

**Minutes of Fritwell Parish Council Meeting held on Monday 4<sup>th</sup> December 2017 in the Village Hall.**

- 1. Present:** Councillors Foster, Ultsch, Stillgoe, Reeves, Barlow, District Councillor Kerford-Byrnes (for part of the meeting) and the Clerk.
- 2. Apologies:** Councillor Rooth, County Councillor Fatemian, Mike and Rosemary Dockrey, Rachael Clark.
- 3. Residents present:** Mike Stewart, Helen Metcalfe, Colin Smith, Andrew Dayus, David and Josie Williamson, Jenny Paviour, Glynis Lowdon, Gail and David Barnhill.
- 4. Sanctuary Housing:** Councillor Foster informed the meeting that the agenda item on Sanctuary Housing was postponed until the next meeting due to the illness of their representative.
- 5. Declarations of Interest:** None formally advised. However, it was noted that councillors would declare an interest in the Sanctuary Housing issue when it was debated.

**6. Minutes of the meeting held on 11<sup>th</sup> September 2017:**

These were read, agreed and signed as true record.

Proposed: Councillor Barlow

Seconded: Councillor Ultsch

**7. Matters arising from these minutes:**

- An email has been received from County Councillor Fatemian, stating that due to negotiations between the design team and the Parish Council, the time schedule for repairs to the wall of the pond had slipped from the last quarter of the current financial year to the first quarter of 2018-19. However, no contact from OCC has been received by the Parish Council since our initial email of 12<sup>th</sup> September and follow up on 14<sup>th</sup> November.  
**Action: Chair and the Clerk to request further information from County Councillor Fatemian.**
- Parking issues, especially on the Fewcott Road junction with East Street, have been raised again by the Parish Council in The Three Parishes magazine. Traffic issues around the school and line repainting were discussed by Councillors Foster and Stillgoe at the recent Parish Liaison Meeting at CDC. This item is to be carried forward until a spring meeting as it appears lines are not painted in the winter period.

## **8. Public Participation:**

- **Colin Smith** asked why Sanctuary Homes were planning to speak to a Parish Council meeting when no planning permission has yet been sought. Councillor Ultsch explained that Sanctuary Homes had been tasked by central government to build many thousands of affordable homes across south east England and they were therefore seeking possible sites. They have liaised with Mr Dar who owns the land in question. This plot can only be accessed from the bottom end of Forge Place and the plan includes the demolition of garages already owned by Sanctuary Homes. Concerns exist about the suitability of Forge Place to carry additional, two-way traffic but Sanctuary Homes claim that they have already been in consultation with CDC.
- **Colin Smith** also asked if there was any further information regarding the HELAA sites and the potential 92 new dwellings to be built in Fritwell. District Councillor Kerford-Byrnes responded by explaining that there was nothing new to report and that the HELAA sites are not on the current Local Plan, although they could potentially be included in the next round of planning legislation. All planning applications are judged against the Local Plan in place at the time and developers have an obligation to prove that any plans submitted are NOT contrary to the Local Plan. Planners need to ensure that the required number of houses are built in the least offensive way possible. Local Authorities must have a 5 year supply of housing land, otherwise developers can readily overturn refusals of planning permission.
- **Gail Barnhill** asked why the Parish Council supports HELAA when it appears to be in direct conflict with the MCNP. Councillor Foster reiterated that any future planning applications will be judged against the Local Plan and Neighbourhood Plans in force at the time. The Parish Council supports the right kind of development in the right places in order to ensure that Fritwell remains a vibrant community with amenities for residents.
- **Andrew Dayus** asked if residents who are affected by the redrawing of the Settlement Boundaries will be informed. Councillor Foster replied that this will be the case.

## **9. Financial Matters:**

Councillor Barlow presented the Financial Report. He explained that the budget was on track and that we had had no unexpected expenses since the last meeting. However, he anticipated that further applications for grants and donations could be made before the end of the financial year. He added that a very good price had been achieved for the sale of the parish mower and that discussion regarding future mowing arrangements was an upcoming agenda item.

Fritwell Parish Council Accounts 2017 - 2018							05 December 2017			
							Balance Sheet			
2017/18							2016/17			
Receipts	Actual	Planned	Forecast	Budget	Variance	Actual				
<i>Excess Income / (Income Shortfall)</i>	£	£	£	£	£	£	2017/18	2016/17		
Parish Precept	6,500	-	6,500	6,939	(439)	6,939				
New Homes Bonus	-	-	-	-	-	527	Balances Brought Forward 1 April	13,247	12,248	
VAT Refund	-	350	350	350	-	345	Add Total Receipts	8,409	8,466	
Cemetery Fees	495	-	495	300	195	565	Add Unpresented Receipts	-	-	
Interest on Savings Account	-	-	-	3	(3)	5		21,657	20,713	
Other	1,359	150	1,509	-	1,509	85				
	<b>8,354</b>	<b>500</b>	<b>8,854</b>	<b>7,592</b>	<b>1,262</b>	<b>8,466</b>	Less Presented Payments	7,106	7,047	
							Less Unpresented Payments	-	419	
								7,106	7,466	
Payments	Actual	Planned	Forecast	Budget	Variance	Actual				
<i>(underspend) / overspend</i>	£	£	£	£	£	£				
Administration - Memberships & Professional Fees	-	573	573	620	(47)	525		<b>14,550</b>	<b>13,247</b>	
Administration - Office Running Costs	712	70	782	200	582	270				
Administration - Clerk	613	500	1,113	1,100	13	1,441	<b>Bank Balances</b>			
Administration - Insurance	674	-	674	640	34	659				
Administration - Training	78	-	78	150	(72)	84				
Administration - Venue Costs	200	-	200	300	(100)	420				
Section 137 Payments	-	-	-	-	-	37	Opening Balance	940	12,726	13,666
Pond Maintenance	-	-	-	750	(750)	140	Deposits	1,470	6,939	8,409
Footpath Maintenance	195	-	195	350	(155)	220	Payments	(7,106)	-	(7,106)
Grants and Donations	-	-	-	1,500	(1,500)	1,011	2016/17 Payments	(347)	-	(347)
Capital Expenditure	-	-	-	-	-	18	Transfers In	6,000	-	6,000
Cemetery Running Costs	1,685	-	1,685	1,750	(65)	680	Transfers Out	-	(6,000)	(6,000)
Mower Running Costs	578	-	578	300	278	935	Closing Balance	<b>958</b>	<b>13,665</b>	<b>14,622</b>
Village Appearance	838	-	838	750	88	659	<b>Balance Sheet to Bank Balance Reconciliation</b>			
Speed Watch	34	-	34	100	(66)	267				
Asset Maintenance	264	-	264	600	(336)	-				
Tree Works	1,235	-	1,235	1,500	(265)	100				
VAT	-	-	-	-	-	-	Balance Sheet Balance		14,550	
Contingency	-	-	-	3,000	(3,000)	-	2016/17 Uncleared Payments		72	
	<b>7,106</b>	<b>1,143</b>	<b>8,250</b>	<b>13,610</b>	<b>(5,360)</b>	<b>7,466</b>	2017/18 Uncleared Payments			14,622
							Bank Balances			14,622
Surplus / (Deficit)	£1,248	£ (643)	£ 605	£ (6,018)	£ 6,623	£1,000				

Fritwell Parish Council Accounts 2017 - 2018 - Payment, Receipt and Transfer Detail										Update Tables		05 December 2017		
Payments							Receipts							
Date	Who	For	Category	Cleared	Amount	Date	Who	Category	Account	Receipt				
10 Apr 2017	Cherwell District Council	Dog bins	Village Appearance	Yes	£262	12 Apr 2017		Cemetery Fees	Current	£160				
	G Simmonds	Printer ink / office sundries	Administration - Office Running Cos	Yes	£48	18 Apr 2017		Parish Precept	Savings	£3,250				
	Turney Groundforce	Mower oil etc	Mower Running Costs	Yes	£29	21 Apr 2017		Other	Current	£468				
02 May 2017	AON UK	Insurance	Administration - Insurance	Yes	£674				Savings	£439				
15 May 2017	Polly Foster	Cable ties for Speedwatch banners	Speed Watch	Yes	£3	04 Jul 2017		Cemetery Fees	Current	£60				
17 May 2017	S M Dookrey	Mower tyres (2 invoices)	Mower Running Costs	Yes	£163	21 Aug 2017		Cemetery Fees	Current	£15				
30 May 2017	OALC	Chair's Training	Administration - Training	Yes	£78	13 Sep 2017		Parish Precept	Savings	£3,250				
02 Jun 2017	S M Dookrey	Petrol for mower	Mower Running Costs	Yes	£42	26 Sep 2017		Erroneous payment	Current	£55				
16 Jun 2017	Bernie Girling	Painting village gates / benches	Asset Maintenance	Yes	£264	24 Oct 2017		Other	Current	£25				
30 Jun 2017	Appreciate Landscapes	Trimming trees in Cemetery Drive	Tree Works	Yes	£1,075	02 Nov 2017		Cemetery Fees	Current	£100				
	Post office Ltd	Clerk's PAYE	Administration - Clerk	Yes	£50	13 Nov 2017		Cemetery Fees	Current	£160				
	G Simmonds	Clerk's Salary	Administration - Clerk	Yes	£200	22 Nov 2017		Other	Current	£428				
	Tony Fox	Church Lane Pathwork	Footpath Maintenance	Yes	£156			<b>Total</b>		<b>£8,409</b>				
03 Jul 2017	ABS Computer Services Ltd	Internal Audit	Administration - Office Running Cos	Yes	£48									
	Appreciate Landscapes	Tree work in Forge Place	Tree Works	Yes	£160									
	G Simmonds	Postage	Administration - Office Running Cos	Yes	£16									
	Tony Fox	Stimming	Footpath Maintenance	Yes	£39									
10 Jul 2017	Turney Groundforce	Mower oil etc	Mower Running Costs	Yes	£19			<b>Transfers</b>						
11 Jul 2017	Fritwell Village Hall	Venue hire 27.3.17 - 14.5.18	Administration - Venue Costs	Yes	£200									
17 Jul 2017	Heywire Ltd	Replacement cheque 2016-17 Folio 40	Administration - Office Running Cos	Yes	£72	03 May 2017		Transfer from Savings to Current Account	£ 2,000	£ (2,000)				
11 Sep 2017	S M Dookrey	Petrol for mower	Mower Running Costs	Yes	£47	28 Jun 2017		Transfer from Savings to Current Account	£ 1,000	£ (1,000)				
	BDO LLP	Audit fees	Administration - Office Running Cos	Yes	£36	10 Sep 2017		Transfer from Savings to Current Account	£ 1,000	£ (1,000)				
13 Sep 2017	PC World	Replacement laptop	Administration - Office Running Cos	Yes	£330	06 Oct 2017		Transfer from Savings to Current Account	£ 1,000	£ (1,000)				
14 Sep 2017	A Lowdon	Mower repairs	Mower Running Costs	Yes	£100	30 Oct 2017		Transfer from Savings to Current Account	£ 1,000	£ (1,000)				
	G Simmonds	Postage and office sundries	Administration - Office Running Cos	Yes	£11			<b>Total</b>	<b>£ 6,000</b>	<b>£ (6,000)</b>				
25 Sep 2017	A Lowdon	Mower repairs	Mower Running Costs	Yes	£60									
	Seton	No Dogs sign for Cemetery	Cemetery Running Costs	Yes	£11									
30 Sep 2017	Post office Ltd	Clerk's PAYE	Administration - Clerk	Yes	£50									
	Heywire Ltd	Webhosting	Administration - Office Running Cos	Yes	£7			<b>Planned Expenditure</b>						
02 Oct 2017	Post office Ltd	Postage	Administration - Office Running Cos	Yes	£72			Status	Planned					
	G Simmonds	Clerk's Salary	Administration - Clerk	Yes	£200									
06 Oct 2017	Cherwell District Council	Dog bins	Village Appearance	Yes	£577			For	Category	Est Date	Amount			
	Turney Groundforce	Mower spares	Mower Running Costs	Yes	£119	PAYE	Administration - Clerk			30/12/2017	£50			
	Fritwell Church	Repayment of money transferred erroneo	Administration - Office Running Cos	Yes	£55					31/03/2018	£50			
21 Oct 2017	Wilkins & Co Accountants	Payroll services	Administration - Clerk	Yes	£113	Salary	Administration - Clerk			30/12/2017	£200			
31 Oct 2017	Peter Mitchell Associates	Cemetery Mapping and records	Cemetery Running Costs	Yes	£1,524					31/03/2018	£200			
	Jason Barlow	Cemetery marker bricks	Cemetery Running Costs	Yes	£150	Membership fee	Administration - Memberships & Pro			01/01/2018	£344			
02 Nov 2017	Robin England	VAS repair parts	Speed Watch	Yes	£31					01/03/2018	£133			
24 Nov 2017	999inks.co.uk	Colour ink cartridge	Administration - Office Running Cos	Yes	£18	Payroll Services	Administration - Memberships & Pro			01/03/2018	£96			
						Website update	Administration - Office Running Cost	Planned			£70			
						<b>Total</b>					<b>£1,143</b>			

Authority was given for payments as listed.

Proposed: Councillor Ultsch; Seconded; Councillor Stillgoe

It was noted that the next meeting will relate to the budget for 2018-19.

Councillor Foster asked for Special Projects to be on the next agenda and for councillors and residents to think ahead about suggestions to put forward for consideration.

### **10. Parish Clerk Vacancy:**

Councillor Foster presented a draft job description which was unanimously agreed.

Proposed: Councillor Reeves

Seconded: Councillor Stillgoe

A spreadsheet of potential costs was also presented, using OALC advertisements to suggest a range of possible remuneration, based on 15 – 20 hours work per month.

District Councillor Kerford-Byrnes commented that some parish councils share a clerk and that remuneration for professional clerks is on a fixed scale, dependent on qualifications and experience. This would be a more expensive option than those proposed on the spreadsheet. The clerk in Finmere has been keeping a record of her hours both as clerk and as RFO. Councillor Kerford-Byrnes will inform the Parish Council of the hours recorded and also where to access the pay scales.

The meeting made the following decisions regarding the forthcoming vacancy:

- Advertise locally first and then further afield if necessary as appointing a local resident was seen as the best option.
- Advertise in Three Parishes, Village Hall website, posters around the village, Fritwell Facebook page and possibly the school / FOFS newsletters.
- The Parish Council can only afford around £2,000, which is double what the current clerk is paid.

**Action: Clerk to approach school regarding their communications and Councillor Foster to draft a poster for the village notice boards.**

### **11. Planning Matters:**

Current planning applications are now available for residents to view on the website. The most recent are:-

- 10, The Lane: Approved with conditions
- Extension 23 East Street: Refused
- George and Dragon site revised plans for 7 dwellings: Approved
- The Manor House, 44 North Street: Replacement greenhouse Awaiting decision

## **MCNP Pre-Submission Consultation Response:**

1. It was unanimously agreed to include the Playing Field as a Local Green Space in the MCNP submission. Proposed: Councillor Foster; Seconded: Councillor Ultsch.
2. Village recategorisation: This was raised by 9 of the respondents to the MCNP consultation. Councillors Foster and Ultsch outlined the main points in the draft response. Having a Category A status supports the school, shop, post office and bus service and may encourage the re-opening of the pub. CDC will not consider any changes until after 2020. The Parish Council seeks to balance the needs of the whole village and keep Fritwell a vibrant community. It is clear from many recent consultations that residents care about the level of village amenities. Fritwell is comparable with other Category A villages in the MCNP area in terms of amenity provision. It was noted that the Parish Council minutes on 23.1.17 refer to this issue in detail and include CDC's response to the Parish Council's enquiry about recategorisation.

It was agreed that the Parish Council does not support re-categorisation of the village at this time and the draft response was approved. Proposed: Councillor Ultsch; Seconded: Councillor Reeves.

**Action:** In response to a request from residents attending the meeting, the Parish Council agreed to approach David Peckford to ask him to confirm in writing the views of CDC on recategorisation.

It was agreed that this issue may be reconsidered in the future.

3. OCC comments regarding a site on Fewcott Road that they propose to develop for housing: (HELAA site 131) After some discussion by councillors and residents it was agreed that the Parish Council supports the view that if house building is proposed for this area, sites 131 and 133 should be considered together. Proposed: Councillor Ultsch; Seconded: Councillor Stillgoe.

**Action:** Councillor Foster to amend draft response before submission.

4. CDC comments re Settlement Area: It was noted that the CDC's interactive map is a useful source of information. A small number of minor adjustments have been suggested by CDC which would result in an overall reduction in the size of the Settlement Area. It was agreed that Councillor Foster should proceed with the alterations. Proposed: Councillor Barlow; Seconded: Councillor Ultsch.

**Action:** Councillor Foster.

## **12. Bus Campaign:**

A report on the usage of the current bus service was presented by Councillor Foster. This clearly illustrates the importance of public transport to residents and that the weekly bus service to Bicester is used by an average of 20 passengers – with almost

1000 journeys in a 6 month period. The report has been sent to a contact in OCC Community Transport who praised the report and agreed to consult with colleagues and consider the best course of action. Following discussion on Community Transport at the recent Parish Liaison Meeting , it was agreed to put together a list of current transport options for residents.

**Action:** Clerk to place a request for information on the website and Councillor Stillgoe to compile the list.

A request was made for a Parish Transport Representative to attend occasional meetings (usually held in Oxford) and volunteers should inform the Chair or the Clerk if they are willing to undertake this role.

### **13. Cemetery:**

- The remapping by Peter Mitchell has now been completed and it was stressed that Peter has provided a wealth of valuable information and assistance.
- The records have been updated by the Clerk to comply with current legislation, although a few outstanding issues remain to be resolved.
- **Regulations update:** Further work is necessary to establish the required sizes of plinths and add plot numbers to memorial stones. **Action:** Clerk, Councillors Barlow and Rooth.
- **Hedge trimming:** A quotation has now been received from Doug Goward to trim the beech hedge along the back. It was agreed that he be asked to proceed. **Action:** Councillor Barlow to liaise with Doug.
- **Fee levels:** The Cemetery is currently running at a loss. Councillor Barlow will present suggested new charges by the end of this financial year to bring fee levels in line with other local cemeteries. **Action:** Councillor Barlow.
- The possibility exists that the Church yard could be reopened. In response to an approach by the Chair, Revd. Stephen Griffiths said that it is a complex process but he was willing to raise this with the PCC. The final decision would be made by the Chancellor of the Diocese of Oxford after consultations with residents. It was agreed that the Parish Council would wish to assist in this process. **Action:** Councillor Barlow to keep the Parish Council informed of the views of the PCC.

### **14. Mowing and Village Maintenance:**

A draft mowing contract, drawn up by Councillor Rooth, was presented

It was agreed to add the beech and holly hedges in the Parish Cemetery to this contract and to explore specific responsibilities for verges. The Parish Council could consider taking over OCC responsibility for identified verges, in return for payment offered, in due course.

**Action:** Councillor Rooth to make adjustments to the contract and put this out for tender.

It was noted that we already have contact details of several possible contractors who may wish to tender.

### **15. Village Meetings:**

- **Village Hall:** Councillor Stillgoe reported that there is a busy schedule of events planned for Christmas and the New Year and details of these can be found on the Village Hall website.

### **16. Correspondence:**

- The recent Cherwell Governance Review has approved an additional Parish Councillor for Fritwell from 2019.
- General Data Protection Regulations will be placed on the agenda for the next meeting.
- Bins by the Cemetery require a rota of people willing to move them up to North Street for emptying. **Action: Councillor Barlow to canvass residents nearby.** A compost container could be considered in the future.

### **17. AOB:**

Councillor Barlow asked who installed the village gates as he has been approached by one of the neighbouring villages who wish to install similar ones.

**Action: Clerk to search the records.**

### **18. Dates of next meetings:**

Monday 29<sup>th</sup> January 2018, Monday 19<sup>th</sup> March 2018

AGM/APM Monday 14<sup>th</sup> May 201.