

Minutes of Fritwell Parish Council Meeting held on Monday 27th March 2017 at 7.30pm in the Village Hall.

1. Present: Councillors Ultsch, Reeves, Stillgoe, Barlow, District Councillor Kerford-Byrnes, County Councillor Fatemian and the Clerk.

Residents: Jenny Paviour, Rachel Clark, Andy Dayus, Mike Buffham, Colin Smith, Helen Metcalffe and Glynis Lowdon.

Apologies: Councillor Rooth, Councillor Foster, Mike and Rosemary Dockrey

2. Declarations of Interest: Councillor Ultsch re George and Dragon site.

3. Public Participation: Jenny Paviour ~ Contamination discovered on the Covert Farm site; this could be methane gas or asbestos. Councillor Ultsch has been in touch with Savvy Construction who hope to begin work soon.

4. District Councillor Kerford-Byrnes provided an update on the proposal for an Oxfordshire Unitary Authority: City of Oxford, West Oxfordshire and Cherwell District Councils are all strongly opposed to this proposal, whilst Oxford County Council, Vale of White Horse and South Oxfordshire District Councils are in favour.

All residents are urged to complete the online petition at <https://www.change.org/p/stop-plans-for-a-unitary-authority-in-oxfordshire> . Alternatively, more information on the other side of the argument is available at www.oneoxfordshire.org

If a Unitary Authority is finally agreed, the Boundary Commission will be invoked as ward boundaries will need reviewing. The interaction between elected councillors and their constituents will inevitably move further apart. The proposal will also need to go before Parliament and a final decision is unlikely before 2019/2020.

Regarding the notification from Leywood Developments that to proceed with new Village Hall would not be financially viable, Councillor Stillgoe confirmed that the Village Hall Committee are reviewing their options and that the timber frame for the hall is in storage at Lodge farm. It was noted that the developer is quite within his rights to withdraw in this way.

5. Minutes of the Meeting held on 23rd January 2017:

These were read, agreed and signed by the Chair as a true record.

Proposed: Councillor Barlow

Seconded: Councillor Stillgoe

6. Matters Arising from these Minutes:

- **Bus services:** Following the last meeting, emails were sent to Oxfordshire County Council and Heyfordian, who both reported passenger numbers around 10 per week for the whole service. They were unable to identify individual stops. However, Rachel Clark was also asked to keep a record as a regular service user and she has provided a comprehensive breakdown of dates, villages and passenger numbers which show usage of between 15 and 22 from the villages between Finmere and Bicester. Huge thanks were expressed to Rachel and the Clerk will contact District Councillor Ian Corkin and Heyfordian with this additional and extensive information.
Action: Clerk.
- **Speedwatch:** The three new banners approved at the last meeting have now been purchased and will shortly be put up on the village gates. New dates for monitoring speed of vehicles will be set after Easter.

7. Financial Matters:

The Financial Report for this meeting was circulated as below and explained by Councillor Barlow.

Fritwell Parish Council Accounts 2016 - 2017

22 March 2017

Receipts	2016/17					2015/16
	Actual £	Planned £	Forecast £	Budget £	Variance £	Actual £
Parish Precept	6,939	-	6,939	6,500	439	6,500
New Homes Bonus	527	-	527	-	527	527
VAT Refund	345	-	345	500	(155)	1,004
Cemetery Fees	565	-	565	200	365	1,010
Interest on Savings Account	5	-	5	4	1	7
Other	85	-	85	-	85	-
	8,466	-	8,466	7,204	1,262	9,048
Payments	Actual £	Planned £	Forecast £	Budget £	Variance £	Actual £
Administration - Memberships & Professional Fees	379	-	379	800	(421)	852
Administration - Office Running Costs	270	-	270	320	(50)	358
Administration - Clerk	1,345	-	1,345	1,100	245	700
Administration - Insurance	659	-	659	640	19	638
Administration - Training	84	-	84	170	(86)	42
Administration - Venue Costs	750	-	750	200	550	709
Section 137 Payments	37	-	37	-	37	-
Pond Maintenance	140	-	140	3,000	(2,860)	1,634
Footpath Maintenance	220	-	220	730	(510)	144
Grants and Donations	1,011	-	1,011	1,500	(489)	-
Capital Expenditure	18	-	18	-	18	1,396
Cemetery Running Costs	1,160	-	1,160	220	940	957
Mower Running Costs	935	-	935	400	535	376
Village Appearance	636	600	1,236	1,000	236	951
Speed Watch	240	-	240	250	(10)	251
Asset Maintenance	-	-	-	350	(350)	370
Tree Works	100	1,100	1,200	1,000	200	270
VAT	-	-	-	-	-	-
Contingency	-	-	-	2,500	(2,500)	-
	7,985	1,700	9,685	14,180	(4,495)	9,648
Surplus (Deficit)	£ 481	£ (1,700)	£ (1,219)	£ (6,976)	£ (3,233)	£ (600)

Balance Sheet

	2016/17	2015/16	Bank Balances	Current	Savings	Total
	£	£		£	£	£
Balances Brought Forward 1st April	11,835	12,715	Opening Balance	1,405	11,255	12,661
Add Total Receipts	8,406	9,048	Deposits	935	7,471	8,406
Add Unpresented Receipts	60	133	Payments	(7,047)	-	(7,047)
	20,301	21,896	Transfers In	6,000	-	-
Less Total Payments	7,047	9,648	Transfers Out	-	(6,000)	-
Less Unpresented / Future Payments	369	413	Closing Balance	1,293	12,726	14,019
	7,417	10,061				
	12,884	11,835				

Fritwell Parish Council Accounts 2016/17
Payment Register

	VAT	Gross
Presented Payments: £	308.55	£ 7,047.33
Unpresented Payments: £	19.89	£ 369.32
Future Payments: £	-	£ -
Total Payments £	328.44	£ 7,416.65

Folio	Cheque	Date	Who	For	Category	VAT	Amount	Cleared
1	847	04/04/2016	G Simmonds	Salary	Administration - Clerk		£ 200.00	Yes
2	848	04/04/2016	Post office Ltd	Clerk's PAYE	Administration - Clerk		£ 50.00	Yes
3	849	04/04/2016	A Lowdon	Mower repairs	Mower Running Costs		£ 60.00	Yes
4	850	04/04/2016	G Simmonds	Printer ink	Administration - Office Running Costs		£ 20.00	Yes
5	850	04/04/2016	G Simmonds	Telephone call	Administration - Office Running Costs		£ 7.46	Yes
6	851	20/04/2016	AON UK Ltd	Insurance	Administration - Insurance		£ 658.85	Yes
7	852	20/04/2016	S M Dockrey	Petrol for mower	Mower Running Costs	£ 6.10	£ 36.60	Yes
8	853	20/04/2016	G Simmonds	Bacon butties	Village Appearance		£ 32.40	Yes
10	854	27/04/2016	A Lowdon	Mower repairs	Mower Running Costs		£ 70.00	Yes
11	856	11/05/2016	P A Turney Ltd	Mower spares	Mower Running Costs	£ 30.07	£ 180.44	Yes
12	857	11/05/2016	G Simmonds	Dog bags	Village Appearance		£ 11.65	Yes
13	858	06/06/2016	S M Dockrey	Petrol for mower	Mower Running Costs	£ 6.73	£ 40.39	Yes
14	859	06/06/2016	ABS Computer Services Ltd	Internal Audit	Administration - Memberships & Professional Fees	£ 8.00	£ 48.00	Yes
15	860	06/06/2016	Clive Shepherd	VAS battery	Speed Watch		£ 27.99	Yes
16	861	06/06/2016	P A Turney Ltd	Mower spares	Mower Running Costs	£ 9.07	£ 54.41	Yes
17	862	18/06/2016	G Simmonds	Postage	Administration - Office Running Costs		£ 6.60	Yes
18	862	18/06/2016	G Simmonds	Postage special delivery audit docs	Administration - Office Running Costs		£ 6.45	Yes
19	862	18/06/2016	G Simmonds	Speedwatch banner	Speed Watch	£ 8.95	£ 53.68	Yes
20	863	18/06/2016	Wilkins and Co	Payroll services	Administration - Clerk	£ 15.80	£ 94.80	Yes
22	864	24/06/2016	Appreciate Landscapes	Tree trimming outside Fullers Farm	Tree Works		£ 100.00	Yes
23	865	30/06/2016	G Simmonds	Clerk's salary	Administration - Clerk		£ 200.00	Yes
24	866	30/06/2016	Post office Ltd	Clerk's PAYE	Administration - Clerk		£ 50.00	Yes
25	867	04/07/2016	Tony Fox	Mowing and Pathwork	Footpath Maintenance		£ 220.00	Yes
25	867	04/07/2016	Tony Fox	Pond weed removal	Pond Maintenance		£ 140.00	Yes
26	868	11/07/2016	S M Dockrey	Petrol for mower	Mower Running Costs	£ 6.77	£ 40.63	Yes
27	869	11/07/2016	Polly Foster	Secateurs for Footpath Team	Capital Expenditure		£ 17.99	Yes
28	870	13/07/2016	Fritwell Forget Me Not Club	Grant for transport costs	Grants and Donations		£ 500.00	Yes
30	871	15/08/2016	S M Dockrey	Petrol for mower	Mower Running Costs	£ 7.21	£ 43.27	Yes
31	872	09/09/2016	DCG garden Maintenance	Cemetery hedge trimming	Cemetery Running Costs		£ 200.00	Yes
32	873	30/09/2016	G Simmonds	Clerk's Salary	Administration - Clerk		£ 200.00	Yes
33	873	30/09/2016	G Simmonds	Office sundries	Administration - Office Running Costs		£ 2.50	Yes
34	873	30/09/2016	G Simmonds	Batteries for Speedwatch	Speed Watch		£ 3.00	Yes
35	874	30/09/2016	Post office Ltd	Clerk's PAYE	Administration - Clerk		£ 50.00	Yes
36	875	05/10/2016	Robin England	VAS Maintenance	Speed Watch	£ 9.98	£ 59.86	Yes
37	876	24/10/2016	Cherwell District Council	Emptying dog bins	Village Appearance	£ 96.10	£ 576.58	Yes
38	877	28/10/2016	G Simmonds	Printer ink / stationery	Administration - Office Running Costs		£ 39.00	Yes
39	878	28/10/2016	S M Dockrey	Bag dispensers for dog bags	Village Appearance		£ 15.48	Yes
40	879	14/11/2016	Heywire Ltd	Web hosting	Administration - Office Running Costs	£ 12.00	£ 72.00	No
42	880	16/11/2016	Fritwell Village Hall Committee	Hire of Hall for MCNP Engagement	Administration - Venue Costs		£ 90.00	Yes
43	881	05/12/2016	OALC	Training 2 places	Administration - Training	£ 14.00	£ 84.00	Yes
44	882	13/12/2016	Playing Field Management	Playing Field Committee grant	Grants and Donations		£ 511.20	Yes
45	883	13/12/2016	S M Dockrey	Petrol for mower	Mower Running Costs	£ 6.57	£ 39.39	Yes
46	884	13/12/2016	Fritwell Village Hall	Fritwell Village Hall hire	Administration - Venue Costs		£ 330.00	Yes
48	885	28/12/2016	Appreciate Landscapes	Hedge thinning	Cemetery Running Costs		£ 480.00	Yes
49	886	31/12/2016	G Simmonds	Clerk's salary	Administration - Clerk		£ 200.00	Yes
50	887	31/12/2016	Post office Ltd	Clerk's PAYE	Administration - Clerk		£ 50.00	Yes
51	888	30/01/2017	MCNP Forum	MCNP membership grant	Administration - Memberships & Professional Fees		£ 344.00	Yes
52	889	30/01/2017	Village Web Design	Software updates on website	Administration - Office Running Costs		£ 35.00	Yes
53	890	30/01/2017	G Simmonds	Postage	Administration - Office Running Costs		£ 0.75	Yes
54	890	30/01/2017	G Simmonds	Postage stamps	Administration - Office Running Costs		£ 10.44	Yes
55	890	30/01/2017	G Simmonds	Printer ink / paper	Administration - Office Running Costs		£ 29.00	Yes
56	890	30/01/2017	G Simmonds	Laminating pouches	Administration - Office Running Costs		£ 5.50	Yes
57	890	30/01/2017	G Simmonds	Speedwatch banners x 3	Speed Watch		£ 95.86	Yes
58	891	11/02/2017	WEL Medical Ltd.	New defibrillator pads x 2	Section 137 Payments	£ 6.19	£ 37.14	Yes
59	892	15/02/2017	Village Web Design	Software updates on website	Administration - Office Running Costs		£ 35.00	Yes
60	893	20/02/2017	Wilkins and Co	Payroll services	Administration - Clerk	£ 16.00	£ 96.00	Yes
61	894	14/03/2017	A. Lowdon	Mower service	Mower Running Costs		£ 90.00	Yes
62	895	14/03/2017	Turneys Groundforce	Mower spares	Mower Running Costs	£ 38.83	£ 232.95	Yes
63	896	14/03/2017	OALC Subscription	OALC membership	Administration - Memberships & Professional Fees	£ 22.18	£ 133.07	Yes
65	897	21/03/2017	S M Dockrey	Petrol for mower	Mower Running Costs	£ 7.89	£ 47.32	No
66	898	31/03/2017	G Simmonds	Clerk's salary	Administration - Clerk		£ 200.00	No
67	899	31/03/2017	Post office Ltd	Clerk's PAYE	Administration - Clerk		£ 50.00	No

The mower has incurred some additional costs recently in order to fully prepare it for the growing season ahead.

The Financial Regulations are due for review and this is currently in hand.

8. Planning Matters:

Councillor Ultsch summarised the recent planning applications as follows:-

- Tree works: Withybrook, 63, North Street
- Retrospective Listed Building consent for works: Vicarage Cottage: Approved
- Redesign of garage 10 The Lane: Approved
- Extension 98 East Street
- G&D site development

It was noted that the tree works at 63 North Steer should have received a decision by now. **Action: Clerk to check.** *Check made on CDC website and no decision is available!*

Revised plans have now been received for the George and Dragon site, substituting further dwellings for the Village Hall site. 7 x 3 bed properties are planned in two terraces. Concern was expressed regarding the proposed fencing on the East Street and Playing Field boundaries, raising issues of security, visibility and safety.

Councillor Stillgoe, as PC Representative on the Village Hall Committee, will take these comments back to other committee members.

Some residents expressed concern that they were unaware of this revised planning application (Cherwell District Council only notify properties directly affected by a planning application plus the Parish Council). The PC will discuss and report back on a mechanism to address this as such notifications are very numerous and residents would not wish to receive them all.

Councillor Kerford-Byrnes confirmed that all planning applications must be determined within eight weeks and that the three week window given to Parish Councils was not absolute. However, he stressed that the earlier our comments were submitted, the higher the likely impact would be.

9. Mid-Cherwell Neighbourhood Plan:

- **Green Spaces Application:** No response has yet been received to the application approved by the PC and submitted in March 2016. It was noted that the map relating to this application had been displayed at the MCNP Engagement meeting in January, although it did contain an error; the paddock, known as Manor Field, next to the Village Green, should not have been included. The Village Green itself has protection due to its status, as does the Playing Field.
- **Local Plan 2:** This is due for publication either at the end of this month or early next month, before the elections in May.
- **Settlement Boundaries:** The setting of these is a prescribed process and advice has been taken from Pegasus Planning Consultants. They have to be set tight around settlements and must not include proposed sites for development on the edge of the village. Again, this map was displayed at the recent MCNP Engagement evening. It does not imply that developments beyond the Settlement Boundary will not be considered but merely reflects the position at the point of time at which they are agreed.

Concern was expressed by some residents that some documents refer to Settlement Boundaries, whilst others refer to Settlement Areas. Councillor Ultsch confirmed these terms are interchangeable. It was also noted that some dwellings at peripheral farms have been omitted. District Councillor Kerford-Byrnes confirmed that if Oxfordshire becomes a Unitary Authority, then the Cherwell Local Plan and the MCNP will be nullified and developers will be unrestrained!

The **Settlement Boundaries** were approved by the PC:-

Proposed by Councillor Barlow

Seconded by Councillor Stillgoe.

- The MCNP is currently undergoing a 'health check' to ensure compliance with current legislation.

10. Cemetery:

- Councillor Barlow explained that before formal GIS mapping of the Cemetery is undertaken, the gravedigger, Tony Hayward, has suggested that in order to maximise the use of space, the grassed path, running diagonally from the central tree, is removed and used as grave space.
- This was agreed; Proposed Councillor Ultsch, Seconded Councillor Reeves.

Action: Clerk to source further quotes for this mapping.

11. Trees in Cemetery Drive:

Lady Georgina Bowman-Shaw has agreed to repair her dry stone wall, separating her land from the Drive. This will be undertaken once Appreciate Landscapes have completed the tree work, as agreed with the PC and previously approved by CDC in the Conservation Area. Unfortunately, due to the additional workload caused by the recent Storm Doris, Appreciate Landscapes have been delayed in beginning this operation.

12. Correspondence:

- A request has been received regarding the bench on the Village Green, which needs re-staining. It was agreed that this will be undertaken by the Parish Council, alongside other similar work, during the summer.

13. AOB:

- The silver birch tree at the end of Forge Place has died and needs replacing, as too has the vandalised cherry tree by the pond. The Parish Council will assess these and decide on the best course of action.
- The hording around the G&D site is loose in places and this has been notified to CDC.
- The huge increase in parked cars around the village is having a detrimental effect on the verges and on road safety, especially at the junction of East Street and Fewcott Road, by the flats.
Action: Clerk to enquire of Neighbourhood Policing Team how this might best be addressed.
- The potholes in Forge Place have deteriorated still further. Councillors Stillgoe and Reeves will photograph these and send copies to the Clerk, who will submit these to OCC, via the 'Fix My Street' web page. **Action:** Clerk.
- This 'Fix My Street' web page is undergoing an upgrade and issues raised by trusted reporters will be prioritised.

14. Dates of next meetings:

These have been set as follows and will be held at **7.30pm in the Village Hall:-**

Monday 15th May 2017 for the AGM / APM.

(Hall booked for both this date 24.1.17)

