

## FULBROOK PARISH COUNCIL

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### MINUTES OF PARISH COUNCIL MEETING

<b>Date:</b>	<b>Monday 13<sup>th</sup> November 2017 7.30 pm</b>	
<b>Venue</b>	Parish Church of St James the Great	
<b>Present:</b>	Councillors:	Mr Walford Ingleby WI (Chairman) Mrs Lyn Newland LN Mrs Patricia Picking PP Mr R Warner
	Clerk:	Mrs Jo Glyde (Clerk/RFO)
	OCC Councillor:	Mr N Field-Johnson NFJ
<b>Apologies:</b>	Councillor	Mr Peter Burns PB Mr Richard Newport, Mr Malcolm Taylor

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

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)
CHA	Cottsway Housing Association

#### 1. **Public Participation**

There were no issues raised under Public Participation.

#### 2. **Declaration of Interests**

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

#### 3. **Minutes of the meeting held on Monday 25<sup>th</sup> September 2017**

- 3.1 WI signed the minutes of the meeting held on Monday September 25th 2017 as a true representation of the business conducted. Proposed by LN and seconded by PP

#### 4. **Matters arising**

- 4.1 WI has discussed the cutting of the verge at the bottom of Westhall Hill with the landowner, who said he could not take the cut any lower. FPC continued the discussion about the cutting of grass verges later in the meeting, when looking at the grass cutting budget for 2018/19 (see 6 below)
- 4.2 Clerk has discussed dog fouling in the churchyard with the PCC secretary. More notices have been placed in the churchyard and the matter will be discussed at the next PCC meeting in January 2018.

- 4.3 Clerk wrote to Mr S Bishop regarding the grass cutting in the Playpark for 2017/18 and sent a cheque. (See 8 below)
- 4.4 Clerk submitted comments regarding the lorry weight restrictions in Burford.
- 4.5 Clerk and WI arranging a meeting the local PCSO Darren Moulding to discuss community Speedwatch.
- 4.6 Clerk prepared a letter, which WI signed, to Mr Gavin Beveridge to thank him for all his efforts in the War Memorial refurbishment project.
- 4.7 Clerk had contacted CHA regarding the new lease for the village Playpark. The lease cost was anticipated to be £50 per year. Clerk had tried to get clarity on whether this included the costs of drawing up the lease. FPC discussed the length of the lease. The latest communication from Cottsway indicated that any lease over 7 years would need to be registered with Land Registry and SDLT. It was decided that a 10 year lease would be appropriate.

**Clerk to contact Chris Chapman at C H A and arrange a meeting with WI regarding the details of the lease, to include the implication of having a 10 year lease.**

Clerk

## 5. Reports from County Councillor

A copy of the report NFJ is attached to these minutes.

NF-J stated that there had been objections to the lorry weight restrictions in Burford, particularly from the villages/towns which thought they might be affected by greater traffic, eg Woodstock. OCC anticipates a 6 month study to establish where the lorries will go if they are not travelling through Burford. OCC arranging new road signage on the Taynton/Burford road. Burford Bridge not in the resurfacing programme until 2019. There was general discussion about the increased housing developments anticipated in Carterton and Eynsham and the impact this would have on the A40 traffic.

A copy of the report from WODCouncillor Mr Derek Cotterill (DC) (who was not present at the meeting) is attached to these minutes.

## 6. Financial Statement

- 6.1 The Financial Statement for the period 1<sup>st</sup> September to 31<sup>st</sup> October 2017 was agreed by all.

- 6.2 It was agreed that FPC would donate money as follows:

Fulbrook PCC - £550 ( to include £105 rent for PC meetings and donation for upkeep of churchyard)

Burford Library - £65

Citizens Advice West Oxfordshire -£70

Air Ambulance Trust - £70

Volunteer Link-up - £30

**Clerk to prepare cheques and letters and arrange for distribution**

Clerk

- 6.3 It was proposed by RW and seconded by LN that the clerk's salary should be increased to £10.90 per hour from April 2018.
- 6.4 Grass cutting in the village was discussed under the Budget for 2018/19. The untidiness on Westhall Hill was raised, particularly the safe refuge on the grass verge above Miss Capon's house. Mr Learoyd has also commented about the difficulties of exiting onto the A361 at the bottom of Shipton Hill, because of poor visibility.
- Clerk to contact McCrackens to ask for quotations for 2018/19 to include estimates for these areas of verge.**
- FPC accepted the proposed budget, previously distributed to FPC. A copy of FPC budget for 2018/2019 is attached to these minutes.

- 6.5 It was unanimously agreed that the precept should be increased to £4500.

**Clerk to submit Precept figures to WODC when requested.**

Clerk

## 7. Planning

17/02138/FUL – Manor Cottages, Westhall Hill – Granted

17/02422/HHD – Barn Cottage, Burford Road - Granted

**8. Playpark**

At the request of WI Mr A Titcomb has quoted a price of £140 for 6 cuts of the Playpark and general tidying up for the 2018/19 season. It was agreed to accept this quotation.

RW volunteered to complete Playpark inspections until the end of March 2018.

**Clerk to write to Mr S Bishop thanking him for his services cutting the playpark and explaining that we would be contracting someone else to do the work next year.**

**Clerk**

**9. Amenities**

Mr Malcolm Taylor (who sent his apologies today) as new Chairman of the Amenities group will attend the FPC meetings in the future to gain first hand insight into the aims of FPC and understanding of where monies raised will be distributed.

**10. Data protection**

The OALC guidelines for General Data Protection Regulation 2016 (GDPR) had been distributed to FPC prior to the meeting. It becomes part of UK law from May 25<sup>th</sup> 2018. FPC must appoint a Data Protection Officer, review policy on data security, retention and requests for information. FPC must put in place a Privacy Notice and check that FPC has explicit consent in the future and does not rely on implied consent.

**Clerk to review and report at next meeting.**

**Clerk**

**11. Date of Next Meeting**

Next meeting of FPC Monday January 15<sup>th</sup> 2018 in the FMP at 7.30 pm

**BUDGET 2018 - 2019**

Budget prepared October 2017, presented to FPC Meeting 13<sup>th</sup> November 2017  
(previously circulated) for discussion, amendment and approval. Minute Number **6.4**

<b>INCOME</b>	2016/2017 actual	2017/2018 budget	2017/2018 actual	<b>2018/2019 BUDGET</b>
Precept/Grant	4,300.00	4,400.00	4,400.00	<b>4,500.00</b>
Election Costs	0.00	0.00	0.00	<b>100.00</b>
OCC Grass Cut	1,173.93	1,174.00	1,173.93	<b>1,174.00</b>
Amenities (inc Plant Sale)	1,562.73	0.00	1,284.71	<b>0.00</b>
Interest	36.29	20.00	(est) 35.00	<b>20.00</b>
Grant / Donations	0.00	0.00	569.31	<b>0.00</b>
Transfer from savings		1,655.00	0.00	<b>1,238.00</b>
War Memorial			£3,190.00	<b>0.00</b>
<b>TOTAL</b>	<b>7,072.95</b>	<b>7,429.00</b>	<b>10,652.95</b>	<b>7,032.00</b>

<b>EXPENDITURE</b>	2016/2017 actual	2017/2018 budget	2017/2018 actual @ 31.10.17	2017/2018 estimate @ 31.03.18	<b>2018/2019 BUDGET</b>
Clerks Salary	2,340.00	2,580.00	1,290.00	2,580.00	<b>2,616.00</b>
Election Costs	0.00	00.00	00.00	00.00	<b>100.00</b>
Grass Cutting	1,258.00	1,400.00	977.00	977.00	<b>1,400.00</b>
Admin (incsubs)	825.99	400.00	789.16	840.00	<b>400.00</b>
Church rent	105.00	105.00	0.00	105.00	<b>105.00</b>
Audit	20.00	20.00	30.00	30.00	<b>20.00</b>
Insurance	594.96	600.00	608.56	608.56	<b>600.00</b>
Donations	970.00	725.00	45.00	725.00	<b>725.00</b>
ROSPA Inspection	66.50	66.50	66.50	66.50	<b>66.50</b>
Play Park	147.20	250.00	70.00	250.00	<b>250.00</b>
Other Amenities	227.40	0.00	291.60	291.60	<b>0.00</b>
Playpark Lease					<b>(est)250.00</b>
War Memorial	0.00	1,100.00	4,250.00	4,250.00	<b>0.00</b>
Contingency	0.00	0.00	0.00	0.00	<b>500.00</b>
<b>TOTAL</b>	<b>6,555.05</b>	<b>7,246.50</b>	<b>8417.82</b>	<b>10,723.66</b>	<b>7,032.50</b>

## Notes

VAT is ignored for budget purposes as all VAT paid is ultimately recovered.

**WODC Councillor Contribution.**

The Local Plan 2031 is on-going work and the Landscape and Heritage report is in the public domain for comment. The 85 houses east of Burford are now reduced to a proposed 70 houses.

The first month of the new Waste Contract resulted in many missed collections and late collections across the District. Notably, Meadow Lane, Fulbrook, where all collections of recycling and household waste were missed for a month and a corner of Taynton suffered the same to a lesser degree. How this can happen in these days of GPS and satnav is not understood. WODC Environment Committee will have an analysis at its December meeting. Work to plan the enlargement of the Guildenford car park in Burford is also ongoing.

Derek Cotterill  
12 November 2017

## **REPORT TO FULBROOK PARISH COUNCIL NOVEMBER 2017 FROM CLLR NICHOLAS FIELD-JOHNSON**

### **GENERAL OCC REPORT**

#### **THE RACE IS ON FOR DRIVERLESS CARS**

News that ground-breaking transport technology being pioneered in Oxfordshire has won a share of a £51million government prize has been welcomed by two council leaders. Oxfordshire is home to Science Vale UK and some world leading science and technology companies who are blazing a trail towards more energy efficient and road safety. Organisations based in the Science Vale are working on pioneering projects such as autonomous cars and smart traffic management systems needed to support people travelling around the county. Remote Applications in Challenging Environments (RACE), which is based at Culham Science Centre in Oxfordshire, is to receive £6.9m from the Department of Transport towards their £10million project to set up a range of different test areas mimicking increasingly realistic city driving environments, where automated vehicles can be tested before being taken onto public roads. They are one of a number of companies that Oxfordshire County Council and South Oxfordshire and Vale of White Horse District Councils works with to drive progress on future transport technology.

#### **APPLY ONLINE FOR PRIMARY SCHOOL PLACES**

Applications for children due to start primary school in September 2018 can now be made online. Families with children born between 1 September 2013 and 31 August 2014 are urged to visit the primary school admissions pages on the county council's website to find out how to apply for places for next year. The council still accepts postal applications but recommends families apply online where possible, as this helps speed up the applications process. It also means families receive an automatic response confirming their application has been received and can be quickly notified if further information is needed. Those who apply online will also receive an email on allocation day, 16 April 2018, informing them of the outcome of their application. Postal application forms are available from all Oxfordshire schools and from reception at County Hall in Oxford.

#### **SNIFFING OUT ILLEGAL TOBACCO**

Oxfordshire County Council is launching a series of events to tackle sellers of illegal tobacco. Trading Standards Officers and sniffer dogs will take to the streets to ask for the public's help and crack down on this criminal activity. The council also aims to educate the public about how to spot illegal tobacco, what the dangers are, and how to report sales. The Illegal Tobacco Roadshow will start in Banbury and go around the county. Illegal tobacco makes it easier for children to start smoking, as it is sold at cheap prices, and it also makes communities more attractive to criminals, who may have links to organised crime groups. Reports suggest that illegal tobacco is an important part of Organised Criminal Groups' portfolios. Far from being a victimless crime, this illicit trade is connected to drug trafficking, money laundering, firearms and other crimes that threaten communities and endanger lives. Pocket money prices pose threat to children and communities. Anyone wishing to report the selling of illegal tobacco can do so anonymously online to Trading Standards at [www.stop-illegal-tobacco.co.uk](http://www.stop-illegal-tobacco.co.uk) or call the Illegal Tobacco Hotline on 0300 999 6 999. For more information check: <http://www.stop-illegal-tobacco.co.uk/>

## **HELP SOMEONE GET ONLINE – BE A DIGITAL HELPER AT YOUR LOCAL LIBRARY**

Oxfordshire County Council recently launched a campaign to recruit ‘digital helpers’ in libraries to boost the confidence and skills of those who need extra help to get online. Volunteers able to give up just a few hours a week are being sought at branches across the county to provide one-to-one support for people with little or no experience of using computers or the internet. The aim of the campaign is to help people:

- access services online – including council services
- access employment or training opportunities
- become more independent
- reduce isolation

To find out more or to sign up as a Digital Helper visit:  
[www.oxfordshire.gov.uk/digitalhelper](http://www.oxfordshire.gov.uk/digitalhelper)

## **OXFORD’S NEW WESTGATE CENTRE OPENS**

Traders welcomed a bumper weekend at Oxford’s new Westgate as thousands of people packed the shopping centre on its first weekend in operation. Shops and restaurant chains said interest from customers had exceeded expectations, with business more brisk than at any other opening they had experienced. Some 60 out of 125 shops and restaurants at the £440m shopping centre opened on Tuesday 24th October, with others opening since, and thousands of people took advantage of their first opportunity to have a look around. Councils, transport operators and Westgate have been working closely on a coordinating travel plans aimed at making it as easy as possible to visit the Westgate and minimising journey times into the heart of Oxford. The best way to travel into the city centre is to use the park and rides or public transport wherever possible. New variable message signs have been installed on the outskirts of Oxfordshire to update people on space availability on the park and ride sites nearby and to direct them there. There are also temporary signs within the ring road which give directions, for those who have chosen not to use the park and rides, to city centre and Westgate. There’s more information on travelling to the Westgate at:

<https://westgateoxford.co.uk/your-visit/getting-here>

However, despite all the good news – there are major problems with the roads, parking and infrastructure – not to mention the buses which are real danger to the pedestrians.