

FULBROOK PARISH COUNCIL

MINUTES OF ANNUAL PARISH COUNCIL MEETING

Date: Monday 22nd May 2017 7.30 pm

Venue Parish Church of St James the Great

Present:

Councillors: Mr Walford Ingleby WI (Chairman)
Mr Peter Burns PB
Mrs L Newland LN
Mrs Patricia Picking PP
Mr Robert Warner RW

Clerk: Mrs Jo Glyde (Clerk/RFO)

2 parishioners attended the meeting

Apologies: Mr N Field-Johnson, N F-J, OCC

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

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| FPC | Fulbrook Parish Council |
| 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 (formerly ORCC, Oxford shire Rural Communities Council) |

1. Public Participation

- 1.1 Mrs Kay raised concerns over the visibility through the Perspex panels on the village noticeboard near to the post box. The Clerk commented that one of the posts for the noticeboard is becoming unstable. RW has received a quotation for new polycarbonate panels for the noticeboard at £133.92. He stated that the work to secure the posts and replace by the panels could be done by a couple of volunteers.

Clerk to order new polycarbonate panels and RW and team to fit and repair post.

Clerk/RW

- 1.2 PP raised concern about the blackberry bush on Westhall Hill which has been cut down. RW said the bush had been starting to block the entrance to the field, but that it would grow back.

WI to discuss with the farmer who owns the field.

WI

- 1.3 Clerk noted that the bench on Cocklands Hill has a broken front strut, which might be dangerous.

RW to remove bench.

RW

2. Election of Chairman

- 2.1 PP proposed WI as Chairman, which was seconded by LN and agreed by all.
2.2 WI accepted the role of Chairman and signed the Declaration of Acceptance.

3. Election of Vice Chairman

- 3.1 WI proposed PB as Vice Chairman, which was seconded by PP and agreed by all

4. By Laws Committees and Standing Orders

- 4.1 FPC currently has no committees or bylaws. FPC will adopt the mandatory Standing Orders as set out in bold type in the NALC publication 'Standing Orders for Local Councils' as amended on August 6th 2014 to reflect the Openness of Local Government Bodies Regulations 2014

5. Declaration of Interests

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

6. Minutes of the meeting held on Monday 13th March 2017

- 6.1 WI signed the minutes of the meeting held on Monday April 13th 2017 as a true representation of the business conducted.

7. Matters arising – 13/04/2017

- 7.1 WI has managed to speak to the gardeners of the householder whose garden waste bins are left out a few days in advance. It seems that this is the only way the waste can be collected from the household.

WI to contact the householder who complained and explain the situation.

WI

- 7.2 Clerk obtained co-option paperwork from WODC and PB completed.

- 7.3 Mr D Weir will commence work on the damaged wall as soon as possible. Clerk was told by PCSO that a data information request would be needed to find out who owned the car that damaged the wall on Cocklands Hill.

- 7.4 See 12 below

- 7.5 The issue of the Playpark lease was discussed at the APM. No parishioners had made any comments about the suitability of the Play equipment in the Playpark. One request had been made for some play equipment on the ground leased from Cottsway Housing Association at Orchard Row. It was decided that this would be discussed during the lease negotiations in the next year.

- 7.6 Clerk continues to monitor and update the website.

- 7.7 Clerk has given a copy of the signed minutes to Mrs S Newport for reference in relation to the Pension Regulator.

- 7.8 Clerk has documents for councillors to sign to change the signatories for the NS&I accounts.

- 7.9 FPC were too late to comment on the Unitary arrangements for Oxfordshire

- 7.10 The new OCC grass cutting arrangement was signed by councillors and returned to OCC. Clerk discussed with both Burford and Swinbrook councils, but neither has received a new contract.

- 7.11 Clerk invited OCC and WODC to the APM. WI had completed a report and LN arranged refreshments prior to the meeting.

LN to provide an invoice for the refreshments.

LN

8. Financial Statement

- 8.1 The Financial Statement for the period 1st March to 31th March was agreed by all.

- 8.2 The Audit to March 31st 2017 Annual Governance Statement was agreed by the meeting and signed by WI and the clerk.

- 8.3 The Audit to March 31st 2017 Accounting Statement was signed by WI.

- 8.4 The receipts and Payments account for the year ending March 31st 2017 was signed by WI and the clerk and approved by the meeting

- 8.5 The Bank Reconciliation statement for the year ending March 31st 2017 was approved by the meeting.
- 8.6 The insurance quotation for 2017/2018 from Aon UK Ltd, due 01/06/2017, of £608.56 was approved by the meeting.
Clerk to prepare cheque and send to AON Clerk
Clerk to check quotations next year to check competitiveness. Clerk
- 8.7 It was agreed by the meeting to pay for three more years for the village website domain name, Fulbrook village.net, due 10/08/2017.
Clerk to arrange payment for domain name. Clerk

9. Planning

Planning applications received:

17/01393/HHD – single storey extension, The Cottage, Upper End.

17/01482/HHD – replacement front porch and alteration of 2 velux windows to dormer windows, Appledore, Garnes Lane

10. Village Amenities

- 10.1 Plant Sale – A successful Plant Sale had been held at Woodgrove House by kind permission of Mrs and Mrs S Newport raising £1150. Many thanks are also due to Mrs Maggie Thomson who is now standing down as Chairmen of the Amenities Committee. WI suggested that in the future events may be planned in a piece meal way with different people planning them.

11. War Memorial

- 11.1 PP has signed the documents for the works on the War memorial. Mr Gavin Beveridge is liaising with the contractor and hope that work will start in July 2017. It is expected that the work may take up to 3 weeks.

12. Parish Meeting Matters Arising

Speeding issues.

FPC has received a letter from a parishioner about the dangers of cars speeding though the village. It was discussed in detail at the Annual Parish Meeting. The PCSO has suggested that FPC will need to invest in other methods of keeping the speed down and raising awareness to the traffic driving though the village. The ideas raised are village gates at the entrances, more signage and another VAS (vehicle activated sign) at the Burford end of the A361.

Clerk to contact OCC to ask for assistance costing and the feasibility of these ideas.

WI to contact new OCC councillor, N F-J and ask for a meeting to discuss these issues.

Road surface A361 problems

The road surface on Cocklands Hill has deteriorated to a dangerous level and the white lines on the mini-roundabout need renewing.

Clerk has logged these issues on the OCC 'Fix my Street' site and there was no response within the 10 day period. Clerk has contacted the OCC Parish Liaison team and asked for assistance chasing this problem.

Clerk to continue to monitor this problem and WI to discuss in meeting with NF-J.

13. Date of Next Meeting

Next meeting of FPC Monday July 17th in the FMP at 7.30 pm