

Minutes of Fritwell Parish Council Meeting held on Monday 3rd July 2017 at 7.30pm in the Village Hall.

- 1. Present:** Councillors Foster, Ultsch, Reeves, Stillgoe, Barlow, Rooth, District Councillor Kerford-Byrnes and the Clerk.

Residents: Jenny Paviour, Rachel Clark, Colin Smith, Helen Metcalfe, Gordon Wrighton, David and Gail Barnhill, Anthea Unsworth, Christine Denton, Robin England, Mike Stewart, Vicky Hibberd and Stephen Gray.

Apologies: None received.

- 2. Declarations of Interest:** Everyone present re: Settlement Area.

- 3. Public Participation:**

Robin England ~ VAS signs

Christine Denton ~ Speedwatch

Colin Smith / Mike Stewart ~ Item 8 MCNP.

- 4. Minutes of the Meeting held on 27th March 2017:**

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

Proposed: Councillor Barlow

Seconded: Councillor Ultsch

- 5. Matters Arising from these Minutes:**

- **Councillor Kerford-Byrnes** congratulated the residents for their interest in the Parish Council meetings.

He then explained that momentum on the proposal to create a Unitary Authority for Oxfordshire had stalled due to the General Election and the loss of the Conservative majority on OCC. The proposal and a counter-proposal have both been submitted to the DCLG but no response to either has yet been received.

- **Bus services:** Thanks were expressed to Rachel Clark, who continues to gather valuable data on bus passenger numbers, and also to Max Cowell who has kindly volunteered to enter this data onto a spreadsheet. The aim is to have a graphical display of information which can be used to make the case for increased services. Councillor Ultsch noted that on Friday 30th June, 12 people were waiting for the bus in Fritwell.

Speedwatch: Robin England explained that he is in the process of creating a graphical record from the VAS data he is collecting on speeding vehicles. He also commented that VAS data reflects incidents on the M40 and A34. He noted that the VAS sign in East Street is in need of repair and so will be removed to his workshop and he will update the Parish Council on progress towards this.

The Speedwatch equipment is currently with Fritwell, and a schedule of monitoring is in place, including some weekend sessions. Christine Denton commented on behalf of Linda Docking that a BMW was spotted travelling into Fritwell past Townwell End at a speed of approximately 45 mph, one morning recently, while the driver was using his mobile 'phone! It was agreed to begin some monitoring sessions earlier than previously on the strength of this.

- **Trees in Cemetery Drive:** Following work as agreed with Appreciate Landscapes, the trees have been thinned and some canopies raised, in order to allow the owner of Goose Farm to make repairs to the stone wall running along the length of the lane. The dead tree in Forge Place has also been removed.
- **Asset Maintenance:** The village gates have been repainted and the benches re-stained, both by Bernie Girling. Thanks were expressed to him for a prompt and efficient service.**The Pond:** it was reported that men from OCC in high visibility jackets have recently been seen surveying the pond with a view to planning the rebuilding of the wall. **Action:** Clerk to ask for more details from Councillor Fatemian.

It was noted that the cherry tree by the pond that was vandalised last year, is beginning to re-sprout. Councillor Foster suggested that the new resident of Willow Cottage who is a landscape gardener, might like to offer some advice. **Action:** Councillor Foster to make an approach to local resident and Clerk to ask advice from the Tree Officer at CDC.

- **Footpaths:** It was reported that the footpath beyond Southfield Lane has become impassable. Councillor Foster promised that the Footpath Team would investigate. **Action:** Councillor Foster. Church Lane has been sprayed with herbicide and the overhanging vegetation trimmed by Tony Fox, who also undertook strimming of the nettles on the path leading from the flats across the Green space towards the Church. Councillor Foster requested that notices are not stapled to living trees.

6. Financial Matters:

Councillor Foster expressed thanks to the Finance team who have worked to update the budget and spreadsheet after concerns were raised at the last meeting.

The Financial Report for this meeting was circulated as below. The Clerk explained about changes to the budget, following the meeting on 15th May 2017 and the spreadsheet notation was explained by Councillor Rooth, who also answered questions from residents about the layout. Councillor Barlow explained that the aged mower was costing slightly more than had been anticipated.

It was noted that a cheque for £72 is still uncleared from 2016/17. **Action:** Clerk to draw this to the attention of the payee.

The updated **Financial Regulations** were approved:

Proposed by Councillor Ultsch

Seconded by Councillor Stillgoe

Councillor Foster expressed thanks to those who had worked on this document and noted that the Standing Orders were due for review next.

Action: Clerk to place Financial Regulations on the website and to prepare the Standing Orders for the next meeting.

Receipts	2017/18					2016/17
	Actual	Planned	Forecast	Budget	Variance	Actual
	£	£	£	£	£	£
Parish Precept	3,250	3,250	6,500	6,939	(439)	6,939
New Homes Bonus	-	-	-	-	-	527
VAT Refund	-	350	350	350	-	345
Cemetery Fees	160	-	160	300	(140)	565
Interest on Savings Account	-	-	-	3	(3)	5
Other	907	150	1,057	150	907	85
	4,317	3,750	8,067	7,742	325	8,466

Payments	2017/18					2016/17
	Actual	Planned	Forecast	Budget	Variance	Actual
	£	£	£	£	£	£
Administration - Memberships & Professional Fees	-	717	717	620	97	525
Administration - Office Running Costs	48	142	190	200	(10)	270
Administration - Clerk	250	750	1,000	1,100	(100)	1,441
Administration - Insurance	674	-	674	640	34	659
Administration - Training	78	-	78	150	(72)	84
Administration - Venue Costs	-	300	300	300	-	420
Section 137 Payments	-	-	-	-	-	37
Pond Maintenance	-	-	-	750	(750)	140
Footpath Maintenance	156	-	156	350	(194)	220
Grants and Donations	-	-	-	1,500	(1,500)	1,011
Capital Expenditure	-	-	-	-	-	18
Cemetery Running Costs	-	1,500	1,500	1,750	(250)	680
Mower Running Costs	234	-	234	300	(66)	935
Village Appearance	262	260	522	750	(228)	659
Speed Watch	3	-	3	100	(97)	267
Asset Maintenance	264	-	264	600	(336)	-
Tree Works	1,075	-	1,075	1,500	(425)	100
VAT	-	-	-	-	-	-
Contingency	-	-	-	3,000	(3,000)	-
	3,043	3,669	6,712	13,610	(6,898)	7,466

Surplus (Deficit)	£ 1,274	£ 81	£ 1,355	£ (5,868)	£ (6,573)	£ 1,000
-------------------	---------	------	---------	-----------	-----------	---------

Balance Sheet		
	2017/18	2016/17
	£	£
Balances Brought Forward 1 April	13,247	12,248
Add Total Receipts	4,317	8,466
Add Unpresented Receipts	-	-
	17,564	20,713
Less Presented Payments	1,442	7,047
Less Unpresented Payments	1,601	419
	3,043	7,466
	14,521	13,247

Bank Balances			
	Current	Savings	Total
	£	£	£
Opening Balance	940	12,726	13,666
Deposits	628	3,689	4,317
Payments	(1,442)	-	(1,442)
2016/17 Payments	(347)	-	(347)
Transfers In	2,000	-	2,000
Transfers Out	-	(2,000)	(2,000)
Closing Balance	1,779	14,415	16,194

Balance Sheet to Bank Balance Reconciliation			
		£	£
Balance Sheet Balance		14,521	
2016/17 Uncleared Payments		72	
2017/18 Uncleared Payments		1,601	
Bank Balances			16,194

Fritwell Parish Council Accounts 2017 - 2018 - Payment, Receipt and Transfer Detail

28 June 2017

Payments					
Date	Who	For	Category	Cleared	Amount
10 Apr 2017	Cherwell District Council	Dog bins	Village Appearance	Yes	£262
	G Simmonds	Printer ink / office sundries	Administration - Office Running Costs	Yes	£48
	Turney Groundforce	Mower oil etc	Mower Running Costs	Yes	£29
02 May 2017	ADN UK	Insurance	Administration - Insurance	Yes	£674
15 May 2017	Polly Foster	Cable ties for Speedwatch banners	Speed Watch	Yes	£3
17 May 2017	S M Dockrey	Mower tyres (2 invoices)	Mower Running Costs	Yes	£163
30 May 2017	OALC	Chair's Training	Administration - Training	No	£78
02 Jun 2017	S M Dockrey	Petrol for mower	Mower Running Costs	No	£42
16 Jun 2017	Bernie Girling	Painting village gates / benches	Asset Maintenance	Yes	£264
30 Jun 2017	Appreciate Landscapes	Trimming trees in Cemetery Drive	Tree Works	No	£1,075
	Post office Ltd	Clerk's PAYE	Administration - Clerk	No	£50
	G Simmonds	Clerk's Salary	Administration - Clerk	No	£200
	Tony Fox	Church Lane Pathwork	Footpath Maintenance	No	£156
Total					£3,043

Receipts			
Date	Category	Account	Receipt
Planned	Parish Precept	Savings	£3,250
Planned	VAT Refund	Savings	£350
Planned	Other	Savings	£150
12 Apr 2017	Cemetery Fees	Current	£160
18 Apr 2017	Parish Precept	Savings	£3,250
21 Apr 2017	Other	Current	£468
21 Apr 2017	Other	Savings	£439
Total			£8,067

Transfers			
Date	Transfer Direction	Current	Savings
03 May 2017	Transfer from Savings to Current Account	£ 2,000	£ (2,000)
Total		£ 2,000	£ (2,000)

Planned Expenditure			
Status	Planned		
For	Category	Est Date	Amount
GIS mapping	Cemetery Running Costs	Planned	£1,500
PAYE	Administration - Clerk	Planned	£150
Salary	Administration - Clerk	30/09/2017	£200
Salary	Administration - Clerk	30/12/2017	£200
Salary	Administration - Clerk	31/03/2018	£200
Membership fee	Administration - Memberships & Professional Fees	01/01/2018	£344
Membership fee	Administration - Memberships & Professional Fees	01/03/2018	£133
Venue costs	Administration - Venue Costs	01/03/2018	£300
Payroll Services	Administration - Memberships & Professional Fees	01/03/2018	£96
Payroll Services	Administration - Memberships & Professional Fees	01/07/2017	£96
Internal Audit	Administration - Memberships & Professional Fees	01/08/2017	£48
Web hosting	Administration - Office Running Costs	01/11/2017	£72
Website updates	Administration - Office Running Costs	Planned	£70
Dog bins	Village Appearance	01/10/2017	£260
Total			£3,669

7. Partial Review of Local Plan Part 1 and Supplementary Document on Oxford's Unmet Housing Need:

District Councillor Kerford-Byrnes explained the current position. Cherwell and other authorities bordering Oxford City have a 'Duty to Co-operate' ie. to assist with building homes needed by the city. Cherwell has been allocated 4,400 and a detailed consultation has taken place to determine the most suitable locations for these. The decision has been taken that out of the wide range of sites considered, the only viable options were those around Kidlington and Yarnton, due to their proximity to the city and the ease of work-related travel for residents. A 6 week consultation begins on Monday 17th July and ends on Tuesday 29th August 2017.

Councillor Ultsch suggested that if residents wanted to view all the sites under consideration, they look at Appendix 3 of the Supplementary Document, available on CDC's website.

It was noted that **Local Plan Part 2** has been delayed until the end of 2017 or early 2018.

Colin Smith asked if LP2 will impact on the MCNP, to which Councillor Kerford-Byrnes responded that whichever document is approved first will have to be regarded by the policies of the other.

Cherwell District Council's website: This is to be revamped with effect from autumn 2017.

8. Planning Matters:

recent planning applications were noted:-

- Tree works: Withybrook, 63, North Street
- Tree works: Vicarage Cottage
- Extension: Vicarage Cottage
- Change of garaging at Covert Farm site.

It was noted that the tree works at 63 North Street should have received a decision by now. The Clerk checked the CDC website after the last meeting and no decision was available!

Action: Clerk to notify District Councillor Kerford-Byrnes of the details so that he can follow this up. (Email to MK-B 5.7.17)

Mid-Cherwell Neighbourhood Plan:

The Parish Councils of category A and B villages within the MCNP have been advised that the Settlement Boundaries need 'easing', following the recent 'Health Check' made on the plan.. Councillor Foster provided maps showing how this change is proposed for Fritwell, including some large gardens and spaces previously omitted. This loosening of the boundaries should allow small developments of market housing, totalling about 20 homes, to be considered within the Settlement area. This is not the same as allocating sites and does not include any Rural Exception Sites. She explained that the PC takes the view that some small scale development would benefit the village, the shop, post office, school and potentially bus services too. Both small market housing and affordable homes would be particularly welcome. .

The following discussion included the points below:-

- Where land has previously been designated a SHLAA site by CDC, this designation remains.
Action: Councillor Foster to clarify whether previously designated SHLA sites need to be included in the Settlement Area map.
- Fritwell has insufficient infrastructure eg sewers / roads to accommodate further development.

- Fritwell would be unable to absorb significant development if other areas of land were included in the Settlement Boundaries (as in the alternative map provided by Councillor Foster.)
- Rural Exception Sites are by definition outside the Settlement Boundaries and are designed to meet the demonstrable needs of local people.
- Fritwell needs new residents to keep the village alive and its facilities sustainable.
- Grampian Conditions can be applied to developers wishing to build and thus infrastructure would be enhanced.
- The right sized housing for young families or those wishing to downsize would be supported by some residents.
- Imposing a condition on development related to distance of commute to places of work is unrealistic.

After the discussion, it was agreed that the larger sites identified on the second map would be discussed in the future if and when necessary. The smaller Settlement Boundary as shown in first map was unanimously agreed.

Proposed; Councillor Rooth

Seconded Councillor Ultsch.

Green Spaces: This has been discussed at previous meetings but a recorded vote is now required. Councillor Foster presented a map showing the land for which this status has been suggested, noting that the village green and playing fields have their own protections in place. She suggested the name “Church View” for this area in the middle of the village. There is a historical context for choosing this land area as it traditionally separated two settlements, each based around its own manor. The application is based on comments made by local people in a range of contexts over a number of years.

Councillors Rooth, Foster and Barlow declared an interest. The proposal was approved by the remaining 3 councillors.

Proposed Councillor Stillgoe

Seconded Councillor Ultsch

Councillor Foster invited residents to email alternative suggestions of names to herself or the Clerk. She also reminded everyone that the MCNP will undergo a period of 6 weeks of public consultation before approval.

Services and Facilities map: Councillor Foster indicated the revisions that have been made to this such as the addition of the Chapel on North Street and the removal of the George and Dragon public house.

The allotments on the left of Raghouse Lane going south remain on the map, despite changes in the land use in recent years. As residents can require the Parish Council to consider provision of allotment space, the status of this land needs further investigation.

Action: Councillor Foster and the Clerk to make further inquiries. *NB: Previous paperwork on this land may be held under the name Colley Farm.*

Traffic: Councillor Ultsch provided feedback on a meeting she recently attended, provided by MCNP and led by Hamilton Baillie Associates on traffic management in villages. This organisation advocate the use of street furniture and road narrowing as an alternative to more established forms of traffic calming. They provide a tool kit for communities to analyse their traffic problems. Their publication, Traffic in Villages, provides further guidance.

9. Cemetery: The Clerk has been in touch with other local cemetery providers and has been given the contact details of someone who may be able to help with the creation of a digital management system in a cost effective way.

She also suggested amendments to the Cemetery Regulations to clarify the position on benches and their maintenance.

Action: Clerk to gather and circulate information on digital mapping and to circulate suggested wording for revision of the Cemetery Regulations.

10. Parish Liaison Meeting 21.6.17: This was attended by the Clerk who provided feedback, in line with Item 7 above. Councillor Foster made a plea for all Councillors to share this responsibility as a useful way of assimilating up to date information.

11. Correspondence:

- **Vicky Hibberd**, Editor of The Three Parishes magazine, explained that the stakeholders in this publication would no longer be overseen by Souldern PCC. Instead, a CIC (Community Interest Company) would be created and she requested support and input into this organisation from all three PCs involved.

The aim is to have this CIC in place to begin work by January 2018. It is also envisaged that the publication will be made free to all households in the area from this time. It will still be available online.

Councillors expressed their support for this initiative and for the Three Parishes magazine. If any residents or Councillors wish to join the committee, please contact either Vicky or the Clerk. It was agreed that the Parish Council should return to this issue at the next meeting.

- A letter from St. Olave's PCC was read out, apologising for the removal of two cherry trees in the churchyard without consulting the Parish Council.
- An email from Rob Jones was discussed, regarding the placement of large banners at the junction of the B4100 and Brackley Road, which he felt could distract drivers. A similar request relating to advertising on the fence around the pond was discussed at length during the last meeting and Councillors felt that principles agreed then would also apply to this request. (See Minute Reference 5 of APM 15.5.17) It was also noted that this road junction is outside Fritwell Parish and technically the responsibility of OCC Highways. **Action:** Clerk to write to Rob, thanking him for his concerns and explaining the position.
- A request from Guideposts, a Witney based organisation, was discussed but fell outside the Parish Council's Grants Criteria.
- Councillor Rooth requested that items of correspondence be circulated ahead of meetings. **Action:** Clerk to comply as far as possible, but some items are received at the last minute.

12. AOB:

13. Dates of next meetings:

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

Monday 11th September 2017

Monday 4th December 2017

Monday 29th January 2018

Monday 19th March 2018

AGM/APM Monday 14th May 2018