

**Minutes of Fritwell Parish Council Meeting held on Monday 19<sup>th</sup> March 2018 in the Village Hall.**

- 1. Present:** Councillors Foster (Chair), Ultsch, Reeves (for part of meeting), Barlow, District Councillor Kerford-Byrnes (for part of the meeting), County Councillor Arash Fatemian (for part of meeting) and Gill Simmonds (Clerk).
- 2. Apologies:** Cllr Rooth, Cllr Stillgoe, Mike and Rosemary Dockrey.
- 3. Residents present:** Christine Denton, Linda Docking, Ian Glendinning, Vicky Hibberd, Marc and Joanne Beeney, Nigel and Liz Hughes, Rachael Clark, Jane White, Shawn Calver, Jane Moonie, Mark Murray.
- 4. Declarations of Interest:** Councillor Foster regarding Sanctuary Housing.
- 5. Public Participation:**
  - Jane White: Drew attention to a tree which has been partially cut to the left of Church Lane, when heading towards East Street. **Action: Councillors will investigate.**
  - Rachael Clark noted a defective street light outside Hunters Lodge on East Street, opposite Southfields Lane. **Action: Clerk to notify OCC via 'Fix My Street'. The Chair reminded residents that they can go directly to this OCC website to report street problems.**
  - Marc Beeney: Raised residents' concerns that the Kings Head public house was now being used as a domestic residence on both floors, despite no change of use application. Residents have contacted CDC about this issue but have not received a satisfactory response so far. Councillor Foster explained that she had been in contact with CDC to clarify that a Change of Use application had not been submitted and had also spoken to the owners. From this conversation she understands that the current situation is only a temporary one, pending decisions on their future plans and the possibility of letting the premises for reopening as a public house. They are fully aware that the building has been designated an *Asset of Community Value* and understand the implications of this. They also realise that Conservation Area legislation applies to this situation and are currently upgrading the building and facilities
  - **Action: Clerk to contact CDC and report that residents had voiced concerns at the PC meeting and were dissatisfied with the responses provided to date. A site visit will be requested.**  
(Heather Nesbit was suggested by residents as a named contact at CDC).
- 6. District Councillor Mike Kerford-Byrnes:**

Cllr Kerford-Byres thanked the residents for attending and noted his admiration for the regular, high turn-out of residents to Fritwell Parish Council meetings.

He drew attention to the recent mailing of Council Tax bills and explained that the District Council's contribution to the bills had not been raised in nine years, due to efficiency savings.

He went on explain about the current uncertainties regarding the future of Northamptonshire County Council and the possible impact on South Northamptonshire District Council, with whom CDC work closely. He will keep the PC updated as events unfold.

He finished by thanking the retiring clerk for her work with the PC.

## **7. Minutes of the meeting held on 29<sup>th</sup> January 2018:**

These were read, agreed and signed as an accurate record of proceedings.

Proposed: Councillor Ultsch

Seconded: Councillor Barlow.

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

- **Bottle Banks:** The clerk apologised for erroneous information supplied by CDC and given by herself at the last meeting, reported in good faith but nevertheless, incorrect. It now appears that the bottle banks will not be replaced at The Kings Head. The Village Hall committee were asked to consider siting the bins there but have declined on health and safety grounds. The Playing Field committee has not been formally approached because of similar concerns.  
**Action:** The clerk to contact Anglian Water to ask if they would consider siting the bins on their property, by the sewerage works.
- **New rubbish bin** at the bus stop on East Street: Information on possible suppliers and designs has been circulated by the clerk to councillors. **Action:** Councillors Foster, Ultsch and the new clerk to make a decision and action.
- **Sanctuary Housing:** No further information has been received following the last meeting. Councillor Foster sent a letter shortly after the meeting, thanking them for attending and listening to residents concerns..
- **Parking issues:** Councillor Foster has been in touch with James Kirkham from CDC Planning Department, with a view to ascertaining the parking arrangements put in place when the building opposite the Fewcott Road junction was converted into flats. However, that information cannot currently be traced. It was noted that two of the flats have recent planning permission approvals and appear to have two allocated parking places apiece. This reduces the spaces available for other residents, leading to parking on the junction outside.  
**Action:** Councillor Foster to create flyers to place on windscreens of offending vehicles.
- **Churchyard:** The issue of reopening the Churchyard was brought up by Councillor Barlow at a recent PCC meeting and as a result, the Churchwardens responded with a letter to Councillors Foster and Barlow, suggesting that since reopening was a lengthy and complex business, the PC contact the PCC again when they estimate that five years' worth of burial space remains in the PC Cemetery. Councillor Foster thanked the PCC for considering this issue. **Action:** Clerk to write formally to PCC, thanking them for their consideration.

- **Buses:** Councillor Foster has still to organise a meeting with Heyfordian regarding the possibility of additional services. **Action: Councillor Foster**
- **Special Improvement Projects:** The resurfacing of the Playing field car park and access track is to be added to the list of possible projects. **Action: Clerk.**

## 9. Financial Matters:

Councillor Barlow presented the Financial Report. Financial matters are progressing as planned; previous and planned expenditure was approved.

Proposed: Councillor Foster

Seconded: Councillor Ultsch

Fritwell Parish Council Accounts 2017 - 2018							21 March 2018		
	2017/18					2016/17	Balance Sheet		
	Actual	Planned	Forecast	Budget	Variance	Actual			
Receipts	£	£	£	£	£	£			
<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	9,376	8,466
Cemetery Fees	495	-	495	300	195	565	Add Unpresented Receipts	-	-
Interest on Savings Account	9	-	9	3	6	5		22,623	20,713
Other	1,704	-	1,704		1,704	85			
	9,376	-	9,376	7,592	1,784	8,466	Less Presented Payments	7,972	7,047
							Less Unpresented Payments	-	419
								7,972	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	135	440	575	620	(45)	525			
Administration - Office Running Costs	821	70	891	200	691	270			
Administration - Clerk	863	250	1,113	1,100	13	1,441			
Administration - Insurance	674	-	674	640	34	659			
Administration - Training	174	-	174	150	24	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	1,115	-	1,115	750	365	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)	-			
	7,972	760	8,732	13,610	(4,878)	7,466			
Surplus / (Deficit)	£1,404	£ (760)	£ 644	£ (6,018)	£ 6,662	£1,000	Bank Balances		14,723
									14,723

Fritwell Parish Council Accounts 2017 - 2018 - Payment, Receipt and Transfer Detail										Update Tables		21 March 2018	
Payments										Receipts			
Date	Who	For	Category	Cleared	Amount	Date	Category	Account	Receipt				
10 Apr 2017	Chenwell District Council	Dog bins	Village Appearance	Yes	£262	12 Apr 2017	Cemetery Fees	Current	£160				
	G Simmonds	Printer ink / office sundries	Administration - Office Running Costs	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	AQN 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	£80				
17 May 2017	S M Dockrey	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 Dockrey	Petrol for mower	Mower Running Costs	Yes	£42	26 Sep 2017	Other	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	04 Dec 2017	Interest on Savings Account	Savings	£2				
03 Jul 2017	ABS Computer Services Ltd	Internal Audit	Administration - Office Running Costs	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 Costs	Yes	£16	05 Mar 2018	Interest on Savings Account	Savings	£7				
	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 Costs	Yes	£72								
11 Sep 2017	S M Dockrey	Petrol for mower	Mower Running Costs	Yes	£47								
	BDO LLP	Audit fees	Administration - Office Running Costs	Yes	£36	03 May 2017	Transfer from Savings to Current Account	£ 2,000	£ (2,000)				
13 Sep 2017	PC World	Replacement laptop	Administration - Office Running Costs	Yes	£330	28 Jun 2017	Transfer from Savings to Current Account	£ 1,000	£ (1,000)				
14 Sep 2017	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 Costs	Yes	£11	06 Oct 2017	Transfer from Savings to Current Account	£ 1,000	£ (1,000)				
25 Sep 2017	A Lowdon	Mower repairs	Mower Running Costs	Yes	£60	30 Oct 2017	Transfer from Savings to Current Account	£ 1,000	£ (1,000)				
	Ston	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 Costs	Yes	£72								
02 Oct 2017	Post office Ltd	Postage	Administration - Office Running Costs	Yes	£7								
	G Simmonds	Clerk's Salary	Administration - Clerk	Yes	£200								
06 Oct 2017	Chenwell 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 Costs	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								
02 Nov 2017	Robin England	VAS repair parts	Speed Watch	Yes	£31								
24 Nov 2017	999inks.co.uk	Colour ink cartridge	Administration - Office Running Costs	Yes	£18								
02 Jan 2018	G Simmonds	Clerk's Salary	Administration - Clerk	Yes	£200								
	HMRC Cumbernauld	Clerk's PAYE	Administration - Clerk	Yes	£50								
24 Jan 2018	G Simmonds	Office sundries	Administration - Office Running Costs	Yes	£15								
01 Feb 2018	OALC	RFO Training	Administration - Training	Yes	£96								
	999 inks.co.uk	Printer ink / office sundries	Administration - Office Running Costs	Yes	£37								
11 Feb 2018	Fritwell Church	Contribution towards dangerous tree	Village Appearance	Yes	£250								
14 Feb 2018	Office Outlet	Printer ink and office sundries	Administration - Office Running Costs	Yes	£56								
01 Mar 2018	OALC	Subscription	Administration - Memberships & Professional Fees	Yes	£135								
16 Mar 2018	GB Wighton and Son	Food for Spring Clean event	Village Appearance	Yes	£27								
<b>Total</b>					<b>£7,972</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	Y	
<b>For</b>	<b>Category</b>	<b>Est Date</b>	<b>Amount</b>
PAYE	Administration - Clerk	31/03/2018	£50
Salary	Administration - Clerk	31/03/2018	£200
Membership fee	Administration - Memberships & Profi	01/01/2018	£344
Payroll Services	Administration - Memberships & Profi	01/03/2018	£96
Website updates	Administration - Office Running Costs	Planned	£70
<b>Total</b>			<b>£760</b>

## 10. Planning Matters:

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

- Sunnyside Cottage: wall: Approved
- 44/48 East Street: New staircases approved
- Lodge Farm: Tree works approved
- 53 North Street: Extension awaiting decision

MCNP is now with CDC who are likely to make comments for consideration by the Forum in the near future. Further consultation will then follow and the promised referendum is likely to take place in the autumn of 2018, at the earliest. It was noted that the next MCNP Forum meeting is the AGM, which will take place on 11<sup>th</sup> April 2018 and Fritwell could send up to 5 representatives. Councillors Foster and Ultsch will continue to attend but other councillors are invited to join them.

Councillor Foster wished to pay tribute to all the hard work of the Chair, Martin Lipson, without whose drive and determination, this project would not have progressed so effectively.

## **11. County Councillor Arash Fatemian:**

**Pond:** Councillor Fatemian reported that the engineer responsible for the rebuilding of the retaining wall around the pond, had met with representatives of the PC and been provided with historical pictures of the pond for reference. Councillor Foster thanked Councillor Fatemian for facilitating this meeting.

It is likely that for safety reasons, North Street will need to be closed to vehicles for the duration of the project and this closure could last five weeks. Diversions will be in place. Pedestrian access should be maintained. There will be a letter drop to residents ahead of the work (scheduled in May 2018) when firm details are known.

Councillor Foster then circulated pictures of possible fencing designs and it was agreed that wooden fencing was the most acceptable option, subject to a suitably treated hard wood being available to maximise longevity.

She also suggested that planting areas and a gate and steps at the East Street end of the pond be incorporated, to assist with access for maintenance. In addition to this, it is hoped to erect a signage board, providing information on the origins and history of the pond.

These suggestions were approved by Councillors Ultsch and Barlow.

**Action:** Clerk to discuss these plans with residents of adjacent house. (J and M Boyce)

**Volunteering:** The engineer working on the pond has also asked for suggestions of work that could be undertaken as a volunteering opportunity. Councillor Foster, after consulting other councillors for their suggestions, has sent him the following:-

- Help research and erect information board at the pond.
- Construct and plant areas on pond margins.
- Repair car park and entrance to Playing Fields.

Councillor Fatemian expressed his delight that this long term project is now coming to fruition and thanked the PC for their continued support. He stressed that when considering maintenance for the pond, OCC approved contractors should be the only ones considered, to avoid damage to the repaired wall and fencing.

He explained that County Councillors have each been allocated £15,000 to be spent in their areas during 2018-19 financial year and he will be apportioning this between his 13 parishes. He can be approached for financial assistance towards any special projects.

Finally, he encouraged residents and councillors to continue to use 'Fix My Street' via the OCC website to report any defects and issues with highways.

## **12. General Data Protection Regulations:**

The clerk outlined the actions needed to ensure compliance by 28<sup>th</sup> May 2018:-

- Audit of current position completed 27.2.18 by clerk. Issues outstanding identified.
- Appoint a Data Protection Officer (Clarification still required as to whether or not this can be the clerk)
- Agree a format for seeking permission to use residents' email addresses
- Privacy Notice (Separate for General use / Councillors and employees)
- Parish Councillor designated email addresses

- Policy for handling requests for information
- Information on employees, contractors etc
- Cemetery details

It was agreed to appoint a sub-committee to look at this before the next ordinary meeting.

**Action:** Clerk to email councillors, requesting volunteers.

### **13. Community Transport:**

Thanks were expressed to Councillor Stillgoe for her work on putting together information about options available to residents. **Action:** Clerk to place electronic copy on website and investigate Bicester based options.

### **14. Cemetery:**

- Doug Goward has still to cut the hedge, when the weather improves.
- Councillor Barlow presented a spreadsheet showing the current charges and comparing these with charges for other local cemeteries. It does appear that Fritwell's charges are at the higher end of the spectrum, especially for non-residents.
- Suggested charging structures were also circulated for consideration.
- Regulations update still outstanding.
- GDPR to be added to regulations as a footnote.
- No reservation policy to continue.
- Outstanding Deeds of Exclusive Right of Burial to be issued shortly. **Action:** Clerk.

### **15. Village Maintenance**

**Grounds Maintenance Contract:** The most competitive tender has now been selected but on the date of the meeting, this remained subject to the submission of insurance and spraying certificates. *(These were received by the PC 20.3.18 and appear in order.)*

**Spring Clean and Litter Blitz:** Following last minute cancellation of the event due to inclement weather, this has been rescheduled to Saturday 14<sup>th</sup> April 2018. **Action:** Clerk to notify CDC and print updated notices; information to be added to Three Parishes newsletter.

**Winter weather:** Thanks were expressed to Eugene Baston and others who kindly turned out yet again to spread grit on the junctions around the village. **Action:** Councillors Barlow and Rooth to purchase further salt supplies for use with the PC's spreading equipment (before next winter).

### **16. Correspondence:**

- Emails regarding 'Battle's Over' (Celebration of the end of WW1) and proposed bell-ringing have been drawn to the attention of local churches..
- **Laurel at Town Well End:** Tim Green of CDC is checking his records regarding responsibility for this and will respond in due course.
- **Lost Rights of Way** poster to be displayed at the shop.

- **Community First Oxfordshire:** The decision was agreed not to join at this time.

### **17. AOB:**

- It was reported that The George and Dragon site has been sold to a new developer with existing planning permission in place.
- Thanks were expressed to the retiring clerk who was presented with a potted plant and a card. She, in return, expressed her appreciation of all the support and encouragement she had received from Councillors during her time in post. Good wishes were passed to the incoming clerk and handover arrangements are in place.

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

**AGM/APM Monday 14<sup>th</sup> May 2018.**