

SWALCLIFFE PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING OF 27TH MAY 2014 AT 7.30PM IN SWALCLIFFE VILLAGE HALL

Councillors Present

Jane Morgan (JM), Chairperson

Mick Foley (MF), Vice-Chairman

Jenny Bell (JB)

Ben Benson (BB)

Lizzie Melvin (LM)

Victoria Taylor (VT)

Charlotte Watkins (CW)

Christine Coles, Parish Clerk (CC) and Gay Harris of Swalcliffe Parochial Church Council

Before the meeting began, Julie Carpenter, who has now retired from the council, was presented with a leaving present. Thanks was given to her for serving on the council for over ten years, being Chairperson for eight years and for all her work and service on the council. Julie Carpenter then left the room. Letters of thanks to be sent to previous Councillors Mike Taylor and Patrick Bradshaw.

1. Election of Chairperson

JM was elected to be Chairperson for one year. Proposed by JB and seconded by BB.

1a. Chairpersons Signing of Declaration of Acceptance of Office form

The form was signed by JM and passed to the Clerk for filing.

1b. Election of Vice-Chairperson

MF was elected to be Vice-Chairperson for one year. Proposed by JM and seconded by BB.

2. Apologies

None

3. Declarations of Interest

LM declared an interest in item 10 under Finance, payment to Gerry Melvin.

4. Minutes of last meeting held on 8th April 2014

It was agreed to add the following paragraph to the minutes:-

"The Parish Council to ask CDC of the appeal process and ask CDC to be always notified of any appeals via the Clerk". The minutes would be signed off at the next meeting. Once the minutes are typed, the draft format to be circulated to all councillors.

5. Welcome to new councillors

The new councillors, Jenny Bell, Lizzie Melvin, Victoria Taylor, Ben Benson were introduced. A copy of the Code of Conduct was passed to them and a blank Register of Interests Form was passed to all councillors for completion before 26th June 2014. It was agreed that five of 'The Good Councillors Guide' books would be ordered.

6. Matters Arising from the previous meeting

Registration of Swalcliffe Fuel Allotment - To carry forward to the next meeting.

White gates to mark entrances to the village - The Clerk to ask OCC about the single white post for the Sibford end.

Plants for wellhead - The Parish Clerk to ask Tracy Lean for advice on what plants to put here.

Trimming of trees on the Green and in front of the school - The work has been done and the area looks much clearer.

Vacancy on council - There is no vacancy now as all seats have been filled.

Registration of area in front of school - A discussion has taken place with Maurice Cooling who said that the school had always thought they owned the land to the middle of the road. On the Land Registry map, it appears they only have the land to the wall registered to them. To proceed any further would need agreement from the school.

Dogs off leads - The note, approved by Tadmarton and Swalcliffe Parish Council has been forwarded to the editor for inclusion in the Link for June. It was suggested to put a copy on the Facebook page. CW asked if dog fouling could be included. This will be done at a later date.

Parish Plans - David O'Foulke of ORCC is coming to the APM in July to talk about parish plans.

Parking around the village hall - The flip sign is being used. Nothing more has been done about the permit.

Future plans for village hall - The Parish Council own the village hall and are responsible for the hall. The village hall has its own committee but no new members have been appointed yet. There are villagers who want to join the committee. The Village Hall Committee to be encouraged to appoint new members.

Action: The Parish Clerk to contact Mike Stanley about providing a report for the Annual Parish Meeting and to talk about the new members that wish to join.

Welcome to Swalcliffe leaflet - MF showed an example of the Tadmarton leaflet and councillors thought it was a good idea. It could be linked to the website and businesses could advertise in it. MF to do more work.

Garage area - The Parish Clerk to obtain three quotes for the resurfacing of the area.

Permanent access for Rock Cottage - Maurice Cooling has been told in principle that the Parish Council would consider a more permanent arrangement and there may be a one off payment for access rights similar to the arrangement with Jesters. More discussion is needed.

Pavement (tripping hazard) outside The Swallows - This was reported to OCC after the last meeting. The Clerk to chase again.

BT Phone Box - June Couch has been advised by BT that this phone is on their removal list. No timescales have been provided but as and when they get round to doing cutbacks, it will go.

Defibrillator - A discussion took place about a defibrillator and siting and costs. From the floor Mrs Harris said that the fundraising committee had looked into this already. They require trained people to use them and they have to be used within 5 mins. The siting was also an issue. It was felt by councillors that if used only once, it would be effective and other local villages have them. VT said that she had information on use of defibrillator by non professionals for Brownies etc, which differs from the professional input heard second hand from Doctors Harris and Spackman. The Clerk to get more information for the next meeting.

7. **To discuss and agree the wording of the lease agreement for the Parish Pit**

To carry forward to the next meeting.

8. **To discuss the transparency of the new Parish Council**

Councillors discussed holding an open surgery each month similar to Tadmarton.

Action: The Clerk to ask Tracy Lean when the village hall is free and councillors to agree on a suitable date in June and July. A flyer to be distributed giving details of the June date and the July date can be put in the Link.

A discussion took place about the Annual Parish Meeting which is going to be held on 22nd July 2014 and inviting other groups to give a report on their activities, such as the Swalcliffe Society, the Fundraising Group, the Village Hall Committee and Swalcliffe Park School. The police have confirmed they are already coming. The Parish Clerk to invite the other groups.

The facebook page seems to be working well. All councillors can be set as admin and will have the chance to edit and delete the information that is on there. *Action: BB to sort this out.*

9. **Planning applications**

For the benefit of the new councillors, MF explained the planning process. The Clerk receives the plans from CDC who will then email all councillors with the details. It is up each councillor to look online or look at the master plans which are sent to MF. The Parish Council have to respond within 21 days and the Clerk will gather the responses to reply to CDC. An extra meeting will be called to discuss a particular planning application if councillors feel it is necessary.

The Parish Clerk gave an update on an older application:-

14/00117/TCA, Remove 1 Rowan tree at Gullivers Cottage, Main Road. Approved by CDC.

10. **Financial Report**

The following payments were approved:

£30.00 to ORCC (membership)

£20.20 to SLCC (Clerks Membership)

£277.00 to Gerry Melvin (grass cutting)

To approve new bank signatories

LM and BB agreed to be new signatories.

Action: The Clerk to forward the paperwork when she receives it.

To approve and sign Sections 1 and 2 of the Annual Return 2013/14

The Clerk advised the internal audit has been completed. The Parish Council approved Sections 1 and 2 of the Annual Return. The paperwork was duly signed by the Chairperson and Parish Clerk. Audit notices are on the board and the paperwork has to be returned to the external auditor by 30th June.

11. **Correspondence received: -**

OCC, Road Traffic Closure Order

Thames Valley Police, Attendance at Annual Parish Meeting in July

OCC, Oxfordshire Local Transport Plan 4

OALC, AGM papers

Graham & Rosen Solicitors, Parish Pit lease

CDC, Cherwell Parish Updates, Affordable Housing and Parish Liaison reminder

Swalcliffe PCC, St Peter and St Pauls Church, Disability access

Local Government Boundary Commission, Electoral Review of Cherwell

Banbury CAB, Annual Review 2013

The Clerk highlighted one item of correspondence:

Swalcliffe PCC, St Peter and St Pauls Church, Disability access - Gay Harris of Swalcliffe PCC advised that the PCC will be funding a toilet in the church. Disabled access is often talked about and there are grants available. It is hoped the church can be used much more for concerts, and parties etc. The cost of running the church is £15K per year. A survey of the area has been carried out and the best place for the disabled access is through the Betty Panks Memorial Garden. A sum of £5K was given to the Parish Council in 2008 to be used for the upkeep of the garden. Betty's family have given verbal agreement for the change to be made to the garden area so it can be used for the disabled ramp. The PCC are asking to take control of the upkeep fund so that they can use it towards the cost of the works to change the area. LM explained that we need to see the terms of the bequeath so that we can ascertain whether or not this is possible. Gay Harris to provide a copy of email correspondence to the Parish Clerk.

The total estimated cost of the project is £15-£20K. The first phase of the project is for the trees to be removed. Stuart Ralph is getting quotes for this work. It was agreed that the Parish Council would consider the quotes for the tree removal when they are received. This can be paid for by the memorial fund. If the trees are removed and planning permission for disabled access is refused, the PCC will continue to make a garden with a plaque and be responsible for the upkeep.

Action: The Clerk will look in the filing cabinet to find the original documentation from when the money was left to the Parish Council.

Another discussion took place about the fundraising committee who meet once a quarter. Julie Carpenter was on this group and represented the Parish Council. MF proposed that CW be the new council representative on the group and this was seconded by LM. The Chair thanked Gay Harris for coming to the meeting and she left the room.

12. Councillors Reports

To carry forward to the next meeting.

13. Date and time of next meeting

Wednesday 18th June 2014 at 7.30pm.

Meeting Closed 10.10pm