

FULBROOK PARISH COUNCIL

MINUTES OF MEETING

Date:	Monday 13th March 2017 7.30 pm	
Venue	Parish Church of St James the Great	
Present:	Councillors:	Mr Walford Ingleby WI (Chair) Mrs Lynn Newland LN Mrs Patricia Picking PP
	Clerk:	Mrs Jo Glyde (Clerk/RFO)
	Parishioners:	2 villagers were present – Mr P Burns (PB), Mr R Newport (RN)
	OCC:	Mr N Field –Johnson (NF-J) (prospective OCC candidate)
	Apologies:	Mr R Warner (RW)

For convenience the following abbreviations may be used in some instances in these minutes.

FPC	Fulbrook Parish Council
MEWRA	Meadow End & Walnut Row Residents Association
OCC	Oxfordshire County Council
WODC	West Oxfordshire District Council
OALC	Oxfordshire Association of Local Councils
NALC	National Association of Local Councils
CFO	Communities First Oxfordshire

1. Public Participation

- 1.1 Clerk had received a request that FPC put gravel on the footpath above 10 steps. It was agreed that the footpath is the responsibility of the landowner and requests for changes to the footpath should be made to him.
- 1.2 Clerk had received concerns about the placing of garden waste bins outside Long Meadow Hall on Cockland's Hill many days before the waste collection is due.
LN to raise the concerns with the householder. **LN**

2. Declaration of Interests

There have been no changes to Councillor's interests, and there were no interests to declare regarding items on the agenda.

3. Vacancy on Parish Council

WI proposed the co-option of Peter Burns (PB) to fill the existing vacancy on the Parish Council. This was seconded by PP. Consequently PB co-opted onto FPC.

Clerk to obtain relevant paperwork from WODC. **Clerk**

4. Minutes of the meeting held on Monday 16th January 2017

- 4.1 The minutes of the previous meeting were approved by the Councillors and were signed by the Chair.

5. Matters Arising

- 5.1 WI has received a quotation of £180 from Mr Dave Weir for repair of the wall on Cockland's Hill. Work will be completed to minimise traffic disruption. It was agreed by all that the work should be completed, as the quotation was reasonable and it is unsightly at the entrance to the village.
WI to contact Dave Weir regarding the work. WI
Clerk to contact PCSO regarding the insurance claim details. Clerk
- 5.2 There was discussion of early morning speeding.
Clerk to contact PCSO regarding timing of speed checks. Clerk
- 5.3 **WI will research speed signs for the village WI**
- 5.4 Clerk has monitored the fly-tipping on Cockland's Hill and there has not been a recurrence.
- 5.5 RW removed damaged bench on Beech Grove
- 5.6 Open air salt bin has been replaced by OCC and filled with existing salt.
- 5.7 Playpark issues to be discussed at APM – lease has one year left and updating of current equipment.
Clerk to place on APM agenda Clerk
- 5.8 WI and clerk met with grass cutting contractor
- 5.9 OALC subscription has been paid by clerk
- 5.10 FPC had missed the date for commenting on planning issue prior to the last meeting.
- 5.11 Work to update the website has been started and is an ongoing project.
Clerk will continue to monitor and update as necessary. Clerk
- 5.12 Clerk contacted Keith Butler at WODC regarding co-option process (see 3 above)

6. Financial Statement

- 6.1 Statement for 1st January 2017 to 28th February 2017 was approved by Councillors.
- 6.2 FPC has no-one to auto enrol in the pension scheme as clerk has formally opted out. FPC was not required to make contributions because of the level of clerk's salary. Clerk is a member of another workplace pension scheme. Mrs Sue Newport will have a copy of these minutes and submit the Declaration of Compliance to the Pensions regulator.
Clerk to send copy of minutes to Sue Newport Clerk
- 6.3 FPC War savings A/C interest received 2016 £14.97. Total in account is £2506.00
- 6.4 The Financial risk assessment (previously circulated to councillors) was proposed by WI and seconded by PP.
- 6.5 The signatories for the NS&I accounts were discussed. It was agreed that WI, PP and LN would be the new signatories.
Clerk to contact NS&I for the correct forms to complete Clerk

7. Unitary Oxfordshire

In RW's absence NF-J updated FPC on latest developments. Unitary Oxfordshire will not be moved forward until after the May elections. The needs of some of the rural district councils seem to differ from those of Oxford City Council, which is in favour of unification. MP, Mr. R Courts supports the rural councils. The final decision may have to be made by central government.

Clerk to notify FPC of the final date for comment on this issue Clerk

8 Planning

- 8.1 Applications received and granted:
 -17/00164/HHD – Rear extension, 2 The Rickyard, Fulbrook
 -17/00005/HHD – Rear and Side extension, Foxtail Cottage, Shipton Hill, Fulbrook
 -17/00252/HHD – Single storey extension, Grange House, Burford Road, Fulbrook
- 8.2 Applications received :
 -17/00818/HHD – Erection of garden building, Mouseham, Burford Bridge

9. **Amenities**

There were no new volunteers at the Amenities committee meeting held on February 22nd. Two events were planned, a Spring Village clear up on April 22nd and a Plant Sale, by kind permission of Mr and Mrs Newport, at Woodgrove House on May 20th.

10. **War Memorial**

- 10.1 Mr Gavin Beveridge (GB) has informed WI that the grant application made for the refurbishment works on the War Memorial from the War Memorial Trust was successful. He is happy to assist with managing the works on the War Memorial, with assistance from another FPC councillor. The documentation needs to be signed by a FPC councillor before April 2017. PP volunteered to assist.

PP

11. **Village Website**

- 11.1 Alperia design has completed some of the work on the village website. It is a work in progress which the clerk will monitor.

Clerk

12. **Grass cutting**

- 12.1 FPC has received a new grass cutting agreement from OCC, which has to be signed by 2 councillors. It is complex and difficult to understand the implications of it for FPC. There was discussion on how to proceed. It was decided to sign the document and send a letter to OCC asking for clarification. Clerk to contact OALC and other local councils to understand how they have tackled the problem.

Clerk to contact OALC and Burford/Swinbrook councils.

Councillors to sign copies of agreement and return to OCC.

Clerk

13. **Annual Parish Meeting – April 24th 2017**

Topics for the agenda for the APM to include Playpark, Amenities Committee and Village buses. Drinks to be served from 7.00 pm for 7.30 pm start to meeting.

Clerk to invite local district and county councillors to attend meeting.

WI to write report for APM and councillors to distribute in village

LN to arrange drinks for APM.

Clerk

WI

LN

14. **Date of Next Meeting**

- 24th April 2017 Annual Parish Meeting: 7.00pm.
- 22nd May 2017 Annual Parish Council Meeting: 7.30pm.