

**Fritwell Parish Council****Annual General Meeting to be held in the Village Hall on Monday 14<sup>th</sup> May 2018 at 7.30pm****MINUTES****Present:**

Fritwell PC: Councillors Foster (in the chair), Barlow and Ultsch. Clerk.

Public: Gill Simmonds, Rob Aunins, Christine Denton, Colin Smith, Jenny Paviour, Jo Beene, Marc Beene, Ian Glendinning, Glynis Lowdon, Helen Metcalfe, Jenny Lyon, Clive Shellard.

## 1) Apologies

Apologies were received by Cllr Stillgoe and Cllr Rooth

2) Minutes of the AGM held on 15<sup>th</sup> May 2017

These were read, agreed and signed by the Chair as a true record. Proposer: Cllr Ultsch, Second: Cllr Barlow.

## 3) Matters Arising:

There were none.

## 4) Chairman's Report 2017/2018 (Cllr Foster)

It has been a busy and challenging year for the Parish Council, against a background of reduced services, and massive growth and change for Oxfordshire.

The growth strategy for Oxfordshire proposes 100,000 new houses by 2031; plus 85,000 new jobs, and at least 200,000 more people, roughly a 30% increase in our population. On the horizon are the East-West railway line, the Oxford to Cambridge expressway, Garden towns and Kidlington Airport. It's difficult to keep up with the number of consultations likely to affect our area.

The Parish Council is dedicated to protecting Oxfordshire's rural environment, whilst recognising the development and infrastructure needs of our residents; to listening and taking note of the views and concerns of residents about the impact of change whilst maintaining the sustainability of our community and local facilities.

The Forum for the Mid-Cherwell Neighbourhood Plan has continued its work across the 11 parishes, trying to balance the inevitable growth and impact of the new settlement at Heyford Park with the needs and wishes of the surrounding village communities. The draft MCNP has now been submitted to Cherwell District Council and the final consultation is open until 19th June. The document will then have a final revision over the summer before Government inspection and then a public referendum where residents across the MCNP can vote to adopt the Plan, giving us additional policies and protections to help control unwanted development.

Covert Farm will soon have 8 new homes but the George and Dragon site is still an eyesore in the centre of the village. In August the Housing and Economic Land Availability Assessment (HELAA) document from Cherwell District Council caused some concerns in the village. To date, no new approaches have been received from Cala Homes or Sanctuary Housing.

During this year the Parish Civil Cemetery has been remapped and digitised; tree work took place in Church Way to aid the repairs to the stone wall; the village gates were repainted and benches re-

stained; local footpaths were kept passable by the team of Parish Path Wardens, Church and village volunteers. The winter weather saw councillors and residents out clearing snow and gritting paths and road junctions. The recent Litter Pick attracted good numbers to help tidy up the village and enjoy the refreshments afterwards in the Scout Hut. Many residents give their time and skills to help with the upkeep of our village – thanks to you all, we couldn't do it without you.

The PC mower came to the end of active service and it was decided to put some of our village mowing and maintenance out to commercial tender. We are all aware that this is not yet working in the way we had hoped but we are currently trying to liaise with the contractor to achieve a satisfactory service.

Work by Oxfordshire County Council is about to start to rebuild the wall of the pond and it is hoped that the repairs and new fence, together with Parish Council planting and new plans for future maintenance will improve the visual impact of this area of the village. The road closure at the end of North Street to enable the structural work to happen will be an inconvenience, but hopefully worth it.

Increasing traffic, parking and lack of public transport continue to be big issues. The Parish Council's report on usage of the Friday Heyfordian bus shows an average of 20 people each week using the service, with around 1000 journeys made over a 6-month period. We have not yet managed to get an increase in the service but have researched and produced information for residents of volunteer services available and are working with Oxfordshire County Council and other villages to try out additional transport using OCC's Comet Bus scheme.

Speedwatch, the speed road signs (VAS) and the banners on the village gates (made from designs by children from Fritwell School) have assisted efforts to control the speed of vehicles. This year we intend to produce a report from data collected to highlight evidence and encourage future action on traffic control and mitigation.

Fritwell still has no pub and unfortunately we have lost the site for the bottle and clothing banks.

The Village Hall committee, after its setback to plans for a new building, has worked hard to revamp the current hall and offered a varied programme of events and activities that have been well-attended and appreciated by many residents.

The Playing Fields hosts various sports groups and the Parish Council is trying to assist with the resurfacing of the car parking area through a volunteer link.

On behalf of the village, the Parish Council would like to thank the Village Hall committee, the Playing Fields committee, Fritwell School, St. Olave's Church, the Chapel, Wrighton's shop and café, the Forget-Me-Not Club and all the other groups and individuals who help to foster friendship, support and a sense of community.

We recently had to say goodbye to our Clerk, Gill Simmonds. We are very fortunate to have recruited our new Clerk Vicky Hibberd who is working hard to pick up the load and keep us on track.

This is the last year of the current Parish Council, with elections in May 2019 and a new council increased to 7 members.

I'd like to thank my fellow councillors for their contributions to the work of the council and their support. And thanks to you, all the residents who turn up to meetings to give us their views, support and challenge.

Thanks to you all.

**Annual Accounts:** Cllr Barlow explained that the end of year accounts for 2017/2018 had been discussed at the Parish Council meeting in March 2018 and it remained to approve them. They were passed. Proposer Cllr Foster, Seconder: Cllr Ultsch.

**ACTION:** Clerk to complete internal and external audit procedures.

**The Financial Regulations** were adopted. Proposer Cllr Barlow, Seconder: Cllr Ultsch.

**The Annual Governance and Accounting Statements** were approved and signed by the Chair and are ready to be included in the audit procedure.

The Clerk confirmed the **audit arrangements** for the FY 2017/18 – Internal audit to be completed by Graham Speers of ABS Computer Services Ltd again. External Auditor has now changed to Moore Stephens.

**The Risk Assessment** was presented and certain changes outlined, namely the change of frequency of Clerk's salary payment, the removal of the mower risk assessment, clarifications due to new online banking, and the addition of GDPR risks. The alterations were approved. Proposer: Cllr Barlow, Seconder Cllr Foster.

**ACTION:** Clerk to make changes and include document with audit paperwork

**The Asset list** was presented – confirming the removal of the Mower; plus the Christmas Lights and the Honours list as agreed in the AGM in 2017. The final list was approved. Proposer Cllr Foster, Seconder: Cllr Ultsch.

The Clerk confirmed the **insurance cover** for 2018/2019 and explained that the insurer has promised to keep the premium the same as last year. *[Note: Quote received on the following day reveals a price of £591.12 – a saving to us of £82.70].*

**The Standing orders** were confirmed as having been adopted at the September 11<sup>th</sup> 2017 meeting (point 12 of minutes from that meeting). No further amendments were proposed.

The Clerk listed the **professional subscriptions:** Oxfordshire Association of Local Councils (£135.06) and The Mid-Cherwell Neighbourhood Plan (£344 in 2017 but likely to be lower this year).

The Clerk briefly outlined progress on preparing for the **General Data Protection Regulations** which come into force on May 25<sup>th</sup> 2018. Progress to be regularly reviewed going forward. Villagers were assured that in short, their personal information is never shared by the Parish Council unless required to do so by law. Cllr Barlow asked about the privacy of councillors' personal information and *the clerk will look into this especially.* **ACTION: Clerk.**

**ACTION:** Clerk – to complete essential procedures before GDPR implementation and continue the GDPR journey.

## 6) Election of Officers for the year 2018/2019

The chair turned the meeting over to the clerk who asked for nominations for the post of Chairman of the Parish Council. Cllr Barlow proposed Cllr Foster. Cllr Ultsch seconded this and the nomination was unopposed. Cllr Foster therefore continues as chairman for the next year.

Cllr Foster took up the chair again, and asked for and received volunteers for the following offices:

Vice-Chair – Cllr Ultsch – proposer Cllr Barlow, seconder Cllr Foster

### Other responsibilities

- a. Finance Councillor – Cllr Barlow

- b. Audit Councillor – Cllr Rooth
- c. Cemetery Councillor/s – Cllr Barlow
- d. Banking Authority Councillors – Cllrs Barlow, Foster and Ultsch
- e. MCNP representatives – Cllrs Foster and Ultsch
- f. GDPR Councillor (or other) – not required at this stage
- g. Representative to Village Hall committee meetings – Cllr Stillgoe
- h. Village maintenance contract monitoring - all
- i. Footpaths – Cllr Foster but everyone takes a part
- j. Speedwatch – Gill Simmonds, with support from Cllrs when needed.
- k. Transport – Cllrs Foster and Stillgoe

7) Any Other Business.

There was none

8) Dates for future meetings:

June 18<sup>th</sup>2018  
September 17<sup>th</sup> 2018  
November 26<sup>th</sup> 2018  
January 16<sup>th</sup> 2019  
March 18<sup>th</sup> 2019  
May 13<sup>th</sup> 2019 (AGM)

***ACTION: All to put in diaries – clerk to confirm with village hall.***

The meeting closed at 8.10pm.