the meeting and a report had been circulated (attached). Under the item on Assets of Community Value, TH had noted that some parishes had registered their local shop in order to protect it from closure and asked if this might be something that Sibford Ferris could do. As the effects on the ownership of an asset registered under this scheme were not clear, The clerk was asked to find out the implications before any actions were considered further. **AS**

Correspondence

107/15 Letter 15.10.15 OCC Consultation on the future of provision of intermediate care in North Oxfordshire

The consultation on intermediate care beds, including those at Chipping Norton, was ongoing. A poster had been put on the notice board.

Finance

108/15 Clerk's Pension

It was agreed to offer The clerk a pension scheme in accordance with current legislation. TH agreed to investigate an appropriate scheme and to draft a letter to The clerk. PR advised it was not necessary to wait until the 2017 staging date. It was agreed to offer 3% of salary. It was noted that The clerk would not be obliged to contribute to the scheme because her salary was below the threshold and that she could decline the offer in a letter to the parish council. **TH**

109/15 Budget/actual comparison to 16 November

The budget/actual comparison sheet had been circulated.

110/15 Bank Transfers since last meeting

£2000 had been transferred from the deposit to the current account on 22.9.15.

111/15 Payments made since the last meeting:

- Cheque no. 100657 6.11.15 Thomas Fox Landscaping & Maintenance £72.00 mowing Cotswold Close play area

112/15 Cheques to be signed at the meeting:
The following cheques were agreed and signed:

- Cheque no. 100658 Mrs A Spencer £20.04 for Clerk's expenses

113/15 Receipts since the last meeting:

- 7.9.15 Barclays Bank interest £1.11

114/15 Bank reconciliation
The bank reconciliation was reviewed alongside the bank statements to 4 November and the 2015/16 payments and receipts records and agreed.

115/15 Draft Budget for 2016/17
The following items were agreed:

- The donation for the Sibford Scene would be increased to £50.00 pending sight of an income/expenditure projection. The clerk was asked to draft an email to the editor. **AS**
- A sum of £200.00 would be donated towards repair of the church clock.

The budget would be finalised at the January meeting.

Planning
116/15 Cherwell Local Plan Parts 1 and 2 – Report from Parish Liaison Meeting 11.11.15
TH advised that Part 1 of the Local Plan made only passing reference to Sibford Ferris. Part 2 was due to be finalised by January 2016 when a Statement of Community Involvement would be published and parishes would be invited to workshops to aid with the consultation process. It was noted that the consultation included a "call for sites" and also proposals for local green spaces. It was agreed that no local consultation could take place until the contents of Part 2 were known.

116/15 15/01693/F Muddle Barn Farm, Sibford Gower
A letter supporting the position of Sibford Gower Parish Council had been sent to the planning department at CDC.

117/15 The following planning correspondence had been received since the last meeting:

- 15/00258/UNDEV Breach of planning control at April Cottage
- 15/01863/F New dwelling at Small House amended plans
- 14/00382/LB Notice of Decision on Appeal at Little London – appeal dismissed
- 15/00364/TCA Notice of intent – Works to Trees at 10 Walford Road
- 15/00337/TCA Notice of Intent – Works to Trees at The Stables
- 15/00326/TCA Notice of Intent – Works to Trees at The Forge
- Notification of Tree Preservation Order (TPO) on Wellingtonia at Small house

118/15 Small House hedge along Main Street
There had been correspondence with CDC on the restrictions being placed by them on the maintenance of the Small House hedge along Main Street. However, The clerk had learned from the Small House owners that CDC had agreed maintenance could now go ahead.

119/15 15/01863/F New dwelling at Small House
AL removed himself from discussions due to a pecuniary interest.
After reviewing the amended plans, councillors agreed to respond to CDC, not objecting but commenting that the design of the dwelling did not fit well with the buildings around it in the conservation area. PR asked The clerk to enquire of CDC why Sibford School had not been included on the neighbours list. **AS** **AS**

Any Other Business
There being no other business, the meeting closed at 9.45pm.

Date of Next Meeting
Monday, 11 January 2016

SIBFORD VILLAGE HALL REFURBISHMENT

A programme of improvements for Sibford Village hall - May 2014

STAGE ONE: Improve hall insulation and lighting

Stage Area

1. *Replace all existing lighting with low consumption LED lamps**

Main Hall

2. Lower ceiling to line of steel stanchions (fig 1)
3. Install new lighting system (appendix 1.)
4. Install Internal Wall Insulation (IWI) of insulated plaster board with vapour barrier to a u-value of 0.3 or less to the level of new ceiling height to a depth that is equal to or greater than the steel vertical framework to produce at flush wall finish. (fig 2)
5. Install new windowsills to new depth.
6. Move/adjust central heating piping to accommodate new modern radiators. Piping concealed behind insulation with new skirting board at floor level.
7. Move and adjust height of power points. Install two new double sockets.

STAGE TWO: Refurbish entrance hall and lavatories

8. *Replace entrance doors**
9. Replace doors from lobby to main hall.
10. Realign and refurbish both ladies and gentlemen's lavatories and disabled lavatory to current specifications to include vanity units, mirrors and easy clean surfaces.

STAGE THREE: Refurbish car parking arrangements

11. The tarmac area marked in red in fig.3 to be resurfaced with tarmac with the yellow area crosshatched for no parking.
12. *The blue area to have plastic reinforcing to allow the grass to grow through but to provide additional car parking space when required.**

All these improvements will be carried out as funds become available. It is anticipated that cost will be as follows:

Stage One:

Stage Area	£ 1,500
Main Hall	£19,500
Stage Two:	£40,000
Stage Three:	£ 6,500

** Items in italics have been completed*



Fig.1



Fig.2



Fig.3

Appendix 1.

It is proposed that the new lighting should have seven circuits so that atmospheric lighting can be provided for all occasions (weddings and parties to presentations).

Circuits

1,2 & 3 The main hall lighting is on three circuits, door end, centre and stage end allowing for different combinations of lighting depending on the hall use.

4. The speaker lights at the stage end should be on two separate circuits so that one or other can be switched off depending on where the speaker stands.

5. The side down lights will form part of the main hall lighting when needed. (Bazaars and jumble sales etc when stalls are round each side of the hall).

6. The wall wash lights will be used for parties, weddings etc.

7. The table lights are designed to throw a fairly tight light over a 6ft table. These will used mainly for parties, weddings and village dining functions. Switches and dimmers should be located inside the hall by the main entrance (current position) with a secondary switch/dimmer for circuit 6 on the stage.

Each Lamp fitting can be located in one of the 600mm grid sections provided by the new suspended ceiling.

Situation as at: 11 November 2015

Bank Reconciliation for the period:

	Date		Date	
	1st April 2015	to	4 Nov 2015	

	Current a/c to 4 Nov 2015:			1845.82
add	Deposit a/c to 4 Nov 2015:			10009.59
				0.00
less	cheques paid uncleared:			
	No	100657	72.00	
	No			
	No			
	No			
	No			
	No			
	No			
	No			
	No			
	No			
	No			72.00
add	cheques rec'd not paid in:			
	payee	SFPC		
	payee			
	payee		0.00	
	payee		0.00	0.00
equ	balance C/F			**11783.41**

Opening Balance				8334.60
Add receipts for period				7117.89
Less payments for period				3669.08
Equ closing balance				**11783.41**

SIBFORD FERRIS PARISH COUNCIL

Minutes of Ordinary Meeting held Monday, 11 January 2016 at 7.45pm in the Sports Hall Classroom, Sibford School

Present at the meeting were: Councillors Tim Huckvale (Chair), Maureen Hicks (Vice-Chair), Ginny Bennett, Adrian Lamb and Peter Robinson (from 8.00pm), Anita Spencer (Clerk), Oswyn Murray (Chair, Sibford Gower Parish Council) until 8.25pm, County and District Councillor George Reynolds (from 8.15pm) and two members of the public.

The Chair read out a statement on the recording of meetings.

Apologies – Cllr Robinson had advised that he would be late.
Declarations of Interest: None was declared against the items on the agenda.
Minutes of the previous meeting: The minutes of the parish council meeting held on 16 November 2015 were agreed and signed by the Chair as an accurate record.

Bishop Blaize: Oswyn Murray, Chair of Sibford Gower Parish Council, reported to the meeting that an application had been made to register the Bishop Blaize pub as an Asset of Community Value and the implications of this were discussed. TH thanked OM for his report.

Matters arising from the previous meeting:

2/13 Ongoing – Faster broadband for Sibford Ferris
TH advised that there had been a delay in the decision process affecting provision of faster broadband to Sibford Ferris and he did not now expect to have news from Oxfordshire Better Broadband until the end of February. **TH**

3/14 Ongoing – Community first responder scheme/Defibrillator
MH reported that one volunteer was now trained and operational, two others had been interviewed and were having training and a fourth had applied. Equipment, including a defibrillator, had been provided to the active volunteer with no cost to date to the two villages. It was agreed to try to recruit more volunteers to increase coverage.

18/14 Ongoing – Affordable housing/Amenity land/TOE2 funding
MH reported that the Cherwell District Council housing officer, Anna Kennedy, had not responded to a request for an update on the scheme. GR agreed to chase for a response. A CDC Rural Housing Pack had been received giving information on affordable housing allocation policy.

18/14.1 Outstanding – Rural Community Energy Fund
PR was pleased to report that the Sibfords had been granted £18,000 from the Fund. The survey contractor, Encraft, would conduct an initial survey to establish where alternative energy technology could be used and what funding would be available to finance any proposed schemes. PR hoped to be able to publicise the RCEF survey during a village meeting within the next few weeks. OM expressed the willingness of Sibford Gower Parish Council to support the survey. **PR**

OM then left the meeting with thanks from the Chair for his attendance.

19/14 Ongoing – New fitness equipment
There was nothing to report.

20/14 Ongoing – Cotswold Close play area
TH thanked AL for repairing five of the rotten poles at the play area. AL advised that he had re-used wood salvaged from the junior swing frame and had costs of only £10.08 for the protective sleeves and Postcrete. AS reported from her January check:

- Four more poles showed signs of rot at the bases – monitor
- One half-round on the slide platform splintering – requires attention
- Butterfly rocker base plate slightly loose – monitor

- Horizontal wooden surfaces on the multi-play slippery when wet – require cleaning
- Trees and hedges overhanging – require cutting back
- Seats and wooden structures generally dirty – require cleaning
- Some fence posts were loose.

AL agreed to look at the loose fence posts and the splintering half-round. **AL**
It was agreed TH, GB and AS would clean the horizontal surfaces on 15 January. **TH**
PR offered and it was agreed with thanks that the work to lift the crowns of the trees would be carried out by the School's contractor on their next visit. **GB AS**
It was agreed that the work to clean algae from wood structures would be left until the weather improved and, therefore, would be discussed again at the March meeting. **PR**
With regard to the long-term parking of vehicles adjacent to the play area, the clerk was asked to put the matter to CDC again. GR also agreed to make enquiries. **AS GR**

30/14 Outstanding – Damaged bench on Hook Norton Road
AL would attend to repairs to the bench. **AL**

31/14 Outstanding – Douglas Tonks
The clerk reported that a new Statement of Liabilities had been received from HMRC for £491.79. As previously agreed, the clerk had written to HMRC, recorded delivery, to explain that the income tax had been paid to Douglas Tonks.

70/14 Outstanding – Gravel heaps at Sibford Hall
GR advised there were no powers to intervene. The item could be closed.

77/14 Ongoing – Mowing at the churchyard and burial ground
TH reported that he had put the rules and regulations for the burial ground on the village website. The item could be closed.

68/15 Ongoing – Wheathills
There had been some reduction in the quantity of commercial waste stored on the land and it was reported that agricultural use would be stipulated as a condition of the tenancy when renewed or changed. The item could be closed.

72/15 Outstanding - Parish website
It was confirmed that transfer of responsibility and payment for the website had been finalised; the clerk would apply to Sibford Gower Parish Council for half of the costs. The item could be closed. **AS**

76/15 Outstanding – Consultation on proposed changes to subsidised bus services and Dial-a-Ride
TH reported that OCC had voted to remove subsidies from Dial-a-Ride and all subsidised public service routes, including the 50A. Parish representatives had been invited to meet with bus companies to discuss options for retaining services and TH had put himself forward to meet Stagecoach on 20 January. **TH**
The clerk was requested to ask the clerks of Epwell, Swalcliffe, Tadmarton and Broughton whether any councillors would be attending from those villages along the 50A route. **AS**
GR asked TH to report back to him on the meeting. **TH**

90/15 Outstanding – Consultation on household waste recycling strategy for Oxfordshire
GR advised that, following a large number of objections to the proposals to close waste sites, the consultation had been postponed for two years. The item could be closed.

106/15 Outstanding – Report on Cherwell Parish Liaison Meeting 11 November – Assets of Community Value
TH reported that he had investigated the implications of registering the shop as an Asset of Community Value and would approach the shop owner in due course. **TH**

Finance

001/16 Roles and Responsibilities Training

It was agreed to pay £65.00 plus VAT for the training for new councillor, GB. **AS**

002/16 Clerk's Pension

TH reported that he had drafted a letter offering a pension scheme to the Clerk and it was being circulated to the other councillors for comment. **All**

003/16 Budget/actual comparison to 11 January

The budget/actual comparison sheet was reviewed and it was noted that there would be an underspend of around £800.

004/16 Bank Transfers since last meeting

There had been no transfer since the last meeting.

005/16 Payments made since the last meeting:

- Cheque no. 100659 7.1.16 Thomas Fox Landscaping & Maintenance £18.00 mowing Cotswold Close play area
- Cheque no. 100660 7.1.16 Zen Internet Ltd £62.26 for website services

006/16 Cheques signed at the meeting:

The following cheques were agreed and signed:

- Cheque no. 100661 Oxfordshire Playing Fields Association £10.00 donation
- Cheque no. 100662 Sibford School £20.00 donation
- Cheque no. 100663 Sibford Scene £25.00 donation
- Cheque no. 100664 Banbury Citizens' Advice Bureau £25.00 payment
- Cheque no. 100665 Sibford Village Hall £400.00 payment
- Cheque no. 100666 Oxfordshire Association of Local Councils £78.00 for training course
- Cheque no. 100667 Mr C Etherington-Smith £35.00 payment for electricity
- Cheque no. 100668 Holy Trinity Church Sibford Gower £200.00 for church clock repairs
- Cheque no. 100669 Mr A Lamb £10.08 for repair materials at Cotswold Close play area

007/16 Receipts since the last meeting:

- 27.11.15 £173.61 VAT refund HMRC
- 7.1.16 £30.00 donation A Spencer

008/16 Bank reconciliation

The bank reconciliation was reviewed alongside the bank statements to 5 December and the 2015/16 payments and receipts records and agreed.

009/16 CDC Precept Request

The precept request had been received with notification that a New Homes Bonus of £790 would be paid, together with a provisional Council Tax Reduction Scheme payment of £46.27.

010/16 Finalisation of Budget for 2016/17

It was agreed to maintain the precept figure at the 2015/16 level and to build up a reserve for repairs to assets, in particular the play area equipment within the parish and also for out-of-parish demands, such as improvement works to the Village Hall car park. It was agreed to review the asset register at a future meeting in order to draw up a repair/refurbishment/replacement schedule and cost estimate in order to ring-fence reserves already held and to identify what sums should be included in future precept requests. **AS**

The following changes from 2015/16 were agreed for the 2016/17 budget:

- Audit fee £160 (£60 internal audit fee, £100 contingency for Auditor Panel 5-year payment due March 2017)
- Stationery, postage etc reduced to £50 but £100 put in reserves

- The Clerk's pay total was reduced to reflect the removal of Douglas Tonk's administration charges
- The insurance total was reduced to £450 to reflect the 2015/16 premium level
- Play area inspections were reduced to £100 to cover the two annual inspections
- The churchyard and burial ground maintenance figure was maintained at £1600 to cover unexpected costs
- The website costs of £26 were a new item based on current costs
- The OPFA donation would be increased to £20
- The Sibford School donation would be increased to £40 (PR declared an interest and took no part in the discussion.)

This left a sum of £923.74 for extras and reserves.

Planning

011/16 Cherwell Local Plan Parts 1 and 2

GR reported that the Local Plan Part 2 Issues and Sites Paper would be published for consultation, probably at the end of January and advised that it should be carefully read by the parish council. GR advised that there were four questions at the end of the paper of particular interest to villages, including questions on what sites were considered suitable or unsuitable for development and whether a "village boundary" should be drawn around the curtilage of the village. GR advised that Part 2 would not be finalised until the autumn of 2016. The consultation would be open to the public and it was agreed to publicise it in the March edition of the Sibford Scene. **All** **AS**

012/16 Tree Works

The following Notices of Intent to carry out works to trees had been received:

- 15/02081/TPO 1 West Town Cottage
- 15/00364/TCA 10 Walford Road
- 15/02249/TPO 9 Walford Road

013/16 Notice of Decision

The following Notices of Decision had been received:

- 15/00337/TCA and TPO on yew at Stables Cottage
- 15/00364/TCA 10 Walford Road
- 15/01963/F Erection of One Dwelling on land adjoining Small House

Any Other Business

014/16 Street Light Main Street

PR reported that the street light at Lanes End, Main Street, adjacent to the School entrance, was permanently lit and the clerk was asked to report it. **AS**

015/16 Overhanging Plants Main Street

PR reported that ivy overhanging the boundary wall of 1 Mannings Close was impeding the view of School minibuses. TH agreed to speak to the resident. **TH**

016/16 Celebrations for the Queen's 90th Birthday

MH advised that plans were in hand to organise, jointly with Sibford Gower, a celebration of the Queen's 90th birthday for Sunday, 12 June and, as no grants would be forthcoming, the parish councils would be asked for a small donation towards the costs.

Date of Next Meeting

Monday, 14 March 2016

There being no further business, the meeting closed at 10.05pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Ordinary Meeting held Monday, 14 March 2016 at 7.45pm in the Sports Hall Classroom, Sibford School

Present at the meeting were: Councillors Tim Huckvale (Chair), Maureen Hicks (Vice-Chair), Ginny Bennett, Adrian Lamb and Peter Robinson, Anita Spencer (Clerk), County and District Councillor George Reynolds (from 8.15pm) and two members of the public.

The Chair read out a statement on the recording of meetings.

Apologies – there were none.
Declarations of Interest: None was declared against the items on the agenda.
Minutes of the previous meeting: the minutes of the meeting of 11 January 2016 were agreed and signed by the Chair as an accurate record.

Matters arising from the previous meeting:

2/13 Ongoing – Faster broadband for Sibford Ferris
TH advised that there had been a minor improvement in broadband speeds for Sibford Ferris and Burdrop, but there was no further news on the provision of the superfast service. **TH**

3/14 Ongoing – Community first responder scheme/Defibrillator
There was nothing new to report and the item could be closed.

18/14 Ongoing – Affordable housing/Amenity land/TOE2 funding
An update from the district council was pending.

18/14.1 Outstanding – Rural Community Energy Fund
PR reported that funding of £17,000 had been secured and consultants were in the process of assessing public buildings for possible energy-saving schemes. A report would be produced at the end of the survey. The consultants could also advise on funding sources where appropriate. **PR**

19/14 Ongoing – Fitness equipment
A faulty bearing had been identified on the space walker. AL kindly offered to replace the bearing as the units were outside of the guarantee period and it was agreed to accept this offer with thanks. **AL**

20/14 Ongoing – Cotswold Close play area
It was noted that: AL had smoothed the splintered half-round; the horizontal surfaces had been cleaned on 15 January; the Sibford School tree contractor would be available in the next three to four weeks to trim back overgrowth. It was agreed that the Clerk would arrange purchase of a cleaning product and AL would source the necessary safety equipment. **PR** **AS** **AL**
With regard to the long-term parking of two vehicles adjacent to the play area, the clerk was asked to put the matter to CDC again. **AS**

30/14 Outstanding – Damaged bench on Hook Norton Road
AL would attend to repairs to the bench. **AL**

31/14 Outstanding – Douglas Tonks
A letter of complaint had been sent to HMRC on the matter of tax liabilities and a response was awaited.

76/15 Outstanding – Consultation on proposed changes to subsidised bus services and Dial-a-Ride
TH had attended a meeting with a Stagecoach manager and had been advised that the 50A service from Shipston-on-Stour to Banbury was subsidised by Warwickshire County Council with a contribution from Oxfordshire but no clarification on the future of the service had been given then or since.

Cllr Reynolds confirmed the lack of information on services and could only advise that Oxfordshire subsidies would cease from 26 July. It was agreed TH would chase Stagecoach for an update. **TH**

106/15 Outstanding – Assets of Community Value
TH reported that Sibford Gower Parish Council had registered the Bishop Blaize as an ACV. It was agreed that TH would look into the implications of registration for the asset owner before deciding if to apply to register Greens' Stores.

001/16 Outstanding - Roles and Responsibilities Training
GB reported she had been advised at the training day that, for the sake of openness, all decisions should be made at a meeting, including those on planning applications. However, it was agreed that this was not always practical due to the length of time between meetings and that the availability of parish council documents on websites contributed considerably to the level of transparency in parish council actions. This item could be closed. **TH**

014/16 Outstanding - Street light Main Street
The street light had been fixed. This item could be closed.

015/16 Outstanding - Overhanging plants Main Street
The plants had been cut back. This item could be closed.

016/16 Outstanding - Celebrations for the Queen's 90th Birthday
MH reported that arrangements were under way for a village celebration on 11 and 12 June and asked if the parish council would agree to request grant funding of up to £300 which was being made available by the district council. This was agreed.

017/16 Litter pick 20 February
AL was thanked by councillors for organising the litter pick, together with the large group of residents who had assisted. This item could be closed.

018/16 Light on Mannings Hill
It had been reported by the owner of the barn that the light was not working due to problems with the electricity supply. It had been agreed by email it was not necessary to attempt repairs to the light as these would be very expensive and no complaints had been received. The payment of £35.00 for electricity had been returned. This item could be closed.

019/16 Revised Publication Scheme
TH agreed to review the publication scheme and report any revisions that were required. The updated scheme would be submitted for the next meeting for approval and a copy put on the notice board. **TH** **AS**

020/16 Footpath sign at the Brambles, Woodway Road
The damaged sign had been reported to the county council.

021/16 Date of Annual Parish Meeting
It was agreed to hold the Annual Parish Meeting on 18 April at 7.30pm subject to availability of the Sports Hall classroom. PR agreed to enquire if the Sibford School head would give a report. GB agreed to report on the police meeting of 15 March and MH on the proposed affordable housing site. AS was asked to approach Sibford Village Hall for their report. The Town Estates had sent in a report on Wheathills. Cllr Reynolds agreed to send a brief report if he was unable to attend the meeting. **PR** **GB** **MH** **AS** **GR**

Correspondence
022/16 22.1.16 Banbury Rural Neighbourhood Police Team – notification of a meeting for all rural parishes on 15 March. GB had agreed to attend. **GB**
023/16 8.2.16 A Freedom of Information request - a response had been provided.

024/16 24.2.16 Cherwell District Council - guidance on bias in decision-making: circulated to councillors. This item could be closed.
025/16 8.3.16 Cherwell District Council - Independent Remuneration Panel Report with the revised levels of reimbursement available to councillors claiming expenses. It was agreed that councillors would not claim for reimbursement of their expenses. The Report had been displayed on the notice board. This item could be closed.

Finance

026/16 Clerk's Pension

TH reported that he had drafted a letter offering a pension scheme to the Clerk and it would be circulated to the other councillors for comment. **TH**

027/16 Budget/Actual comparison to 14 March

The budget/actual comparison sheet was reviewed and no issues were identified.

028/16 Budget/Actual comparison for 2016/17

The sheet for the new financial year was circulated.

029/16 2016/17 Budget (revised detail)

The 2016/17 budget detail had been revised to take account of the removal of the £35.00 payment for electricity for the Mannings Hill light. The £35.00 had been moved to 'extras'. The revised document was circulated to councillors. This item could be closed.

030/16 Bank Transfers since last meeting

£1000.00 had been transferred from the deposit account to the current account on 10 March to cover payments.

031/16 Payments made since the last meeting:

- Cheque no. 100670 3.3.16 Zen Internet Ltd £11.98 for domain name
- Cheque no. 100671 3.3.16 Oxfordshire Association of Local Councils £78.00 for FOI training for TH on 18 May.

032/16 Cheques signed at the meeting:

The following cheques were agreed and signed:

- Cheque no. 100672 Oxfordshire Association of Local Councils £133.07 for subscription
- Cheque no. 100673 Cherwell District Council £30.00 Cotswold Close Play Area annual rent
- Cheque no. 100674 Community First Oxfordshire £55.00 for subscription
- Cheque no. 100675 Mrs A Spencer £1248.54: £6.91 for clerk's expenses, £1241.63 wages

033/16 Receipts since the last meeting:

- 15.01.16 Sibford Gower Parish Council £31.12 contribution to Zen Internet costs

034/16 Bank reconciliation to 4 March 2016

The bank reconciliation was reviewed alongside the bank statements to 4 March and the 2015/16 payments and receipts records and agreed.

035/16 Acknowledgements of donations

Acknowledgements had been received from: Banbury CAB, Sibford Village Hall, Holy Trinity Church.

036/16 Changes to Barclays Savings Account

Following communication from Barclays, it was noted that the savings account would be known as the Business Premium Account from 6 June and statements would only be sent annually.

037/16 Cherwell District Council change of payment terms

Following communication from the district council, it was noted that, from 1 April, the payment terms would change from 'payment within 30 days' to 'payment on receipt of invoice'.

038/16 New audit body for parish councils – decision whether to opt in

There was a requirement to notify OALC by 31 March if a decision to opt out of the audit body scheme was made. It was agreed to opt in to the scheme and therefore no action was required.

039/16 Review of registers of interests

The Clerk reminded councillors to review their registers of interests which were available on the district council website and TH asked for it to be noted that councillors would be asked at the next meeting whether this item had been actioned. **All** **AS**

040/16 Review of insurance (renewal 1 June)

PR agreed to review the insurance levels prior to the June renewal process. The Clerk agreed to provide the necessary documents to PR. **AS** **PR**

041/16 Review of financial risk assessment
The financial risk assessment was reviewed. It was agreed to amend the item "Adequacy of finances to be able to repay loans" to Low risk from Medium. The risk assessment was then agreed. **AS**

042/16 Review of asset registers
The asset registers were reviewed and agreed.

043/16 Review of effectiveness of internal audit
The internal audit review checklist was reviewed and agreed.

044/16 Review of internal audit test
The internal audit test was reviewed and agreed.

045/16 Appointment of internal auditor
It was agreed to ask Sue Rowley if she would kindly undertake the internal audit. **AS**

046/16 Revision of financial regulations
As the NALC Model Financial Regulations had been revised, it was agreed that AL and the Clerk would carry out of a review of the financial regulations to ensure they were up-to-date and report their findings to the councillors. **AL** **AS**

Planning

047/16 Cherwell Local Plan Parts 1 and 2
The following documents had been received: Consultation draft: CDC Statement of Community Involvement January 2016, Cherwell Local Plan (CLP) 2011-2031 (Part 2) Development Management Policies and Sites, CLP 2011-2031 (Part 1) Partial Review – Oxford's Unmet Housing Needs Issues Consultation. The consultation closed on 11 March. The next consultation in the process would be in August/September 2016.

048/16 Cherwell Local Plan Parts 1 and 2: Workshop for parishes 23 February 2016
The workshop had been attended by MH and GB and concerns around planning issues had been relayed to the district council.

049/16 Submission of Oxfordshire Minerals and Waste Local Plan: Part 1 – Core Strategy
Cllr Reynolds advised that the Core Strategy was to be noted but was not of direct import to the parish at this stage.

050/16 Planning applications received since the last meeting

- 16/00215/F Addition of dormer windows to roof, insertion of roof lights and erection of extension at Applegrove, Hook Norton Road
- 16/00031/TPO Crown reduction to yew tree at Stables Cottage, Main Street

051/16 Notices of Decision received since the last meeting

- 15/00424/TCA Works to trees at Penn House, 9 Walford Road – permission granted
- 15/02081/TPO Crown reduction to horse chestnut at 1 West Town Cottages, Woodway Road – permission granted
- 15/02249/TPO Works to trees at Penn House, 9 Walford Road – permission to fell ash tree refused
- 16/00031/TPO Crown reduction to yew tree at Stables Cottage, Main Street – permission granted

Any Other Business
None.

Date of Next Meeting
Annual Parish Council Meeting: Monday, 16 May 2016 at 7.45 pm.

The Annual Parish Meeting: Monday, 18 March 2016 at 7.30 pm.

There being no further business, the meeting closed at 9.33 pm.

Annual Parish Meeting – Sibford Ferris

Monday, 18 April 2016 – 7.30pm

Held in the classroom above the Sports Hall, Sibford School, Sibford Ferris

Apologies – Cllr Robinson sent apologies and County and District Councillor Reynolds had advised he would be late.

Attendees – Tim Huckvale (Chair), Maureen Hicks (Deputy Chair), Ginny Bennett, Adrian Lamb, Anita Spencer (Parish Clerk/Responsible Financial Officer), Cllr George Reynolds (from 8.15pm), Michael Goodwin (Head, Sibford School),Keith Hicks (Sibford Village Hall), Oswyn Murray and Gil Soden (Sibford Gower Parish Council) and six members of the public.

The Chair welcomed all to the meeting.

Minutes of the last meeting on 27 April 2015 – these were approved by the meeting and signed by the Chair. Matters arising from the last meeting would be dealt with during the meeting.
The Chair invited those present to ask questions or make comment as subjects came up within reports.

Chair of the Parish Council's 2015/16 Report
There have been six meetings of the Parish Council during the year. There has been one change in membership of the Council: we said goodbye to Joanne Connor and welcomed Ginny Bennett as a co-opted member. All councillors' terms of office end in May 2018, when there will be an election.

As usual, the Council has dealt with a huge variety of issues. However minor they may seem, each one is usually very important to someone in the village, and we treat all of them seriously. My own choice of the concerns that are currently most important are (in alphabetical order) affordable housing, the Bishop Blaize, broadband speeds, and the bus service.

On the proposed **affordable housing scheme** on Hook Norton Road, the Council is very disappointed that practically no progress has been made in the last year, mainly because of disagreements amongst some of the other parties involved. As of today, this stalemate continues.

I mention the **Bishop Blaize** because, although it is out of our parish on the other side of the Sib, our residents are interested in its future. Sibford Gower has recently successfully registered it as an Asset of Community Value (ACV), which means that, first of all, the building may only be used as a pub and not (for example) as a shop or office for the next five years, and secondly that, if the property is put up for sale, a community interest group must be given the opportunity to make an offer. At present, there is no such community interest group in existence, so the Sibford Gower Parish Council is calling a public meeting on 20 June in order to ascertain the wishes of the two villages, and explore ways forward. A successful community purchase may use the Bishop Blaize not necessarily or wholly as a pub, as long as it "will further the social wellbeing or social interests of the local community." In the meantime, the present owners have successfully applied for a drinks licence; we watch developments with interest.

Oswyn Murray, Chair of Sibford Gower Parish Council reported at this point that the owners of the Bishop Blaize had objected to the registration as an ACV, there had been a hearing at the district council offices and a decision was awaited. He also told the meeting that the owners had advised the new licence would be used for the hosting of private functions at the pub, which would not be open to the village.

At our Annual Parish Meeting a year ago, I reported that we were scheduled to have **superfast broadband** by December 2016; however, it now seems that we may have to wait until December 2017; I expect to get more definite information in the next month or two. The Gower have had superfast broadband since last summer and Burdrop are scheduled for it this summer. On a more positive note, everyone should have benefited from "slightly faster" broadband (approximately doubling speeds) since January this year.

While on the subject of telecoms: we have recently received notice of a new **mobile phone mast** to be situated on the B4035 just east of the villages. This should bring improved mobile phone service for Vodafone and O2 subscribers in the Sibfords and Swalcliffe, including 4G mobile data. We expect to receive the related planning application shortly. Keep an eye on the planning page of the village website to follow up on this.

Oxfordshire subsidies for **bus services** will cease in July. Indications are that our 50A service will continue to be subsidised by Warwickshire, but with a reduced timetable, from about seven buses each way down to four. We should know more about this in the next month or so.

Other matters that we have dealt with over the year:

A **Community First Responder Group** is now operational in the Sibfords. Two volunteers have completed training, one is waiting for training, one is applying for training and there are two more possible volunteers.

An important ongoing task for the Council is the maintenance and safety of the **Cotswold Close Play Area**. This year we have had problems with wooden posts rotting at ground level; these have been dealt with by replacing the junior swing altogether and renewing the bases of several posts. We also gave the wooden surfaces a good wash to stop them getting slippery. In addition, we are frequently in contact with Cherwell District Council about vehicles that appear to have been abandoned nearby.

A small, but loyal, group of Sibfordians is organising local celebrations for the **Queen's 90th Birthday**, including the first street party in the villages since 1995, two concerts and an exhibition in the church. There will be much more information about all of these on the website and in the Sibford Scene in the coming weeks.

Greens village shop: we are investigating the possibility of registering the shop as an Asset of Community Value, so that the community can have a say if the present owners wish to sell it for conversion to other uses.

We get regular reports of **fly tipping** at the bottle bank and elsewhere; fortunately, Cherwell District Council are pretty good about clearing it up, once it has been reported to them.

We discussed the provision of **dog waste bins**: opinions differ on the Council, but the consensus was that there was no pressing need. We will keep this under review.

There was an excellent turn-out for the **annual litter pick** in March this year. Carling Special Brew seems to be the tipple of choice for the most egregious litter louts.

Oxfordshire County Council floated plans for changing the locations of recycling centres, but these have now been put on hold for two years.

The County Council also initiated a scheme "**Oxfordshire Together**" aimed at passing responsibility for some services from county to parish councils. We concluded that there was no benefit to the parish in taking over anything currently on offer.

We kept the Council's **budget** amount for 2016/17 the same as last year, a little under £7000.

Following the adoption of a new **Transparency Code** for parish councils, the Council has taken on ownership of the village website, sharing the costs with Sibford Gower Parish Council. There are now more council documents available on the website. One of these is our new Complaints Procedure; we received one formal complaint during the year.

We also dealt with one **Freedom of Information request** this year. This was very time-consuming, partly because of our lack of experience in dealing with them; however, the Council has signed me up for a training course on the topic in May so that we can deal with such requests more confidently in the future.

We dealt with about 25 **planning applications.** There was a breach of planning control at a property in Main Street when a car port was erected without the permission necessary within the Conservation Area. Cherwell District Council acted quickly and it was removed less than a month later.

Consultants engaged via the Government's **Rural Community Energy Fund** have just reported on the feasibility of solar PV on the two schools, the church, the Friends' Meeting House and the village hall. The Council has no direct interest in these but, if any of the proposed schemes are taken forward, we will as usual examine those that need planning permission.

We have an ongoing issue with **HMRC** relating to a debt of nearly £500. This arose from the winding up of our previous payroll provider who took the money from us but failed to make several payments to HMRC on our behalf. Thanks are due to our Clerk for continuing to battle with HMRC over this. We may still have to pay up, but it won't be for want of trying. The Clerk now manages the payroll herself.

That's a long list of issues that this Council gets involved in. It's only possible to manage them all because of the time and careful consideration put in by the Clerk, my fellow councillors and many other people. With apologies to anyone I have inadvertently left out, I thank:

- Our Parish Clerk, Anita, for her tireless work in organising us and ensuring that loose ends are tied up
- Councillor Adrian Lamb for his repair work on the play area and fitness equipment
- My fellow Councillors for representing the Council at external meetings, at their own expense. This year they have included:
    - CDC Parish Liaison meetings
    - Banbury Rural Neighbourhood Police Team meeting
    - A "new parish councillor" training session
    - North Oxfordshire inter-parish meetings
    - Meeting with a Stagecoach manager about the bus service
    - A Cherwell District Council workshop on the Local Plan
- The litter pickers, not just the annual ones, but those who every day pick up other people's litter rather than walk past it
- Both candidates who put themselves forward for co-option to the Council
- Lynn and John for carrying out the weekly play area inspections
- Our internal auditor, Sue Rowley
- District and County Councillor George Reynolds who does his best to attend all our meetings, with invaluable advice on dealing with County and District affairs
- Sibford School for use of the room for Council meetings and assisting with maintenance of the play area. Special thanks go to the Head, Michael Goodwin, who is retiring and leaving the village this year; we thank him for his consistent moral support of the Parish Council, and practical support in joint projects such as the Multi-use Games Area and the fitness equipment.

And finally: this morning, as the Sibfords Walking Group emerged from Whichford Wood to admire the stunning view across Long Compton to the hills beyond, I was reminded again of how fortunate we are to live in such a beautiful part of the world. This must be one of the reasons why, in March this year, The Times newspaper put The Sibfords at number one in its list of the 20 best villages in the south of Britain. We don't know their criteria for this accolade but, as well as the pretty countryside, surely the willingness of so many people to contribute so much to the day-to-day running of parish business and community activities must be a contributory factor.

I will now handover to the Responsible Financial Officer for her report:

Financial Report to 31 March 2016

(Read by Councillor Adrian Lamb)

Good evening. Here is the financial report for Sibford Ferris Parish Council for the year 1 April 2015 to 31 March 2016. It should be noted that this report is based on draft accounts.

The receipts for the year were £8156 of which £6858 came from the precept, £790 from a New Homes Bonus and £46 from a precept grant. The reduction from last year's figure of £9595 is accounted for by the VAT refund of £1557 following the purchase of the outdoor fitness equipment and laptop in April 2014, offset by a small increase in 2015/16 in burial ground fees and other incidental additional receipts.

The payments for the year totalled £6112, considerably lower than for the previous year because of the purchase in 2014/15 of the fitness equipment at £9143 and laptop at £534 plus payment of election costs of £725. There were savings against the cost of mowing the burial grounds, the clerk's salary and play area inspections but these were offset by increases in the cost of mowing the Cotswold Close play area, payment for the Remembrance Day wreath, training, website costs, a donation towards the church clock repairs and subscriptions to Community First Oxfordshire (formerly Oxfordshire Rural Community Council). A VAT claim for £189 will be submitted in July.

The balance carried forward at the end of the year is £10379 - £2044 higher than last year which is explained by the receipts of £1298 in addition to the precept and an underspend against budget of £966. Surplus funds are held in reserve for contingencies, election costs and play area equipment refurbishment.

The bank balance at the end of the year is £10669.69, with £296.00 of uncashed cheques and one cheque of £5 not credited to the account at the end of the period.

The internal auditor for this year is once again Sue Rowley of Burdrop and thanks must go to Sue for once again agreeing to take on this role.

Wheathills Report
Councillor Maureen Hicks then read out the short annual Wheathills Report sent from the Secretary of the Town Estate Charity as follows:-

"I am very pleased to be able to say that the roadside hedge of the Wheathills field has now been laid and the hedge-layer will return sometime next year to trim the remaining part of the hedge.

The tenant of the field has been given a last ultimatum to remove the non-agricultural waste in the field. If this is not removed by 31 March 2016, he will be asked to quit.

The Town Estates Charity has now completed the purchase of the adjoining farm which is intended to be used for livery. It will enable a new access into the Wheathills field which should improve the current rutted appearance of the field."

Village Hall Report
The Chairman of the Village Hall was unable to attend and Keith Hicks gave the report.

The Village Hall is a well-used venue, with 1251.5 hours of hiring from April 2015 to April 2016, with village organisations renting 524.5 hours, clubs and classes renting 560.5 and private hire renting 166.5 hours.

With this amount of use, it is important that we have a good day-to-day management. However, we are in a period of change with the retirement of Muriel Chandler. Muriel has been Secretary for twenty-five years and Manager for a lot of those years. It has not been possible to find someone to take over on a voluntary basis, so from 1 April 2016, we have employed Ricki Winifrith in the role of Hall Manager. Please give Ricki your support; as you will realise, Muriel is a hard act to follow.

David Allen has been co-opted onto the Management Committee to take over grant applications (another role previously held by Muriel). If successful, we hope to move forward with the refurbishment and insulation of the main hall during August of this year. With further grant applications, we intend renovating the toilets, resurfacing the car park and not forgetting recovering of the main hall roof.

The Village Hall Management Committee are committed to presenting the Hall in the best possible condition, making at a great asset to the Sibfords. We would love to encourage new villagers to this committee and, with this in mind, are reviewing our management structure trying to make involvement less onerous.

We are always grateful for the financial support of both parish councils and the Town Estates Charity.

Keith Hicks added some details to the above:

- The shingle roof had been inspected and pronounced fit for another four to five years; the intention was to replace the shingles with concrete tiles to match the small hall, with an estimated cost of £15-19,000.
- The insulation work was vital in order to qualify the hall for all other grant applications and it was hoped that it could be carried out in August 2016.
- Contributions from the two parish councils were put towards running costs, and from the Town Estates Charity toward one-off capital projects such as the stage lighting that had been very useful for the recent village production.

Sibford School Report
The Head of Sibford School, Michael Goodwin, was then invited to give an update on the School's activities during the past year.

"This will be my last report to the Parish Council so I hope you will forgive a degree of looking back…as well as some looking forward (not least to retirement!)

When I was appointed as Sibford School's 11th ever head since 1842 in 2004, I never really expected that I would stay here for 12 years. Our youngest daughter joined the school at the same time as a "top junior" (in Year 6); as we prepare to return home to Norfolk, she is completing her final year at university and should graduate this summer. A lot can happen in 12 years!

Back then, the school had 365 pupils, its finances were shaky and examination results at GCSE hovered around the 65% mark.

Now, we have over 400 pupils, our finances are stable (and we have significantly improved facilities) and GCSE exam results have been consistently nearer the 85% mark. I am an historian by training, so I know that history may well take a different longer term view…"why did he not do x when he had the opportunity? How come he didn't realise that y…?" But, as I prepare to hang up my chalk (none in the school these days, by the way, with whiteboards, touch screens and digital projectors), I am satisfied enough with the job I have largely enjoyed being able to do.

I pass on a school in good heart.

A the last Annual Parish Meeting, I was not able to report fully on the inspection that had just taken place, but the excellent judgements awarded to us by the Independent Schools Inspectorate gave some external validation to my sense that we were doing well…and also provided me with the impetus to think about retirement. It felt right to be handing the school on from such a strong base.

School Committee (my governing body) started the process to find my successor over the summer holiday. They bought in external consultancy support and set up a rigorous process – phone interviews, long-list interviews and a short list couple of days with panel interviews, written tasks, student forum interviews and presentations to find the best of the 45 or so applications – a strong field.

Sibford's 12th Head will be Toby Spence: like me, an historian, and, like me, 46 years old on appointment…and also like me, starting his second headship (his last one being at an international school in Kenya). Toby is married to Jill and they have three junior school aged children. The family hopes to move into Holly House during August; we plan to move out on 1 August.

Toby was brought up in a Quaker family and was at one time the Head of History at Bootham School, one of our sister Quaker schools in York, so I have every confidence that he will nurture and continue to develop that special ethos which is so hard to describe, but so clear to all of our parents and visitors.

I have been very touched by many words of kindness since I announced my retirement; parents especially have worried that "it won't be the same" and anxious that the school maintains its Quaker values. Of course, it would be an awful thing if the school were to remain the same – good schools cannot stand still, and I am sure Toby Spence will bring fresh energy, drive and vision. I am sure, too, that I am not the keeper of all that is Quaker at Sibford and am confident that my governors, my staff, pupils and their parents will continue to uphold that unique ethos. Parents have asked me what my legacy will be. What am I most proud of? The refurbished school hall? The new sports changing rooms? The very recently installed bio-mass boilers or the solar panels? The outdoor learning programme and the development of animal husbandry? Improved results? Stabilising finances through recessionary times? Extending our bursary support?

Of course, these have been important achievements, but after the business of recruiting pupils whose parents can afford our school fees, the most important job I do is to appoint new staff – teaching and non-teaching; this is the real legacy, because these wonderful, dedicated colleagues will continue to champion all that is best about Sibford School.

One last thought, since this is a parish meeting. One of my concerns back in 2004 was that the village and the school were not so close – I felt that our reputation was not so great in the village. I hope you will recognise the efforts that have been undertaken to increasingly open our doors to the community – in the use of facilities (sports hall, swimming pool and MUGA), to invite you to events – Shakespeare in the garden at Holly House, concerts, school plays, Café Scientifique; in partnerships with primary schools (science workshops with Sibford Gower for example)..the provision of meals to the Fielding Day Centre and now another local primary school. I thank you for your cooperation and support of this venture and wish you all continued success. It is a very special place (even if the Times doesn't know there is a primary school and this school in its midst)."

Report on Thames Valley Police Banbury Rural Neighbourhood Meeting 15 March 2016
Councillor Ginny Bennet had attended the meeting for the Council and gave the following report;

On 15 March 2016, representatives of many local villages attended a meeting at Banbury Police Station to meet with the Neighbourhood Police Team. Visits by police to individual parish meetings cannot be done any more due to lack of resources.

All representatives had the opportunity to voice their concerns about problems in their village. Every single village quoted speeding and parking as a problem, even villages with traffic slowing devices such as solar speed signs, gates at the roadside and rumble strips (as reported by Swalcliffe and Tadmarton). Parking congestion near schools too seems all too common. Parking is not always illegal, but often inconsiderate. People want to park outside their house even if there is no room to do so. Narrow village roads and old houses with no driveways have little space for vehicles. Some villages are used as "rat runs". Some villages mentioned anti-social behaviour and some burglaries. No oil thefts have been reported this year so far.

Priorities the police have set for the next year**:**

- *Speeding* They will continue to support the community to reduce speeding with the use of Speedwatch whenever possible.
- *Parking, particularly around schools* Where parking is a big issue, they will complete high visibility patrols around the schools and will deal robustly with any road traffic offences. They are also seeking to roll out education through the schools to assist with this.
- *Anti-social behaviour* They promise to take a robust approach with ASB.

What can we do as residents of a village?
Obviously, as resources are stretched, the police want us to do as much as we can ourselves.
Speeding Drive within the speed limits – if you do it, then drivers behind you will slow down too. If you see someone going far too fast, then indicate that they should slow down. Clean the local road signs and check they are not obscured by foliage. Report any minor accidents or dangerous occurrences to police. Drivers exchange details after a bump but often do not report it so the event is not added to the statistics; if a village says there is a problem, there will be no written evidence to prove it.
Parking Monitor parking, particularly around schools, blind bends, dips in roads, outside a local shop, etc. They suggest that schools have their own lollipop person. There should be no parking on zigzag lines outside schools, or within 10 metres of a road junction. Try not to park on verges as this causes damage, puts mud on the road and encourages potholes.
Anti-Social Behaviour Lock sheds, garages and outbuildings. Lock cars, even if on your own driveway. Report any suspicious vehicles or persons. Write down registration numbers if possible so they can be passed on to Neighbourhood Watch. Put a lock on your oil tank. Install security lighting. If your neighbours are away, keep an eye on their property. Be aware that young people may hang around certain areas, so it may be prudent to check what they are doing.

Speedwatch
Communities can suggest a visit by a neighbourhood police officer or Community Support Officer to risk assess the location. Roadside volunteers can be trained to use equipment and record information. Parishes can get details from the neighbourhood team if they wish to start a Speedwatch group in their village.

If there is a serious problem, the speed van can spend some time in the location. It is well known that for a time after the van has been seen in a village, drivers are more careful, but, sadly, go back to their old habits; but it does make some people think twice. There will always be drivers who disregard the speed limits. Rubber strips can be used to assess the problem, but there are costs involved.

Finally, the police want to reassure us that they are doing what they can. They value being seen and available in villages when there is a public event going on. They are only a small team but funding has not been cut this year, although it has not gone up either. 20% of their work is dealing with crime, 80% is taken up with other issues.

Update on the Proposed Affordable Housing Scheme
Councillor Maureen Hicks read out an update received from Gary Owens, the officer at Cherwell District Council dealing with the proposed scheme:

"I have received an update regarding the proposed Rural Exception Site at Sibford Ferris and, unfortunately, there is still an issue to be resolved between the landowner and the former option holders; until this has happened, Greensquare [*the developer*] will not be able to secure the site to bring forward this development.

I regret that this is taking so long but, unfortunately, it is out of my and Greensquare's hands at the moment.

We believe that the issue will be resolved sooner rather than later, and I am hopeful that the Parish Council can keep their enthusiasm and support for the Exception Site over this frustrating period, and I will update you as soon as I am aware of any changes."

Councillor Reynolds commented that it was not unusual for problems to arise after planning permission had been granted and delays could be due to landowners waiting until Part 2 of the Local Plan was published.

County and District Councillor George Reynolds
Councillor Reynolds gave a report on Oxfordshire County Council as district council issues had been dealt with.

"It has been a quiet year as a backbencher as the main concerns this year have been with the budget and devolution which has now morphed into a debate on unitary councils. Both the budget and devolution were dealt with by the Cabinet with very little input or knowledge from the backbenchers.

As you all know now, the budget proved very difficult for the County as the government squeeze on spending gets tighter. This has meant less money for highways, children's centres and buses. The amended budget that was passed may mean there is a little extra money available, but it will only be for this year and I suspect very little will filter down. This has led to OCC trying to get parishes to take over their responsibilities in the highways area; save money for OCC but make the parishes pay (council tax payers pay whichever). With the exception of mowing inside 30mph signs, there has been very little uptake by parishes due to cost and responsibility problems. Likewise, the idea of parishes paying to keep the buses running has also struggled to make headway, again due to cost but also the almost total lack of information from OCC.

Devolution was a fancy name for the government allowing areas of the County to have more say in how local monies were spent, with promises of extra cash. Despite a lot of work being done on this project, including the amalgamation of social care and some health care, it floundered on the government's insistence on having an elected mayor for the whole of Oxfordshire. Nobody liked this idea. An alternative was to have unitary authorities (one council dealing with all functions). This has led to a difference of opinions between the districts and the county (clearly one or the other would have to go). This will roll on until the autumn when there will be a consultation for residents with the county.

It is no secret that my preference is for a local unitary where local parish councils and residents have easy access to local officers, rather than having to deal with Oxford. This is based on my firm belief in local democracy.

Once again, highways repairs have been squeezed, although we hear of extra government money for potholes. I can only repeat that all of us need to constantly and continually complain, either through the service centre or on the internet fixmystreet.oxfordshire.gov.uk."

Any Other Matters
None was raised.

The Chairman thanked everyone for attending and the meeting closed at 8.35pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Annual Parish Council Meeting held Monday, 16 May 2016 at 7.45pm in the Sports Hall Classroom, Sibford School

Present at the meeting were: Councillors Tim Huckvale, Maureen Hicks, Ginny Bennett, Adrian Lamb and Peter Robinson, Anita Spencer (Clerk), County and District Councillor George Reynolds (until 8.40pm) and two members of the public (until 8.40pm)

Election of Chair and Vice-Chair Tim Huckvale was proposed as Chair by Adrian Lamb and seconded by Maureen Hicks, and duly accepted and signed a Declaration of Acceptance of Office, countersigned by the Clerk as Proper Officer. Maureen Hicks was proposed by Ginny Bennett as Vice-Chair, seconded by Adrian Lamb and accepted the election.

The Chair read out a statement on the recording of meetings.

Apologies – there were none.
Declarations of Interest: None was declared against the items on the agenda.
Minutes of the previous meeting: the minutes of the meeting of 14 March were agreed and signed by the Chair as an accurate record.

Matters arising from the previous meeting:

2/13 Ongoing – Faster broadband for Sibford Ferris
TH advised he was still in touch with Oxfordshire Better Broadband but there was no further news.

3/14 Ongoing – Community first responder scheme/Defibrillator
This item was kept open to report that another volunteer had stepped forward and had been referred to Gil Soden, the Sibfords point of contact for the scheme. The item could now be closed.

18/14 Ongoing – Affordable housing/Amenity land/TOE2 funding
MH reported that the scheme was on hold due to a lack of agreement between the landowner and the option holder.

18/14.1 Outstanding – Rural Community Energy Fund
PR advised that the consultants' report on possible sites for energy generation schemes had been received. The report concluded that only sites with high daytime energy use would benefit from the addition of solar panels because the reduction in the feed-in tariff had made it uneconomic to install panels where energy was purely returned to the grid. PR said that the two schools could be beneficiaries on that basis. The item could now be closed.

19/14 Ongoing – Fitness equipment
AL had replaced the faulty bearing on the space walker and was thanked for his assistance. It was agreed to request that John Hicks carry out the annual inspection at £57.00 plus VAT. **AS**

20/14 Ongoing – Cotswold Close play area
It was agreed to request that John Hicks carry out the annual inspection at £57.00 plus VAT. AL had replaced two fence posts and was thanked for his assistance. **AS** The Clerk reported that there was some rot starting in the bases of the baby swing vertical poles, there was some lifting of the matting beneath Platform 4 (fireman's pole) and the fixings either end of the bouncy walkway were rusty. AL agreed to review these items and make recommendations. **AL** PR advised that Sibford School's tree surgeon would be available to cut back in the play area within the next two weeks. **PR** The Clerk had purchased a wood-cleaning product and would liaise with AL with regard to its application on the play equipment. **AS** It had been agreed between meetings to accept a quote from Thomas Fox Landscaping of £16.00 plus VAT per visit for mowing the play area plus the footpath to the kissing gate. **AL** There had been a response

from CDC on the long-term parking of vehicles adjacent to the play area and the Clerk was asked to inform them of a third vehicle. **AS**

30/14 Outstanding – Damaged bench on Hook Norton Road
AL would attend to repairs to the bench. **AL**

31/14 Outstanding – Douglas Tonks
The letter of complaint had not been acknowledged but the Clerk had established by phone that it had been received and the complaint had been referred to the legal department of HRMC for consideration.

76/15 Outstanding – Consultation on proposed changes to subsidised bus services and Dial-a-Ride
TH reported that Warwickshire would continue to subsidise the 50A service, although there would be fewer buses. The first bus to Banbury was at 7.00 am and it was agreed to put in a request to delay this until 7.30 am to make it more convenient for those wanting to get to work. The service would be run by Johnsons starting from 6 June. The Clerk was asked to put a timetable on the notice board. **AS**

AS

106/15 Outstanding – Assets of Community Value
TH would review the implications of registering the shop as an ACV. It was reported that CDC had turned down an appeal against the registration of the Bishop Blaize.

016/16 Outstanding - Celebrations for the Queen's 90th Birthday
MH reported that the application for a grant of £300 had been successful but that there would be a shortfall of £150. The organising group had asked if a donation for this amount might be provided by the parish council and a budget showing anticipated expenditure had been provided prior to the meeting. The donation was agreed and it was noted that this would be an expenditure under Section 137 of the LGA 1972. **AS**

019/16 Revised Publication Scheme
TH advised that the Freedom of Information training he would be attending on 18 May included Publication Schemes and the review had, therefore, been put on hold until after the training.

TH

020/16 Footpath sign at the Brambles, Woodway Road
It was agreed to retain this item until the sign had been replaced.

021/16 Matters Arising from Annual Parish Meeting
There were none. This item could be closed.

Correspondence
052/16 29.3.16 Email – OCC re emergency planning. It was decided that no further action would be taken.
053/16 4.4.16 and 9.5.16 Email – Need not Greed regarding the OxLEP consultation on its Strategic Economic Plan. The councillors agreed not to respond on this occasion.
054/16 28.4.16 Email – Victoria Taylor of Swalcliffe Parish Council regarding a possible collaboration between villages on speed signs and Speedwatch. The Clerk was asked to request further details on options being considered and to suggest the matter be discussed at the next North Oxon Parishes Meeting. **AS**
055/16 3.5.16 Email – CDC re Parish Liaison Meeting 8 June: it was agreed TH and GB would attend.
056/16 5.5.16 Email – Sam West/PCSO Claire Brennan, Rural Neighbourhood Team requesting details of emergency planning and contacts for the parish. It was agreed to provide the link to the village website, including for the Sibford Scene. **AS** **AS**
057/16 9.5.16 Email – OALC re NALC survey on the future of parish councils. The councillors agreed not to respond on this occasion.
058/16 10.5.16 Email – OCC update on Public Service Reorganisation in Oxfordshire. The councillors noted that two separate consultations were in preparation but agreed that no action was required at present.

Finance

059/16 Clerk's Pension

The Clerk thanked the councillors for offering a pension scheme but advised that she had decided not to accept.

060/16 PAYE End of Year Submission to HMRC

The Clerk confirmed the submission for 2015/16 had been made to HMRC.

061/16 Bank Transfers

There had been none since the last meeting. It was agreed to transfer £1000.00 to cover payments.

062/16 Payments made since last meeting

- 100676 7.4.16 Holy Trinity Church Sibford Gower £200.00 replacement cheque for lost cheque number 100668 (Section 137 payment)
- 100677 7.4.16 Thomas Fox Landscaping £18.00 for mowing at Cotswold Close Play Area
- Barclays Bank plc £12.50 charge for cancellation of cheque number 100668

063/16 Cheques agreed and signed at the meeting

- 100678 Mrs A Spencer £15.26 Clerk's expenses
- 100679 Thomas Fox Landscaping £36.00 mowing at Cotswold Close Play Area
- 100680 Sibford Gower Parish Council £569.00 contribution towards mowing of churchyard and burial ground
- 100681 Sue Rowley £60.00 for internal audit
- 100682 Came & Company £427.93 annual insurance premium
- 100683 Sibford Village Hall £150.00 for Queen's 90th Birthday celebrations (Section 137)

064/16 Receipts since last meeting

- 22.3.16 Sibford Gower Parish Council £5.99 contribution to website costs (2015/16)
- 23.3.16 Sandra Tustain £5.00 Pitch Hill Field rent (2015/16)
- 26.3.16 Cherwell District Council £790.00 New Homes Bonus (2015/16)
- 22.4.16 Cherwell District Council £3475.24 Precept (including £46.24 grant) (2016/17)
- 9.5.16 Sibford Gower Parish Council £100.00 burial ground fee (2016/17)

065/16 Bank reconciliation to 5 May 2016

The bank reconciliation was checked against the payments and receipts records and the bank statements, and was agreed and signed by GB.

066/16 Budget/Actual Comparison 2015/16 to 31 March

The budget/actual comparison sheet to the end of the financial year was reviewed and it was noted there had been a £967 underspend.

067/16 Budget/Actual Comparison 2016/17 to 16 May

The budget/actual comparison sheet for the current year was reviewed and no issues were identified.

068/16 Notes to Accounts 2015/16 (draft)

The Notes to Accounts were reviewed and two errors were identified and corrected. The Clerk was asked to represent the corrected version to councillors.

069/16 Review of Registers of Interests

The councillors had reviewed their registers of interests and there had been no amendments.

070/16 Insurance Renewal 1 June **AS**

It was agreed to accept the quotation from Hiscox of £427.93 (one year only) through Came & Company.

071/16 Review of Financial Regulations

It was agreed to review the regulations in time for the next meeting.

072/16 Review of Internal Audit Report **AS**

There had been no recommendations from the internal auditor, although there had been a query on the operation of PAYE as there were no paper records, and it was resolved that the Clerk should print out submissions and retain on file for inspection. **All**

073/16 Completion of Internal Audit Review Checklist

The checklist was considered and completed with no issues noted.

074/16 Approval of Section 1 of the Annual Return 2015/16 **AS**

The Annual Governance Statement was considered, completed and agreed.

075/16 Approval of Section 2 of the Annual Return 2015/16
The Accounting Statements 2015/16 were reviewed, one correction was made and they were agreed.

Planning
076/16 Planning Applications
No planning applications had been received since the last meeting.
077/16 Notices of Decision
The following Notice of Decision had been received since the last meeting:

- 16/00215/F Applegrove – permission granted for dormer windows, roof lights, extension

078/16 Pre-application consultation
A pre-application consultation for a proposed 4G base station at (201348) Elm Farm had been received and a planning application was expected in due course.

Any Other Business
079/16 Road surfaces in Main Street and Woodway Road
The Clerk was asked to report the poor state of the road surface in Woodway Road and Main Street via FixMyStreet. **AS**
080/16 Dilapidated Fence Back Lane
The Clerk was asked to write to the resident of Cotswold Close with a dilapidated fence along the Back Lane boundary of their property, requesting its removal. **AS**
081/16 Dead cherry tree on Main Street
The Clerk was requested to write to OCC Highways asking for the cherry tree outside Home Close to be removed and replaced. **AS**

Date of Next Meeting
Monday, 4 July 2016 at 7.45 pm.

There being no further business, the meeting closed at 9.55 pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Parish Council Meeting held Monday, 4 July 2016 at 7.45pm in the Sports Hall Classroom, Sibford School

Present at the meeting were: Councillors Tim Huckvale (Chair), Maureen Hicks(Vice-Chair), Ginny Bennett and Adrian Lamb, Anita Spencer (Clerk), and two members of the public (until item 109/16)

The Chair read out a statement on the recording of meetings.

Apologies – apologies were received and accepted from Cllr Peter Robinson. County and District Cllr George Reynolds was unable to attend due to prior engagements.

Declarations of Interest: None was declared against the items on the agenda.

Minutes of the previous meeting: the minutes of the annual parish council meeting of 16 May were agreed and signed by the Chair as an accurate record.

Matters arising from the previous meeting:

2/13 Ongoing – Superfast broadband for Sibford Ferris
TH advised that the latest estimated date for provision of superfast broadband was towards the end of 2017.

18/14 Ongoing – Affordable housing/Amenity land/TOE2 funding
MH reported there had been no further news.

19/14 Ongoing – Fitness equipment
John Hicks had carried out the annual inspection and no significant issues had been reported. Advice had been received from Wicksteed of two incidents of finger-trapping on a Xerscape Surfer similar to the one in Sibford Ferris, involving two children who were below the minimum age for the equipment on which the rubber stoppers were absent. It was noted that the surfer in Sibford Ferris was checked regularly, including the state of the stoppers, and it was agreed the risk was low. It was agreed to ask PR to update the risk assessment in line with this finding. **PR** **AS**

20/14 Ongoing – Cotswold Close play area
John Hicks had carried out the annual inspection and no significant issues had been reported. AS agreed to apply a small amount of the wood cleaning product when weather permitted to assess its effectiveness. **AS** AS was asked to chase CDC concerning the cars permanently parked adjacent to the play area. **AS** It was noted that the trees were still to be cut back but agreed that this could not be actioned until after bird-nesting season. **PR**

30/14 Outstanding – Damaged bench on Hook Norton Road
AL would attend to repairs to the bench. **AL**

31/14 Outstanding – Douglas Tonks
There had been no further news on the complaint to HMRC.

76/15 Outstanding – Consultation on proposed changes to subsidised bus services and Dial-a-Ride
It was noted that the changes to the 50A timetable had taken place, with Johnsons taking over the service. AS had asked Warwickshire County Council whether the first bus of the day could be run 30 minutes later than currently timetabled but had been advised that for economic reasons this was not possible. This item could now be closed.

106/15 Outstanding – Assets of Community Value
TH reported that a public meeting had been held on 20 June to discuss how the Bishop Blaize could be secured for the community, should the opportunity arise, and for what purpose. The meeting had been well attended and a planning group had been formed which would meet in September for initial discussions. A number of uses for the building had been suggested at the meeting.

016/16 Outstanding - Celebrations for the Queen's 90th Birthday
MH and TH confirmed that the End of Grant Form had been completed and sent to CDC. This item could now be closed.

019/16 Outstanding - Revised Publication Scheme **TH**
TH would draft a Scheme for consideration by members.

020/16 Outstanding - Footpath sign at the Brambles, Woodway Road **AS**
It was agreed to retain this item until the sign had been replaced.

054/16 Outstanding – Possible speed sign collaboration with neighbouring parishes
AS reported that she had made contact with Cllr Victoria Taylor of Swalcliffe Parish Council. Cllr Taylor would send information on a possible speed sign and details of any proposals for sharing. **AS**

055/16 Outstanding – Parish Liaison Meeting 8 June
TH and GB had attended the meeting. TH reported that they had learned at the meeting that the CDC website was to be improved; the planning department was now fully staffed; the planning website included the ability to register for Public Access which would be of use to parish councils. This item could now be closed. **AS**

056/16 Outstanding – Thames Valley Police request for contact details for emergency planning
The relevant contact details had been forwarded and this item could now be closed.

079/16 Outstanding – Damaged road surface in Main Street and on Mannings Hill by Woodway House
AS had reported the damaged surfaces via FixMyStreet and was asked to also write to the highways department at Oxfordshire County Council to press for action. **AS**

080/16 Outstanding- Dilapidated fence on Back Lane
AS had written to the owner of the fence and had received confirmation that the fence would be removed. This item could now be closed.

081/16 Outstanding – Dead cherry tree on Main Street
The cherry tree had been removed but not replaced. AS was asked to report a dead horse chestnut between the School entrance and the Grounds Farm access. **AS**

082/16 Report on County Council Unitary Workshop 15 June
TH reported that discussions on the proposed conversion of Oxfordshire to a unitary council were at an early stage and a consultation would follow once firm proposals were in place.

083/16 Horton Hospital review – Keep the Horton General campaign to retain services
It was agreed to write to the relevant authorities in support of maintaining services at the Horton Hospital and AS was asked to draft a letter accordingly and put a notice on the notice board. **AS**

Correspondence
084/16 Insurance Renewal
AS confirmed that the renewal documents had been received from Came & Company.
085/16 Closure of Mobile Libraries
It was noted that the mobile library service would cease from 9 September.

086/16 Thames Valley Police Survey **TH**

TH agreed to put the survey on the Sibfords website.

087/16 Vegetation growing over footpath on Mannings Hill

A resident had written about obstructions to the footpath on Mannings Hill and Burdrop Hill. AS had contacted the Clerk of Sibford Gower about Burdrop Hill and OCC about Mannings Hill. It was noted that there was also overgrowth on the road out of the village towards the Elm crossroads. AS was asked to write to the owner to ask for the trees to be cut back. **AS**

Finance

088/16 Clerk's Pay

It was agreed to pay the increased amount in line with the recent NJC pay award, backdated to 1 April. The increase would be £24.96 per annum.

089/16 Bank Transfers

It was noted and agreed that a transfer of £1500 had been made on 20 May. It was agreed to transfer a further £1000 before the next meeting to cover payments. **AS**

090/16 Payments made since last meeting: the following payments were noted and agreed:

- 100684 Thomas Fox Landscaping £36.00 mowing at Cotswold Close play area
- 100685 Sibford Village Hall £300.00 grant funding from Cherwell District Council towards Queen's 90th birthday celebrations
- 100686 OALC £78.00 Chairmanship Training for TH 13 July

091/16 Cheques agreed and signed at the meeting

- 100687 John Hicks £112.32 annual inspection of Cotswold Close play area and fitness equipment
- 100688 Oxfordshire Association of Local Councils £3.00 underpayment for Chairmanship training course
- 100689 Thomas Fox Landscaping £54.00 mowing at Cotswold Close play area

092/16 Receipts since last meeting

- 17.05.16 Cherwell District Council £300.00 grant towards Queen's 90th birthday celebrations
- 27.06.16 Sibford Gower Parish Council £33.50 burial ground fee

093/16 Bank reconciliation to 4 July 2016

The bank reconciliation was checked against the payments and receipts records and the bank statements, and was agreed and signed by GB.

094/16 Budget/Actual Comparison to 4 July

The budget/actual comparison sheet was reviewed and no issues were identified.

095/16 Review of Financial Regulations

It was agreed to review the draft Financial Regulations at the end of the meeting.

096/16 Submission of Annual Return to 31 March 2016

AS confirmed that the Annual Return had been sent to the external auditor.

097/16 Exercise of Public Rights 9 June to 20 July 2016

AS confirmed that the exercise of public rights had been completed as required.

Planning

098/16 Planning Applications

The following planning applications were considered:

- 16/00127/TCA Notice of Intent to undertake works to trees at Applegrove – fell 2 x conifer. No objection.
- 16/01110/F Variation of Condition 9 (Landscaping and Trees) to change wording from 'pre-commencement' to 'prior to occupation' – land adjoining and west of the Small House. No objection.

099/16 16/00944/TEL56 Installation of 1 x 15m lattice tower with 3 antennas, 2 dishes, 2 equipment cabinets and ancillary development within a chain-linked fence enclosure OS Parcel 6176 north west of Elm Farm Sibford Ferris: application withdrawn 9 June.

100/16 Notices of Decision – none received since the last meeting.

101/16 Oxfordshire Countryside Access Forum

A request to consider the preservation and/or enhancement of rights of way when reviewing planning applications was noted.

102/16 Planning Application Neighbour Lists

It was agreed that councillors and the clerk should check that all relevant neighbours were informed of planning applications that might affect their property. TH referred AS to the detailed maps on the district council planning website that would be useful for this purpose. **All**

103/16 Phone Mast Sites

The proposal that the parish council could seek out potential sites for a new phone mast was discussed and it was agreed that there were no suitable sites within the parish.

Any Other Business

104/16 The councillors noted that a new editor for the Sibford Scene was being sought.

105/16 TH had been advised that other local parish councils were seeking maintenance of grips to aid drainage and he asked for any feedback from those present on the importance of grips in the parish. It was agreed that the sloping nature of the village roads aided drainage sufficiently outside of the village boundary.

106/16 A comment was made about the use of the raised section of Lanes End junction for car parking. It was agreed to monitor the situation and report back at the next meeting if this was felt to be problematic. **All**

107/16 It was noted there was a new planning application for the village on the CDC website, and it was agreed there would, therefore, need to be a planning meeting before the next full meeting of the parish council. It was agreed that the planning sub-committee would be TH, AL and GB. **AS**

108/16 It was noted that some information on phone masts had been received from a resident.

109/16 The draft Financial Regulations were reviewed and amended and AS was asked to circulate the revised version to be agreed at the next meeting. **AS**

Date of Next Parish Council Meeting

Thursday, 22 September 2016 at 7.45 pm

There being no further business, the meeting closed at 10.00 pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Planning Meeting held Tuesday, 19 July 2016 at 7.45pm in the Sports Hall Classroom, Sibford School

Present: Cllrs Tim Huckvale (Chair), Ginny Bennett and Adrian Lamb, Clerk

Declarations of Interest: None

1. 16/00959/F Erection of one Low Energy Home dwelling within amenity garden area of High Rock, Stewarts Yard, Sibford Ferris.

Agreed: No objections but the parish council did not find the design of the dwelling in keeping with neighbouring properties although it was accepted that most of the dwelling would not be visible to public rights of way. The parish council would, however, like to see the north east gable end clad in stone to the eaves as this would be visible from the entrance to Stewarts Court and would better reflect the design of nearby dwellings.

2. 16/01270/F Single storey rear and side extensions, conversion of garage to habitable accommodation and erection of detached garage at Old Court House.

Agreed: No objections but the parish council wanted to see the new garage located in such a way to permit vehicles to turn within the property curtilage in order to exit forwards. This is because the lane the property is situated on is also a public footpath and there is little vision for vehicles reversing from the access point to the property.

3. 16/00127/TCA Notice of Decision – permission to fell two conifers at Applegrove was noted.

4. The Clerk was asked to verify the planning permission status of the extension at the Fold as no documents had been received.

5. It was agreed the next meeting would be fixed in accordance with planning applications received.

There being no further business, the meeting closed at 8.30pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Planning Meeting held Monday, 15 August 2016 at 7.45pm in the Sports Hall Classroom, Sibford School

Present: Cllrs Tim Huckvale (Chair), Maureen Hicks, Ginny Bennett and Adrian Lamb; Clerk

1. Declarations of Interest: The Small House (AL)

2. The minutes of the last meeting, 19 July, were agreed and signed by the Chair.

3. 16/00159/TCA 35, T36, T41, T42 x Norway Spruce - Fell T24 x Southern Beech - Fell T52 x Holly - Fell H1 x Beech Hedging - Remove and replant Beech hedge in keeping with the remainder of boundary - The Small House, Sibford Ferris, Banbury OX15 5RG – AL took no part in discussions on this item. It was agreed there were no objections and no further comments.

4. 16/01145/F Widening of two 1st floor window openings and replacement of windows on west elevation of house. Deepening of one ground floor window opening and replacement of window. Replacement of one ground floor window opening and replacement of window with French doors - The Forge, Main Street, Sibford Ferris, Banbury OX15 5RG – it was agreed there were no objections and no further comments.

5. 16/01405/LB Replacement of windows and doors to western elevation along with the insertion of a new window to the dining room - Stables Cottage, Main Street, Sibford Ferris Banbury OX15 5RE – it was agreed there were no objections and no further comments.

6. 16/01426/F Two storey rear extension and insertion of windows into the existing dwelling - 13 Cotswold Close, Sibford Ferris, Banbury OX15 5QP – it was agreed there were no objections and no further comments.

7. Any Other Business
A Notice of Decision had been received – Permission granted for 16/01110/F Variation of Condition 9 (Landscaping and Trees) – change the wording of the condition from 'pre-commencement' to 'prior to occupation'.

8. The date of the next meeting was fixed for 30 August 2016.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Planning Meeting held Tuesday, 30 August 2016 at 7.45pm in the Sports Hall Classroom, Sibford School

Present: Cllrs Tim Huckvale (Chair), Ginny Bennett and Adrian Lamb; Clerk; Mr N Quinn of Yiangou Architects; one member of the public

1. Declarations of Interest: None

2. The minutes of the last meeting, 15 August, were agreed and signed by the Chair.

3. 16/01563/F Demolition of an existing dwelling and a range of large-scale equestrian buildings and the erection of a replacement dwelling including associated works and landscaping (resubmission 15/0193/F) at Muddle Barn Farm, Colony Road, Sibford Gower.

The architect for the proposed buildings, Mr Neil Quinn, gave a short representation in support of the application, explaining that the proposed house had been reduced in size from the previous application and its siting had been altered to reduce its impact on the landscape. He also advised that the proposed size would not represent a significant increase in size above the theoretical floor plan of the existing property should all permitted development rights[1] be taken up, and pointed out that some of the existing equestrian buildings would be used for other purposes so there would be a net development reduction in outbuildings.

Decision: it was agreed that the height of the proposed dwelling, being three storeys against the existing two, would still make it highly visible to the east and from the valley due to its siting on a hill and that it would still be out of keeping with the dwellings around it. This development would affect the visual amenity of residents of Sibford Ferris.

The parish council would therefore object to the application.

Mr Quinn was thanked for attending and left the meeting.

4. 16/01552/F Variation of condition no. 5 (Noise Management Plan) of Application 14/0172/F at Swalcliffe Park Equestrian, Park Lane, Swalcliffe.

The applicant wished to increase the permitted noise level to 55Db from 45Db and remove the requirement to measure noise levels at specified properties.

It was found that some of the information provided on noise level measurement lacked clarity and there was no consensus between the two surveys available for public reading, as they produced differing results. It was therefore not possible for the parish council to make a decision based on technical data. However, it was agreed that the parish council would not like noise levels to increase above their present level, for the sake of those affected on events days within the parish.

For the protection of the interests of residents, the parish council would therefore object to the application.

The member of the public left following this item.

[1] Permitted development does not include increased height.

5. 16/01609/TP T2 Ash – Crown thin 20%, lift crown, remove lowest 6 branches less than 50mm diameter – subject to TPO 22/2011 at Penn House, 9 Walford Road.

This application was considered in conjunction with 16/00212/TCA T1 Beech, as above but not subject to TPO.

It was agreed there were no objections but the Clerk was asked to comment on the screening role of trees to the north of Walford Road properties.

6. 16/01525/F Erection of a two-storey cottage with 2 en-suite bedrooms, kitchen, dining and lounge facilities. Permission also required for the siting of a garden shed at the Pheasant Pluckers Inn, Burdrop.

It was agreed there was no objection to the siting of a garden shed.

However, because the erection of a cottage would impact the visual amenity of the residents of Sibford Ferris, for the following reasons it was agreed to object to this part of the application:

- The proposed cottage would be considerably higher than the public house and ancillary buildings directly adjacent to it.

- The cottage would remove parking spaces for the public house and could affect its viability.

- Part of an existing stone boundary wall would be demolished. The wall was considered to be a feature and part of the street scene.

- The details of the finish of the cottage were not included on the plans and the dimensions were not visible. However, from the information available, it was agreed the design did not sit well with the vernacular and would be highly visible.

- The cottage would be accessed across land not in the ownership of the applicant, according to the Land Registry document used in the application.

7. Any Other Business
There was none.

The meeting closed at 9.05pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Parish Council Meeting held Thursday, 22 September 2016 at 7.45pm in the Sports Hall Classroom, Sibford School

Present at the meeting were: Councillors Tim Huckvale (Chair), Maureen Hicks (Vice-Chair), Peter Robinson, Ginny Bennett and Adrian Lamb, Anita Spencer (Clerk), County and District Councillor George Reynolds and one member of the public

The Chair read out a statement on the recording of meetings.

Apologies – none

Declarations of Interest: None was declared against the items on the agenda.

Minutes of the previous meeting: the minutes of the meeting of 4 July were agreed and signed by the Chair as an accurate record.

Matters arising from the previous meeting:

2/13 Ongoing – Superfast broadband for Sibford Ferris
TH advised that the latest estimated date for provision of superfast broadband was towards the end of 2017. **TH**

18/14 Ongoing – Affordable housing/Amenity land/TOE2 funding
MH reported she had received confirmation that the option on the land had been removed and a new contract was being drawn up between the developer and the landowner. As a result, a new planning application would have to be submitted and was expected in the near future. **MH**

19/14 Ongoing – Fitness equipment
Following the notification from Wicksteed of two finger-trapping accidents involving their surfer, a new risk assessment had been drawn up by PR and was unanimously agreed. It was reported that black grease had appeared on the surfer and AL kindly agreed to investigate. **AL**

20/14 Ongoing – Cotswold Close play area
AS had applied a sample of the wood cleaning product which had worked well. It was agreed to try to time the cleaning with tree pruning, with a view to closing the play area for one day for the work to be carried out. There would be advance publicity of any closure. **PR** **AS**

30/14 Outstanding – Damaged bench on Hook Norton Road
AL would attend to repairs to the bench. **AL**

31/14 Outstanding – Douglas Tonks
HMRC had responded to the complaint letter of 17 February and required payment of the outstanding tax. However, HMRC had made a redress payment of £50.00 for the delay in responding and also waived the interest. It was agreed to pay the £480.80 outstanding tax. AS was requested to write to the receiver dealing with the case to inform them that this amount was owed to the parish council by Douglas Tonks. **AS**

106/15 Outstanding – Assets of Community Value
TH advised that Sibford Gower Parish Council had asked the district council planning department to take enforcement action against the owners of the Bishop Blaize (known as the Pheasant Pluckers Inn) for residing on the premises whilst not opening them as a public house. The meeting on how to operate the premises as an ACV if acquired as such was to take place soon. There had been no further action on the viability of registering the village shop as an ACV. **TH**

019/16 Outstanding - Revised Publication Scheme
TH would draft a Scheme for consideration by members. **TH**

020/16 Outstanding - Footpath sign at the Brambles, Woodway Road
It was agreed to retain this item until the sign had been replaced. Under this heading, TH advised that he had volunteered as footpath warden for Sibford Ferris. **TH**

054/16 Outstanding – Possible speed sign collaboration with neighbouring parishes
AS reported there had been no further developments on a collaboration and was asked to make contact again with Swalcliffe Parish Council. A resident of Sibford Ferris asked to speak on the subject of traffic volume and speed and following discussion it was agreed: that the resident would clean and clear the vegetation from the existing 30mph signs; a letter to Oxfordshire Highways would be drafted suggesting the 30mph zone on the Hook Norton Road be moved back to Shortlands to give vehicles more time to slow down before the Sibford School entrance and the built-up area; when considering any new application for an affordable housing scheme on the Hook Norton Road, the opportunity to achieve reduced traffic speeds would be included in discussions with the district council. Other items discussed and put on hold for further consideration were: requesting a white 'H' across the entrance to Back Lane to discourage parking close to the junction; requesting a reduction from 30mph to 20mph for the village in view of the lack of footpaths. **AS**

079/16 Outstanding – Damaged road surface in Main Street and on Mannings Hill by Woodway House
AS reported she had met with an inspector who had photographed the damaged surfaces and would be reporting back to her department. AS was requested to approach Sibford Gower Parish Council to see if their forthcoming meeting with a Highways representative could be extended to Sibford Ferris. **AS**

081/16 Outstanding – Dead horse chestnut tree on Hook Norton Road
The tree had been noted by highways. There had been no action to date.

082/16 County Council Unitary proposals - update
GR informed the meeting that the new national government had suspended its work on devolution and the district council's proposals for change had been put on hold. However, the county council were pressing forward and a consultation and referendum were expected to take place in the future. No action was required at present.

083/16 Horton Hospital review – Keep the Horton General campaign to retain services
The parish council had written to the Oxfordshire Clinical Commissioning Group in support of the retention of services at the Horton Hospital and a letter of response had been received.

087/16 Vegetation growing over footpath on Mannings Hill and into road out of the village towards the Elm crossroads
It was noted that the verges had been cut since the last meeting and a resident had cut back the overhanging trees. The hedging growing out in the road towards the Elm crossroads had been reported to Highways and responsibility for cutting it back was under investigation. The highways officer had requested that the School hedge opposite the gardens of Mannings Close houses also be trimmed back and PR agreed to arrange this. AS was asked to write to the owners of the property opposite the shop to ask that they also cut back trees growing over the road. **PR** **AS**

110/16 Chairmanship Training 13 July Report
TH reported that he had identified three areas for possible action: 1) Creation of a planning committee (actioned); 2) Improved communication with residents that they were welcome to attend and/or speak at any parish council or planning committee meeting and also request items be put on the agenda; 3) Use of social media such as Facebook to improve communications and engagement with the community. TH agreed to present a document outlining his proposals for 2) and 3). **TH**

Correspondence

111/16 7.7.16 Letter from Came & Co advising of change of trading style, company number and regulatory number – noted.

112/16 11.7.16 Letter from Victoria Prentis MP re OCC cuts to buses – noted

113/16 14.7.16 Email from OCC Waste Management Team about householder consultation on the future of waste management in the county – a poster had been put on the notice board.

114/16 4.8.16 Letter from OCC Highways and Transport re Oxfordshire Comet bookable transport service – noted and poster on notice board.

115/16 8.8.16 Email from Oswyn Murray about Hook Norton Low Carbon AGM. TH advised he had attended the AGM and did not believe the Low Carbon initiative on a housing project in Hook Norton (on council-owned land) would translate to the Sibford Ferris affordable housing site where the land was in private ownership.

116/16 9.9.16 Email from Nortoft Consultants for CDC requesting completion of a questionnaire for an Open Space, Sport and Recreation Review – questionnaire completed and returned to Nortoft.

117/16 12.9.16 Letter from Victoria Prentis MP re Department of Transport's Community Transport Minibus Fund – noted.

Finance

118/16 Bank Transfers

It was noted and agreed that a transfer of £2000 had been made on 22 September from the savings to the current account.

119/16 Returned cheque

Cheque no. 100688 for £3.00 had been returned by OALC, no longer required and the accounts had been updated.

120/16 Cheques agreed and signed at the meeting

- 100690 Thomas Fox Landscaping £72.00 for mowing at Cotswold Close play area against invoices 20642 and 20828
- 100691 Mrs A Spencer £1254.11 for wages
- 100692 HM Revenue & Customs £480.80 for outstanding tax (see 31/14 above)

121/16 Receipts since last meeting

- 9.7.16 HMRC £50.00 redress payment (see 31/14 above)
- 5.9.16 Barclays Bank plc £1.51 interest
- 14.9.16 Cherwell District Council £3429.00 precept payment

122/16 Bank reconciliation to 22 September 2016

The bank reconciliation was checked against the payments and receipts records and the bank statements, and was agreed and signed by GB.

123/16 Budget/Actual Comparison to 22 September

The budget/actual comparison sheet was reviewed and a grass cutting payment of £45.00 for July was found to be missing and AS was requested to make the correction.

124/16 Review of Financial Regulations

The revised Financial Regulations had been amended as follows: para 5.4 - addition of "and conditions set out in 5.5 are met"; para 5.5 c) - the permitted transfer amount would be amended to £2000; '(England)' to be removed from the title. The revised Financial Regulations were agreed and adopted.

125/16 Annual Return to 31 March 2016

The audited Annual Return had been received with no issues arising and was approved and accepted.

126/16 Exercise of Public Rights

Sections 1 to 3 of the Annual Return had been displayed on the notice board and the Sibfords website for the required period.

Planning

127/16 Terms of Reference of Planning Committee

The Terms of Reference were being considered and would be presented for approval at the November meeting. TH

128/16 Planning Meetings held since 4 July

There had been meetings on 19 July, 15 August and 30 August. The signed minutes would be attached to these minutes.

129/16 Minutes of Planning Meeting of 30 August

The minutes were agreed by the members of the Planning Committee and signed by the Chair.

130/16 Planning Applications received since the last meeting

The following application had been notified to AS via the CDC public access tracking system:

- 16/01834/Q56 Change of use of existing cart shed to 2 No. dwellings at Parsons Barn Farm, Shutford Road

It was agreed that this property was situated in Sibford Gower and no discussion was required.

131/16 Notices of Decision received since last meeting:

- 16/00159/TCA 4 x Norway Spruce – Fell, 1 x Southern Beech – Fell, 1 x Holly – Fell, 1 x Beech hedge – remove and replant at The Small House: permission granted
- 16/00959/F Erection of one 'Low Energy Home' dwelling within amenity garden area of High Rock: permission granted **All**
- 16/01426/F Two storey rear extension and insertion of windows into the existing dwelling at 13 Cotswold Close: permission granted

132/16 Cherwell District Council Local Enforcement Plan

Copies of the Plan were distributed to councillors for information.

133/16 Cherwell District Council Publication of Adopted Statement of Community Involvement 18 July 2016

It was noted that a copy of the Statement had been received.

Any Other Business

134/16 Car parking

AS was asked to put a notice in the SIbford Scene requesting that those residents who had access to off-road parking and/or a garage use these facilities rather than parking kerbside or on verges as these practices were causing obstructions and loss of visibility for other road users. **AS**

135/16 Phone Mast Pre-Application

GR advised he had received a ward pre-application enquiry about the siting of a 21m phone mast on the north side of the B4035 near the Epwell turn. It was noted that the land was in the parish of Sibford Gower but GR offered to forward the enquiry for information. **GR**

Date of Next Parish Council Meeting

Monday, 14 November 2016 at 7.45 pm

There being no further business, the meeting closed at 9.30 pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Planning Meeting held Tuesday, Monday, 31 October 2016 at 5.30pm in the Sports Hall Classroom, Sibford School

Present: Cllrs Tim Huckvale (Chair), Ginny Bennett and Maureen Hicks; Clerk

Apologies: Adrian Lamb due to personal interests in Items 3 and 4.

1. Declarations of Interest of those present: None

2. The minutes of the last meeting, 30 August, had been agreed and signed by the Chair at the parish council meeting on 22 September.

3. 16/00276/TCA T1 x Sycamore – crown raise to 5 metres over garden boundary – this will remove the first three lowest limbs to the stem over the garden side of the crown, The Small House, Sibford Ferris

Decision: there were no comments on this application

4. 16/00280/TCA T1 x Lawson – remove secondary stem to clear neighbouring property. T2 x Yew – cut back by up to 2.0 m from property, Malvern House, Sibford Ferris

Decision: there were no comments on this application

5. 16/00304/TCA T1 x Conifer – fell, Little London, Sibford Ferris

Decision: there were no comments on this application

6. 16/02030/F Erection of a single-storey building providing 3 no. en-suite letting rooms – re-submission of 16/01525/F, the Pheasant Pluckers Inn, Burdrop

A decision on this application was deferred to the full parish council meeting on 14 November.

7. Any Other Business

- It was agreed to continue reviewing planning applications through planning meetings.
- It was agreed that the Clerk would notify applicants of the date on which their applications would be considered.

The meeting closed at 6.30pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Parish Council Meeting held Monday, 14 November 2016 at 7.45pm in the Sports Hall Classroom, Sibford School

Present at the meeting were: Councillors Tim Huckvale (Chair), Maureen Hicks (Vice-Chair), Peter Robinson (from 8.15pm), Ginny Bennett and Adrian Lamb, Anita Spencer (Clerk) (from 8.20 pm), County and District Councillor George Reynolds (from 8.30 pm) and seven members of the public.

The Chair read out a statement on the recording of meetings.

Apologies – Peter Robinson, George Reynolds and Anita Spencer would be late.

Declarations of Interest: None was declared against the items on the agenda.

Minutes of the previous meeting: the minutes of the meeting of 22 September were agreed and signed by the Chair as an accurate record.

136/16 The planning item, 16/02116/F 7 Walford Road - agricultural barn on agricultural parcel, was brought forward in order for members of the public interested in the application to make representations. All were opposed. It was agreed to object to the planning application on the grounds that:

- The proposed barn would have a huge impact on the valley within the Conservation Area.
- Historically, all planning applications in the Conservation Area in the valley between the two settlements had been refused, and this proposed development would create a precedent for future applications.
- The proposed barn would be visible from many points in Sibford Ferris, Sibford Gower and Burdrop – in contradiction to the applicant's assertion on this point.
- Access to all the agricultural paddocks in the valley was from Mannings Hill. This access was restricted to mowing machinery, as shown in the residents' deeds, a restriction which was part of the original planning consent for the development.
- The proposed lighting to the barn would cause light pollution in the conserved valley.
- There are many springs rising in the valley and effluent from the development might affect water courses in the vicinity.

Five members of the public left the meeting after this item and were thanked for their attendance.

Matters arising from the previous meeting:

2/13 Ongoing – Superfast broadband for Sibford Ferris
TH confirmed that the latest estimated date for provision of superfast broadband was towards the end of 2017. **TH**

18/14 Ongoing – Affordable housing/Amenity land/TOE2 funding
MH advised that the developer had withdrawn the planning application for outline permission on the affordable housing project on the Hook Norton Road but believed that talks were ongoing. **MH**

19/14 Ongoing – Fitness equipment
Further to reports of black grease on the surfer, AL had kindly inspected the bearing and found it to be working correctly. It was agreed to monitor the surfer for further indications of wear. **AS**

20/14 Ongoing – Cotswold Close play area
AS had reported rot in one leg of the wooden seat next to the digger pit. AL kindly offered to repair the leg and it was agreed to accept with thanks. PR advised that the hedge trimming and crown lifting in the play area could be done within the next two weeks alongside School tree works. AS confirmed that the wood cleaning solution would be applied after the tree works were completed. **PR** **AS**

30/14 Outstanding – Damaged bench on Hook Norton Road **AL**
AL would attend to repairs to the bench.

106/15 Outstanding – Assets of Community Value
TH advised that the meeting to discuss the possible purchase of the Pheasant Pluckers Inn was still to take place. There had been no further action on looking to register the shop as an ACV. **TH**

019/16 Outstanding - Revised Publication Scheme
TH would draft a Scheme for consideration by members. **TH**

020/16 Outstanding - Footpath sign at the Brambles, Woodway Road
It was agreed to retain this item until the sign had been replaced.

054/16 Outstanding – Possible speed sign collaboration with neighbouring parishes
There had been a meeting on 11 October with the Highways Area Steward to discuss highways matters, including the issue of speeding, particularly on the Hook Norton Road.
The following was noted as resulting from the meeting:

a) A Highways verges map had been received;
b) Highways would cut back the overhanging vegetation opposite the shop and opposite the garden of Little London;
c) The shiny road surface between village entrance and Wade Lane would need to be power-washed to remove excess tar but no date had been given for the work;
d) The damaged surfacing by shop and Lanes End would require a road closure to repair but no date had been set;
e) The request for a 'Road narrows' sign by Wayside Cottage could not be agreed as there was no money for signs;
f) The repainting of white lines would most probably be held back until April 2017 when the new budget came in;
g) A damaged kerb outside Anne's Cott had been identified as a slip hazard and had been repaired with tarmac;
h) Re the extension of the 30mph zone southwards on the Hook Norton Road, the parish council had been advised the cost would have to be borne by the parish (around £3250) and the maximum permitted extension was thought to be 30 metres;

It was agreed to write to Highways to ask when the road repairs and line repainting would be carried out and also to enquire if it would be more economical to install a 'countdown' sign approaching the 30mph zone on the Hook Norton Road. AS agreed to follow up communications on the possible speed sign collaboration with neighbouring parishes. **AS**

081/16 Outstanding – Dead horse chestnut tree on Hook Norton Road
There had been no action to date. The condition of the tree would be monitored.

087/16 Outstanding – School hedge overgrowing Main Street
PR agreed to request that the hedge was cut back at the next visit from the School's contractor. **PR**

110/16 Outstanding - Chairmanship Training 13 July Report
TH would present suggestions for improved communication with the parish for the next meeting. **TH**

134/16 Ongoing – Car Parking Issues in Sibford Ferris
A notice had been placed in the November Sibford Scene requesting residents with parking facilities to use them more but there had been no improvement. The situation would be monitored.

137/16 Cherwell District Council Parish Liaison Meeting, 9 November
Two items from the Liaison Meeting were identified for the village:

- The BT phone box was marked for removal but could be purchased for a £1. It was agreed there would be no objection to its removal.
- The Cherwell Local Plan Part 1 – Partial Review: Oxford's Unmet Housing Need – Options Paper consultation was open until 9 January 2017. It was agreed a representative should go to the workshop on 12 December. There were two proposed sites in Sibford Ferris but Cllr Reynolds advised that more southerly sites were likely to be favoured. The Local Plan Part 2 consultation would commence in the new year.

Correspondence
138/16 23.10.16 Letter from 'Hands off the Horton' advising of national policy to close local hospital services.

Finance

139/16 Bank Transfers since the last meeting – none.

140/16 Cheques agreed and signed at the meeting

- Cheque No. 100693 Thomas Fox Landscaping £36.00 for mowing at Cotswold Close play area against invoice 21194
- Cheque No. 100694 Sibford Gower Parish Council £569.00 for contribution to burial ground maintenance.

141/16 Receipts since last meeting

- 24.9.16 Sibford Gower Parish Council burial ground fee £100.00
- 17.10.16 HMRC VAT repayment £134.61

142/16 Bank reconciliation to 14 November 2016

The bank reconciliation was checked against the payments and receipts records and the bank statements, and was agreed and signed by GB.

143/16 Budget/Actual Comparison to 14 November

The budget/actual comparison sheet was reviewed and agreed.

144/16 2017/18 Draft Budget

It was agreed to maintain the precept at the current level of £6858. The Clerk would present the draft budget for final agreement at the next meeting. **AS**

Planning

145/16 Terms of Reference of Planning Committee

The Terms of Reference were being considered and would be presented for approval at the January meeting. **TH AS**

146/16 Planning Meetings held since 22 September

There had been a meeting on 31 October. The minutes were agreed by those present at the planning meeting, were signed by the Chairman and would be attached to these minutes.

147/16 Planning Applications received since the last meeting

The following applications had been received:

- 16/000308/TCA Swallows Cottage 1 x cherry – fell. It was agreed there were no objections.
- 16/02116/F 7 Walford Road – agricultural barn on agricultural parcel – discussed at 136/16 above.
- 16/02030/F The Pheasant Pluckers Inn, Burdrop – erection of a single-storey building providing 3 no. en-suite letting rooms. Although this item had been missed from the Agenda, as it had been deferred at the Planning Meeting on 31 October for discussion at this meeting, it was agreed that it could be discussed. It was agreed to object to the application on the basis that the economic viability of the public house had not been demonstrated and that a building on the car park would detract from the ability of the business to be viable.

148/16 Notices of Decision received since last meeting:

- 16/01834/Q56 Parsons Barn Farm – change of use of existing cart shed – permission refused **All**
- 16/01563/F Demolition of an existing dwelling and a range of large-scale equestrian buildings and the erection of a replacement dwelling including associated works and landscaping (resubmission 15/0193/F) at Muddle Barn Farm, Colony Road, Sibford Gower – permission refused
- 16/00276/TCA 1 x sycamore – crown raise to 5 metres over garden boundary, The Small House, Sibford Ferris – permission granted
- 16/00280/TCA T1 x Lawson – remove secondary stem to clear neighbouring property T2 x yew – cut back by up to 2.0m from property, Malvern House, Sibford Ferris – permission granted

Any Other Business

149/16 A complaint had been received by a local farmer about the state of a bridleway gateway.

150/16 Cllr Reynolds advised that a planning application had been received for a phone mast on the B4035.

Date of Next Parish Council Meeting

Monday, 16 January 2017 at 7.45 pm

There being no further business, the meeting closed at 9.45 pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of the Extraordinary Parish Council Meeting held on 5 January 2017 at 7.00pm in the Sports Hall Classroom, Sibford School

Present at the meeting were: Councillors Tim Huckvale (Chair), Maureen Hicks, Ginny Bennett (until 7.45pm) and Adrian Lamb, Anita Spencer (Clerk), County and District Councillor George Reynolds and 19 members of the public

The Chair read out a statement on the recording of meetings.

Apologies: None received

Declarations of Interest: TH declared a pecuniary interest in planning application 16/00361/TCA

1. **Planning application 16/00361/TCA T1 x Lawson – Fell to ground, 2 Mannings Close**
TH left the room for the duration of discussions and the decision on this application as it was for his own property.
It was agreed there were no objections or comments.

2. **Cherwell District Council Consultation on Local Plan Part 1 Partial Review 14 November 2016 to 9 January 2017 – to address Oxford's Unmet Housing Need**

TH summarised for the benefit of those present the purpose of the Partial Review of CDC Local Plan Part 1 and advised that the extraordinary meeting had been called because two sites in Sibford Ferris had been put forward and were being evaluated by the District Council. In order to apply perspective to the discussion, TH pointed out that the Review was being considered by the District Council on an area-by-area basis, with nine different categories of area identified (A to I) in order of suitability, with the rural areas being 'I'. He added that a number of negatives against development in the rural areas were listed in the Review document.

The consultation consisted of 24 questions but it was agreed that it was only necessary to respond to Question 11: *Do you have any comments on the sites that have been identified?*

TH then opened the meeting to members of the public to put questions and make comments; the following points were clarified:

a. The consultation being considered at the meeting was concerned solely with sites intended to address Oxford's Unmet Housing Need and the District Council had only accepted for consideration those that were large enough for at least 100 houses. Therefore, the sites under consideration in Sibford Ferris could theoretically provide upwards of 200 houses.

b. The Local Plan Part 2 consultation on sites to meet the national housing need (10+ houses) would be published as an Options Paper at the end of January 2017; the two sites put forward in the Partial Review could re-appear, in addition to the site submitted in the initial draft. Each site submission would be accompanied by a district council evaluation.

c. TH confirmed that the final decisions on the Partial Review lay with the district council and the parish council input was only part of the consultation process.

d. TH confirmed the councillors came to the meeting with open minds.

e. TH asked the members of the public present whether there was any support for either of the proposed sites and there was none. It was agreed that the proposed numbers were not sustainable given the infrastructure of the village: narrow roads with pinch points, no footpaths and on-street parking, particularly around the shop; sewerage limitations; heavy traffic at certain times already overloading the road system. TH confirmed that for the Partial Review, parishes were not grouped together when sites were considered, although for the Local Plan Part 2 the Sibfords were regarded as one Class A village.

f. Members of the public pointed out the representations from the two agents who had put the sites forward contained several inaccuracies and it was agreed that these would be looked at closely and corrected where necessary in the parish council's response to the consultation.

g. It was agreed also to point out that the negatives applied to the rural areas in the Partial Review document were all applicable to Sibford Ferris. Additionally, the requirement for new housing to be located so as to permit access to Oxford without the use of a car could not be fulfilled.

h. It was agreed to point out that Sibford Ferris was close to the Cotswold AONB.

i. There was a suggestion to use development proposals from other villages that had been turned down as precedents but Cllr Reynolds warned that each application was different and advised against doing so.

j. A resident of Sibford Gower suggested asking for support from the Sibford Gower Parish Council and it was agreed to contact them as their infrastructure would be affected by a large population increase. It was confirmed that no sites had been put forward in the Gower.

k. MH was asked about the status of the affordable housing proposals on the Hook Norton Road and she advised that the scheme had not progressed as the land had not been sold to the developer. MH confirmed that the land involved, which was included in the Partial Review site allocation proposal, would remain as a Rural Exception Site, if not accepted for inclusion in the Partial Review.

l. It was agreed to point out to the District Council that the parish council, having supported the affordable housing proposal, was not taking a reactionary stance on the question of housing, as also illustrated in the Sibfords Community Plan, finalised in 2012, which set out a vision of 10-20 additional houses for the two parishes in the next 20 years.

m. A question was asked about the status of any land remaining if only part was allocated for housing and it was confirmed that it would still be agricultural.

n. TH pointed out to the meeting that even if land was included in Local Plans, any development would have to go through the full planning process.

o. TH asked if Cllr Reynolds would like to add anything. Cllr Reynolds commented that he believed the parish council was correct in providing responses to Question 11, although, in his opinion, the fulfilment of Oxford's housing needs would be concentrated in the area around Kidlington. He advised that there would need to be a careful consideration of the Part 2 proposals coming at the end of the month and he agreed that the village's infrastructure would not take 100 houses.

p. A member of the public commented that the density of houses on the site on the Hook Norton Road would be too great for the area and also pointed that previous proposals for housing on the field behind Little London had been turned down.

q. TH was asked about the timetable for the Partial Review and agreed to put it on the village website, Sibford Scene and notice board. He advised that the Submission Document would be published in May/June 2017 and there would be a further consultation on that. He agreed that, if sites in Sibford Ferris were retained in the document, there would be a further public meeting. The final publication date for the Partial Review was April 2018.

3. **Consultation on Cherwell District Council Community Infrastructure Levy (CIL)**
It was agreed that the parish council would not comment on the proposals. However, TH advised that if they were adopted, the parish council would benefit by approximately £35.00 per square metre of internal floor space of each new house built. Cllr Reynolds added that he supported the proposals as in the past, villages had taken in sometimes large developments with little benefit to the community.

4. **Consultation on Cherwell District Council Development Contributions Supplementary Planning Document (SPD)**
It was agreed that the parish council would not comment on the proposals.

5. **Any Other Business**
There was none.

TH thanked everyone for attending the meeting and for the valuables contributions made during discussions.

The meeting closed at 8.20pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Parish Council Meeting held Monday, 16 January 2017 at 7.45pm in the Sports Hall Classroom, Sibford School

Present at the meeting were: Councillors Tim Huckvale (Chair), Maureen Hicks (Vice-Chair), Peter Robinson, Ginny Bennett and Adrian Lamb, Anita Spencer (Clerk), and two members of the public.

The Chair read out a statement on the recording of meetings.

Apologies – none received.

Declarations of Interest: None was declared against the items on the agenda.

Minutes of the previous meetings: the minutes of the meeting of 14 November and of the extraordinary meeting of 5 January were agreed and signed by the Chair as an accurate record.

Matters arising from the previous meeting:

2/13 Ongoing – Superfast broadband for Sibford Ferris
TH confirmed that the latest estimated date for provision of superfast broadband was towards the end of 2017. **TH**

18/14 Ongoing – Affordable housing/Amenity land/TOE2 funding
MH advised that matters had come to a standstill on the affordable housing project and it was agreed it was a question of waiting for the outcome of the ongoing Local Plan sites options deliberations. **MH**

19/14 Ongoing – Fitness equipment
Following reports of rusting on the space walker, AL kindly agreed to look at the unit and advise on a remedy. **AL**

20/14 Ongoing – Cotswold Close play area
It was agreed to purchase a new rot-proof bench to replace the rotting one by the digger pit and the Clerk was asked to find some examples for consideration. PR confirmed that the tree work would be done before the spring. AS advised that the greening of the wooden play equipment had worsened and it was agreed to close the play area for a day when dry weather was expected in order to treat it. AL kindly agreed to look into supplies of protective clothing and equipment. AS was asked to put a note in the Sibford Scene about the closure which would be in February, weather permitting. **AS** **PR** **AS** **AL** **AS**

30/14 Outstanding – Damaged bench on Hook Norton Road **AL**
AL would attend to repairs to the bench.

106/15 Outstanding – Assets of Community Value
There was nothing further to report on the registration of the Pheasant Plucker's Inn as an ACV. It was agreed not to pursue the registration of the village shop and that part of the item could be closed. **TH**

019/16 Outstanding - Revised Publication Scheme
TH would present a draft scheme to the next meeting. **TH**

020/16 Outstanding - Footpath sign at the Brambles, Woodway Road
The Clerk was asked to chase Oxfordshire Highways to replace the sign. **AS**

054/16 Outstanding – Highways matters
It was confirmed that some of the highways matters discussed with the Area Steward in November had been attended to but the Clerk was asked to monitor:

- Repainting of white lines
- Removal of dead horse chestnut tree on Hook Norton Road **AS**
- Repairs to shiny surface between Little London and Wade Lane.

And to chase:

- Cutting back of overhanging vegetation opposite the garden of Little London. **AS**

PR confirmed he would ask his contractor to cut back the school hedge between Lanes End and Haven Cottage. **PR**

As discussions with the county council on speed reduction measures had not had a positive outcome, it was agreed that the best chance for the village to address this problem was if anything came of any housing proposal for the Hook Norton Road.

110/16 Outstanding – Proposals to improve communication with the parish

The need for improved communications had been raised at the extraordinary meeting on 5 January by residents and it was agreed a communications gap existed between meetings and editions of the Sibford Scene. TH proposed, and it was agreed, to provide for a future meeting proposals for a parish council Facebook page in order to bridge that gap. A Facebook page could have links to the village website. The following points were agreed to be important: the provision of an administrator to control the content and manage parish council responses; understanding of the legalities of a public body operating a Facebook page. TH had suggested to the district council that they include social media as a topic for a future parish liaison meeting. It was also agreed to adopt a resident's proposal to better publicise the email alerts linked to the village website that people could sign up to and be notified of new planning applications, etc. Additionally, the Clerk was asked to maintain on the notice board a list of Sibford Ferris planning applications still within the neighbour consultation period. **TH** **TH** **AS**

134/16 Ongoing – Car Parking Issues in Sibford Ferris

It was agreed that there had been no improvement to the problems caused by parking on the road and on verges.

Correspondence

001/17 6.1.17 A letter had been received from Victoria Prentis asking for her social media campaign to record journey times to the John Radcliffe(#Banbury2JR) to be publicised in the parish and it was agreed to put it on the village website, the notice board and to ask if the shop would keep the forms on the counter. **TH** **AS**

002/17 9.1.17 Following an email from OALC on forthcoming training events, it was agreed to book "Social Media" on 17 May for TH. **AS**

003/17 11.1.17 Further to an email from CDC Environmental Services on the 2017 Spring Clean, it was agreed to hold the event on 11 March and the Clerk was asked to put a notice in the Sibford Scene as appropriate. **AS**

Finance

004/17 Bank Transfers since the last meeting

It was noted that £1000.00 had been transferred from the deposit account on 17 November.

005/17 Cheques signed since the last meeting to be agreed

Cheque No. 100695 17.11.16 £36.00 Thomas Fox Landscaping for mowing at Cotswold Close Play Area

006/17 Cheques agreed and signed at the meeting

- Cheque No. 100696 Mrs A Spencer £9.99 repayment of wood cleaning product for Cotswold Close Play Area
- Cheque No. 100697 Oxfordshire Playing Fields Association £20.00 donation
- Cheque No. 100698 Sibford School £40.00 donation
- Cheque No. 100699 Sibford Scene £50.00 donation
- Cheque No. 100700 Banbury Citizens' Advice Bureau £25.00 grant
- Cheque No. 100701 Sibford Village Hall £400.00 grant

007/17 Receipts since last meeting noted

- 5.12.16 Barclays Bank plc £1.65 interest payment
- 13.12.16 Sibford Gower Parish Council £100.00 burial fee

008/17 Bank reconciliation to 16 January 2017

The bank reconciliation was checked against the payments and receipts records and the bank statements, and was agreed and signed by GB.

009/17 Budget/Actual Comparison to 16 January 2017

The budget/actual comparison sheet was reviewed and agreed.

010/17 2017/18 Budget

It was agreed to maintain the precept at the current level of £6858. In recognition of the extra work caused by the creation of the Planning Committee, it was proposed and agreed to increase the Clerk's paid working hours from five to six hours per week and the budget was adjusted accordingly and agreed. The Clerk was asked to submit the Precept Demand to the district council. **AS**

Planning

011/17 Terms of Reference of Planning Committee

The draft Terms of Reference as presented to the councillors prior to the meeting were amended to remove a reference to the checking of neighbour lists by the Clerk as this was not a statutory duty, although desirable. The revised Terms of Reference were agreed and adopted without further amendments.

012/17 Cherwell District Council Planning Consultations: **Local Plan Part 1 Partial Review Options, Community Infrastructure Levy (CIL) Draft Charging Schedule and Draft Developer Contributions Supplementary Planning Document (SPD)**

Following the meeting on 5 January called to discuss the consultations, responses had been submitted to the district council and posted on the village website. Residents had requested sight of the consultation timetable and it was agreed to put it on the website, the notice board and in the Scene. **TH**
It was agreed that Local Plan Part 2, due towards the end of January, would be an important consultation for the village and that TH would contact Sibford Gower Parish Council with a view to a possible joint public meeting. **AS** **TH**

013/17 Planning Applications received since the last meeting

None had been received.

014/17 Notices of Decision received since last meeting:

- 16/00304/TCA Little London, Main Street 1 x Conifer – fell: approved
- 16/00308/TCA Swallows Cottage, Folly Court 1 x Cherry – fell: approved
- 16/02030/F The Pheasant Plucker's Inn, Burdrop – erection of a single-storey building providing 3 no. en-suite letting rooms: refused
- 16/02150/F Installation of 1 no. 21m high RT Swann Lattice Tower, Land adj. to B4035: refused.

Any Other Business

015/17 Fitness Equipment Publicity

MH proposed and it was agreed to put a note in the February Scene promoting the free fitness equipment to those who were unaware of it. **MH**

016/17 Hook Norton Road Affordable Housing Project

A resident requested that the parish council remain firm in their support of a small affordable scheme on the land on the Hook Norton Road. MH advised that there was effectively no planning permission relating to the field at the present but pointed out that during the final discussions with the developer before negotiations collapsed, councillors had been told two additional open market dwellings would be required to make the scheme viable and this had been agreed.

017/17 Works to land south of Sibford Ferris

The Clerk had received enquiries from Sibford Gower Parish Council about a new track constructed on farmland to the south of Sibford Ferris, within Hook Norton parish, and also a large dwelling near to the Firs Garage but councillors were unable to offer information on these developments at the present time.

Date of Next Parish Council Meeting

Monday, 13 March at 7.45 pm.

Date of Annual Parish Meeting

Monday, 8 May at 7.30pm

There being no further business, the meeting closed at 9.20 pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Parish Council Meeting held Monday, 13 March 2017 at 7.45pm in the Sports Hall Classroom, Sibford School

Present at the meeting were: Councillors Tim Huckvale (Chair), Maureen Hicks (Vice-Chair), Peter Robinson, Ginny Bennett and Adrian Lamb, Anita Spencer (Clerk), and two members of the public of whom one remained after 8.35pm.

The Chair read out a statement on the recording of meetings.

Apologies – County and District Councillor George Reynolds

Declarations of Interest: None was declared against the items on the agenda.

Minutes of the previous meetings: the minutes of the meeting of 16 January were agreed and signed by the Chair as an accurate record.

Matters arising from the previous meeting:

2/13 Ongoing – Superfast broadband for Sibford Ferris
TH confirmed there was no change in the latest estimated date for provision of superfast broadband, which was towards the end of 2017. **TH**

18/14 Ongoing – Affordable housing/Amenity land/TOE2 funding
MH advised that there had been no change since the last meeting and it was a question of waiting for the outcome of the ongoing Local Plan sites options deliberations. **MH**

19/14 Ongoing – Fitness equipment
The equipment had been checked by AL for rusting and no action was required. It was agreed to ask John Hicks to carry out the annual inspection in June. The risk assessment was reviewed and it was agreed that no amendments were required. **AS**

20/14 Ongoing – Cotswold Close play area
AS reported there were further incidences of rot especially to Platform 1 and AL kindly agreed to do repairs to the worst affected timbers. It was agreed to purchase a park seat from NBB Recycled Furniture for a budget of £400.00 plus VAT including delivery to replace the rotting wooden bench by the digger pit. PR agreed to chase the School's tree contractor to cut back trees and hedges. Due to the wet weather it had not been possible to clean the wooden structures during February but it would be programmed as soon as possible. A risk assessment for the cleaning operation was checked and agreed. It was agreed to ask John Hicks to carry out the annual inspection in June. The risk assessment was reviewed and the Clerk was asked to remove "missing cover to be replaced" and "review existing notices" and the amended risk assessment was agreed. PR advised that the parish council risk assessment for mowing should be cancelled and an appropriate risk assessment requested from the mowing contractor. The Clerk was asked to obtain a risk assessment accordingly. It was agreed to continue with Thomas Fox for the mowing contract although the fee per visit had increased to £18.50 plus VAT from £15.00 as this was within the budget figure for the year. **AL** **PR** **AS** **AS** **AS** **AS** **AS**

30/14 Outstanding – Damaged bench on Hook Norton Road
AL would attend to repairs to the bench. **AL**

106/15 Outstanding – Assets of Community Value
As there was nothing to report on the registration of the Pheasant Plucker's Inn as an ACV, it was agreed to close this item.

019/16 Outstanding - Revised Publication Scheme
TH had reviewed and revised the Publication Scheme and it was agreed to adopt the new version. The village website page had been revised alongside the Publication Scheme and the contents were approved by councillors with thanks to TH. TH advised the page would go live following the meeting and councillors agreed the changes improved clarity and openness. **TH**

020/16 Outstanding - Footpath sign at the Brambles, Woodway Road
The Clerk had been informed by OCC that the original request for repairs to the sign had gone astray and the work had now been re-requested. It was agreed to monitor progress on this item.

054/16 Outstanding – Highways matters
Since the last meeting, the vegetation opposite the Shop had been cut back but the Clerk was still communicating with Highways about the verge opposite Little London's garden. The School hedge up from Lanes End had also been trimmed. The Clerk was asked to keep monitoring the situations with white line painting and the removal of the dead horse chestnut tree on the Hook Norton Road. **AS**

110/16 Outstanding – Proposals to improve communication with the parish
TH proposed and it was agreed to wait until his Social Media training in May before drafting proposals on a parish council Facebook page. **TH**

134/16 Ongoing – Car Parking Issues in Sibford Ferris
There had been no improvement in the parking problems in the village and it was agreed to close this issue.

003/17 Outstanding – Spring Clean on 11 March
AL reported that there had been a very good turnout for the litter pick and the Clerk was asked to thank the volunteers via the Sibford Scene. This item could be closed. **AS**

017/17 Stone Extraction on Hook Norton Road
The parish council had received notification that a stop notice had been served on works at Belle Isle Farm pending an investigation by the appropriate authority.

018/17 Street Light Cotswold Close
The light near to the play area had been reported as not working since the last meeting. PR confirmed that it was now working. This item could be closed.

019/17 Johnsons Coaches Bus Timetables
The bus timetables displayed at the bus stops were for one direction only and the Clerk had been requested to ask Johnsons to supply two-way timetables. The Clerk was asked to chase up this item. **AS**

020/17 Annual Parish Meeting (APM) 8 May
It was agreed that the agenda would include a report from the new Head of Sibford School, a report on the community first responder scheme, a Wheathills report, a village hall report, an update on housing development in the parish, a report from the District/County Councillor and a confirmation of policing priorities for Sibford Ferris. **PR MH AS**

Correspondence
021/17 25.1.17 An email had been received enquiring about the existence of a ladies' cricket team in 1921 in the village. MH advised that Sibford Cricket Club had kindly offered to check their archived score cards for any record of such a team and she would respond to the enquirer with any findings. **MH**
022/17 4.2.17 A letter from the High Sheriff of Oxfordshire had been received on the issue of unpaid carers and her intention to meet with parishes to discuss their problems.
023/17 4.2.17 Information on the "One Oxfordshire" campaign had been received from Oxfordshire County Council (OCC) and GB reported that she had not been able to attend a meeting on the matter on 15 February. Councillors agreed to leave responses to this campaign to individuals as it would be impossible to fairly represent residents' views or interests as a parish council on such a complex matter.
024/17 17.2.17 Contact had been made by Cherwell District Council (CDC) on a review of the electoral register resulting in the removal of a number of electors. As some electors were removed because they did not respond to requests to confirm their eligibility to vote, it was agreed that a notice would be put in the Sibford Scene, jointly with Sibford Gower Parish Council (SGPC), reminding residents of the importance of registering to vote. **AS**
025/17 1.3.17 Thames Valley Police had requested confirmation of policing priorities for the village: parking, speeding, anti-social behaviour (ASB). It was agreed to respond that firstly speeding and secondly parking were priorities but ASB was not currently an issue of note. It was agreed to test this view at the APM in May. **AS**

Finance

026/17 Bank Transfers since the last meeting

It was agreed to increase the transfer to £2000 from the £1500 figure on the agenda in order to cover upcoming expenditure.

027/17 Cheques signed since the last meeting to be agreed

Cheque No. 100702 £42.00 OALC for Social Media training for TH.

Cheque No. 100703 £57.46 Zen Internet Ltd for web services to 11.1.8

028/17 It was noted that acknowledgements of donations had been received from Banbury CAB and Sibford Village Hall.

029/17 Cheques agreed and signed at the meeting

- Cheque No. 100704 Mrs A Spencer £1254.11 wages
- Cheque No. 100705 Oxfordshire Association of Local Councils £133.07 subscription 2017-18

030/17 Receipts since last meeting noted

- 17.2.17 SGPC £23.94 contribution to web services costs to 11.1.18
- 28.2.17 CDC New Homes Bonus £789.90 by BACS

031/17 Bank reconciliation to 13 March 2017

The bank reconciliation was checked against the payments and receipts records and the bank statements, and was agreed and signed by GB.

032/17 Budget/Actual Comparison to 13 March 2017

The budget/actual comparison sheet was reviewed and agreed.

033/17 Budget/Actual Comparison 2017/18

The spreadsheet for the 2017/18 accounting period was reviewed and agreed.

034/17 Appeal letter from South Central Ambulance Charity

The appeal was discussed and it was agreed it would be taken forward for decision pending an update on the current position with the community first responder scheme, which is funded through the charity.

035/17 Section 137(4)(a) LGA 1972 2017/18

It was noted that the figure for 2017/18 was £7.57.

036/17 Registers of Interests

Councillors were reminded to review their Register of Interests and to confirm at the next meeting that this had been done. **All**

037/17 Insurance Renewal

PR kindly agreed to review the insurance schedule ahead of renewal on 1 June. PR asked the Clerk to check that the insurance records for the parish council for past years had been properly archived. **PR AS**

038/17 Financial Risk Assessment

The risk assessment was reviewed and agreed with no amendments.

039/17 Assets Register

It was agreed to review the assets register at the next meeting following the purchase of the bench for the play area. **AS**

040/17 Effectiveness of Internal Audit

The internal audit was reviewed alongside the checklist and was agreed to be effective.

041/17 Internal Audit Test

The test was reviewed and agreed with no amendments.

042/17 Internal Auditor Appointment

It was agreed to approach Sue Rowley to carry out the internal audit and the Clerk was asked to write to her. **AS**

043/17 Date of External Audit

It was noted that an audit date of 26 June had been requested.

Planning

044/17 CDC Consultations: Partial Review of the Cherwell Local Plan (Part 1): Options Consultation

The Partial Review was yet to be published and the Local Plan Part 2 had not been announced at the time of the meeting.

045/17 Planning Applications received since the last meeting

None received.

046/17 Notices of Decision received since the last meeting

- 16/00356/TCA 3 Folly Court – fell 1 x Birch: permission granted
- 16/00361/TCA 2 Mannings Close – fell 1 x Lawson: permission granted
- 16/02116/F 7 Walford Road – erect barn: permission refused

- 17/00020/F Pheasant Plucker's Inn, Burdrop – erection of storage shed: permission granted.

047/17 BT Payphone and Kiosk

It was noted that the kiosk would be removed by BT in due course.

048/17 OCC Consultation on Proposed Main Modifications to Oxfordshire Minerals and Waste Local Plan: Part 1 Core Strategy and Sustainability Appraisal Report Update

The councillors agreed that there was nothing in the consultation that required response from the parish council and the item could be closed.

049/17 Email 26.2.17 re possible development on Hook Norton Road

It was noted that a developer had contacted the parish council about a proposal to build starter/downsizer homes on the field previously consider for affordable housing but there was nothing further to report at this point.

Any Other Business

050/17 Complaints Procedure alteration

TH asked the meeting to note that one website reference in the Complaints Procedure had been altered to facilitate access to the appropriate department at CDC.

051/17 Invitation from Head of Sibford School

TH advised that Toby Spence had kindly invited him to a choral concert at St Mary's Church, Banbury on 1 April in celebration of the 150th anniversary of Sibford School and that the invitation was extended to all the councillors.

052/17 Dog bins on Woodway Road

TH proposed, and it was agreed, to review the matter of putting a dog bin on Woodway Road at the APM following a further complaint about the failure of dog owners to clear up dog mess. **AS**

053/17 Logo for village

TH proposed that a logo for the village be devised to be used on letterheads and in social media. It was agreed to discuss this with residents at the APM. **AS**

Date of Annual Parish Council Meeting

Thursday, 25 May at 7.45 pm.

Date of Annual Parish Meeting

Monday, 8 May at 7.30pm

There being no further business, the meeting closed at 9.35 pm.

Annual Parish Meeting – Sibford Ferris

Monday, 8 May 2017 – 7.30pm

Held in the classroom above the Sports Hall, Sibford School, Sibford Ferris

Apologies – There were none although Cllr Robinson and County and District Councillor Reynolds had advised they would be late.

Attendees – Tim Huckvale (Chair), Maureen Hicks (Deputy Chair), Ginny Bennett, Adrian Lamb, Peter Robinson, Anita Spencer (Parish Clerk/Responsible Financial Officer), Cllr George Reynolds (from 8.15pm), Oliver Helm of Sugarnet until 8pm and four members of the public.

The Chair welcomed all to the meeting.

Minutes of the last meeting on 18 April 2016 – these were approved by the meeting and signed by the Chair. Matters arising from the last meeting would be dealt with during the meeting.

Sugarnet Presentation

In view of the delay in BT providing superfast broadband to Sibford Ferris, Councillor Huckvale had agreed that Oliver Helm of Sugarnet would present his company to the meeting and explain the service offered. Mr Helm advised that Sugarnet provided broadband to homes via wireless connections from a receiver that could typically be sited on a church tower and would reach most residents, even those outlying the settlement. A small device would be fitted to the TV aerial of the property and wired to the router equipment inside. He advised that a major difference between the wireless broadband offer was that incoming and outgoing speeds were the same, currently being up to 50Mbps with no download limits or line rental. Following a public meeting in liaison with the Swalcliffe broadband working group, which a number of Sibford Ferris residents had attended and had expressed interest in improved speeds, Sugarnet had been asked to supply their service. Mr Helm confirmed that there was an initial installation fee but advised that where speeds were particularly low eg. below 2Mbps, grants were available to offset this cost. Mr Helm's view was that signing up to a service such as Sugarnet would not prejudice a village's chances of receiving BT faster broadband in the future. The next step would be to gauge interest in the Sibfords and it was suggested that this could be done initially via the Sibford Scene and on the village website. Scheme viability would require interest from twenty to twenty-five homes.

The Chair thanked Mr Helm for attending the meeting and returned to the Agenda for the reading of the annual reports. He invited those present to ask questions or make comment as subjects came up within reports.

Chair of the Parish Council's 2016/17 Report

As usual, there have been six regular meetings of the Parish Council during the year. In addition we called an Extraordinary meeting in January specifically to respond to Cherwell District Council's Local Plan Part 1 Partial Review. In order to deal with planning applications more effectively and properly in the public eye, we set up a Planning Committee that met three times. We responded to 15 planning applications in total, about 10 fewer than the previous year.

There has been no change in membership of the Council. All councillors' terms of office end in May 2018, when an election will be called.

The main topics of interest over the year have been housing developments, the Bishop Blaize, broadband speeds, mobile phones, bus service.

Although there are fewer trips per day, we are fortunate to still have a **bus service**, thanks to the subsidy provided by Warwickshire County Council.

The status of **superfast broadband** has changed only slightly over the year. Both the Gower and Burdrop now have it, and we expect it to come to the Ferris later this year.

There have been two failed attempts by **mobile phone providers** to obtain planning permission for a mast in our area. The first was vigorously opposed by near neighbours and was withdrawn by the landowner; the second, on the main road near the end of Pound Lane in Sibford Gower, although not so controversial was turned down by council officers because of its impact on the landscape and the Cotswolds Area of Outstanding Natural Beauty (AONB). The site is in fact just outside the AONB boundary and an appeal against the refusal has just been lodged.

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The Cotswold Close **play area** is probably the most popular amenity provided by the parish council, but is beginning to show its age. We have renewed several timbers that were rotting at ground level, and we have just replaced one of the benches. During the coming year we will begin to plan for its redevelopment.
About 100 people from the Sibfords attended a public meeting about the **Bishop Blaize** in June to discuss ways in which the community as a whole could make a bid to purchase the pub and turn it into a community asset. Little has happened since then other than the pub being opened occasionally for pre-booked lunches. In theory, if the premises are not operating as a pub, the owners are not allowed to live there, which they have been. However, Cherwell recently decided against taking enforcement action; this is being challenged strongly by Sibford Gower Parish Council who, amongst other things, are concerned that the lack of action may in the future affect the continuing status of the pub as an Asset of Community Value.
The most controversial issue we are dealing with at the moment concerns **housing development**, so I'll summarise the present position. It comes in three parts, all associated with two pieces of land that have been proposed to Cherwell DC for housing development by their common owner. One site is the four fields surrounding Folly Farm, about 22 hectares (55 acres); the other is a field of 6 hectares (15 acres) between Hook Norton Road and Woodway Road.

1. Cherwell DC recently included those two sites (along with about 200 others around the district) in their **Local Plan Part 1 Partial Review**, in which they were looking to identify potential sites for development of over 100 houses to help meet Oxford city's housing needs. During the period of public consultation on that Review in January, we called an Extraordinary meeting of the Parish Council, to which about 20 residents came. The meeting was unanimous in its objection to such a large housing development in the village, and gave us plenty of material to flesh out our response to the Review. We don't expect to hear any more about the outcome of that until about July this year. In my opinion, it is EXTREMELY unlikely that our two sites will go forward for development in this context.
2. The same two sites are also being evaluated by CDC for smaller developments of up to 10 houses in their **Local Plan Part 2**. The public consultation on this was supposed to begin at the end of January, but we are still waiting for it. It's only my opinion, but I think it likely that the Hook Norton Road site will be recommended for some development, but the Folly Farm site not. We will of course call a meeting to discuss it during the consultation period.
3. The third part of this issue relates to the northeast corner of the same Hook Norton Road site. Outline planning permission was granted in 2014 for a development of about 10 houses. That application included **affordable housing**, which was the main reason that the parish council supported it, backed up by the 2012 Sibfords Community Plan, which showed strong support for such a scheme. However, there was a falling out between the parties involved and that scheme was withdrawn last year. A new developer has been in touch with us about the same site, again proposing to include some low-cost housing, but the parish council is waiting to see what is proposed in Local Plan Part 2 before getting involved in any discussions.

Finally I'd like to thank:

- My fellow councillors and our Parish Clerk for their support and individual work, whether it be representing the parish at external meetings, repairing parish assets, giving us the benefit of their professional expertise, or turning up on a cold morning to wash the Cotswold Close play equipment
- The litter pickers, not just the annual ones, but those who every day pick up other people's litter rather than walk past it
- Lynn and John for carrying out the weekly play area inspections
- The villagers who took it upon themselves to wash the green algae off our bus stop, village and speed limit signs
- District and (newly re-elected) County Councillor George Reynolds who does his best to attend all our meetings, and provides invaluable advice on County and District affairs
- Sibford School for use of the room for Council meetings and assisting with the maintenance of the play area and fitness equipment.

I will now hand over to the Responsible Financial Officer for her report:

Financial Report to 31 March 2017
(Read by Councillor Adrian Lamb)
Good evening. Here is the financial report for Sibford Ferris Parish Council for the year 1 April 2016 to 31 March 2017.

It should be noted that this report is based on unaudited, draft accounts.

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The precept for the year was kept at £6858 for the third year running. This amount was boosted by a New Homes Bonus of £790 and a precept grant of £46. The parish council also receives burial ground fees.

Payments totalled £5864 excluding VAT which is reclaimable. There were some items which were budgeted for payment in the year but which were invoiced in April and will therefore be recorded in the 2017/2018 accounts. The precept amount also makes allowance for anticipated expenses that will occur in future years, such as parish council elections in May 2018 and ongoing repairs and replacements at the Cotswold Close play area, in addition to building and maintaining a reserve.

The total bank balance at the end of the period, taking into account uncashed cheques, was £12426. This is an increase of £2047 on last year's balance.

The internal auditor for this year is once again Sue Rowley of Burdrop and thanks must go to Sue for once again agreeing to take on this role.

The accounts will be submitted for external audit in June. The procedure will change for the 2017/2018 accounts, which will be presented for inspection by the public in the usual way but not externally audited. However, an independent auditor will be appointed who will be able to answer queries from residents should the need arise. The cost of any queries will be paid out of the precept.

Wheathills Report

Councillor Maureen Hicks gave a short resumé of the history and remit of the Town Estates Charity and its ownership of Wheathills, the Millennium Field and the primary school, then read out the short annual Wheathills Report sent from the Secretary of the Town Estate Charity as follows:-

"I am pleased to be able to report that our hedgelayer received an award for his work on the roadside hedge at Wheathills and has been back recently to trim it.

The Trust has now moved the entry to the field so that heavy farm machinery does not have to be driven through the field to get to the barn but can use the track alongside and enter through a new gate at the bottom. This should improve the appearance of the field. The tenant has also been put under pressure to keep the area tidy and remove non-agricultural waste or risk losing his tenancy. It was felt that this had been done and the tenancy has now been renewed.

During the year, the Trust acquired the Millennium Field and access for maintenance to this is necessary through Wheathills where there is now a removable fence.

The trustees shared the concerns of our tenant about the use of the field by dog owners. They confirm that there is no right of way through this field."

Village Hall Report

(Written by Joan Broady, Chairman of the Village Hall Committee, and read by Ginny Bennett)

	2016/17	2015/16	% +/-
TOTAL HOURS HIRED	1440	1238	+16.34
TOTAL NUMBER OF INDIVIDUAL HIRERS	591	583	+1.5
LARGE HALL	668	428	+55.96
SMALL HALL	660	483	+36.70
AVERAGE HIRE PERIOD	2.44	2.12	+14.61
PRIVATE HIRE	268	167	+60.47
TOP FOUR HIRERS IN 2016/17: TOTS & BABES (175), SCOUTS, CUBS & BEAVERS (149); FIELDING DAY CENTRE (112); YOGA (110)			

From the figures given, it is easy to see that Sibford Village Hall is a well-used venue, and the refurbishment of the large hall has created a modern environment with an impressive lighting system, making it suitable for many different uses. Together with our excellent kitchen and the small hall, it is a venue to be proud of.

Fundraising is now starting and grants investigated to re-construct the lavatories to bring them up to the standard of the rest of the hall. We also have to bear in mind that the shingle roof is nearing the end of its life and the car park will soon need re-surfacing. The car park is not only used by the Village Hall but also provides useful parking for the Church and Primary School.

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Ricky Winnifrith has been our caretaker for nearly twelve months and has also taken on the role of cleaner; this is proving to be successful but more the committee members are having to take an active role in the running of the hall in order to keep it in good condition. We would love to have new committee members with fresh ideas and enthusiasm.

The financial support given by both Parish Councils, the Town Estates Charity and residents in the villages of Sibford is greatly appreciated and makes a huge difference.

Community First Responder Scheme Update
This scheme was run by the charity wing of the South Central Ambulance Service (SCAS), who had recently appealed to the parish council for funding. Since the launch of the scheme in the Sibfords in 2015, there had not been the progress that had been hoped for, training had not been provided to at least one potential volunteer and communication with the organisers had been difficult. Cllr Bennett had been asked to find out the latest situation and reported that she had made email contact with the local responder co-ordinator, James Clarke of Hook Norton. Mr Clarke advised that there were six responders in Hook Norton, who were often called to the Sibfords. There was one trained responder in the Sibfords. Mr Clarke had not by the time of the meeting provided information on the training situation. It was agreed that a decision whether to support the SCAS appeal should be based on knowledge of the situation for the Sibfords and the reasons for the issues with training: whether they were organisational or financial. A recent email from SCAS had invited interested parties to a forum in Chipping Norton at the end of the month and Cllr Bennett agreed to attend for the parish council in order to discuss the problems with accessing training and what could be done to improve cover in the villages.

A member of the public asked Cllr Robinson if members of Sibford School staff could be trained as responders but was advised that it would not be possible for personnel in charge of students to leave their posts at very short notice. However, the School was still actively considering the purchase of a defibrillator.

Report from Thames Valley Police Rural Neighbourhood Team, PC Carrie Cook
(Read by Cllr Huckvale)

"Over the last year Thames Valley Police has reviewed the way in which we respond to and investigate incidents and crime in our communities. Our structure and processes have been accessed to ensure we effectively manage the demands from and the needs of the public.

In response to this we will, during the summer, be making changes to the way we are structured, working within three key areas: Investigation, Response and Neighbourhood. Our aim is to create a more effective and efficient police service which will ensure that we can provide the best service to you when you need us.

We have mapped out where our demand for service is, ensuring that resources are targeted at the areas of greatest need, at times of greatest need and to the most vulnerable in our communities. This will mean that in some areas and at certain times we will have more or less police officers available.

I would like to reassure you now that this is not about withdrawing our resources from our communities it is about providing a better service.

We are committed to delivering an improved service: one which ensures we have the right number of officers on duty to respond quickly to a call for service if needed; one which supports our communities with dedicated officers working with you to solve local problems and one which sadly, if you are a victim of crime, ensures the right people are there to get you justice.

PS Rebecca Fishwick will be in contact with the Parish Councils over the coming weeks to explain in more detail how the new structure will work in our local area.

In the last 12 months the following crimes have been reported in Sibford Ferris:

- 1 offence of Theft of Motor Vehicle in April 2016, which occurred in Cotswold Close. The vehicle was later recovered burnt out near Shenington.
- 1 offence of Vehicle Interference in Ferris Court.
- 3 offences of Theft from Vehicle in Walford Road and Woodway Road.

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If there are any points the Parish Council would like to raise or question please email the neighbourhood team on BanburyRuralNHPT@thamesvalley.pnn.police.uk "

A member of the public asked if it was possible to obtain crime statistics for other villages in the area for comparison and it was agreed that the Clerk would ask PC Cook.

Sibford School Report
The new Head of Sibford School, Toby Spence, had been unable to attend the meeting and Peter Robinson gave a headline summary of the School's activities for the year.

"The new academic year started with the arrival of our new head, Toby Spence, and his family (wife Jill and children Isobel, Oscar and Eliza plus latest addition, dog Toto).

Author visits
Our programme of Author visits continues and we have been delighted to invite pupils from other local schools, including Sibford Gower Endowed Primary, to join us for these events. Speakers have included: Matt Haig, author of 'A Boy Called Christmas' and 'The Girl who Saved Christmas'; Young Bond author Steve Cole and Christian O'Connell, DJ and author of 'Radio Boy'.

Sporting events
We were pleased to welcome Irish International and part of Team Ireland's men's hockey team for Rio 2016, Chris Cargo, who took sessions with pupils. Also on an Olympic theme, Gold Medalist Hollie Webb, joined us for our annual sports awards. We have hosted the North Oxfordshire Schools Sports Partnership Triathlon, a number of Cross Country events (involving more than 400 children) and our annual Rugby Sevens tournament, which saw 33 different schools playing more than 280 games. The school has been awarded the Silver Schools Game Mark. Once again, we are delighted to be acting as home ground for Sibford Cricket Club.

Music
Highlight of our music department in the year to date was the Friends Schools Joint Choir Festival which saw us joined by pupils from Quaker schools in Yorkshire, Saffron Walden and Ireland to perform Fauré's Requiem. This event also raised more than £900 for Banbury Young Homelessness Project.

Drama
Actor Michael Mears joined us to perform his one-man show 'This Evil Thing' which was enjoyed by both the school and local villagers. Our pupils performed Cabaret to critical acclaim. We are looking forward to the annual visit from the Rain or Shine Theatre Company who will be bringing their production of 'Twelfth Night' to Holly House Garden on 29th June (tickets on sale now!).

Science
Our involvement with the School's Science Partnership and the Ogden Trust continues and we were delighted to welcome other schools to join us for a Physics Seminar. Richard Hobbs, Professor in the Earth Sciences Department at Durham University (and a pupil at Sibford from 1966 to 1973) joined us as guest speaker for our March Café Scientifique.

Community Events
Our Arts Hubs continues with evening classes in Painting and Drawing, pottery and textiles. Swimming lessons remain fully subscribed. Our Fun in the Country holiday club continues to be extremely popular. We have also launched a Community Orchestra which meets monthly on a Sunday.

And last but not least
On 16 January 1842, nine-year-old Lucy Endall became the first pupil to register at Sibford School … which means that 2017 is our 175th anniversary. Celebrations began in January when we held a Ceilidh for parents and friends, and we will be further marking the occasion at our annual Open Day on Saturday 17 June and also in October."

County and District Councillor George Reynolds
The Chair congratulated Councillor Reynolds on his recent re-election to the County Council. In his role as District Councillor, he spoke about progress on the Local Plan (LP) Part 1 Partial Review and Local Plan Part 2. Councillor Reynolds reported that the LP Part 1 Partial Review had been delayed by the forthcoming national election but believed that the anticipated date for publication was late June. The consultation on LP Part2 had been pushed back as a result and was expected later in the year. He confirmed he would check this with the Planning Department. He advised that the Community Infrastructure Levy proposals were being re-considered and so

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Section 106 was still in operation. In addition, he reported that it was likely that planning fees would be increased with the additional revenue going towards an improved service; he hoped that some of the problems with enforcement would also be addressed. Also on planning matters, Councillor Reynolds reported that the application for Muddle Barn Farm that had been refused had gone to appeal. Councillor Reynolds reminded the meeting that the Cropredy, Sibfords and Wroxton Ward was represented by three councillors, the other two being Ken Atack and Douglas Webb.

Reporting on the County Council activities, Councillor Reynolds commented that the unitary debate had taken a lot of the officers' time and energy. It had been put on hold because of elections. He reported that the complexion of the Council had not altered greatly following the County Council election. On Highways, Councillor Reynolds had spoken to the Area Steward, Maurice Sheehan, who had advised that there had been staff cuts in the department. However, the feeling now was that there would have to be capital investment to address the state of roads. On Belle Isle Farm, where there had been infill without planning permission, Councillor Reynolds reported that a stop notice had been served until a planning application was submitted and considered.

Councillor Hicks asked how Sibford Ferris Parish Council could support Sibford Gower Parish Council about the lack of enforcement on the Bishop Blaize situation. Councillor Reynolds suggested a letter to the District Council.

Open Discussion

i) 'Great Get Together' on 17 June

Peter Robinson explained to the meeting that the Great Get Together was an initiative by the husband of Jo Cox to try to bring communities together and the School had wondered if there would be local interest in such an event following their Open Day on 17 June. However, it was felt that the time frame would be too tight for this year and so any plans would have to be for 2018. There was positive feedback from those at the meeting and it was also agreed that there would need to be a planning committee involving residents to organise such an event. Peter Robinson said that everyone was welcome to attend the School Open Day in the meantime.

ii) Dog bin/s in the parish

There was agreement from residents at the meeting that a dog bin on Woodway Road could reduce the amount of dog mess in that area of the village. It was decided to take this matter forward to the parish council meeting on 25 May.

iii) Design for a village logo

Councillor Huckvale proposed to the meeting that a village logo could be used on social media, letterheads, etc and had wondered if any residents would be interested in coming up with a possible design. Peter Robinson offered to speak to the School's head of Sixth Form to see if it could be part of a competition.

iv) Parking

Councillor Lamb raised the issue of cars parking along the Hook Norton Road and obscuring the view of those exiting from Back Lane. It was agreed to take the matter forward to the next parish council meeting.

v) Kerbstone Repairs

A resident asked about repairs to kerbstones adjacent to his drive way and was advised to report the damage via the FixMyStreet website.

vi) The Future of the Horton Hospital

Councillor Bennett advised that planned meetings of the Oxfordshire Clinical Commissioning Group at which the transformation plans were to be discussed had been postponed due to the forthcoming national election. Councillor Bennett advised residents to view the OCCG website for revised dates for the meetings. Councillor Reynolds warned that the judicial review being conducted on the legality of the two-part consultation process could alter how matters progressed. There was no date for the decision on the judicial review.

There were no further questions and the Chair closed the meeting at 8.54pm with thanks to all for attending.

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SIBFORD FERRIS PARISH COUNCIL

Minutes of Annual Parish Council Meeting held Thursday, 25 May 2017 at 7.45pm in the Sports Hall Classroom, Sibford School

Present at the meeting were: Councillors Tim Huckvale, Maureen Hicks, Peter Robinson, Ginny Bennett and Adrian Lamb, Anita Spencer (Clerk/RFO), and one member of the public.

Election of Chair and Vice-Chair Tim Huckvale was proposed as Chair by Adrian Lamb and seconded by Maureen Hicks and accepted the election. Maureen Hicks was proposed by Tim Huckvale as Vice-Chair, seconded by Ginny Bennett and accepted the election.

Declarations of Interest: None was declared against the items on the agenda.

Apologies: Councillor Robinson would be late and Councillor Reynolds had sent apologies.

Minutes of the previous meetings: the minutes of the meeting of 13 March were agreed and signed by the Chair as an accurate record.

Matters arising from the previous meeting:

02/13 Ongoing – Superfast broadband for Sibford Ferris

TH reported that new information had disclosed that the superfast upgrade plan for Sibford Ferris would be not be available until the end of the year and that the upgrade itself would not take place until 2018. He advised that he was seeking confirmation on whether Sugarnet's involvement in broadband provision locally would affect BT's superfast broadband commitment to Sibford Ferris and would report his findings. Sugarnet had not yet actively marketed their service direct to residents. **TH**

18/14 Ongoing – Affordable housing/Amenity land/TOE2 funding

It was confirmed by councillors that surveyors had been seen on the land on Hook Norton Road but there had been no further contact from potential developers. It was agreed that it was important to know the contents of the delayed Local Plan 2 consultation document. **MH**

19/14 Ongoing – Fitness equipment

The annual inspection of the equipment would be carried out in June by John Hicks.

20/14 Ongoing – Cotswold Close play area

AS reported that the wooden fill to the left of the slide on Platform 1 was loose and AL kindly agreed to stabilise the piece. Thanks were expressed to Sibford School for cutting back the trees and vegetation **AL**
and to the volunteers who had carried out the cleaning operation. AL would repair the rotten sections **AL**
on Platform 1 as soon as time permitted. The annual inspection would be carried out in June by John Hicks

30/14 Outstanding – Damaged bench on Hook Norton Road **AL**

AL would attend to repairs to the bench.

106/15 Outstanding – Assets of Community Value

As there was nothing to report on the registration of the Pheasant Plucker's Inn as an ACV, it was agreed to close this item.

019/16 Outstanding - Revised Publication Scheme

As this was now in place, the item could be closed.

020/16 Outstanding - Footpath sign at the Brambles, Woodway Road

It was agreed to leave this item in place until the sign had been replaced.

054/16 Outstanding – Highways matters

Since the last meeting, the dead horse chestnut tree had been felled and there had been a meeting with Mr Egawhary of Oxfordshire Highways to decide on the white lines that needed repainting. A list had been drawn up and agreed on site. The work would be batched and would be carried out in the autumn.

110/16 Outstanding – Proposals to improve communication with the parish

TH had attended training on Social Media at which 35 parishes had been represented. He would present a paper on the creation of a Facebook page for the parish or community for consideration by councillors, in time for the next meeting. **TH**

017/17 Stone Extraction on Hook Norton Road

Councillor Reynolds had confirmed that there was a stop notice in effect on this site as there was no planning permission for the work that was being carried out. It was agreed to close the item.

019/17 Johnsons Coaches Bus Timetables

The Clerk had chased Johnsons for two-way timetables and had been advised the service would be altered from 5 June. Revised timetables would be sent to the Clerk. **AS**

025/17 Thames Valley Policing Priorities

Speeding and parking had been confirmed to Thames Valley Police. This item could now be closed.

052/17 Consideration of New Dog Bin on Woodway Road

It was agreed to purchase a bin for installation on the verge by the entrance to the footpath to Temple Mill Road and that the Clerk would research bins for consideration by councillors.

053/17 Proposal for a Village Logo **TH**

Following the agreement at the Annual Parish Meeting that students of Sibford School could be asked to create a village logo, TH was to provide PR with a specification. **PR**

054/17 Annual Parish Meeting (APM) 8 May

054/17.1 Community First Responder Scheme – GB would be attending a forum organised by the South Central Ambulance Service and would enquire about the status of volunteer training and whether a fixed defibrillator was considered useful before any further action on this item was agreed. **GB**

054/17.2 Parking – it was agreed to ask the Thames Valley Police Neighbourhood team to look at the parking issues in the village, particularly on the Hook Norton Road. **AS**

054/17.3 Kerbstones at Ferris Court – the kerbstones had been repaired by Oxfordshire Highways and this item could be closed. **GB**

054/17.4 Future of the Horton Hospital – GB was asked to provide the important dates relating to the OCCG consultation to TH for inclusion on the village website.

054/17.5 Great Get Together 17 June – it had been decided that there was not sufficient time to organise an event for this year, although it was agreed to consider for a future year, and the item could be closed.

Correspondence

055/17 Cherwell Parish Liaison Meeting 21 June

It was agreed that MH and GB would attend and the Clerk was asked to do the registration. **AS**

Councillor Robinson arrived at 8.40 pm.

Finance

056/17 Clerk's Pension

TH had received paperwork relating to the workplace pension scheme but no action was required at the meeting.

057/17 Bank Transfers since the last meeting

A bank transfer of £2,000 on 14 March from the deposit to the current account was noted and agreed.

058/17 Cheques signed since the last meeting to be agreed

- 100706 4.4.17 Mr A Lamb £30.37 for protective equipment for cleaning Cotswold Close play area equipment (2016/17)
- 100707 4.4.17 Mrs A Spencer £33.43 for clerk's expenses (2016/17)
- 100708 4.4.17 Thomas Fox Landscaping £44.40 for mowing at Cotswold Close play area (2016/17)
- 100709 4.4.17 Community First Oxfordshire £55.00 membership (2016/17)
- 100710 8.5.17 Cherwell District Council £30.00 Cotswold Close play area rent
- 100711 8.5.17 Thomas Fox Landscaping £22.20 for mowing at Cotswold Close play area
- 100712 8.5.17 Lamb & Gilkes £408.00 for new bench at Cotswold Close play area

059/17 Cheques agreed and signed at the meeting: None

060/17 Receipts since last meeting noted

- 23.03.17 S Tustain £5.00 rent for Pitch Hill Field 2017/18
- 12.04.17 Cherwell District Council £3,429.00 precept 1st instalment
- 19.04.17 Cherwell District Council £46.24 precept grant

061/17 Bank reconciliation to 31 March 2017

The bank reconciliation was checked against the payments and receipts records and the bank statements, and was agreed and signed by GB.

062/17 Bank reconciliation to 25 May 2016

The bank reconciliation was checked against the payments and receipts records and the bank statements, and was agreed and signed by GB.

063/17 Budget/Actual Comparison to 31 March 2017

The budget/actual comparison sheet was reviewed and agreed.

064/17 Budget/Actual Comparison to 25 May 2017

The budget/actual comparison to 25 May included figures from the 2016/17 period and omitted the new play area bench and the RFO was asked to make these corrections and re-publish. **AS**

065/17 Explanation of Significant Variances 2016/17 to be agreed

The explanation was reviewed and agreed.

066/17 Review of Registers of Interest

Councillors had reviewed their Registers and amendment required would be made as appropriate. **All**

067/17 Insurance Renewal 1 June 2017 for one year

It was agreed to accept the Came & Company recommendation of cover from Inspire for £437.70.

068/17 Internal Audit Report

The Internal Audit Report had been received from Sue Rowley and was reviewed and agreed.

069/17 Fixed Assets Register

The Register was reviewed and it was noted that the removal of the Junior Swing Set at the Cotswold Close Play Area had not been accounted for in the Register submitted for the financial year end and the RFO was asked to amend this figure. The Register to 25 May 2017 reflected the removed swing set and wooden seat and the installation of the new seat at the play area and was agreed. **AS**

070/17 Approval of Section 1 of Annual Return 2016/17

The Annual Governance Statement was considered, completed and agreed.

071/17 Approval of Section 2 of the Annual Return 2016/17

The Accounting Statements 2016/17 were reviewed, the fixed assets figure was amended and they were agreed.

Planning

072/17 CDC Consultations: Partial Review of the Cherwell Local Plan (Part 1) and Part 2

The Partial Review was on the agenda for the Parish Liaison Meeting on 21 June. The publication of the Part 2 consultation was not known at the time of the meeting.

073/17 17/00923/F Faraday House, Woodway Road

Demolition of existing garage and separate workshop and erection of new garage and workshop, two-storey extension etc. The application was considered and it was agreed there was no objection.

074/17 Notices of Decision received since the last meeting

- 16/01270/F The Old Court House – permission granted for single storey rear and side extensions, conversion of garage and erection of detached garage.

075/17 Proposals for low cost development on Hook Norton Road

See 18/14 above.

Any Other Business

076/17 Bishop Blaize Update

GB reported that the planning appeal against the District Council refusal of permission for holiday accommodation in the car park had been upheld. In respect of enforcement of the residency rules, Sibford Gower Parish Council (SGPC) had been in correspondence with the District Council and it was resolved to provide support in the form of a letter to the Planning Department. The Clerk was asked to obtain copies of the correspondence between SGPC and the District Council.

AS

Date of Next Meeting

Monday, 3 July 2017

There being no further business, the meeting closed at 9.20 pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Planning Meeting held Thursday, 8 June 2017 at 7.45 pm in the Sports Hall Classroom, Sibford School

Present: Cllrs Tim Huckvale (Chair), Ginny Bennett and Adrian Lamb; Clerk

Apologies: None

1. The minutes of the last planning meeting on 31 October 2016 had been agreed and signed by the Chair at the parish council meeting on 14 November 2016.

2. 17/01087/Q56 Austin Grounds Farm, Hook Norton Road, Sibford Ferris, conversion of the existing agricultural building and an equal area of land to residential use.

Decision: there were no comments on this application.

3. Bishop Blaize, Burdrop – consideration of support of the Sibford Gower Parish Council (SGPC) request for enforcement of planning control breaches where identified was postponed as a letter from Cherwell District Council Planning Department to SGPC in response to their request was incomplete and the full version had not been received at the date of the meeting. The Clerk was asked to request a copy of the completed letter from Peter Hardman when it was received.

4. APP/C3106/W/17/3173098 Muddle Barn Farm: appeal against the Cherwell District Council (CDC) Planning Committee refusal of permission for a new dwelling on application number 16/01563/F was considered with particular reference to the letter from Carter Jonas to the CDC Planning Department dated 28 September 2016. It was agreed to respond to the appeal stating that the original comments made on the application still stood; the Clerk was asked to submit a statement to the Planning Inspectorate website before the end of 8 June, being the appeal deadline.

5. Any Other Business
There being no further business, the meeting was closed at 8.25pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Parish Council Meeting held Monday, 3rd July 2017 at 7.45pm in the Sports Hall Classroom, Sibford School

Present at the meeting were: Councillors Tim Huckvale (Chair), Maureen Hicks (Vice Chair), Ginny Bennett and Adrian Lamb, Anita Spencer (Clerk/RFO), District and County Councillor George Reynolds (from 8.05pm) and one member of the public (from 8.09pm).

Apologies: Councillor Robinson was unable to attend due to work commitments and Councillor Reynolds had advised he would be late.

Declarations of Interest: None was declared against the items on the agenda.

Minutes of the previous meetings: the minutes of the meeting of 25 May were agreed and signed by the Chair as an accurate record.

Matters arising from the previous meeting:

02/13 Ongoing – Superfast broadband for Sibford Ferris

TH reported that The Oxfordshire Better Broadband (OBB) website map of planned coverage for the county now indicated that Sibford Ferris was expected to have provision by December 2018. There had been confirmation from OBB that local company, Sugarnet's offering of wireless superfast broadband services would not impact on BT's plans. **TH**

18/14 Ongoing – Affordable housing/Amenity land/TOE2 funding

It was agreed to close this item. Discussion about plans for the land on the Hook Norton Road would be reported under Planning.

19/14 Ongoing – Fitness equipment

The annual inspection had been carried out by John Hicks and it was noted that the skier was reported to be noisy. AL kindly agreed to look at this piece and report back to councillors any action required. **AL**

20/14 Ongoing – Cotswold Close play area

The annual inspection had been carried out by John Hicks. The only issues reported were overhanging trees and vegetation and low sand levels in the digger pit. It was agreed that a working party would meet at the play area on 11 August at 10.00 am to remedy these issues. AS reported that one of the diggers was not operating smoothly and AL kindly agreed to inspect it and report. **All** **AL**

30/14 Outstanding – Damaged bench on Hook Norton Road **AL**

AL would attend to repairs to the bench.

020/16 Outstanding - Footpath sign at the Brambles, Woodway Road

The footpath sign had been repaired and this item could now be closed.

054/16 Outstanding – Highways matters

It was agreed to leave this item in place until the white line re-painting had been done

- Councillor Reynolds arrived at 8.05pm and a member of the public at 8.09 pm. -

110/16 Outstanding – Proposals to improve communication with the parish

TH had submitted a paper to councillors on the possible use of Facebook to improve communications with the community. There was no consensus on whether the introduction of a parish council Facebook page would be wholly positive: whilst it would be effective in reaching more residents, expectations on keeping it up-to-date might not be manageable and also it would not be possible to control the accuracy of material re-published to other platforms. It was agreed as an interim measure to canvas opinion from residents via the village website and the Sibford Scene. **TH**

019/17 Johnsons Coaches Bus Timetables

The parish council noted that new, two-way timetables had been placed at all five bus stops in the Sibfords and expressed thanks to the two residents who had kindly collaborated to achieve this. This item could now be closed.

052/17 Consideration of New Dog Waste Bin on Woodway Road

The Clerk had circulated some bin options prior to the meeting and it was agreed to order a Glasdon Retriever 35 plus post and fixings at approximately £300.00 once advice had been received from the District Council dog warden on the proposed location on the verge opposite Faraday House. **AS**

053/17 Proposal for a Village Logo

This item was retained pending discussions with Sibford School about a specification for the design. **TH**

054/17.1 Community First Responder Scheme

GB had attended a forum held by South Central Ambulance Service who ran the responder scheme. Following contact with the training organiser for the area, Dave England, it emerged there had been a communication breakdown about training requests from Sibford residents. As those residents were no longer available for first responder training, it was agreed the best way forward was to promote first-aid and CPR training in the community. To this end, the Clerk was requested to contact the local co-ordinator, James Clarke, about providing such training locally. **AS**

054/17.2 Parking Problems on Hook Norton Road

Contact with Thames Valley Police about parking problems had not yet been made and it was agreed that the Clerk would draft an email for agreement by Councillors. **AS**

054/71.4 Future of the Horton Hospital

GB had reported that an extraordinary meeting of the Oxfordshire Clinical Commissioning Group (OCCG) was held on 20 June to consider questions raised during Phase 1 of the Oxfordshire Healthcare Transformation Consultation. A further meeting on 10 August had been scheduled, at which decisions would be made. Draft minutes of the June meeting could be viewed at:
http://www.oxfordshireccg.nhs.uk/documents/meetings/board/2017/06/2017-06-20-OCCG-Extraordinary-Board-Meeting-Minutes-DRAFT.pdf
The report of Phase 1 of the Transformation Consultation could be viewed at:
http://www.oxonhealthcaretransformation.nhs.uk/what-is-the-vision/consultation-documents/226-the-big-health-and-care-consultation-final-report/file
Councillor Reynolds pointed out that the judicial review on the validity of the two-part consultation was ongoing and it was not clear what impact a ruling of invalidity would have on any decisions made on 10 August. This item would be closed.

055/17 Cherwell Parish Liaison Meeting 21 June

TH and MH had attended the meeting. Items discussed included the District Local Plan (see Planning). Local transport needs had also been covered and MH was keen to establish whether there were specific needs locally for which there was currently no provision. It was agreed to put out enquiries via the Sibford Scene and to take this item forward in order to consider feedback. **MH**

Correspondence

077/17 13.6.17 Oxfordshire County Council re Oxfordshire Historic Landscape Characterisation map and dataset. The creation of this map was noted. This item could be closed.
078/17 15.6.17 Oxfordshire County Council re Temporary Closure of Back Lane on 12 July for tree work by Western Power Distribution – noted. Residents had been informed. This item could be closed.

Finance

079/17 Clerk's Pension

TH had written to the Clerk offering a workplace pension and had received a reply advising that this would not be taken up. The Clerk was asked to complete the relevant paperwork on the pensions website. **AS**

080/17 Bank Transfers since the last meeting

A bank transfer of £1,000 had been requested by letter on 1 June but no statement had been received to date to confirm this had taken place. The Clerk was to monitor. **AS**

081/17 Cheques signed since the last meeting to be agreed

- 100713 29.5.17 Thomas Fox Landscaping £44.40 for mowing at Cotswold Close Play Area.
- 100714 29.5.17 Came & Company £437.70 for insurance premium 1 June 2017 to 31 May 2018.

082/17 Cheques agreed and signed at the meeting: None. It was agreed to pay John Hicks & Co £112.32 for the annual inspections at Cotswold Close Play Area and Fitness Equipment. The cheque would be drawn when the July statement had been received confirming the transfer of £1,000. **AS**

083/17 Receipts since last meeting noted

- 13.6.17 Sibford Gower Parish Council £100.00 burial fees

084/17 Bank reconciliation to 3 July 2017

The bank reconciliation was checked against the payments and receipts records and the bank statements, and was agreed and signed by GB.

085/17 Budget/Actual Comparison to 3 July 2017

The budget/actual comparison to 3 July was reviewed and agreed.

086/17 Insurance Renewal 1 June 2017 for one year

It was confirmed that the insurance had been renewed and documentation was awaited.

087/17 Submission of Annual Return to 31 March 2017

The RFO confirmed that the Annual Return had been submitted to the external auditor on 1 June.

088/17 Exercise of Public Rights

The Clerk confirmed that the Exercise of Public Rights had been carried out as required.

089/17 Review of Banking Arrangements

As the transfer of funds between the two bank accounts now required two signatories and could not be done by telephone, and as the interest earned on the deposit account was negligible, it was agreed to transfer all funds from the deposit to the current account and to close the deposit account. The Clerk was asked to prepare a letter to the bank to request this and to also write to the District Council to amend bank details for payments of precepts and grants. It was agreed to keep this arrangement under review in the event that there was a significant increase in savings interest rates. **All AS**

Planning

090/17 Minutes of Planning Meeting of 8 June

The minutes were agreed and signed by the Chair as an accurate record.

091/17 Muddle Barn Farm Planning Appeal submission on 8 June

It was noted that the comments from the planning application consultation had been re-iterated.

092/17 Bishop Blaize Enforcement of Planning Regulations

A copy of correspondence between Sibford Gower Parish Council and Cherwell District Council Planning Department had been received and it was agreed no further action was needed.

093/17 Notice of Decision

17/00923/F - It was noted that permission had been granted for an extension at Faraday House.

094/17 Land on Hook Norton Road

TH reported that he had been contacted by a potential developer concerning the field on the west of Hook Norton Road seeking preliminary views on proposals for housing in that location. However, Councillor Reynolds advised and it was agreed that it was preferable as a parish council to preserve opinion for the planning application consultation stage. It was agreed, therefore, to encourage the developer to organise a public meeting to inform residents of the proposals and obtain feedback. **TH**

095/17 CDC Consultations: Partial Review of the Cherwell Local Plan (Part 1) and Part 2

TH and MH had learned at the Parish Liaison Meeting on 21 June that Oxford's Unmet Housing Need, for which the Partial Review had been conducted, would be met by developments in the south of the District. Councillor Reynolds advised that Local Plan Part 2 was likely to be delayed until 2018 because of the time required for planning staff to deal with the outcomes of the Partial Review.

Any Other Business

096/17 District Councillor arrangements

TH reported that one of the three District Councillors covering the Sibford ward, Ken Atack, had moved away but was covering his work via email. GR advised that Mr Atack would not be standing at the May 2018 election.

097/17 Property Name and Number Signs

MH advised that the Oxfordshire Association of Local Councils had asked members to request that residents clearly displayed their house name or number in order to assist emergency services in locating properties quickly.

Date of Next Meeting

Thursday, 14 September 2017 at 7.45pm.

There being no further business, the meeting closed at 9.30 pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Planning Meeting held Thursday, 13 July 2017 at 7.45 pm in the Sports Hall Classroom, Sibford School

Present: Cllrs Tim Huckvale (Chair), Ginny Bennett and Adrian Lamb; Clerk

Apologies: None

1. 17/01359/F April Cottage, Main Street, Sibford Ferris, dropped kerb to existing driveway.

Decision: There were no objections to this application but comments would be made requesting that any of the conservation grade kerbstones not used in the construction of the dropped kerb be retained by the parish council for future repairs to the footpath. Storage for the kerbstones could be offered locally.

2. Any Other Business
There being no further business, the meeting was closed at 7.52pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Parish Council Meeting held Thursday, 14th September 2017 at 7.45pm in the Sports Hall Classroom, Sibford School

Present at the meeting were: Councillors Tim Huckvale (Chair), Maureen Hicks (Vice Chair), Ginny Bennett and Adrian Lamb, Anita Spencer (Clerk/RFO), District and County Councillor George Reynolds (from 8.25pm), Oswyn Murray and Gil Soden of Sibford Gower Parish Council, James Clarke of South Central Ambulance Service (SCAS), and 17 members of the public

Apologies: None

Declarations of Interest: None was declared against the items on the agenda.

Minutes of the previous meetings: the minutes of the meeting of 3 July were agreed and signed by the Chair as an accurate record.

054/17.1 Proposal to support CPR/First Aid training for the Sibfords with SCAS

James Clarke gave a presentation on the Community First Responder Scheme and stressed the importance of minimising the time between a cardiac arrest and remedial treatment. He advised that the best way to do this in a rural area, where paramedic response times could be outside of the critical time window for a successful outcome, was to train as many members of the public as possible both in CPR and the use of public-access defibrillators (PADs), to provide local public-access defibrillators for them to use, and to have a well-staffed voluntary Community First Responder (CFR) team locally, all of which would improve the survival and recovery chances of a heart-attack patient. In response to queries about the difficulties in obtaining training for volunteers for the CFR scheme previously, Mr Clarke explained that SCAS covered a large area and that its scale had probably contributed to the organisational difficulties. He advised that the CPR scheme in Oxfordshire had now been divided up into ten areas which would make it more responsive and efficient. It was agreed as a first step to collaborate with Mr Clarke to set up a CPR/first aid training event for the Sibfords.

Mr Clarke was thanked for attending the meeting and he left at the end of the discussion.

Matters arising from the previous meeting:

02/13 Ongoing – Superfast broadband for Sibford Ferris

TH reported that the faster service was expected to be provided at the end of 2018 - noted. **TH**

19/14 Ongoing – Fitness equipment

AL confirmed that he would repair the noisy bearing on the space walker and the Clerk reported a loose damper on the surfer which he would also attend to. **AL**

20/14 Ongoing – Cotswold Close play area

The Clerk reported that trees were overhanging the multi-play equipment and it was agreed that a working party would be organised to cut them back. Clerk to liaise for a suitable date. **All**

30/14 Outstanding – Damaged bench on Hook Norton Road

AL would attend to repairs to the bench. **AL**

054/16 Outstanding – Highways matters – white line re-painting

It was noted that position markers had been applied and that re-painting was expected imminently. Retain item until work complete.

110/16 Outstanding – Proposals to improve communication with the parish

TH advised that feedback received from residents had been limited to a request for a bulletin board type service, such as Facebook. However, as it had been agreed that a Sibfords Facebook page for either or both of the parish councils would be problematic in its upkeep so this item would not be taken further and would be closed.

052/17 New Dog Waste Bin on Woodway Road
The Clerk reported that a "Retriever 35" bin in green had been ordered from Glasdon and would be fixed to the footpath sign post on the first bend in Woodway Road. Retain item until bin in place.

053/17 Proposal for a Village Logo
It was agreed to shelve this item for future consideration and it would be closed.

054/17.2 Parking Problems on Hook Norton Road
It was noted there had been no improvement on the parking in this area. After discussion about a bottleneck on Main Street by Malvern House caused by inconsiderate parking, it was agreed to put a notice in the Sibford Scene appealing for car owners to ensure space for passing traffic is preserved when they park in that area. **AS**

055/17 Cherwell Parish Liaison Meeting 21 June – Community Transport Needs
Following a notice in the Sibford Scene asking if residents had transport needs not covered by existing commercial and voluntary services, there had been no feedback and the item could be closed.

Planning
098/17 Minutes of Planning Meeting 13 July
The minutes were agreed as an accurate record and signed by the Chair.

099/17 Development proposals for Hook Norton Road and Public Meeting 20 September
TH summarised for those present the history of the site now put forward by developer Land & Partners for a housing scheme for 20 to 30 homes. The meeting organised by the developer in Sibford Village Hall on 20 September to publicise the proposals was noted. Members of the public present but not able to attend the public meeting were asked to add their questions and comments to those already received by TH, and these would be displayed on the Sibfords website prior to the meeting and communicated to the developer. The list of comments and questions is included in Appendix 1 to these minutes.

100/17 17/01737/F Change of use from agricultural to dog day care and extension of existing building on OS 4702, Hawkes Lane, Sibford Gower
Both the applicant and objectors were in attendance at the meeting. Members of the public stated their concerns, in particular about potential noise from barking dogs, traffic issues and the implications of a change of use. In view of a lack of detail in the application as at the date of the meeting, the applicant was asked to provide clarification and answer questions from the public and councillors. During discussion, it was decided that it was not appropriate to respond to the application until all the details were formally available and that it would be re-considered at a planning meeting following receipt of the formal consultation document. The date of the planning meeting would be made known to neighbours of the application site and advertised in the usual way. **All**

Following this item, all members of the public left the meeting.

101/17 MW.0066/17 Land at Belle Isle Farm – application for additional capping to former quarry/refuse tip
It was agreed there was no objection to the capping of the area with soil.

102/17 Notices of Decision
The following notices of decision received since the last meeting were noted:

- 17/01087/Q56 Austin Grounds Farm conversion of existing agricultural building and an equal area of land to residential use – permission granted with conditions
- 17/01359/F April Cottage, Main Street dropped kerb to existing driveway – permission granted with conditions

103/17 Appeal against refusal of 16/02150/F installation of 21 metre RT Swann Lattice tower on land adjacent to B4035 18 July
This was noted and the item retained pending the decision of the Planning Inspector. **AS**

104/17 Garden clearance at Woodside
It was noted that a query from a resident about the clearance of vegetation in the Conservation Area had been referred to the District Council and AS was asked to find out if any action had been required. **AS**

105/17 Preservation of Trees in the Parish
It was agreed to put a notice in the Sibford Scene to remind residents living in the Conservation Area of the regulations regarding work to trees. **AS**

Correspondence
106/17 7.8.17 NHS England South Central Pharmacy Team re controlled Locality Determination – Banbury and surrounding towns, villages and hamlets – it was noted that a response to the consultation had been made in support of the in-surgery pharmacy in Burdrop.
107/17 1.9.17 Email from resident re increase in traffic following closure of Gate Hangs High to Wigginton crossroads – it was agreed not to take action as there were only two more weeks of closure.
108/17 4.9.17 Cleanslate charity by email request for donation – councillors agreed to maintain the decision to donate only to charities that specifically served and benefitted residents of the parish.

The members of Sibford Gower Parish Council left the meeting after this item.

Finance
109/17 Clerk's Pension
It was noted that the staging date for auto-enrolment had been brought forward to 13 July 2017 and the council's obligations had been fulfilled. This item could be closed.

110/17 Bank Transfers since the last meeting
It was noted that all funds had been transferred from the deposit to the current account on 18 July as agreed at the 3 July meeting. The deposit account was no longer in use and this item could be closed.
111/17 Cheques signed since the last meeting
The following cheques were agreed:

- 13.7.17 John Hicks £112.32 for play area inspections
- 13.7.17 Thomas Fox Landscaping £66.60 for mowing at Cotswold Close Play Area
- 11.8.17 Sue Rowley £60.00 for internal audit
- 11.8.17 Thomas Fox Landscaping £44.40 for mowing at Cotswold Close Play Area

112/17 Payments
The following payments were agreed and cheques signed at the meeting:

- Thomas Fox Landscaping £44.40 for mowing at Cotswold Close Play Area (inv. 23043)
- Mrs A Spencer £1519.91 Clerk's wages April to September 2017
- Mrs A Spencer £12.48 Stationery
- Sibford Gower Parish Council £1138.00 for half-share of churchyard and burial ground mowing fees
- Royal British Legion £50.00 for Remembrance Day wreath

The following payment was agreed pending receipt of the goods and invoice:

- Glasdon UK Limited £222.78 for "Retriever 35" dog waste bin in green with post fixings

113/17 Receipts since last meeting: none.
114/17 Bank reconciliation to 14 September 2017
The bank reconciliation was checked against the payments and receipts records and the bank statements, and was agreed and signed by GB.
115/17 Budget/Actual Comparison to 14 September 2017
The budget/actual comparison was checked against payments made and due for the period and agreed.
116/17 Insurance Renewal 1 June 2017 for one year
It was noted that the insurance renewal documentation had been received. This item could be closed.
117/17 Completion of Annual Return to 31 March 2017
The receipt of the Notice of Conclusion of Audit 2016/17 with no issues arising was noted and the completed Annual Return was agreed.
118/17 VAT Return
It was noted that the VAT return was outstanding but would be completed shortly on line. **AS**
119/17 Confirmation of amended bank details
It was noted that bank details had been amended with Cherwell District Council on 18 July and the Clerk was to verify as soon as possible the receipt of the second precept payment to the current account.

120/17 General Data Protection Regulation (GDPR)
It was noted that this regulation would be enforced in May 2018 and further details were awaited. Item to be retained.

121/17 Clerk's Resignation
It was noted that there had been no applicants for the post to the date of the meeting.

Any Other Business

122/17 Resignation of Councillor
It was noted with regret that Peter Robinson had resigned from the parish council. Notices of vacancy had been posted on the notice board and on the Sibfords website and the Returning Officer had been advised. The Clerk was asked to write to PR with thanks for his valuable service on the parish council. **AS**

123/17 Public Access to Fitness Equipment
It was agreed to ask Sibford School to add the public access times for the equipment to the notice board by the MUGA area. The Clerk was asked to contact Peter Robinson on the matter. **AS**

124/17 Health Walks
Following a request from Sue Marchand of the District Council for a volunteer health walk leader, it was agreed that MH would make Ms Marchand aware that there was a successful walking group in the Sibfords. **MH**

125/17 Parish Council Archive Documents
AL reported receipt of parish council documents formerly kept by the late John Simms. It was agreed to organise a small working group to sort the papers for retention or disposal. **AS**

Date of Next Meeting
Monday, 13 November at 7.45pm

There being no further business, the meeting closed at 10.09 pm.

APPENDIX 1 – MINUTES OF SIBFORD FERRIS PARISH COUNCIL MEETING 14 SEPTEMBER 2017

QUESTIONS AND COMMENTS FOR PUBLIC MEETING 20 SEPTEMBER 2017

1) What other developments have Land & Co been involved in, how did they start out and what were people's views of the finished product?

2) Is the village's infrastructure sufficiently robust to accommodate numbers of new houses?

3) There will be approximately double the number of cars to the number of houses with implications for the roads in and around the village.

4) Need to think about the visual impact both for the immediate neighbours and also from further away.

5) Need to think about the preservation of hedgerows, wildlife etc.

6) Construction traffic should be directed away from the village centre.

7) What else might the village get out of any development? Suggestion of alternative entrance for Sibford School on the east side.

8) Would releasing one piece of land for development lead to other sites being developed? The concern is that the spine road could be extended to Woodway Road. (The point was made that putting the power lines that cross part of the site underground will be costly and any developer would want to dilute those costs by maximising the number of houses.)

9) The visual impact on the southern approach road was brought up in the previous application for housing and this is intended to use more of the field so should that not again be a concern?

10) LP2 identified the field behind the proposed site for 20 houses. If the current proposal goes ahead it could landlock the smaller site the owner of which might wish to forestall by developing it in conjunction with the larger site, resulting in a development of closer to 50 houses.

11) CDC are looking for high density on new developments and if the whole site were developed at that density there would be 180 houses.

12) On the subject of the exacerbation of existing traffic problems by potential increases in traffic movements, the Hook Norton Road/Woodway Road junction corner already sees a large number of near misses.

13) Developers should be made aware of the Community Plan.

14) CDC's LP1 does not support sizeable development in this area.

15) CDC was looking for 13,000 homes for this area and this number has pretty much already been identified.

16) In LP1 the Sibfords are given a Category A rating. The target for Category A villages was 750 homes. In one of the recent updates, 477 applications had already been received and accepted, leaving 270 to be allocated.

17) How many houses in recent village developments have been taken up by local people? Can this information be requested?

18) Do Land & Partners do the development themselves? It needs to be made clear that they may intend to hand the development over to another party.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Planning Meeting held Thursday, 28 September 2017 at 7.00pm in the Sports Hall Classroom, Sibford School

Present: Cllrs Tim Huckvale (Chair), Adrian Lamb and Ginny Bennett, Clerk

Apologies: None

1. Declarations of interest of those present: None

2. 17/01737/F Change of use from agricultural to dog day care and small extension, Hawkes Lane, Sibford Gower – withdrawal of application was noted.

3. 17/01695/F Variation of condition 2 of 16/00959/F – revised garage design and materials, Stewarts House, Stewarts Court

Decision: there were no comments on this application

4. 17/00321/TCA T1 – Leylandii – fell, T2 – Cypress – fell, T3 – variegated Cypress – fell, G1 – 3 x Cypress – fell Woodside, Shelter Lane

Decision: there were no comments on this application

5. Any Other Business – None

The meeting closed at 7.30pm

SIBFORD FERRIS PARISH COUNCIL

Minutes of Planning Meeting held Thursday, 26 October 2017 at 7.30pm in the Sports Hall Classroom, Sibford School

Present: Cllrs Tim Huckvale (Chair), Adrian Lamb and Ginny Bennett, Clerk

Apologies: None

1. Declarations of interest of those present: None

2. Minutes of Planning Meeting of 28 September were agreed and signed.

3. OCC Ref. MW.0080/17 CDC Ref. 17/02028/CM Ferris Hill Farm Sibford Road Hook Norton: the continued use of the area shown on the plan marked "site location plan – lower yard 2 – Sept 2017" and the building and land to the south in connection with the waste transfer station.

Decision: the Chair was to check the location of 'lower yard 2' as it was not clear from digital plans available at the meeting and, if there was no encroachment onto agricultural land, it was agreed no comment was required.

4. OCC Ref. MW.0081/17 CDC Ref. 17/02029/CM Ferris Hill Farm Sibford Road Hook Norton: continue the operation of Ferris Hill Farm waste management facility permitted by planning permission no MW.01321/15 (15/01829/CM) without complying with conditions 3 (to delete condition which requires colour of picking station to be dark green or grey), 8 (pre-sorting of skip waste materials to be permitted) and 10 (storage of waste materials to be permitted)

Decision: it was agreed no comment was required.

5. 17/01981/F The Pheasant Pluckers Inn Burdrop: change of use from A4 to C3 (ACV Listed)

Decision: It was agreed that the views of the Parish Council had not altered since the previous application for change of use and that the current application did not offer any information in support of the claims that the business was neither viable nor saleable. Therefore, it was not possible to formulate a new opinion. The Clerk was asked to draft a response and circulate to the councillors before sending to the District Council.

6. 17/02004/F West Town House Woodway Road: two-storey rear extension

Decision: there were no comments on this application

7. 17/00343/TCA Meadow View Main Street: T1 2 x Beech – crown reduce by approx.. 3m and raise over drive; T3 x Sycamore part of the above group reduce similar to balance; T4 x Field Maple reduce extended limb over garage and crown clean/thin by 15%

This application had already been determined by the District Council and was not discussed.

8. 17/00370/TCA The Old Post Office (formerly Sunnybank) Main Street: T1, T2, T3 x unspecified species – fell and plant new trees in other parts of the garden

Decision: there were no comments on this application

9 Any Other Business

17/01695/F High Rock Hook Norton Road: variation of condition 2 of 16/00959/F – revised garage design and materials

Notice of Decision received – permission granted – noted.

The meeting closed at 8.24 pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Parish Council Meeting held Monday, 13th November 2017 at 7.45pm in the Sports Hall Classroom, Sibford School.

The meeting commenced at 7.45pm but was closed to the public until 8.15pm. The meeting was closed for the first 30 minutes to enable members to agree the appointment of Graham Beacham and for the employment contract to be signed.

Present at the meeting were: Councillors Tim Huckvale (Chair), Maureen Hicks (Vice Chair), Ginny Bennett and Adrian Lamb, Anita Spencer (outgoing Clerk/RFO), Graham Beacham (incoming Clerk/RFO from 8.15pm), District and County Councillor George Reynolds (from 8.40pm) and three members of the public (from 8.15pm).

Apologies: None.

Declarations of Interest: None was declared against the items on the agenda.

126/17 Clerk's appointment It was agreed to appoint Graham Beacham as Clerk/Responsible Financial Officer from the commencement of the meeting and a contract of employment was duly signed.

Members of the public then joined the meeting.

Minutes of the previous meeting: the minutes of the meeting of 14th September were agreed and signed by the Chair as an accurate record.

122/17 Co-option of new councillor following confirmation from CDC that no by-election was demanded, the Council agreed to consider possible candidates and have this action as an agenda item for the next meeting.

Matters arising from the previous meeting not covered in agenda:

02/13 Superfast Broadband for Sibford.
No change before end of 2018. **TH**

19/14 Fitness equipment repairs and request for public access times on the MUGA.
The space walker was no longer squeaking and Cllr Lamb was to look at loose dampers on the surfer. Peter Robinson (Business Manager at Sibford School till January 2018) had agreed to add timings for the fitness equipment to the notice board by the MUGA. **PR/AL**

20/14 Cotswold Close Play Area.

- Overhanging trees still to be cut back – TH and AS agreed to do. **TH/AS**
- Splintering on upright of baby swing needs sanding.
- Splintering on seats in playhouse under Platform 4 needs filling and smoothing.

Cllr Lamb would look at these two issues. **AL**

- The quotation from Thomas Fox for the 2018/19 mowing season was awaited. **GrB**
- The arrangement for emptying the play area bin was reviewed and the outgoing Clerk would include this query when in contact with CDC on a new litter bin near the Shop. **AS**

Village maintenance.
30/14 Damaged bench on Hook Norton Road still to be repaired. **AL**
54/16 White line re-painting has been completed. Item to be closed.

52/17 Dog waste bin for Woodway Road - update.
The bin was put up at the end of October and the Parish Council would be billed twice a year, retrospectively, in March and September. The cost would be £1.54 ex vat per week i.e. £32.34 in March 2018 (1 Nov to 31 March) and £40.40 in September; the bin had already been emptied and would be done on Tuesdays.

54/17.2 Parking problems on Hook Norton Road.
The problem area was down from Sibford School's new entrance, where a lot of vehicles were parked in such a way that it was difficult for people coming out of Cotswold Close and Back Lane.
There were several building works being carried out in the area currently and it was hoped this situation would ease following their completion. The item could be closed.

54/17.1 CPR/First Aid Training for the Sibfords.
James Clarke had been given information on booking the hall for a training session for villagers and it was agreed to follow this up. **GrB**

124/17 Request from CDC for volunteer health walks leader - update.
Cllr Hicks had forwarded the request to the Sibfords walking group leader and a response had been sent to CDC by the group. The item could be closed.

125/17 Parish Council archive documents.
It was agreed that TH, GB and AS would meet to go through the archives and draft an archive policy. **TH/GB/AS**

120/17 General Data Protection Regulations (GDPR).
Awaiting dates for training for councillors and clerks. **GrB**

Planning.
127/17 Development proposals for Hook Norton Road – since the public meeting on 20 September there had been no further news on the development proposals.
128/17 Draft minutes of Planning Meeting of 26th October were agreed and signed.
129/17 14.09.17 Letter from resident re. housing proposals to Hook Norton Road and Cherwell Local Plan and response noted (retrospective).
130/17 18.09.17 email from Cllr Reynolds with clarification on Cherwell Local Plan implications for Sibford Ferris - noted.
131/17 23.10.17 email OCC Oxfordshire Housing Survey 2017-deadline 17th November. To be put on noticeboard. **TH**
132/17 01.11.17 17/01981/F Pheasant Plucker's Inn Burdrop change of use from A4 to C3 - copy of Sibford Gower Parish Council submission to CDC Planning received – noted. OM advised the application would be considered by the Planning Committee on 23 November.
133/17 Planning applications received since the last meeting were discussed and comments agreed:

- 17/02188/F The Brambles, Woodway Road: a wooden building set on concrete under a corrugated bitumen roof with stable-like partitions within to house goats. No objection or comments.

134/17 Notice of decisions received since the last meeting noted:

- 17/00321/TCA Woodside Main Street: T1 x Leylandii : fell; T2 x Cypress: fell; T3 x Variegated cypress: fell; G1 x 3 Cypress: fell - permitted.
- 17/00343/TCA Meadow View Main Street T1 & 2 x Beech: crown reduce by approx. 3m and raise over drive; T3 x Sycamore: part of the above group, reduce similarly to balance; T4 x Field Maple: reduce extended limb over garage and crown clean/thin by 15% - permitted.
- 16/02150/F Installation of 21 metre RT Swann Lattice tower on land adjacent to B4035 - appeal against refusal upheld. Chairman learned from applicant that tower could be in place before end of year.
- OM reported that appeal against refusal of 16/01563/F at Muddle Barn Farm, Sibford Gower, had been upheld.

Correspondence.

135/17 14.09.17 email OCC re National Highway & Transport Public Satisfaction Survey - member consultation – expired – item closed.

136/17 15.09.17 email OCC re Emergency Planning - form to be completed by incoming Clerk. **GrB**

AS would ask Peter Robinson whether the School was prepared to continue to offer premises for emergency use. **AS**

137/17 21.09.17 email Open Spaces Society re. loss in 2026 of historic footpaths etc. not included in OCC Definitive Maps - on website.

138/17 04.10.17 email Thames Valley Police request to included Hidden Harm Logo in public information spaces – TH would put on website **TH**

139/17 10.10.17 email Thames Valley Police, Police and Crime Plan- Summary for the Thames Valley 2017-2021. TH would put on website **TH**

140/17 13.10.17 email CDC re Liaison Meeting 8 November – report received from Cllr Bennett covered:

- Traveller encampments
- CDC taking over Castle Quay 1 and proposed development CQ2.
- Situation with Icelandic Bank refunding
- New housing
- Local Plan 2, which GR advised had been put back to middle of 2018 due to delays with the Partial Review of Local Plan 1.

141/17 18.10.17 email OCC Oxfordshire Transport and Access to Services 2017-survey. Chairman to complete **TH**

142/17 26.10.17 email James Clarke of Community First Responders - request for householders to clearly display house names and/or numbers for the emergency services. It was agreed to consider a village plan with house names for noticeboard. Clerk to put piece in Sibford Scene re. displaying house names/numbers **AS**

143/17 01.11.17 email NHS England (South Central) reference in-surgery dispensaries - decision that rural areas are within a Controlled Locality Determination – noted.

144/17 06.11.17 email NHS South, Central and West Commissioning Support Unit re. workshops on the future of GP and primary care in Oxfordshire. Two workshops local, one in Banbury and one in Chipping Norton. No one available to attend.

Finance.

145/17 Cheques signed since the last meeting were agreed:

- 29.09.17 Glasdon UK Limited £222.79 for dog waste bin and fixings.
- 29.09.17 Thomas Fox invoice 23240 £44.40 mowing at Cotswold Close Play Area.
- 26.10.17 Thomas Fox invoice 23241 £22.20 mowing at Cotswold Close Play Area.

146/17 Payments agreed and made at meeting:

- Mrs A. Spencer £4.00 Clerk's expenses (bin bags for Cotswold Close Play Area).

147/17 Receipts since last meeting :

- 13.09.17 Cherwell District Council precept payment £3429.00 by BACS.

148/17 Bank reconciliation to 13 November agreed.
149/17 Budget/Actual Comparison to 13 November reviewed and agreed.
150/17 VAT repayment claim for £237.69 noted.
151/17 02.10.17 email Zen Internet re increase in monthly charge from £3.99 to £4.99 noted.
152/17 2018/19 draft budget set – councillors agreed to retain precept amount from previous year and to cover difference between precept and budget from reserves.
153/17 As Cotswold Close play area was showing its age, it was agreed MH/GB would estimate remaining lifespan of equipment, and research potential cost of replacements and grants available. **MH/GB**
154/17 Requirement for Clerk training - discussed and training dates for 2018 to be advised. **GrB**

Any Other Business.
155/17 Litter bin by Sunnybank (now Old Post Office) - following removal by resident, action to replace discussed and agreed. TH to speak to new owners. **TH**
AS to chase CDC for policy on emptying litter bins. **AS**
Awaiting information on highways boundary from OCC - Cllr Reynolds to chase. **GR**

156/17 Remembrance Day Wreath - to note the wreath had been purchased and laid by David Stewart. Mr Stewart was thanked.

157/17 E-mail from resident enquiring about contact with landowner on Hawkes Lanes field - noted.

Date of Next Meeting
Monday 15th January 2018 at 7.45pm.

There being no further business, the meeting closed at 9.36 pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of meeting of Planning Committee held Thursday, 28 December 2017 at 7.45 pm in the Sports Hall Classroom, Sibford School

Present: Cllrs Tim Huckvale (Chair), Ginny Bennett and Adrian Lamb; Clerk

Apologies: None

1. 17/02372/F: The Old Post Office, Main Street, Sibford Ferris, Banbury, OX15 5RG. Erection of second storey extension to an existing single storey utility room with the renovation of the current rear ancillary buildings – to be discussed and comments agreed.

Decision: There were no objections to the extension itself, but councillors were very concerned about the impact that the loss of the garage could have on parking on Main Street. It was agreed that Councillor Huckvale would draft suitable wording for agreement by committee members by email before submission.

2. Any Other Business
There being no further business, the meeting was closed at 8.05pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Parish Council Meeting held Monday, 15th January 2018 at 7.45pm in the Sports Hall Classroom, Sibford School.

Present at the meeting
Councillors Tim Huckvale (Chair), Maureen Hicks (Vice Chair), Ginny Bennett and Adrian Lamb, Graham Beacham (Clerk/RFO), District and County Councillor George Reynolds (until 8.10pm), District Councillor Douglas Webb, Chair of Sibford Gower Parish Council Oswyn Murray and one member of the public.

Apologies
None.

Declarations of Interest
None was declared against the items on the agenda.

Minutes of the previous meeting
The minutes of the meeting of 13th November 2017 were agreed and signed by the Chair as an accurate record.

Matters arising from the previous meeting not covered in agenda

02/13 Superfast Broadband for Sibford.
No change; still expected before the end of this year. **TH**

19/14 Fitness equipment repairs and request for public access times on the MUGA.
Cllr Lamb has examined loose dampers on the surfer and is trying to obtain the special tool needed to tighten the bolts. **AL**

The timings for public use are still not on display. Clerk to follow up with the school. **GrB**

20/14 Cotswold Close Play Area
Overhanging trees have been cut back.

Splintering on upright of baby swing and seats in playhouse under Platform 4 still need checking. **AL**

The quotation from Thomas Fox for the 2018/19 mowing season was reviewed and accepted. Clerk to inform Thomas Fox. **GrB**

Cherwell DC have agreed to regularly empty the play are waste bin.

The wooden surfaces are becoming slippery; cleaning session to be arranged. **MH**

Check arrangements with volunteers for carrying out playground inspections. **MH**

Village maintenance
30/14 Damaged bench on Hook Norton Road does not need immediate repair. Item closed.

52/17 Dog waste bin for Woodway Road is being used and emptied. Item closed.

54/17.1 CPR/First Aid Training for the Sibfords
There had been no progress on this. Clerk to follow up with James Clarke. **GrB**

125/17 Parish Council archive documents
Need to meet to go through the archives and draft an archive policy. **TH/GB/AS**

120/17 General Data Protection Regulations (GDPR)
The proper approach to this is still unclear; awaiting further guidance.

01/18 Co-option to fill Casual Vacancy

Councillors will continue to seek candidates for both the Casual Vacancy and to stand in the May election. **All**

02/18 Parking on Main Street

Comments had been received from a resident about inconsiderate parking on Main Street causing disruption to the early morning bus service. It was agreed to put a notice in the Sibford Scene asking for more care. **TH**

03/18 Management of grit and grit bins

It was felt at present there was enough grit stored at the school and the grit bins were currently filled.

Correspondence

04/18 23.11.17 email notification of external auditor 2017/18 Moore Stephens

05/18 14.12.17 email London Oxford Airport Consultation

06/18 15.12.17 email RAF Brize Norton Consultation for Airspace Change proposal

07/18 23.12.17 Oxfordshire Association for the Blind Donation Request

08/18 21.12.17 email OCC Highways feedback requested on response to the snow in your area

09/18 09.01.18 email Oxfordshire Minerals and Waste Local Plan Part 2.

Planning

10/18 Minutes of the Planning Committee held 28th December
Approved as a correct record and signed by the Chair.

11/18 Notices of decisions received since the last meeting:

- 17/02004/F West Town House, Woodway Road: two storey rear extension – permitted.
- 17/02188/F Brambles Woodway Road: wooden goat house – permitted.
- 15/01829/CM N L Matthews Ferris Hill farm, Sibford Road, Hook Norton : continued operation of Ferris Hill Farm waste management facility – permitted.
- MW.0080/17 Banbury Plant Hire Ferris Hill Farm, Sibford Road, Hook Norton: continued use – permitted.
- MW.0066/17 K Dyer Land at Belle Isle Farm, Sibford Road, Hook Norton: additional capping to former quarry/ refuse tip – permitted.

Finance

11/18 Final salary payment for outgoing Parish Clerk
The outgoing Clerk had attended the November meeting and assisted the incoming Clerk in getting up to speed. It was agreed to pay her salary up to the end of November 2017. **TH**

12/18 The Council agreed to accept the quote for ground maintenance 2018 by Thomas Fox
Clerk to advise to Thomas Fox they were successful in their quote for work. **GrB**

13/18 The Clerk reported on three training sessions offered currently by the OALC
The Council agreed for him to attend the two dealing with finance, however not to attend the training dealing with GDPR due to the mixed messages being received about it.

14/18 2018-19 budget and precept
The Council agreed to keep the budget and Parish Precept for 2018-19 unchanged at £6,858.00. **GrB**

15/18 The Council agreed the cheques that were signed since the last meeting:

- 07.12.17 Thomas Fox invoice 23582 £44.40 for mowing play area x 2
- 08.12.17 Mr G .Beacham 12.12.17 salary £211.25

16/18 Payments agreed at the meeting:

- Mr G. Beacham salary 12.01.18 £211.25
- Zen website hosting service renewal for one year 12.01.18 £71.86.
- OALC Training End of Year Accounts £48.00
- Mr G. Beacham £27.30 clerk's expenses (£3.90 first class stamps x 6, £23.40 travel expenses).

Any Other Parish Matters

17/18 Ideas were discussed on what types of materials might be used on any new playground equipment that might be purchased.

18/18 The Chair to write to Anita Spencer, thanking the former clerk for her service to the Council and the Parish. **TH**

19/18 Clerk to contact Barclays Bank to amend signatories on mandate and to receive statements to the new clerk's address. **GrB**

20/18 Cllr Lamb suggested the cheques be written soon for the donations to the organisations in the budget, so they could be paid in this financial year. **GrB**

Dates of Next Meetings

Monday 12th March (changed after the meeting at Chair's request to 19th March)

10th May Annual Parish Meeting

14th May Annual Meeting of Parish Council (first meeting of new council following election)

Meeting closed at 9.35pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of meeting of Planning Committee held Monday, 5 March 2018 at 7.45 pm in the Sports Hall Classroom, Sibford School

Present: Cllrs Tim Huckvale (Chair), Ginny Bennett and Adrian Lamb; Clerk

Apologies: None

1. 18/00264/F: The Annexe Rose Cottage Main Street Sibford Ferris Banbury OX15 5RG. Variation of Condition 1 of 08/00252/F - To allow occupation and use of the annexe in association with April Cottage instead of Rose Cottage - to be discussed and comments agreed.

Decision: No objections and no further observations.

2. Any Other Business

There being no further business, the meeting was closed at 7.50 pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of the Parish Council Meeting held Monday, 19th March 2018 at 7.45pm in the Sports Hall Classroom, Sibford School.

Present at the meeting
Councillors Tim Huckvale (Chair), Maureen Hicks (Vice Chair), Ginny Bennett and Adrian Lamb, Graham Beacham (Clerk/RFO), District and County Councillor George Reynolds. No members of the public were present.

Apologies
None.

Declarations of Interest
None was declared against the items on the agenda.

21/18 Minutes of the previous meeting
The minutes of the meeting of 15th January 2018 were agreed and signed by the Chairman as an accurate record.

Matters arising from the previous meeting not covered in agenda

02/13 Superfast Broadband for Sibford Ferris
BT have installed a new street cabinet, so we are hopeful that superfast broadband will be available within a month or two.

19/14 Fitness equipment repairs and request for public access times on the MUGA
Cllr Lamb is trying to get a tool to tighten the dampers. **AL**

The timings for public use are now displayed.

20/14 Cotswold Close Play Area
Cherwell DC appear not to be regularly emptying the play area waste bin. Clerk to check with CDC. **GrB**

A team of councillors has cleaned the wooden surfaces. The volunteers are continuing with the regular playground inspections.

54/17.1 CPR/First Aid Training for the Sibfords
The Clerk has not had a reply from James Clarke. Chairman and Clerk to try to get a response. **TH/GrB**

22/18 Archiving Parish Council Records
The Clerk would email the Chair an example of a parish council archive policy. **GrB**

23/18 Report from County and District Councillor George Reynolds

The County Council had agreed a 6% budget increase for 2018/19, mainly for more money towards social care for adults and children. One million pounds extra has been ear marked for pothole repairs in the County.

DRAFT

All the Oxfordshire Councils have agreed with the Growth Board deal with the Government on money for infrastructure and agreeing on the number of new houses for the County. If more houses are not built on the Oxford City Greenbelt, Cherwell might have to build more properties.

Northampton County Council has problems with its budget and there is talk of a Unitary Authority in Northamptonshire. This might cause issues for the District, who have financial arrangements with South Northamptonshire District Council.

No news on a Hook Norton Road development pre-planning application.

Verbal Report on Election Briefing

The Clerk gave a verbal report on a briefing he attend regarding the Parish Council Election in May. The Chairman agreed to hold the nomination forms for the Parish.

Planning

24/18 The Council approved and the Chairman signed the minutes of the Planning Committee held 5th March 2018.

25/18 The Council had no comment on the notice of intent to undertake works on trees at Applegrove, Sibford Ferris.

26/18 Annual Parish Meeting: to agree the agenda

The Council agreed to the agenda for the meeting. The Chairman would give a report to the meeting. The Town Estate Charity, the Village Hall and the School would be invited to give a report.

27/18 General Data Protection Regulations

The Clerk would email the latest information from the OALC.

28/18 The Oxfordshire Clinical Commissioning Group's "The Big Consultation"

The Council did not wish to comment on this at the moment.

29/18 Website Domain Name

It was agreed to purchase the domain name *thesibfords.uk*.

30/18 Long-term play equipment renewal

Four companies had been approached, three had submitted their ideas. Possible cost around £30,000. This would be discussed at the Parish Meeting; a steering group involving interested residents would be required to take the planning forward.

Correspondence

31/18 An advert for a speed gun was noted from Elan City.

DRAFT

Finance

32/18 It was not possible to give a complete review of the actual spend against budget as Barclays Bank would not still send any statements to the Clerk as the Clerk is not a signatory to the account. The Chairman undertook to visit the bank to confirm new clerk address and to sort bank signatories. **TH**

33/18 The council agreed in principle to purchase a grit bin for Cotswold Close, but would need advice from residents on where best to place it. **TH**

34/18 The Clerk was asked to organise a site visit to clarify boundary of highway by the property known as The Old Post Office regarding replacing a waste bin. **GrB**

35/18 The Council reviewed the register of assets. Item 25 (parish laptop computer) would be amended to read Clerk as custodian.

36/18 The Clerk would contact the previous internal auditor. **GrB**

Any Other Parish Matters

38/18 The Chairman thanked everyone who helped with the recent spring clean litter pick, which was re-arranged after the recent snow.

Dates of Next Meetings

10th May Annual Parish Meeting

14th May Annual Meeting of Parish Council (first meeting of new council following election)

Meeting closed at 9.21pm.

DRAFT

SIBFORD FERRIS PARISH COUNCIL

Minutes of meeting of Planning Committee held Wednesday, 25 April 2018 at 6.00 pm in the Sports Hall Classroom, Sibford School

Present: Cllrs Tim Huckvale (Chair), Ginny Bennett and Maureen Hicks

Apologies: None

1. 18/00102/TCA: The Long House, Main Street, Sibford Ferris, Banbury, OX15 5RG.
   G1 x Norway Spruce – Fell; T1 x Oak - Fell and replace; T2 x Sequoia – Fell.
   To be discussed and comments agreed.

   Decision: No objections and no further observations.

2. 17/01981/F: The Pheasant Pluckers Inn, Burdrop: change of use from A4 to C3 (ACV Listed); appeal lodged with the Planning Inspectorate, reference 3191365.

   Decision: After discussion it was agreed that Councillor Huckvale would draft suitable wording for agreement by committee members by email before submission. The submission subsequently approved by the committee members by email is attached as an appendix to these minutes.

There being no further business, the meeting was closed at 7.00 pm.

Appendix: Submission to the Planning Inspectorate re case 3191365, Pheasant Pluckers Inn, sent on 1 May 2018

The Planning Committee of Sibford Ferris Parish Council met on 25 April 2018 and decided to make the following comments on this appeal:

1. The Sibford Ferris Parish Council reiterates its comments made to the original application: it has not changed its general view that this public house when fully functioning as such was a successful and important community asset and its current category A4 should be retained.

2. The pub opens for business occasionally, but the hours are irregular and not widely advertised. The pub's name was changed from "The Bishop Blaize" to one that some villagers consider to be offensive. For many years there has been a derelict vehicle and (until recently) a horse-box trailer dumped on the pub's land in the Sib valley within the Conservation Area. The gates to the pub car park are closed most of the time and all signage associated with a public house has been removed. These are not the actions of a business trying to make a good impression and be successful within the community.

3. There are other pubs in surrounding villages that are currently successful, in smaller communities and without benefit of the superb view from the location of this one. The Parish Council believes that, with the right imaginative and enthusiastic landlord, it could be successful again. It could meet untapped needs within the community with little impact on the Wykham Arms.

4. We note that the independent report from Bruton Knowles (BK) suggested a sale value of £376,740, but this appears to be based on it being a "successful trading" pub. Given that the pub is not operating seriously at the moment, there is (as BK points out) no "goodwill" factor. In addition, there will be building and refurbishment costs to make it viable, so it is not surprising that offers received fall short of this.

SIBFORD FERRIS PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held Monday, 14th May 2018 at 7.45pm in the Sports Hall Classroom, Sibford School.

Present at the meeting were: Chairman of the Council Tim Huckvale, Councillors Adrian Lamb, Ginny Bennett, Simon Rayner and Mr John Wass, and Clerk Graham Beacham.
There were no members of the public present.

This meeting was the first of the new Council, following the uncontested Parish Council Election.

Lamb, Bennet and Rayner were therefore elected Councillors and signed the form of acceptance of the office of Councillor

39/18 Chairman of the Council: Tim Huckvale, as Chairman of the previous Council asked for

Nominations for the Chairman of the Parish Council 2018/19.

No one was prepared to be Chairman for the year,

Cllr Lamb was nominated to be Chairman for this meeting.

Tim Huckvale then attended the rest of the meeting as a member of the public.

40/18 Co-Option of Parish Councillor.

Due to only three members of the Council being elected, the

Parish Council is now able to co-opt two members to complete the Council

John Wass was co-opted as a Councillor and signed the acceptance of office form.

This still leaves a vacancy.

Apologies: None.

Declarations of Interest: None were declared against the items on the agenda.

41/18 Minutes of the previous meeting.

The Minutes of the meeting held 19th March 2018 were agreed as a correct record.

Matters arising from those minutes not covered on the Agenda.

There were none.

42/18 Correspondence.

Notice of meetings to attend were noted:

Cherwell DC Parish Liaison Meeting 20.06.18.

Oxfordshire CC meeting in Banbury 18.07.18.

43/18 County and District Councillor Report.

No apologies were received and no reports received.

44/18 Planning.

Application 18/00640/F Tyne Hill Barn.

The Council wishes to object to the application.

The access opens onto a blind brow of an hill.

The access is very steep and comes out onto a

single track road.

Application 18/00616/F Muddle Barn Farm, Sibford Gower.
The Council raises no objection to the application and has no further observations.

Planning Meeting 25th April 2018.
Noted.

Decisions.
Work to Undertake Tree Work at Applegrove was approved by the planners.

45/18 Finances.

- Barclays Bank now recognise the Clerk to send statements for the Council.
- Council agreed for Simon and John to be added as new signatories. Ginny was now Recognised as a signatory. Tim and Maureen were to be removed as signatories.
- Sue Rowley to be approached to carry out the internal audit.
- Stephen Moore had been appointed as external auditor.

GDPR.
No updates had been received.

Email provision for councillors.
Tim Huckvale spoke on the matter.

Any matters raised from the Annual Parish Meeting.
An additional grit bin was thought best to be placed in Cotswold Close.

Any other Parish Matters.
None.

Meeting closed at 9.12pm.

Date of next meeting: Monday 4th June 2018.

SIBFORD FERRIS PARISH COUNCIL

Minutes of the Parish Council Meeting held Monday, 4th June 2018 at 7.45pm in the Sports Hall Classroom, Sibford School.

Present at the meeting were: Councillors Adrian Lamb, Ginny Bennett, Simon Rayner and John Wass, and Clerk Graham Beacham.
There were no members of the public present.

46/18 Chairman of the Council: Cllr. Adrian Lamb agreed to be Chairman of the Parish Council for the year 2018/19.

Apologies: None.

Declarations of Interest: None were declared against the items on the agenda.

47/18 Planning: 18/00775F and 18/00776/LB Temple Mill Woodway Road, Sibford Ferris.

- The Parish Council wishes to raise no objections to the application and has no further observations.

Accounts End of Year 2017/18: The Clerk had produced the accounts, as circulated.

- The Council made amendments to the asset register.
- It was agreed that more work was required in order to complete the accounts, with the Chairman advising the Clerk from his experience of working on the accounts for two years.
- The Clerk is to complete and table the accounts at the next meeting, along with the timetable for the internal and external audits. **GrB**

Any other Parish matters:

- Cllr. John Wass reported on his attempts to find a younger potential candidate for the one vacant seat on the Council.
- Cllr. Wass explained that he was keen to engage more with Sibford Gower Parish Council, and the Councillors agreed that joint meetings could possibly be arranged when individual topics arose, where collaborative working may prove more fruitful.
- The Clerk was asked to request Oxfordshire County Council's Highways team come for a site visit, for the possible siting of a grit bin for Cotswold Close. **GrB**
- The Clerk was also asked to try again to get confirmation from the Highways team regarding the ownership/boundaries of the land where the former waste bin had been on High Street. **GrB**

Date of next meeting: Monday, 16th July at 7.45pm.

SIBFORD FERRIS PARISH COUNCIL

Draft Minutes of Parish Council Meeting held Monday, 16th July 2018 at 7.45pm in the Sports Hall Classroom, Sibford School.

Present at the meeting were: Councillors Adrian Lamb (Chairman), Ginny Bennett, Simon Rayner and Graham Beacham (Clerk). No members of the public were present.

Apologies: Mr. John Wass.

Declarations of Interest: None were declared against the items on the agenda.

Minutes of the previous meeting:
48/18 - the minutes of the meeting of 14th May were agreed, as an accurate record.
49/18 - the minutes of the meeting of 4th June were agreed, as an accurate record.
50/18 - the minutes of the Annual Parish Meeting on 10th May were noted.

51/18 Matters arising from the previous meeting not covered in agenda:

Siting of grit bin for Cotswold Close.
The Clerk has received an e-mail response from Oxfordshire County Council stating that the Parish Council should contact Banbury Town Council. The Clerk will telephone OCC Highways to speak to an officer, as this is incorrect. **GrB – report back by next meeting.**

Boundary information request.
OCC Highways told the Clerk to e-mail the Highway Records for boundary details of Sunnyside. **GrB – report back by next meeting.**

Standing agenda items.
The Council discussed which items should always be on the agenda, and it was felt that the playground should be a standing item. It was also agreed that, going forward, any actions should be recorded in the minutes with the initials of the person responsible for completing them and a date for completion.

52/18 Correspondence.
The annual inspection of the playground equipment was noted.

53/18 Planning.
Application 18/00164/TCA Tree Works Holmby House: The Parish Council has no further comments or observations.

Application 18/00165/TCA Tree Works 10 Walford Road: No objection. The Parish Council comments that the Planning Authority should check it still meets the original screening condition for the property.

The Council noted the planning decision for The Long House.

The Council reviewed the terms of reference for the Planning Committee and removed the following sentence: The Parish Clerk will notify applicants of the place and time of the meeting at which their application will be considered.

The contact details on the terms of reference will now also just list the e-mail addresses of the Chairman and Clerk.

Finances:
54/18 The Council approved the cheques that had been paid out of meetings – see appendix 1.

55/18 The Council approved the Accounts 2017/18 and received the internal audit report. There were no issues to report.
The Council also agreed and signed the End of Year document for the external auditor, as in appendix 2.

56/18 The cheques to be signed at this meeting were approved – see appendix 3.

Any Other Parish Matters:

- It was agreed that the Clerk would contact Cherwell District Council and report the fly tipping that had occurred at The Elm. **GrB – report back by next meeting.**
- It was agreed that the Clerk would contact Oxfordshire County Council regarding street light number two on Hook Norton Road being on all the time. **GrB – report back by next meeting.**

57/18 Staffing:
Both the Council and the Clerk agreed to a further six month probation period for the Clerk.

Date of Next Meeting
Tuesday 11th September 2018 at 7.45pm.

There being no further business, the meeting closed at 9.17 pm.

Appendix 1

Cheques paid out of meetings 2017/18 – to be agreed at July meeting.

15.1	Cheque 100737	Mr. G. Beacham	Wages January 2018	£169.05
15.1	Cheque 100738	HMRC	PAYE January 2018	£42.20
15.1	Cheque 100748	Mr. T. Huckvale	Repayment of gift voucher and card purchased for Clerk A. Spencer	£31.79
19.3	Cheque 100750	Mr. G. Beacham	Wages February 2018	£169.05
19.3	Cheque 100749	ZEN Internet	Domain name payment	£8.39
19.3	Cheque 100751	HMRC	PAYE February 2018	£42.20

Cheques paid out of meetings 2018/19 – to be agreed at July meeting.

18.4	Cheque 100752	Mr. G. Beacham	Wages March 2018	£169.05
18.4	Cheque 100753	HMRC	PAYE March 2018	£42.20
18.4	Cheque 100754	Cherwell District Council	Play area lease	£30.00
18.4	Cheque 100755	Thomas Fox	Invoice 24019	£45.60
19.4	Cheque 100757	Mr. G. Beacham	Clerk's expenses	£14.39

Appendix 2

Certificate of Exemption

To be completed only by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

SIBFORD FERRIS PARISH COUNCIL

certifies that during the financial year 2017/18, the higher of the authority's gross income for the year **or** gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2017/18: £ 7,409

Annual gross expenditure for the authority 2017/18: £ 6,360

There are certain circumstances in which an authority **will be unable to certify itself as exempt,** so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of £200 +VAT will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority has been in existence since before 1st April 2014
- In relation to the preceding financial year (2016/17), the external auditor **has not:**
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and submitted to the external auditor.

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 2 July 2018. **By signing this certificate you are also confirming that this will be done.**

Signed by the Responsible Financial Officer: G Beaton — Date: 16 07 18

Signed by Chairman: A. [illegible] — Date: 16 07 18

Email: sfpc@thesibfords.org.uk — Telephone number: 01608 810047

*Published web address *(not applicable to Parish Meetings)*: thesibfords.org.uk

This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.

BIBFORD FERRIS PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please answer 'Yes' or 'No' (or 'not covered')		
	Yes	No	Not covered
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not covered
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit SUE ROWLEY

Signature of person who carried out the internal audit

Date 13/7/18

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

SIBFORD FERRIS PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Acoounting Statements for the year ended 31 March 2018, that:

	Agreed		'Yes' means that this authority
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A — *has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.*
			✓

This Annual Governance Statement is approved by this authority and recorded as minute reference:

55/18

dated 16 07 18

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

Section 2 – Accounting Statements 2017/18 for

SIBFORD FERRIS PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	10379	12426	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	6858	6858	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	1683	551	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	2989	2872	*Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	3505	3489	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	12426	13475	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	12426	13333	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	24079	23728	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	*The Council acts as sole trustee for and is responsible for managing Trust funds or assets.*
		N/A	*N.B. The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

G. Beadle

Date 16.07.18

I confirm that these Accounting Statements were approved by this authority on this date:

16.07.18

and recorded as minute reference:

55/18

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Appendix 3

Cheques signed at meeting.

Cheque 100758	OALC	Membership	£135.06
Cheque 100759	John Hick	Inspection	£112.32
Cheque 100760	Mr. G. Beacham	Wages April, May, June 2018	£507.15
Cheque 100761	HMRC	PAYE April, May, June 2018	£126.60
Cheque 100762	Came and Company	Insurance	£505.21
Cheque 100763	Thomas Fox	Invoice 24291	£45.60
Cheque 100764	Thomas Fox	Invoice 24545	£45.60
Cheque 100765	Thomas Fox	Invoice 24805	£45.60

SIBFORD FERRIS PARISH COUNCIL

Draft Minutes of Parish Council Meeting held Tuesday, 11th September 2018 at 7.45pm in the Sports Hall Classroom, Sibford School.

Present at the meeting were: Councillors Adrian Lamb (Chairman), Ginny Bennett, Simon Rayner and John Wass.
County and District Councillor George Reynolds arrived at 8.10pm.
Clerk Graham Beacham and four members of the public were also present.

Apologies: None, as all Councillors present.

Declarations of Interest: None were declared against the items on the agenda.

58/18 Minutes of the meeting held 16th July 2018:
The minutes were agreed as an accurate record and were signed by the Chairman.

59/18 Matters arising from the previous meeting not covered in agenda:
Any other Parish matters.
Cherwell District Council has removed the fly tipping at The Elm.
Oxfordshire County Council has repaired the faulty street light.

60/18 Update on co-option of a Councillor.
John Wass was working on getting a member of the Parents' Association to join the council. **JW**

61/18 Progress on providing a new grit bin for Cotswold Close.
Since the last meeting Adrian and Ginny had attended a successful site visit with Paul Wilson from Oxfordshire County Council Highways.
The Clerk was asked to contact Sanctuary Housing Association regarding gaining permission for siting a bin on their land. **GrB to place an order with Oxfordshire County Council as soon as possible once permission has been given by Sanctuary, to get the bin in place before winter.**

62/18 Update on boundary request regarding old waste bin.
Oxfordshire County Council Highways Records department originally sent out a map which did not show enough detail but, following a couple of telephone calls, then stated that the tree on the boundary was not their tree.
Simon to have a conversation with the owner to get the waste bin reinstated. **SR**

63/18 Playground.
Anita Spencer (volunteer co-ordinator of inspections) reported on items needing attention from the monthly check of the Cotswold Close play area:

- The fencing requires being put back up.
- The digger is to be oiled, as it is stiff to turn.
- The bouncy bridge fixing rings are to be tightened, as they are slightly loose.
- The platform pole moves, possibly due to the summer drought.

AL to look at and repair.
The Clerk was asked to contact Sibford School regarding the leaves and moss that were on the keep fit area equipment. It was also requested that the Clerk contact Sibford School and ask who the new school business manager is. **GrB**

New playground proposals.
Maureen Hicks (volunteer organiser of the playground revamp) to organise a meeting with those who had expressed an interest in assisting with this project and Ginny. The cost is estimated to be £30,000. An invite to attend the next meeting or to send a report will be sent out. **MH**

County and District Councillor report:
George Reynolds reported the following:

- Cherwell District Council was working to untangle itself from its joint working with South Northants Council following the problems with Northamptonshire County Council and its finances. This could cost two million pounds.
  The plan is to then set up joint working arrangements with Oxfordshire County Council.
- Oxfordshire County Council had mended most of the potholes; however it was now felt that the roads were breaking up.
- It is possible that a Council Tax increase could be introduced.

64/18 Planning:
Update on any new development on Hook Norton Road.
George Reynolds reported that nothing new had been raised since the last consultation and that this may be because the outcome of the local plan is being awaited. **GR** to contact Cherwell District Council.

Any decisions received.
Works on trees, Holmby House – No objection from Cherwell District Council.
Works on trees, 10, Walford Road – No objections from Cherwell District Council.

18/01310/F Applegrove Hook Norton Road – roof height and dormers.
The Council commented:
1. The Parish Council wishes to raise no objection to the application and has no further observations.

18/01229/F Shrubbery Cottage – additional residential accommodation.
The Council commented:
2. The Parish Council wishes to raise no objections to the application and makes the following observations: subject to confirmation that the plans submitted are what is going to be built then we have no objection.

18/01457/TPO Penn House, 9 Walford Road – tree works.
The Council commented:
3. The Parish Council wishes to object to the application on the following grounds: this tree was part of the tree screening of the original site plans. No reason is given as to why the tree needs to be removed.

65/18 Sibford Gower and Sibford Ferris Parish Councils to consider areas of common interest:
John spoke on this item, wondering whether both Councils could work more closely on items such as playgrounds, the village hall and defibrillators. John is to attend the next meeting of Sibford Gower Parish Council. **JW** to report back.

66/18 First Aid training and defibrillator provision – to consider:
Previously it had been felt that it was more important to recruit a First Responder for the village but this has so far been unsuccessful.
It was agreed that the first step would be to encourage First Aid training. The Chairman is to contact the new nurse at Sibford School regarding an offer of training. **AL**
From this, it may then be possible to get a First Responder and re-consider the provision of a defibirillator.

67/18 World War One Exhibition funding request:
The Council agreed to donate £100.00 to the Sibfords Society towards the funding of the exhibition.

68/18 Correspondence noted.
The Clerk informed the Councillors of the below information:

- The Sibford Scene newsletter deadline (18th September). The councillors noted this information.
- The Highways Open Day. The councillors noted this information.
- Emergency contact details for the village. **GrB** to investigate.
- Oxfordshire County Council's proposals to improve services and reduce costs. **GrB** to circulate details to councillors.
- Oxfordshire County Council's Minerals and Waste Local Plan 2 site allocations. **AL** to review.

Update on Council finances:
69/18 Barclays have now confirmed the removal of signatories Huckvale and Hicks, and the addition of signatories Rayner and Wass.

70/18 There is currently £16,682.36 in the Council's bank account.

71/18 The cheques to be signed at this meeting were approved – see appendix 1.

Any other Parish matters:
Hook Norton Road resident regularly displaying items to be taken away for free.
Concerns have been expressed regarding the sight of these items on entering the village. **JW** to speak to the resident involved.

E-mail regarding evidence of damage to the memorial garden wall.
Sibford School is believed to own the wall, so the Clerk will contact the school to discuss. **GrB**

Date of next meeting:
Tuesday 6th November 2018 at 7.45pm.

There being no further business, the meeting closed at 9.35pm.

Appendix 1

Cheques signed at meeting.

Cheque 100766	Cherwell District Council	Election expenses	£39.00
Cheque 100767	Thomas Fox	Invoice 25003	£45.60
Cheque 100768	Thomas Fox	Invoice 25166	£45.60
Cheque 100769	Sibfords Society	Donation	£100.00

SIBFORD FERRIS PARISH COUNCIL Draft minutes of Parish Council meeting held on January 15th 2019 @ 7.45 pm in Sibford School Sports Hall Classroom.

Present : Councillors Adrian Lamb - Chairman (AL), Ginny Bennett (GB), Simon Rayner (SR), Amy Taylor (AT), John Wass (JW).
Apologies : None .
Declarations of Interest : None

1/19 Minutes of Meeting held on November 6th 2018.
- The minutes were agreed as an accurate record and signed by Chairman.

2/19 Matters arising from these minutes not covered in the Agenda.
- P45 for outgoing Clerk. AT is in the process of finding out how to achieve this. AT
- The Parish Council will again inform Cherwell District Council of the change of clerk. AL

3/19 County and District Council Report
- George Reynolds not present - no update available.

4/19 Parish Budget for 2019/2020
- Insurance budget and contribution to Sibford Village Hall (£400pa to £500pa) have been increased .
- 2019 will be SFPC turn to pay for Royal British Legion wreath at remembrance.
- Clerks wages have been left in the draft budget although no one in post at present time.
- All other payments / fees left unchanged.
- Draft budget agreed, no increase from 2018/19
- AL to return notification of parish precept request form to CDC. AL

  Note:
- SFPC has not been requested to pay their share of the burial ground maintenance for 2018/19, AL has recently received a list of payments due to Sibford Gower Parish Council which should include burial ground maintenance, payment is expected to be made in the current financial year.

5/19 Update on grit bin in Cotswold close.
- GB to contact CDC. GB

6/19 Update on boundary request re village waste bin.

- SR will speak again to the house owner in question again in FebruaryMarch. SR

7/19 Update on Cotswold close playground

- GB reported that the team were doing some market research. GB

8/19 Planning - applications received

West town cottages -ref no :18/02176/f

- All councillors have read the application and agreed that no comment or objection was necessary.

Outline planning permission for Hook Norton Road -ref 18/01894/out

- SR advised SFPC that as a council we could attend the planning meeting and voice our objections. The date for this has not been timetabled yet. it was agreed that SFPC should make representation.

9/19 Update SGPC and SFPC working together.

- SR had attended the SGPC meeting in December, and explained how they have structured their new council. No definite plans have been made to collaborate to date. It was agreed to invite the SGPC Chairman to our next meeting. JW

10/19 First aid training and defibrillator

- AT will contact Sibford Schools` headmaster about progress with the defibrillator. AT
- AL will obtain more information on the first aid training. AL

11/19 Correspondence received

- AL had circulated relevant information electronically to all councillors.

12/19 Finances

Cheques signed

1. Zen internet renewal	£71.80	(half will be reimbursed by SGPC)
2. Oxfordshire playing fields association [OPFA]	£20.00	
3. sib ford school	£40.00	
4. sib ford scene	£50.00	
5. Cab Banbury	£25.00	
6. Sibford village hall	£500.00	
7. Community first for Oxfordshire [ORCC]	£55.00	

13/19 Any other parish matters

- Footpath behind little London being used by horse riders. SR will send a piece to be include in the Sibford Scene, to remind riders they should not be using footpath. SR
- Hedge opposite little London is scratching vehicles going past. JW states that it is not on his land, but highways responsibility. JW will contact highways and report the concerns. JW
- AL informed the council that the updated terms of reference for planning are on the village website.
- Vacancy for clerk. At present the PC will continue as we are (without a clerk and all administration being managed by councillors). The matter will be reviewed in March 2019.
- Assess the rentable value for the small parcel of land owned by SFPC and report back at the next meeting. AT

Date of next meeting
Meeting will be held on March 12th at 7,45pm

Meeting closed at 9.45pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Parish Council meeting held on December 3rd 2019 @ 7.45 pm at Sibford School .

Present : Councillors Ginny Bennett (GB), Simon Rayner (SR), Amy Taylor [AT] and John Wass[JW]
County and District Councillor George Reynolds was present for the meeting.
Apologies : Adrian Lamb
24/01 Declarations of Interest : None

24/02 Minutes of Meeting held on September 24th 2019
- The minutes were agreed as an accurate record and signed by Acting Chairman SR.

24/03 Matters arising from these minutes not covered in the Agenda.
. None identified not already in the Agenda.

24/04 County and District Council Report
George Reynolds reported that:
. As part of Cherwell District Council`s Green Agenda they would be changing street lights to LED.
. CDC will cut grants as finances tight and a rise in Council Tax of 4% is expected.
. Pothole fund will probably be cut.
. Castle Quay development is under way.
. The proposed Expressway is under review
. CDC are aware that some Air bnb property hirers have been causing complaints of noise nuisance.

24/05 Finance Matters
. Cheques signed since last meeting by GB and SR
100801 Zen Internet £8-39
100802 CDC Dog bin £120-12 [for emptying]
100803 T Fox £164-08
100804 British Legion £50 [Wreath]

. The Precept was discussed and A Lamb had sent his thoughts on the matter. The PC agreed that the Precept should stay the same. Although we have saved money on not having a clerk this year , we will be actively looking to recruit one.
. Sibford School have asked if the Parish Council could fund replacement items [such as pads and batteries]for the newly installed defibrillator. The PC suggested that if the School sent us Invoices for the items as the need arises then we could pay them. For further discussion on this

at next meeting.

24/06 Planning Applications

. The Hook Norton Rd Development Appeal decision. SR has been in touch with Nathaniel Stock at CDC on behalf of the Parish Council to ask if there is anything more that can be done at this stage. SR will talk to R Mallows , Sibford Gower Parish Council, and plan to meet N Stock for advice. Sibford Action group have drafted a letter to challenge the decision of the appeal.

The review of catagorisation of villages has been delayed until 2020. SR will contact CDC and include R M in any discussions.

. The Fold ,Back Lane 19/02523/F single storey extension to rear. The Council have no objections to this.

. Orchard House .fell Lawson tree -no objections.

24/07 Correspondence received

. The Campaign for Rural England had written asking if the PC would join them for a yearly fee of £36-00. The PC agreed to find out more of what the CRE do and review at next meeting.

24/08 Sibford Road Safety Group [SRSG]

. SR said there was a meeting on December 4th .Update will be provided at the next meeting.

. D Long of the SRSG is looking into options to restrict large lorries coming through the villages , this may require legal change and funding of road signs.

24/09 Update on Cotswold Close Play Area refurbishment

. The working group are to be invited to attend the next meeting to tell us of progress.GB

24/10 Waste bin -Main St - SR will speak again to the owner of the property ,so a waste bin can be incorporated into the wall in the future , now that the alterations of their house is under way.

24/11 Suspicious behaviour around Cotswold Close play area

. no further reports about this. AT will contact Toby Spence [Headmaster at Sibford School] to make him aware of past concerns.

There have been reports of young people, not believed to be from the local area being seen out late at night.

The police contact Number is 101 or our Community Officer is Lana Smith . Any unusual activity should be reported.

24/12 Any other parish matters.

. GB asked if the new flood lights at the Village shop were causing a problem, but so far no direct complaints have been received about them.

- In Cotswold Close a street light was shining directly into a window , a technician has visited but the situation is still a problem.

23/13 Date of next meeting

- Meeting will be held on January 7th 2020 at 7,45pm .

The Meeting closed at 9.20 pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Parish Council meeting held on January 7th 2020 @ 7.45 pm at Sibford School .

Present : Councillors Ginny Bennett (GB), Adrian Lamb [AL] Chairman , Simon Rayner (SR), Amy Taylor [AT] and John Wass [JW] ,4 members of the public, and Councillor R Mallows from Sibford Gower Parish Council.
Apologies from George Reynolds ,District and County Councillor.

25/01 Declarations of Interest : None

25/02 Minutes of Meeting held on December 4th 2019

- The minutes were agreed as an accurate record and signed by Chairman AL.

25/03 Matters arising from these minutes not covered in the Agenda.

. AT has not yet contacted Toby Spence [Headmaster Sibford School] to make him aware of the sightings of suspicious persons near the school boundaries.

25/04 County and District Council Report

. George Reynolds had sent a message to say that he had nothing to report, apart from that CDC were launching an appeal against the Inspectors report on the Hook Norton Rd development site.

25/05 Finance Matters

. Cheques signed by GB and JW

100805	£25.00	CAB
100806	£500.00	Sibford Village Hall
100807	£55.00	Community First for Oxfordshire
100808	£20.00	OPFA
100809	£40.00	Sibford School
100810	£50.00	Sibford Scene
100811	£1,131.40	Sibford Gower Parish Council
100812	£71.00	A Lamb [for payment to Zen]

. The proposed budget for 2020/2021 was agreed . We will still be looking to recruit a Parish Clerk.

25/06 Planning Matters

. The Hook Norton Rd Development Appeal decision. SR has been in touch with Victoria Prentis MP .In a verbal reply ,she indicated that she would follow this up with the Secretary

of State. SR explained to the members of the public that a challenge to the Inspectors ruling has been made by Cherwell District Council ,as their Local Plan had been completely disregarded. SR will write to CDC to point out that there are still errors in the Inspectors` revised report.

25/07 The review of categorisation of villages has been delayed until 2020. SR and R M will meet with CDC on January 9th to discuss the potential future Village recatagorisation .

25/08 The Parish Council agreed not to join The Campaign for Rural England as it was felt no benefit would be obtained.

25/09 Defibrillator update

. Once we have confirmation the the Defib is in situ by the swimming pool , JW will write an informative article for the Sibford Scene, and the notice boards. AT will post it on the `Nextdoor` site. JW reported that he had read in a medical journal about the promising success to healthy outcomes after resuscitation by defibrillator.

25/10 Update on Cotswold Close Play Area refurbishment

. The working group of Charlotte and Selina attended the meeting to tell us of progress , and they plan to go to the Sibford Gower PC meeting in March. They are now at the stage of looking for sources funding. The PC agreed to help with this and pledged £15,000. A budget of up to £45,000 is required ,although we could save by clearing the site ourselves which AL felt could be done.

. The age range catered for will be up to 12 years . New fencing will be required ,with two gates. Supermarkets and CDC and any Community Trusts will be approached for funding.

25/11 Any other Parish Matters

. Footpath Warden Ian Sharpe has been contacted by Sibford School who are concerned about the public crossing the school grounds via the several footpaths. Ofsted are putting pressure on schools to look at the situation, as Child Protection needs addressing.
Historically , some of the School buildings have been built over some footpaths. I S said that by law ,changing the route of a footpath is very difficult , and they may have to be closed. The School Board of Governors will be discussing the problem.

. IS also said that dog fouling is an issue and that he will find out if a particular area is worst affected, and report back to the PC , and write to the Sibford Scene about it. Some complaints have been received from walkers , particularly dog owners that some styles and gates are difficult to access.

25/12 Date of next meeting

- Meeting will be held on March 10th 2020 at 7,45pm .

The Meeting closed at 9.25 pm.

SIBFORD FERRIS PARISH COUNCIL
Agreed minutes of Parish council meeting held on July 23rd 2019 @ 7.45pm in Sibford School Sports Hall Classroom

Present: Councillors Adrian Lamb-Chairman [AL], Ginny Bennett [GB]
Simon Rayner [SR]
Apologies: Amy Taylor [AT] ,John Wass [JW]
Also present County and District Councillor G Reynolds and 1 member of the public.

22/01 Declarations of Interest :none

22/02 The Minutes of the Meeting held on May 21st 2019 were agreed and signed by AL

22/03 Matters arising from those minutes not covered in Agenda.

- The rent for the small field owned by the Parish Council is to remain on the Agenda for future meetings.
- SR reported that we could expect the Village Classifications to be reviewed at the end of this year ,and he will keep the Council informed of any update on this matter.
- Fly Tipping at the bottle bank and neighbouring roads. The Council will monitor activity.AL reported that he had picked up some items from Shutford Rd recently. GB will report anything to Cherwell Council.
- Waste bin on Main St SR will speak to owners of the house that may allow a bin on the wall ,in August.
- AT to be asked to check with Sibford School that the box for the Defibrillator is in place yet
- AT has the Council laptop now to circulate information and correspondence.

22/04 County and District Councillor G Reynolds was present and spoke about the road repairs that are being done .The A361 will be improved, partly through Bloxham. Many areas of "Dragon patching" will be done.

22/05 Parish Council Finances

- AL has sent in the return from the External Auditor. We are awaiting a report from our Internal Auditor.
- Cheques signed:
    - No 795 - T Fox = £70.32 [Play area]
    - No 796 - Sibford Gower Parish Council = £200.00 [share of cost of Community Meeting]
    - No 797 - Insurance =£523.42
    - No 798 - T Fox = £46.88
    - No 799 - J Hicks =£112.32 [Play area inspection]

22/06 Planning

- No planning applications received except notice that Land and Partners will appeal against the refusal for Outline Permission the develop the land on Hook Norton Road.

22/07 Correspondence:

- J Hicks report on the Cotswold Close play area: Mentioned the overhanging trees, otherwise everything satisfactory.

22/08 SR gave an update on the Sibford Road Safety Group.

- The Group have a contact in the Highways department & Thames Valley Police (who are also keen to attend a future Parish Council Meetings), Lana Smith is our Community Support Officer. Work in progress includes analysing the issues and concerns of the community, understand the level of support and willingness to engage to improve safety. The most likely next step is to monitor the 4 main entry routes into the Sibfords. This will require a level of funding by Ferris and Gower Parish Councils (est £250 per parish). AL asked in the first instance the Safety Group look at data already held by CDC from the Hook Norton Road and Long House Planning Applications. Additional speed awareness signage is being deployed and the group will contact Schools and Businessess in the area to enlist support. Information about the group is being published in the Sibford Scene, Village Website and on the Nextdoor Social Media site. An update will be reported back to the Parish Council later this year.

22/09 Parish Clerk vacancy

- No response from adverts so far. GB will approach a local person to ask. Further Adverts will be placed on the OALC and Nextdoor websites.

22/10 Any other Parish matters

- Play Area:
    - GR mentioned that there may be some cash available from the Councillors Priority Fund. A form can be obtained from Cherwell District Council website, but we need to apply by January 30th 2020. GB will write to Tesco as they give money to community projects.
    - AT and GB attended the Parish Liaison meeting on June 12th.
    - The Council noted that the hedge opposite Little London and out of the village had been cut. Thanks to J Wass.

22/11 Date of next meeting; This will be on September 24th at 7-45pm in Sibford School Sports Classroom.

22/12 Meeting closed at 9-15pm

SIBFORD FERRIS PARISH COUNCIL
Minutes of meeting held via Zoom conferencing on July 7th 2020

*WELCOME and INTRODUCTIONS
Those contributing were Councillor S Rayner [Chair] Cllrs G Bennett, A Taylor, J Wass, District and County Councillor G Reynolds, and one member of the public. We welcomed K Buttle ,Clerk to Sibford Gower Parish Council ,who we hope will take on the position of clerk. after discussions with Cllr A Lamb.

*APOLOGIES
Cllr A Lamb sent his apologies.

*DECLARATIONS OF INTEREST
GB will not take part in the item concerning Sibford Village Hall car park .

*MINUTES OF PREVIOUS MEETING
The meeting was held on May 12th 2020, via Zoom conferencing and the minutes were agreed as correct ,and will be kept on file until they can be signed at our next actual meeting.

*MATTERS ARISING FROM THOSE MINUTES-None

*CORRESPONDENCE
--An E-mail had been received from D Allen in his position as a Trustee and Grant Manager for the Village Hall. DA is seeking financial support for the Car Park Safety Upgrade fund. He said that the car park has been deteriorating for some years and is in need of complete resurfacing. The estimated cost of the project is around £11,000, £4,000 of which the Trustees had already raised by fund raising events. SGPC had contributed £500 .SR, AT and JW agreed in the principle of making a donation .but wanted to assess the council finances before making a decision. AL to be asked for the relevant information.
--AL had received an invoice from T Fox for grass cutting, and an E-mail from our Insurers ,but we do not know yet if these have been paid, as we have not seen financial statements for some time He will ask AL to circulate these to council members.
--GR reminded us that he still has some funds available for special needs , but pointed out that the Play Area refurbishment would not qualify.

*PLANNING
--Long House 20/01677/TCA to fell a hawthorn tree. There were no objections to this . AT will respond to Cherwell District Council.
--Folly Barn, Grange Lane 20/01554/Q56 barn conversion. This is the second application for a conversion on this site ,although a different barn. The first application was commented on by SFPC and refused by CDC. It is now under appeal. The application above is similar to the first and we wish to comment that CDC should

check compliance to Class Q rules and the site activity that is already ongoing. The site is in a prominent position on the edge of the village and should be screened with trees. AT will write to CDC.
--Hook Norton Road development 18/01894/OUT update-As this development appeal was upheld there is little we can do. All agreed that when the definitive planning is applied for we will scrutinise it closely ,to make sure there are no major changes.

*COMMUNITY
--Village Recategorisation. SR had circulated an outline plan. He had attended a meeting at CDC and SFPC and SGPC have applied to put their case for change. They propose that the CAT A village that CDC now consider the combined Sibfords and Burdrop to be ,should be changed . SFPC believes that the villages should be considered separately ,and due to our lack of facilities we should be a CAT B village. GR said that all Pcs will be issued invitations to comment. CDC agreed a process that should be environmentally friendly and watertight. JW spoke of the Sibford Action Group ,but as they are a lobby group ,the SFPC should remain impartial. GB ,JW and AT agreed that SR should write a statement recommending that the villages are considered separately. SR andCllr R Mallows[SGPC] have been sharing discussions, but will make separate statements.
GR mentioned that the bus service may not be sustained, thereby reducing our facilities further.

*PREVIOUS ISSUES
-- Cotswold Close Play Area.- Having received advice on a Covid secure play area ,we initially felt that we could not re-open the area and keep it clean and under surveillance. There have been requests from residents that it is open for the summer holidays. SR has asked S Chard and C Davies [steering group for play area refurbishment] to do a risk assessment .Once this is done and guidance notices are posted up ,it could re-open. Also the annual safety inspection which was due in June will need to be carried out before the re-opening.
--Fly tipping -this remains a problem ,but GB will do a check twice weekly. The abandoned trailer outside the Manor has been removed.
--Dog bins.-After an article in the Sibford Scene a resident has expressed support for more bins and would like to see one at the end of Grounds Farm track .Small House Lane has also been a suggestion .We will review the cost of bins and the ongoing cost of emptying and see if we can fund them. It was agreed that this was desirable. AT will ask AL about this.
--Defibrillator /First Aid training- this had to be put on hold due to the pandemic, but we will activate plans once it is safe to do so.
--Tree planting -We are waiting to find out if there is any funding /grants available for this.

*JOINT INITIATIVE of PARISH COUNCILS.
--This idea came from the Sibford Support Group meeting. As the villages have worked well together with many volunteers, to support people in need during the

pandemic, it is felt that the use of volunteers is an invaluable resource. All Pcs have been asked in the past about forming an Emergency Plan in case of pandemic ,or severe weather conditions. A joint meeting to discuss drawing up a plan using the experience gained during the last few months could be the way forward ,and GB has agreed to contact Cllr D Allen, SGPC .

*ANY OTHER BUSINESS
--Heavy traffic through the village- Following an approach by a resident , SR had contacted GR about this, and received a reply from Mike Wasley , Principal Officer, -traffic and traffic schemes. Road signage could help to deter heavy vehicles from attempting to come through the village. An assessment will be done by MW `s team to see the best way forward.

-- Several reports of strange youths in cars in the village ,during the evenings ,have been reported by a resident. When approached they say they are waiting for a friend ,but do not know where he lives or sometimes even his name. They have been sited opposite the Manor , on the MUGA and along Woodway Rd .As this is not the first time suspicious behaviour has been noticed, we agreed that Lana Smith ,our Community Police Officer should be made aware and asked to write an article for the Sibford Scene. SR will contact her. GR says he encourages the reporting of any information on this , so that the police can get a bigger picture of the problem.
--GR reported that the Thames Water works on the Broughton Road , near the Castle were now complete ,and the traffic lights removed.

*NEXT MEETING
This will be on September 7th 2020 at 7-45pm. It may need to be held via Zoom ,but a decision will be taken at the end of August to confirm this ,or make other arrangements.
The Meeting closed at 9-20pm

SIBFORD FERRIS PARISH COUNCIL Draft minutes of Parish Council meeting held on March 12th 2019 @ 7.45 pm in Sibford School Sports Hall Classroom.

Present: Councillors Adrian Lamb - Chairman (AL), Ginny Bennett (GB), Simon Rayner (SR), Amy Taylor (AT), John Wass (JW).
Apologies: None
Declarations of Interest: None

14/19 Minutes of Meeting held on January 15th 2018: the minutes were agreed as an accurate record and signed by Chairman.

15/19 Matters arising from these minutes not covered in the Agenda:

- Provision of P 45 for outgoing Clerk is now achieved.
- Cherwell District Council fully aware of the change of address, now that we have no Clerk.
- AT has been looking at the way the small field by the Elm crossroad is rented. AT agreed to write or speak to the current tenant and ascertain if they still want to rent it. If not it will be offered to another, possibly at a higher rent.

16/19 County and District Council Report: George Reynolds not present - no update available.

17/19 proposed Joint Annual Community Meeting: The Council welcomed Hugh Pigeon, Chair of Sibford Gower Parish Council. He spoke of his vision for a combined meeting of both parishes as an informal opportunity for all villagers to meet with representatives of local groups and interests. This has not been done before in the Sibfords but Councillors felt that it was worth trying. HP had drawn up a list of contacts and needed help to speak to them. GB and JW volunteered to assist and to meet the following evening.

18/19 Update on Cotswold Close Play Area: The Council welcomed C Davies and S Chard who told us about the survey of parents they had conducted, assessing what items of play equipment they would like to see in the refurbished area, and any improvements to the environment of the area. A general tidy up of fencing, trees, shrubs was needed. Better signage so that people know were it is. There was concern about the old cars parked next to the area and SR agreed to try to speak to a Highways officer at the forthcoming Sibford Road Safety Meeting. The time line proposed for the project was two years, so eight months in already. Grants are being investigated and a suggested plan of the area drawn up. GB agreed to help complete the forms when finalised.

19/19 Parish Budget for 2019/2020:

- AL has returned the Notification of Parish Precept Request.
- Cheques signed since the last meeting and cheques needing to be signed at this meeting are listed below.

20/19 Planning

- Update on Hook Norton Rd Outline planning permission :18/01894/OUT SR reported that Cherwell District Council still planned to discuss this on April 18th 2019, although George Reynolds was expected to propose a site visit before that so the date may change.
- Applications received:
    - Stables Cottage Main St, Ref no 19/00063/TCA - tree felling. There were no objections to this.
- Awaiting decisions on:
    - Long House 19/00030/TCA
- Decisions received:
    - West Town Cottages 18/02176/F: permitted [building works]
    - Home Close 19/00015/TCA: permitted [fell Ash tree]

21/19 Updates on:

- Grit bin, Cotswold Close: GB will chase up again as Invoice has now been paid.
- Waste bin, Main St: SR has spoken to the owner of the property and she has suggested that after the building work to the house in the near future, a waste bin can be incorporated into the wall.

22/19 Update First Aid Training and Defibrillator

- AT will contact Sibford School's headmaster about progress with the defibrillator, and then we can pay for the cabinet.
- AL will obtain more information on the first aid training.

23/19 Correspondence received

- AL had circulated relevant information electronically to all councillors, which included a quote for mowing the Play Area.

24/19 Any other parish matters

- Footpath behind little London being used by horse riders does not appear to be a problem at present. SR has spoken to I Sharp [Footpath Warden] who has agreed to monitor the route, as will the Councillors. I Sharp would like to speak at our next meeting so will be invited.
- Fly tipping at the lay-by: GB has agreed to put an article in the Sibford Scene to dissuade people from dumping rubbish. AL has requested that the Clothes Bank is removed and has received acknowledgement of this.
- AL informed the council that we must all update the Register of Interests if necessary, on the CDC website.

Date of next meeting: May 21st at 7.45pm.
This will be the Sibford Ferris Annual Parish Council Meeting.

Meeting closed at 9.50 pm.

Cheques signed since last meeting:

- 100787 Domain Annual charge, £8-39
- 100788 Oxon County Council, £300 [grit bin]

Cheques signed at this meeting:

- 100789 Burial Ground share to Sibford Gower Parish Council £1,184.15
- 100790 Play Area rent [to Cherwell District Council] £30
- 100791 OALC £138-97

SIBFORD FERRIS PARISH COUNCIL

Minutes of meeting held on March 10th 2020

*Present; Cllrs A Lamb{Chair] G Bennett, S Raynor,A Taylor, J Wass , Cllr H Pigeon of Sibford Gower Parish Council, and two members of the public.

District and County Cllr G Reynolds attended part of the meeting.

*Apologies: none.

*Declarations of Interest:none.

*The Minutes of the Meeting held on December 2020 were agreed and signed by AL.

*Matters arising-- from those minutes not covered in the agenda.

.AT reported that T Spence, Head of Sibford School, was now aware of the sightings in the School vicinity of unknown youths in cars behaving strangely.

.The Parish Council is still not able to recruit a Parish Clerk.

*Correspondence

.P Ascott had contacted the PC to ask if we would support the planting of trees in the village. As we have limited green space available, it was decided that we could consider using the small triangle of land near the Elm in the future.AL said there may be grants available to use. A new Agricultural Policy expected soon ,may have some advice on this.

. Notice received about repairs to the side of the road due to a collapsed culvert. Work is due in May.

* G Reynolds --reported that the Judicial Review concerning the Hook Norton rd development had no timetable set yet.

.Cherwell District Council Local Plan was up for review, and Consultations were planned for this year ,into next and even into 2023.

.No further update on the Oxford Cambridge Expressway.

.SR asked if GR could help with our contact with MP V Prentis as we had had no response to our several communications. GR knew that VP had met with the Minister of State.. He agreed to speak to P Chapman CDC who had more contact with VP. SFPC could send a representative to VP`s surgery

in Deddington ,but an appointment must be made first.

*Planning Matters

.A barn at Folly Farm has plans for conversion into a dwelling. SR will write a response with concern that there are no trees to screen the house as they have all been cut down. It will be on top of the hill ,in prominent view and the barn is in such a poor state that it would not be a conversion

* Village Recategorisation-- SR and R Mallows SGPC had a meeting with CDC.SR asked if the PC could have copies of letters written by the previous Chair of SGPC on this subject.

*Defibrillator and first Aid Training-- The defib for SGPC will be installed shortly in the Village Hall porch. The St Johns Ambulance organisation could do the training that we desire. JW will liaise with all parties ,including Sibford School and plan a time frame, with a choice of evening and afternoon sessions.

.SR suggested we publish a map to show the location of our Defib. AT will put it on `Next Door ` site.

.JW emphasized the importance of CPR knowledge and hoped many villagers would take up the training.

*Litter Pick --this is planned for April 4th and AL will advertise.

*Annual Parish Meeting --HP was invited to speak and agreed that whilst feedback had been positive following last years` joint effort ,the outcome hadn`t achieved what we had hoped. Cllrs should be available to meet Villagers face to face ,to answer questions and concerns. SR said the meeting should help the PC focus on their plans for the next year, A member of the public present commented that some people do not know what the PC does and what powers we have. The PC agreed to go ahead with a joint meeting this year on May 5th at the Village Hall. A different format would be in place to enable more contact with the public.

.HP ,JW and GB would meet to start planning the event. Costs should be kept to a minimum.

*Any Other Business--SR voiced concern on the length of time the work on the Colony Rd was taking ,particularly as the road was closed. No completion date is known. The

PC agreed to pass on any information about roadworks to to SGPC.

- SR reported that the top of the sign on Mannings Hill was still not replaced and he would chase them up.
- The Sibford Scene has a Neighbourhood Watch page, so SR will contact the Community Police Officer to ask if she can help with updates.
- Speed Awareness Group has no leader at present ,so nothing to report.
- Play Area --no fresh news on this at present.
- Light Pollution complaint--AT will reply to the villagers who are concerned about this. CDC are trialling LED lights and hope to replace many soon.

*Date of next meeting--May 12th 2020 at 7-45pm

*Meeting closed at 9-30pm.

Sibford Ferris Parish Council
Annual Parish Meeting – 2 Parishes 1 Community

DRAFT Minutes of the meeting held on Thursday 9th May 2019 at 6.00pm in the Sibford Gower Village Hall.
Councillors Present: Gower - Adrian Lamb, Ginny Bennett, Simon Rayner, Amy Taylor.
Cllr. George Reynolds who was also able to join us for part of the evening.
This year saw a new look to the Annual Parish Meeting.
As a celebration of the whole community the Sibford Gower and Sibford Parish Council came together to host the event which show-cased a selection of small exhibitions by many of the groups, clubs and societies which come together within the Gower and Ferris.
The evening took place in the Village Hall and began with the musical talents of students from Sibford School. We were pleased to also welcome the children from the Sibford Gower Endowed Primary School Choir who sang 2 songs for us.
At 6.25pm the Chair of the Gower Council addressed the community on behalf of both councils and welcomed all those present. Hugh Pidgeon spoke only briefly but ran through the list of groups represented and exhibiting in the hall and identified the councillors present from both the Ferris and the Gower Councils and encouraged the community to raise any questions they might have with any one of them.

Those groups who attended the evening and were able to put on a small display to view and are listed below. We would like to thank everyone involved.

Film Night, Sibford Players, Sibford Scene, Sibford Website, Sibford Gower Endowed Primary School, Sibford School, Sibford Surgery, Sibford Society, Sibford Horticultural Society, Sibford Shop, Wykham Arms, Hook Norton Road Action Group, Sibford Speeding Group, Neighbourhood Watch, Holy Trinity Church, Society of Friends, Sibford Farming Club, Towns Estate Charity, Footpaths warden, 1st The Sibfords Scout Group, Sibford Friendship Club, Sibford Walkers, Karate, Yoga, Sibford Village Hall, Shipston Area Flood Action Group, Sibford Play Area Refurbishment Group, Coffee Club, Lunch Club, Art Class, Serenity Wellbeing Centre, Village Pond Working Group.

All these groups brought their area of interest to the wider community at the well attended meeting which closed at 8.15pm

SIBFORD FERRIS PARISH COUNCIL

Minutes of **The Annual Parish Council Meeting** May 21st 2019 @ 7:45pm in Sibford School Sports Hall Classroom

Present: Councillors:
Adrian Lamb (AL), Ginny Bennett (GB) , Simon Rayner (SR) , Amy Taylor (AT) , John Wass (JW)

Ian Sharpe (IS) - Footpath Warden and 3 members of the public

21/01 Election of Chair - AL was proposed by GB and seconded by SR. AL accepted and was duly elected as Chair for the Council for the coming year.

21/02 No declarations of interest.

21/03 Minutes of the meeting held on 12th March 2019 were agreed as correct and signed by AL.

21/04 Matters arising from those minutes not covered in the Agenda;

- AT advised no contact yet with the tenant of the small field. This years rent has been paid, it is now proposed to to review the cost for 2020 and discuss with the tenant. (AT)
- SR reported that the old cars have been removed from land adjacent Cotswold Close Play Area.
- The play area working party reported they had contacted CDC and had some good advice for improving the site to the frontage, and better signage to show where the play area is.
- Council noted that the Clothing Bank has been removed from the Elms Crossroad lay-by.
- JW has spoken to the resident in Cotswold Close re fly tipping on the pavement.

21/05 No report from County and District Councillor as G Reynolds not present.

21/06 Village Reclassification- post Hook Norton Rd planning decision.

- SR spoke of the rejection of Hook Norton Rd Outline Planning Application by Cherwell District Council and concern expressed by many on the Planning Committee that the Sibfords were grouped together to create a Category 'A' village and that this may be inappropriate. SR asked the council if they would support a review of the current village categorisation. The council confirmed that it was supportive and agreed that SR should work with Sibford Gower PC and the Sibford Action Group to investigate how a review could be undertaken and report back to the Ferris council at regular intervals. (SR)

21/07 Introduction from Ian Sharpe (IS) on his role as Footpath Warden.

- IS showed us a map he had produced of the surrounding footpaths of the village. In about 7 years time there will be a National Review of footpaths and bridleways. It is important to maintain our footpath network and IS asked that people help by cutting down brambles etc , and report to him any problems. The map is to be put on the Village website and displayed outside the shop.

21/08 Joint (with Sibford Gower) Annual Parish meeting (review and comments)

- In general it was felt that it was a good opportunity in bringing villagers together and there was a nice 'buzz' in the atmosphere, with plenty of interaction. What the meeting did not achieve was learning what the village would like the Parish Council to focus on in the future year. None of the Ferris Councillors were asked anything in relation to village issues or concerns that the Parish Council could address. In future it was felt that we should focus more on getting people to voice their ideas and suggestions for the community improvement / change.
- Some ideas shared at todays meeting were:

- Consider a different shape of Annual Parish Meeting that actively engages the community through Workshops or informal discussion sessions before the start of the Annual Parish meeting, as CDC do at Parish Liaison meetings.
- GB agreed to discuss the payment of expenses for this years joint Annual Parish meeting with Councillor Hugh Pigeon, and ask for an invoice to be split based on the tax base of the village.

21/09. Fly tipping at the Elm Crossroads

- All agreed this is an ongoing problem , but not too serious. Now the clothes bank has gone it is hoped that people will not use the area to dump rubbish.
- SR contacted CDC following the recent discovery of details of a local resident in the last batch of rubbish tipped at the crossroads. CDC had spoken to the person in question but were not taking any further action on this occasion.
- CCTV was discussed with CDC but it would be too expensive. We will continue to monitor the area carefully. All agreed that CDC do a good service in collecting Fly tip once reported.

21/10. Parish Council Finances:

AL presented the accounts up to the end of the financial year. (nb The SFPC Annual Precept has not increased).

- Expenditure was less than forecast due to not having a Clerk for the whole year.
- Payment sheet showed 2 payments listed but cheques had not cleared by the end of the financial year. (They have subsequently been presented and cleared).
- Fixed Assets - no change except the addition of the Cotswold Close grit bin.
- AL will complete the annual Submission Part 2 by June 28th and will ask Sue Rowley to act as Auditor. (AL)
- GB will put a notice on the parish board to say that accounts can be seen on the Village website once they are audited. (GB)
- The first half of the Precept has been received £ 3,429.00
- CTRS grant received £ 46.24
- Cheques signed for:

  T Fox 100793 £ 46.88

  Sibford School 100794 £ 575.00 [Defibrillator enclosure]
- The Clerk vacancy was discussed and it was agreed to recruit. An advert will be placed on the OALC website and in the Sibford Scene. (GB)
- AL will approach a local resident who may be interested. (AL)

21/11 Update Waste bin ,Main St -awaiting action by householder, SR to contact August 2019. (SR)

21/12 Update first Aid Training and Defibrillator provision - Sibford School in the process of siting this. No update on 1st aid training.

21/13 Correspondence received

- AL had E-mailed to all Councillors.
- In future AT will manage inbound correspondence to SFPC and distribute to council members. (AT)
- AT and GB agreed to go to the CDC hosted Parish Liason meeting being held on June 12th at CDC Bodicote House. (GB/AT)

21/14 Planning applications received

- Ref. No: 19/00748/F Butwick House -no objections.
- INFO: Bishops End [Bishops Blaize] owners had appealed the last decision from CDC.

21/15 Any other Parish matters

- Some minor faults had been reported on the Play Area equipment. AL has dealt with these. The grass is being cut.
- SR will read the County Council Town and Parish Survey.

21/16. Date of next meeting: July 23rd 2019 at 7:45pm.

21/17 Meeting closed at 9:45pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of the Parish Council meeting held on May 12th 2020 at 7-45pm
Via Zoom conferencing

ATTENDING: Councillors Ginny Bennett ,Simon Rayner [Chair], Amy Taylor, and John Wass.
District/County Cllr George Reynolds attended and one member of the public.

*APOLOGIES from Cllr Adrian Lamb
*There were no declarations or interest.
*Minutes
-The minutes of the meeting held on March 10th 2020 were agreed , and will be signed at the next actual meeting of the Parish Council.

*Matters arising from those minutes:
-Input from Community Police to Sibford Scene not done yet.
-AT has replied to the resident who commented on the security lighting at the shop.

*Report from Cllr G Reynolds:
-GR reported that both his councils were mostly working from home due to the Covid 19 pandemic.
-No further update on the Cherwell local Plan.
-There was money available to spend on repairing potholes ,and the public were urged to report any on `fixmystreet.oxfordshire.gov.uk

*Correspondence:
-Information from CDC about Parish business during the pandemic has been received.
-E-mail from Parish resident about litter and health hazard from dog waste has been dealt with and a satisfactory conclusion reached. Posters and an article about the matter in the Sibford Scene has been effective. The PC will consider obtaining more dog bins and will make a decision at the next meeting.
-An anonymous E-mail sent to the Village web site and forwarded to the Pcs about the verges in the area [not specifically in Sibford Ferris] was discussed. The verges are cut once a year ,and the `sight lines` by junctions cut when needed. Anyone can contact Highways via `fixmystreet.oxfordshire.gov.uk`. GB will write a piece for the Sibford Scene with this information as a reply to the comment. GB has asked a willing villager to cut down nettles and weeds from around the bench along Woodway Road.

*Finance:
-Payment from CDC received =£3,429.00 [Precept]
-Invoice from T Fox for grass cutting=£24.04
-GB spoke about the Sibford Support Group which is helping to give assistance to villagers during the pandemic. The group has been given funds from the Town Estates Charity which are sufficient at present, but it may be necessary for the Pcs to top up this fund in the future.

-The date deadline for PC audit has been extended to September 2020.

*Planning:
-New applications-20/01189/TCA ,Applegrove-fell 2x conifers and reduce the crown of a beech tree. No adverse comments by the PC. AT did not take part in this discussion.
-Decisions received- 20/00174/Q56 Barn conversion near Folly Farm- refused.
-Hook Norton Rd development- 18/01894/OUT -no update at present. The PC agreed that JW and SR would make an appointment to see MP V Prentis. No further update on the Judicial Review progress. SR will get back to CDC Ms Depazo re the village recategorisation.

*Community:
*Previous issues and initiatives update:
-Speed Awareness Group -Mike Lovatt will lead the group now. SR and JW agreed to improve the view of the 30mph sign by Little London, as the trees had grown over and cars were speeding down the road.
-Play Area -nothing to report.
-Annual Parish Meeting -this was due in May but has been postponed to the Autumn due to the pandemic.
-Tree Planting -In an E-mail from Cllr H Pidgeon , he reported a poor response from the village so far. Sibford Ferris PC has made no decision on the matter yet.
-Fly tipping /Dog fouling -These problems will be monitored by the PC ,and a repeat article will be put in the Scene .
-Defibrillator/First Aid training- no opportunity to do this due to the pandemic lockdown ,but will be discussed in the future. The housing cabinet for the Ferris Defibrillator needs to be added to our Register of Assets. A location map will be put on the village website by AT.

*Any other business:
-GB mentioned that Sibford Gower PC had make a specific donation to the Village Hall for the Car Park Repair Fund. Could the Ferris PC do the same? It was agreed to put this on the agenda for the next meeting, and to review what available funds we had.
-JW reported that there had been several instances of theft and burglary in the area lately. People are encouraged to report anything suspicious to the police.

*DATE OF NEXT METING
-This will be held on July 7th 2020 at 7-45pm and may have to be held via Zoom if there are still pandemic restrictions in place.

* The meeting finished at 8-25pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Parish Council meeting held on September 24th 2019 @ 7.45 pm in Sibford School Sports Hall Classroom.

Present : Councillors Adrian Lamb - Chairman (AL), Ginny Bennett (GB), Simon Rayner (SR), Amy Taylor. County and District Councillor George Reynolds was present for part of the meeting.
Apologies : John Wass.
23/01 Declarations of Interest : None

23/02 Minutes of Meeting held on July 23rdh 2019
- The minutes were agreed as an accurate record and signed by Chairman AL.

23/03 Matters arising from these minutes not covered in the Agenda.
. None identified not already in the Agenda.

23/04 County and District Council Report
- George Reynolds reported that the separation of Cherwell District Council from South Northants County Council is almost complete.

. CDC's plan to revisit the categorisation of villages will be delayed until next year. SR asked if as a PC we should be involved in the consultation.
. The bus service through the Sibfords at present paid for by Warwickshire 106 money, may not last if the funds run out.
. All agreed that the recent road patching and even more extensive areas of repair were good.

23/05 Finance Matters
. Only one payment outstanding so cheque signed by GB and SR
T Fox Cheque no 800 =£93 -76p

23/06 Planning Applications
. The Hook Norton Rd Development Appeal is to be held on September 25th 2019. Both GB and SR will attend and GB will speak on behalf of the Parish Council.
. The Old Post Office, Reference No 19/01763/LB -Variation to Ref No 17/02373/LB change to roof lights and back window access.
The Council have no objections to these changes.

23/07 Correspondence received
. The Campaign for Rural England had written asking if the PC would join them for a yearly fee of £36-00. The PC agreed to find out more of what the CRE do and will address a consideration for the precept next year.

23/08 Sibford Road Safety Group

. SR has spoken to Sibford School Headmaster, Toby Spence, about the school having input into the initiative.

. SR reports there was little in the way of support from the article in the Sibford Scene as yet, and some of the signs put up around the village had been defaced.

. The SRSG hope to restrict large lorries coming through the villages, with better signage.

23/09 Update on Cotswold Close Play Area refurbishment

. The working group are awaiting the financial prediction for the preferred scheme. The PC agreed to match any grants that were obtained.

23/10 Waste bin -Main St - SR will speak again to the owner of the property, so a waste bin can be incorporated into the wall in the future.

23/11 Update on Defibrillator

. AT reported that her contact at Sibford School had now left.

• AL will try to obtain more information.

23/12 Light Pollution in the Village

• Two residents had queries regarding this matter.

. In Cotswold Close a street light was shining directly into a window. SR has logged it and a technician will visit to assess the situation.

. A villager asked if the street lights could be on timers and so go off late at night. In the past timers were used but were unreliable and required re-setting after power cuts.

23/13 Any other parish matters

• SR books the room for the PC meetings, and has a request from Sibford School to use a classroom in the main School, which would make it warmer in the winter and would have caretaker cover. The PC agreed to do this in future.

23/14 Date of next meeting

. Meeting will be held on December 3rd 2019 at 7.45pm.

The Meeting closed at 9.30 pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of Parish Council meeting held on January 7th 2020 @ 7.45 pm at Sibford School .

Present : Councillors Ginny Bennett (GB), Adrian Lamb [AL] Chairman , Simon Rayner (SR), Amy Taylor [AT] and John Wass [JW] ,4 members of the public, and Councillor R Mallows from Sibford Gower Parish Council.
Apologies from George Reynolds ,District and County Councillor.

25/01 Declarations of Interest : None

25/02 Minutes of Meeting held on December 4th 2019

- The minutes were agreed as an accurate record and signed by Chairman AL.

25/03 Matters arising from these minutes not covered in the Agenda.

. AT has not yet contacted Toby Spence [Headmaster Sibford School] to make him aware of the sightings of suspicious persons near the school boundaries.

25/04 County and District Council Report

. George Reynolds had sent a message to say that he had nothing to report, apart from that CDC were launching an appeal against the Inspectors report on the Hook Norton Rd development site.

25/05 Finance Matters

. Cheques signed by GB and JW

100805	£25.00	CAB
100806	£500.00	Sibford Village Hall
100807	£55.00	Community First for Oxfordshire
100808	£20.00	OPFA
100809	£40.00	Sibford School
100810	£50.00	Sibford Scene
100811	£1,131.40	Sibford Gower Parish Council
100812	£71.00	A Lamb [for payment to Zen]

. The proposed budget for 2020/2021 was agreed . We will still be looking to recruit a Parish Clerk.

25/06 Planning Matters

. The Hook Norton Rd Development Appeal decision. SR has been in touch with Victoria Prentis MP .In a verbal reply ,she indicated that she would follow this up with the Secretary

of State. SR explained to the members of the public that a challenge to the Inspectors ruling has been made by Cherwell District Council ,as their Local Plan had been completely disregarded. SR will write to CDC to point out that there are still errors in the Inspectors` revised report.

25/07 The review of categorisation of villages has been delayed until 2020. SR and R M will meet with CDC on January 9th to discuss the potential future Village recatagorisation .

25/08 The Parish Council agreed not to join The Campaign for Rural England as it was felt no benefit would be obtained.

25/09 Defibrillator update

. Once we have confirmation the the Defib is in situ by the swimming pool , JW will write an informative article for the Sibford Scene, and the notice boards. AT will post it on the `Nextdoor` site. JW reported that he had read in a medical journal about the promising success to healthy outcomes after resuscitation by defibrillator.

25/10 Update on Cotswold Close Play Area refurbishment

. The working group of Charlotte and Selina attended the meeting to tell us of progress , and they plan to go to the Sibford Gower PC meeting in March. They are now at the stage of looking for sources funding. The PC agreed to help with this and pledged £15,000. A budget of up to £45,000 is required ,although we could save by clearing the site ourselves which AL felt could be done.

. The age range catered for will be up to 12 years . New fencing will be required ,with two gates. Supermarkets and CDC and any Community Trusts will be approached for funding.

25/11 Any other Parish Matters

. Footpath Warden Ian Sharpe has been contacted by Sibford School who are concerned about the public crossing the school grounds via the several footpaths. Ofsted are putting pressure on schools to look at the situation, as Child Protection needs addressing.
Historically , some of the School buildings have been built over some footpaths. I S said that by law ,changing the route of a footpath is very difficult , and they may have to be closed. The School Board of Governors will be discussing the problem.

. IS also said that dog fouling is an issue and that he will find out if a particular area is worst affected, and report back to the PC , and write to the Sibford Scene about it. Some complaints have been received from walkers , particularly dog owners that some styles and gates are difficult to access.

25/12 Date of next meeting

- Meeting will be held on March 10th 2020 at 7,45pm .

The Meeting closed at 9.25 pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of meeting held on March 10th 2020

*Present; Cllrs A Lamb{Chair] G Bennett, S Raynor,A Taylor, J Wass , Cllr H Pigeon of Sibford Gower Parish Council, and two members of the public.

District and County Cllr G Reynolds attended part of the meeting.

*Apologies: none.

*Declarations of Interest:none.

*The Minutes of the Meeting held on December 2020 were agreed and signed by AL.

*Matters arising-- from those minutes not covered in the agenda.

.AT reported that T Spence, Head of Sibford School, was now aware of the sightings in the School vicinity of unknown youths in cars behaving strangely.

.The Parish Council is still not able to recruit a Parish Clerk.

*Correspondence

.P Ascott had contacted the PC to ask if we would support the planting of trees in the village. As we have limited green space available, it was decided that we could consider using the small triangle of land near the Elm in the future.AL said there may be grants available to use. A new Agricultural Policy expected soon ,may have some advice on this.

. Notice received about repairs to the side of the road due to a collapsed culvert. Work is due in May.

* G Reynolds --reported that the Judicial Review concerning the Hook Norton rd development had no timetable set yet.

.Cherwell District Council Local Plan was up for review, and Consultations were planned for this year ,into next and even into 2023.

.No further update on the Oxford Cambridge Expressway.

.SR asked if GR could help with our contact with MP V Prentis as we had had no response to our several communications. GR knew that VP had met with the Minister of State.. He agreed to speak to P Chapman CDC who had more contact with VP. SFPC could send a representative to VP`s surgery

in Deddington ,but an appointment must be made first.

*Planning Matters

.A barn at Folly Farm has plans for conversion into a dwelling. SR will write a response with concern that there are no trees to screen the house as they have all been cut down. It will be on top of the hill ,in prominent view and the barn is in such a poor state that it would not be a conversion

* Village Recategorisation-- SR and R Mallows SGPC had a meeting with CDC.SR asked if the PC could have copies of letters written by the previous Chair of SGPC on this subject.

*Defibrillator and first Aid Training-- The defib for SGPC will be installed shortly in the Village Hall porch. The St Johns Ambulance organisation could do the training that we desire. JW will liaise with all parties ,including Sibford School and plan a time frame, with a choice of evening and afternoon sessions.

.SR suggested we publish a map to show the location of our Defib. AT will put it on `Next Door ` site.

.JW emphasized the importance of CPR knowledge and hoped many villagers would take up the training.

*Litter Pick --this is planned for April 4th and AL will advertise.

*Annual Parish Meeting --HP was invited to speak and agreed that whilst feedback had been positive following last years` joint effort ,the outcome hadn`t achieved what we had hoped. Cllrs should be available to meet Villagers face to face ,to answer questions and concerns. SR said the meeting should help the PC focus on their plans for the next year, A member of the public present commented that some people do not know what the PC does and what powers we have. The PC agreed to go ahead with a joint meeting this year on May 5th at the Village Hall. A different format would be in place to enable more contact with the public.

.HP ,JW and GB would meet to start planning the event. Costs should be kept to a minimum.

*Any Other Business--SR voiced concern on the length of time the work on the Colony Rd was taking ,particularly as the road was closed. No completion date is known. The

PC agreed to pass on any information about roadworks to to SGPC.

- SR reported that the top of the sign on Mannings Hill was still not replaced and he would chase them up.
- The Sibford Scene has a Neighbourhood Watch page, so SR will contact the Community Police Officer to ask if she can help with updates.
- Speed Awareness Group has no leader at present ,so nothing to report.
- Play Area --no fresh news on this at present.
- Light Pollution complaint--AT will reply to the villagers who are concerned about this. CDC are trialling LED lights and hope to replace many soon.

*Date of next meeting--May 12th 2020 at 7-45pm

*Meeting closed at 9-30pm.

SIBFORD FERRIS PARISH COUNCIL

Minutes of the Parish Council meeting held on May 12th 2020 at 7-45pm
Via Zoom conferencing

ATTENDING: Councillors Ginny Bennett ,Simon Rayner [Chair], Amy Taylor, and John Wass.
District/County Cllr George Reynolds attended and one member of the public.

*APOLOGIES from Cllr Adrian Lamb
*There were no declarations or interest.
*Minutes
-The minutes of the meeting held on March 10th 2020 were agreed , and will be signed at the next actual meeting of the Parish Council.

*Matters arising from those minutes:
-Input from Community Police to Sibford Scene not done yet.
-AT has replied to the resident who commented on the security lighting at the shop.

*Report from Cllr G Reynolds:
-GR reported that both his councils were mostly working from home due to the Covid 19 pandemic.
-No further update on the Cherwell local Plan.
-There was money available to spend on repairing potholes ,and the public were urged to report any on `fixmystreet.oxfordshire.gov.uk

*Correspondence:
-Information from CDC about Parish business during the pandemic has been received.
-E-mail from Parish resident about litter and health hazard from dog waste has been dealt with and a satisfactory conclusion reached. Posters and an article about the matter in the Sibford Scene has been effective. The PC will consider obtaining more dog bins and will make a decision at the next meeting.
-An anonymous E-mail sent to the Village web site and forwarded to the Pcs about the verges in the area [not specifically in Sibford Ferris] was discussed. The verges are cut once a year ,and the `sight lines` by junctions cut when needed. Anyone can contact Highways via `fixmystreet.oxfordshire.gov.uk`. GB will write a piece for the Sibford Scene with this information as a reply to the comment. GB has asked a willing villager to cut down nettles and weeds from around the bench along Woodway Road.

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-GB spoke about the Sibford Support Group which is helping to give assistance to villagers during the pandemic. The group has been given funds from the Town Estates Charity which are sufficient at present, but it may be necessary for the Pcs to top up this fund in the future.

-The date deadline for PC audit has been extended to September 2020.

*Planning:
-New applications-20/01189/TCA ,Applegrove-fell 2x conifers and reduce the crown of a beech tree. No adverse comments by the PC. AT did not take part in this discussion.
-Decisions received- 20/00174/Q56 Barn conversion near Folly Farm- refused.
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*Previous issues and initiatives update:
-Speed Awareness Group -Mike Lovatt will lead the group now. SR and JW agreed to improve the view of the 30mph sign by Little London, as the trees had grown over and cars were speeding down the road.
-Play Area -nothing to report.
-Annual Parish Meeting -this was due in May but has been postponed to the Autumn due to the pandemic.
-Tree Planting -In an E-mail from Cllr H Pidgeon , he reported a poor response from the village so far. Sibford Ferris PC has made no decision on the matter yet.
-Fly tipping /Dog fouling -These problems will be monitored by the PC ,and a repeat article will be put in the Scene .
-Defibrillator/First Aid training- no opportunity to do this due to the pandemic lockdown ,but will be discussed in the future. The housing cabinet for the Ferris Defibrillator needs to be added to our Register of Assets. A location map will be put on the village website by AT.

*Any other business:
-GB mentioned that Sibford Gower PC had make a specific donation to the Village Hall for the Car Park Repair Fund. Could the Ferris PC do the same? It was agreed to put this on the agenda for the next meeting, and to review what available funds we had.
-JW reported that there had been several instances of theft and burglary in the area lately. People are encouraged to report anything suspicious to the police.

*DATE OF NEXT METING
-This will be held on July 7th 2020 at 7-45pm and may have to be held via Zoom if there are still pandemic restrictions in place.

* The meeting finished at 8-25pm.

SIBFORD FERRIS PARISH COUNCIL
Minutes of meeting held via Zoom conferencing on July 7th 2020

*WELCOME and INTRODUCTIONS
Those contributing were Councillor S Rayner [Chair] Cllrs G Bennett, A Taylor, J Wass, District and County Councillor G Reynolds, and one member of the public. We welcomed K Buttle ,Clerk to Sibford Gower Parish Council ,who we hope will take on the position of clerk. after discussions with Cllr A Lamb.

*APOLOGIES
Cllr A Lamb sent his apologies.

*DECLARATIONS OF INTEREST
GB will not take part in the item concerning Sibford Village Hall car park .

*MINUTES OF PREVIOUS MEETING
The meeting was held on May 12th 2020, via Zoom conferencing and the minutes were agreed as correct ,and will be kept on file until they can be signed at our next actual meeting.

*MATTERS ARISING FROM THOSE MINUTES-None

*CORRESPONDENCE
--An E-mail had been received from D Allen in his position as a Trustee and Grant Manager for the Village Hall. DA is seeking financial support for the Car Park Safety Upgrade fund. He said that the car park has been deteriorating for some years and is in need of complete resurfacing. The estimated cost of the project is around £11,000, £4,000 of which the Trustees had already raised by fund raising events. SGPC had contributed £500 .SR, AT and JW agreed in the principle of making a donation .but wanted to assess the council finances before making a decision. AL to be asked for the relevant information.
--AL had received an invoice from T Fox for grass cutting, and an E-mail from our Insurers ,but we do not know yet if these have been paid, as we have not seen financial statements for some time He will ask AL to circulate these to council members.
--GR reminded us that he still has some funds available for special needs , but pointed out that the Play Area refurbishment would not qualify.

*PLANNING
--Long House 20/01677/TCA to fell a hawthorn tree. There were no objections to this . AT will respond to Cherwell District Council.
--Folly Barn, Grange Lane 20/01554/Q56 barn conversion. This is the second application for a conversion on this site ,although a different barn. The first application was commented on by SFPC and refused by CDC. It is now under appeal. The application above is similar to the first and we wish to comment that CDC should

check compliance to Class Q rules and the site activity that is already ongoing. The site is in a prominent position on the edge of the village and should be screened with trees. AT will write to CDC.
--Hook Norton Road development 18/01894/OUT update-As this development appeal was upheld there is little we can do. All agreed that when the definitive planning is applied for we will scrutinise it closely ,to make sure there are no major changes.

*COMMUNITY
--Village Recategorisation. SR had circulated an outline plan. He had attended a meeting at CDC and SFPC and SGPC have applied to put their case for change. They propose that the CAT A village that CDC now consider the combined Sibfords and Burdrop to be ,should be changed . SFPC believes that the villages should be considered separately ,and due to our lack of facilities we should be a CAT B village. GR said that all Pcs will be issued invitations to comment. CDC agreed a process that should be environmentally friendly and watertight. JW spoke of the Sibford Action Group ,but as they are a lobby group ,the SFPC should remain impartial. GB ,JW and AT agreed that SR should write a statement recommending that the villages are considered separately. SR andCllr R Mallows[SGPC] have been sharing discussions, but will make separate statements.
GR mentioned that the bus service may not be sustained, thereby reducing our facilities further.

*PREVIOUS ISSUES
-- Cotswold Close Play Area.- Having received advice on a Covid secure play area ,we initially felt that we could not re-open the area and keep it clean and under surveillance. There have been requests from residents that it is open for the summer holidays. SR has asked S Chard and C Davies [steering group for play area refurbishment] to do a risk assessment .Once this is done and guidance notices are posted up ,it could re-open. Also the annual safety inspection which was due in June will need to be carried out before the re-opening.
--Fly tipping -this remains a problem ,but GB will do a check twice weekly. The abandoned trailer outside the Manor has been removed.
--Dog bins.-After an article in the Sibford Scene a resident has expressed support for more bins and would like to see one at the end of Grounds Farm track .Small House Lane has also been a suggestion .We will review the cost of bins and the ongoing cost of emptying and see if we can fund them. It was agreed that this was desirable. AT will ask AL about this.
--Defibrillator /First Aid training- this had to be put on hold due to the pandemic, but we will activate plans once it is safe to do so.
--Tree planting -We are waiting to find out if there is any funding /grants available for this.

*JOINT INITIATIVE of PARISH COUNCILS.
--This idea came from the Sibford Support Group meeting. As the villages have worked well together with many volunteers, to support people in need during the

pandemic, it is felt that the use of volunteers is an invaluable resource. All Pcs have been asked in the past about forming an Emergency Plan in case of pandemic ,or severe weather conditions. A joint meeting to discuss drawing up a plan using the experience gained during the last few months could be the way forward ,and GB has agreed to contact Cllr D Allen, SGPC .

*ANY OTHER BUSINESS
--Heavy traffic through the village- Following an approach by a resident , SR had contacted GR about this, and received a reply from Mike Wasley , Principal Officer, -traffic and traffic schemes. Road signage could help to deter heavy vehicles from attempting to come through the village. An assessment will be done by MW `s team to see the best way forward.

-- Several reports of strange youths in cars in the village ,during the evenings ,have been reported by a resident. When approached they say they are waiting for a friend ,but do not know where he lives or sometimes even his name. They have been sited opposite the Manor , on the MUGA and along Woodway Rd .As this is not the first time suspicious behaviour has been noticed, we agreed that Lana Smith ,our Community Police Officer should be made aware and asked to write an article for the Sibford Scene. SR will contact her. GR says he encourages the reporting of any information on this , so that the police can get a bigger picture of the problem.
--GR reported that the Thames Water works on the Broughton Road , near the Castle were now complete ,and the traffic lights removed.

*NEXT MEETING
This will be on September 7th 2020 at 7-45pm. It may need to be held via Zoom ,but a decision will be taken at the end of August to confirm this ,or make other arrangements.
The Meeting closed at 9-20pm

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Thursday 6th August 2020** at **7pm** via **Zoom video conferencing**

Present: Cllrs Simon Rayner, Ginny Bennett, Amy Taylor, John Wass, Clerk.

In attendance: 2 members of the public.

1. **Apologies for absence** – Cllr Adrian Lamb. Cllr John Wass has advised that he will be late to the meeting due to work commitments.
2. **Members declarations of interest for items on the agenda** – None.
3. **Confirmation of the appointment of Kirsty Buttle as the Clerk/RFO to Sibford Ferris Parish Council as per the contract circulated** – Proposed and agreed.
4. **2019/20 year end accounts**
   - i) To receive the internal auditor's report for 19/20 and agree any actions required – The internal auditor's report was received with no issues raised.
   - ii) To appoint an internal auditor for the next financial year – It was proposed and agreed to reappoint Sue Rowley with a request that she provide a short written report stating what was reviewed and providing any recommendations.
   - iii) To complete and approve the annual governance statement for the 19/20 audit – The councillors agreed to answer yes to all questions except question 9 which is N/A. The Governance Stmt was completed and signed by the Acting Chairman.
   - iv) To approve completion and signing of the AGAR Certificate of Exemption for 19/20 – The Certificate of Exemption was approved and duly signed by the Acting Chairman.
   - v) To approve the accounting statements for the 19/20 audit – The Accounting Statements were proposed, agreed and duly signed by the Acting Chairman.
   - vi) To agree the payments list for 20/21, delegating authority to the clerk to make these payments up to the total annual budget without requesting pre approval from the council. These payments will require countersigning/online approval from a councillor before they go out. – Proposed and agreed subject to the title of 'Other' being changed to 'Additional donations'.

Clerk's salary	£2,535
Stationery, postage, telephone	£50
Internal audit	£60
Training costs	£315
Data protection	£55
OALC Membership	£130
Insurance	£550
Play area maintenance, rent and inspections	£510
Burial Ground maintenance	£1,400
Dog bin emptying	£90
Website	£30
Donations - School, Scene, OPFA, CAB	£135
S137 including Poppy Wreath donation	£50
Sibford Village Hall	£500
Other – Additional donations	£443
Cheques re 19/20	50

5. **Finance**

i) Proposal to add the new clerk, Kirsty Buttle, onto the bank mandate as a full power signatory – Proposed and agreed.

ii) Proposal to change the bank mandate to add the ability to make payments by online banking provided that 2 signatories are required to approve each online payment – Proposed and agreed.

iii) Proposal to make the following payments: Proposed and agreed.

Citizens Advice	Donation - re-issue of pymt approved in January	£25.00
Community First Oxon	Donation - re-issue of pymt approved in January	£55.00
OPFA	Donation - re-issue of pymt approved in January	£20.00
Sibford School	Donation - re-issue of pymt approved in January	£40.00
Zen internet ltd	Annual website costs for Jan 2020 to Jan 2021	£71.86
Adrian Lamb - reimbursement	Lease for play area - Cotswold Close	£30.00
Adrian Lamb - reimbursement	Emptying of dog bins	£120.12
Adrian Lamb - reimbursement	Mowing of play area 22.04.20	£24.04
Adrian Lamb - reimbursement	Parish insurance Jun 20 to May 21	£542.36
Kirsty Buttle	Salary July - 30 hours	£315.70
HMRC	Tax July	£78.80
Kirsty Buttle	Expenses - stationery and mileage	£22.43
Sue Rowley	Internal audit for 19/20	£60.00

6. **Proposal to adopt the following documents:** All documents listed below were proposed and agreed.

i) Scheme of Delegation
ii) Responding to Planning Applications Policy
iii) Publication Scheme
iv) Financial Control and Internal Audit Procedure
v) Grievance Policy
vi) Disciplinary Policy

7. **Planning applications received**

20/01597/F – Richmond House, Woodway Road, Sibford Ferris. Extension to existing garage and its conversion to form annexe. Comment only - There are concerns from a number of the neighbours, particularly in relation to the creation of the basement so close to other properties so we would ask that CDC fully consider these concerns. Also, considering the removal of soil and rock to create the basement and build of the new structure we would request that an appropriate traffic management plan is put in place.

20/01832/F and 20/01833/LB – Home Close, Main Street, Sibford Ferris. Oak framed pergoda. No Comment.

20/01922/TCA – Long View, Back Lane, Sibford Ferris. G1 x 3 nos Leylandii, half side dead plus 1 dead tree - Remove as they block the light and are of low value, will replace with Beech hedge. No comment.

Cllr John Wass joined the meeting at 7:35pm.

8. **Planning decisions received**

20/01677/TCA – The Long House, Main Street, Sibford Ferris. T1 x Hawthorn – Fell. Approved.

Date of next meeting – 7th September 2020 @7:45pm

Meeting closed @ 7:54pm

Signed…… Date……

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Monday 7th September 2020** at **7:45pm** via **Zoom video conferencing**

Present: Cllrs Simon Rayner, John Wass, Amy Taylor, Clerk.

In attendance: 2 members of the public.

9. **Apologies for absence** – Cllr Bennett, Cllr Lamb.
10. **Members declarations of interest for items on the agenda** – None.
11. **Public participation session** – None.
16. **To approve the minutes of the Parish Council (PC) meetings held on 7th July and 6th August 2020** – The minutes were proposed and agreed as accurate representations of the meetings.
17. **Outstanding matters/actions from previous meetings**
    - i) **Request for additional dog waste bins** – It was proposed and agreed to purchase 2 dog waste bins and have one installed at the bottom of the farm track that leads up to Grounds Farm and one at the bottom of Small House Lane. **Clerk to organise purchase, installation and emptying of the bins.**
    - ii) **Defibrillator training** – Training can't go ahead at the moment due to COVID restrictions. Cllr Wass has contacted the school to ask for permission to put a notice up about their defibrillator but has not yet received a response. Hugh Pidgeon stated that he will contact South Central Ambulance Service to find out what their current stance is on defibrillator training.
    - iii) **Flytipping** – Cllr Bennett has received confirmation from Cherwell District Council (CDC) that they will provide a clear glass recycling pod but this could take a few weeks as they need to check there is room at the layby and consider the type of base required.
    - iv) **Tree planting** – It was agreed that this should be planned for 2021. There is a grant funded scheme for tree planting. The PC will need to decide if it is willing to give up the piece of land on Grange Lane, adjacent to the BT exchange, for the planting of trees. **Clerk to find out how the PC get involved in the scheme and item to go on next agenda.**
    - v) **Emergency Plan** – Cllr Bennett is in discussion with David Allen from Sibford Gower Parish Council (SGPC) about a joint Emergency Plan and it is hoped that more information will be available on this at the next meeting.
    - vi) **Signage to reduce the number of heavy vehicles driving through the village** – Cllr Rayner has been in touch with Highways who agreed to send someone to do a survey of the village to see if it would be possible to have signs that say 'unsuitable for heavy goods vehicles' at the entrances to the village. No further update has been received. **Cllr Rayner will contact Highways to find out if the survey has taken place and request details of the costs to the PC.** It was suggested that if the signs are affordable 4 signs could be placed on the entrance roads to Sibford Ferris and Sibford Gower with the costs shared between SFPC and SGPC.
    - vii) **Village recategorisation** – CDC held 3 consultation meetings via zoom last week. Cllr Mallows from SGPC attended one of those meetings and made it very clear that both SGPC and SFPC would like CDC to reconsider the categorisation of The Sibfords as they should be considered two separate villages. CDC agreed that as part of the Local Plan Review they intend to resurvey each of the 24 villages to see if the current categorisation is considered appropriate or if it should be revoked. It was agreed that **Cllr Rayner should advise the Sibford Action Group of this.**
12. **Play areas**
    - i) To receive the Play Equipment Inspection Report and agree any actions necessary – The councillors received the detailed reports and agreed that Cllrs Bennett and Lamb should discuss the findings advise the PC what actions are required in response to the report whilst also considering cost effectiveness of repair when there are proposals to replace much of the equipment when possible.

Clerk to e-mail Cllrs Bennett and Lamb to ask that they discuss this asap and provide feedback to the PC of any urgent work needed.

ii) Proposal to purchase a plastic COVID-19 information sign for the play area at a cost of up to £50 – Proposed and agreed. **Clerk to order sign with wording provided by Cllr Bennett.**

13. **County Councillor Report** – None.
14. **District Councillor Report** – None.
15. **Finance**

i) **Proposal to make a donation of £100 to the Village Hall to support them in their recovery during COVID-19** – Proposed and agreed. **Clerk to organise payment.**

ii) **Proposal to change bank account provider from Barclays to Lloyds due to their processes being more suitable for PC accounts** - Proposed and agreed. **Clerk to set up new account.**

iii) **Proposal to make the following payments:** Proposed and agreed. **Clerk to make payments.**

Sibford Village Hall	Contribution to car park resurfacing	£500.00
OALC	Annual subscription	£140.42
Kirsty Buttle	Salary August - 30 hours	£315.50
HMRC	Tax August	£79.00
Thomas Fox Landscaping	Mowing of play area 30.06 and 14.07.20	£48.08

16. **Proposal to adopt the following documents:**

i) **Risk Assessment** – Defer to next meeting as further information is required from Cllrs Bennett and Lamb. **To go on next agenda.**

ii) **Standing Orders** – Proposed and agreed.

iii) **Financial Regulations** – Proposed and agreed.

iv) **Subject Access Request Procedure** – Subject to the amendment of the way in which identity documents should be provided to 'You should ask for the person to provide proof of their identity (passport/photo driving licence) and confirmation of their address (utility bill/bank statement) by a suitable and convenient method which could include presenting hard copies to the Parish Clerk/a Councillor, by post, e-mail, or via zoom.' The policy was approved.

v) **Records Retention Policy** – Subject to the addition of 'unless in relation to children, in which case until they are 21' against the Accident Book retention period, the policy was proposed and agreed.

vi) **Privacy Notice** – Proposed and agreed.

vii) **Data Protection Policy** – Proposed and agreed.

viii) **Data Breach Policy** – Proposed and agreed.

ix) **Role Holder Privacy Notice** – Proposed and agreed.

x) **Freedom of Information Policy** – Proposed and agreed.

xi) **Code of Conduct** – Proposed and agreed.

xii) **Responding to Planning Applications Policy** – Proposed and agreed.

17. **Consideration of a response to the Government Planning White Paper** – It was agreed that responding to the White Paper should be left to CDC as the councillors do not have the experience to contribute anything of considerable value to such a high level planning paper and the parish councillors feel they can make better use of their time and contribution to the Local Plan. Cllr Rayner has asked the County and District Councillors how much time they will be spending on looking at the White Paper rather than the Local Plan. Hugh Pidgeon stated that he will ask Cllr George Reynolds this question at the next SGPC meeting.
18. **Planning applications received** – None.
19. **Planning decisions received**

20/01597/F – Richmond House, Woodway Road, Sibford Ferris. Extension to existing garage and its conversion to form annexe. **Approved.**

20/01922/TCA – Long View, Back Lane, Sibford Ferris. G1 x 3 nos Leylandii, half side dead plus 1 dead tree - Remove as they block the light and are of low value, will replace with Beech hedge. **Approved.**

20/00174/Q56 Barn at Folly Farm, Grange Lane, Sibford Ferris. Appeal ref APP/C3105/W/20/3250685 – Dismissed.

20. **Proposal to apply for grants to respond to/support recovery from the COVID-19 crisis** – It was agreed that the PC have not made any losses during COVID-19 and therefore should not apply for any COVID-19 grants.
21. **Proposal to submit minutes of PC meetings to the Sibford Scene for inclusion in their publication** – It was proposed and agreed to submit a precis of the points parishioners may be particularly interested in to the Sibford Scene. **Clerk to send precis of minutes to Cllrs Rayner and Lamb for review before submitting to the Sibford Scene.**

Date of next meeting – Monday 9th November 2020 @ 7pm

Meeting closed @ 8:58pm

Signed…….. Date……

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Monday 9th November 2020** at **7pm** via **Zoom video conferencing**

Present: Cllrs Simon Rayner, John Wass, Amy Taylor, Ginny Bennett, Clerk.

In attendance: 8 members of the public.

22. **Apologies for absence** – None.
23. **Election of Chairman due to the resignation of Adrian Lamb** – The councillors expressed their thanks to Adrian for his many years of service on the Parish Council (PC) and for his many additional contributions to the community over and above the role of a Parish Councillor. **Clerk to include a note about Adrian's service to the Parish in the Sibford Scene.** It was proposed and agreed that Cllr Rayner be elected as the Chairman of the PC.
24. **Members declarations of interest for items on the agenda** – None.
25. **Co-option of new councillor** – The relevant notices have been published and no requests were received from parishioners requesting that an election be held so the PC are now able to co-opt a new councillor. It was agreed that the Clerk should put out a notice of the vacancy requesting expressions of interest to join the council. The closing date will be 18th December. All applicants will be invited to attend the January PC meeting where they will be asked to provide some information about themselves and why they want to join the council before the councillors vote on the co-option. **Clerk to put notice on the PC website, in the Sibford Scene and Noticeboard.**
26. **Public participation session** - None.
16. **To approve the minutes of the Parish Council (PC) meeting held on 7th September 2020** – The minutes were proposed, agreed and duly signed.
17. **Outstanding matters/actions from previous meetings**

    i) Request for additional dog waste bins – The locations of the bins have now been approved by Cherwell District Council and the bins have been ordered today. They will be delivered directly to the contractor who will be installing them at a cost of £40 per bin. **Clerk to inform CDC when bins have been installed so they can be added to the bin emptying schedule.**

    ii) Defibrillator training – Training can't be completed currently due to lockdown.

    County Cllr Reynolds joined the meeting at 7:23pm.

    iii) Tree planting – It was agreed that Pitch Hill Field is the best location to plant additional trees in the parish. **Cllr Taylor to put together a plan for tree planting in line with the requirements of 'The Tree Council Branching Out Fund' and bring back to PC for review/agreement.**

    iv) Emergency Plan – Cllr Bennett advised that the Sibford Support Group (SSG) will be asked at their next meeting if they are willing to volunteer to step in and help in the event of other emergencies such as power failures, flooding, severe snow. It was agreed that the SSG set up is working well but it would be beneficial for there to be a written plan for the PC to use in the event of an emergency so they have contact numbers of those in the SSG and other groups willing to help.

    2 members of the public left the meeting at 7:30pm.

27. **Play areas**

    To receive the Play Equipment Inspection Report and agree any actions necessary – Cllr Rayner has completed a summary report of the issues identified and the suggested actions to resolve these. **Cllr**

Rayner to send the summary report to Cllr Bennett in order for her to discuss this with the Play Area volunteers to co-ordinate the actions. It was agreed that a sign similar to the sign on the Cotswold Play Area giving COVID guidance should installed on the Multi Use Games Area (MUGA). **Clerk to order another sign if the school give permission for the sign to be installed on the MUGA.**

28. **County Councillor Report** – The majority of the work being done in the County and District Councils appears to be COVID and lockdown related although they are continuing to run their front line services. Cllr Reynolds warned that there have been issues in the past with play areas installed in new estates that are run by a management company so this is something the parish council should be aware of in any discussions with the developers on Hook Norton Road.
29. **District Councillor Report** – A Cllr raised concerns with Cllr Reynolds about a lack of response or further information about the Local Plan. **Cllr Reynolds agreed to follow this up.**

    A parishioner re-joined the meeting at 7:50pm
30. **Proposal to instruct installation of 'Not suitable for HGVs' signs at the entrances to the Sibfords – Total cost £1356.50. ***Note* Sibford Gower Parish Council have been asked if they will contribute 50% of the cost as both villages will benefit from the signage. The clerk advised that Sibford Gower PC have not got another meeting to discuss this until 8th December but in principle they are open to this suggestion and will make a decision about a contribution at their next meeting. Cllr Reynolds stated that he is willing to fund the signs for both parishes from some funding he holds as the Sibfords have not received any funding for some time. **Clerk to organise application asap.**
31. **Inspection of assets** – It was agreed that all assets should be checked quarterly to ensure they are safe and to identify any repairs necessary. **Clerk to put together inspection form and rota showing which councillor should complete each check.**
32. **Finance**
    - i) Confirmation of payment approval process – The online banking system has been set up and is much more convenient than paying by cheques but the PC wish to ensure there are no 'cracks' in the process of payments to ensure they are as secure as the previous system. It was agreed that in addition to following the Financial Control and Internal Audit Process the Clerk should e-mail copies of all invoices in each batch of payments to Cllr Rayner and Cllr Bennett for cross checking purposes.
    - ii) Appointment of an Internal Controls Councillor – It was agreed that Cllr Taylor will take on this role.
    - iii) Confirmation of the bank balance as at 04.11.20 of £22,155.33 – Cllr Rayner confirmed that he has checked the balance online and the amount stated is correct.
    - iv) Proposal to register with the Information Commissioner's Office (ICO) by Direct Debit at a cost of £35 per year – Proposed and agreed.
    - v) Proposal to organise repair of the bench on Hook Norton Road – It was agreed that due to rotting of a large part of the wood on the seat a repair is necessary. A quote for repair has not yet received. It was agreed that the Clerk can authorise the expenditure on a repair provided it is reasonable taking account the comparative cost of purchasing a new bench. **Clerk to e-mail any quotes to the PC to seek their views on value for money before instructing any work.**
    - vi) To consider the draft budget for 2021-22 – It was agreed that in principle the PC would like to avoid increasing the precept if possible. Clerk to remove the cost of road signs from the budget due to Cllr Reynolds offer to purchase the signs. **Final budget to be agreed at next meeting.**
    - vii) Confirmation of payments made since the last meeting using delegated powers: Proposed and agreed.

06.10.20	Thomas Fox Landscaping	Mowing of play area 29.07, 12.08, 26.08.	£72.12
06.10.20	Kirsty Buttle	Expenses - sign for play area	£23.39

06.10.20	Kirsty Buttle	Salary Sept and back pay to Apr	£341.70
06.10.20	HMRC	Tax re Sept and back pay	£85.20
06.10.20	CDC	Emptying of dog bins - 6 months	£120.12
06.10.20	Playsafety	Annual Inspection	£360.60
16.10.20	Thomas Fox Landscaping	Mowing of play area 09.09, 23.09.	£48.08
16.10.20	Zen internet ltd	Domain renewal the sibfords.uk	£9.59
03.11.20	Kirsty Buttle	Salary October	£162.05
03.11.20	HMRC	Tax October	£40.60
03.11.20	Kirsty Buttle	Expenses - Telephone	£9.41
03.11.20	Thomas Fox Landscaping	Mowing of play area 07/10, 21/10.	£48.08

viii) To note the following receipts: Noted.

18.09.20	CDC	Precept	£3,429.00
02.10.20	Sibford Gower PC	Burial fee share	£159.00
02.11.20	HMRC	VAT refund	£326.10

33. To consider response to communication received from Land & Partners Ltd in relation to the development on Hook Norton Road – The PC asked Cllr Reynolds if it is advisable for the PC to engage with Land & Partners when they have not yet sold the land to a builder so it could not be known what the builder is willing to provide. Cllr Reynolds advised that sometimes the landowner pays the S106 amount and includes that cost in the sale of the land. Cllr Reynolds felt that it could not do any harm to discuss with them to see where they are coming from and what they are offering but not to commit to anything. A Cllr stated that he feels that both SFPC and SGPC should be involved in discussions to find out what it is they are asking for or suggesting. It was suggested that a public planning meeting be arranged which includes the community and SGPC. **Clerk to contact Land & Partners requesting that they join a zoom meeting with SFPC, SGPC and any interested parishioners. Land & Partners will be asked to provide an agenda to make it clear what they wish to discuss and a list of questions from the PC's and parishioners should be put together in advance of the meeting.**

34. Proposal to adopt the following documents:

i) Complaints Policy – Proposed and agreed.

ii) Risk Assessment – Proposed and agreed.

35. Planning applications received

20/02564/F - Gautherns Barn, Colony Road, Sibford Gower. Convert 2 steel / wooden barns into 1 bedroom holiday lets. No comment. (Response made using delegated powers).

20/03057/TCA – Meadow View, Main Street, Sibford Ferris. T1 x Juniper – Fell outgrown Conifer close to drive lifting drive and retaining edge. No objections.

36. Planning decisions received

20/01832/F and 20/01833/LB – Home Close, Main Street, Sibford Ferris. Oak framed pergoda. Approved.

Date of next meeting – 11th Jan 2021 @ 7pm

Meeting closed @ 8:50pm

Signed…… Date……..

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Monday 11th January 2021** at **7pm** via **Zoom video conferencing**

Present: Cllrs Simon Rayner, Amy Taylor, Ginny Bennett, Katherine Roussel, Clerk.

In attendance: 1 member of the public.

37. **Apologies for absence** – Apologies were received from John Wass.
38. **Co-option of new councillor** – It was proposed and agreed to co-opt Katherine Roussel on to the Parish Council (PC). Katherine completed her Declaration of Acceptance of Office.
39. **Election of Vice Chairman** – It was proposed and agreed to elect Cllr Bennett as Vice-Chairman.
40. **Members declarations of interest for items on the agenda** – None.
41. **Public participation session** – It was noted that Sibford Gower PC have put out a notice requesting views on the possibility of renewing The Blaze Inn Saddles as an Asset of Community Value. It was agreed that it is not necessary for Sibford Ferris PC to consider applying for an ACV independently of SGPC as member of both communities are able to respond to the request from SGPC. Any comments should be sent to the SGPC clerk on Sibford.gower.pc@thesibfords.org.uk. Cllr Rayner advised that the 'unsuitable for HGV's' signs have been installed. The councillors expressed their thanks to Cllr Reynolds for his grant towards the purchase of the signs. **Cllr Rayner to find out how to get satnav systems updated to show that the roads are unsuitable for HGVs.**
42. **To approve the minutes of the Parish Council (PC) meeting held on 9th November 2020** – The minutes were proposed, agreed and duly signed.
43. **Planning applications received**

    20/03266/F – Parsons Barn Farm, Shutford Road, Sibford Ferris. Change of Use without alterations from agricultural to B8 storage in connection with the business operations of Gentlevan Removals**.** No comment. (Response made using delegated powers).

    20/03347/F – Blaze Inn Saddles, The Pheasant Pluckers Inn, Burdrop. Erection of an agricultural barn store. Sibford Ferris Parish Council wish to strongly OBJECT to this application. Key points for our objection are as below:

    1. Construction of an agricultural building within the Sib Valley and conservation area.
       Insufficient detail to assess the proposed building, its location and therefore impact on the conservation area.
    2. *No evidence of any environmental impact assessment that will result from proposed building and related activities.*
       Environmental impact assessments required to determine likely pollution risks (fertiliser, pesticide, herbicide, human waste …) to the Sib watercourse arising from vine production and leisure camping.
    3. Proposal to change use in part from Agricultural to Leisure Camping (28 days per year but currently due to COVID-19 allowed 56 days per year) with no identified method to regulate or control and enforce usage limits.
       A change of land use appears to be required. A control mechanism needs to be defined and agreed to manage and regulate the planned leisure camping activity in line with permitted days usage. Consideration should also be given to regulation of noise resulting from Leisure camping activity and how this will be regulated.

4. Proposal to access agricultural and Leisure Camping activities from Hawkes Lane.
   The access point to the site entering is from a dangerous steep hill and on a blind bend with vehicles travelling at a the national speed limit of 60 mph. A full risk assessment should be undertaken by OCC Highways.
5. *No* consultation with CDC prior to work being commenced to level land, remove hedges and tree(s) within the Conservation Area
   The land owner has removed hedges and trees without seeking permission from CDC in advance which is believed to be in contravention to Conservation Area Policy.

44. Outstanding matters/actions from previous meetings

i) Defibrillator training – No update.

ii) Tree planting – Cllr Taylor has not managed to complete this but has had an offer of help from some parishioners. **Cllr Taylor to continue to work on this.**

iii) Emergency Plan – An emergency plan has been started. Details need to be confirmed with various organisations within the village to complete the plan.

iv) Land & Partners request to meet to discuss the development on Hook Norton Road – The Clerk has not received any response from Land & Partners re the PC's offer of a community meeting. **Clerk to chase up Land & Partners to find out if they still want to hold a meeting.**

v) Repair of the bench on Hook Norton Road – Two quotes have been received but they were not like for like as one of the providers is unable to source oak at the moment due to national shortages. Cllrs Taylor and Roussel may have access to some oak which could help to reduce the costs. **It was agreed that the Clerk should organise a repair with oak up to a total cost of £230.** If this cannot be completed with oak before the spring it was agreed that alternative wood can be used.

45. Play area

i) Update on any repairs required – The ground has settled well from the items that have been removed. One of the springer pieces is now very loose and needs tightening or removing. **Cllr Bennett to provide a list of works needed to the clerk who will contact Adrian Lamb to request a quote if he is interested in the work.**

ii) Proposal to renew grass cutting contract with Thomas Fox Landscaping at a cost of £320.48 annually (no change from existing contract) – Proposed and agreed. **Clerk to inform Thomas Fox Landscaping of the PC's decision.**

46. County Councillor Report – None.

47. District Councillor Report – None.

48. Finance

i) Confirmation of the bank balance as at 05.01.21 of £21,051.39 – Cllr Rayner confirmed the balance stated is correct.

ii) Confirmation that the Internal Controls financial check for Apr to Dec has taken place – Cllr Taylor confirmed that the internal controls check has been completed and all was found to be in order.

iii) Proposal to cancel the renewal of the domain name 'thesibfords.co.uk' as this domain name is not being used by the PC – Proposed and agreed. **Clerk to cancel renewal.**

iv) To agree the budget and precept for 2021-22 – It was proposed and agreed that the budget for 2021/22 is £7,140 resulting in a precept demand of £6910 with the shortfall being covered by the underspend from 2020/21. **Clerk to submit precept demand.**

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

11.11.20	Glasdon	Dog waste bins	£341.38
26.11.20	Chris Jarvis	Dog waste bin installation	£80.00
26.11.20	Kirsty Buttle	Salary November	£162.05

26.11.20	Kirsty Buttle	Expenses - Sign for MUGA	£18.88
01.12.20	OCC	Supply and installation of signs	£1,627.80
22.12.20	Thomas Fox Landscaping	Mowing of play area 04.11 and 18.11.	£48.08
22.12.20	Kirsty Buttle	December salary	£162.25

vi) To note the following receipts: Noted.

25.11.20	OCC	Grant for HGV signs	£1,356.50

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

Kirsty Buttle	Expenses - Printer Ink	£39.02

49. Planning decisions received

20/02564/F - Gautherns Barn, Colony Road, Sibford Gower. Convert 2 steel / wooden barns into 1 bedroom holiday lets. Approved.

20/03057/TCA – Meadow View, Main Street, Sibford Ferris. T1 x Juniper – Fell outgrown Conifer close to drive lifting drive and retaining edge. Approved.

20/03111/F - 8 Walford Road, Sibford Ferris. Single storey rear extension. No comment. (Response made using delegated powers). Approved.

20/02956/F - Swalcliffe Park Equestrian, Park Lane, Swalcliffe. Formation of three new jumps. SFPC do not object to the requested planning permission being sought to build 3 jumps but make the following observation:

1. A number of local residents adjoining the development sites have raised severe objections directly with CDC opposing the planning application, concerned that the work once completed will result unregulated increase in frequency of events resulting in greater noise and disruption from equestrian events.

2. While SFPC do not object to the proposed planning application the council do not support any increase of frequency or duration of events above the currently agreed number. The residents of the Sibfords already experience significant traffic volume increases (with associated congestion, pollution and noise) when events are held. Should a licence to increase the number of events be sought we would expect there to be proper due diligence and consultation undertaken by CDC including community consultation. (Response made using delegated powers). **Approved.**

Date of next meeting – 8th March at 7pm

Meeting closed @ 8:10pm

Signed:…… Date…….

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Monday 8th March 2021** at **7pm** via **Zoom video conferencing**

Present: Cllrs Simon Rayner, Amy Taylor, Ginny Bennett, Katherine Roussel, John Wass, Clerk.

In attendance: District and County Cllr Reynolds, 6 members of the public.

50. **Apologies for absence** - None.
51. **Members declarations of interest for items on the agenda** - None.
52. **Public participation session** – None.
53. **To approve the minutes of the Parish Council (PC) meeting held on 11th January 2020** – The minutes were proposed and agreed.
54. **Planning applications received**

    21/00477/F – The Pheasant Pluckers Inn, Burdrop. Erection of an agricultural barn store (re-submission of 20/03347/F). The applicant advised that they have ticked the box on the application forms that refers to a septic tank but that isn't required so they will be contacting the planning officer about this. The applicant stated that they feel the work they have done has improved the area and would like to ask the PC to consider the content of the application rather than rumour/what others think is going to happen there. It was agreed to delegate powers to the Clerk to submit a response on behalf of the PC taking account of all of the councillors views. **All Cllrs to e-mail details of any concerns or support for this application by 17th March. Clerk to put together response and submit before the planning response deadline.**
55. **Other planning issues**
    i) Concerns raised by a parishioner regarding the removal of the hedge adjacent to Hawkes Lane, Burdrop – The property owner advised that the vegetation removed was just brambles and blackthorn that couldn't be laid as a hedge. It was agreed that the **Clerk should advise Sibford Gower Parish Council (SGPC) that concerns have been raised about this.** Cllr Allen of SGPC was present at the meeting and advised that SGPC had already discussed this issue in their meeting on 2nd March (minutes available on the Sibford Gower pages of the website) and Cllr George Reynolds had agreed to raise it with the planning enforcement team.
    ii) To consider requesting that the boundaries of the Conservation Area be changed to include a small section of the village that is currently not included in the Conservation Area – Cherwell District Council (CDC) have been contacted to see if it is an option to extend the Conservation Area boundary. They advised that the last detailed appraisal of the Conservation Area in Sibford Ferris was completed in 2012 and it is possible to change the Conservation Area provided there are valid reasons and evidence to make this change. It was agreed that **Cllr Roussel should look further at the existing Conservation Area, consider what may need to be added and why, and bring this information to a future PC meeting** to allow the PC to decide if they would like to ask CDC to consider the proposals.
    iii) Cherwell Local Plan Review 2040 – Village Services Questionnaire – **Cllr Rayner will complete the document and send out to all councillors to verify before response is submitted.**
56. **Outstanding matters/actions from previous meetings**
    i) Defibrillator training – The training cannot take place currently due to COVID.
    ii) Tree planting – Cllr Taylor is trying to contact the tenant of Pitch Hill Field but 2 different addresses have been found so further enquiries are being made. One of the funding requirements is to take advice on the tree species already in the area and suggestions for the most suitable species to be planted. Cllr Taylor has contacted Jonathan Emmanuel at CDC who is supporting the PC with this requirement.

A member of the public left the meeting at 7:35pm

iii) Emergency Plan – Cllr Bennett and the Clerk will continue to complete the required information. **All Cllrs to review draft document and provide any relevant information to the Clerk for inclusion in the plan.**

iv) Gade Homes request to meet to discuss the development on Hook Norton Road – Gade Homes have recently purchased the land and have followed up on the previous request from Land & Partners to hold a public meeting to discuss various elements of their plans. They have proposed that the meeting be held sometime during w/c 29th March. The PC feel that this would not provide sufficient time to get information out to parishioners via the Sibford Scene and to collate questions from parishioners. It was agreed to propose w/c 19th April to Gade Homes and request that they provide an agenda with supporting documentation at least 2 weeks before the meeting. **Clerk to organise meeting with Gade Homes.** Gade Homes have advised that Heras fencing will be installed around the site later this month and should be completed by 2nd April.

v) Repair of the bench on Hook Norton Road – The Clerk has not been able to get confirmation from the appointed contractor that they can proceed with the work. **Cllr Wass to speak with contractor.**

57. Play area

i) Update on any repairs required – Adrian Lamb has agreed to complete the repairs on the equipment. **Clerk to chase Adrian re costs and timescales.**

ii) Renewal of membership with Oxfordshire Playing Fields Association – Annual cost £42 – The PC requested further information about the benefits of this membership considering that SFPC doesn't manage any playing fields. **Clerk to contact OPFA and put item on next agenda.**

3 members of the public left the meeting at 7:55pm

58. County Councillor Report – Most work taking place is focused on COVID. OCC will assist parishes with getting 20mph limits. Castle Quay is progressing - the hotel is due to open in September, Lidl will open later in the year/early next year and the cinema in around a year's time. There is a COVID recovery fund available to village halls and community groups who have had their finances affected by COVID.

59. District Councillor Report – None.

60. Finance

i) Confirmation of the bank balance as at 02.03.21 of £19,587 – Cllr Rayner confirmed that the balances stated are correct.

ii) To review spend against budget to date – The Clerk pointed out that donations payments are over budget due to some cheques paid in the last financial year needing to be cancelled and reissued in this financial year. It was agreed that in future all donations for each financial year should be placed on the May meeting agenda for approval before being paid by BACS. **Clerk to put donations proposal on May agenda.**

iii) Proposal to make a donation of £50 to the Sibford Scene – Proposed and agreed. **Clerk to make payment in March for the 20/21 financial year.**

iv) Proposal to upgrade the e-mail package to increase the number of e-mail addresses available to allow councillors to have parish council specific mail boxes – cost £40 – **Proposed and agreed. Clerk to arrange upgrade and payment.**

Cllr Reynolds left the meeting at 8:15pm.

v) To consider the possibility of applying to the 'Containing Outbreak Management Fund' re COVID-19 costs – The Sibford Support Group have not spent all of the funds (£250) provided by the Town Estates Charity (TEC) and will be returning any unspent funds to the TEC. It was agreed that there is no requirement to apply to this fund.

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

Zen internet ltd	Domain renewal thesibfords.org.uk	£9.59
Sibford Gower PC	Shared funding Church Yard and Burial Ground	£1,160.25
Kirsty Buttle	Salary January	£162.05
HMRC	Tax January	£40.60
Kirsty Buttle	February salary and expenses	£171.95

vii) To note the following receipts: Noted.

Sibford Gower PC	Zen internet share	£29.94
Sibford Gower PC	Burial fee share	£213.00
Sibford Gower PC	Zen internet share	£7.99

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

OALC	Annual membership	£146.16

61. **Concerns raised by parishioner about the usage of two laybys at Sibford Elm Crossroads** – A parishioner has raised concerns that the layby for the bottle banks is getting larger due to the volume of use and a second layby is emerging nearby due to vehicles parking/stopping there. Both laybys appear to encourage flytipping/littering such as tyres which have recently been thrown in the hedge. It was agreed that **Cllr Rayner should contact OCC to make them aware of the issue and request that the parishioner report this on FixMyStreet as the parishioner will get a direct response from OCC if it is reported on this system.**
62. **SGPC Land Development Plan** – Sibford Gower Parish Council are completing a review of the way they manage the green spaces in their parish. One of these areas is the Churchyard and Burial Ground which SFPC pay 50% towards. The recommendations from the review for the upcoming year are to reduce the number of cuts in the Burial Ground and Churchyard which will reduce the cost for both councils. Further discussions are needed for the longer term management plan. SGPC hopes to discuss this with the Church early in April and SFPC at the end of April. SGPC would like 3 representatives from SFPC to take part in these discussions. Subject to the meeting dates Cllrs Bennett and Taylor (personal time commitments permitting) volunteered to take part in these discussions. A third representative will be agreed (if required) when the meeting dates are known.
63. **To consider plans for future meetings including the Annual Parish Meeting** – It was agreed that the Annual Parish Council Meeting (APCM) will take place on 5th May at 7pm. As public meetings are not going to be lawful within the time period in which the Annual Parish Meeting (APM) must take place it was agreed that a 30 minute electronic meeting should be offered to parishioners immediately before the Parish Council meeting at 6:30pm on 5th May. **Clerk to put together information advising parishioners on the differences between the 2 meetings and asking parishioners to inform the Clerk if they have any issues they would like to be included on the APM agenda for discussion highlighting that these do not need to be issues relating to the PC for that meeting as it is not a PC meeting.**
64. **Planning decisions received**

20/03266/F – Parsons Barn Farm, Shutford Road, Sibford Ferris. Change of Use without alterations from agricultural to B8 storage in connection with the business operations of Gentlevan Removals**.** Approved.

20/03347/F – Blaze Inn Saddles, The Pheasant Pluckers Inn, Burdrop. Erection of an agricultural barn store. Withdrawn.

Date of next meeting – 5th May 2021

Meeting closed @ 9pm

Signed……. Date……

Sibford Ferris Parish Council

Minutes of the Annual Meeting of the Parish Council held on **Wednesday 5th May 2021** at **7pm** via **Zoom video conferencing**

Present: Cllrs Simon Rayner, Amy Taylor, Ginny Bennett, Katherine Roussel, John Wass, Clerk.

In attendance: District and County Cllr Reynolds, 6 members of the public.

1. **Election of Chairman** – It was proposed and agreed to re-elect Cllr Rayner as the Chairman. Cllr Rayner completed his Declaration of Acceptance of Office.
2. **Election of Vice-Chairman** – It was proposed and agreed to re-elect Cllr Bennett as the Vice-Chairman.
3. **Apologies for absence** – None.
4. **Members declarations of interest for items on the agenda** – Cllr Bennett is a member of the Village Hall Committee so will not vote on the decision re donation to the Village Hall (15iii).
5. **Public participation session** – Cllr Bennett asked that it be noted that there was an article published in the last Sibford Scene regarding the Hook Norton Road Development that, due to its placement in the Sibford Scene, many parishioners are under the impression that Cllr Bennett wrote this article. Cllr Bennett wishes it to be known that she did not write the article.
6. **To approve the minutes of the Parish Council (PC) meeting held on 8th March 2020** – The minutes were proposed and agreed.
7. **Planning applications received**

   21/00917/F – Orchard End, Back Lane, Sibford Ferris. Alterations to existing garage to replace existing pair of doors with single automated door to afford improved vehicular access; erection of carport and change to external surfacing to provide level, safe and protected access for wheelchair user from house to car/garage and vice versa. No objections.

   21/01469/TCA – Shrubbery Cottage, Small House, Sibford Ferris. T1 x Poplar – Pollard at up to 8.0m to main unions in main crown break: major decay in base from previous failure. No objections.

   21/01470/TCA – Newstone, Main Street, Sibford Ferris. T1 x Lawson – Fell to ground level. G1 x Lawson + Damson – Face back to boundary raising crowns to 5.0m. G2 x Ash + Birch – Fell 3 nos Ash stems and 2 nos Birch stems. Comment only – Sibford Ferris Parish Council would appreciate it if the Planning Officer could visit the site to consider if this is appropriate management of the trees given that there are no reasons specified for the removal of the trees.
8. **Outstanding matters/actions from previous meetings**
   i) Defibrillator training – Cllr Wass suggested that a date be booked in the Village Hall to run CPR and Defibrillator training after lockdown restrictions are removed on 21st June. **Cllr Wass to organise the training in liaison with Cllr Bennett when government guidelines permit.**
   ii) Tree planting – Cllr Taylor is continuing to look into funding for this in order to complete planting later this year.
   iii) Emergency Plan – The Clerk is continuing to work on this.
   iv) Repair of the bench on Hook Norton Road – The repair has now been completed.
9. **Hook Norton Road Development – Questions from Gade Homes**
   i) The likely uptake or demand of the proposed allotments and whether the Parish would seek to take over the management of these – The PC agreed that they would suggest Gade Homes undertake a survey in Sibford Ferris, Sibford Gower and Burdrop to gauge interest in

allotments before any decision can be taken by the PC regarding taking on the management of allotments. The PC are happy to support Gade in this by reviewing their survey before publication to ensure it asks the relevant questions and by publishing the survey on the village website. **Clerk to inform Gade Homes of the PC's decision.**

ii) Whether a financial contribution to improve the existing play facilities in the village at Cotswold Close instead of providing an additional LAP on the site would be of interest to the Parish Council – After some discussion it was agreed that the site on the new development appears to be a better site for a play area than the existing site on Cotswold Close. As a total overhaul of the Cotswold Close play area was already being considered the PC agreed that it may be better to close the Cotswold Close Play Area when the new play area is complete and have use of the new Play Area rather than accepting any funding to upgrade the Cotswold Close Play Area. **Clerk to contact Gade Homes to request a basic plan showing what play equipment they plan on installing along with details of the expected maintenance requirements and costs** so the PC can consider if this is something it would be willing to take on or if it should be transferred to a management company or CDC.

iii) S106 funding allocation – Concerns were raised about the allocation of S106 funding to Sibford School and the suggestion that its facilities will be made available to the public which the school are not aware of. The headteacher of Sibford School provided the following statement by e-mail:

'I can confirm that no communication took place between Sibford School and Land and Partners or Gade Homes. To this end why we are set to receive monies in the section 106 is not clear. The first I heard of this was on Easter Monday when the information was already in the public domain.'

Cllr Reynolds was very surprised by the suggestion that S106 funding has been allocated to Sibford School rather than to Sibford Gower Endowed Primary School and **agreed to provide contact details for the Cherwell District Council (CDC) S106 Officer to the Clerk. Clerk to provide copy of the S106 agreement to Cllr Reynolds and to organise a meeting with the S106 Officer to discuss the funding allocation.**

Cllr Reynolds left the meeting @ 7:54pm.

10. Speeding issues

i) Thames Valley Police relaunch of the Community Speedwatch Scheme – It was agreed that a Sibfords Community Speedwatch Scheme would provide data regarding the level of speeding in the parish which could help to inform any future decisions re speed reduction and it could help to raise road users awareness of the parishioners' concerns re speeds. **Clerk to get details of the requirements to take part in the Community Speedwatch Scheme and put details in the Sibford Scene requesting volunteers.**

2 members of the public left the meeting @ 8:09pm.

The Clerk has received the following information from Highways which relates to items 10ii and 10iii below:

I can confirm that the traffic team is happy to carry out an objective review of the existing speed limits in the village. However, before considering any potential changes we would need to start with survey data showing traffic volumes and actual speeds at the locations in question. If the parish doesn't have this data, surveys can be requested from OCC at a cost of about £250 per survey. Should the speed data, site review and Thames Valley Police support consideration of a change, whether that be an extension of existing limits or the addition of new ones, we would need assurance that funding is available to move to the next step ie design and public consultation. A practicable scheme would need to be drawn up and advertised and if concerns or objections are received the proposal would then go to committee, where a decision would be made on the suitability of the proposals. This process can take several months and the current charge for this is £3255, regardless of the eventual

decision. On top of that there is the cost of the work itself; as a guide, a speed limit reduction/extension in another (very small) village recently cost about £2000 + VAT.

It is worth bearing in mind that any speed limit 'buffer' eg a 40mph section on Hook Norton Road would have to be at least 300 metres long to meet the legal definition of a speed limit.

Regarding the short section of national speed limit on Hawk's Lane between Burdrop and Sibford Ferris, this was no doubt configured to help define the separate communities and there may well be local resistance to 'joining up' the two. In any case extending the 30mph speed limit through that short rural section is very unlikely to have any effect on traffic speeds.

ii) Parishioner request to look into options for reducing speeds on Hook Norton Road – This is something that has to be considered soon due to the new development on Hook Norton Road and there may be some funding available towards this from the S106 monies. It was agreed that it may be beneficial to take up the Highways surveying service in order to get data on the current traffic volumes and speeds. **Clerk to contact Highways to find out what the lead times are on the monitoring devices. Cllr Rayner to contact Tadmarton Parish Council to find out what impact their speed reduction schemes have had in their parish.**

iii) Parishioner request to look into possibility of reducing the speed limit on Hawkes Lane between Sibford Ferris and Sibford Gower – Taking account of the information provided by Highways, particularly in relation to the impact such a change would have on the designation of the separate villages, along with the low likelihood that a reduction in the speed limit would impact speeds in the area, and the potential costs, it was agreed that it would not be appropriate to pursue this any further.

11. Play area

i) Update on any repairs required – Adrian Lamb has tightened up the mounting on the spring toy and replaced the rotten gate slam post with a new one. He is awaiting supply of new intermediate fence posts to complete the work required.

ii) Renewal of membership with Oxfordshire Playing Fields Association – Annual cost £42 – Proposal to discontinue membership – Proposed and agreed.

12. Consideration of ways in which to prevent flytipping at the Elms bottle banks – Flytipping at the Elms crossroads is now a weekly problem and reports are being made regularly on Fixmystreet. **Clerk to find out what options are available to the PC in relation to CCTV/dummy cameras and signage. Clerk to contact OCC to ask what their response was to a parishioners concerns about the laybys in that area being made larger due to vehicles parking there.**

13. County Councillor Report – None.

14. District Councillor Report – None.

15. Finance

i) Confirmation of the bank balance as at 28.04.21 of £21,800.92 – Cllr Rayner confirmed the balances stated are correct.

ii) To confirm completion of the final quarterly (Jan-Mar) financial check for 2020-21 – Cllr Taylor confirmed that the check has taken place and all was found to be in order.

iii) To consider payment of the following donations for the 21/22 financial year – Proposed and agreed. **Clerk to organise payments.**

Citizens Advice	£25.00
Community First Oxon	£55.00
Sibford School	£40.00
Sibford Village Hall	£400.00

Sibford Scene	£50.00

iv) To consider insurance arrangements for 1st Jun 21 to 31st May 22 – quotes received are:

- BHIB 1 year agreement - £438.48
- BHIB 3 year agreement – £416.56
- Zurich 1 year agreement - £416.09
- Zurich 3 year agreement - £389.89
- Came and Company (current provider) 1 year agreement - £768.45
- Came and Company 3 year agreement - £732.53

It was proposed and agreed to accept the 3 year agreement with Zurich. **Clerk to arrange.**

v) To receive the Internal auditor's report, agree any actions to be taken and to appoint an internal auditor for the current financial year – It was confirmed that the internal auditor's report has been received with no issues raised. It was proposed and agreed to appoint Sue Rowley as the internal auditor for the 21/22 financial year.

vi) To complete and approve the annual governance statement for the 20/21 audit- It was proposed and agreed to tick the 'yes' box for all statements except statement 9 which is 'not applicable' and for the document to be signed.

vii) To approve the accounting statements for the 20/21 audit – The accounting statements were approved and it was agreed that they should be signed by the Chairman.

viii) To approve completion and signing of the AGAR Certificate of Exemption for 20/21- It was proposed and agreed to complete and sign the Certificate of Exemption.

ix) To agree the following regular payments list 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	£2,550.00
Stationery, postage, telephone	£75.00
Internal audit	£60.00
Training costs	£315.00
Data protection	£35.00
OALC Membership	£130.00
Insurance	£560.00
Play area maintenance, rent and inspections	£500.00
Burial Ground maintenance	£1,300.00
Dog bin emptying	£200.00
Website	£75.00
S137 including Poppy Wreath donation	£50.00

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

22.03.21	Sibford Scene	Donation	£50.00
22.03.21	Kirsty Buttle	March salary and expenses	£164.10
22.03.21	HMRC	March Tax	£18.51
22.03.21	CDC	Lease for Cotswold Close	£30.00
27.04.21	Zen	Upgraded cpanel - Silver	£59.93
27.04.21	Thomas Fox Landscaping	Mowing of play area 25.03.21	£24.04

27.04.21	CDC	Emptying of dog bins	£240.90
27.04.21	Sue Rowley	Internal audit for 20/21	£60.00
27.04.21	Hugo Seely	Repair of bench on Hook Norton Road	£235.00
27.04.21	Kirsty Buttle	Salary April	£165.50
27.04.21	HMRC	Tax April	£41.20
27.04.21	Kirsty Buttle	Expenses - Mileage and stationery	£5.74

xi) To note the following receipts: Noted,

19.04.21	CDC	Precept	£3,455.00

16. To review and re-adopt the following policies: It was proposed and agreed to re-adopt all of the policies listed below.

i) Standing Orders
ii) Financial Regulations
iii) Responding to Planning Applications Policy
iv) Data Protection Policy
v) Freedom of Information Policy
vi) Privacy Notice
vii) Data Breach Policy
viii) Role Holder Privacy Notice
ix) Subject Access Request Procedure
x) Scheme of Delegation
xi) Publication Scheme
xii) Disciplinary Policy
xiii) Grievance Policy
xiv) Risk Assessment
xv) Records Retention Policy
xvi) Complaints Procedure
xvii) Code of Conduct

17. Planning decisions received

21/00477/F – The Pheasant Pluckers Inn, Burdrop. Erection of an agricultural barn store (re-submission of 20/03347/F). Refused.

Date of next meeting – 14th July @ 7pm

Meeting closed @ 8:47pm

Signed…… Date……

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Wednesday 14th July 2021** at **7pm** at Sibford School

Present: Cllrs Simon Rayner, Ginny Bennett, John Wass, Clerk.

In attendance: 3 members of the public.

18. **Apologies for absence** – Apologies were received and accepted from Cllr Roussel and Cllr Taylor. District Cllrs Chapman and Reynolds are unable to attend.
19. **Members declarations of interest for items on the agenda** – None.
20. **Public participation session** – None.
21. **To approve the minutes of the Parish Council (PC) meeting held on 5th May 2021** – The minutes were proposed, agreed and duly signed.
22. **Planning applications received**

    21/01712/F – Home Farm, Woodway Road, Sibford Ferris. Demolition of existing car port, erection of new garage, single storey rear extension to dwelling and conversion and extension of existing outbuilding. No objections. (Response made using delegated powers).
23. **Outstanding matters/actions from previous meetings**
    - i) Defibrillator training – Cllr Wass is looking at booking training asap after lockdown restrictions are removed. This is likely to take place early in the autumn.
    - ii) Tree planting – Defer to next meeting due to Cllr Taylor's absence.
    - iii) Emergency Plan – The Clerk has not received any communication from parishioners offering to be included to help re access to 4x4's, chainsaws, tractors etc. **Clerk to send copy of current Emergency Plan to all councillors and put on the January agenda to review to ensure it remains up to date.**
    - iv) Update on actions relating to Speedwatch/Speed reduction in the parish – A parishioner has volunteered to lead the Speedwatch/speeding group on behalf of Sibford Ferris and Sibford Gower (SG) Parish Councils. Cllr Bennett will be the Sibford Ferris (SF) Parish Council (PC) contact for the speeding group. Cllr Rayner has met with the Chairman of Tadmarton PC and discussed the speed reduction scheme they use which is to share the purchase and use of a speed gun between 4 PC's. It was suggested during that meeting that SFPC try to set up a group with other PCs who have expressed an interest in setting up such a group. Another option would be for SFPC (either independently or with SGPC) to purchase an approved handheld speed checking device at a cost of £150. It was agreed that the purchase of the handheld device seems like the most suitable solution and given that the Speeding Group will be a joint group for both SFPC and SGPC it would be appropriate to invite SGPC to share the cost of the device. **Clerk to contact SGPC to ask if they wish to make a donation to the cost of the device. Clerk to order a handheld speed checking device.**
    - v) Update re reducing flytipping at the Elms Bottle Banks and next steps – Cherwell District Council have provided some signs advising that flytippers will be fined. Cllr Rayner installed the signs and the flytipping stopped for a few weeks but has now started again. It was agreed that another sign should be installed facing the opposite direction so the signs can be seen from both directions. **Cllr Rayner to organise the purchase of poles and installation of the sign.** It has been suggested that nature cameras could be put up in the area at a cost of around £300 which could help to identify those who are flytipping but there are a number of GDPR requirements that would need to be met before they could be installed. It was agreed

to wait and see if the flytipping reduces and discuss the possibility of installing a camera at the next meeting. **Clerk to put on next agenda.**

vi) Update on concerns raised by parishioner about road safety at the Elms Crossroads – There was an accident at the crossroads recently and as there have been two accidents there in recent months it has been asked what can be done to make the area safer. It was agreed that the **Clerk should contact Highways to ask if the Give Way markings on both sides of the junction can be re-marked and whether a Give Way sign could be installed on the unclassified road.**

24. Hook Norton Road Development

i) Update re Allotment Survey – Gade Homes have put together a survey to find out what the interest is in allotments in the area. The link to the survey is already on the Sibfords website and will be going in the Sibford Scene in the next publication. The survey will remain open until end of September.

ii) Options re Local Area of Play (LAP) – Gade Homes are looking at installing a rustic low key trim trail in amongst trees.

iii) S106 funding allocation – Cherwell District Council (CDC) have advised that the £50k allocated to Sibford School was put in because they needed to rapidly put together a S106 agreement for an appeal hearing for the site so they put in sports facilities for Sibford School in the hope that CDC could have discussions with the school about them increasing their 'community offer' of the sports facilities. Sibford School have advised the PC that they do not want the money and they have concerns about the possibility of more people using their facilities due to the possible safety risk to students. CDC have advised that they can only reallocate that money to other facilities that fit within the criteria of sports facilities. Concerns were raised that if the school do not want the money it may be returned to Gade Homes and the parish will not benefit from the available funding. It was agreed that the next steps should be for CDC to complete a formal deed of variation on the S106 to remove the names of specific organisations to receive the funding which will allow a little more flexibility on how the funding is spent within the parish. **Clerk to advise Alex Chrusciak at CDC that the Parish Council would be happy to meet with them to take part in consultation regarding the preferred use of the funds once the deed of variation has been completed.**

iv) General update – Gade Homes has been working on more accurate drawings including elevations and splays of driveways etc. They expect to be ready to submit a reserved matters application in 3-4 weeks. It was suggested that Gade Homes could create a microsite to provide details to parishioners about what they are putting forward.

25. Play area

i) Condition of equipment – The professional inspection of the play equipment is due to take place this month. It is thought that a number of issues will be raised as the equipment is nearing the end of its life. The report will be considered at the next meeting and will inform any decisions regarding the work to be done in the short term on the play area taking account of discussions with Gade Homes re the funding and location of a new play area. It was agreed that the **Clerk should ask Adrian Lamb to remove the dead tree and overhanging vegetation around the play area. Cllr Bennett will organise working group to clear low level vegetation.**

ii) Concerns received from parishioners regarding the proposal to close the Cotswold Close play area when the new play area has opened on the Hook Norton Road development – Two parishioners have contacted the PC with concerns about relocating the existing play area to Hook Norton Road including concerns about road safety and the amount of time the village may be without play equipment if they have to wait for the developers to install equipment as that will be the last priority of the developers. It was noted that as part of the S106 agreement there are plans to extend the 30 mph speed limit further down the road towards Hook Norton Road so the speed of traffic should be reduced. Yourgos Alexander (Gade

Homes) advised that Gade are proposing to put a footpath on the inside of the hedge on the development reducing the need to walk on the road. It was also suggested that Highways could be asked if a crossing and a small area of additional footpath could be installed using the S106 funding to remove any need to walk on the road. Yourgos stated that the play equipment will be the last thing to go in on the development but this is because it would be unsafe to encourage children to play in an area near to building work taking place. The likely timescales for installation of play equipment on the development are around May 2024. It was agreed that the parishioners who have been involved in the plans/proposals to upgrade the Cotswold Close play area should have an informal meeting with Cllr Bennett and Yourgos in the next few weeks to discuss ways in which the funding could be used to get the best outcome for the parish. **Cllr Bennett to organise meeting with Yourgos and parishioners.**

26. **Sibford School request for dog waste bins on the footpath around the school** – The school have not provided details of exactly what they are requesting from the PC so this item was deferred to the next meeting.
27. **Concerns raised by parishioners**
    i) Parking on the pavement near Malvern House – Some parishioners had raised concerns that cars parking on the pavement is making the path too narrow for pushchairs and wheelchairs. The councillors agreed that although they are sympathetic to the problem they do not have any power to stop cars parking there and do not know of any alternative places for them to park.
    ii) Road safety concerns at the Elm junction – already covered under item 23vi.
28. **County Councillor Report** – None.
29. **District Councillor Report** – None.
30. **Finance**
    i) Confirmation of the bank balance as at 08.07.21 of £20,485.36 – Cllr Rayner confirmed the balances stated are correct.
    ii) To confirm completion of the first quarterly (Apr to Jun) financial check for 2020-21 – Cllr Taylor has confirmed that the check has taken place and all was found to be in order.
    iii) To review spend against budget to 08.07.21 – It was noted that the annual budget for dog bin emptying plus 75p has already been spent. The Clerk advised that due to the decision in November to install 2 new dog bins the cost for emptying has doubled so it is expected to spend £201.50 over budget this year on dog bin emptying. The budget for the next financial year will take account of this change and the overspend for this year will come out of general reserves.
    iv) Quotes for noticeboard repair – Not yet received.
    v) Proposal to contribute up to £200 towards the costs of organising a village fete at the Village Hall on 18th September – Proposed and agreed. **Clerk to make payment at the appropriate time.**
    vi) Confirmation of payments made since the last meeting using delegated powers: Proposed and agreed.

23.06.21	Community First Oxfordshire	Subscription	£55.00
25.05.21	Sibford Village Hall	Donation	£400.00
25.05.21	Sibford Scene	Donation	£50.00
25.05.21	Zurich	Parish Insurance - Yr 1 of 3 Yr agreement	£389.89
25.05.21	Thomas Fox Landscaping	Mowing of play area 23.04.21	£24.04
25.05.21	Kirsty Buttle	May salary	£165.30
25.05.21	Adrian Lamb	Repair to play area	£20.00
23.06.21	Thomas Fox Landscaping	Grass cutting 05 and 27/05	£48.08

23.06.21	Kirsty Buttle	Jun salary and stationery	£168.25

vii) To note the following receipts: Noted.

15.06.21	Tustain	Pitch Hill Field	£5.00

viii) Proposal to make the following payments: Proposed and agreed.

Thomas Fox Landscaping	Mowing of play area 17.06.21	£24.04
Upper Lighthorne Parish Council	Off to a Flying Start Training - SR and JW	£26.00

31. Planning decisions received

21/00917/F – Orchard End, Back Lane, Sibford Ferris. Alterations to existing garage to replace existing pair of doors with single automated door to afford improved vehicular access; erection of carport and change to external surfacing to provide level, safe and protected access for wheelchair user from house to car/garage and vice versa. Approved.

21/01469/TCA – Shrubbery Cottage, Small House, Sibford Ferris. T1 x Poplar – Pollard at up to 8.0m to main unions in main crown break: major decay in base from previous failure. Approved.

21/01277/F – Faraday House, Woodway Road, Sibford Ferris. The installation of an exterior render insulation system on the existing house. Reworking the existing extension and garage by cladding, externally insulating, re-roofing, and creating new openings. The addition of a new garage building on the site of an old large shed. No objections. (Response made using delegated powers). APPROVED.

21/01994/TCA – Back Acre, Main Street, Sibford Ferris. T1 x Beech - Reduce east side of crown towards property by up to 2.0m to reduce structural branch weight. Light crown thin by 10%. Crown raise by removal of first two lowest limbs. T2, T3 x Yew - Pollard to low stem at approx. 7.0m to allow to regenerate as low hedge screen as beneath Cedar in poor condition. T4 x Cedar - Removal of major hangers and damaged branching. Crown thin 10% to improve structure. Deadwood throughout (exempt). No objections. (Response made using delegated powers). APPROVED.

Date of next meeting – 20th September 2021 7pm

Meeting closed @ 9:08pm

Signed…… Date……..

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Monday 20th September 2021** at **7pm** at Sibford School

Present: Cllrs Simon Rayner, Ginny Bennett, John Wass, Katherine Roussel, Clerk.

In attendance: 29 members of the public, District and County Cllr George Reynolds.

32. **Apologies for absence** – Cllr Amy Taylor.
33. **Members' declarations of interest for items on the agenda** – None.
34. **Public participation session** – None.
35. **To approve the minutes of the Parish Council (PC) meeting held on 14th July 2021** - The minutes were proposed, agreed and duly signed. It was noted that it states in the minutes that Sibford School do not want the S106 funding allocated to them but the headmaster has not communicated directly with the PC other than the statement he requested be included in the May PC minutes so the PC's assumption that Sibford School do not want the funding may be incorrect. Any further conversations regarding the allocations of the S106 monies needs to be between Sibford School and Cherwell District Council (CDC).

It was agreed to discuss items 38, 39, and 40 at this point due to these being the main areas of interest to the members of the public present.

At the end of discussion of items 38, 39 and 40, 25 members of the public left the meeting.

36. **Outstanding matters/actions from previous meetings**
    - i) Defibrillator training – Cllr Wass is still following this up and he hopes to have an update for the next meeting.
    - ii) Tree planting – Cllr Taylor has submitted an application for trees to The Woodland Trust and is waiting to hear if the application has been successful. If this application is not successful there are other possible schemes through which the PC can apply for trees.
    - iii) Emergency Plan – parishioner offer to support the Parish Council in the formation of a plan – A parishioner who has significant experience in emergency planning (risk assessor in fire and rescue service) has offered to support the PC in the formation of an Emergency Plan. It was agreed that the PC would appreciate the input of the parishioner and the **Clerk should contact the parishioner to take this forward.**
    - iv) Update on actions relating to Speedwatch/Speed reduction in the parish – The speed detection device has been received and Richard Irons is in the process of organising a group of volunteers to receive the relevant training before starting active speedwatch sessions. **Clerk to contact Richard to provide details of Police contact to organise training and to discuss organising a meeting with the volunteers to update them about the status of the project.**
    - v) Update re reducing flytipping at the Elms Bottle Banks and next steps – The amount of flytipping seems to have reduced although it is still an issue. **Cllr Rayner to pass remaining flytipping signs to to Cllr Wass for him to install.**
    - vi) Update on concerns raised by parishioner about road safety at the Elms Crossroads – The Clerk has contacted Highways to request additional safety measures due to recent accidents in that area. Highways agree that improvements are required in this area and they already have plans for repainting lines and installing additional signs but they don't have any maintenance funds left within this financial year to implement those plans at the moment.

Clerk to contact Highways to ask if the PC would be able to part fund the work and if so, what the costs would be.

37. **Proposal to purchase salt bins at a cost of £250 per bin to be placed at the Elms Crossroads** – It was agreed to drop this proposal as this road is on the main gritting route.
38. **Oxfordshire Plan 2050** – The Oxfordshire Plan is a long term vision to 2050 and considers addressing climate change, improving environmental quality, creating strong and healthy communities, sustainable travel, and creating jobs and providing homes. It is a joint plan shared by 6 Oxfordshire authorities. It will consider the needs of the whole county regarding housing needs and infrastructure. There is also a consultation on the Oxford-Cambridge ARC. The ARC consultation creates the number of houses that need to be built for each area. The ARC special framework will become part of national planning policy for the number of houses to be built. Parishioners are able to take part in the consultation processes for both of these plans. The ARC consultation closes on October 12th and parishioners can respond online at https://placebuilder.io/futureofthearc . The Oxfordshire Plan 2050 closes on October 8th and parishioner scan respond online at https://www.oxfordshireopenthought.org/. At a meeting held by CDC last week it was noted that 100k to 150k houses are required in Oxfordshire but as there are a large number already in progress this only leaves a requirement for an additional 16-66k. The Campaign to Protect Rural England (CPRE) have put out some information that they feel is important to be included in responses to the consultation in order to protect the countryside. Parishioners can access this information on http://www.cpreoxon.org.uk/news/item/2874-oxfordshire-plan-2050-why-care-about-the-future-of-our-county should they wish to look into this further as it may help to provide details of planning law that can make responses to the consultation stronger. **Clerk to publish links to the various consultations and information on the PC website.**
39. **Cherwell Local Plan Review -** The Chairman advised that the Cherwell Local Plan will be the consultation that the PC will spend most time on as it is the one that the PC are most likely to be able to have an impact on and most directly affects the parish. The consultation for the Cherwell Local Plan opens on 29th September and closes on 10th November. As soon as the PC has details about how parishioners can respond to the consultation they will publish information on the PC website. The final draft Plan will be published by CDC in May 2022.
    i) Review of categorisation of village – The PC has advised CDC that they wish for the village categorisation to be reviewed as currently it is categorised with Sibford Gower as a category A village which means it is considered to be a suitable area to support small scale development. CDC have agreed to review the categorisation of both villages as part of the Local Plan process but they also advised in the presentation held last Wednesday that they are considering removing village categorisations entirely so it is unclear what this means for the parish. It was agreed that if the consultation documents aren't received before 29th September the **Clerk should chase CDC for the documents asap after 29th September.**
    ii) Proposed development sites included in the plan – Land at Folly Farm (22.11 hectares), Land to West of Hook Norton Road (6.8 hectares), and Land East of Woodway Road (0.8 hectares) – These areas have been put forward by the landowners as sites they would like CDC to consider as possible sites for housing development. CDC will now need to look at the sites to consider whether they think they are suitable for development and will make a response to the suggestion through the Local Plan. It was noted that these sites show just those that have been submitted to date but it is possible that more landowners could put forward their land during this consultation. It will be much easier to get planning permission on areas of land that are included in the final plan. It was agreed that the PC will publish all information that they believe could help parishioners make a response to the consultation that is informed by planning law as responses made purely based on opinion will not be considered by the planning officers. Once the PC has received the consultation documents all relevant information will be provided to the community through the village website.

40. Hook Norton Road Development

i) Update re Allotment Survey – The survey has not yet closed as it runs to the end of September. As at 6th September Gade Homes has received 12 responses with 8 of those being interested in taking on an allotment. Gade will provide an update on the final outcome of the survey at the next meeting.

ii) Options re Local Area of Play (LAP) – Gade will be spending around £15k on basic items of play such as boulders, and stepping stones so is aimed at younger children.

iii) S106 funding allocation – The PC contacted Alex Chrusciak (CDC Senior Manager – Development Management) on 27th July and 29th July requesting that CDC review the S106 agreement and complete a deed of variation which removes the names of specific organisations and instead provides general funding headings within which applications can be made for the funding. Despite both the Chairman and District Cllr Chapman chasing this up there have not been any further communications from Alex advising where they are with this. Until CDC complete the process to reallocate the overall headings for the funds the PC cannot look at the detail of what funds could be requested for other village projects. **Chairman to follow this up if no update by 08.10.21.**

iv) General update – Gade Homes have submitted to discharge the following conditions pursuant to the outline application; Condition 1 (The Reserved Matters), Condition 12 (Energy Statement), Condition 13 (Archaeology). Subject to the timely discharge of Condition 13 they intend to start the further archaeology investigation works on site in mid-October.

41. Play area

i) To receive the professional inspection report and agree any actions required in response to the report - There are a number of minor repairs required. **It was agreed that the Clerk should obtain a quote for all of the repairs required.**

ii) Update re removal of dead tree and overhanging vegetation – Cllr Bennett is meeting with a contractor on 22nd September to obtain a quote. **Clerk to try to obtain another quote from play equipment contractor if this is work that they can complete.**

iii) Update on concerns received from parishioners regarding the proposal to close the Cotswold Close play area when the new play area has opened on the Hook Norton Road development – Cllr Bennett and Selina (Play Area Group) met with Yourgos at Gade Homes to discuss the options available in relation to making the Gade Homes Play Area the main play area in the parish. The result of this is that the space allocated for play equipment on the new development appears to be too small to provide the kind of equipment currently offered in Cotswold Close so the existing play equipment should be repaired or replaced. A preliminary quote of £23k has been received for replacement of the play equipment on Cotswold Close and there will be additional costs for clearance of the site, fencing etc. Some of the items can be reused. New regulations require 2 access gates so discussions need to be had with Sibford School about where a second gate can be placed. It was noted that depending on the value of the contract it may need to go out to tender. The PC requested a high level plan of the proposals including potential timescales so the PC can consider which items should be repaired in the short term. **Cllr Bennett and Selina to put together plan to be reviewed at the next meeting.**

A member of the public left the meeting at 9pm.

42. Sibford School request for dog waste bins to be installed on the footpath and Back Lane – cost per bin for purchase and installation will be around £220 with ongoing emptying costs of around £120 per annum per bin – After some discussion the PC agreed that as there is already a bin at the top of Back Lane they do not think it is required to place another bin in that area. If the footpath suggested is that at the kissing gate near Field Barn the PC are willing to contact CDC to find out if they would empty a bin in that location as they have a limit to how far off the highway they will go. If they are willing to empty a bin in that location the PC will consider this request at the next meeting. It was also agreed that **Cllr Rayner should print and laminate more dog waste signs and pass on to Cllr**

Bennett to be displayed in the relevant areas. Clerk to contact the school to confirm the location of the footpath and contact CDC to ask if that is a suitable location for collection.

43. **Platinum Jubilee Celebrations 2022** – There are a number of events taking place in 2022 for the Queen's Platinum Jubilee with an extended bank holiday from Thu 2nd to Sun 5th Jun to provide an opportunity for communities to come to together to celebrate the milestone. It was suggested that the Village Hall Committee may wish to organise an event for both of the Sibfords. **Cllr Bennett agreed to put this on the agenda for the Village Hall Committee and will let the PC know if any support, financial or other, is required from the PC.**

44. **County Councillor Report** – The priorities for the new administration at Oxfordshire County Council (WCC) are youth, environment and green issues. Last year OCC dropped their opposition to 20mph limits in villages so there is a pilot scheme starting in Kirtlington. Once the pilot has been completed further information will be sent out to PCs. Highways have now got an out of hours emergency number so parishioners can report emergencies on the highway (such as a fallen tree on the road) to Highways rather than calling the police. There is an open consultation about waste/recycling in Oxfordshire which can be found on https://letstalk.oxfordshire.gov.uk/lets-talk-waste-and-recycling-2021. OCC will be taking on responsibility for civil parking enforcement from 1st November 2021.

45. **District Councillor Report** – There is a parliamentary constituency review taking place but it won't affect Sibford Ferris. There is a Community Governance Review taking place which allows parish councils to request changes to boundaries and number of councillors etc but there have been no requests from Sibford Ferris PC. The forms showing charges for brown bins and how to register for a bin should be coming out soon. There may be some requirements for cars on the main road to be moved to make space for the womens' cycle race.

46. **Finance**

i) Confirmation of the bank balance as at 14.09.21 of £20,345.60 – Cllr Rayner confirmed that the balance stated is correct.

ii) To consider instructing repair work on the noticeboard at a cost of £80 – Proposed and agreed.

iii) Proposal for the PC to allow the Village Hall to have their own website hosted on the Sibfords account and fund the additional cost of around £10 per year for the domain name – Proposed and agreed.

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

27.07.21	Kirsty Buttle	Salary July	£165.50
13.08.21	Kirsty Buttle	Expenses - Radar Gun & Batteries	£177.47
13.08.21	Thomas Fox Landscaping	Mowing of play area 09.07, 29.07	£48.08
13.08.21	Playsafety Ltd	Play equipment inspection	£172.80
13.08.21	Kirsty Buttle	Salary August	£165.30

v) To note the following receipts: Noted.

22.07.21	HMRC	VAT refund	£565.48
18.08.21	Sibford Gower Parish Council	Cost share – Radar Gun & Batteries	£73.95

47. **Planning applications received**

21/03014/TCA – West Town House, Woodway Road, Sibford Ferris. FIVE DAY NOTICE T1, T2 x Beech - Crown lift over highway to achieve the agreed clearance of 5.0m above ground level to include necessary end weight reduction of compromised branches. No response required as 5 day notice.

21/03135/TCA – The Long House, Main Street, Sibford Ferris. T1, T2 x Alder - Dismantle and remove to ground level as growing through crown of more desirable Beech tree. T3 x Pine - Fell as growing through

above Beech tree. T4 x Yew - Fell as poor specimen due to previous Conifers overshadowing. Replace with a more suitable specimen. No objections.

21/02870/DISC - Os Parcel 4300 North Of Shortlands And South Of High Rock, Hook Norton Road, Sibford Ferris. Discharge of condition 12 (Energy Statement) - Outline planning permission with all matters reserved for up to 25 dwellings with associated open space, parking and sustainable drainage of 18/01894/OUT. No representation.

21/02905/DISC - Os Parcel 4300 North Of Shortlands And South Of High Rock, Hook Norton Road, Sibford Ferris. Discharge of condition 13 (Archaeology) of 18/01894/OUT. No representation.

48. Planning decisions received

21/01712/F – Home Farm, Woodway Road, Sibford Ferris. Demolition of existing car port, erection of new garage, single storey rear extension to dwelling and conversion and extension of existing outbuilding. Approved.

Date of next meeting – 2nd November @ 7pm

Meeting closed @ 9:33pm

Signed…… Date…….

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Tuesday 2nd November 2021** at **7pm** at Sibford School

Present: Cllrs Simon Rayner, Ginny Bennett, John Wass, Katherine Roussel, Amy Taylor, Clerk.

In attendance: 3 members of the public, Yourgos Alexander of Gade Homes.

49. **Apologies for absence** – None.
50. **Members' declarations of interest for items on the agenda** – None.
51. **Public participation session** – A member of the public has contacted the Chairman about concerns about flytipping outside a property on Hook Norton Road and has asked if the Parish Council (PC) can do anything about this. **Cllr Wass agreed to speak to the occupant of the property about this.** The member of the public who attended to hear the Local Plan Update agreed to look at the Land Owner Deposit email regarding the definitive map and provide feedback on any unrecorded path eg Coffin Walk that crossed the land but may not be included currently.
52. **To approve the minutes of the Parish Council (PC) meeting held on 20th September 2021** – The minutes were proposed, agreed and duly signed.
53. **Cherwell Local Plan Review** – A submission has been made to CDC and has been published on the PC website. Cllr Rayner, Cllr Roussel and the Clerk will be attending a Teams meeting with CDC tomorrow to try to get a better understanding of what impact the consultation can have on a number of factors but in particular the categorisation of the villages and the possibility of development in the parish.

A member of the public left the meeting at 7:29pm.

54. **Outstanding matters/actions from previous meetings**
    - i) Defibrillator training – A training session for up to 20 people has been arranged with St John Ambulance in conjunction with Sibford Gower Parish Council on 15th November at the Village Hall. If more than 20 people wish to register for the training an additional session will be arranged.
    - ii) Tree planting – Cllr Taylor is still waiting for a response from The Woodland Trust regarding the outcome of the application for free trees. If this is unsuccessful there are other schemes open to the PC so it is expected that some planting will take place in March. The field needs to be cleared before planting can take place and it is hoped this can be completed by volunteers. **Cllr Taylor and Cllr Roussel to speak to their contacts locally to see if there is anyone who has machinery that can help with the clearing of the field at a low cost.**
    - iii) Emergency Plan – No further update. **Clerk to follow up.**
    - iv) Update on actions relating to Speedwatch/Speed reduction in the parish – Volunteers from the Sibfords are completing training at the end of November after which the scheme can officially start.
    - v) Update re reducing flytipping at the Elms Bottle Banks and next steps – Cllr Wass will put the remaining signage up asap and the level of flytipping will be monitored. **Clerk to take this item off the agenda until any further decisions are required.**
    - vi) Update on concerns raised by parishioner about road safety at the Elms Crossroads – The Clerk contacted Highways to ask if they could advise what the cost of the improved road markings and signage would be to see if the PC could help to fund this to get it completed sooner. On 22nd October Highways e-mailed the Clerk stating – 'The cost of a dedicated visit by the contractor to do this is prohibitively expensive for the relatively small amount of work, so we would be looking to batch it with other jobs that can be funded other than from the maintenance budget. I have an opportunity coming up in that we have been quoted a day rate for a TRO job in Adderbury and I am looking to piggyback Elms Crossroads on that. Will update you shortly.' **Clerk to chase up next week if no further update is received.**
55. **Hook Norton Road Development – updates**
    - **i)** Allotment Survey – The outcome of the survey was that of 17 respondents 11 said they would be interested in taking on an allotment. 13 of the respondents stated that they would like the PC to manage the allotments. It was agreed that **Yourgos should provide the PC the details of what they**

would offer in the way of a lease of the allotments to the PC so the PC can consider the pros and cons of taking this on at the next meeting.

A member of the public joined the meeting at 7:44pm.

ii) Local Area of Play (LAP) – No further updates.

iii) S106 funding allocation – After much chasing Alex Chrusciak of Cherwell District Council (CDC) has finally responded to the Chairman regarding the PC's request that the S106 agreement be amended. Alex has advised that CDC have no intention on amending the S106 agreement but they do intend on appointing someone to liaise with Sibford School and the Warriner to discuss how the money earmarked for them in the S106 agreement could be used. The Chairman will request a meeting with Alex Chrusciak to discuss this further. Yourgos advised that it is possible to make supplemental changes to the S106 agreement rather than rewriting the whole thing.

iv) General update – Yourgos agreed to provide a written response to the PC's concerns raised about planning application 21/02893/REM which the PC can publish on the village website. Yourgos will also try to get an idea of likely timescales for when the site could be made available to the public to look at the archaeology findings.

Yourgos Alexander left the meeting at 8:05pm.

56. Play area

i) To receive and consider a quote for the required repairs on the play equipment – The contractor visited the play area yesterday to discuss the work required with Cllr Bennett but the quote has not yet been received. A new swing seat will be required to complete the repairs. Cllr Bennett to provide details of what needs to be ordered to Clerk who will place the order. It was agreed to delegate powers to the Clerk to instruct the work on the play equipment. As the work required is relating to safety issues it must take place and if necessary the funds should be taken from reserves. It was noted that it is hoped that detailed prices for new equipment will be available for the next meeting.

ii) To consider quotes for the removal of dead tree and overhanging vegetation – The Thomas Fox quote received was considered quite high so further quotes are being sought. **Cllr Bennett and Clerk to obtain further quotes. If it is possible for this work to be included with the play area repair works at a reasonable cost the Clerk should go ahead and instruct this work and inform the PC at the next meeting.**

57. Sibford School request for a dog waste bin to be installed on the footpath - cost per bin for purchase and installation will be around £220 with ongoing emptying costs of around £120 per annum per bin – CDC have confirmed that they would be willing to empty a bin that is at the end of the footpath on the track to Grounds Farm provided that they have permission to use the track from the landowner. Subject to the relevant permission the PC approved this purchase. **Clerk to seek permission for use of lane and organise purchase, installation and emptying of a new dog bin if permission is received.**

58. Concerns raised by parishioner about Banbury Plant driving through the village when not making a delivery/collection within the village – Advice has been sought from the Environment Agency about how to find out what licences have been approved but the response was not very clear. **Cllr Wass** agreed **to speak to the previous Parish Clerk to see if she was in post when the licences were originally granted and knows anything more about this.**

59. County Councillor Report – None.

60. District Councillor Report – None.

61. Finance

i) Confirmation of the bank balance as at 24.10.21 of £22,971.89 – Cllr Rayner confirmed the balance stated is correct.

ii) To confirm completion of the second quarterly (Jul to Sep) financial check for 2021-22 – Cllr Taylor confirmed the check has taken place and all was found to be in order.

iii) To review draft budget for 2022-23 – The PC discussed the draft budget presented. It was agreed that the **budget should be updated to include the costs of play equipment repair when prices have been confirmed** and will be brought back to the next meeting for final approval.

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

29.09.21	Thomas Fox Landscaping	Mowing of play area 29.08.21	£24.04
29.09.21	Kirsty Buttle	Salary September	£165.30
22.10.21	Royal British Legion	Poppy Wreath	£25.00
22.10.21	Thomas Fox Landscaping	Mowing of play area 23.09.21	£24.04
22.10.21	Tim Huckvale	Domain name re Village Hall	£9.59
22.10.21	CDC	Emptying of dog bins	£240.24
22.10.21	Kirsty Buttle	October salary	£165.50
01.10.21	Sibford Village Hall	Donation to showcase event	£150.00

v) To note the following receipts: Noted.

17.09.21	CDC	Precept	£3,455.00

62. Planning applications received

21/03039/F – Sibford School, The Hill, Back Lane, Sibford Ferris. Demolition of existing sport pavilion and erection of a new pavilion. No objections. (Response submitted using delegated powers).

21/02893/REM - Os Parcel 4300 North Of Shortlands And South Of High Rock Hook Norton Road Sibford Ferris. Approval of reserved matters pursuant to condition 1 of planning permission 18/01894/OUT for details of layout, appearance, scale, landscaping, access and parking for 25 dwellings. Comment Only – Full details can be found on the Cherwell District Council Planning portal.

21/03472/TCA – 10 Walford Road, Sibford Ferris. 1.Sycamore. Reduce south facing crown spread over junction and close by up to 2.5 metres in circumference. Reduce west facing crown spread adjacent to property to previous. Reduce remaining circumference to north and east proportionately to balance symmetry. Remove major deadwood. 2.Beech – Compression at primary crown break with included bark and a longitudinal cracking. Reduce stem to east by approximately 4.5 metres. Reduce lateral spread of crown to east by up to 3 metres in branch length. Reduce overall crown height by up to 2 metres. Prune remaining crown circumference proportionately to contain and shape. Install x1 GEFA crown support system (brace) between stems to west and east. 3.Ash - Section fell to leave the remaining stump cut as close to ground level as situation allows. 4.Beech Remove lower smaller diameter stem overhanging adjacent Cherry. Prune south facing section of crown overhanging property by up to 2 metres in branch length. Reduce and balance north facing side of crown by up to 3 metres in branch length. Prune to shape. 5.Cherry. Prune extending branch ends to contain and improve shape. No objections.

21/03354/F – Folly Farm, Grange Lane, Sibford Ferris. Single storey rear extension. No objection but we would like to point out that we believe the statement within the application that the building will not be viewed from the footpath is inaccurate.

21/03259/F – Clematis Cottage, Main Street, Sibford Ferris. Alterations and erection of single storey rear extension to replace existing conservatory. No objections.

21/03260/LBC – Clematis Cottage, Main Street, Sibford Ferris. Single storey rear extension to replace existing Conservatory. Internal renovation works including a new Bathroom and stair to the second floor. No objections.

63. Planning decisions received

21/03014/TCA – West Town House, Woodway Road, Sibford Ferris. FIVE DAY NOTICE T1, T2 x Beech - Crown lift over highway to achieve the agreed clearance of 5.0m above ground level to include necessary end weight reduction of compromised branches. Approved.

21/03135/TCA – The Long House, Main Street, Sibford Ferris. T1, T2 x Alder - Dismantle and remove to ground level as growing through crown of more desirable Beech tree. T3 x Pine - Fell as growing through above Beech tree. T4 x Yew - Fell as poor specimen due to previous Conifers overshadowing. Replace with a more suitable specimen. Approved.

21/02905/DISC - Os Parcel 4300 North Of Shortlands And South Of High Rock, Hook Norton Road, Sibford Ferris. Discharge of condition 13 (Archaeology) of 18/01894/OUT. Approved.

64. **To agree meeting dates for 2022 – Proposed dates are 18th Jan, 15th March, 17th May, 19th July, 20th Sep, 22nd Nov** – All agreed.

Meeting closed @ 8:42pm

Date of next meeting – 18th Jan 2022

Signed…….. Date……..

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Tuesday 18th January 2022** at **7pm** at Sibford School (OLIVER STUDIO)

Present: Cllrs Simon Rayner, Ginny Bennett, John Wass, Katherine Roussel, Amy Taylor, Clerk.

In attendance: 33 members of the public.

65. **Apologies for absence** – County and District Cllr George Reynolds will be joining the meeting later due to needing to attend another meeting before this one.
66. **Members' declarations of interest for items on the agenda** – Cllr Roussel declared an interest in item 69, application 21/04271/F, as the site is adjacent to her property therefore she will not vote on this item.
67. **Public participation session** - A parishioner noted they have e-mailed Highways about unblocking the drains that run from the turn to Mulberry Cottage heading down the hill past the shop and Rose Cottage as they are completely blocked and Highways advised it would be done in November but it has still not been done. The **parishioner** was advised that issues such as these should be reported on fixmystreet.com but if they **could forward the communications received from Highways to the Clerk she will follow this up with Highways.**
68. **To approve the minutes of the Parish Council (PC) meeting held on 2nd November 2021** – The minutes were proposed, agreed, and duly signed.
69. **Planning applications received**

    21/03847/TCA – 4 Mannings Close, Sibford Ferris. T1 x Cedar- Crown raise 3.5m over drive. T2 x Contoneaster - Coppice close to grand. T3 x Holly- Reduce by 2.5m in height. T4 x Maple- Fell out grown location. G1 x Yew - Crown raise 5m over garden and side up to boundary wall. No objections. (Response submitted using delegated powers). APPROVED.

    21/04038/F – Shortlands, Hook Norton Rd, Sibford Ferris. Alterations and extensions, erection of new garage, and formation of swimming pool. No representations made. It was agreed that the Clerk should submit the following comment 'where possible all building work and excavation (specifically swimming pool) related traffic should be routed away from the village'.

    21/04271/F – Land South of Faraday House, Woodway Road, Sibford Ferris. Erection of 6 one storey age restricted dwellings (55 years) for older people with access, landscaping and associated infrastructure.

    Simon Tofts (Blue Cedar Homes) and Des Dunlop (D2 Planning – Planning consultant) were in attendance to give some information about their proposals and answer any questions on this planning application. The main points made on behalf of Blue Cedar Homes were:

    - *All sites are fully managed and age restricted through the planning authority and through their own restrictive covenants.*
    - *All properties will be N43 compliant for disabled/wheelchair/elderly access.*
    - *Blue Cedar Homes is not a care operator so all properties are sold freehold.*
    - *An estate manager will be employed for around 15-20 hours per week to maintain the communal parks, grounds, gutter clearance etc.*
    - *Around 40% of their schemes are usually sold to local people within a 5 mile radius of the site. In some of their sites they have an agreement in place that local people get first opportunity to buy their properties.*
    - *Prior to the submission of this application pre-application discussions were held with the local planning officer at CDC and Highways regarding access etc.*

    Members of the public were invited to ask questions about the proposal:

    Q. If you were granted permission for this site when would you be starting construction?

A. We would need to discharge any planning conditions and pre-occupation conditions first so we would expect around 18 months to be built but more likely to be around 24 months to the point of being ready to sell. We also would need to buy the site as we don't currently own the land.

Rod Pullen made the following points and questions on behalf of the Sibford Action Group Community (SAGC) which is a group of around 150 residents from Sibford Ferris and Sibford Gower.

Q. You mentioned the Gade development on Hook Norton Rd. This started out as 8 affordable Homes and is now 25 properties, the majority of which are luxury homes for sale. We have seen a Land registry document that allows access through the Gade site to the site you are looking to develop and to a much larger area to the south of the Gade development and this raises several concerns that your development is actually phase 2 of a much larger development in that area which is out of proportion with the existing village. Can you give us reassurance that your proposals are not likely to have the same amount of growth from original proposal to final numbers?

A. There is no further scheme from Blue Cedar Homes. This is a detailed final application, not an outline application, so this is the scheme that Blue Cedar will build if approved.

Q. The number of houses needed in rural areas stated in the Local plan to 2031 (750) has already been met and exceeded therefore there doesn't appear to be any need for this proposal to meet that target.

A. You are right that the 750 has been met but this is not a cap on building so if our proposals comply with other requirements for planning in this area we can build above the total of 750.

Q. The Cherwell Rural Areas Integrated Transport and Land Use Study (CRAITLUS) August 2009 looked at potential villages for development and they listed 4 villages that had little capability for supporting development, 2 of which were Sibford Ferris and Sibford Gower and there have been no changes to the road infrastructure or transport links since then so we do not believe that this has changed. Are you aware of any changes since then?

A. We have not seen the CRAITLUS report as we are only required to look at policies for planning in this area.

Q. According to information received from Cherwell District Council (CDC) on 4h January in response to a Freedom of Information request it stated there had only been 1 online meeting between CDC and Blue Cedar Home. Could you confirm if that is correct as if that is the case it seems odd that the application was submitted and validated in one day, particularly during the Christmas period when many officers are off work?

A. That information is correct. We had a pre-application meeting via zoom on 2nd November and the pre-application had been submitted a number of weeks before that so CDC had already had time to review it before the zoom meeting and final submission of the application.

Q. There are concerns in the community about sewage as the local system is already overloaded, particularly in bad weather, so additional homes could make this worse. There are also concerns that the local GP surgery is already at capacity and there is no public transport available to get to it so additional properties will most certainly add more vehicle movements in an already congested area.

A. The trip generations from our scheme is very low at 1 an hour as there should not be commuting to work or school pick ups and drop offs due to residents being over 55 years old. During construction there would be more vehicles which would be considered and agreed as part of the construction management plan.

Rod Pullen made a final point that it is a concern that the application has been given delegated decision to an officer and the SAGC ask that the Parish Council request that the application be decided by a CDC Planning Committee of elected councillors rather than an individual officer. Cllr Rayner advised that District Cllr Chapman is requesting that the application be considered by committee on 10th February but it is not yet known if it will go to committee.

Robin Grimston, also on behalf of the SAGC, challenged Blue Cedar Homes' Planning Consultants assertion that the '750 figure was in effect irrelevant' and in response read out the following section (para 13) of the Inspectors Report at the Appeal of November 2019.

"The Council acknowledges that the 750 housing figure is not a target. A point reinforced by my colleague inspectors in recent appeal decisions. However, it should be regarded as a benchmark to govern future decisions on applications for housing development otherwise the integrity of the plan would be undermined."

Robin continued that 'the Cherwell Development Plan 2011 – 2031 which was adopted in 2015 aside from minor infills and windfalls provides "Allocation" of 750 homes to larger rural villages.

The Annual Monitoring Review of 2020 states that 977, not, 750, are being delivered. In Cherwell's own words an excess of 227 which by 2021 had grown to 40%.

The Local Plan Review reports that homse planned and delivered in rural villages are 87%. Bicester and Upper Heyford are both 28%. Cherwell should be directing the likes of Blue Cedar homes to Bicester and Upper Heyford. We should not have further ruination of rural villages and farmland countryside adjacent to the Cotswold AONB and certainly not in Sibford which Cherwell's CRAITLUS says is one of the least sustainable villages.'

Blue Cedar responded that the CDC call for sites document states that the Sibfords are some of the most sustainable villages in the district.

Further questions/statements from members of the public:

Q. In essence there is no guarantee that you will be offering the properties to local people and Sibford Ferris and Sibford Gower already have an out of kilter demographic with older people so this brings more elderly people into the village whereas if anything we need to bring in more young people. You mentioned that there wouldn't be commuters re traffic movements but many people now need to work until age 67 + so it is unlikely that anyone at the age of 55 would not need to commute or take children to school as grandparents do so school runs.

A. There is a detailed traffic report but if the parishioners don't agree with it they should raise this with highways.

Q. Do you go back to sites you have previously completed and validate your traffic data?

A. Yes we have done that and that is included in the documentation. We agree that many people won't retire at 55 but the average age of our buyers is upper 60s but we open it up to over 55s to increase our market. It is possible that people from outside the village will move in but the best we can offer is to allow a period of time to give priority to local people to try to give local people a higher chance of purchasing these homes.

Q. I feel really angry about how this village has been assaulted by the 25 homes and now these additional properties. This village is unsustainable and the GP surgery is under pressure, degradation to the local environment and I just wonder what is in it for you?

A. We are a developer providing properties in an area where there is a need to meet national government housing requirements and fulfil that need. CDC put this site down as suitable for up to 20 properties but we are only submitting 6.

It was agreed to object to the application as follows:

Note; The Blue Cedar homes site needs to be considered, not separate to, but in relation to the adjacent Gade homes site, which will begin construction 04/22. Reasons for this are stated below.

This is clearly a phase 2 extension of the Hook Norton Road site, with a phase 3 site also put forward as part of the Local Plan review.

Land registry document Title Numbers ON196300 and ON239204 show that access has already been established for all 3 sites. The access point is opposite the main entrance to Sibford School, which raises serious traffic and safety concerns.

Why was the village not informed at the outset so that these sites would yield the most affordable homes and advantages for the village?

1.Sustainability and Infrastructure.

We do not yet know how the infrastructure will cope with the Gade Homes development for 25 new homes on the adjacent site. We are particularly concerned about sewage and note that Condition 8 (Sewage) has not yet been discharged for the Gade Homes development. Our sewer (sewerage and waste water treatment plant) is located in a steep valley and we do not want to risk foul sewage escaping into The Sib, which is adjacent to it.

The key services of Sewerage, Water Supply, Roads, have all yet to be tested by the building of the new 25 homes being developed on the Hook Norton Road.

As such we object on the basis that there is as yet no proven capacity so why would CDC support adding further risk to these key services noted below?

- *Sewerage system is at capacity.*
- *Limited access to appointments and parking at the local surgery*
- *Lack of public transport*
- *Lack of pavements*
- *Lack of Broadband*
- *Water Pressure*
- *Blocked drains are already a problem in the village*

2. Traffic Safety Concerns with Concurrent Development

The 25 homes on Hook Norton Road to be developed by Gade Homes are due to break ground 04/2022. If the Blue Cedar Homes application is approved there will be two lots of independent construction traffic overlapping for a period of potentially two years. The impact on the village and road infrastructure will cause even further congestion on what are already badly congested roads during peak school and commute times. The CDC Planning Committee attended a site visit in 2019 and witnessed first hand issues related to road layout and traffic congestion.

- *Two lots of site traffic entering the site opposite the main entrance to Sibford Friends School*
- *The potential for site traffic to be moving through the Gade homes development site after the homes have been completed and families are living in them*
- *The amount of extra traffic generated by 25 new homes plus another 6 retirement homes with double garages and little or no public transport available. This will drive up CO2 emissions and drive down air quality.*
- *This proposal will result in development in an isolated location, remote from key services and facilities, and with increased reliance on private car journeys, contrary to CLP 2015 Policy ESD1 and saved policy H18 and so is in conflict with LA housing strategy.*

3. The class A categorization of The Sibfords is already under review as part of the CDC Local Plan Review, with both communities and our local MP Victoria Prentis seeking a review on this as soon as possible.

- *This Categorisation has exposed the Sibfords to inappropriate size and scale of development that is unsustainable.*

The Planning Inspector commenting on the appeal case of the Hook Norton Rd Development stated,

- *"Given the spread of services across each settlement, it is unlikely that the development of any site around the Sibfords would readily enable access by sustainable transport modes. This is an argument against the inclusion of the Sibfords as a Category A Village, but is not a matter before me in this appeal"*
- *"Of 33 Villages only 4 show little capability to sustainably support additional housing. Shennington, Sibford Ferris/Sibford Gower and Charlton-on-Otmoor perform poorly due to their location on minor roads with long travel times and distances to access key facilities. CRAITLUS Report August 2009*

4. Housing delivery villages Vs CDC Local Plan 2011 – 2031

Due to the wording of the current plan there is a level of ambiguity related to the development figure set for rural development. We understand that the plan talks about providing 750 dwellings in rural areas for the planning period 2011 to 2031 but this is not tightly worded and so open to interpretation as being: a ceiling, a goal, a minimum etc. However, we would like it noted that,

- *Since 2014 a total of 1062 dwellings have been identified to meet the Policy Villages 2 requirement for 750. Any further permissions granted will be a material excedence of this target and at present the plan still has 10 years to run.*
- *There are 8293 permissions granted for homes, which haven't been built yet around Bicester, Banbury and Upper Heyford. This highlights the contentious issue of land banking.*
- *Developers are still being allowed to put land forward for development in rural areas on good agricultural land where targets have already been exceeded and the homes have already been built.*

5. Retirement Homes

The developer is age restricting the sale of the proposed houses to 55+. The assumption is that these purchasers will be retired and generate little additional traffic movements. The reality is that purchasers of these types of properties will still be working, have family support roles (school run) and will almost certainly exacerbate traffic congestion at peak periods.

The developer also has assumed that the residents will be able to walk to community based services. This is unrealistic given the limited footpath network, topology (steep valley between Sibford Ferris and Gower) and limited public transport.

6. Unsustainable Increase in Housing in Sibford Ferris.

Sibford Ferris has a housing density of 148 properties. The Hook Norton Road Development being built by Gade Homes will add 17% additional homes, adding the Blue Cedar Home Development will increase the housing density to 22% or approaching a quarter. For a village that has seen limited if any investment in infrastructure or roads this is unrealistic and unsustainable.

7) Landscape Impact

- *The proposed development will adversely affect the local character of the village and the outlook over the AONB.*
- *Looking across the valley from The Colony in Sibford Gower, the second site will be more visible than the Gade Homes site as it extends further West.*

8) The Application goes against The Sibfords Community Plan

- *In the Sibford's Community Plan (2012), 64% of people said they would be willing to envisage up to 10 new houses, 31% up to 20 and only 3% over 20 houses. These needs have been exceeded by the Hook Norton Road site and there is no further local requirement.*

9) This development is Unnecessary, Inappropriate and Unsustainable.

- *Extending beyond the built up limits of the village into the attractive open countryside surrounding Sibford Ferris. Its layout, form, design and location for older people is unsuitable and would produce an incongruous and cramped form of development, which fails to respond to local character, landscape and surrounding context and should be refused as harming the visual and rural amenities of the area.*
- *The proposal is contrary to Policy C28 of the Cherwell Local Plan 1996, Policy villages 2 and Policies ESD13 and ESD15 of the Cherwell Local Plan 2011-2031 part 1 and Government guidance contained within the National Policy Framework and the National Design Guide.*

Simon and Des left the meeting at 8:03pm.

21/04166/F - The Pheasant Pluckers Inn, Burdrop. Permission is sought to re-position and amend the structure of the previously allowed 3 bedroom building. Sibford Ferris Parish Council objects to this application as the location of the new building could put the integrity of the neighbouring listed building at risk. We also agree with the detail of the response submitted by Sibford Gower Parish Council.

70. **Discussion with Andrew Maxted of Cherwell District Council (CDC) to assist with our understanding of planning policy matters, and in particular, how national policy supersedes local policy in specific circumstances to inform how we respond to planning applications** – Cllr Rayner advised Andrew that Victoria Prentis MP met with some members of the SAGC last week and she seemed surprised that the Sibfords are category A and she agreed to support the SAGC to try to get this rectified. Andrew was asked if there are any plans to review the current categorisation. Andrew advised that he can't give any suggestions as to what a new categorisation will be as they haven't done the work on it yet but the categorisation will be considered and it will be consulted on with members of the public. The only vehicle CDC have to change the categorisation is the next Local Plan and regardless of pressure from Local MPs they can only change things after inspection by an independent planning officer after showing a fair process has taken place. It was noted that one of the main areas of contention in the parish is that a developer can have a meeting with CDC to discuss ideas they have through a pre-planning application but there is no opportunity or right from the community to speak to CDC to make them aware of their concerns about potential development in the area and are only able to react to applications once they are submitted. Andrew responded that CDC do a number of consultations over time such as the Local Plan to give parishioners the opportunity to give their views and

planning officers fully consider the community's response to individual applications before making a recommendation on applications. The next consultation will be in summer 2022 and is expected to be a full draft plan where parishioners can see all proposals being made by CDC. There will be a minimum of 6 weeks consultation period and depending on the covid situation there may be some public exhibitions. The plan provided at that stage will be the final plan so any land considered suitable for development within the Sibfords will be included in that plan and there will be no further opportunity for development sites to be proposed within this plan. CDC don't yet have a housing needs figure so it is hard to say what the detail of the plan will be as they don't know what it is they need to plan for and where in the county but CDC will continue to be committed to supporting the communities and focusing development in areas with the best infrastructure, transport facilities etc which will continue to protect rural areas where possible. CDC currently have 3.8 year land supply. Any sites being put forward will have site visits from officers to consider their suitability.

Andrew Maxted left the meeting @ 8:33pm.

71. **Update on status of PC request for the categorisation of the Sibfords as a single category A village to be reviewed** – Already covered under item 70.
72. **Outstanding matters/actions from previous meetings**
    i) Defibrillator training (Cllr Wass) – There will be defibrillator training session in the Village Hall on 15th February @ 6pm.

31 members of the public left the meeting at 8:40pm. Cllr George Reynolds joined the meeting at 8:40pm.

    ii) Tree planting (Cllr Taylor) – A community planting event needs to be arranged for after 18th March. Clearing of the land in readiness for planting will cost £100. It was proposed and agreed to go ahead with the land clearing. An article asking for volunteers to take part in the planting even should be placed on the website and in the next Sibford Scene. **Cllr Taylor to put together an article.**
    iii) Emergency Plan – The Clerk has been unable to arrange a meeting with the parishioner who offered support so it was agreed to approve the Emergency Plan in the format currently presented.
    iv) Update on actions relating to Speedwatch/Speed reduction in the parish – No further update. **Clerk to contact Richard Irons to see if there are any updates.**
    v) Update on concerns raised by parishioner about road safety at the Elms Crossroads – There has been another accident in this location in the last week or so and the sign was knocked down. It is not known if anyone was injured but the PC are very concerned that there will be a more significant accident soon. **Clerk to e-mail Cllr Reynolds for him to follow this up with Highways.**
    vi) Concerns raised by parishioner about Banbury Plant driving through the village when not making a delivery/collection within the village – No further update. **Cllrs to monitor and advise Clerk if it needs to go back on the agenda.**
73. **Hook Norton Road Development**
    i) S106 funding allocation – An officer from CDC met with Sibford School last week and have discussed some options for use of the S106 funds that were allocated to the school. The S106 does have an allocation for the village hall so this may be able to be used to help fund the replacement of the village hall roof.
    ii) General update – None.
74. **Play area (Cllr Bennett/Clerk)**
    i) Proposal to instruct contractor to complete the required repairs on the play equipment at a cost of £272.20 – Proposed and agreed.
    ii) To consider quotes for the removal of dead tree and overhanging vegetation – No further update.
75. **Sibford School request for a dog waste bin to be installed on the footpath - cost per bin for purchase and installation will be around £220 with ongoing emptying costs of around £120 per annum per bin** – Still seeking permission from the land owner. **Cllr Roussel to enquire who the landowner is.**
76. **Proposal to fund up to £500 towards a Platinum Jubilee Celebration which will be organised by a group of volunteers from the Sibfords** - Proposed and agreed.
77. **County Councillor Report** – County and District currently have some shared officers but they will now be going their separate ways and the current agreement will end in the next 6-12 months. The County Council 20mph scheme has 5 villages in a pilot scheme to see if signage will slow people down rather than having to put physical barriers in place. Freight lorries discussions – Burford have just had their lorry ban reversed and the county are now looking at a county wide freight route. CDC council tax will go up by £5 per band D and

County will go up by 4.99%. CDC's land supply has dropped dramatically as although they have given 8000 permissions the builders are not building.

78. District Councillor Report – See item 77.

79. Finance

i) Confirmation of the bank balance as at 12.01.22 of £22,444.17 – Cllr Rayner confirmed the balance stated is correct.

ii) To confirm completion of the third quarterly (Oct to Dec) financial check for 2021-22 – Cllr Taylor confirmed the check has taken place and all was found to be in order.

iii) To approve budget and precept for 2022-23 – Proposed budget is £8,425 resulting in a precept of £7,487 with the difference coming from reserves. Proposed and agreed. **Clerk to submit precept demand.**

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

18.11.21	ICO	Data Protection Fee	£35.00
01.12.21	Thomas Fox Landscaping	Mowing of play area 14.10.21	£24.04
01.12.21	Thomas Fox Landscaping	Mowing of play area 04.11.21	£24.04
01.12.21	Kirsty Buttle	Salary November	£207.90
01.12.21	Kirsty Buttle	Expenses November - SIM	£6.00
20.12.21	Thomas Fox Landscaping	Mowing of play area 25.11.21	£24.04
20.12.21	Kirsty Buttle	Salary December	£170.70
20.12.21	HMRC	Tax December	£36.00

v) To note the following receipts: None

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

Sibford Village Hall	Hall hire for CPR/Defib training 50% share	£15.00
Kirsty Buttle	Expenses - Eye test and Cloud storage	£13.99
Sibford Gower Parish Council	Burial Ground - 50% share of maintenance costs minus 50% share of income	£513.87

80. Planning decisions received

21/03039/F – Sibford School, The Hill, Back Lane, Sibford Ferris. Demolition of existing sport pavilion and erection of a new pavilion. Approved.

21/03472/TCA – 10 Walford Road, Sibford Ferris. 1.Sycamore. Reduce south facing crown spread over junction and close by up to 2.5 metres in circumference. Reduce west facing crown spread adjacent to property to previous. Reduce remaining circumference to north and east proportionately to balance symmetry. Remove major deadwood. 2.Beech – Compression at primary crown break with included bark and a longitudinal cracking. Reduce stem to east by approximately 4.5 metres. Reduce lateral spread of crown to east by up to 3 metres in branch length. Reduce overall crown height by up to 2 metres. Prune remaining crown circumference proportionately to contain and shape. Install x1 GEFA crown support system (brace) between stems to west and east. 3.Ash - Section fell to leave the remaining stump cut as close to ground level as situation allows. 4.Beech Remove lower smaller diameter stem overhanging adjacent Cherry. Prune south facing section of crown overhanging property by up to 2 metres in branch length. Reduce and balance north facing side of crown by up to 3 metres in branch length. Prune to shape. 5.Cherry. Prune extending branch ends to contain and improve shape. Approved.

21/03354/F – Folly Farm, Grange Lane, Sibford Ferris. Single storey rear extension. Approved.

21/03259/F – Clematis Cottage, Main Street, Sibford Ferris. Alterations and erection of single storey rear extension to replace existing conservatory. Approved.

21/03260/LBC – Clematis Cottage, Main Street, Sibford Ferris. Single storey rear extension to replace existing Conservatory. Internal renovation works including a new Bathroom and stair to the second floor. Approved.

21/03491/Q56 – Elm Farm, Swalcliffe. Change of Use and associated building operations to convert existing agricultural building to single dwellinghouse. Comment only: (Response submitted using delegated powers).
The entrance proposed is on a blind bend therefore we have concerns about road safety.
The barn is likely to need significant rebuilding rather than conversion therefore a full planning application would seem the more appropriate route rather than a class Q application.
Should CDC decide that a class Q application is appropriate we would ask that you ensure that all class Q requirements are met. REFUSED.
21/02870/DISC - Os Parcel 4300 North Of Shortlands And South Of High Rock, Hook Norton Road, Sibford Ferris. Discharge of condition 12 (Energy Statement) - Outline planning permission with all matters reserved for up to 25 dwellings with associated open space, parking and sustainable drainage of 18/01894/OUT.
Approved.

Meeting closed @ 9:17pm

Date of next meeting – 15th March 2022

Signed…….. Date……

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Tuesday 15th March 2022** at **7:30pm** at Sibford School (OLIVIER STUDIO)

Present: Cllrs Simon Rayner, Ginny Bennett, Amy Taylor, Clerk.

In attendance: 5 members of the public, County and District Cllr Reynolds, Yourgos Alexander and Dan Skinner representing Gade Homes.

The meeting started late at 7:43pm due to the annual parish meeting finishing late.

81. **Apologies for absence** – Apologies were received but not accepted from Cllr Roussel, and Cllr Wass.
82. **Members' declarations of interest for items on the agenda** – None.
83. **Public participation session** – A parishioner noted there has been flytipping on the field. Cllr Rayner advised that he has reported this on fixmystreet.com. Keith Hicks advised that there is a steering group of 9 people who are working on a number of activities to take place over the 4 days of the jubilee celebratory weekend. CDC have announced that they will provide some funding towards the celebrations.
84. **To approve the minutes of the Parish Council (PC) meeting held on 18th January 2022** - The minutes were proposed, agreed, and duly signed.
85. **Planning applications received**

    22/00101/TCA – Newstone, Main Street, Sibford Ferris. T1 x Sycamore - Repolled to previous points to clear utilities. G1 x Elm- Fell. Dead Stems close to above tree. No representations made.

    22/00263/F – Garden Cottage, Main Street, Sibford Ferris. Demolition of existing garage to create a new garage that meets current parking regulations and has space for a music room to the rear; erection of a single storey extension to enlarge the ground floor of the narrow dwelling. No objections. (Response submitted using delegated powers).

    22/00328/TCA – 8 Walford Road, Sibford Ferris. T3 x Hawthorn - Fell. Largest has rot through centre, smaller 2 self seeded, have split in previous high winds and overhang decking area. No representations made.

    22/00375/TCA - T1 x Sycamore - Re-pollard to previous points to clear utilities. No representations made.

    21/04271/F – RECONSULTATION DUE TO AMENDMENTS Land South of Faraday House, Woodway Road, Sibford Ferris. Erection of 6 one storey age restricted dwellings (55 years) for older people with access, landscaping and associated infrastructure. Further objection submitted using delegated powers. The full response can be found on the Cherwell District Council (CDC) planning portal.

    21/02893/REM - Os Parcel 4300 North Of Shortlands And South Of High Rock, Hook Norton Road, Sibford Ferris. Approval of reserved matters pursuant to condition 1 of planning permission 18/01894/OUT for details of layout, appearance, scale, landscaping, access and parking for 25 dwellings. Sibford Ferris Parish Council would like to submit the following comments and objection to plot 15 which is not in keeping with the style of houses in our village.

    1. On the Northern Boundary there are 3 different types of stone and render being used for materials on plot 13, 14, 15 and 16. These houses will all be visible from all homes on the Northern boundary and will not be in keeping with the houses around them.

Please note plot 15 which is of a completely different style and is not in keeping with the character of the village nor the rest of the development. Colour pictures of plots 20 and 21 seem to be missing?

2. Ridge Heights. We trust that CDC will look closely at ridge heights in relation to the surrounding homes and particularly in relation to Plot 13 and 14 which appear to differ greatly.

3. We note that the matter of sewage has not yet been discharged (condition 8) and consider this an extremely important matter to determine before building goes ahead, in order to protect The Sib from possible overflow and to ensure that our local sewage located in a steep valley has the capacity to cope with 25 new homes and has been visited by a representative from Severn Trent in person to determine if major works are possible if needed. (Response submitted using delegated powers).

86. Outstanding matters/actions from previous meetings

i) Defibrillator training (Cllr Wass) – 2 sessions have been completed with a third currently being planned. Feedback provided at the training was that ambulance crews regularly waste vital minutes searching for properties, particularly in villages where properties can be more difficult to find so it was recommended that parishioners try to ensure they have clear house name signs that can be seen from the road.

ii) Tree planting (Cllr Taylor) – Cllr Taylor is trying to organise the clearance of the ground at a suitable time before the planting of the trees by the scouts. A new padlock is required for the gate and the ongoing management of the land needs to be considered by the PC after the trees have been planted as part of the commemorative planting for the Queen's Platinum Jubilee celebrations.

iii) Update on actions relating to Speedwatch/Speed reduction in the parish (Cllr Bennett/Richard Irons) – Richard Irons has not been able to get any response from the police officer responsible for training. **Clerk to chase Richard up in a month to see if there is anything more the PC can do to get the speedwatch scheme started asap.**

iv) Update on concerns raised by parishioner about road safety at the Elms Crossroads – **Work now completed.** Item to be removed from future agendas.

v) Update re Blue Cedar Homes planning application (Cllr Rayner) – The application was scheduled to be heard by CDC at the 10th March meeting but they did not have all of the information they needed so it has been deferred to the April meeting. A parish councillor will be speaking at that meeting against the application. **Cllr George Reynolds to find out if there will be any limitation on members of the public attending the planning meeting.** **Note – since the meeting Cllr Reynolds has confirmed that numbers are not limited however larger numbers may result in members of the public having to stand.*

87. Hook Norton Road Development

i) S106 funding allocation – CDC are having discussions with various organisations such as Sibford School but the PC are not getting much feedback from CDC. Yourgos (Gade Homes) advised that they have also not had any updates from CDC about this.

ii) General update – The Chairman requested that Gade Homes provide a monthly key milestone schedule for the development to the PC to allow them to make parishioners aware in advance what is happening and when. The Gade Homes representatives advised that the main update from the reserved matters application is that there have been 2 positive meetings with the case officer which resulted in the updated reserved matters plan being submitted in February. The main changes were about window orientations, car parking spaces, and materials. Gade Homes hope to have their reserved matters consent at the end of this month and will then complete some more detailed designs for the discharge of conditions submissions. This week Western Power has started cable diversion, and groundwork on the verge. The section of hedgerow to form the access will be removed in early April. They will also be undertaking works in the road in May to connect the foul connection from the site to Hook Norton Road. There will be traffic lights in place during this

work and Gade Homes will try to give the PC advance warning of this. June/July will see re-levelling works, and planting of the open space. Groundworks for the road on site will be starting in July/August. It was agreed that Gade Homes should put any new information on their microsite and they can speak to Tim Huckvale to find out how he can link it to the parish website where it will notify parishioners when any new content is uploaded. Clerk to pass on Tim's contact details to Gade Homes subject to receiving Tim's permission. A parishioner asked if Gade Homes can ensure that as many of their vehicles as possible come in via the Hook Norton Road rather than through the village. The Gade Homes representatives advised that they are asked to follow the traffic management plan agreed with CDC which is likely to require the vehicles to use Hook Norton Road. Working hours will be 8-6pm Mon to Fri (except bank holidays) and 9-12noon on a Saturday. Work will not take place every Saturday and will only be when required. Severn Trent Water (STW) have provided detail to Gade Homes about their pump rate required for the system to be able to cope with the additional requirements on the system. The Chairman advised that STW have been non-committal in their response to the Blue Cedar Homes application so the PC would be interested in seeing the information Gade Homes has received from STW if possible. Gade Homes are required to put in adoptable road between two points on the boundary of the site as part of the agreement on the purchase of the land. A parishioner advised that they feel that Gade Homes misled the community when they advised the community that there was no further development planned for the neighbouring sites. The Gade Homes representatives asked what the PC view is on taking on the management of the allotments. It was agreed that this decision should be taken by the new council who come into office on 9th May. **Clerk to put item on next agenda to explain to the new councillors the options with the aim of making a final decision at the July or September 2022 meeting.**

Yourgos and Dan left the meeting at 8:44pm.

Cllr Reynolds left the meeting at 8:46pm

88. **Play area (Cllr Bennett/Clerk)**
    i) Proposal to retrospectively approve work completed on the dead tree due to safety concerns at a cost of £130 – Proposed and agreed.
    ii) Update re quotes for new play equipment – At the moment the quotes received are in the region of £30-35k. The clerk advised that a formal tender is likely to be required for a project of this size. **Clerk to meet with Cllr Bennett and Selina to work out a timeline for the play equipment upgrade plans.**
    iii) Play equipment inspections – The volunteers who complete weekly inspections are unable to do this for much longer so a new volunteer is required.
89. **Sibford School request for a dog waste bin to be installed on the footpath - cost per bin for purchase and installation will be around £220 with ongoing emptying costs of around £120 per annum per bin (Clerk/Cllr Rayner)** – Cllr Rayner has still not been able to get hold of the land owner to seek permission. **Cllr Rayner to follow up.**
90. **Proposal to apply for a TPO on 2 Oak trees on Woodway Rd and 1 Oak tree on the North boundary of the Gade development** – Proposed and agreed. **Clerk to provide details to the planning officer.**
91. **Proposal to organise a spring litter pick** – It was suggested that rather than organise a particular day for parishioners to complete a litter pick it would have a longer term impact if parishioners were encouraged to pick up litter regularly rather than just once per year for a litter pick event. **Cllr Rayner to put a note in the Sibford Scene to encourage people to consider doing litter picking throughout the year. Clerk to put the notice on the website.**
92. **Concerns raised about parking on the T junction between Main St and the road to Burdrop** – There is regularly a car parked on the junction which creates a danger due to reduced visibility around the corner. The half width pavement was put there to try to reduce the speed of people driving around the corner, not to make it a parking space. Clerk to contact Oxfordshire County Council (OCC)

parking enforcement to ask if there is any help they can offer such as no parking markings on the corner or if they can enforce the law re not parking on a junction. **Cllr Rayner to send photo of the area to Clerk to send to OCC.**

93. **County Councillor Report** – A Cllr asked Cllr Reynolds why parishioners are being asked to separate glass colours before putting it in the glass recycling bins but when it is collected they are putting it all in the same lorry. Cllr Reynolds advised that this shouldn't be happening as clear glass is valuable but coloured glass is waste. Cllr Reynolds will follow this up to find out the reason behind this. **Note – since the meeting Cllr Reynolds has confirmed that although it appears that the glass colours are being mixed when emptied into the lorry the lorry is sectioned off internally so the glass is not mixed.*
94. **District Councillor Report** – None.
95. **Consideration of how the Parish Council can encourage more 'green/environmentally friendly' activity in the parish** – Cllr Wass has requested that Stephen Gomersall attend a PC meeting to give the council information about his experience of how parish councils can help support green initiatives in their parishes. **Cllr Wass has agreed to lead on this.**
96. **Parish Council Elections May 2022** – Elections will be held on 5th May 2022. Nomination forms can be obtained from the Clerk or can be found on the following link: https://www.electoralcommission.org.uk/media/5016

    The Clerk is able to provide the relevant electoral numbers for the nomination forms should they be required. The nomination forms must be submitted by hand to CDC between 10am and 4pm on weekdays from 29th March to 5th April. CDC would prefer applicants make an appointment to submit their forms. Prospective candidates should call 01295 221534 or email elections@Cherwell-dc.gov.uk to book an appointment. It is recommended that nominees submit their papers earlier within the nomination window to allow time for completion of new forms and resubmission of forms before the deadline of 4pm on 5th April if the forms submitted are incorrect.

1 member of the public left the meeting at 9:16pm.

97. **Finance**

    i) Confirmation of the bank balance as at 09.03.22 of £20,913.82 – Cllr Rayner confirmed the balance stated is correct.

    ii) Proposal to increase the Clerk's pay to SCP22 on 1st April 2022 as per the Clerk's contract – Proposed and agreed.

    iii) Proposal to consider increasing the PC's contribution to the Sibford Scene (currently £50 budgeted) in 2022/23 – Proposed and agreed to remain with the £50 donation.

    iv) Request from Shipston Home Nursing for the Parish Council to make a donation to help them continue to provide Hospice at Home nursing care – Defer to next meeting when new council in place.

    v) Proposal to provide the Clerk with a monthly home office allowance (suggested amount - £12) to cover the costs of heating/lighting etc. – Defer to next meeting when new council in office.

    vi) To approve the updated asset register value of £24,458 due to the addition of the speed radar device (£141) – Proposed and agreed.

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

27.01.22	Zen	Domain - thesibfords.org.uk	£11.99
27.01.22	Kirsty Buttle	Salary Jan	£170.50
27.01.22	HMRC	Tax Jan	£36.20
25.02.22	Chris Jarvis	Repairs to the play equipment	£232.00
25.02.22	OALC	Annual membership	£150.00
25.02.22	Zen	Silver Package	£130.90
25.02.22	Kirsty Buttle	Salary February	£170.70

25.02.22	Kirsty Buttle	Expenses Feb	£85.20

viii) To note the following receipts: None

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

A.J Springford Landscapes	Tree pruning in play area	£130.00
Sibford Village Hall	Share of hall hire for CPR training Feb 15th	£15.00
Kirsty Buttle	Salary March plus backpay to Apr 21	£199.50
HMRC	Tax March	£43.20

98. Planning decisions received

21/03847/TCA – 4 Mannings Close, Sibford Ferris. T1 x Cedar- Crown raise 3.5m over drive. T2 x Contoneaster - Coppice close to grand. T3 x Holly- Reduce by 2.5m in height. T4 x Maple- Fell out grown location. G1 x Yew - Crown raise 5m over garden and side up to boundary wall. Approved.

21/04038/F – Shortlands, Hook Norton Rd, Sibford Ferris. Alterations and extensions, erection of new garage, and formation of swimming pool. Approved.

21/04166/F - The Pheasant Pluckers Inn, Burdrop. Permission is sought to re-position and amend the structure of the previously allowed 3 bedroom building. Refused.

Meeting closed @ 9:25pm

Date of next meeting – 17th May 2022

Signed…… Date…….

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Thursday 19th May 2022** at **7pm** at Sibford School

Present: Cllrs Simon Rayner, Katherine Roussel, Ginny Bennett, John Wass, Rod Pullen, Clerk.

In attendance: 1 member of the public, County and District Cllr Reynolds.

1. **Election of Chairman** – It was proposed and agreed to elect Cllr Pullen as the Chairman. Cllr Pullen completed his Declaration of Acceptance of Office.
2. **Election of Vice-Chairman** – It was proposed and agreed to elect Cllr Bennett as the Vice-chairman.
3. **Apologies for absence** – None.
4. **Members' declarations of interest for items on the agenda** – Cllr Pullen requested that it be noted that he is no longer a member of the Sibford Action Group to avoid any conflict of interest.
5. **Public participation session** – None.
6. **To approve the minutes of the Parish Council (PC) meeting held on 15th March 2022** – The minutes were proposed, agreed, and duly signed.
7. **Planning applications received**

   22/01044/TCA - Haven Cottage, Main Street, Sibford Ferris. G1 x Multi stemmed Sycamore group - dismantle and fell to low coppice, standing on failing retaining wall. No representations made. APPROVED.

   22/01050/F – Home Farm, Woodway Road, Sibford Ferris. Conversion of existing outbuilding to habitable accommodation - with extension to rear (Resubmission of 21/01712/F). The Parish Council object to this application for the following reasons:

   - The original application was designed to retain the characteristics of the old piggery which fitted with the conservation area and did not extend the building further down the Sib valley.
   - The new application has amended the materials for the walls and the roof which no longer retain the original characteristics.
   - A glass annexe has also been added that extends the development substantially and raises concerns of possible development creep down the Sib valley which might set a precedent elsewhere in the village.
8. **Outstanding matters/actions from previous meetings**

   i) Defibrillator training – The training sessions that have taken place so far have been very successful and another session is being planned. It was noted in those training sessions that ambulance crews can be delayed if the property they are attending is hard to find so it was recommended that parishioners find out what their 'what3words' location is to provide to the call handler should they have an emergency. Parishioners could also consider improved signage to make their properties easier to find. **Clerk to put note in the Sibford Scene regarding this advice.**

   ii) Tree planting and plans for future maintenance of Pitch Hill Field – The trees have been planted but future management such as watering and keeping on top of the undergrowth so it does not swamp the young trees is required. Cllr Bennett offered to provide two bins to catch rainwater – the PC accepted this offer. **Clerk to obtain details about a rainwater storage tank and purchase a new chain and padlock to be placed on the gate asap. Cllr**

Roussel to speak to Adrian Lamb about the Scouts completing quarterly maintenance of the area.

iii) Update on actions relating to Speedwatch/Speed reduction in the parish – Richard Irons is due to receive the training from the police at the end of May and will then be in a position to train all of the volunteers. Richard believes the group should be ready to start using the camera in June.

iv) Concerns raised about parking on the T junction between Main St and the road to Burdrop – The Clerk has followed this up but has not yet received a reply from Highways.

v) Update re application for a TPO on 2 Oak trees on Woodway Rd and 1 Oak tree on the North boundary of the Gade development – No update.

vi) Sibford School request for a dog waste bin to be installed on the footpath - cost per bin for purchase and installation will be around £220 with ongoing emptying costs of around £120 per annum per bin – It has not been possible to obtain approval from the landowners of the track so this cannot be progressed any further. **Clerk to inform Sibford School.**

9. **Hook Norton Road Development**

i) S106 funding allocation – No update.

ii) Future management of allotments on the Gade development – After some discussion it was agreed that the Parish Council do not wish to take on the management of the allotments. **Clerk to inform Gade Homes.**

iii) General update – Parishioners are able to view the most recent updates provided by Gade Homes on the following website: https://gadegroup.co.uk/planning/sibford-ferris/

10. **Play area**

i) Update re quotes for new play equipment – A quote has been obtained but further quotes are required. **Cllr Bennett and Clerk to follow this up.**

ii) Play equipment inspections – A number of issues have been raised in the monthly report that do not present any immediate danger but are indicative that the equipment is coming to the end of its life. The professional inspection will take place in July so it was agreed to monitor the situation in the meantime and decide on the next steps once the professional report has been received. Lynn Farleigh and John Woodvine have been completing weekly inspections of the equipment but can no longer continue to do this so a new volunteer is required. Anita Spencer has been completing the monthly checks. The PC are very grateful for the work the volunteers complete. **Clerk to put note in Sibford Scene thanking the existing volunteers and requesting a new volunteer for the weekly inspections.**

iii) Issues with broken glass in the play area – This has now been resolved.

11. **County Councillor Report** – None.

12. **District Councillor Report** – None.

13. **Confirmation of completion of the quarterly asset inspection and agreement of a new inspection rota taking account of the new council membership** – The new rota was agreed. **Clerk to send updated rota and forms to all councillors.**

Cllr Wass left the meeting at 9pm.

14. **Consideration of how the Parish Council can encourage more 'green/environmentally friendly' activity in the parish** – Cllr Wass advised that he and two parishioners will be getting together to put together some proposals to bring to the next PC meeting.

15. **Request from Oxfordshire County Council for the Parish Council to find a parishioner to be trained as a Fixmystreet superuser** – Cllr Bennett agreed to be the parish superuser.

16. **Finance**

i) Confirmation of the bank balance as at 13.05.22 of £24,265.18 – Cllr Bennett confirmed the balance stated is correct.

ii) Request from Shipston Home Nursing for the Parish Council to make a donation to help them continue to provide Hospice at Home nursing care – Defer to next meeting due to this being an item raised by Cllr Wass.

iii) Proposal to provide the Clerk with a monthly home office allowance (suggested amount - £12) to cover the costs of heating/lighting etc. – Proposed and agreed.

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

22.03.22	Kirsty Buttle	Correction for March salary	£5.80
22.03.22	CDC	Annual lease of play area	£30.00
03.05.22	CDC	Emptying 4 dog bins	£240.24
03.05.22	Kirsty Buttle	Salary Apr	£171.70
03.05.22	HMRC	Tax Apr	£12.15

v) To note the following receipts: Noted.

25.03.22	Sibford Gower Parish Council	Share of burial fee	£86.00
25.03.22	Sibford Gower Parish Council	Contribution to website costs	£88.50
13.04.22	CDC	Precept	£3,743.50
26.04.22	HMRC	VAT refund	£237.75

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

Sue Rowley	Internal audit 2021/22	£60.00

vii) To consider payment of the following donations for the 22/23 financial year: Proposed and agreed.

Citizens Advice	£25.00
Community First Oxon	£55.00
Sibford Village Hall	£400.00
Sibford Scene	£50.00

viii) To receive the Internal auditor's report, agree any actions to be taken and to appoint an internal auditor for the current financial year – The report was received with no issues raised. It was proposed and agreed to appoint Sue Rowley as the Internal Auditor for the 2022/23 financial year.

ix) To complete and approve the annual governance statement for the 21/22 audit – It was proposed and agreed to tick yes to all statements except statement 9 which is N/A.

x) To approve the accounting statements for the 21/22 audit – Proposed, agreed, and duly signed.

xi) To approve completion and signing of the AGAR Certificate of Exemption for 21/22

xii) Proposal to remove Simon Rayner and Amy Taylor from the bank mandate and agree new councillors to be added to the mandate as signatories with access to online banking

xiii) To agree the following regular payments list 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	£2,550.00
Stationery, postage, telephone	£75.00
Internal audit	£60.00

Training costs	£315.00
Data protection	£35.00
OALC Membership	£135.00
Insurance	£400.00
Play area maintenance, rent and inspections	£500.00
Burial Ground maintenance	£1,300.00
Dog bin emptying	£500.00
Website	£75.00
Donations - School, Scene, CAB	£630.00
Sibford Village Hall	£400.00
Elections 2022	£750.00
Other	£500.00

17. **Planning decisions received**

22/00101/TCA – Newstone, Main Street, Sibford Ferris. T1 x Sycamore - Repolled to previous points to clear utilities. G1 x Elm- Fell. Dead Stems close to above tree. Approved.

22/00263/F – Garden Cottage, Main Street, Sibford Ferris. Demolition of existing garage to create a new garage that meets current parking regulations and has space for a music room to the rear; erection of a single storey extension to enlarge the ground floor of the narrow dwelling. Approved.

22/00328/TCA – 8 Walford Road, Sibford Ferris. T3 x Hawthorn - Fell. Largest has rot through centre, smaller 2 self seeded, have split in previous high winds and overhang decking area. Approved.

22/00375/TCA - T1 x Sycamore - Re-pollard to previous points to clear utilities. Approved.

21/04271/F – RECONSULTATION DUE TO AMENDMENTS Land South of Faraday House, Woodway Road, Sibford Ferris. Erection of 6 one storey age restricted dwellings (55 years) for older people with access, landscaping and associated infrastructure. Refused.

Meeting closed @ 9:15pm

Date of next meeting – 19th July 2022

Signed…….. Date……

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Wednesday 13th July 2022** at **7pm** at Sibford School

Present: Cllrs Katherine Roussel, Ginny Bennett, Rod Pullen, Clerk.

In attendance: 5 members of the public.

18. **Apologies for absence** – Apologies received – John Wass. Apologies accepted – None. District and County Cllr Reynolds is unable to attend.
19. **Proposal to co-opt Andrew Mayler onto the Parish Council (PC)** – Proposed and agreed. Andrew completed his Declaration of Acceptance of Office which was countersigned by the Clerk.
20. **Members' declarations of interest for items on the agenda** – Cllr Roussel declared an interest in planning application 22/01773/F as a neighbour to the site and will not vote on that item.
21. **Public participation session** – A parishioner gave the following information on behalf of the Sibford Action Group in relation to the planning application 22/01773/F – The Sibford Action Group represent over 160 residents of Sibford Ferris and Sibford Gower. The application is a new application despite being almost identical to the previous application and should be treated with as much seriousness as the previous application. Up to earlier this afternoon there were already 50 responses to the application on the Cherwell District Council (CDC) planning site. If the number of responses meet the required trigger point the application should go to committee rather than delegated to an officer. Many of the previous objections in relation to sewage, traffic etc are still valid.
22. **To approve the minutes of the PC meeting held on 19th May 2022** – The minutes were proposed, agreed, and duly signed.
23. **Planning applications received**

    22/01513/TCA – Sibford Hall, 6 Walford Road, Sibford Ferris. T1 x Hybrid Poplar - Fell. loss of codominant stem during high winds. Competing with adjacent native species. In close proximity to neighbouring structure for long term retention. Allow adjacent trees to become fully mature, with good form and condition. T2 x Birch - Clear partially failed tree. Windblown. No objections. (Response made using delegated powers).

    22/01773/F – Land South of Faraday House, Woodway Road, Sibford Ferris. Erection of 6 one storey age restricted dwellings (55 years) for older people with access, landscaping and associated infrastructure - re-submission of 21/04271/F – Using delegated powers the Clerk has already submitted an objection to the delegation of the deciding of this application to an officer rather than going to committee. **Object. Full objection can be found on the CDC planning portal.**

A member of the public left the meeting at 7:26pm.

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

    i) Tree planting and plans for future maintenance of Pitch Hill Field – Cllr Roussel has spoken to the scouts to see if they could manage the trees but they do not have capacity to do so. Some of the trees have been strimmed around to try to ensure they were not swamped with overgrown vegetation. Cllr Roussel has been contacted by a parishioner who has offered to help manage the trees and further advice has been offered by the arboricultural officer at CDC about how to manage the area. Cllr Bennett has agreed to put some water catching containers on the site. The Councillors expressed their thanks to Cllr Roussel and her father for completing some strimming on the field. **Cllr Roussel will look into what additional protection is required to stop the saplings being eaten by wildlife.**

ii) Update on actions relating to Speedwatch/Speed reduction in the parish – Richard Irons advised that the Speedwatch group has now been registered with Thames Valley Police for both Sibford Ferris and Sibford Gower. Richard has completed his online test so is now registered as the group co-ordinator. The remaining members of the group are currently in the process of completing their online training. They now need to identify locations for Speedwatch to take place which will then need to be approved by the police. The police will come out and train the group to use the camera. The group will gather data regarding numbers of vehicles speeding, levels of speeding, type of vehicles etc. The group will also submit details of the vehicles speeding to the police and they will write to the offender. If they get caught a second time they will get a visit from the police. If they get caught more than twice they can be prosecuted. The group will need hi-vis jackets which will be provided by the parish councils when it is confirmed how many are required.

A member of the public left the meeting at 7:43pm.

iii) Concerns raised about parking on the T junction between Main St and the road to Burdrop – Highways have responded advising that they can see that the paving does make it look like it is a parking space so can see why parking occurs there. The only suggestions they have in order to rectify the issue are to put double yellow lines around the existing kerb line or putting in bollards to stop parking but this would be at considerable cost. It was agreed that the a more cost effective solution could be to put a sign on the adjacent wall advising road users not to park there. **Clerk to contact the Sibfords Manor Residents Management Company who own the building adjacent to the area used for parking to seek permission to put a sign on the wall.**

iv) Update re application for a TPO on 2 Oak trees on Woodway Rd and 1 Oak tree on the North boundary of the Gade development – The arboricultural officer came out to meet with Cllr Roussel to look at the trees in the area and he agreed that a number of them should have TPO's. The arboricultural officer has completed the relevant application forms and has advised that they are now with the CDC planning and legal team for approval.

v) Repair of the noticeboard – Proposal to replace the noticeboard with a new man-made timber noticeboard that requires no ongoing maintenance. Costs range from £1,316 to £1950 depending on the size and specification of the board – It was proposed and agreed that subject to the relevant permission being obtained to fix a replacement board in the pavement, the **Clerk should purchase board PD6A4 with the PC name at the top, the left board being locked for PC use only, and the right board unlocked for public use - £1708. 84 + £157.63 delivery. Clerk also to arrange installation – cost tbc.**

25. Hook Norton Road Development

i) S106 funding allocation – No further update. **Clerk to request updates before each PC meeting.**

ii) General update – The Clerk has sent a number of questions to Gade Homes for an update but no response has been received as yet. The Gade microsite should report any updates and can be accessed by parishioners via https://gadegroup.co.uk/planning/sibford-ferris/

26. Play area (Cllr Bennett/Clerk)

i) Update re quotes for new play equipment – Further quotes to be obtained.

ii) Play equipment inspections – Selina has offered to take on the weekly inspections of the play equipment. Anita will continue to complete the monthly inspections.

27. Concerns raised about changes to the local bus service and what, if anything, the PC can do to ensure there is a sufficient service for parishioners – It has been confirmed that the bus service is not being cancelled but it is being transferred from Diamond Bus to Stagecoach on 25th July which will result in the number of journeys being reduced as follows:

- 75/75A (Sibfords, Tadmarton, Broughton) – one fewer journey in each direction
- 76/76A (Shenington, Wroxton) – one fewer journey from Banbury in the evening

- 77A (Mollington) – one fewer journey in each direction

Clerk to look into availability of other 'dial a ride' type services available locally.

28. County Councillor Report – None.

29. District Councillor Report – None.

30. Finance

i) Confirmation of the bank balance as at 07.07.22 of £22,227.62 – Cllr Bennett confirmed the balance stated is correct.

ii) To appoint an Internal Financial Controls Councillor to complete the quarterly checks for 2022/23 – Cllr Rod Pullen.

iii) Confirmation of completion of the first quarterly (Apr to Jun) financial check for the 2022/23 financial year – Cllr Pullen confirmed the check has taken place and all was found to be in order.

iv) Proposal to remove Simon Rayner from the bank mandate as a signatory and agree new signatories to be added to the mandate – Proposed and agreed to remove Simon Rayner and add on Cllr Mayler. **Clerk to arrange mandate change.**

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

26.05.22	Thomas Fox Landscaping	Mowing of play area 14.04.22	£25.24
26.05.22	Kirsty Buttle	Expenses - mileage and gate chain and padlock	£44.98
26.05.22	Citizens Advice	Donation	£25.00
26.05.22	Community First Oxon	Donation	£55.00
26.05.22	Sibford Village Hall	Donation	£400.00
26.05.22	Sibford Scene	Donation	£50.00
26.05.22	Kirsty Buttle	Salary and office May	£183.50
06.06.22	HMRC	Tax May	£43.00
26.05.22	Kirsty Buttle	Expenses - stamps	£9.60
06.06.22	Zurich Municipal	Parish Insurance	£392.86
13.06.22	Thomas Fox Landscaping	Mowing of play area 5th, 26th May	£50.48
13.06.22	Keith Hicks	Expenses re Jubilee celebrations	£336.40
13.06.22	Nicholsons	Tree for Jubilee Celebrations	£280.00
13.06.22	Sibford Village Hall	Hall hire, PA, Marquee for Jubilee	£255.00
13.06.22	Kirsty Buttle	Salary and office June	£183.70
13.06.22	HMRC	Tax June	£42.80

vi) To note the following receipts: Noted.

31.05.22	CDC	Platinum Jubilee Grant	£400.00

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

Thomas Fox Landscaping	Mowing of play area 16.06.22	£25.24
CDC	Uncontested election	£100.00

31. To review and adopt the following policies

i) Standing Orders – Proposed and agreed.

ii) Financial Regulations – Proposed and agreed.

iii) Risk Assessment – Proposed and agreed.

iv) Scheme of Delegation – Proposed and agreed.

v) Code of Conduct – Proposal to adopt the Oxfordshire Council's Councillor Code of Conduct as provided by Cherwell District Council – Proposed and agreed.

32. Planning decisions received

22/01050/F – Home Farm, Woodway Road, Sibford Ferris. Conversion of existing outbuilding to habitable accommodation - with extension to rear (Resubmission of 21/01712/F). Approved.

21/02893/REM - Os Parcel 4300 North Of Shortlands And South Of High Rock Hook Norton Road Sibford Ferris. Approval of reserved matters pursuant to condition 1 of planning permission 18/01894/OUT for details of layout, appearance, scale, landscaping, access and parking for 25 dwellings. Approved.

22/01451/TCA - Applegrove, Hook Norton Road, Sibford Ferris. T1 x Conifer - Fell due to shading. No objections. (Response made using delegated powers). APPROVED.

Meeting closed @ 8:26pm

Date of next meeting – 27th September 2022

Signed…….. Date……

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Tuesday 27th September 2022** at **7pm** at Sibford School

Present: Cllrs Katherine Roussel, Ginny Bennett, Andrew Meyler, Clerk.

In attendance: 3 members of the public.

33. **Election of Chairman** – It was proposed and agreed to elect Cllr Roussel as the Chairman. Cllr Roussel completed her Declaration of Acceptance of Office.

34. **Apologies for absence** – Apologies noted – Cllr Wass. Apologies accepted – Cllr Wass.

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

36. **Public participation session** – A parishioner stated they understood the parish was promised a new bus shelter to be placed near the entrance to the school opposite the junction at Hawk's Lane and wondered when this is likely to happen. The parishioner was advised that there are some funds in the S106 allocation from the Gade development but it is not known how long this will take to come through. The **Clerk will add this request to the list of items the Parish Council (PC) will be requesting from the S106 funds when they are available.**

37. **Co-option of new councillor due to the resignation of Rod Pullen** – It was proposed and agreed to co-opt Michael Gordon on to the PC. Michael completed his Declaration of Acceptance of Office which was countersigned by the Clerk.

38. **To approve the minutes of the PC meeting held on 13th July 2022** – The minutes were proposed, agreed, and duly signed.

39. **Planning applications received**

22/02428/TCA - Lambs Croft, Back Lane, Sibford Ferris. T1 x Birch - Crown lift 5 metres and remove limb growing through Rowan. T2 - T3 x Holly - Reduce by 1 metre and trim side growth to shape. T4 x Bird Cherry - Crown lift by 5 metres to clear fruit trees and crown thin. T5 x Cherry - Reduce to previous points up to 2 metres. T6 x Hazel - Crown thin by 10% and Crown lift by 2.5 metres. No objections. (Response made using delegated powers).

22/02142/TCA - 3 Home Farm Court, Main Street, Sibford Ferris. T1 x Weeping Willow (Salix pendula) - Crown reduction by up to 3 metres. No objections. (Response made using delegated powers). APPROVED.

22/02725/TCA - The Cottage, Main Street, Sibford Ferris. T1 x Leyland Cyprus Tree – Remove. No objections. (Response made using delegated powers).

22/02760/F - 7 Walford Road, Sibford Ferris. Single storey rear extensions and steel structure for off-street parking and external pergola on the new decking area. No objections.

40. **Planning applications to be heard by the Cherwell District Council (CDC) Planning Committee**

22/01773/F – Land South of Faraday House, Woodway Road, Sibford Ferris. Erection of 6 one storey age restricted dwellings (55 years) for older people with access, landscaping and associated infrastructure - re-submission of 21/04271/F. It was agreed that Cllr Meyler will speak at the Planning Committee meeting to object to the application on behalf of the PC.

41. **Planning appeals received**

APP/C3105/W/22/3298098 - Land South of Faraday House, Woodway Road, Sibford Ferris. Erection of 6 one storey age restricted dwellings (55 years) for older people with access, landscaping and associated infrastructure. **Clerk to submit a response to the appeal based on the original PC objection.**

42. **Update re Cherwell Local Plan Review 2040** – It was expected that the next stage of the plan/consultation would be published in August. CDC had arranged a meeting for early September to provide information about the next stage to PC's before the document was published but this had to be cancelled due to the death of The Queen. The meeting will be rearranged for October before the next stage of the consultation is published. The local plan will be considered by the Executive Committee on the 7th November but even if it is approved it won't be adopted until early 2025 and will carry little weight until then.

43. Outstanding matters/actions from previous meetings

i) Tree planting and plans for future maintenance of Pitch Hill Field – Many of the trees have survived. A parishioner has offered to find out about what is needed to protect the trees and the costs involved. A rainwater container has been put in.

ii) Update on actions relating to Speedwatch/Speed reduction in the parish – No further update.

iii) Update re request to Sibford Manor Residents Company to put up a sign advising not to park at the T junction between Main St and the road to Burdrop – The Clerk has submitted the request and has followed it up but a decision has not yet been received. **Clerk to put a note in the Scene reminding parishioners that they should not park there as the extra width is to allow room for large vehicles to get around the corner.**

iv) Update re application for a TPO on 2 Oak trees on Woodway Rd and 1 Oak tree on the North boundary of the Gade development – The TPO application will be confirmed by 25th January 2023. This will cover a variety of oak trees on the north boundary in addition to the oak trees.

v) Update re purchase of replacement noticeboard – The noticeboard has been ordered.

44. Hook Norton Road Development

i) S106 funding allocation – Negotiations are taking place regarding the monies allocated to S106.

ii) General update - A request for further/revised information in relation to discharge of condition 8 (sewage) was submitted to planning on the 7th September. This new information is being reconsulted on and Gade await any comments. This information is on the planning portal for public viewing.

45. Play area (Cllr Bennett/Clerk)

i) Update re quotes for new play equipment – There have been ongoing issues around vandalism of the equipment which is a concern and a decision is required regarding what the PC are going to do about the damage to the equipment in the short term. Selina has contacted CDC and Sanctuary Homes about possible funding towards new equipment but is waiting for a reply. The councillors agreed that the fencing appear to be the priority at the moment and agreed that **Selina should obtain quotes for new fencing to be brought back to the next meeting for consideration.** Should the fencing becoming dangerous before the next meeting the Clerk may use her delegated powers to get the work done urgently.

1 parishioner left the meeting at 7:47pm.

ii) To receive the professional play equipment inspection report and agree any actions to be take in response to the report – As per item 45i the fencing is an issue. An additional exit gate is required. The wooden bench that has been damaged by strimming needs to be removed. The outdoor exercise equipment on the school site requires some tightening up. **Clerk to arrange for a contractor to tighten up the equipment.**

46. County Councillor Report – The 20mph scheme piloting in other villages has shown a decrease from 28mph to 24-26mph so a slight decrease. There are a number of schemes being worked on to make Oxford car free. More money will be spent on transport routes for cycling and walking rather than roads. Cllr Reynolds was asked to report the state of the road with potholes on Oakley Hill from the Gate Hangs High. Cllr Reynolds advised that he has reported this before as he has also witnessed the poor condition of the road that makes it dangerous but he will report this again.

47. District Councillor Report – This year will be a difficult budget. CDC are concentrating on trying to keep town centres open and redeveloping them. Castle Quay 2 seems to be going quite well. There is a lot of work going on with improving the wellbeing of the young and elderly with particular focus on keeping people warm through this winter with the concerns about energy costs.

Cllr Reynolds left the meeting at 7:36pm.

48. Finance

i) Confirmation of the bank balance as at 22.09.22 of £25,091.12 – Cllr Bennett confirmed the balance stated is correct.

ii) Proposal to remain opted in to the Smaller Authorities Audit Appointments (SAAA) arrangements – Proposed and agreed.

iii) To appoint a new Internal Controls Councillor due to the resignation of Rod Pullen – It was proposed and agreed to appoint Cllr Meyler as the Internal Controls Councillor.

iv) Proposal to change the bank account provider to Lloyds Bank and agree who will be signatories on the bank mandate – It was proposed and agreed to open a new account with the requirement for 2 to sign. The signatories will be the Clerk, Cllr Bennett, Cllr Meyler, and Cllr Gordon. **Clerk to open the new account and arrange for the transfer and closure of the Barclays account.**

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

01.08.22	Kirsty Buttle	July salary and office	£183.50
01.08.22	HMRC	July tax	£43.00
23.08.22	Thomas Fox Landscaping	Grass cutting 7th and 28th July	£50.48
23.08.22	Playsafety Ltd	Annual play inspection	£184.80
23.08.22	Kirsty Buttle	Salary and office August	£183.70
23.08.22	HMRC	Tax August	£42.80
23.08.22	Kirsty Buttle	Expenses - SIM, One Drive, Glasses	£339.04

vi) To note the following receipts: Noted.

18.08.22	Chacombe Parish Council	Contribution to Clerk's glasses	£34.07
22.08.22	Farnborough Parish Council	Contribution to Clerk's glasses	£34.07
26.08.22	Warmington and Arlescote PC	Contribution to Clerk's glasses	£34.07
26.08.22	Wardington PC	Contribution to Clerk's glasses	£34.07
30.08.22	Hornton PC	Contribution to Clerk's glasses	£34.07
30.08.22	Overthorpe PC	Contribution to Clerk's glasses	£34.07
01.09.22	Sibford Gower PC	Contribution to Clerk's glasses	£34.07
12.09.22	Butlers Marston PC	Contribution to Clerk's glasses	£34.07
14.09.22	Cherwell District Council	Precept	£3,743.50

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

Thomas Fox Landscaping	Grass cutting 25th Aug	£25.24
Zen	Domain name sibfordvillagehall	£11.99
Kirsty Buttle	Reimbursement of tax payment	£30.86
Kirsty Buttle	Salary and office September	£183.50
HMRC	Tax September	£43.00
OALC	Internal Controls Training - Cllr Meyler	£66.00

49. Planning decisions received

22/01513/TCA – Sibford Hall, 6 Walford Road, Sibford Ferris. T1 x Hybrid Poplar - Fell. loss of codominant stem during high winds. Competing with adjacent native species. In close proximity to neighbouring structure for long term retention. Allow adjacent trees to become fully mature, with good form and condition. T2 x Birch - Clear partially failed tree. Windblown. Approved.

50. Information exchange – The clerk advised the councillors that Sibford Gower Parish Council are considering putting wildflowers in the burial ground and asked if the councillors have any objection to this given that Sibford Ferris Parish Council pays 50% of the costs of maintaining the burial ground. The councillors advised they have no objections to such a project.

Meeting closed @ 9:07pm

Date of next meeting – 22nd November 2022

Signed…… Date……

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Tuesday 22nd November 2022** at **7pm** at Sibford School

Present: Cllrs Katherine Roussel, Ginny Bennett, Andrew Meyler, Michael Gordon, John Wass, Clerk.

In attendance: 1 member of the public.

51. **Apologies for absence** – District and County Cllr Reynolds.
52. **Members' declarations of interest for items on the agenda** – None.
53. **Public participation session** – None.
54. **To approve the minutes of the PC meeting held on 27th September 2022** – The minutes were proposed, agreed, and duly signed.
55. **Planning applications received**

    22/03070/TCA - 1 Home Farm Court, Main Street, Sibford Ferris. T1 x Silver Maple - Reduce side growth over boundary by up to 2 metres. T2 - T3 x Field Maple - Crown raise up to 5 metres and reduce remaining face over garden by 2 metres. T4 x Cedar - Remove lowest limb with kinked upright rubbing on neighbouring branch. T5 x Cyprus - Remove small leaning tree on fence. No objections. (Response made using delegated powers). APPROVED.

    22/03145/F - The Long House, Main Street, Sibford Ferris. Installation of ground based solar panels with a total surface area of 18 square metres. No objections. (Response made using delegated powers).

    22/03032/F - Shortland Park Stud, Hook Norton Road, Sibford Ferris. Alterations and extensions, erection of new garage, and formation of swimming pool. (Amendments and reduction in size of previously approved 21/04038/F). No objections. (Response made using delegated powers).
56. **Update re Cherwell Local Plan Review 2040** – Local Plan 2040 will replace the Local Plan 2015. The next stage of the consultation will come out on December 14th and it will be open for responses for 8 weeks to 8th February 2023. It will hold some weight from the day it is published but it won't be adopted until early 2025. Cherwell District Council (CDC) advised that they are reviewing the settlement hierarchy (currently known as village categorisation) and will be reducing 15 category A villages to 10 larger villages (made by the recategorisation of 5 of the existing category A villages). Anywhere that does not have a regular bus service will not be included in the larger village category. There will be approximately 40 smaller villages. The number of houses allowed within a small village will be limited to small infill only and must be within the village confines. **Cllr Roussel to write an article to go on The Sibfords website once the report is published on December 14th.** This will help parishioners to be aware of the content of the document especially the points that are relevant to Sibford Ferris. **Cllr Meyler to prepare a draft response to the consultation to be considered at the January Parish Council meeting before submitting to CDC.**
57. **Outstanding matters/actions from previous meetings**

    i) Update on Speedwatch – The co-ordinator has stood down due to a lack of volunteers. It was agreed to put this on hold over winter and try to relaunch the scheme in the spring with a note in the February Sibford Scene and on the parish website looking for volunteers. **Clerk to diarise a note to go out in February 2023.**

    ii) Update re request to Sibford Manor Residents Company to put up a sign advising not to park at the T junction between Main St and the road to Burdrop – It is felt

there has been less parking in the area. A note has been put in the Sibford Scene asking parishioners not to park there. It was agreed that this item no longer needs to be on the agenda.

58. **Hook Norton Road Development - General update** – Work will begin on December 5th. Gade have provided the Parish Council (PC) with contact details for the Site Manager and the Head of Construction should the PC have any concerns during the build. Parishioners should report concerns directly to Gade Homes. **Clerk to check with Gade Homes that there will be notices up advising parishioners who to contact during the development and that there will be road signs advising construction traffic that they should not drive through the village.** The PC has contacted CDC and Severn Trent with a request to put on hold the Blue Cedar planning application and appeal for the site adjacent to the Gade Homes Development due to contradictory statements in the Severn Trent responses that suggest the sewage plans have not been fully considered. CDC has confirmed receipt of this request and has passed it on to the Planning Inspectorate. **Clerk to chase up Severn Trent to confirm they have received the information.**
59. **Play area (Cllr Bennett/Clerk)**
    i) To receive quotes for replacement fencing and agree which contractor to appoint – Not yet received.
    ii) Update re quotes for new play equipment – Not yet received.
    iii) Update re actions in response to the professional play equipment inspection report – The contractor has agreed to complete the tightening up of the outdoor exercise equipment but has advised that he cannot source the relevant buffers. **Cllr Bennett to try to obtain the relevant items.**
60. **County Councillor Report** – Cllr Reynolds provided the following information by e-mail: Oxfordshire County Council (OCC) 20mph scheme is beginning to make progress but villages applying today are likely to be dealt with in 2 years time. Precepts are due soon with the expectation of an increase of 5% for OCC and 3% for CDC but this could still change.
    It has been well advertised that the Botley road into Oxford will be closed for most of 2023 for a new railway bridge.
61. **District Councillor Report** – See item 60.
62. **Finance**
    i) Confirmation of the bank balance as at 16.11.22 of £24,212.83 – Cllr Meyler confirmed the balance stated is correct.
    ii) To confirm completion of the second quarterly (Jul to Sep) internal controls checks - Cllr Meyler confirmed the check has taken place and all was found to be in order.
    iii) Update re changing the bank account provider to Lloyds Bank – The mandate form has been completed and sent to Lloyds so now we are just waiting for the account to be opened.
    iv) Confirmation of payments made since the last meeting using delegated powers: Proposed and agreed.

18.10.22	CDC	Emptying 4 dog bins	£253.97
18.10.22	Thomas Fox Landscaping	Mowing of play area 15.09.22	£25.24
18.10.22	Zen	Domain name thesibfords.uk	£11.99
28.10.22	Kirsty Buttle	Salary and office October	£183.70
28.10.22	HMRC	Tax October	£42.80

    v) To note the following receipts: None
    vi) To approve payment of the following invoices: Proposed and agreed.

Thomas Fox Landscaping	Mowing of play area 06.10.22	£25.24
Kirsty Buttle	Salary and Office November, plus back pay	£279.50
HMRC	Tax November	£67.00

vii) To consider the draft budget for 2023-24 – It was agreed that the PC should be aiming to build up it's general reserve to £7.5k (100% of precept) as per guidance for small councils. The councillors would like to review the Clerk's salary and potential increase in order to ensure the Clerk's salary budget is accurate when agreed in January 2023. It was agreed that although there is a need to increase the reserves in order to ensure the security and business continuity of the PC in the event of an emergency it is also important to consider the cost of living crisis and the impact any increase could have on the parishioners, therefore the PC would like to aim for no increase in the precept if possible. **Clerk to send out salary scales information to all councillors.**

63. Planning decisions received

22/02760/F - 7 Walford Road, Sibford Ferris. Single storey rear extensions and steel structure for off-street parking and external pergola on the new decking area. Approved.

64. To agree meeting dates for 2023 – It was agreed that the meetings will be held on 17th Jan, 21st Mar, 23rd May, 19th Jul, 12th Sep, 21st Nov.

65. Information exchange – The new noticeboard was due for delivery this afternoon so should be installed in the next few weeks. CDC has asked for ideas for what the 'Investment to Rural Areas Fund' could be spent on. Cllr Gordon to collate the ideas made by councillors and provide to the Clerk to submit to CDC before 12th December.

Meeting closed @ 8:25pm

Date of next meeting – 17th January 2023

Signed…… Date…….

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Tuesday 17th January 2023** at **7pm** at Sibford School

Present: Cllrs Katherine Roussel, Ginny Bennett, Andrew Meyler, Michael Gordon, John Wass, Clerk.

In attendance: 17 members of the public, 4 representatives from Deanfield Homes.

66. **Apologies for absence** – None.
67. **Members' declarations of interest for items on the agenda** – None.
68. **Public participation session** – None.
69. **Hook Norton Road Development – Introduction to Deanfield Homes, the new owners of the site** – Parishioners were invited to ask Deanfield Homes questions about the site. The questions are below followed by the Deanfield Homes responses in italic.

    Do you plan to build out the existing scheme exactly as it has already been approved, or are you planning any minor or major changes? *It will be built as currently approved. We will be building to the ridge levels as agreed in the plans. The houses will be staying the same externally but we are looking at minor changes to the internal layout which we think are improvements.*

    Will you keep the allotments? *Yes.*

    What traffic management plan will be put in place to safeguard the village from lorries coming up and down the High St? *We have taken the document that Gade produced originally but we may have to make some amendments to it as we don't think it is as deliverable as it could be. The changes we will make will be internal things such as moving things around the site to ensure we keep things tidy as we leave. We have to follow the traffic management plan that has been agreed.*

    What will the site operating days and times be? *It's all in the preapproved conditions and will be 5-6 days per week which includes a Saturday morning from 8am-1pm. There will be some deliveries outside of that.*

    Will there be signs on the entrances to the village advising construction traffic that they should not use that route?. *Yes. We would also like to have a point of contact for villagers to contact if there are construction vehicles going through the village so we can speak to the companies involved and advise them that they need to use the designated route.*

    Will there be more traffic through Hook Norton? *No there shouldn't be as it should do the route Bloxham, Milcombe and then Hook Norton Road way.*

    Have you been in discussions with the landowners of the fields either side of this development? Do you plan to expand the development in any way? *No. We don't have any plans to talk to them as this development is our main focus.*

    Are there any other obligations you are required to fulfill under covenants on the land? *We have to provide a road up to a certain point on one boundary, and the traffic management routes.*

    How do you feel about possibly having to provide access through your site even after it's developed and you are selling the houses, for construction traffic to access the small afield adjacent to your site if permission were granted to build there? *We are obligated to provide the route and we knew that when we bought the site so we have no views on it.*

    What is the draw of this site for you? *The location. We want to build aspirational homes.*

    Will parishioners get a first opportunity to buy the affordable homes? *There are 9 affordable homes and we partner with a housing association. It is for the housing association to go through the process of allocating the homes but parishioners should put their names forward if they are interested in the homes*.

    A parishioner suggested that Deanfield Homes could put out information to parishioners at the appropriate time advising them how they go about applying for the affordable homes.
    How have you sized the sewage system? What it the max number of homes that it has been sized to accommodate? *When you make an application to connect any development there is a capacity check done which would have been done by Gade Homes and this would provide a capacity figure. We have consent to*

connect to the network which suggests it has been found that the system can cope with the additional capacity required. The system on the site will be a pumped system and the discharge rate from the site is very small in comparison to a standard gravity fed system.

Are you obliged to provide the extra capacity if the neighbouring planning application goes through? *I believe the planning says we would have to accept it but it would be their responsibility to organise any improvements required to the system.*

When do you plan to start and finish? *The building should start in March and is expected to be completed around 18 months after the start date depending on weather.*

How do you propose to develop the site? *We will start with infrastructure of roads, then the foundations of the houses at the front.*

The S106 that was agreed with Gade Homes by Cherwell District Council (CDC) was put together in haste and was not fully consulted on with the community. Does the sale to yourselves give the community the opportunity to reopen the S106 discussions or does it transfer to you as is? *Unfortunately we now have to deliver on the S106 agreement as it is written. We have no control over the funds once they have been paid to CDC at the relevant trigger points throughout the development.*

The Parishioner suggested now would be a time for the PC to go back to CDC to see if it would be a good time to discuss the S106 funding plans given the new owners of the site.

Are Deanfield willing to support the parishioners' request to make changes to the S106 agreement? *We don't feel we have any say over this but if the PC let us know what they are hoping for we can find out if there is anything we can do.*

Some houses will be in red brick and some in stone – is there any difference in cost of building and will the affordable housing be of a particular type? *The stone is significantly more expensive but we are not changing the mix of red brick and stone on the site.*

Are you keeping the air source heat pumps? *Yes.*

What will the provision of Swift bricks be on the site and what is the situation re bats? *There is an approved ecology plan with 2 types of integrated bird boxes and bat boxes in the units along with some in trees.*

Will the hedgerow be kept? *Yes.*

What are the plans re surface water? *The roads will be tarmac with a gulley system that goes to a soakaway, and the driveways will be permeable.*

The rear hedge line going up Woodway Road on the road side needs cutting back. Who is responsible for this? *That would be us as the landowner so we will contact the relevant team to arrange for it to be cut back asap.*

What are the plans re parking for the future home owners? *Some of the houses towards the back have around 4-5 parking spaces each and the affordable housing will have 2 spaces each so there should be enough to manage the number of vehicles expected on the site.*

Will the lorries clean their wheels before they leave the site so they don't leave lots of mud up and down the roads in the village? *Yes there will be wheel washers on site.*

Is there any legal obligation for you to build what is approved? *We have to build what is approved under the planning agreement. The council could take legal enforcement against us if we build something different unless we apply for new planning which we don't intend on doing as this would take extra time and additional cost.*

Will the pricing for the units be as they were when Gade Homes advised? *We don't know what the Gade Homes prices were so we can't compare and we wouldn't put our prices out yet as it can depend on changes to costs over the coming months.*

9 members of the public and the Deanfield Homes representatives left the meeting at 7:54pm.

70. To approve the minutes of the Parish Council (PC) meeting held on 22nd November 2022 – The minutes were proposed, agreed, and duly signed.

71. Outstanding matters/actions from previous meetings

i) Update on Defibrillator and CPR Training – Training was arranged for December but had to be cancelled due to bad weather. A new date will be organised.

ii) Plans re Coronation Celebrations – **Clerk to put a notice out on the website and in the Sibford Scene asking for volunteers to form a group to plan celebratory events in the Sibfords.**

iii) Update re TPO requests on 2 Oak trees on Woodway Rd and 1 Oak tree on the North boundary of the Deanfield Homes development – The TPO's have now been approved. It was noted that 6 TPO's have been approved - the agenda should have stated 2 Oak trees on Woodway Road and 4 on the North Boundary.

72. Planning applications received

23/00060/F - Woodway Farm, Woodway Road, Sibford Ferris. Construction of two storey rear extension. No objection.

73. Update re Cherwell Local Plan Review 2040 – The plan was meant to come out on December 14th but was delayed. CDC have advised that if the draft plan is approved on 19th January they will send it out at the end of January for a 6 week consultation period which is open to anyone for comment. The draft plan states that Sibford Gower and Sibford Ferris will be categorised as smaller villages which allows for 'limited infill development within the existing built areas of these settlements, or if it is allocated within an adopted Neighbourhood Development Plan or future parts of the Local Plan'. The large local sites suggested on the initial consultations have not been included in the plan and the main development areas will be focused around larger areas such as Banbury, Kidlington, and Bicester. It was proposed and agreed to delegate powers to the **Clerk to submit a response to the consultation based on the views of councillors should the deadline for response be before the next meeting.** The councillors expressed their thanks to the previous Chairman, Simon Rayner, and the existing Chairman, Katherine Roussel for their work on getting the villages recategorised.

74. Blue Cedar Homes appeal on Land South of Faraday House – The appeal process is ongoing. There are still questions about whether the sewage issues have been correctly handled. The PC has been in touch with the planning inspectorate about these issues and requested that the planning appeal be put on hold until the sewage issue is sorted. They replied saying that our additional information was after the deadline for information on the appeal so the PC replied advising that on that basis the inspectorate should also not consider the removal of the objection from Severn Trent as that was also put in after the deadline.

8 members of the public left the meeting at 8:23pm

75. Play area (Cllr Bennett/Clerk)

i) To receive quotes for replacement fencing and agree which contractor to appoint – It was proposed and agreed to instruct the contractor to complete the replacement of the entire fencing at a cost of £3,930 + VAT. It was also agreed that before the work goes ahead **Cllr Bennett should ask if they could provide a quote for metal post shields on the entire fence** to significantly increase the expected lifespan of the fence. It was proposed and agreed to **delegate powers to the Clerk to instruct the contractor to include metal post shields in the work if the cost is deemed reasonable and has the support of councillors (by e-mail).**

ii) Update re quotes for new play equipment – Ongoing.

iii) Update re actions in response to the professional play equipment inspection report – **Cllr Bennett will chase up Wicksteed for buffers for the outdoor exercise equipment. Cllr Bennett to get a price for replacement baby seat for swing as the previous one had to be removed for safety reasons.**

76. County Councillor Report – None.

77. District Councillor Report – None.

78. Finance

i) Confirmation of the bank balance as at 11.01.23 of £21,330.46 – Cllr Meyler confirmed the balance stated is correct.

ii) To confirm completion of the third quarterly (Oct to Dec) internal controls checks -Cllr Meyler confirmed the check has taken place and all was found to be in order.

iii) Update re changing the bank account provider to Lloyds Bank – The Lloyds account has now been opened. The Clerk will await confirmation from Cllrs that they are able to access the online banking and will then transfer all funds from the Barclays account to the Lloyds account before arranging the closure of the Barclays account.

iv) Request from Sibford School for the PC to fund some child pads for the defibrillator at a cost of up to £100 – **Cllr Wass to find out more about the need for paediatric pads and bring back to next meeting for consideration.**

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

18.11.22	ICO	Data Protection Fee	£35.00
22.12.22	Greenbarnes Ltd	Noticeboard	£2,088.89
22.12.22	Thomas Fox Landscaping	Mowing of play area 03.11.22	£25.24
22.12.22	Chris Jarvis	Installation of noticeboard	£120.00
22.12.22	Kirsty Buttle	Salary and office December	£195.70
22.12.22	HMRC	Tax December	£45.80

vi) To note the following receipts: None

vii) To consider increasing the Clerk's payscale and making a contribution to a pension scheme – It was proposed and agreed to increase the Clerk's SCP to 25 as of 1st April 2023. It was also agree to provide a contribution of £12 to a pension scheme for the Clerk. The Clerk advised that **the way the pension scheme (NEST) works may not allow for a fixed amount and that it may need to be a percentage of salary. Clerk to look into this further and bring back relevant information to the PC to make a final decision on the pension contribution. Clerk to arrange the increased pay amount from 1st April 2023.**

viii) To consider and agree the budget and resulting precept for 2023-24 – It was noted that the council's general reserves (£4000) are significantly below the guided amounts for small councils which is around 12 months of precept (precept was £7,487 in 2022-23) which is to allow the PC the ability to continue to function for 1 year even if there were problems receiving the funding from the District Council. The current reserve amount may not be adequate should there be any unexpected tree work due to storms so it was agreed that the PC should work to slowly increase the general reserve over the next few years with the aim of being in the region of the precept value. It was proposed and agreed to add £400 to the general reserve this year, resulting in a budget of £8,725 and a precept of £7,888 with the difference being funded by additional income received in 2022-23 and income (VAT refund) in 2023-24. **Clerk to submit precept demand.**

79. Planning decisions received

22/03145/F - The Long House, Main Street, Sibford Ferris. Installation of ground based solar panels with a total surface area of 18 square metres. Approved.

22/03032/F - Shortland Park Stud, Hook Norton Road, Sibford Ferris. Alterations and extensions, erection of new garage, and formation of swimming pool. (Amendments and reduction in size of previously approved 21/04038/F). Approved.

22/01773/F – Land South of Faraday House, Woodway Road, Sibford Ferris. Erection of 6 one storey age restricted dwellings (55 years) for older people with access, landscaping and associated infrastructure - re-submission of 21/04271/F. Withdrawn.

80. Consideration of how the Parish Council can encourage more 'green/environmentally friendly' activity in the parish – Cllr Wass agreed to send information about proposals to the PC and invite Stephen Gomersall, and Stewart Roussel to attend the first part of the next PC meeting to discuss their proposals.

81. Information exchange – None.

Meeting closed @ 9:03pm

Date of next meeting – 21st March 2023

Signed……. Date…….

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Tuesday 21st March 2023** at **7pm** at Sibford School

Present: Cllrs Katherine Roussel, Ginny Bennett, John Wass, Clerk.

In attendance: 3 members of the public.

82. **Apologies for absence** – Apologies received – Cllrs Andrew Meyler, and Michael Gordon. Apologies accepted – None.
83. **Members' declarations of interest for items on the agenda** – None.
84. **Consideration of how the Parish Council (PC) can encourage more 'green/environmentally friendly' activity in the parish** – Sir Stephen Gomersall and Stewart Roussel have met with Cllr Wass to discuss ways in which the PC can encourage more environmentally friendly activity in the parish. Some suggestions were encouraging electric vehicle use, improving insulation, moving away from gas boilers and towards the use of solar energy and other technology such as air source heat pumps etc. It was suggested that some people may be interested in making their homes more eco friendly but are concerned about costs, how well it be working a few years down the line, and who would install it. It was suggested that some parishioners who have already had work done could write case studies to be shared with parishioners to give some feedback on how things have gone. There is currently a scheme in Hook Norton where they have 5 or 6 electric cars that people who are members of the car club can have use of one of the cars for a minimal fee which can help those who would like to reduce the number of cars in their household but occasionally need the use of a car. **Cllr Wass, Stewart, and Stephen will look at establishing a community group and bring info back to next meeting.**

2 members of the public left the meeting at 7:22pm.

85. **Public participation session** – None.
86. **To approve the minutes of the Parish Council (PC) meeting held on 17th January 2023** – The minutes were proposed, agreed, and duly signed.
87. **Outstanding matters/actions from previous meetings**

    i) Update on Defibrillator and CPR Training – Sessions are planned for 4th April and 11th May. At the moment only 2 people have signed up to the session on 4th April and no one has signed up to the session on 11th May. Cllr Wass will put an article in the Sibford Scene to try to get more signups. **Cllr Wass to put some posters on the noticeboard and in other places around the village. Clerk to readvertise on the website.**

1 member of the public left the meeting at 7:29pm.

    ii) Litter picking – It was agreed to encourage parishioners to take part in the Big Help Out on Monday 8th May. **Clerk to put out notice to parishioners to encourage them to take part in the Big Help Out by litter picking in the village.**

88. **Planning applications received**

    23/00359/TCA - Stables Cottage, Main Street, Sibford Ferris. T1 x Acer - Crown reduction up to 3 metres. T2 x Cherry - Crown reduction up to 3 metres. T3 x Hazel - Crown reduction up to 2 metres and removal of dead branches. No objection. (Response made using delegated powers).

89. **Update re Cherwell Local Plan Review 2040** – The plan consultation (regulation 18) was paused by the Council's Executive to allow them to consider comments made by the overview and scrutiny committee. This has been put back to a future date which is yet to be decided.
90. **Play area (Cllr Bennett/Clerk)**

    i) Update re progress of replacement fencing around the play area – The new fence has now been installed. The plan was to take out the play house but the contractor advised this could leave big holes in the ground that would need filling so it was agreed to leave it where it is for now.

    ii) Update re quotes for new play equipment – The seat for baby swing hasn't yet been replaced. **Cllr Bennett to get prices for a replacement swing seat.**

iii) Update re actions in response to the professional play equipment inspection report – Cllr Bennett is having problems with getting photos of the dampers sent over to the play equipment provider in order for them to provide replacements. **Cllr Bennett to check if the adult exercise equipment is regularly being checked with the inspections of the Cotswold Close play equipment and to try to get the replacement dampers ordered asap.**

91. Coronation Celebrations

i) Proposal to delegate authority to the Clerk to authorise expenditure and make payments up to the total value of £750 plus any amounts received from grants for items/services required for the Coronation Celebrations – Proposed and agreed.

ii) Proposal to delegate authority to the Clerk to submit a grant application to CDC up to the amount allocated for Sibford Ferris for items required for the Coronation Celebrations – Proposed and agreed.

92. County Councillor Report – None.

93. District Councillor Report – None.

94. To confirm completion of a quarterly asset safety check and agree any actions required – Cllr Roussel confirmed that the check has taken place and the only issue appears to be a slat on the bench on Lanes End which has broken although is not currently causing a safety issue. **Clerk to contact Adrian Lamb to ask him if he can repair the slat.**

95. Finance

iii) Confirmation of the bank balance as at 15.03.23 of £18,068.11 – Cllr Bennett confirmed the balance stated is correct.

iv) Update re changing the bank account provider to Lloyds Bank – The account is now open and all funds are in the Lloyds account. Cllr Bennett has still not been added as a signatory so the Clerk has completed a new mandate which will be sent off next week when Cllr Meyler or Cllr Gordon have signed the mandate.

v) Proposal to open an interest bearing account with Lloyds to hold the majority of PC funds until the funds are needed to make payments when they will be transferred back to the treasurers account - Proposed and agreed. **Clerk to open a savings account.**

vi) Request from Sibford School for the PC to fund some child pads for the defibrillator at a cost of up to £100 – Cllr Wass sought advice from St John Ambulance and they advised that this is not necessary as adult pads can be used on young children with one pad placed on their front and one on their back which creates a smaller shock. Given that young children are least likely to need a defibrillator and the environmental factor that the pads expire and need to be replaced every 2 years so become waste products it was agreed that the PC will not fund child pads. The PC would be happy for any staff from the school to join the CPR and defib training arranged for April so they can receive the training showing what they should do should a young child need the defibrillator. **Clerk to advise the school of the PC's decision and invite them to attend the training.**

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

27.01.23	Thomas Fox Landscaping	Mowing of play area 01.12.22	£25.24
27.01.23	Kirsty Buttle	Ink cartridge	£39.04
27.01.23	Zen	Domain name - thesibfords.org.uk	£14.39
27.01.23	Kirsty Buttle	Salary and office Jan	£195.50
27.01.23	HMRC	Tax Jan	£46.00
01.03.23	Zen	Annual website charge	£151.06
01.03.23	Kirsty Buttle	Salary and office Feb	£195.70
01.03.23	HMRC	Tax Feb	£45.80
01.03.23	SW Services	50% deposit for works to play area	£2,499.00
01.03.23	OALC	Annual subscription	£156.00

viii) To note the following receipts: Noted.

27.01.23	Sibford Gower PC	Burial Ground shared income	£105.38

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

Kirsty Buttle	Salary, office, and expenses March	£208.00
HMRC	Tax March	£46.00

x) Proposal for the PC contribution to the Clerk's pension to be set at 5% rather than a fixed amount (as agreed at the last meeting) due to the way the pension system is set up which does not allow for a set amount – Proposed and agreed.

96. Planning decisions received

23/00060/F - Woodway Farm, Woodway Road, Sibford Ferris. Construction of two storey rear extension. Approved.

97. Planning appeal decisions received

APP/C3105/W/22/3298098 - Land to the south of Faraday House, Woodway Road, Sibford Ferris. Appeal dismissed.

98. To agree plans for the Annual Parish Meeting – 6:45pm – 7pm. Short meeting with report from Katherine.

99. Information exchange – Sibford School contacted the PC to find out if they knew who had planted the tree on the verge near one of the school entrances. The PC advised that the tree was planted by Highways and they should contact Highways directly if they feel it is impacting the visibility for traffic. Speedwatch – 8 parishioners have volunteered to take part in the Speedwatch scheme. **Clerk to find out from the police what the minimum number of volunteers is and how they enrol on the relevant training and provide the information to the volunteers.**

Date of next meeting – *Please note the next meeting date has been changed to 17th May 2023*

Meeting closed @ 8:46pm

Signed…….. Date…….

Sibford Ferris Parish Council

Minutes of the Annual Meeting of the Parish Council held on **Wednesday 17th May 2023** at **7pm** at Sibford School

Present: Cllrs Katherine Roussel, Ginny Bennett, Andrew Meyler, Michael Gordon, Clerk.

In attendance: 4 members of the public.

1. **Election of Chairman** – It was proposed and agreed to re-elect Cllr Roussel as the Chairman. Cllr Roussel completed her Declaration of Acceptance of Office which was countersigned by the Clerk.
2. **Election of Vice Chairman** – It was proposed and agreed to elect Cllr Bennett as the Vice-Chairman.
3. **Apologies for absence** - Apologies received – Cllr Wass. Apologies accepted – None. Apologies were also received from County and District Cllr Reynolds.
4. **Members' declarations of interest for items on the agenda** – None.
5. **Public participation session** – None.
6. **To approve the minutes of the Parish Council (PC) meeting held on 21st March 2023** – The minutes were proposed, agreed, and duly signed.
7. **Outstanding matters/actions from previous meetings**
   - i) Update re forming a group to encourage more green/environmentally friendly activity in the parish – The Low Carbon Sibford Society has been formed. They have set up an e-mail list after an article in the Sibford Scene and so far have 63 people who are members. As no more help is currently required from the PC, **Clerk to remove item from agenda.**
   - ii) Update on Defibrillator and CPR Training including proposal to make a donation of £75 to St John Ambulance for the 3 sessions of training they have provided – The 11th May session was cancelled due to only 1 person requesting a place on the training. It was proposed and agreed to make a donation of £75. **Clerk to arrange payment.**
   - iii) Feedback re Coronation Celebrations – Every house in The Sibfords was provided with a celebration coaster as a memento of the occasion. A party was held on the Sunday of the Coronation weekend which was attended by at least 377 people. It was a very successful event and a great coming together of the community. The event was funded by Sibford Ferris Parish Council, Sibford Gower Parish Council, The National Lottery Fund, Cherwell District Council, and the Town Estates Charity.
   - **iv)** Update re Speedwatch – 8 volunteers have come forward and the Clerk has received information from the police and some of the volunteers but is struggling to find time to chase up those who have not responded in order to progress things. It was agreed that the **Clerk should pass all information on to Cllr Gordon who will take this on to progress the formation of the group.**
8. **Contact from parishioner regarding potential removal of trees from Back Lane** – A parishioner has raised some concerns about the safety of some trees in Back Lane and after conversations with Oxfordshire County Council (OCC) and Cherwell District Council (CDC) he has been told to contact the PC to ask for permission to trim/remove the trees. The land is not owned by the PC so the council cannot provide permission. The land ownership is key to

allowing the parishioner the opportunity to raise the issue with the relevant person/organisation. It was thought the land may be owned by the Housing Association but they have denied this. It was agreed that the **Clerk could review the area on a parish mapping system with the parishioner in the hope of helping them identify the owner** but from that point it would need to be left with the parishioner to look into further.

9. **Hook Norton Road Development**
   - i) Ownership/management of allotments – The new developer has stated that they cannot arrange for the allotments to be managed by the Management Company on the new estate and has again asked that the PC take this on. After some discussion it was agreed that the PC have already agreed for numerous and very valid reasons that the PC does not wish to take on the management of allotments and that the responsibility lies with the developer to either find an organisation who are willing to take them on, potentially find out if there is interest from parishioners for an allotment association to be formed who could manage it, manage it themselves, or they could seek to get a change to the planning permission for that piece of land allowing it to be used for other purposes. If the developer were to get permission at their own cost to change the use of the land to amenity land/open green space the PC would be willing to consider taking on responsibility and management of the land. **Clerk to inform Deanfield Homes of the PC's decision.**
   - ii) General update – Deanfield hope to get started by the end of June.
10. **Planning applications received - None**
11. **Play area (Cllr Bennett/Clerk)**
   - i) Update re quotes for new play equipment – One quote has been received so far. It was agreed that further quotes are needed but these initial costings are sufficient to allow the **Clerk to go ahead and apply for grants to help fund the replacement play equipment.**
   - ii) Update re actions in response to the professional play equipment inspection report – The new swing seat purchased and now needs to be fitted. The dampers for the outdoor exercise equipment still need replacing. **Cllr Bennett to continue to chase the dampers.**
   - iii) To agree repairs required to the new fencing and gate due to recent damage - The new gates have been damaged. The contractor has completed some work free of charge after they were damaged but now further damage has taken place. **Cllr Bennett to monitor the situation and arrange any necessary work.**
12. **County Councillor Report** – None.
13. **District Councillor Report** – None.
14. **AGAR 2023**
   - i) To receive the Internal Auditor's Report for 22/23 – The internal auditor's report was received with no issues raised.
   - ii) To appoint an Internal Auditor for the 23/24 financial year – It was proposed and agreed to appoint Sue Rowley as the Internal Auditor for the 2023-24 financial year.
   - iii) To complete and approve for signature the AGAR Annual Governance Statement for 22/23 – It was proposed and agreed to answer yes to all statements except statement 9 which is N/A and for the Chairman to sign the document.
   - iv) To approve for signing the AGAR Accounting Statements for 22/23 – Proposed, agreed, and duly signed.
   - v) To approve completion and signing of the AGAR Certificate of Exemption for 22/23 – Proposed and agreed.

vi) To confirm the dates for the Notice of Public Rights for the 22/23 Financial Year – Monday 5th June to Friday 14th July 2023 – Proposed and agreed.

15. Finance

i) Confirmation of the bank balances as at 11.05.23 of £2,400.83 and £17,513.70 – Cllr Meyler confirmed the balances stated are correct.

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

28.03.23	Cherwell District Council	Lease for play area	£30.00
28.03.23	SW Services	Final 50% payment for play area fencing	£2,499.00
28.03.23	Kirsty Buttle	Stamps	£8.70
28.03.23	Venn Products	Coronation memorabilia	£393.75
28.03.23	Thomas Fox Landscaping	Mowing of play area 16.03.23	£26.50
21.04.23	Venn Products	Coronation Memorabilia (50% Pymt)	£393.75
21.04.23	CDC	Emptying dog bins 6 months	£253.97
21.04.23	Kirsty Buttle	Salary and office April	£209.80
21.04.23	HMRC	Tax April	£49.80
28.04.23	NEST	Pension April	£14.23
24.04.23	321….Let's have fun	Deposit re inflatable hire for Coronation	£100.00

iii) To note the following receipts: Noted.

29.03.23	Sibford Gower PC	Burial Ground Fee share	£125.50
11.04.23	Lloyds	Interest	£4.30
14.04.23	CDC	Precept	£3,944.00
26.04.23	CDC	Coronation Grant	£400.00
27.04.23	HMRC	VAT reclaim	£1,517.80
02.05.23	Sibford Gower Parish Council	Website costs share	£78.92
09.05.23	Lloyds	Interest	£9.40

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

Sibford Village Hall	Hall hire for 4th April CPR training	£16.50
Thomas Fox Landscaping	Mowing play area 20.04.23	£26.50

v) To consider payment of the following donations for the 23/24 financial year – Proposed and agreed to pay all except Community First Oxon as the Village Hall already have membership of their own. **Clerk to arrange payments.**

Citizens Advice	£25.00
Community First Oxon	£55.00
Sibford Village Hall	£400.00
Sibford Scene	£50.00

vi) To agree the following regular payments list 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	£3,300.00
Stationery, postage, telephone	£220.00

Internal audit	£70.00
Training costs	£310.00
Data protection	£35.00
OALC Membership	£155.00
Insurance	£400.00
Play area maintenance, rent and inspections	£500.00
Burial Ground maintenance	£1,300.00
Dog bin emptying	£500.00
Website	£160.00
Donations - School, Scene, CAB	£150.00
S137 Poppy Wreath donation	£25.00
Sibford Village Hall	£400.00
Other (Coronation Celebration, dog bin repair)	£506.25

vii) Proposal to delegate powers to the Clerk to make payments up to the value of any grants received for the relevant expenditure – Proposed and agreed.

16. **To re-adopt the following policies with no changes made:** Proposed and agreed.
    - i) Standing Orders
    - ii) Financial Regulations
    - iii) Data Protection Policy
    - iv) Freedom of Information Policy
    - v) Privacy Notice
    - vi) Data Breach Policy
    - vii) Role Holder Privacy Notice
    - viii) Subject Access Request Procedure
    - ix) Scheme of Delegation
    - x) Publication Scheme
    - xi) Disciplinary Policy
    - xii) Grievance Policy
    - xiii) Risk Assessment
    - xiv) Records Retention Policy
    - xv) Complaints Procedure
    - xvi) Code of Conduct
17. **Planning decisions received**

    23/00359/TCA - Stables Cottage, Main Street, Sibford Ferris. T1 x Acer - Crown reduction up to 3 metres. T2 x Cherry - Crown reduction up to 3 metres. T3 x Hazel - Crown reduction up to 2 metres and removal of dead branches. Approved.
18. **Information exchange** – Councillors were reminded that they are able to book any parish council training via the clerk provided we have sufficient funds in the training budget.

Meeting closed @ 7:58pm.

Date of next meeting – 19th July 2023

Signed…… Date……

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Wednesday 19th July 2023** at **7pm** at Sibford School

Present: Cllrs Katherine Roussel, Ginny Bennett, John Wass, Clerk.

In attendance: 3 members of the public, County Cllr George Reynolds.

19. **Apologies for absence** – Apologies received from Andrew Meyler, and Michael Gordon. Apologies accepted – None.
20. **Members' declarations of interest for items on the agenda** – Cllr Bennett declared an interest in item 30 therefore will not vote on that item.
21. **Public participation session** – None.
22. **To approve the minutes of the Parish Council (PC) meeting held on 17th May 2023** – The minutes were proposed, agreed, and duly signed.
23. **Outstanding matters/actions from previous meetings**
    i) Update re Speedwatch – As agreed at the last meeting Cllr Gordon has met with Cllr Downes from Sibford Gower Parish Council to discuss the way forward with Speedwatch. Their view is that due to restrictions on where Speedwatch can take place such as not near parked cars, within 100 meters of a change of speed limit, outside the 30MPH zone, and with a clear line of sight, there is not really anywhere within Sibford Ferris that Speedwatch can take place. It was proposed and agreed that Speedwatch should not take place in Sibford Ferris. **Cllr Gordon to inform the Speedwatch group volunteers of the PC's decision.**
24. **Hook Norton Road Development**
    i) Concerns raised by parishioners re construction vehicles driving through the village – The Sibford Action Group have contacted Deanfield Homes about this and the Site Manager has called the Chairman of the PC to discuss the issue. Since then the Site Manager has received a number of complaints and he says he is dealing with it. If villagers have any concerns about issues with the site/site traffic they should contact the site manager on mark.frost@deanfieldhomes.co.uk or e-mail Deanfield Homes on Elliott.sentance@deanfieldhomes.co.uk.
    ii) Concerns raised by parishioner about potential root damage to trees with a Tree Preservation Order (TPO) – The Chairman of the PC called the site manager about this and he stopped the work taking place although he said that it was not taking place within the TPO areas. The Chairman has also e-mailed Jonathan Emmanuel who is the arboricultural officer at Cherwell District Council (CDC) and he has been asked to check that the work being completed is within the requirements of the TPO.
    iii) General update – It was agreed that the hours that work is taking place should be monitored to ensure they are complying with the requirements of the planning permission.
25. **Planning applications received**

    23/01316/F - Land South of Faraday House, Woodway Road. Erection of 5 two storey age restricted dwellings (55 years) for older people with access, landscaping and associated infrastructure. Objection. The full objection can be found on the Cherwell District Council (CDC) Planning section of their website. (Response made using delegated powers).

    23/00439/CLUE - Hill House, Main Street, Sibford Ferris. Certificate of Lawful Use Existing - To determine the building opposite the main house, known as 'The Shed,' has been in lawful use as part of the main dwellinghouse. No objection.
26. **Current status of planning application 23/01316/F – Land South of Faraday House** – The CDC planning portal states that the application will be decided as a delegated decision and a case officer has been assigned. The decision date is August 24th. District Cllr Phil Chapman has requested for the application to be called in to be decided by the planning committee. In some cases if CDC are minded to refuse the application then it may still be decided as a delegated decision. However, the next planning committee meeting will be

held on Thursday August 10th and this application could be heard at that meeting if it is going to committee. The agenda for this meeting will be available one week prior to the meeting. **Cllr George Reynolds agreed to try to find out what the status is of this application and the likelihood of it going to committee.**

1 member of the public joined the meeting at 7:48pm.

27. Play area (Cllr Bennett/Clerk)

i) Update re quotes and grant applications for new play equipment – The Clerk has submitted an application to The National Lottery Fund for £10k. The application should be decided before the end of September. It was proposed and agreed to delegate powers to the **Clerk to arrange work required in response to the play inspection report (when received) up to total value of reserves allocated to the play area (currently £10,898) plus any grants received for the play equipment.**

ii) To receive the professional play equipment inspection report (if available) and agree any actions required – Not yet received.

iii) Any other updates – Dampers have now been ordered. Cllr Bennett will try to arrange for the baby swing seat to be installed.

28. County Councillor Report – The county council are working towards getting many villages down to 20mph along with almost all of the roads in Banbury except the main roads.

29. District Councillor Report – The local plan 2040 will be going to the overview and scrutiny committee in August and may go to the executive in September. If the executive approves the plan it should be published for consultation in October. If the plan is published without any changes to the village categorisation section then Sibford Ferris will be recategorised as a small village but it can take around a year or so from the consultation approval for it to be taken into account by planning. CDC does have in excess of a 5 year land supply so it is hoped that this will provide Sibford Ferris with some protection from more development in the meantime.

Cllr George Reynolds left the meeting at 7:51pm.

30. Request from the Village Hall Committee for the Parish Council (PC) to consider making a donation towards the cost of hiring a marquee (total cost £1100) for use at their Applefest event on 1st October – Due to there being only 2 councillors able to vote on this item it was agreed that a vote cannot be taken at this meeting. It was also agreed that in order for the PC to make a decision more information would be required in regards to the event, the potential income, and any consideration for purchasing a marquee to allow annual use without further costs rather than hiring a marquee annually. **Clerk to inform Village Hall Committee and ask for further information if they still wish to request a donation given that the next meeting at which this can be decided will be in September.**

31. Finance

i) Confirmation of the bank balances as at 13.07.23 of £145.80 and £17,536.77 – Cllr Bennett confirmed the balances stated are correct.

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

30.05.23	Andrew Meyler	Chair and table hire - Coronation	£843.00
30.05.23	Jan Thompson	Table banquet roll and ribbon	£127.23
30.05.23	Tessa Sparks	Printing for Coronation	£51.60
30.05.23	Keith Hicks	Various items for displays at Coronation	£35.49
30.05.23	Andrew Meyler	Trestle table hire for Coronation	£139.92
30.05.23	Sue Rowley	Annual internal audit	£60.00
30.05.23	Zurich	Annual parish insurance	£413.23
30.05.23	Ginny Bennett	Swing	£29.95
30.05.23	Kirsty Buttle	Salary/office May and stationery	£232.56
30.05.23	HMRC	Tax May	£50.00
30.05.23	Thomas Fox Landscaping	Mowing play area 04/05 and 18/05	£53.00
30.05.23	Kirsty Buttle	SIM and One Drive April	£14.99
31.05.23	NEST	Pension May	£14.48

30.05.23	St John Ambulance	Donation	£75.00
27.06.23	Sibford Village Hall	Donation	£400.00
27.06.23	Sibford Scene	Donation	£50.00
27.06.23	Sibford Gower Primary School	Prizes for Coronation Competition	£50.00
27.06.23	Kirsty Buttle	Salary and office June	£209.80
27.06.23	HMRC	Tax June	£49.80
30.06.23	NEST	Pension June	£14.48

iii) To note the following receipts: Noted.

08.06.23	Town Estates Charity	Donation to Coronation Celebrations	£702.50
09.06.23	Lloyds	Interest	£11.16
10.07.23	Lloyds	Interest	£11.91

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

Thomas Fox Landscaping	Mowing play area 8th and 29th June	£53.00
Kirsty Buttle	Salary and office Jul 23	£209.60
HMRC	Tax Jul 23	£50.00

32. Planning decisions received - None

33. Information exchange – The Low Carbon Sibford Group would like to feedback to the PC at the next meeting. **Clerk to put item on the agenda.** Cllr Wass is going to set up some more CPR training session dates. Cllr Bennett advised that the T junction road markings opposite the school entrance is fading and really needs repainting. It was noted that there has been another accident at the Elms crossroads and the road markings have faded there too. **Clerk to put a request on Fixmystreet for repainting of the road markings at the T junction and at the Elms crossroads.**

Meeting closed @ 8:13pm

Date of next meeting – 12th September 2023 ***Note this date was subsequently changed to 27th September 2023***

Signed…….. Date…….

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Wednesday 27th September 2023** at **7pm** at Sibford School

Present: Cllrs Katherine Roussel, Ginny Bennett, Michael Gordon, Andrew Meyler, John Wass, Clerk.

In attendance: 1 member of the public, County Cllr George Reynolds.

34. **Apologies for absence** – None.
35. **Members' declarations of interest for items on the agenda** – None.
36. **Feedback from the Low Carbon Sibford Group** – The group are working on a survey to help find out about what people want and what they want to know about in relation to 'green' options. An article is going to be put in the Sibford Scene to give parishioners information about heat pumps, solar panels etc. The group would like to put an electrical vehicle charger (EVC) somewhere in the Sibfords. Cllr Bennett advised that the Village Hall Committee have not formally discussed the possibility of an EVC on Village Hall land but they have expressed an interest to allow them to discuss the possibility in future. The group will provide a written report at the January Parish Council (PC) meeting.
37. **Public participation session** - A parishioner advised that an accident happened at the Elms crossroads yesterday and asked that signage be improved there to reduce the number of accidents up there. The Clerk has reported the need for repainting of road markings on fixmystreet but other than the status being changed to 'investigating' there has been no further update. Cllr Reynolds has spoken to George Gibb at Highways and he advised that if the area is an accident blackspot then they may be able to help. **Clerk to contact George Gibb, Mike Wasley, and Dave Catling at Highways to ask what can be done to make the area safer. Clerk to contact the police to find out if there is data showing how many accidents have taken place in that location which may help to support the PC's view that it is an accident blackspot. Tim Huckvale agreed to put note on the parish website asking parishioners to provide information to the Clerk if they have had an accident or any near misses at the Elms crossroads** to allow the PC to build a record to provide to Highways.
38. **To approve the minutes of the Parish Council (PC) meeting held on 19th July 2023** – The minutes were proposed, agreed, and duly signed.
39. **Outstanding matters/actions from previous meetings**
    i) Update re Fixmystreet reports requesting repainting of the road markings at the T junction and at the Elms crossroads – the requests were changed to 'investigating' fairly soon after being reported but have not been updated since.
40. **Hook Norton Road Development**
    i) General update – There are ongoing issues with lorries going through the village and there was quite a lot of noise today. Reports of such issues need to go direct to the site manager.

Cllr Reynolds joined the meeting at 7:23pm.

41. **Cherwell Local Plan Review 2040** - The public consultation started on Friday 22 September 2023 and will close on 3 November 2023. **Clerk to put notice on Sibfords website re the consultation.** It was agreed that the PC should respond to the consultation supporting the proposals for a greener transport plan and the designation of Sibford Ferris and Sibford Gower as small villages rather than a single village. It was agreed to delegate power to the **Clerk to submit a response on behalf of the PC.**
42. **Planning applications received**

23/02143/F - Swalcliffe House, Grange Lane, Swalcliffe. Alterations to existing Annexe Outbuilding (Converted Garage as approved under planning permissions 95/00256/F & 96/01071/F) to involve new pitched roofs over existing shed roof dormers, new external doors and windows the addition of a stove and flue, internal stair and other associated minor internal alterations. No comment. (Response made using delegated powers).

23/02504/TCA – Back Acre, Main Street, Sibford Ferris. T1 x Holly – Fell. No objection.

43. **Play area (Cllr Bennett/Clerk)**

    i) Update re quotes and grant applications for new play equipment – The National Lottery Grant application was unsuccessful on the basis that they did not feel there was sufficient evidence of public support for the play area.

    ii) To receive the professional play equipment inspection report and agree any actions required – The councillors confirmed receipt of the report. Most of the issues raised were expected and will be resolved through the removal and replacement of equipment as soon as funds allow. It was agreed that the **Clerk and Cllr Bennett should arrange for the works to be completed as soon as funds are available with priority given to the issues that are considered to be highest risk.**

    iii) Any other updates – **Clerk and Cllr Bennett to apply for grants towards the replacement of the play equipment which should include an application to the County Councillor's grant scheme.**

44. **County Councillor Report** – The 20mph scheme for villages is encroaching all the way around Oxfordshire. Alkerton tip was under threat around 4 years ago but it is now secured and will continue as a recycling and waste centre.

45. **District Councillor Report** – The main work at the moment is working on the Cherwell Local Plan and trying to revitalise the town centres in Cherwell as the town centres do seem to be suffering at the moment.

46. **Request from the Village Hall Committee for the PC to consider making a making a donation towards the cost of purchasing a marquee (total cost £1500) for use at events held at the Village Hall** – After some discussion the PC agreed that there is still not sufficient information to make a decision on this. Concerns were raised about whether consideration has been made for the ongoing storage, and maintenance of the marquee and the fact that this seems quote a low cost for a marquee which could indicate it is not built to withstand the heavy use it would possibly be needed for in a village hall. The question of whether there has been any identified demand/need for a marquee in the past was also raised. The PC agreed that in the current cost of living crisis it needs to be very sure that any spending of public funds which come directly from the tax payers should provide good value and a real benefit to the village. Given that the village hall needs repairs to the roof which is likely to cost around £80k and is clearly a significant and identifiable 'need' it may not be prudent to for the PC to help fund 'desirable' items at this time. The PC are happy to review this again if the Village Hall Committee would like to submit the request again with considerable extra detail re identified need, potential additional income generated by the marquee, and costed plans for the ongoing maintenance of the marquee. **Clerk to inform the Village Hall Committee of the PC's decision.**

47. **Concerns raised by parishioners about the unkept state of the Land South of Faraday House off Woodway Road - there are numerous thistles reseeding and ragwort which is dangerous for horses** – The PC have no power to instruct anyone to maintain their own land and would not normally get involved in such issues but given that this particular issue is on a larger scale than an individual property and is not encroaching on the Highways therefore it cannot be reported to Highways to deal with it was agreed that the **Clerk should e-mail Fischer German (the land agents) to make them aware of the complaints and ask if it would be possible for them to arrange for the area to be tidied up.**

48. **Proposal to apply for all 30mph areas of Sibford Ferris to be part of the Oxfordshire County Council (OCC) 20mph scheme** – Proposed and agreed. **Clerk to submit request to OCC.**
49. **Parishioner suggestion to put the What 3 Words location on the defibrillators in the Sibfords** – The PC discussed this but could not understand what the benefit of this would be so **Cllr Wass agreed to ask some medical/ambulance professionals to see what their view is on this.**
50. **To confirm completion of a quarterly asset safety check and agree any actions required** – Cllr Meyler confirmed the check has taken place and no issues were raised.
51. **Finance**

i) Confirmation of the bank balances as at 21.09.23 of £3,984.54 and £16,825.82 – Cllr Meyler confirmed the balances stated are correct.

ii) To review the spend against budget to date – The PC confirmed receipt of the document with no concerns raised.

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

31.07.23	NEST	Pension Jul 23	£14.48
24.08.23	Playsafety Ltd	Annual play equipment inspection	£192.60
24.08.23	Thomas Fox Landscaping	Mowing play area 13th July	£26.50
24.08.23	Kirsty Buttle	Salary and office Aug	£209.60
24.08.23	HMRC	Tax August	£50.00
31.08.23	NEST	Pension August	£14.48

iv) To note the following receipts: Noted.

09.08.23	Lloyds	Interest	£12.87
13.09.23	CDC	Precept	£3,944.00
11.09.23	Lloyds	Interest	£15.88

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

Thomas Fox Landscaping	Mowing play area 10th August	£26.50
Zen	Domain name	£14.39
Kirsty Buttle	Salary and office September	£209.80
HMRC	Tax September	£49.80
NEST	Pension September	£14.48

52. **Planning decisions received**

23/01316/F - Land South of Faraday House, Woodway Road. Erection of 5 two storey age restricted dwellings (55 years) for older people with access, landscaping and associated infrastructure. Refused.

53. **Information exchange** – An e-mail has been received from a parishioner re parking issues but this is in Sibford Gower. Clerk to forward e-mail to Sibford Gower PC. A Cllr raised concerns about people parking on the corner of Walford Road as this makes it difficult for buses to get around the corner.

Meeting closed @ 8:34pm

Date of next meeting – 21st November 2023

Signed…….. Date……..

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Tuesday 21st November 2023** at **7pm** at Sibford School

Present: Cllrs Ginny Bennett, Michael Gordon, Andrew Meyler, Clerk.

In attendance: 0 members of the public, County Cllr George Reynolds.

54. **Apologies for absence** – Apologies received – Cllr Roussel, Cllr Wass. Apologies accepted – None.
55. **Members' declarations of interest for items on the agenda** – None.
56. **Public participation session** – None.
57. **To approve the minutes of the Parish Council (PC) meeting held on 27th September 2023** – The minutes were proposed, agreed, and duly signed.
58. **Outstanding matters/actions from previous meetings**
    i) Update re requests to Oxfordshire County Council (OCC) to repaint the road markings at the T junction and at the Elms crossroads and for general road safety improvements at the Elms crossroads – The Clerk has e-mailed the police three times and a number of Highways personnel twice but has not had any response. The sign that has been knocked down has still not been put back up. **Clerk to continue to try to get answers from Highways and the police.**
    ii) To confirm that a response was submitted to the Cherwell Local Plan Review 2040 – A response broadly supporting the plan and in particular the proposed changes re village categorisation was submitted within the required timescales.
    iii) Discussion re possibility of putting out a survey in relation to public support of a 20mph scheme in the village or whether the OCC consultation process will be adequate – It was agreed that this is not necessary as OCC are required to complete a consultation process before any implementation so the PC conducting a survey would not add any value.
59. **Hook Norton Road Development**
    i) General update – A parishioner has raised concerns that there are flats being built that were not part of the initial planning application. The PC has double checked the plans and confirmed that the plans do include a small number of flats so it is believed that Deanfield Homes are following the plans approved.
60. **Planning applications received**

    23/02719/F - Faraday House, Woodway Road, Sibford Ferris. Installation of external render system and cladding to existing house. Reworking the existing extension and garage by cladding, externally insulating, re-roofing and creating new openings. The addition of a new garage building on the site of an old large shed. No objection. (Response made using delegated powers).

    23/02400/TCA - Penn House, 9 Walford Road, Sibford Ferris. G1 x Birch No 3 - Reduce by 2 metres. B1 x Conifer – Fell. T5 x Apple - Reduce by up to 1.5 metres, to around old points - thin out water shoots. No objection. (Response made using delegated powers).

    23/02401/TCA - Penn House, 9 Walford Road, Sibford Ferris. T2 x Beech - Reduce by 2 metres. No representation made as the PC were given a deadline of 16th October to respond by the planning office made a decision to approve the application on 3rd October.

61. **Play area (Cllr Bennett/Clerk)**

    i) Update re quotes and grant applications for new play equipment – Cllr Bennett has now received an updated quote which will allow the **Clerk to submit a grant application to the County Councillor to request £2.5k** towards the play equipment. The clerk has submitted a grant application to The National Lottery Fund for £12k. The outcome of the application should be decided before the end of February. **Clerk and Cllr Bennett will continue to apply for grants and will instruct relevant work when required as per previous instructions from the PC.**

    ii) Any other updates – None.

62. **County Councillor Report** – Nothing to report currently.

63. **District Councillor Report** – The Local Plan consultation responses are now being worked through. A new CEO is being appointed and Cherwell District Council (CDC) are looking at moving from Bodicote House due to the building being quite old and needing quite a lot of money spent on it, and moving to Castle Quay into premises that are already owned by CDC.

64. **Parishioner suggestion to put the What 3 Words location on the defibrillators in the Sibfords** - Defer to next meeting as Cllr Wass is not present.

65. **Finance**

    i) Confirmation of the bank balances as at 15.11.23 of £263.09 and £19,634.35 – Cllr Meyler confirmed the balances stated are correct.

    ii) To review the draft budget for the 2024/25 financial year – The draft budget was discussed and it was noted that the general reserve should be increased to £8k to meet guidance of holding 100% of basic running costs for 1 year. To increase to this level in one year would cause a significant rise in precept and the councillors agreed that due to the cost of living crisis they would like to try to keep any increase in precept to 5% or less with the aim to slowly increase the reserves over the coming years. **Clerk to rework the figures to allow for a 5% increase and present to the January meeting for review/approval.**

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

27.10.23	Thomas Fox Landscaping	Mowing of play area 7th Sep	£26.50
27.10.23	CDC	Emptying dog bins 6 months	£267.70
27.10.23	Wicksteed	Xerscape buffers	£41.70
27.10.23	Thomas Fox Landscaping	Mowing of play area 5th Oct	£26.50
27.10.23	Kirsty Buttle	Salary and office Oct	£209.60
27.10.23	HMRC	Tax Oct	£50.00
31.10.23	NEST	Pension Oct	£14.48

    iv) To note the following receipts: Noted.

09.10.23	Lloyds	Interest	£16.82
09.11.23	Lloyds	Interest	£22.01

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

Kirsty Buttle	Salary Nov and backpay	£304.84
HMRC	Tax Nov	£73.80
NEST	Pension Nov	£21.44
Thomas Fox Landscaping	Mowing of play area 2nd Nov	£26.50

66. **Planning decisions received**

    23/00439/CLUE - Hill House, Main Street, Sibford Ferris. Certificate of Lawful Use Existing - To determine the building opposite the main house, known as 'The Shed,' has been in lawful use as part of the main dwellinghouse. Approved.

    23/02143/F - Swalcliffe House, Grange Lane, Swalcliffe. Alterations to existing Annexe Outbuilding (Converted Garage as approved under planning permissions 95/00256/F & 96/01071/F) to involve new pitched roofs over existing shed roof dormers, new external doors and windows the addition of a stove and flue, internal stair and other associated minor internal alterations. Approved.

67. **Banbury Vision 2050** – It was noted that this consultation is different from the Local Plan 2040 and focuses more on what people would like to see in Banbury. **Clerk to put details about the survey on the parish website.**
68. **To confirm meeting dates for 2024 – proposed dates are: 16th January, 26th March, 20th May, 24th July, 24th September, 19th November** – Proposed and agreed. Clerk to arrange bookings with the school.
69. **Information exchange** – None.

Meeting closed @ 8:03pm

Date of next meeting – 16th Jan 2024

Signed…….. Date……..

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Tuesday 16th January** at **7pm** at Sibford School
Present: Cllrs Katherine Roussel, Ginny Bennett, Michael Gordon, Andrew Meyler, John Wass, Clerk.

In attendance: 0 members of the public, County Cllr George Reynolds.

70. **Apologies for absence** – None.
71. **Members' declarations of interest for items on the agenda** – None.
72. **Public participation session** – None.
73. **To approve the minutes of the Parish Council (PC) meeting held on 21st November 2023** – The minutes were proposed, agreed, and duly signed.
74. **Outstanding matters/actions from previous meetings**
    i) Update re requests to Oxfordshire County Council (OCC) to repaint the road markings at the T junction and at the Elms crossroads and for general road safety improvements at the Elms crossroads – The Clerk has still not had any response from the police re the number of accidents in the area and has finally had a response from Highways who advised that the area is not considered an accident blackspot as they only have records of 2 accidents taking place there since 2014. The PC are aware of more than 2 accidents in recent years so asked the **Clerk to continue to try to get a response from the police and try contacting the fire service to see if there are other records of accidents.** Due to a restructure within Highways it is unclear who is now dealing with the PC concerns about the Elms Crossroads. **Clerk to contact James Wright at Highways to find out who he passed this on to.** There was an accident recently which was witnessed by staff driving a mini bus of children from Sibford School and the school has provided an impact report which was read out. **It was agreed that the Clerk should share this report with all contacts at Highways. Cllr Meyler to write to Victoria Prentis MP and include a copy of the impact statement.** Highways have advised that line repainting at the Elms Crossroads is now on their schedule of works.
75. **Hook Norton Road Development - General update** - The following questions received from parishioners were sent to Deanfield Homes and the answers they provided are noted in italic.
    - What is the general timescale for the development? *Completion is Autumn / Winter 2024.*
    - What have you decided to do regarding the allotments? *This matter is still under consideration.*
    - Some areas of the hedge have been cut back severely on the north boundary. Why is this? *Apart from a maintenance cut the only openings were made by Thames Water bringing the water main on site. Before the development is complete we will look at infilling gaps where required.*
    - Is the electric pylon going to be moved? At the moment it is on the site. *Waiting for an update but last communications before Christmas was that they were waiting on the legals to be completed for the new off site pole location.*
    - Residents are concerned that you may not be following the plans that were approved by CDC. Can you confirm that you are following this exactly? *Approved plans are being followed.*
    - Will work be needed to extend the sewage plant before the homes are sold and have you had confirmation that the mains sewage feed into the local sewer can manage the increased flow of sewage without infrastructure development of the Sibford Gower processing plant? *Severn Trent PLC are responsible for the foul water sewer in Hook Norton Road, and they*

were consulted during planning regarding capacity. They then granted us a formal consent to connect.

76. Planning applications received

23/03171/F - Sibford Ferris School, Back Lane, Sibford Ferris. Alterations to the existing landscape and the construction of an amphitheatre with a roofed stage. No representations made.

APP/C3105/W/W23/3329834 - Land South of Faraday House, Woodway Road, Sibford Ferris. Erection of 5no two storey age restricted dwellings (55 years) for older people with access,

landscaping and associated infrastructure. Objection. *(Response made using delegated powers).*

77. Play area (Cllr Bennett/Clerk)

i) Update re quotes and grant applications for new play equipment – A grant of £12k has been received from The National Lottery Fund. The Clerk has submitted an application for £2.5k from County Councillor Reynolds and awaits the outcome of the application. The grant received plus the funds already in reserves for the play area mean that a significant amount of the work to the play area can now be instructed. **Cllr Roussel and Cllr Gordon to get another quote. Cllr Bennett to ask Selina to contact the original quote provider to ask for an updated quote as the quote was received in April 2023 so prices may have changed.**

ii) Any other updates – None.

78. County Councillor Report – None.

79. District Councillor Report – None.

80. Finance

i) Confirmation of the bank balances as at 10.01.24 of £114.47 and £30,946.26 – Cllr Meyler confirmed the balances stated are correct.

ii) To confirm completion of an asset condition check and agree any actions required in response to this – Cllr Bennett confirmed the check has taken place and no issues raised.

iii) To confirm completion of the quarterly internal control checks for Apr to Dec 2023 – Cllr Meyler confirmed the checks have taken place and all was found to be in order.

iv) To agree the budget and resulting precept for the 2024/25 financial year – Due to the grant received for the play area the PC is now in a position to get the majority of the work done but this means that the reserve held for the play area can no longer be relied upon to help manage any unexpected costs therefore the PC need to build up the general reserves quicker than originally planned. After some discussion it was agreed to update the budget for the current financial year to £33,428.26 with the main update being to increase the budget for the play area to £20,453, and to set a budget of £15,737.40 for 2024-25 resulting in a precept of £9,891 with the difference being funded by income which is mainly VAT reclaims. It was noted that this is an increase of around 25% which sounds significant but due to the low starting point this will result in a small increase of around £10.33 per annum for a band D household. **Clerk to submit precept demand.**

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

22.12.23	Kirsty Buttle	Salary & office Dec	£221.48
22.12.23	HMRC	Tax Dec	£53.00
22.12.23	Chacombe Parish Council	Share of Clerks laptop	£112.22
22.12.23	Kirsty Buttle	SIM and One Drive Dec	£14.99
29.12.23	NEST	Pension Dec	£15.35
17.11.23	ICO	Data Protection Fee	£35.00

vi) To note the following receipts: Noted.

11.12.23	Lloyds	Interest	£22.22

05.01.24	National Lottery Grants	Grant re play area	£12,000.00
09.01.24	Lloyds	Interest	£19.69

81. Planning decisions received

22/02428/TCA - Lambs Croft, Back Lane, Sibford Ferris. T1 x Birch - Crown lift 5 metres and remove limb growing through Rowan. T2 - T3 x Holly - Reduce by 1 metre and trim side growth to shape. T4 x Bird Cherry - Crown lift by 5 metres to clear fruit trees and crown thin. T5 x Cherry - Reduce to previous points up to 2 metres. T6 x Hazel - Crown thin by 10% and Crown lift by 2.5 metres. Approved.

22/02725/TCA - The Cottage, Main Street, Sibford Ferris. T1 x Leyland Cyprus Tree – Remove. Approved.

23/02504/TCA – Back Acre, Main Street, Sibford Ferris. T1 x Holly – Fell. Approved.

23/02400/TCA - Penn House, 9 Walford Road, Sibford Ferris. G1 x Birch No 3 - Reduce by 2 metres. B1 x Conifer – Fell. T5 x Apple - Reduce by up to 1.5 metres, to around old points - thin out water shoots. Approved.

82. Information exchange – Update from Cherwell District Council re the Local Plan Review 2040 - The official timeline for the Local Plan Review 2040 is set out in the Council's Local Development Scheme https://www.cherwell.gov.uk/info/33/planning-policy/382/local-development-scheme

There are still several stages for the plan to go through before it can be adopted. The next stage is the publication of the proposed submission plan (Regulation 19). This is the stage where the Council presents its final draft plan. This plan is then subject to a six week consultation. All objections are then considered by an Independent Inspector at the Local Plan Examination. It is only after the examination concludes that the Local Plan is 'sound' that it can proceed to be adopted. We anticipate that the Reg 19 draft local plan will be published in Autumn 2024. The Examination will not begin until at least Spring 2025.

A tree has fallen down in Pitch Hill Field that is owned by the PC. The area needs a bit of work to give the trees planted last year the best chance of survival. It was agreed that the **Clerk should put a note in the Sibford Scene** asking if anyone would be interested in taking away the tree that has fallen down and using the wood for their own purposes and whether anyone would like to be part of a small working party to do some maintenance work on the field ready for spring.

Cllr Wass advised that the issue with the what3words location of the defibrillator has now been resolved. Cllr Wass is going to arrange some more CPR training sessions.

Cllr Bennett asked that the **Clerk put litter picking on the next agenda.**

Meeting closed @ 8:41pm

Date of next meeting – 26th March 2024

Signed…….. Date……..

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Tuesday 26th March** at **7pm** at Sibford School

Present: Cllrs Katherine Roussel, Ginny Bennett, Michael Gordon, Andrew Meyler, Clerk.

In attendance: 2 members of the public, County Cllr George Reynolds.

83. **Apologies for absence** – Apologies received – Cllr Wass. Apologies accepted – None.
84. **Members' declarations of interest for items on the agenda** – None.
85. **Public participation session** – None.
86. **To approve the minutes of the Parish Council (PC) meeting held on 16th January 2024** – The minutes were proposed, agreed, and duly signed.

1 member of the public left the meeting at 7:14pm.

87. **Outstanding matters/actions from previous meetings**
    i) Update re requests to Oxfordshire County Council (OCC) to repaint the road markings at the T junction and at the Elms crossroads and for general road safety improvements at the Elms crossroads – The lines have been repainted and 4 new signs have been put in. The PC is very pleased to see this has now been completed.
    ii) Litter picking – It was felt that planning a single day of litter picking doesn't seem to work so it was agreed that the **Clerk should put a note out in the Sibford Scene encouraging parishioners to occasionally do a bit of litter picking when they are having a walk around the village.**
88. **Hook Norton Road Development - General update** – There have been complaints about very loud music being played on the site. Complaints have been made to Deanfield Home and to Environmental Health. The volume of the music has now reduced. The PC has been made aware by someone who contacted Deanfield Homes because they are interested in purchasing a home on the Sibford Ferris site that Deanfield Homes are advising prospective purchasers that the orchard, allotments, and pond area on the estate will be managed by 'the parish'. If 'the parish' is referring to the PC then this is incorrect. The PC have no intention of taking on responsibility for these areas and are not aware of any legal or planning requirements that will force the PC to do so. It was agreed that **Cllr Meyler should write to Deanfield Homes and Cherwell District Council (CDC) advising them of the information the PC has received and advising that the PC do not intend on taking on responsibility for this area.**
89. **Flytipping around the bottle bank near the Elms Crossroads** – The flytipping in the area has been reported. The sign stating there is CCTV in the area has been broken. **Cllr Bennett agreed to remove the sign and continue to report incidents of flytipping.**
90. **Planning applications received**

24/00174/TCA - Barn House, Main Street, Sibford Ferris. T1 x Apple - prune by maximum of 2 metres. T2 x (Apple - prune by maximum of 2 metres. No objection. (Response made using delegated powers). APPROVED.

24/00545/TCA – Home Close, Main Street, Sibford Ferris. T1 x Lime Tree- reduce crown thin by 20% and thin out all dead wood. Tree height is 20m High and 13 m wide, so reducing height to 18m and tree width by 10m. T2 x Yew reduce tree crown by 20%. The Yew tree is 12m and 12m so taking the down 10m by 10m. No objection. (Response made using delegated powers). APPROVED

91. **Play area (Cllr Bennett/Clerk)**
    i) To consider the quotes for new play equipment – Updated quotes have not yet been received. Wicksteed did not want to quote without further information. HAGS were meant to come out today but had to cancel at short notice. Cllr Roussel agreed to take this and try to get some quotes with Cllr Bennett.
    ii) Any other updates – None.
92. **County Councillor Report** – None.
93. **District Councillor Report** – None.

94. Finance

i) Confirmation of the bank balances as at 20.03.24 of £506.09 and £28,138.05 – Cllr Meyler confirmed the balances stated are correct.

Cllr Reynolds left the meeting at 8:10pm

ii) Request from Sibford Gower Parish Council for the PC to fund 50% of the cost of a tree condition survey for the Churchyard and Burial Ground in Sibford Gower – amount requested is £175 – It was proposed and agreed to support Sibford Gower PC and pay the £175 towards the tree survey but the PC confirmed that this donation does not oblige them to fund any other costs relating to tree work suggested by the report or any other funding towards the Churchyard/Burial Ground. **Clerk to arrange the payment.**

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

29.01.24	Sibford Gower Parish Council	Burial Ground costs	£1,736.27
29.01.24	Kirsty Buttle	Salary and office Jan	£221.48
29.01.24	HMRC	Tax Jan	£53.00
31.01.24	NEST	Pension Jan	£15.35
20.02.24	Zen	Domain name	£14.39
20.02.24	Kirsty Buttle	Salary and office Feb	£221.68
20.02.24	HMRC	Tax Feb	£52.80
29.02.24	NEST	Pension Feb	£15.35
14.03.24	Zen	Website	£151.06

iv) To note the following receipts: Noted.

09.02.24	Lloyds	Interest	£33.01
11.03.24	Lloyds	Interest	£31.78

v) Proposal to pay the following invoices: Proposed and agreed.

Kirsty Buttle	Salary and office Mar	£221.48
HMRC	Tax Mar	£53.00
NEST	Pension Mar	£15.35
OALC	Annual membership	£168.00
Cherwell District Council	Annual lease for Cotswold Close play area	£30.00

vi) To agree the following regular payments list 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	£3,758.40
Stationery, postage, telephone	£220.00
Internal audit	£320.00
Training costs	£250.00
Data protection	£35.00
OALC Membership	£175.00
Insurance	£550.00
Play area maintenance, rent and inspections	£5891 plus £20,399 not spent within 23-24
Burial Ground maintenance	£1,600.00
Dog bin emptying	£500.00
Website	£180.00
Donations - School, Scene, CAB	£75.00

S137 including Poppy Wreath donation	£25.00
Sibford Village Hall	£400.00
Other (D-Day 80 Remembrance)	£200.00

95. Planning decisions received

23/03171/F - Sibford Ferris School, Back Lane, Sibford Ferris. Alterations to the existing landscape and the construction of an amphitheatre with a roofed stage. Approved.

96. Contact received from Sibford Surgery Patients' Group asking for support in pushing Highways to get the road up to the surgery repaired - Cllr George Reynolds advised that as far as he is aware work will be taking place overnight from 10pm on Monday 19th August until 6am on Tuesday 20th August.

97. To consider signing up to the Parish Council Domain Helper Service – supporting parish councils to move to a .gov.uk domain – After some discussion it was agreed not to go forward with this.

98. Plans for the Annual Parish Meeting (APM) – It was agreed that the APM will take place from 6:45pm to 7pm on 20th May 2024.

99. Information exchange – Two parishioners have offered to go and do some work around the saplings in Pitch Hill Field to try to ensure they thrive. The PC agreed to gratefully accept this offer of help.

100. Proposal to exclude the public and the press to discuss a staff matter (item 101) – Proposed and agreed.

1 member of the public and the Clerk left the meeting @ 8:50pm.

101. To consider increasing the Clerk's payscale – current scale is SCP25 – It was proposed and agreed to increase the Clerk's payscale to SCP26 as of 1st April 2024.

Meeting closed @ 8:55pm

Date of next meeting – 20th May 2024

Signed…….. Date…….

Sibford Ferris Parish Council

Minutes of the Annual Meeting of the Parish Council held on **Monday 20th May** at **7pm** at Sibford School

Present: Cllrs Katherine Roussel, Ginny Bennett, Michael Gordon, John Wass, Clerk.

In attendance: 4 members of the public.

1. **Election of Chairman** – It was proposed and agreed to elect Cllr Roussel as the Chairman. Cllr Roussel completed her Declaration of Acceptance of Office which was countersigned by the Clerk.
2. **Apologies for absence** – Apologies received – Cllr Meyler. Apologies accepted – None.
3. **Members' declarations of interest for items on the agenda** – None.
4. **Election of Vice-Chairman** – It was proposed and agreed to elect Cllr Bennett as the Vice Chairman.
5. **Public participation session** – None.
6. **To approve the minutes of the Parish Council (PC) meeting held on 26th March 2024** – The minutes were proposed, agreed, and duly signed.
7. **Outstanding matters/actions from previous meetings - None**
8. **Hook Norton Road Development - General update** – A parishioner has contacted the PC and the Sibford Action Group regarding concerns about the number of lorries driving the through the village to the development which does not comply with the traffic management plan greed as part of the planning permission on the site. The parishioner has spoken to Deanfield Homes about this but nothing has changed. A parishioner present at the meeting stated that some of the signage for the HGVs is not visible due to overgrown vegetation and some of the signs are not large enough to be seen from a moving vehicle. As the PC do not have any legal powers to enforce the HGV routes it was agreed that the only action the PC can take is to contact Cherwell District Council (CDC) planning enforcement to ask them to take this up and enforce the requirement for the vehicles to follow the plan and to ask if they can insist on Deanfield Homes putting in larger signage and resite some of the signs to ensure they are seen by the HGV drivers before they have already driven into the village after which it is difficult for them to turn around to follow the correct route. **Clerk to contact CDC planning enforcement team.**
9. **Planning applications received**

24/00799/F – Home Farm, Woodway Road, Sibford Ferris. Change of use of land to residential garden, erection of green house, fencing, paving and associated works (retrospective). No objection. (Response made using delegated powers.) APPROVED.

24/00808/TCA – Orchard House, Main Street, Sibford Ferris. T1 x Maple- Re reduce to previous points 2m. T2 Sycamore- Crown Thin by 10% and raise lower canopy to 5m. T3 x Elder- Crown raise by removal lower extended stems 2.5m. No objection. (Response made using delegated powers.)

24/00926/TCA – West Town House, Woodway Road, Sibford Ferris. T1 x Silver Maple - twin stem tree crowded by other trees, poor form and lean. Fell to allow others to develop. T2 x Wellingtonia - Crown lift over property to give 2.5 metres clearance over roof. No objection. (Response made using delegated powers.)

10. **Play area (Cllr Bennett/Clerk)**
    i) To consider the quotes for new play equipment – Quotes were received from Hags and Outdoor Play People. After some discussion it was agreed to go ahead with the quote from Outdoor Play People (£25,225). **Cllr Roussel to instruct Outdoor Play People asap. Clerk to put together a note to be placed on the website informing parishioners when the work is**

likely to take place and advising them that there may be some issues with parking in the area during that time and to provide a copy of that note to the Cllrs so they can be printed and posted through the doors of the properties on Cotswold Close. A parishioner suggested that the new play area have an 'official opening' to celebrate and highlight the hard work that has gone into this project.

ii) Any other updates – Due to the work taking place on the play area in the summer it may not be necessary for the annual play inspection to take place this year. **Clerk to discuss this with the play inspection provider when dates have been confirmed for the installation of the new equipment.**

11. **To consider a response to the Oxfordshire County Council (OCC) pre consultation exercise on a 20mph speed limit in the parish** – It was agreed that the areas included in the information provided were as expected and the PC are particularly pleased that the 20mph limit ends before the entrance to the Deanfield Homes Development as if the 20mph limit were placed further out from the centre of the village past the development it could be perceived that these are the village boundaries which could give a developer the idea that further development in that area would be acceptable which is most certainly not the case and not the view of the majority of parishioners.
12. **County Councillor Report** – None.
13. **District Councillor Report** – None.
14. **AGAR 2024**

i) To receive the Internal Auditor's Report for 23/24 – The internal auditor's report was received with no issues raised.

ii) To appoint an Internal Auditor for the 24/25 financial year – It was proposed and agreed to appoint Sue Rowley as the Internal Auditor for 24/25.

iii) To complete and approve for signature the AGAR Annual Governance Statement for 23/24 – It was proposed and agreed to tick yes for all boxes except box 9 which is 'not applicable' and for the Chairman and Clerk to sign the document.

iv) To approve for signing the AGAR Accounting Statements for 23/24 - It was proposed and agreed to approve the Accounting Statements and for the Chairman to sign the document.

v) To approve completion and signing of the AGAR Certificate of Exemption for 23/24 – Proposed and agreed.

vi) To confirm the dates for the Notice of Public Rights for the 23/24 Financial Year – Monday 3rd June to Friday 12th July 2023 – Proposed and agreed.

15. **Finance**

i) Confirmation of the bank balances as at 15.05.24 of £791.93 and £32,399.95 – Cllr Meyler confirmed by e-mail that the balances stated are correct.

ii) To confirm completion of the quarterly internal control checks for Jan to Mar 2024 – Cllr Meyler confirmed by e-mail that the check has taken place and all was found to be in order.

iii) To confirm completion of an asset condition check and agree any actions required – Due to the Cllr next on the rota having recently had surgery this has not yet been possible to complete. **Cllr Bennett agreed to complete the check this month.**

iv) Proposal to renew the insurance policy with Zurich at a cost of £448 (last year was £413.23) which includes an additional £8k of cover on the play equipment or £477 for an additional £33.5k of cover on the play equipment (current level of cover is £30k including the outdoor exercise equipment at Sibford School) – It was proposed and agreed to accept the higher quote of £477 to ensure the new play equipment has adequate cover. **Clerk to arrange the new policy.**

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

29.04.24	Thomas Fox Landscaping	Mowing play area 7, and 28/03	£55.64
29.04.24	CDC	Half yearly charge for emptying 4 dog bins	£267.70
29.04.24	Kirsty Buttle	Salary and office Apr	£227.13
29.04.24	HMRC	Tax Apr	£54.20
30.04.24	NEST	Pension Apr	£15.74

vi) To note the following receipts: Noted.

27.03.24	Sibford Gower Parish Council	Web share and burial income share	£254.93
10.04.24	CDC	Precept	£4,945.50
09.04.24	Lloyds	Interest	£29.11
23.04.24	HMRC	VAT refund	£393.65
09.05.24	Lloyds	Interest	£32.79

vii) Proposal to pay the following invoices: Proposed and agreed.

Sue Rowley	Internal Audit for 23/24	£60.00
Kirsty Buttle	50% mileage re audit paperwork	£10.08
Thomas Fox Landscaping	Mowing play area 11/04	£27.82

viii) Proposal to make the following donations for the 24/25 financial year: Proposed and agreed. **Clerk to arrange the payments.**

Citizens Advice	£25.00
Sibford Village Hall	£400.00
Sibford Scene	£50.00

16. To re-adopt the following policies with no changes made: Proposed and agreed.

i) Standing Orders
ii) Financial Regulations
iii) Data Protection Policy
iv) Freedom of Information Policy
v) Privacy Notice
vi) Data Breach Policy
vii) Role Holder Privacy Notice
viii) Subject Access Request Procedure
ix) Scheme of Delegation
x) Publication Scheme
xi) Disciplinary Policy
xii) Grievance Policy
xiii) Risk Assessment
xiv) Records Retention Policy
xv) Complaints Procedure
xvi) Code of Conduct

17. Proposal to adopt a Biodiversity Policy in order to comply with the new Biodiversity Duty Proposed and agreed.

18. Planning decisions received including appeals

APP/C3105/W/W23/3329834 - Land South of Faraday House, Woodway Road, Sibford Ferris. Erection of 5no two storey age restricted dwellings (55 years) for older people with access, landscaping and associated infrastructure. Approved.

19. **Information exchange** – The Low Carbon Sibford group is hoping to hold an open meeting in the Village Hall soon.

    At the last meeting the Clerk was instructed to put an article in the Sibford Scene to encourage parishioners to pick up litter when out on their walks, particularly as there is no organised litter picking event this year. This has not yet gone out due to a request from a Cllr for a discussion at this meeting about the possibility of organising an official litter picking event. After some discussion it was agreed that the PC will aim to hold an event next spring. **Clerk to update the article stating that the PC will attempt to organise an event for early 2025 and submit to the editor of the Scene for publication.**

    Cllr Wass asked if the defibrillator located on the outside of the Village Hall in Sibford Gower should be jointly owned and managed by both councils rather than just Sibford Gower Parish Council (SGPC). It was agreed that the **Clerk should raise this question with SGPC at their meeting on 22nd May** and **put this on the next Sibford Ferris agenda to discuss.**

    A parishioner raised concerns about the potholes on Mannings Close. OCC have recently set up a Highways Engagement Team to be the direct point of contact for PC's to discuss issues regarding the Highway. **Cllr Wass agreed to take on this issue and contact the Highways Engagement Team to arrange a visit and discussion about the various Highways issues in the parish.**

    Keith Hicks has kindly arranged some activities to commemorate D-Day 80 on 6th June. A BBC documentary "D-Day 06-06-44" will be shown in the village hall at 7pm with light refreshment beforehand. This will be followed by the lighting of the Sibford Beacon at 9:15pm in line with the National Beacon lighting programme. The Primary school have agreed to read the specially written "Poem for D-Day Heros" at 11am along with other schools throughout the country.

    After publication of the agenda for this meeting the Clerk received an e-mail from CDC advising that they have been 'sitting on' £25k of S106 funds that are designated for bus stop improvements on Main Street. CDC have suggested the funds could be used for two new bus shelters to be placed at the bus stops near the Main Street entrance to Sibford School and at Folly Court and have asked for the PC view on this along with which style bus shelters would be preferred from a catalogue from their approved supplier. It was agreed that the **Clerk should ask for further information** in relation to the costs of the different styles of bus shelters and whether there is any scope to use some of the funds to place a bus shelter elsewhere within the Sibfords if the funds are not all spent on the two locations suggested. **Cllr Gordon to look at the plans in more detail and consider what size and style of bus shelters (if any) would be most appropriate for those locations and bring back information to the next meeting to allow a final decision to be made.**

Meeting closed @ 8:10pm

Date of next meeting – 24th July 2024

Signed…….. Date……..

Sibford Ferris Parish Council

Minutes of the Parish Council meeting held on **Wednesday 24th July** at **7pm** at Sibford School

Present: Cllrs Katherine Roussel, Ginny Bennett, Andrew Meyler, Michael Gordon, John Wass, Clerk.

In attendance: 2 members of the public.

20. **Apologies for absence** – County Cllr George Reynolds.
21. **Members' declarations of interest for items on the agenda** – None.
22. **Public participation session –** A parishioner from Mannings Close asked if the Parish Council (PC) can respectfully ask the residents to stop parking on Mannings Close which is a private road. It was agreed that the clerk should contact Cherwell District Council (CDC) to see if they would be willing to add a 'Private road' sign on top of the street name sign. It was also agreed that the **Clerk should put a note on the website, in the noticeboard, and in the Sibford Scene reminding parishioners not to park in private roads and that the area on the corner of the Manor should not be used as a parking space as it is there to allow large vehicles to get around the corner.**
23. **To approve the minutes of the Parish Council (PC) meeting held on 20th May 2024** – The minutes were proposed, agreed, and duly signed.
24. **Outstanding matters/actions from previous meetings**
    i) Management of the defibrillator in Sibford Gower – Sibford Gower PC have advised that they are happy to continue to maintain the defibrillator in Sibford Gower themselves and do not require any funding from SFPC.
    ii) Update re meeting with Highways regarding various Highways' issues in the parish – Cllrs Wass and Meyler have met with a Highways Officer in the parish and took them around to show them the Highways related issues in the village. The Cllrs felt it was a positive meeting although it doesn't appear that the highest priority jobs agreed have been completed yet. Highways has provided details of how the councillors can be set up as superusers of Fixmystreet which should allow them to get jobs directly into the Highways repair system.
25. **Concerns raised by parishioner regarding lack of maintenance of trees on Back Lane** – The Clerk has checked the land registry and the trees are on unregistered land therefore it is not known who the owners are and OCC have advised they are not responsible for the area. As it is not PC land the PC can not instruct any work on it.
26. **To confirm the response made to the consultation to change the speed limit in the parish in all areas that are currently 30mph to 20mph** - SFPC fully supports the replacement of the current 30mph speed limit with a reduced limit of 20mph - for the same zone of coverage as presently exists. SFPC objects to the proposed extension of the speed limit zone from its current boundary on the Hook Norton Road, at signs A11 and A12 on the Consultation Plan, to a new one further south shown by signs A15 and A16 on the Consultation Plan. OCC have said that the "*road agreements team have asked that we extend the 20mph limit to include the development, which we agreed to due to safety concerns*". The development referred to is the Deanfield Homes Hook Norton Road one, currently under construction, the entrance to which is well within the existing 30mph speed limit zone - making any extension unnecessary.

Accordingly, SFPC request that the village speed limit zone remains unchanged - apart from the limit itself being reduced to 20mph from 30mph.

20. **Hook Norton Road Development**
    i) Concerns raised by parishioner re safety of sewage connection being installed around the roots of a large tree – Planning enforcement were contacted by a parishioner and the planning enforcement officer provided the following information: After conducting an investigation into the streetlighting and sewage/drainage connections for the above development I provide the following update. The streetlighting that has been implemented on site is in accordance with the approved Section 38 highways adoption plan and the developer has provided the Section 38 Technical Approval certificate. We have therefore concluded that no breach of planning control has occurred in this instance so no further action will be taken. With regards to the sewage connection that is due to be carried out on the week commencing 8th July, the plans for these works have also been approved and should they be carried out in accordance then there would be no breach of planning control and no further action taken. The implementation of the sewage works also falls outside of the red line planning unit and within Oxfordshire County Council highways land. I have passed the concerns onto them directly and should you have any further concerns over the sewage connection works, please contact Oxfordshire County Council directly. Therefore, as no breaches of planning control have occurred, we have closed this case.
    ii) General update – None.
21. **To agree the location(s) and types of new bus shelters to be installed in Main Street which will be funded by the S106 funds held by Oxfordshire County Council (OCC)** - It was agreed that there is not sufficient room for a bus shelter at Folly Court so the PC would not accept a bus shelter for that location. It was proposed and agreed to request the Hassocks style bus shelter to be installed at the bus stop at the entrance to the school opposite Hawk's Lane. **Clerk to ask OCC if there is any way the parish can make use of the remaining funds for repairs to the bus shelter. Clerk also to check with OCC that there won't be any insurance issues with the roof of the shelter being a flat roof which there is the potential for children to climb on.** It was agreed that the request should not be placed with OCC until Cllr Roussel has made the headteacher of the school aware of the proposal to ensure they don't have any concerns about it being installed there.
22. **Planning applications received**

24/01327/TCA - Holmby House, Main Street, Sibford Ferris. T1 x Holly -pollard up to 3m to allow to regenerate as low topiary piece. No representation made. APPROVED.

24/01676/Q56 - Austin Grounds Farm, Hook Norton Road, Sibford Ferris. Prior Approval application for Change of Use from agricultural to residential by temporary transitional provisions that, until 20 May 2025, allow applicants to use rights as they stood prior to May 2024. No representation made.

23. **Play area update** – Installation of the new equipment on Cotswold Close will probably take place mid October. The professional safety inspection of the Back Lane equipment has taken place and a few minor issues were raised. It was proposed and agreed that the **Clerk should contact the play equipment repair contractor to ask them to complete the repairs required.**
24. **County Councillor Report** – None.
25. **District Councillor Report** – None.
26. **Finance**

i) Confirmation of the bank balances as at 18.07.24 of £75.98 and £16,286.82 – Cllr Meyler confirmed the balances stated are correct.

ii) To confirm completion of the quarterly internal control checks for Apr to Jun 2024 – Cllr Meyler confirmed the checks have taken place and all was found to be in order.

iii) To confirm completion of an asset condition check and agree any actions required – Cllr Bennett confirmed the check has taken place and no repairs are required at the moment.

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

31.05.24	Kirsty Buttle	Salary and office May	£226.93
31.05.24	HMRC	Tax May	£54.40
04.06.24	NEST	Pension May	£15.74
18.06.24	Outdoor Play People	Play area replacement deposit	£15,135.00
27.06.24	Thomas Fox Landscaping	Mowing play area 02/05	£27.82
27.06.24	Kirsty Buttle	Salary and office June	£227.13
27.06.24	HMRC	Tax June	£54.20
28.06.24	NEST	Pension June	£15.74
27.06.24	Sibford Village Hall	Hall hire for defib training	£16.50
27.06.24	Keith Hicks	D-Day 80 expenses	£12.59
27.06.24	Adrian Lamb	Beacon for D-Day 80 event	£40.00
27.06.24	Ginny Bennett	D-Day 80 expenses	£10.00

v) To note the following receipts: Noted.

10.06.24	Lloyds	Interest	£36.67
09.07.24	Lloyds	Interest	£20.20

vi) Proposal to pay the following invoices: Proposed and agreed.

Thomas Fox Landscaping	Mowing play area 6 and 20/06	£55.64
Kirsty Buttle	Salary Jul, office, and paper	£250.92
HMRC	Tax Jul	£54.40
NEST	Pension Jul	£15.74

27. To adopt the following updated policies:

i) Financial Regulations – Proposed and agreed.

ii) Scheme of Delegation – Proposed and agreed.

28. Planning decisions received

23/02719/F - Faraday House, Woodway Road, Sibford Ferris. Installation of external render system and cladding to existing house. Reworking the existing extension and garage by cladding, externally insulating, re-roofing and creating new openings. The addition of a new garage building on the site of an old large shed. Approved.

24/00799/F – Home Farm, Woodway Road, Sibford Ferris. Change of use of land to residential garden, erection of green house, fencing, paving and associated works (retrospective). Approved.

24/00926/TCA – West Town House, Woodway Road, Sibford Ferris. T1 x Silver Maple - twin stem tree crowded by other trees, poor form and lean. Fell to allow others to develop. T2 x Wellingtonia - Crown lift over property to give 2.5 metres clearance over roof. Approved.

29. **Information exchange** – Concerns were raised about whether the change to government and representatives within CDC will impact the adoption of the 2040 plan which is very much supported by the parish as it includes the redesignation of the village as a 'small village' separated from Sibford Gower in relation to development. **Clerk to e-mail CDC to ask if this is still going ahead and what the likely timescales are.**

Meeting closed @ 9:01pm

Date of next meeting – 24th September 2024

Signed…….. Date…….

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Tuesday 24th September** at **7pm** at Sibford School

Present: Cllrs Katherine Roussel, Ginny Bennett, Andrew Meyler, Michael Gordon, John Wass, Clerk.

In attendance: 2 members of the public.

37. **Apologies for absence** – Apologies were received from District Cllr Brant.
38. **Members' declarations of interest for items on the agenda** – None.
39. **Public participation session** – A parishioner wanted to know how the Parish Council (PC) is doing about a new bus shelter. The PC advised this will be discussed under item 41i. The parishioner also raised concerns about a vehicle that appears to have been abandoned on Cotswold Close. The PC advised that as the cars are going to be asked to move soon for the build of the play area, it may become apparent if it is actually abandoned or not. The parishioner also raised concerns about bikes and bottles being left in that area.
40. **To approve the minutes of the Parish Council (PC) meeting held on 24th July 2024** – The minutes were proposed, agreed, and duly signed.
41. **Outstanding matters/actions from previous meetings**
    i) Update re installation of bus shelter opposite Hawk's Lane junction with Main Street – Highways have been informed of the PC's decision on which bus shelter is most suitable and they will now add it to their work schedule for an engineer to visit to ensure it complies with visibility requirements and if approved it will go on their list for installation.
    ii) Update re concerns raised about the extension of the boundary of the 20mph area on Hook Norton Road past the Deanfield Homes Development – Oxfordshire County Council (OCC) have advised that there are legal requirements regarding distance of sign placement from access to new developments therefore the new location of the signs is in accordance with these requirements.
    iii) Response from CDC re timescales for the Cherwell Local Plan Review 2040 – The response from CDC was 'the draft Regulation 19 Cherwell Local Plan Review is scheduled to be considered by the Council's Executive on 2 December 2024. With regard to drafting the plan, we are taking into consideration the recent Government advice.'
42. **Hook Norton Road Development**
    i) General update – A parishioner has asked Cllr Roussel if the access point from the existing development is still going to be used given there will be people living in the houses by then or will they be attempting to get a new access point. **Cllr Meyler agreed to contact CDC to find out if there are any other planning applications re access points.**
43. **Further concerns raised about traffic levels in the village, particularly around school drop off and pick up times** – The parishioner raised this as there has been another accident in the village. The parishioner has been advised that any accidents should be reported to the police to ensure they are recorded as it is more likely that Highways will offer help with an issue if there are a number of incidents in an area. The PC noted that the new 20mph speed limit may reduce the number of accidents. **Cllr Roussel to respond to the parishioner.** It was

noted that the road markings on the end of Woodway Road are not clear and some vehicles don't seem to stop and look for other traffic on that corner. **Cllr Bennett agreed to report this issue on Fixmystreet.**

44. Planning applications received

24/01968/TCA – Long View, Back Lane, Sibford Ferris. The eucalyptus tree is to be reduced by half for safety and light reasons. No representation made. APPROVED.

24/02065/F - Serenity Of Sibford, At Gautherns Barn, Colony Road, Sibford Gower. Retrospective - Change of Use from a beauty salon at level 1 of the building into a single dwelling. No comment. *(Response made using delegated powers).*

45. Play area

i) To receive the professional inspection report for the equipment on Sibford School site – The PC has been in touch with the school to see if they would consider taking on responsibility for the equipment as part of their community offer. The headmistress had said this would be discussed at the next meeting of the School Governors. It was agreed that the **Clerk should send a copy of the inspection report to the headmistress along with a note reminding her about the PC's proposal and asking when the next meeting of the governors will be.** Cllr Bennett advised she has the parts required to complete the minor repairs required but does not have a suitable tool to fit them. **Clerk to contact the play equipment contractor to ask him to liaise with Cllr Bennett to arrange their fitting.**

ii) Update re improvements to Cotswold Close Play Area – Due to the recent heavy rain the play equipment provider's other jobs are taking longer than originally planned so it is now likely that the Cotswold Close work won't start until at least the end of October. When a confirmed date has been provided the **Clerk will put together a letter** to go out to all properties on Cotswold Close asking them to park their cars elsewhere for the duration of the work if possible. **Clerk to contact the play equipment provider to check that have considered access to the site on Cotswold Close taking account of the fact that there are regularly 6-7 cars parked on the road.**

46. County Councillor Report – None.

47. District Councillor Report – None.

48. Finance

i) Confirmation of the bank balances as at 19.07.24 of £316.32 and £20,186.01 – Cllr Meyler confirmed the balances stated are correct but the date published on the agenda should have said 19.09.24.

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

31.07.24	Playsafety Ltd	Annual play equipment inspection - Back Lane	£98.40
31.07.24	Thomas Fox Landscaping	Mowing play area 4, and 25/07	£55.64
31.07.24	Kirsty Buttle	Land registry fee reimbursement	£6.00
29.08.24	Kirsty Buttle	Salary, office, stamp August	£228.48
29.08.24	HMRC	Tax Aug	£54.20
30.08.24	NEST	Pension Aug	£15.74

iii) To note the following receipts: Noted.

09.08.24	Lloyds	Interest	£15.92
09.09.24	Lloyds	Interest	£13.27
13.09.24	CDC	Precept	£4,945.50

iv) Proposal to pay the following invoices: Proposed and agreed.

Zen	Domain name - sibfordvillagehall	£14.39
Thomas Fox Landscaping	Mowing play area 8.8.24	£27.82
Kirsty Buttle	Salary and office Sep	£241.87
HMRC	Tax Sep	£54.40
NEST	Pension Sep	£15.74

49. Planning decisions received

24/00808/TCA – Orchard House, Main Street, Sibford Ferris. T1 x Maple- Re reduce to previous points 2m. T2 Sycamore- Crown Thin by 10% and raise lower canopy to 5m. T3 x Elder- Crown raise by removal lower extended stems 2.5m. Approved.

24/01676/Q56 - Austin Grounds Farm, Hook Norton Road, Sibford Ferris. Prior Approval application for Change of Use from agricultural to residential by temporary transitional provisions that, until 20 May 2025, allow applicants to use rights as they stood prior to May 2024. Approved.

1 parishioner left the meeting at 7:51pm.

50. Information exchange – Sibford Gower PC have requested that some members of Sibford Ferris (SF) PC attend a meeting with SGPC and the Parochial Church Council to discuss management of the Churchyard and Burial Ground. It was agreed that Cllrs Meyler, and Wass along with the Clerk will attend on behalf of SFPC**.**

Meeting closed @ 8:31pm

Date of next meeting – 19th November 2024

Signed…… Date……

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Wednesday 13th November** at **7pm** at Sibford School

Present: Cllrs Ginny Bennett, Andrew Meyler, Michael Gordon, John Wass, Clerk.

In attendance: 2 members of the public.

Cllr Bennett opened the meeting as the vice Chairman.

51. **Election of Chairman due to the resignation of Katherine Roussel** - It was proposed and agreed to elect Cllr Bennett as the Chairman. Cllr Bennett completed her Declaration of Acceptance of Office.
52. **Apologies for absence** – County Cllr Reynolds.
53. **Proposal to co-opt Edward Rossiter onto the Parish Council** – Proposed and agreed. It was agreed that Edward should complete his Declaration of Acceptance of Office no later than 30th November.
54. **Members' declarations of interest for items on the agenda** – None.
55. **Public participation session** – A parishioner has contacted the Clerk with concerns relating to an individual letting their dog roam freely around the garages and grass outside the play area on Cotswold Close and not picking up after their dog. The clerk has advised that the garages area belongs to Sanctuary Housing and the grass belongs to CDC so they would be the relevant organisations to contact re their concerns or they could try the dog warden at Cherwell District Council (CDC) who may be able to help re the dog fouling. **It was agreed that the clerk should send the parishioner the contact details for all 3 contacts.**
56. **To approve the minutes of the Parish Council (PC) meeting held on 24th September 2024** – The minutes were proposed, agreed, and duly signed.
57. **Outstanding matters/actions from previous meetings**
    i) Update re request to have a 'Private Road' sign placed at the end of Mannings Close – No update. **Clerk to continue to chase.**
58. **Request from Oxfordshire County Council (OCC) to decide on another design of bus shelter to go outside the entrance to Sibford School due to visibility issues with the design chosen** – It was agreed to accept the proposed style of bus shelter in dark green. **Clerk to inform OCC which shelter type the PC would like and advise them not to relocate the bench that is being removed to install the bus shelter.**
59. **Hook Norton Road Development**
    i) General update – No further update.
60. **Planning applications received - None**
61. **Play area**
    i) Update re repairs made in response to the professional inspection report – Cllr Bennett has not been contacted by the contractor re fitting the dampers. **Clerk to chase him again.** The headteacher of Sibford School has been in touch with the Clerk re the ownership and responsibility for the outdoor exercise equipment on the school site. It was agreed that the **Clerk should respond confirming that the PC believes it is responsible currently but would like the school to take it over.**
    ii) Update re improvements to Cotswold Close Play Area – The work started on Monday 11th November. The Clerk has now received the required information from CDC re permissions therefore the grant promised by County Cllr Reynolds should be released to the PC. It was agreed that a 'No dogs in the play area' sign around 8x4 size should be ordered. **Clerk to order a sign.**
62. **County Councillor Report –** None.
63. **District Councillor Report** – None.
64. **Finance**
    i) Confirmation of the bank balances as at 07.11.24 of £2,850.93 and £19,351.36 – Cllr Meyler confirmed the balances stated are correct.

ii) To review the draft budget for the 2025/26 financial year – The PC discussed the draft budget as presented.

iii) To confirm completion of the second quarterly internal control checks for Jul to Sep 2024 – Cllr Meyler confirmed the check has taken place and all was found to be in order.

iv) To confirm completion of an asset condition check and agree any actions required – The check has not yet taken place. **Clerk to resend the inspection form to Cllr Gordon.**

v) To note new charges of £4.25 per month being brought in by Lloyds Bank and to consider if a change of bank provider is appropriate – It was agreed to stay with Lloyds Bank.

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

30.10.24	Thomas Fox Landscaping	Mowing play area 05/09	£27.82
30.10.24	CDC	Half yearly chg dog bin emptying x 4	£267.70
30.10.24	Royal British Legion	Poppy wreath donation	£25.00
30.10.24	Kirsty Buttle	Salary and office October plus backpay	£279.23
31.10.24	NEST	Pension October	£15.74

vii) To note the following receipts: Noted.

09.10.24	Lloyds	Interest	£15.35
07.11.24	HMRC	VAT refund	£2,654.32

viii) Proposal to pay the following invoices: Proposed and agreed.

HMRC	Tax October	£67.20
Thomas Fox Landscaping	Mowing play area 3 and 10 Oct	£55.64
Outdoor Play People	30% works start payment	£9,081.00

65. **Planning decisions received - None**

66. **Information exchange** – It was noted that the Sibford Action Group is dissolving. Cllr Wass is looking at organising a litter pick in January. Sibford School has queried who purchased the defibrillator at the school as there is a fault with the box. **Clerk to look into this.**

67. **To agree meeting dates for 2025 – Proposed dates are 21st Jan, 19th Mar, 20th May, 22nd Jul, 17th Sep, 18th Nov** – Proposed and agreed. **Clerk to book meeting room.**

Meeting closed @ 8:22pm.

Date of next meeting – 21st January 2025

Signed…… Date……

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Tuesday 21st January 2025** at **7pm** at Sibford School

Present: Cllrs Ginny Bennett, Andrew Meyler, Michael Gordon, Edward Rossiter, Clerk.

In attendance: 2 members of the public, District Cllr Brant.

68. **Apologies for absence** – Apologies received from Cllr Wass and County Cllr Reynolds.
69. **Members' declarations of interest for items on the agenda** – None.
70. **Public participation session** – None.
71. **To approve the minutes of the Parish Council (PC) meeting held on 13th November 2024** – The minutes were proposed, agreed, and duly signed.
72. **Outstanding matters/actions from previous meetings**
    i) Update re request to have a 'Private Road' sign placed at the end of Mannings Close – The Clerk has not received any response from Cherwell District Council (CDC) despite chasing this a few times so **Cllr Brant agreed to follow this up.**
    ii) Update re installation of new bus shelter opposite the junction to Hawk's Lane – The lead time on the bus shelter is 12 weeks so it is hoped it will be installed around the middle of March. It was noted that on the opposite side of the junction to where the bus shelter is being installed there is a problem with cars parking closer and closer to the junction which is affecting visibility. It was agreed that the **Clerk should contact Highways to ask if it is possible to put some double yellows or no parking zigzag markings there.**
73. **Hook Norton Road Development**
    i) General update – It has been noted that there has been some planting of trees on the site and it is starting to look better. Some new residents have moved in.
74. **To consider a response to the Cherwell Local Plan Review 2042** – It was agreed that the PC agrees with the contents of the plan in relation to the recategorization of Sibford Ferris to a small village. **Cllr Meyler to write a response on behalf of the PC.**
75. **Planning applications received**

24/03107/TPO - High Rock, Hook Norton Road, Sibford Ferris. T3 - Oak - Crown lift tree over garden by 3 meters. G1 - Cherry Oak - Crown lift tree over garden by 3 meters, T2- Oak - Crown lift tree over garden by 3 meter/cut back from new building by 1m to achieve a 2m space, T1 - Oak - Crown lift tree over garden by 3 meters – Subject to TPO 12/2022. No representation made. APPROVED.

24/03159/TCA - Holly House, Main Street, Sibford Ferris. T1 x Cypress - Fell to near ground level. T2 x Cherry - Fell to near ground level. G3 x Mixed species group - Fell all trees growing along retaining wall to near ground level. T4 x Ash - Remove extended branch over garden to trunk. No representation made. APPROVED.

24/03250/OUT - Os Parcel 4300 North Of Shortlands And South Of High Rock, Hook Norton Road, Sibford Ferris. Variation of Condition 4 (plans) of 18/01894/OUT (Appeal Ref: APP/C3105/W/19/3229631) - Amendment to approved drawings, removing allotments. No representation made.

23/03245/F - Swalcliffe House, Grange Lane, Swalcliffe. Amendments to existing conservatory including infill stonework to walls and replacement of existing glazed roof with a slate tiled roof. Replacement of one dormer on East side of house with rooflight. No representation made.

76. Play area

i) Update re repairs made in response to the professional inspection report – **Cllr Bennett to chase contractor and the play equipment provider to see if she can get hold of the tool needed to complete the repairs.**

1 member of the public joined the meeting at 7:26pm.

ii) Update re improvements to Cotswold Close Play Area – The work has now been completed.

iii) To agree plans for an official opening of the upgraded Play Area – It was agreed to hold an 'official' opening of the upgraded play area in April with County Cllr George Reynolds being invited to 'open' the play area. **Clerk to contact Cllr Reynolds to find out his availability in April. Clerk to get prices for plaques stating how the play area was funded.**

77. Finance

i) Confirmation of the bank balances as at 16.01.25 of £193.49 and £11,226.28 – Cllr Meyler confirmed the balances stated are correct.

ii) To agree the budget and resulting precept for the 2025/26 financial year – It was proposed and agreed to set a budget of £9,896 resulting in a precept of £10,394 with the difference being due to the need to build up the reserves towards the recommended minimum. **Clerk to submit precept demand.**

iii) To confirm completion of the third quarterly internal control checks for Oct to Dec 2024 – Cllr Meyler confirmed the checks have taken place and all was found to be in order.

iv) To confirm completion of an asset condition check and agree any actions required – Cllr Gordon has not been able to complete the check yet but will do it this week. **Cllr Gordon to complete the asset check asap.**

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

18.11.24	ICO	Data Protection Fee	£35.00
29.11.24	Kirsty Buttle	Salary and office Nov	£234.35
29.11.24	HMRC	Tax Nov	£56.20
03.12.24	NEST	Pension Nov	£16.29
27.12.24	Kirsty Buttle	Salary and office Dec	£234.35
27.12.24	HMRC	Tax Dec	£56.20
31.12.24	NEST	Pension Dec	£16.29
27.12.24	Outdoor Play People	Final payment for play area repair	£6,054.00

vi) To note the following receipts: Noted.

21.11.24	OCC	Grant re play area	£2,500.00
11.11.24	Lloyds	Interest	£16.87
09.12.24	Lloyds	Interest	£9.47
09.01.25	Lloyds	Interest	£9.58
13.01.25	HMRC	VAT refund	£2,588.08

vii) Proposal to pay the following invoices: Proposed and agreed.

Kirsty Buttle	Salary Jan 25 and reimbursement	£268.83

HMRC	Tax Jan 25	£56.20
NEST	Pension Jan 25	£16.29

78. **To consider a response to the government's consultation on strengthening the standards and conduct framework for local authorities in England** – It was agreed that **councillors should provide their answers to all questions in the consultation to the Clerk before the end of January to allow the clerk to put together a response based on the majority answers and submit before the deadline.**
79. **Proposal to adopt a Sexual and General Harassment Policy** – Proposed and agreed.
80. **Smoke Free Signage** – There is a grant scheme offering signage for play areas. **Clerk to contact the scheme organisers to find out what the eligibility criteria is and make an application if eligible.**
81. **Planning decisions received - None**
82. **Information exchange** – District Cllr Brant is looking into organising joint parish meetings with other parish councillors and clerk in the ward to share ideas.

    Cllr George Reynolds advised by e-mail that it is probable that in the near future there will changes in Local Government with the possibility of a unitary Oxfordshire and/or a Thames Valley Mayor.

    It was noted that the Woodway Road junction with Hook Norton Road still needs the road markings reinstated. **Cllr Bennett to e-mail photos to the clerk to report on fixmystreet.**

Meeting closed @ 8:20pm

Date of next meeting – 19th March 2025

Signed…….. Date……..

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Wednesday 19th March 2025** at **7pm** at Sibford School

Present: Cllrs Ginny Bennett, Michael Gordon, Edward Rossiter, Clerk.

In attendance: 1 member of the public.

83. **Apologies for absence** – Apologies received – Cllr Meyler, and Cllr Wass. Apologies accepted – None. Apologies were also received from District Cllr Brant and County Cllr Reynolds.
84. **Members' declarations of interest for items on the agenda** – None.
85. **Public participation session** – None.
86. **To approve the minutes of the Parish Council (PC) meeting held on 21st January 2025** – The minutes were proposed, agreed, and duly signed.
87. **Outstanding matters/actions from previous meetings**
    i) Update re request to have a 'Private Road' sign placed at the end of Mannings Close – The Clerk has spoken to Cherwell District Council about this and they say they don't normally allow Private Road signs but they will come out to have a look at the area to see if this could be allowable due to how small the private road is.
    ii) Update re installation of new bus shelter opposite the junction to Hawk's Lane – No installation date as yet.
    iii) Smoke free signage – The grant scheme requires the PC to work with the local schools to get the children to create posters and the winning poster is then printed and put up in the play area. It was agreed to try to involve both Sibford Primary School and Sibford School. **Clerk to get more information regarding the next steps within the scheme and to progress this when possible.**
88. **Hook Norton Road Development**
    i) General update – None.
89. **Planning applications received**

25/00369/F – The Fold, Back Lane, Sibford Ferris. Single-storey ground floor, flat-roofed, extension to the bedroom at the rear of the property. This will add approximately 1.9 metres in depth. No objection. (Response made using delegated powers).

90. **Play area**
    i) Update re repairs made in response to the professional inspection report – Defer to next meeting.
    ii) To agree plans for an official opening of the upgraded Play Area – It was agreed to hold an official opening on Saturday 26th April at 2pm. **Clerk to arrange a plaque. Cllr Bennett to make other arrangements. The Clerk should create a poster re the opening to be placed on the noticeboard, on the website, and ask the school if they will put something in their newsletter.**
    iii) Proposal to transfer the ownership of the adult exercise equipment – total asset value of £7,499.79 – to Sibford School – Proposed and agreed. **Clerk to confirm with the school and update the asset register.**
91. **Finance**
    i) Confirmation of the bank balances as at 13.03.25 of £129.88 and £10,493.82 – Cllr Meyler confirmed by e-mail that the balances stated are correct.
    ii) To confirm completion of an asset condition check and agree any actions required – Cllr Gordon has completed a check and no issues were raised.
    iii) To agree the following updates to the Asset Register resulting in a new asset register value of £37,545 – The proposal was amended to also include the removal of all adult exercise equipment as agreed in item 90iii total value £7499.79 resulting in a new asset register value of £30,045.21.
        - Removal of Multiplay unit (-£10,200)

- Removal of Cradle Swing (-£675)
- Removal of Playhouse (-£600)
- Removal of Springers x 2 (-£1,500)
- Removal of Chicken Rocker (-£1.00)
- Removal of Bench (-£325)
- Removal of External hard drive (-£51.05)
- Addition of Tower Play Frame (+£18,476)
- Addition of Tractor Springer (+£535)
- Addition of Sheep Springer (+£472)
- Addition of Double swing with 2 toddler seats (+£2,070)
- Addition of Grass lok surface (+£3,672)
- Removal of Xerscape Chest Press/Pull Down exerciser combi (-£1,877.17)
- Removal of Xerscape Fitness Module – Surfer (-£1,322.77)
- Removal of Xerscape Fitness Module – Skier (-£1,570.91)
- Removal of Xerscape Fitness Module – Space Walker (-£1,332.34)
- Rower (-£1,396.60)

iv) To review the spend against budget to date – It was asked why there has been such a high overspend on the OALC membership. The Clerk advised that due to the banking timings at the end of the last financial year last year's payment didn't go out until 1st April hence two year's membership have gone through in 1 financial year.

v) To agree the following regular payments list for 2025/26 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	£3,950
Stationery, postage, telephone	£220
Internal audit	£320
Training costs	£250
Data protection	£35
OALC Membership	£175
Insurance	£550
Play area maintenance, rent and inspections	£500
Burial Ground maintenance	£1,600
Dog bin emptying	£500
Website	£180
Donations - School, Scene, CAB	£75
Sibford Village Hall	£400
Other	£200
Bank charges	£51

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

07.02.25	Zen Internet	Annual Domain Charge	£14.39
27.02.25	Zen	Silver package annual charge	£151.06
27.02.25	Kirsty Buttle	Salary and office Feb	£234.55
27.02.25	HMRC	Tax Feb	£56.00
28.02.25	NEST	Pension Feb	£16.29

vii) To note the following receipts: Noted.

10.02.25	Lloyds	Interest	£9.32

10.03.25	Lloyds	Interest	£8.22

viii) Proposal to pay the following invoices: Proposed and agreed.

OALC	Annual membership	£216.00
Sibford Gower Parish Council	Annual churchyard and website shared costs	£1,192.70
Kirsty Buttle	Salary March, office, SIM, and One Drive	£251.79
HMRC	Tax March	£56.20
NEST	Pension March	£16.29

92. Planning decisions received

24/03250/OUT - Os Parcel 4300 North Of Shortlands And South Of High Rock, Hook Norton Road, Sibford Ferris. Variation of Condition 4 (plans) of 18/01894/OUT (Appeal Ref:

APP/C3105/W/19/3229631) - Amendment to approved drawings, removing allotments. Approved.

24/02065/F - Serenity Of Sibford, At Gautherns Barn, Colony Road, Sibford Gower. Retrospective - Change of Use from a beauty salon at level 1 of the building into a single dwelling. Approved.

93. Footpaths and dog walkers on Sibford School Campus – The school have concerns about the public Rights of Way going through the school grounds, particularly those that go between school buildings and near changing rooms, as this creates safeguarding concerns. Due to this the school has submitted a request to Oxfordshire County Council to re-route the D'Arcy Dalton Way and the other footpaths within the school site to go around the perimeter of the school site. No response is required from the PC – the school just wanted to make the PC aware that they have made this application.

94. Plans for the Annual Parish Meeting (APM) – It was agreed that the APM will be held at 7pm – 7:15pm on 20th May 2025 immediately before the ordinary PC meeting starts. **Clerk to invite the District and County Cllrs to the meeting**.

95. Information exchange – None.

96. Proposal to exclude the public and the press to discuss a staff matter (item 97) – Proposed and agreed.

97. To consider increasing the Clerk's payscale – current scale is SCP26 – It was proposed and agreed to increase the clerk's payscale to SCP27 from 1st April 2025.

Meeting closed @ 9:15pm

Date of next meeting – 20th May 2025

Signed…….. Date……..

Sibford Ferris Parish Council

Minutes of the Annual meeting of the Parish Council held on **Tuesday 20th May 2025** at **7:15pm** at Sibford School

Present: Cllrs Ginny Bennett, Michael Gordon, Andrew Meyler, Clerk.

In attendance: 1 member of the public.

1. **Election of Chairman** – It was proposed and agreed to elect Cllr Bennett as the Chairman. Cllr Bennett completed her Declaration of Acceptance of Office.
2. **Apologies for absence** – None.
3. **Members' declarations of interest for items on the agenda** – None.
4. **To note the resignation of Cllr John Wass** – Noted. The councillors expressed their thanks to John for his many years of service on the Parish Council (PC).
5. **To co-opt a new councillor** – No applications received. **Clerk to continue to advertise the vacancy.** It was noted that it would be good to get someone from the new development. **Clerk to put advert in the Scene.**
6. **Election of Vice-Chairman** – It was proposed and agreed to elect Cllr Gordon as the Vice-Chairman.
7. **Public participation session** – None.
8. **To approve the minutes of the Parish Council (PC) meeting held on 19th March 2025** – The minutes were proposed, agreed, and duly signed.
9. **Outstanding matters/actions from previous meetings**
    i) Update re installation of new bus shelter opposite the junction to Hawk's Lane – The bus shelter has been installed but unfortunately a bus has driven in to it. As the bus shelter's ownership has not yet been transferred to the PC this is still the responsibility of Oxfordshire County Council (OCC) so they will be dealing with the insurance claim.
    ii) Smoke free signage – Defer to next meeting.
10. **Hook Norton Road Development**
    i) General update – It appears that the development is almost complete.
11. **Planning applications received**

    25/00691/F – The Shieling, Main Street, Sibford Ferris. Single storey extension to North side of house. No representation made. APPROVED.

    25/00907/TCA – 3 Folly Court, Sibford Ferris. 1 x Silver Birch – Fell. Very close proximity to the house, in summer we must keep all door/windows closed due to pollen. No representation made. APPROVED.
12. **Play area**
    i) Feedback from Play Area Opening Event – The event was small but was enjoyed by those who attended.
    ii) Any other issues – The surface around the new equipment is still a bit bumpy but this should level out over time with use. Sibford School has confirmed acceptance of the outdoor exercise equipment so the Clerk has cancelled the annual inspection for those items.
13. **Finance**
    i) Confirmation of the bank balances as at 14.05.25 of £422.07 and £12,946.84 – Cllr Meyler confirmed the balances stated are correct.
    ii) Proposal to renew the insurance policy with Zurich at a cost of £500 (previous cost - £477) – Proposed and agreed. **Clerk to check if a lower price is possible due to the play equipment cover no longer needing to be as high as some equipment has been passed to the school.**
    iii) Confirmation of payments made since the last meeting using delegated powers: Proposed and agreed.

28.03.25	CDC	Annual lease for the play area	£30.00
18.03.25	Lloyds	Account fee	£4.25
22.04.25	Lloyds	Account fee	£4.25
28.04.25	Thomas Fox Landscaping	Play area mowing 24.03.25	£28.51
28.04.25	CDC	6 monthly dog bin emptying	£267.70
28.04.25	Thomas Fox Landscaping	Play area mowing 7 and 22.04.25	£57.02
28.04.25	Kirsty Buttle	Salary and reimbursement Apr	£268.30
28.04.25	HMRC	Tax Apr	£57.60
30.04.25	NEST	Pension Apr	£16.70

iv) To note the following receipts: Noted.

09.04.25	Lloyds	Interest	£7.56
09.04.25	CDC	Precept	£5,197.50
09.05.25	Lloyds	Interest	£7.46

v) Proposal to pay the following invoices: Proposed and agreed.

Zurich Municipal	Annual parish insurance	£500.00
Kirsty Buttle	Salary and office May	£240.10
HMRC	Tax May	£57.60
NEST	Pension May	£16.70

vi) Proposal to make the following donations for the 25/26 financial year: Proposed and agreed. **Clerk to arrange payments.**

Citizens Advice	£25.00
Sibford Village Hall	£400.00
Sibford Scene	£50.00

14. Annual Governance and Accountability Return

i) To receive the Internal Auditor's Report for 24/25 – The Internal Auditor's Report was received with no issues raised.

ii) To appoint an Internal Auditor for the 25/26 financial year – It was proposed and agreed to appoint Sue Rowley as the Internal Auditor for the 25/26 financial year.

iii) To complete and approve for signature the AGAR Annual Governance Statement for 24/25 – It was proposed and agreed to tick 'yes' to all statements except statement 9 which is 'not applicable' and for the Chairman and Clerk to sign the form.

iv) To approve for signing the AGAR Accounting Statements for 24/25 – It was proposed and agreed that the Chairman should sign the Accounting Statements.

v) To approve completion and signing of the AGAR Certificate of Exemption for 24/25 – It was noted that this year the PC is not eligible to declare exemption as the high spend on the play area made the PC's expenditure higher than £25k, therefore the certificate cannot be signed and the PC will be subject to an external audit.

vi) To confirm the dates for the Notice of Public Rights for the 24/25 Financial Year – 3rd June to 14th July 2025 – Proposed and agreed.

15. To consider the possibility of moving towards .gov.uk e-mail accounts for the clerk and councillors and a .gov.uk website – The Clerk explained the new legal requirements of PC's that triggered this proposal. It appears that there is still some difference of opinion as to what the specifics are of the requirements in relation to whether .gov.uk will become compulsory and it was noted that currently the PC is compliant with the new requirements. It was agreed that if any changes are to be made to e-mail addresses and websites that this would be best completed around the time of the elections which are in May 2026, therefore the **PC will review the situation in January 2026** to see what the requirements are at that time.

16. **Planning decisions received**

25/00369/F – The Fold, Back Lane, Sibford Ferris. Single-storey ground floor, flat-roofed, extension to the bedroom at the rear of the property. This will add approximately 1.9 metres in depth. No objection. (Response made using delegated powers). APPROVED.

17. **To re-adopt the following policies with no changes made:** Proposed and agreed.
    i) Sexual and General Harassment Policy
    ii) Risk Assessment

18. **To adopt the following amended policies:** Proposed and agreed.
    i) Standing Orders
    ii) Financial Regulations
    iii) Biodiversity Policy

19. **Information exchange** – None.

Meeting closed @ 8:07pm

Date of next meeting – 22nd July 2025

Signed……. Date……

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Tuesday 22nd July 2025** at **7pm** at Sibford School

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

In attendance: 4 members of the public, District Cllr Brant.

20. **Apologies for absence** – Apologies received – Cllr Gordon. Apologies accepted – None.
21. **Members' declarations of interest for items on the agenda** – None.
22. **To co-opt a new councillor** – No applications have been received. **Clerk to continue to advertise vacancy.**
23. **Public participation session** – Two members of the public advised that they believe there has been some misinformation about the new development going around in the parish recently by various means and they have spoken to Deanfield Homes about this and Deanfield have produced a newsletter to try to provide clear information to parishioners. A copy of the newsletter has been submitted to the Sibford Scene editor so they hope some of the information will be published via the Sibford Scene and a copy has been provided to the Parish Council (PC). A discussion was held about the S106 agreement and how some of the allocations, such as those for bus shelters, are too high for that type of spend and could be better used elsewhere in the village but due to the way the S106 agreement has been written the funds cannot currently be used for any other purpose. It was agreed that the **Clerk should write to District Cllr Brant to see if he can help try to get the S106 funds reallocated (if legally possible) to other purposes that would be of benefit to Sibford Ferris and Sibford Gower.** It was also noted that there are some differences in understanding about who will be managing the various areas of the new development once it has been completed. **Clerk to try to arrange a meeting with Deanfield Homes, the appointed Management Company, and Cllr Brant to try to get clarity on which organisations will be responsible for which areas of the development.**
24. **To approve the minutes of the Parish Council (PC) meeting held on 20th May 2025** – The minutes were proposed, agreed, and duly signed.
25. **Outstanding matters/actions from previous meetings**
    i) Update re repair of bus shelter opposite the junction to Hawk's Lane – Oxfordshire County Council (OCC) have received a report from the bus shelter manufacturer advising that the damaged bus shelter cannot be repaired and a full replacement will be required. This has been ordered but is on an 11 week lead time. Whilst this is in progress OCC will be making enquiries regarding an insurance claim through the company whose vehicle damaged the bus shelter.
    ii) Consultation re Sibford School footpath diversions – It is understood that some of the new paths will initially be fenced off until hedges have grown to create a more natural division between the footpath and school site. It was agreed that this seems like a sensible safety measure and the PC support these changes. **Clerk to submit a support response.**
26. **Concerns raised by parishioners:**
    i) Light pollution from the Deanfield Homes site – It was noted that there are minimal streetlights in the new development and it wasn't thought that those lights could be bright enough to affect other residents in the parish however a **member of the public agreed to speak to Deanfield Homes to ask if they would consider installing shades on the lights** which would direct the light downward reducing light pollution and glare. It was also noted that the show home had been left with all lights on but the sales office staff have been spoken to about this and should now be turning the lights off at night.
    ii) State of the grass around the play area on Cotswold Close which does not appear to get cut (owned by Cherwell District Council (CDC)) – This area has been an issue for a number of years and despite numerous e-mails between the Clerk and Cherwell District Council (CDC) who own the land immediately around the play area, CDC do not appear to have been maintaining the area. It is not clear if CDC also own the garages or if they are owned by another organisation such as Sanctuary Housing. It was agreed that the **Clerk should try to get clarity on ownership** and then discuss

possible options to help those organisations find a cost effective way to maintain the area, such as the PC arranging for their contractor to maintain the areas at the same time as the play area and then recharging the costs to the relevant organisations.

27. **To consider whether Sibford Ferris may want the streetlights to be part of the Oxfordshire County Council (OCC) Part Night Lighting Scheme** – It was agreed that the PC would consider taking part in the scheme when the details have been confirmed. **Clerk to inform OCC.**
28. **Concerns raised about the safety of the gap in the hedge on Hook Norton Road** – A parishioner from the new development is concerned that the gap that has been made in the hedge on the site is a safety risk and could result in someone running out onto the road due to limited visibility. The PC have no power over this so advised the parishioner to contact Deanfield Homes and/or CDC Planning Team. The Clerk has been copied in to their contact with Deanfield Homes and the CDC Planning Team but is not aware if there has been any response. A **member of the public present who lives on the new development agreed to speak to their contact at Deanfield Homes** to find out if the gap in the hedge could be filled and if this is not allowed due to planning requirements ask if a gate could be installed to try to reduce the risk of anyone running into the road.
29. **Request for a dog waste bin on Stour View** – It was noted that as it is not yet clear who will be managing the various areas of the new development it is not known if the Management Company will be responsible for the provision of dog waste bins so it was agreed that this should not be considered further until it is clear what provision has already been made.
30. **Planning applications received – None**
31. **Play area**
    i) To receive the annual Playsafety Inspection Report (if available) – Not yet received.
    ii) Any other issues – There is a problem with the soft closure hinges on the gates. The professional inspection report is due to be received in the next couple of weeks so it was proposed and agreed to instruct the play area contractor, Chris Jarvis, to complete all repair works raised by the Report when it is received. The surface still doesn't seem to be levelling so Chris' advice should be sought on this. **Clerk to instruct Chris Jarvis when the report has been received.**
32. **Finance**
    i) Confirmation of the bank balances as at 14.07.25 of £182.59 and £11,422.01 – Cllr Meyler confirmed the balances stated are correct.
    ii) To confirm completion of an asset condition check and agree any actions required – Cllr Meyler confirmed that he has completed a check and no issues were raised. Pitch Hill field is very overgrown. It was proposed and agreed to obtain a quote to get the area cleared enough to give the trees the best chance of survival. **Clerk to obtain quotes for clearance.** At the moment the land is not used by parishioners therefore it may not be seen as a cost effective benefit to the parish. It was agreed that the PC should consider at the next meeting if there are other uses for the field that could be of more benefit to the parish than its current use. **Clerk to put item on next agenda.**
    iii) To confirm upgrade of the website package to 'Gold' at an additional cost of £36 per year due to performance issues – Proposed and agreed.
    iv) To confirm completion of the first (Apr to Jun) quarterly finance check for 2025-26 – Cllr Meyler confirmed the check has taken place and all was found to be in order.
    v) Confirmation of payments made since the last meeting using delegated powers: Proposed and agreed.

19.05.25	Lloyds	Account fee	£4.25
30.05.25	Sue Rowley	Internal Audit 24-25	£60.00
17.06.25	Lloyds	Account fee	£4.25
26.06.25	Citizens Advice	Donation	£25.00
26.06.25	Sibford Village Hall	Donation	£400.00
26.06.25	Sibford Scene	Donation	£50.00
26.06.25	Thomas Fox Landscaping	Play area mowing 6 and 19.05.25	£57.02
26.06.25	Zen	Upgrade to Gold account	£50.16
26.06.25	Kirsty Buttle	Salary and office June	£240.10

26.06.25	HMRC	Tax June	£57.60
30.06.25	NEST	Pension June	£16.70

vi) To note the following receipts: Noted.

09.06.25	Lloyds	Interest	£8.47
09.07.25	Lloyds	Interest	£6.70

vii) Proposal to pay the following invoices: Proposed and agreed.

Thomas Fox Landscaping	Play area mowing 2, 16, 30 June	£85.53
Kirsty Buttle	Salary and office July	£240.10
HMRC	Tax July	£57.60
NEST	Pension July	£16.70

33. Planning decisions received – None.

34. Information exchange – The External Auditor's Report was received after publication of the agenda. No issues were raised and the report will be formally received at the next meeting. The report has been published on the PC pages of the village website.

District and County Cllr Brant provided the following information:

- The Local Plan has been approved and will now go to the Planning Inspectorate to decide whether it should be adopted.
- Local Government Reorganisation plans are being put together to form new Unitary Authorities. CDC and OCC are submitting different plans for consideration by the Government who will make the final decision on what areas will be included within each Authority. This will happen over the next 2-3 years.
- OCC has made a commitment to clean every drain and gully in the county before the end of September 2025.

Meeting closed @ 8:30pm

Date of next meeting – 17th September 2025

Signed…… Date……

Sibford Ferris Parish Council

Minutes of a meeting of the Parish Council held on **Wednesday 17th September 2025** at **7pm** at Sibford School

Present: Cllrs Ginny Bennett, Edward Rossiter, Michael Gordon, Clerk.

In attendance: 6 members of the public,

35. **Apologies for absence** – Apologies received – Andrew Meyler. Apologies accepted – None. District and County Cllr Brant also gave his apologies.
36. **Members' declarations of interest for items on the agenda** – None.
37. **To co-opt a new councillor** – No applications have been received. **Clerk to continue to advertise.**
38. **Public participation session -** Concerns were raised about more misinformation being published about the Deanfield Homes site and the impact this is having on the residents, and it was asked if there is a way that it can be ensured that all residents in both Sibford Ferris and Sibford Gower are made aware of the facts around the development, potentially by distributing the newsletter published by Deanfield Homes to all properties in the two parishes. **Clerk to raise this with Deanfield Homes.** A parishioner raised concerns about overgrown vegetation over the footpaths on Hook Norton Road. **Cllr Bennett agreed to mention it to the parishioner who owns the vegetation.**
39. **To approve the minutes of the Parish Council (PC) meeting held on 22nd July 2025** – The minutes were proposed, agreed, and duly signed.
40. **Outstanding matters/actions from previous meetings**
    i) Update re repair of bus shelter opposite the junction to Hawk's Lane – Based on the timescales for manufacture of the new bus shelter it is likely this will be installed around the end of October.
    ii) Update re contact with Deanfield Homes regarding light pollution, the planned gap in the hedge, and management of the various areas within the site – A meeting has not yet taken place but is now being arranged. Residents advised that it is believed that there is currently discussion with Cherwell District Council (CDC) about the number of lights being installed on the new development and the developers won't finish the pavements until the lighting situation has been checked. **Clerk to discuss this with Deanfield Homes.**
    iii) State of the grass around the play area on Cotswold Close owned by CDC – CDC have confirmed they own the land around the play area including the garages. The lease on the play area expires in 2032. Six of the garages are let although payment has not been demanded for some time so it is possible that the tenants no longer make use of the garages or may have moved away. CDC are undertaking an Asset Strategy Review on a number of their property holdings and the Cotswold Close Garage Site is included in this. This will lead to the development of a strategy for those assets and a programme. Therefore It is unlikely that any capital will be spent on such sites until a decision has been made regarding their future. CDC advised that a discussion about potentially adding the area to their maintenance programme was to be held at a meeting on 10th September but no further information has been received. **Clerk to continue to chase CDC up on this.**
    iv) Discussions re accessing S106 funds from the Hook Norton Road Development – A resident of Sibford Gower who works as a property Lawyer has offered to work with Sibford Ferris Parish Council to support them accessing and requesting reallocation of the some of the funds from the S106 agreement for the new development. The PC agreed that they would welcome this support in relation to accessing the remaining funds allocated for bus shelters for alternative projects, and trying to find out what is required to access the funds for the Village Hall but they do not wish to try to request reallocation of any of the funds from Sibford School. **Clerk to contact resident to discuss next steps**.
41. **Planning applications received**

25/01879/TCA – Malvern House, Main Street Sibford Ferris. T1 - Lawson - Fell, outgrown location replace with Birch. T2 - Lime - Removal of epic growth. No representation made. APPROVED.

25/01878/TCA – Lamb's Croft, Back Lane, Sibford Ferris. T1 - Birch - Dismantle and removal to ground level overhanging neighbouring property. T2 - Birch - Fell Standing Dead Tree. T3 - Reduce Latural Growth over neighbouring boundary by 2 Meters. No objection. (Response made using delegated powers). APPROVED.

25/01852/F – 3 Hook Norton Road, Sibford Ferris. First floor rear extension. No representation made. APPROVED.

42. **Request from resident for the PC to help fund defibrillator and CPR training sessions at a cost of £250 plus hall hire costs per session** – The PC supports the principle of an annual CPR and Defib training session but it was agreed that in the first instance the resident who raised this request should submit a request to The Town Estates Charity to fund the training as this appears to be exactly the kind of event that would fit with their aims. **Clerk to inform resident. Clerk to publish CPR training video on village website.**
43. **Play area**
    i) To receive the annual Playsafety Inspection Report – The report has been provided to the play area contractor and he has been asked to make all repairs required.
    ii) Any other issues – None.
44. **Pitch Hill Field**
    i) To consider the best use of the field which would provide most benefit to parishioners – In order to consider what the field can be used for it was agreed that the conveyance documents should be accessed to check there are no restrictive covenants on the land. **Clerk to try to get access to the documents.**
    ii) To receive quotes for the clearance of the field – Quotes not yet received.
45. **To receive the External Auditor's Report for 2024-25** – The report was received and it was noted that some sections of the documents submitted (Internal Audit and Explanation of variances) were not fully complete. **Clerk to double check these next year before submission.**
46. **To adopt an IT Policy** – Proposed and agreed.
47. **Finance**
    i) Confirmation of the bank balances as at 11.09.25 of £5,321.40 and £10,264.84 – Cllr Gordon confirmed the balances stated are correct.
    ii) Confirmation of payments made since the last meeting using delegated powers: Proposed and agreed.

29.07.25	Moore	External Audit 24-25	£300.00
21.07.25	Lloyds	Account fee	£4.25
19.08.25	Lloyds	Account fee	£4.25
29.08.25	Playsafety Ltd	Play equipment inspection	£100.80
29.08.25	Thomas Fox Landscaping	Play area mowing 14, and 28.07.25	£57.02
29.08.25	Kirsty Buttle	Salary, backpay, and office August	£276.48
29.08.25	HMRC	Tax August	£66.60
02.09.25	NEST	Pension August	£19.36

    iii) To note the following receipts: Noted.

11.08.25	Lloyds	Interest	£6.99
09.09.25	Lloyds	Interest	£5.84
10.09.25	CDC	Precept	£5,197.50

    iv) Proposal to pay the following invoices: Proposed and agreed.

Thomas Fox Landscaping	Play area mowing 11.08.25	£28.51
Kirsty Buttle	Salary and office Sep 25	£247.41
HMRC	Tax Sep 25	£59.40
NEST	Pension Sep 25	£17.24

48. **Planning decisions received - None**
49. **Information exchange** – A resident has e-mailed the Chairman complaining that parents going to Sibford School are disregarding the 20mph limit**. Cllr Rossiter agreed to ask the headteacher to include a note in the school newsletter to ask parents to slow down.** A resident suggested that Sibford School may want to consider putting a white line at the end of their driveway opposite Hawks Lane to make it clear to those exiting the school that they need to stop rather than driving straight out onto the road. **Cllr Rossiter agreed to raise this with the school again.**

Meeting closed @ 8:34pm

Date of next meeting – 18th November 2025

Signed…….. Date…….

Sibford Ferris Parish Council

Minutes of a meeting of Sibford Ferris Parish Council held on **Tuesday 18th November 2025** at **7pm** at Sibford School

Present: Cllrs Ginny Bennett, Michael Gordon, Andrew Meyler, Clerk.

In attendance: 3 members of the public.

50. **Apologies for absence** – Apologies received – Cllr Edward Rossiter. Apologies accepted – None.
51. **Members' declarations of interest for items on the agenda** – None.
52. **To co-opt a new councillor** – No applications.
53. **Public participation session** – None.
54. **To approve the minutes of the Parish Council (PC) meeting held on 17th September 2025** – The minutes were proposed, agreed, and duly signed.
55. **Outstanding matters/actions from previous meetings**

    i) Update re repair of bus shelter opposite the junction to Hawk's Lane – Not yet installed. **Clerk to chase up Oxfordshire County Council (OCC).**

    ii) Update re contact with Deanfield Homes regarding light pollution, the planned gap in the hedge, and management of the various areas within the site – A meeting has been held with representatives of Deanfield Homes and they have provided information regarding the management of the various areas of the development. They confirmed the PC will not be manging any of the areas. They are open to putting shades on the streetlamps but first wish to wait until the development is completed as there may be changes to the lighting due to discussions they are currently having with Oxfordshire County Council. They believe the gap in the hedge was something that Highways and Cherwell District Council (CDC) wanted as there is no footpath on the entrance to the development but they will discuss this further with Highways and CDC. It was agreed that the **Clerk should contact District and County Cllr Brant to see if he can speak to the relevant people at CDC and OCC to ask if the gap in the hedge can be removed and the main entrance to the site be used as the pedestrian entrance too, and to find out who needs to give permission to the developers to cut the planned hole in the hedge at the back end of the green space as pedestrians are currently creating their own access elsewhere.**

    1 member of the public joined the meeting at 7:15pm.

    iii) State of the grass around the play area on Cotswold Close owned by Cherwell District Council (CDC) – CDC have agreed to add the area on to their regular grounds maintenance schedule and they will be arranging some remedial works soon.

    iv) Discussions re accessing S106 funds from the Hook Norton Road Development – CDC have been in touch with the Village Hall contacted about the S106 funds allocated to them and they are now considering what they would like to use the funds for. Deanfield Homes have advised that they don't object to the remaining funds currently allocated to bus shelters being reallocated to a different project but, as CDC hold the funds, they will need to agree to this. It was agreed that the **Clerk should contact CDC to request that the remaining funds that are no longer required for bus shelters be reallocated to Sibford Gower Primary School.**

    v) Update re contact with resident who requested support from the PC regarding offering defibrillator and CPR training sessions for residents at a cost of £250 plus hall hire costs per session – After some discussion it was agreed that the PC doesn't currently have the resources to manage an event but they if there is a resident who wishes to take on responsibility for this and apply to the Town Estates Charity for funding, the PC would be willing to support the event. The member of the public in attendance volunteered to take this on. **Clerk to pass on relevant information to the resident who contacted the PC about this.**

    2 members of the public left the meeting at 7:49pm

56. **To consider whether to ask Deanfield Homes if they will install a dog waste bin at the gate to enter the public green space on the development and donate that bin to the PC which the PC will then pay to have it emptied on a regular basis** – The cost for emptying is currently £62.92 per year. It was agreed to ask Deanfield Homes to install a bin which the PC will then take responsibility for. **Clerk to contact Deanfield Homes.**

57. **Planning applications received**

25/02418/TCA - Barn Cottage, 2 Home Farm Court, Main Street, Sibford Ferris. T1 Willow - reduce overhanging branches on lawn side, taking back to old pollard points. T2 Beech - reduce over extended laterals over fruit trees by 2metres. T3 Plum - remove deadwood and reduce by 1.5 metres all round. No representation made. APPROVED.

25/02522/TCA – Penn House, 9 Walford Road, Sibford Ferris. G1 - Birch x3 - Fell due to close proximity to boundary and utility drain. G2 - Conifer - Fell due to heavy die back. No representation made.

25/02812/F – The Small House, Small House, Sibford Ferris. Demolition of existing single storey extensions and garage and erection of new single and two storey extensions. No objection.

25/02705/TCA – Holmby House, Main Street, Sibford Ferris. T1 Horse chestnut - Reduce height by 5 - 6m reducing lateral branches where necessary to balance the upper crown. Tree has been historically topped resulting in vigorous regrowth from these "pruning" points. No objection. (Response made using delegated powers).

25/02904/TCA - Sibford School, The Hill, Back Lane, Sibford Ferris. T1 Walnut - Crown reduction by approximately 3 metres (+/-0.5metre dependant on growth points available), Removal of all deadwood 25mm or greater in diameter at the point of attachment to functional wood and crown lifting to approximately 4 metres above ground level. G1 Holly and ash - Removal to stumps as close as possible to ground level from the north side of Holly house. T2 Beech - Crown reduction by approximately 3 metres (+/-0.5metre dependant on growth points available), Removal of all deadwood 25mm or greater in diameter at the point of attachment to functional wood. T3 Sycamore - Crown reduction of the south aspect by approximately 3 metres (+/-0.5metre dependant on growth points available), blending the reduced crown into the remaining crown. T4 Alder - Removal of the alder to a stump as close as possible to ground level. T5 Ash - Removal of the lowest south limb from the ash and then reducing the remaining south aspect of the crown by up to 3 metres (+/-0.5metre dependant on growth points available). No objection.

58. **To consider making a response to the following planning appeal on a property in Sibford Gower due to the fact that the application documents suggest that the fact that Sibford Ferris PC has not responded to this application and other recent applications on the property, means that Sibford Ferris PC 'now accept that 2 public houses in the Sibfords are no longer sustainable'**

APP/C3105/W/25/3375016 - The Pheasant Pluckers Inn, Street Through Burdrop, Burdrop. Permission in principle - 3-4 new dwellings – application 25/02149/PIP. The Parish Council note that the applicant claims that the lack of response from Sibford Ferris Parish Council suggests that we 'accept that 2 public houses in the Sibfords are no longer sustainable'. We would like to clarify that the lack of response from Sibford Ferris Paris Council should not be read into as an acceptance of the lack of viability of 2 pubs, as this is not the view of the Parish Council, and is purely due to the Parish Council practice of not responding to applications that we have not been consulted on.

59. **To discuss Councillor responses to Clerk re planning applications received** – Councillors were reminded that they all need to respond to e-mails about planning applications that have deadlines before the next meeting date.

60. **Play area – Updates re repairs and any other issues** – The contractor instructed has been difficult to contact over the last few months. It was agreed that a new contractor should be found. **Cllr Bennett to get quotes from other contractors.**

61. **Pitch Hill Field**

    i) To consider the best use of the field which would provide most benefit to parishioners – A resident has advised that the land was a road quarry before the telephone exchange purchased the land but they didn't need all of the land for the telephone exchange so they passed the remaining land on to the PC. It was suggested that as Highways owned the land when it was a road quarry they should be able to help with relevant documents. **Clerk to follow this up.**

ii) To receive quote for the clearance of the field – It was agreed to accept the quote of £325 + VAT. **Clerk to instruct the contractor.**

62. Finance

i) Confirmation of the bank balances as at 12.11.25 of £67.86 and £14,474.97 – Cllr Meyler confirmed the balances stated are correct.

ii) To review the draft budget for 2026-27 – A number of changes were made including adding in the cost of the quote received under item 61ii, and removing the budget for a CPR/Defib training session in 25-26. **Clerk to make relevant changes and bring back to next meeting for consideration.**

iii) To consider making a donation to the Volunteer Driver Service – It was proposed and agreed to make a donation of £50. **Clerk to make donation and ask for a copy of their posters to advertise the service in the parish.**

iv) Proposal to make the following donations for the 2025-26 financial year: Proposed and agreed. **Clerk to make donations.**

- Sibford Scene - £50
- Citizens Advice Bureau - £25
- Village Hall - £400

v) To confirm completion of the second quarterly (Jul to Sep) financial check for 2025-26 – Cllr Meyler confirmed the check has taken place and all was found to be in order.

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

19.09.25	Lloyds	Account fee	£4.25
27.10.25	Zen	Village Hall Domain name	£14.39
27.10.25	Thomas Fox Landscaping	Play area mowing 08, 22.09.25	£57.02
27.10.25	CDC	Half yearly charge for dog bin emptying	£302.02
27.10.25	Kirsty Buttle	Salary and office Oct	£247.21
27.10.25	HMRC	Tax Oct	£59.60
31.10.25	NEST	Pension Oct	£17.24
20.10.25	Lloyds	Account fee	£4.25

vii) To note the following receipts: Noted.

09.10.25	Lloyds	Interest	£7.35
10.11.25	Lloyds	Interest	£7.78

viii) Proposal to pay the following invoices: Proposed and agreed.

Zen	Website domain name	£14.39
Thomas Fox Landscaping	Play area mowing 13.10.25	£28.51
Kirsty Buttle	Salary and office November	£247.37
HMRC	Tax November	£59.40
NEST	Pension November	£17.24

63. Planning decisions received – None.

64. To agree meeting dates for 2026 - proposed dates are 21st Jan, 18th Mar, 21st May, 30th Jul, 16th Sep, 18th Nov – Proposed and agreed.

65. Information exchange – None.

Meeting closed @ 8:48pm

Date of next meeting – 21st January 2026

Signed…….. Date……..