

SWALCLIFFE PARISH COUNCIL

A PARISH COUNCIL MEETING HELD 20th OCTOBER 2009 AT 7.30PM IN SWALCLIFFE VILLAGE HALL

Councillors Present

Julie Carpenter (JC)

Mike Stanley (MS)

Mick Foley (MF)

Jane Gallick (JG)

Mike Taylor (MT)

Dan Parish (DP), Christine Coles, Parish Clerk (CC)

1. Apologies

Patrick Bradshaw

2. Declarations of Interest

MS declared an interest in the village hall as he is a committee member.

JG declared an interest in the planning application at Brick Row although she is not an immediate neighbor.

3. Minutes of last meetings held on 8th September 2009

The minutes were agreed and signed as a true record of the meeting.

4. Matters Arising from the previous meeting

Registration of Swalcliffe Common - MS has spoken to Maurice Cooling who has agreed that registration of the common can commence once the parish pit is sorted out.

Children At Play Sign for Bakers Lane - Ongoing.

CDC, Village Traffic Calming - Portable Speed Indicator Signage - The Clerk to email the response from OCC Highways about traffic calming and costs for a permanent speed indicator sign to the Chair. The Clerk had passed a copy of the letter from Thames Valley Police to Gerry Melvin who has expressed an interest in joining the Neighbourhood Action Group (NAG). MF asked why there is a lot of police presence in Tadmarton to stop speeding vehicles. The Clerk replied that they have a representative on the NAG and this makes the difference.

Action: DP to ask Gerry Melvin if he wishes to represent the village on the NAG.

Upkeep of church garden planted by Betty Panks - MS has spoken to Mark Parsley.

Work at Jesters - MT has spoken to Gillian Brookes who owns the end garage but she does not want the concrete strip in front of her garage, which is acting as a dam, removed. It was agreed the best course of action would be to level the area, lay a membrane and 10 tonnes of stone on top. *Action: MT to carry out the work.*

Bench by bus stop - Mark is going to put another lock on the bench. It has been added to the insurance policy and insured for £1000.00. The additional premium to pay is £25.00. Mark to advise what type of plaque will look best and the Parish Council to agree the correct wording for it.

Action: MF to liaise with Mark

Parish Pit - As the Parish Council have agreed to a 999 year leasehold title, the drafted Memorandum of Agreement will be changed slightly to the terms of the Parish Council stating that they will lay out the land for use as a memorial garden consisting of an area laid to lawn with flowerbed. The Land Registry have asked the Parish Council to prepare a case summary for the adjudicator by 26th October.

Action: JC to email Graham & Rosen as soon as possible with the amended memorandum of agreement.

Wall outside Backwater - Ongoing.

Removal of Sycamore Tree o/s Rock Cottage - Planning permission has been given for the removal of the tree.

Tree by the Old Bakehouse - This has not been removed yet.

09/00571/F, Removal of rear lean-to extension and replacement with new room. Restoration of rear external wall of building and boundary wall at 2 The Green. There is no more news.

Village website - The address, www.swalcliffevillage.co.uk has been transferred over and the website now needs content from the Parish Council such as meeting minutes, contact details, meeting dates etc.

Action: The Chair to check with David McLindon as to the format of documents that are to be sent to him for inclusion The Clerk to ask Tadmarton and Sibford Ferris if they have a website which can be used as a link from this one.

Yew trees overhanging land between Bakers Lane and the Square - DP has received two quotes for the work to be done. The first is £380.00 and the second £330.00 which includes the felling of the sycamore.

Action: DP to get these quotes in writing.

5. Planning applications

Four new applications had been received since the last meeting:-

- *09/01322/F, Single storey rear extension to garage at 7 Brick Row.* MS to ensure the neighbours have been consulted. No objections would be raised by the Parish Council.
- *09/01079/F, demolish existing outbuilding and associated shed and greenhouse and construct new 3 bedroom cottage at Lime Tree House, Main Rd.* No objections would be raised by the Parish Council.

- 09/01138/LB, *Infill two end bays with natural stone. Revised fenestration along east elevation. Replace painted weatherboarding with oak boarding. Extension of western roof slope to create canopy. New balcony to main bedroom. New oak frame conservatory. Realignment of boundary wall along driveway at Slade House, 5 The Tithings.* No objections would be raised by the Parish Council.
- 09/01233/LB, *Internal and external alterations, including bay window extension and repairs to roof at Swalcliffe Manor, Main Road.* No objections would be raised by the Parish Council.

A decision notice had been received from CDC

- 09/001089/TCA, *Fell 1 x silver birch at Forge Cottage, Main Road.* This has been approved.

5. To consider a request from Swalcliffe Village Hall Committee to contribute towards financing a project to supply and install audio/visual equipment in the hall - details already circulated

Doug Seymour had sent an email to ask if the Parish Council could consider contributing towards this project. He has received two quotes for the work. The total cost from Electrical and Electronic Services (Swindon) Ltd is £5574.00 which includes an induction loop system for the hard of hearing. The second quote from Midwest Lighting and Sound Systems is for £6534.00. The induction loop system for the hard of hearing has been included as this will help the Village Hall Committee (VHC) when applying for grants.

MS advised the meeting that Doug Seymour is asking for a contribution towards this project and not expecting to be given the whole amount. This equipment would promote conference facilities and film evenings which the VHC are keen to hold. The Council agreed in principle that it would consider a contribution subject to the appropriate grants being obtained by Doug Seymour.

On a separate issue, the Parish Council suggested that the VHC look at replacing the strip lighting in the hall. The Parish Council would be willing to help pay for this.

Action: MS to speak to Doug Seymour.

6. Christmas lights arrangement

MT is to source a Christmas tree and the tree and lights will be put up of the weekend of 13th December. The lights to be switched on on 20th December but JC to check first with Anita Harris that this is the date of the carol service. A discussion took place about who could switch on the lights and it was decided the longest serving person of the village could be approached in the first instance.

Action: JC to speak with Ray Young.

7. Financial Report

The following payments were approved at the meeting:

- ✓ £60.00 to G Melvin (grass cutting)
- ✓ £25.00 to Came & Company (addition of new bench to insurance policy)
- ✓ £11.50 to Parish Clerk (in lieu of payment to Nominet UK for transfer of website address)
- ✓ £155.25 to BDO Stoy Hayward LLP (external audit)

Return of Annual Return 2008/9 from External Auditor

- ✓ *To receive a report and consider the effectiveness of the Internal Audit - circulated prior to the meeting.*

The Clerk had circulated the following statement which showed how the internal audit was effective.

'The Internal Audit is effective because it is carried out by a person who is completely independent to the Parish Council and has an accountancy background. He understands the work of the Parish Council and the legal and corporate framework in which it operates.

At each council meeting during the year all potential expenditure is formally approved before it is made and all payments are supported by an invoice. Bank statements are checked regularly by the RFO.

At the end of the year the accounts are prepared by the RFO and the Annual Return is completed. It is presented to the council for approval and passed to the Internal Auditor. He prepares a report and the council review any recommendations that he makes and take appropriate action where necessary. The Annual Return is sent off to the External Auditor'.

It was agreed by all that this statement be accepted.

- ✓ *To consider a report of the risks facing the council - circulated prior to the meeting.*

The Clerk had circulated a risk assessment table which could be used by the council throughout the year. This would ensure that the council are satisfied that all risks facing them have been identified and safeguards put in place to protect against those risks. It was agreed by all that the table should be accepted. A copy to be attached to these minutes.

- ✓ *To consider the Issues Arising report from the External Auditor.*

The issue arising from the External Auditor was that the Council did not review the effectiveness of the Internal Auditor. This has now been addressed.

Approval and Acceptance of Annual Return 2008/9 from the External Auditor

The Parish Council were then able to approve and accept the Annual Return for 2008/9. MF would display the appropriate notices on the board.

8. Correspondence

The following correspondence had been received and was distributed to the councillor's:-

- ✓ CDC, Annual Cherwell Parish Liaison Meeting on 11th November
- ✓ OCC, Use of Road Safety Teams Mobile Information Unit
- ✓ Thames Valley Police, Halloween and Fireworks posters - to be put on the noticeboard
- ✓ Banbury CAB, Annual Review 2008-9
- ✓ SLCC, Course on 9th November at Minster Lovell, Fresh Air and Exercise - Common Land, Village Greens, Rights of Way and Open Spaces

✓ CDC, Flytipping Information Pack

9. Councillors Reports

- DP noted that Swalcliffe School are taking over the village by parking outside the Barn on a regular basis and smoking outside of the school grounds.
- *Action: JC to ask Jeff Demmar if a formal arrangement has been made about parking by the Barn before the Parish Council approach Gareth Lewis, Head of the School.*
- MT and DP had attended two meetings. One was about recycling and the introduction of the brown waste buckets. These have now been delivered to the village.
- JC advised she has tried to get hold of Mr McNally about the wall around the green but has been unsuccessful. She will keep trying.
- MS asked the Clerk to report the state of the wall on the hill going out of the village towards Sibford as there are loose stones and there have been a few accidents recently.
- *Action: The Clerk to contact OCC Highways.*

10. Date and time of next meeting

Tuesday 1st December at 7.30pm in the Village Hall

Meeting Closed 9.35pm