

**Minutes of the Fyfield and Tubney Annual Parish Meeting and
Annual Parish Council Meeting
held on Wednesday 8th May 2019.**

Present:

Mr Julian Mellor – Chair.
Mrs Penny Budgen
Mrs Jean Burley.
Mr. Jonathan Greaves.
Mr John Watts.
Mr Alan Woodward.
Dr Stephen Fraser – Clerk.

Mr. Jerry Avery – Vale of White Horse DC
Mrs Anda Fitzgerald-O’Connor – Oxfordshire County Councillor

Ten members of the general public.

Annual Parish Meeting

The chairman welcomed the members of the public and opened the meeting at 7:30pm.

The chairman welcomed Mr Jerry Avery, the newly elected councillor for the Thames Ward of the Vale of White Horse District Council.

There being no topics for discussion which were not scheduled for the following meeting, the chairman closed the meeting at 8:32pm.

Annual Parish Council Meeting.

Election of Chairman.

Mrs. Collins, seconded by Mrs. Fraser, proposed Mr Mellor as chairman. There being no other nominations, the motion was carried unopposed.

Apologies

Apologies had been received from Mr. John Watts.

Councillor’s ‘Acceptance of Office’

Forms for ‘Acceptance of Office’ had been circulated to all councillors. They were duly completed and signed in the presence of the Clerk.

Councillor’s ‘Register of Interests’

Forms for the Councillor’s ‘Register of Interests’ had been circulated. These were completed and submitted to the Clerk.

Presentation to Mrs Shirley Collins.

Mrs Collins was stepping down from the parish council after 20 years. The chairman thanked her for her service and presented her with a token of the council’s appreciation.

Minutes of the last meeting.

These were signed as a true record by the chair.

Matters arising.

Mr Greaves reported that OCC had still not fixed the Netherton Lane Potholes. He would chase OCC Highways as 'Fix My Street' was totally ineffective.

The Clerk had not had confirmation that moving the September meeting to 28th August was acceptable. The meeting confirmed that this date should be booked with The White Hart by the Clerk.

Lioncourt development.

Mr. Mellor summarised the background to the Lioncourt development, the site's inclusion in the Vale LPP2, the inspector's hearings last summer and the current state of planning applications in order to bring Mr. Avery up to speed with the issues affecting the parish.

Prof. Cobb spoke of his latest assessment of traffic and its likely impact on the Marcham AQMA. It was apparent that vehicle trip numbers used in the various supporting documents were very contentious and the Inspector required a detailed survey of current vehicle movements outside of school holidays and major road disturbances.

Mr. Avery requested that any useful documents we had produced were forwarded to himself.

A420 Road Issues.

Mr. Mellor stated that the A420 was being used as a major trunk road whilst it was designated as a local road. As a local road, it required traffic calming measures to reduce the volume of through traffic. If it really was a major trunk route, it needed upgrading and moving away from local population. OCC policy at the moment seemed to avoid either course of action.

Mrs. Fitzgerald-O'Connor stated that OCC discussed every incident on the A420 but concluded that most accidents were due to 'driver error' and no remedial action was required.

Ed Vaizey MP had attended an A420 walkabout where he joined a bus at Tubney Church, having parked at Pharmagenesis and walked the verge to the actual bus stop. The bus was taken to Littleworth whilst pointing out places where people had issues crossing the road from other stops. At Littleworth, he then walked along the pavement to Barcote Cottages.

Before leaving, he commentated that 'he had now risked life and limb on behalf of his constituents'. In addition, he agreed that each stop really required pedestrian lights to enable safe road crossing. We await the outcome of meetings between himself and OCC.

Mrs. Budgen was in contact with Littleworth PC in respect to parish surveys regarding the road and public transport.

Oxford – Cambridge Expressway.

It was unclear as to how the expressway, if built, would affect the A420. The impact would vary depending upon the actual route taken around Oxford.

Mr. Avery stated that the Lib. Dems. were opposed to the expressway in principal.

Tubney Quarry.

Once again, Mr. Mellor summarised the inclusion of this site in the OCC Minerals and Waste Plan. The parish had submitted a vigorous argument against this site. The response to the consultation was now expected June/July.

Residents had been asked how to proceed and the consensus seemed to indicate that an action group should meet prior to response publication to prepare for the possibility that the site was retained.

There was some hope that law changes concerning wet land SSIs might preclude this site.

Ms. Elton would arrange for a meeting to be held in the White Hart on the 28th May.

Planning.

The following applications had been approved with No Objections

- P19/V0606/HH Regency House, Fyfield
- P19/V0628/HH Well House, Abingdon Road, Tubney
- P19/V0543/HH Dashwood Cottage, Tubney

A420 Underpass Track.

Mrs. Budgen stated that her further research had confirmed that the underpass track was indeed a 'private road' and was not a designated 'right of way'. However, it was still unclear who owned the land and thus was responsible for the track.

Mrs. Budgen believed that a contact at Frilford Golf Club might uncover the ownership of that part adjacent to the golf course. In the meantime, the Clerk would speak to Mr. Gillet as to the ownership of the field on the north side of the underpass.

Appleton Local Plan.

Appleton Parish Council had submitted details of their proposed Local Plan for consultation. This was a substantial document and it had not been possible to read in entirety before the meeting.

However, it was felt that there was no need for the Parish Council to formally respond to the consultation.

Given our recent planning experiences, it seemed sensible to review the earlier decision not to pursue a local plan for the parish. It was unclear whether such a plan would carry great weight in preventing the major applications facing the parish. Ms. Elton and Mr. Newton requested to be sent a copy. The councillors undertook to review in preparation of a discussion at the next meeting on whether we proceed with our own plan.

Fyfield Green Cherry Tree.

Mrs Budgen reported that the cherry tree on Fyfield green was showing signs of distress. There was concern that it was dying.

The Clerk to contact the tree surgeon, Russ Gooding, who had trimmed the tree in the past, to establish what, if anything, needed to be done.

Finance.

The Clerk reported the current financial position as follows:

- | | |
|--------------------------------------|---------|
| • Balance brought forward. | £848.07 |
| • Record payment of the following. | |
| • Clerk's Expenses | £50.00 |
| • Balance for 2018 – 2019, closed at | £798.07 |

A copy of the transactions for the 2018 – 2019 financial year was circulated. There being no

objections, it was **resolved** to sign off this statement. A copy is attached to these minutes.

The following transactions applied to the financial year 2019 – 2020.

- | | |
|-------------------------------|-----------|
| • Balance brought forward. | £798.07 |
| • First Instalment of Precept | £500.00 |
| • Balance carried forward. | £1,298.07 |

The Clerk drew attention to the previously minuted intended payment of £222.00 to Mr. Bruce Harris towards the addendum plate for the Parish War Memorial in Fyfield church. This would be paid as soon as the PCC had obtained a faculty for its erection.

The Clerk submitted invoices to cover one years domain name registration fee of £32.08 and two years web site hosting at £93.55. It was **resolved** to pay the Clerk £125.63.

Taking these forthcoming payments into account, the actual balance available was £950.44.

A Copy of the Risk Assessment and Management (financial) for the period 1st April 2019 to 31st March 2020 was circulated for review and subsequently **adopted**. A copy is attached to these minutes.

The Clerk circulated the Internal Audit Report and stated that there were no issues arising. It was **resolved** to accept the Internal Audit Report.

The Annual Governance statements in the External Audit document were **agreed** by Council and duly **signed** by the Chairman and Clerk.

The External Audit Return accounting statement, being in agreement with the above year end financial statement, was duly **signed** by the Chairman and Clerk.

AOB.

Mr. Greaves reported that the Netherton notice board was being made and should be erected soon.

Tubney residents raised the issue of speeding on Abingdon Road, Tubney. Residents were encouraged to contact the police to enforce the speed limit and possible look into setting up a residents monitoring service with training by the police.

Mr. Woodward stated that the kerbside drains on the A420 in Tubney were still raised above the road surface with the result that localised flooding occurred during heavy rain. Mr. Woodward to pursue through OCC Highways.

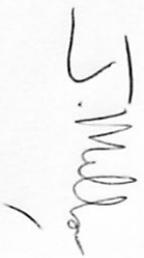
There being no further business, the chairman closed the meeting at 10:15pm.

Next Meeting Wednesday 28th August.

Fyfield & Tubney Parish Council Accounts for the Year Ended 31st March 2019

Income			
1 April 2018	Precept	£250.00	
3 September 2018	Precept	£250.00	
Total Income		£500.00	
Expenditure			
12 Sep 2018	Mrs P Budgen – Tubney Quarry Printing	£184.80	
21 Nov 2018	Clerk – Parish Insurance Policy	£230.72	
18 Mar 2019	Clerk's Expenses	£50.00	
Total Expenditure		£465.52	
Balance Brought Forward from 1st April 2018			£763.59
Income			£500.00
Expenditure			£465.52
Balance at 31st March 2019			£798.07

Chairman's Signature:



Date:

08/05/19

Fyfield and Tubney Parish Council

Risk assessment and management (financial) for the period 1st April 2017 to 31st March 2020

The risk management procedures, as documented below, were confirmed to be in practice by the Internal Auditor on

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff Action
Precept	Not submitted	L	Full Minute – RFO to follow up	Diary
	Not paid by DC	L	Confirm receipt	Diary
	Adequacy of precept	H	Quarterly review of budget to actual	Diary
Other Income	Cash handling	L	Cash handling is avoided, but where necessary, cash should be banked as soon as practical.	Member to verify.
	Cash banking	L	Check to bank statements. Regular bank reconciliations.	Member to verify reconciliations taking place.
Direct Costs and Overhead expenses	Goods not supplied to Council	M	Follow up on all orders	Approval check.
	Invoice incorrectly calculated or recorded.	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis.	Member to verify.
	Cheque payable is excessive or to wrong party.	M	Signatory and second signatory initials stub and voucher.	Approval check.
Grants & support	No power to pay or no evidence of agreement of Council to pay.	M	Minute council agreement with the power used to authorise payment.	Member verify.
	Conditions agreed	L	Agree and document any reasonable conditions.	RFO check.
Reserves – General	Adequacy	L	Consider at Budget setting.	RFO opinion.
	Adequacy	L	Consider at Budget and review of final accounts.	RFO opinion.
Reserves – Earmarked	Unidentified Earmarked or Contingency liability.	L	Review minutes.	RFO/member view.

Fyfield and Tubney Parish Council

Risk assessment and management (financial) for the period 1st April 2019 to 31st March 2020

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff Action
Assets	Loss, damage etc.	M	Annual inspection, update insurance and asset registers.	Diary.
	Risk or damage to third party property or individuals.	M	Review adequacy of Public Liability Insurance.	Diary.
Staff	Loss of key personnel (Clerk)	L	Risk monitored and managed as appropriate.	RFO/Member view.
	Fraud by staff	L	Fidelity Guarantee value appropriately set.	Council to review annually.
Loss	Consequential loss due to critical damage or third party performance.	L	Review adequacy of insurance cover.	Diary.
Maintenance	Reduced value of assets.	M	Annual maintenance inspection.	Diary.
Legal Powers	Illegal activity or payment.	H	Educate Council as to their legal powers.	Diary.
Financial Records	Inadequate records	L	RFO check regularly & internal audit review.	Diary.
Minutes	Accurate and legal.	L	Review at following meeting.	Diary.
Members Interests	Conflict of Interest.	M	Declarations of interest documented / minuted and any conflict addressed as appropriate.	Diary.

Reviewed and Adopted on: 8th May 2019

Signed (Chairman): J. Miller