

**Minutes of Fritwell Parish Council Meeting held on Monday 29<sup>th</sup> January 2018 in the Village Hall.**

- 1. Present:** Councillors Foster (Chair), Ultsch, Stillgoe, Reeves, Barlow, Rooth, District Councillor Kerford-Byrnes (for part of the meeting) and Gill Simmonds (Clerk).
  
- 2. Apologies:** Eugene Baston, Robin England
  
- 3. Residents present:** Christine Denton, Linda Docking, Jess and James Holcombe, Amanda and Robert Fox, Ian Glendinning, Lou and Aulden Dunipace, Stephen Gray, Christine Reeves, Vincent Stockwood, Wayne Potter, Craig Frater, Rachael Clark, Mike and Rosemary Dockrey, Kerry and Alan Mellor, Helen Metcalfe, Jo Beeney, Malcom Cox, Julia Mills, Georgina Bowman-Shaw, Paul Rojas, Jenny Paviour, Glynis Lowdon, Mike Stewart, Mike Buffham, Colin Smith, Vivienne and Jim Harding, Anna Rooth, Vicky Hibberd.
  
- 4. Declarations of Interest:** Councillor Foster and Councillor Rooth regarding Sanctuary Housing.
  
- 5. Public Participation:**
  - Most residents re: Sanctuary Housing.
  - Mike Dockrey re: removal of the bottle bank from The Kings Head car park. The Clerk explained that she had already raised this with CDC and discovered that the owners of the pub are having the car park resurfaced and so requested the removal of the bins temporarily while this work was carried out. The bins will be reinstated once the work is completed.
  - Anthea Unsworth (by proxy) re: the removal of the rubbish bin by the bus shelter. Councillor Ultsch explained that this bin used to be emptied by herself but that it frequently contained dog faeces and other unhygienic materials when these should have been placed in the dog bins available. Therefore she removed the bin. After discussion, she agreed to replace it for a trial period.
  
- 6. Sanctuary Housing:** Councillor Foster handed the Chair to Councillor Ultsch for this item.

Mike Santon, from Sanctuary Homes, and Bill van Heerrden from Frankham Consultancy Group, introduced themselves to the meeting.

  - Sanctuary Homes are a Housing Association, interested in the possibility of developing a site to the rear of homes on the north side of Forge Place, for affordable houses to rent or for shared ownership schemes. They are currently in discussion with the owner of the land.
  - This site is likely be developed as a Rural Exception Site and would consist of 100% of affordable homes, in contrast to the proportion stipulated for market developers.

- Access would be via land at the far end of Forge Place, currently owned by Sanctuary Homes and with garages currently in place on it.
- Plans would be in line with current guidelines and practice.
- Numbers of dwellings could be in the region of 20-27 but this remains to be decided.
- Some Green Space for the use of residents is likely to be incorporated.
- The minimum standards for affordable housing set by the government are often higher than those set by the private sector.
- A feasibility study will be necessary before plans are finalised.
- These may include the upgrading of the road surface and width of the existing Forge Place. There would be liaison with OCC Highways concerning this. A traffic study would determine the needs to be addressed.
- There will be a full public consultation exercise once plans are further ahead, before submission to CDC.

Questions and comments were then taken from residents. The main thoughts voiced were as follows:-

- Sewerage problems are ongoing for the village as a whole and especially for the land adjacent to Forge Place. *Response from Sanctuary: Water authorities will be approached regarding this proposal. The provision of additional capacity could be set as a planning condition.*
- *Residents were reassured that their views would be part of the process throughout.*
- *The likelihood of this project coming to fruition is dependent on OCC Highways, infrastructure providers and CDC.*
- *Local needs will shape and influence this project; the Local Housing Needs Assessment will determine the proportion of different sized homes incorporated. A 'Local Connection' clause could be established, whereby these homes are only available to people with a local connection. If more homes are available beyond this, they will be opened to other Cherwell applicants.*
- .
- *Sanctuary Homes would be willing to consider other sites in Fritwell which may be more suitable from everyone's point of view.*
- The narrow width of Forge Place, the difficulties already caused by parked cars, the inability of large vehicles, eg.the dust cart, to turn around in the road (the dust cart currently backs all the way down to the end) were also cited as potential problems.
- Residents indicated strong opposition to this proposal.

Councillor Ultsch thanked the visitors for coming and Councillor Foster resumed the Chair.

## **7. Minutes of the meeting held on 4<sup>th</sup> December 2017:**

These were read, agreed and signed with two small amendments.

These are Item 8: which infers that the Parish Council 'supports' the proposals in the HELAA document. It was stressed that the PC has not taken a view on this

document. Also Item 16: the phrase 'next meeting' should be replaced with 'March meeting'.

Proposed: Councillor Ultsch  
Seconded: Councillor Stillgoe.

#### **8. Matters arising from these minutes:**

- **Pond:** There has been no further communication from County Councillor Fatemian regarding this, despite numerous reminders. District Councillor Mike Kerford-Byrnes will attempt to elicit a reply.
- **Parking issues:** Line painting to be added to the agenda for the March meeting, including the hazard lines outside the school. Councillor Reeves agreed to put together a list of road markings requiring attention. Leafleting the inconsiderately parked vehicles, especially those at the junctions of Fewcott Road and East Street, and at the crossroads, will be reconsidered
- **Village Re-categorization:** As promised at the last meeting, the Clerk contacted David Peckford regarding a written explanation about this issue. This was duly received and Councillor Foster read it aloud to the meeting. It upheld and entirely confirmed the views given by Councillor Ultsch at the last meeting and her original report to the Parish Council (Minutes 23.1.17).
- **Transport Representative:** A volunteer is still sought for this position. Please contact the Clerk to express an interest.
- **Fritwell Churchyard:** Mike Dockrey (Church Warden) reported that this was closed by Act of Parliament and the legal process to re-open it would be time consuming, costly and unlikely to be successful. However an initial step would be a questionnaire for residents and Councillor Foster indicated PC support should this be carried out.  
**Action: Councillor Barlow to raise at the next PCC meeting.**
- **Bins outside Parish Council Cemetery:** These will remain under church control and Mike Dockrey will continue to run a rota to wheel these up to North Street for collection.
- Cllr Foster confirmed that letters were delivered to properties affected by the recent minor adjustments to the settlement area map. A letter has also been sent to the Playing Fields Committee about the inclusion of the Playing Field as a Local Green Space in the MCNP.

#### **9. Clerk Recruitment:**

Councillor Foster announced that Vicky Hibberd has been appointed as the new Clerk, wef 1<sup>st</sup> April 2018. She will be employed for nominal working hours of approximately 15 hours per month.

**Action: Councillors involved in the interview to complete and return the Person Specification documents to Councillor Foster.**

#### **10. Financial Matters:**

Councillor Barlow presented the Financial Report. He noted the recent receipts of reclaimed VAT and the payment from the PCC representing their final share of the mower costs. Previous and planned expenditure was approved.

Proposed: Councillor Barlow

Seconded: Councillor Foster

Fritwell Parish Council Accounts 2017 - 2018							30 January 2018		
	2017/18					2016/17	Balance Sheet		
	Actual	Planned	Forecast	Budget	Variance	Actual			
Receipts	£	£	£	£	£	£	2017/18	2016/17	
<i>Excess Income / (Income Shortfall)</i>							£	£	
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	668	-	668	350	318	345	Add Total Receipts	9,369	8,466
Cemetery Fees	495	-	495	300	195	565	Add Unpresented Receipts	-	-
Interest on Savings Account	2	-	2	3	(1)	5		22,617	20,713
Other	1,704	-	1,704		1,704	85			
	<u>9,369</u>	<u>-</u>	<u>9,369</u>	<u>7,592</u>	<u>1,777</u>	<u>8,466</u>	Less Presented Payments	7,356	7,047
							Less Unpresented Payments	15	419
								7,371	7,466
<b>Payments</b>	<b>Actual</b>	<b>Planned</b>	<b>Forecast</b>	<b>Budget</b>	<b>Variance</b>	<b>Actual</b>			
<i>(underspend) / overspend</i>	£	£	£	£	£	£			
Administration - Memberships & Professional Fees	-	573	573	620	(47)	525			
Administration - Office Running Costs	727	70	797	200	597	270			
Administration - Clerk	863	250	1,113	1,100	13	1,441			
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			
Pond Maintenance	-	-	-	750	(750)	140			
Footpath Maintenance	195	-	195	350	(155)	220			
Grants and Donations	-	-	-	1,500	(1,500)	1,011			
Capital Expenditure	-	-	-	-	-	18			
Cemetery Running Costs	1,685	-	1,685	1,750	(65)	680			
Mower Running Costs	578	-	578	300	278	935			
Village Appearance	838	-	838	750	88	659			
Speed Watch	34	-	34	100	(66)	267			
Asset Maintenance	264	-	264	600	(336)	-			
Tree Works	1,235	-	1,235	1,500	(265)	100			
VAT	-	-	-	-	-	-			
Contingency	-	-	-	3,000	(3,000)	-			
	<u>7,371</u>	<u>893</u>	<u>8,265</u>	<u>13,610</u>	<u>(5,346)</u>	<u>7,466</u>			
Surplus / (Deficit)	£1,998	£ (893)	£ 1,105	£ (6,018)	£ 7,123	£1,000			15,332
							Bank Balances		15,332

Fritwell Parish Council Accounts 2017 - 2018 - Payment, Receipt and Transfer Detail						Update Tables		30 January 2018	
Payments						Receipts			
Date	Who	For	Category	Cleared	Amount	Date	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
#####	AON UK	Insurance	Administration - Insurance	Yes	£674			Savings	£439
#####	Polly Foster	Cable ties for Speedwatch banners	Speed Watch	Yes	£3	04 Jul 2017	Cemetery Fees	Current	£60
#####	S M Dockrey	Mower tyres (2 invoices)	Mower Running Costs	Yes	£163	21 Aug 2017	Cemetery Fees	Current	£15
#####	OALC	Chair's Training	Administration - Training	Yes	£78	13 Sep 2017	Parish Precept	Savings	£3,250
#####	S M Dockrey	Petrol for mower	Mower Running Costs	Yes	£42	26 Sep 2017	Other	Current	£55
#####	Bernie Girling	Painting village gates / benches	Asset Maintenance	Yes	£264	24 Oct 2017	Other	Current	£25
#####	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	04 Dec 2017	Interest on Savings Account	Savings	£2
03 Jul 2017	ABS Computer Services Ltd	Internal Audit	Administration - Office Running Cos	Yes	£48	08 Jan 2018	Other	Current	£289
	Appreciate Landscapes	Tree work in Forge Place	Tree Works	Yes	£160		VAT Refund	Current	£668
	G Simmonds	Postage	Administration - Office Running Cos	Yes	£16				
	Tony Fox	Strimming	Footpath Maintenance	Yes	£39				
10 Jul 2017	Turney Groundforce	Mower oil etc	Mower Running Costs	Yes	£19				
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				
#####	S M Dockrey	Petrol for mower	Mower Running Costs	Yes	£47				
#####	BDOLL	Audit fees	Administration - Office Running Cos	Yes	£36	03 May 2017	Transfer from Savings to Current Account	£ 2,000	£ (2,000)
#####	PC World	Replacement laptop	Administration - Office Running Cos	Yes	£330	28 Jun 2017	Transfer from Savings to Current Account	£ 1,000	£ (1,000)
#####	A Lowdon	Mower repairs	Mower Running Costs	Yes	£100	10 Sep 2017	Transfer from Savings to Current Account	£ 1,000	£ (1,000)
#####	G Simmonds	Postage and office sundries	Administration - Office Running Cos	Yes	£11	06 Oct 2017	Transfer from Savings to Current Account	£ 1,000	£ (1,000)
#####	A Lowdon	Mower repairs	Mower Running Costs	Yes	£60	30 Oct 2017	Transfer from Savings to Current Account	£ 1,000	£ (1,000)
#####	Seton	No Dogs sign for Cemetery	Cemetery Running Costs	Yes	£11				
#####	Post office Ltd	Clerk's PAYE	Administration - Clerk	Yes	£50				
#####	Heywire Ltd	Webhosting	Administration - Office Running Cos	Yes	£72				
02 Oct 2017	Post office Ltd	Postage	Administration - Office Running Cos	Yes	£7				
	G Simmonds	Clerk's Salary	Administration - Clerk	Yes	£200				
06 Oct 2017	Cherwell District Council	Dog bins	Village Appearance	Yes	£577				
	Turney Groundforce	Mower spares	Mower Running Costs	Yes	£119				
	Fritwell Church	Repayment of money transferred erroneously	Administration - Office Running Cos	Yes	£55				
21 Oct 2017	Wilkins & Co Accountants	Payroll services	Administration - Clerk	Yes	£113				
31 Oct 2017	Peter Mitchell Associates	Cemetery Mapping and records	Cemetery Running Costs	Yes	£1,524				
	Jason Barlow	Cemetery marker bricks	Cemetery Running Costs	Yes	£150				
#####	Robin England	VAS repair parts	Speed Watch	Yes	£31				
#####	999inks.co.uk	Colour ink cartridge	Administration - Office Running Cos	Yes	£18				
#####	G Simmonds	Clerk's Salary	Administration - Clerk	Yes	£200				
#####	HMRC Cumbemauld	Clerk's PAYE	Administration - Clerk	Yes	£50				
#####	G Simmonds	Office sundries	Administration - Office Running Cos	No	£15				
<b>Total</b>					<b>£7,371</b>				

  

Transfers			
Date	Transfer Direction	Current	Savings
03 May 2017	Transfer from Savings to Current Account	£ 2,000	£ (2,000)
28 Jun 2017	Transfer from Savings to Current Account	£ 1,000	£ (1,000)
10 Sep 2017	Transfer from Savings to Current Account	£ 1,000	£ (1,000)
06 Oct 2017	Transfer from Savings to Current Account	£ 1,000	£ (1,000)
30 Oct 2017	Transfer from Savings to Current Account	£ 1,000	£ (1,000)
<b>Total</b>		<b>£ 6,000</b>	<b>£ (6,000)</b>

  

Planned Expenditure			
Status	Planned	Est Date	Amount
For	Category		
PAYE	Administration - Clerk	#####	£50
Salary	Administration - Clerk	#####	£200
Membership fee	Administration - Memberships & Prof	#####	£344
		#####	£133
Payroll Services	Administration - Memberships & Prof	#####	£96
Website updates	Administration - Office Running Costs	Planned	£70
<b>Total</b>			<b>£893</b>

**Budget for 2018-19:** This was presented and explained by Councillor Barlow. It is anticipated that the PC precept will rise by 1.5% to a total of £6,600 and the carry-over to 2019-20 will be reduced.

The budget was approved. Proposed: Councillor Stillgoe; Seconded: Councillor Rooth.

**Action:** Clerk to forward precept request to CDC.

Councillor Barlow went on to invite suggestions for 'Special Projects' that could be undertaken by the PC. Suggestions were made as follows:-

- Traffic Calming
- Community orchard / allotments
- Upgraded VAS signs, linked to mains electricity supply
- Replace tree in centre of the Cemetery and install a circular metal seat around it
- Attractive planting in areas of the cemetery not expected to be used for some years
- Maintenance of the entrance leading into the playing field
- Resurfacing of Church Way
- Pond enhancement

Councillor Foster invited anyone with further ideas to contact the Clerk.

## **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 Approved.
- The Paddock Town Well End: Single Storey extension: Approved
- Sunnyside Cottage 56 North Street: Increase height of front wall: Awaiting decision
- Court Farm House 37 North Street: Barn conversion: Awaiting decision
- Lodge Farm East Street: Felling of Ash tree: Awaiting decision.

A site behind Green Farm has been put forward for possible mineral extraction. Councillors will monitor this proposal .

The Mid-Cherwell Neighbourhood Plan is expected to be submitted to Cherwell District Council in February, followed by a 6-week consultation period.

## **12. Bus Campaign:**

Councillor Foster and Rachael Clark have met with OCC officers and intend to approach Heyfordian regarding the viability of an additional service.

Councillor Stillgoe is continuing to collate a list of transport options for those residents without access to private cars. Any further ideas should be emailed to the Clerk.

## **13. Cemetery:**

- Doug Goward will cut the hedge in February, prior to commencement of the Groundwork Contract.
- The charges will be reviewed before the meeting on March 19<sup>th</sup>.
- There remain a small number of issues to resolve regarding the digitalisation of the Cemetery records.

## **14. Grounds Maintenance Contract:**

Two tenders have so far been received, the deadline being 5.00pm on 23<sup>rd</sup> February 2018.

The Village Green will continue to be cut by volunteers.

However, the contract will include the Cemetery, Church Lane and footpaths across Church View.

It is proposed that a working group, consisting of Councillors Rooth, Barlow and Foster will assess the tenders.

**Action: Clerk to write letters thanking previous mowing volunteers for their efforts.**

400 bulbs have been kindly donated and planted around the village gates by Eugene Baston and his children, Reuben and Alice. The Clerk has already written to express thanks for this.

However, Eugene has also noted that the signs on the village gates need cleaning and has volunteered to undertake this.

**Action:** Clerk to write to Eugene, accepting his kind offer.

Thanks were expressed to all those previously responsible for these signs: Helen Metcalfe, Anthea Unsworth, Ross and Pamela Hands and Sandra Cartwright.

## **15 Winter Weather:**

Following the **snowy weather** in December, OCC have now replenished the salt and grit bins.

However, it was noted that the spreaders used require some maintenance. Road treatments undertaken by the PC we generally thought to have been effective but the pavements needed further clearing.

Further supplies of water softening salt will be required for the spreader as the grit supplied by OCC damages the internal mechanism.

**Action:** Councillors Rooth and Barlow to source further supplies.

It was reported that the salt bin on the Brackley Road has been damaged by a flail mower during hedge cutting. **Action:** Clerk to investigate.

**Flooding concerns** remain regarding the junction of Fewcott Road and East Street.

**Action:** Clerk to contact CDC to clean and clear the blocked drain there.

Reports were also made regarding flooding in Raghouse Lane but since the ditches have recently been cleared, this problem should be resolved.

A provisional date of 17<sup>th</sup> March 2018 was set for the annual Spring Clean.

**Action:** Clerk to check that CDC will support this date.

## **15. Village Meetings:**

- **Village Hall:** It was reported that some new events, such as wine tasting, are being scheduled and that salt and grit for treating the Village Hall car park, are stored in the shed.

## **16. Correspondence:**

- A request for grant funding from Oxfordshire Association for the Blind was deemed not local enough.
- A request has been received for a financial contribution to assist the PCC in dealing with a potentially dangerous tree in the churchyard. A contribution of £250 was agreed, to be taken from the *Village Maintenance* cost centre of the budget: Proposed: Councillor Foster; Seconded: Councillor Rooth.  
**Action: Clerk to initiate payment.**
- Eva Wheeler has volunteered to be the second Defibrillator Guardian and her details have been forwarded to South Central Ambulance Service.

## **17. AOB:**

It was noted that the bus timetable requires updating. **Action: Councillor Foster and Rachael Clark to contact Heyfordian.**

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

Monday 19<sup>th</sup> March 2018

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