

**Minutes of the Fyfield and Tubney Parish Council Meeting  
held on Tuesday 19<sup>th</sup> March 2013.**

**Present:** Mr John Watts – Chair.  
Mrs Jean Burley.  
Mrs Shirley Collins.  
Mrs Valerie Maher.  
Mr Julian Mellor.  
Dr Stephen Fraser – Clerk.  
  
Three members of the general public.

**Apologies:**

Mr Ben Lay.

**Minutes of the Last Meeting:**

Minutes for the meeting held on the 15th January 2013 were signed as a true record by the Chair.

**Matters arising:**

The next meeting of the Oxfordshire branch of the Campaign to Protect Rural England (CPRE) was postponed until Wednesday 17<sup>th</sup> April to allow time to digest the contents of the VofWH Draft Local Plan. It was resolved that Mrs Burley would attend the meeting as an observer for the Council.

The gate and fence at the west end of old Main Road had been severely damaged and marked with traffic cones. The Clerk to query OCC Highways as to its repair.

There had been no visible progress on the installation of the VAS nor the clearance of trees and vegetation on the A420. The Clerk to chase via OCC and Iain Brown.

**Planning:**

The following Planning Application had been circulated:

- Certificate of Lawful Development – P13/V0266/LDP West Dene, Tubney

It seemed likely that most planning applications would take this form in future. As such, the District Council would be the arbiter of whether the development took the correct form to comply with the relaxed conditions for development without full planning permission. If an application satisfied the rules, the Council would be unable to comment and would only receive a courtesy notification. Full planning applications would continue to come before the Council.

Details of the Concrete Batching Plant at Upwood Quarry had been circulated. Again, this was presented as a permitted development under the original planning application for the quarry. Whilst there was considerable lively discussion about the merits of the development, it was acknowledged that the Council could not contribute to OCC's decision making process.

The draft version of the Vale Local Plan had been circulated. Mr Watts commented that as we were classified as a 'smaller village' then development should be of 'modest scale' and 'primarily for local needs'. He did not feel that the plan should unduly concern the parish. Mr Mellor commentated that the A420 appeared to be upgraded to a trunk route within the plan and felt that there could be an impact on traffic volumes.

**Finance:**

The current Audit Controls & Risk Assessment document was reviewed and it was resolved to adopt the document for the forthcoming financial year without amendment. A copy is appended to these minutes.

The Clerk reported that a cheque for £425.00 had been banked from OCC in respect of the costing prepared by Mr Watts for the installation of the Tubney Bus Stop Seat.

The bank balance now stood at £1,510.52.

The Clerk submitted expenses for £50.00 covering the current financial year. It was resolved to reimburse the Clerk by that amount.

The Clerk had received the Audit Pack for the current financial year. It was resolved to ask Mrs Prichard to perform the internal audit.

#### **Tubney Bus Stop Seat:**

The Clerk requested that we proceed with the installation of the seat this financial year as it would ease the reporting of exceptional items in the annual audit. Mr Watts agreed to purchase the seat and anchor kit which would be delivered to Mr Mellor. Mr Bradley offered to donate some slabs as a base. Mr Mellor would act as project manager and determine the positioning of the seat and its installation. The OCC funding covered additional costs for ballast, cement and slabs but not labour.

Mr Mellor stated that the bus layby required some verge vegetation clearing in order to ensure that the seat was visible to bus drivers approaching from Faringdon. He would request the work via the OCC website.

#### **Neighbourhood Action Group:**

Mr Baker had resigned from the Neighbourhood Action Group. He hoped that a representative of the Parish Council would replace him. However, it was felt that the Council should monitor the group for the time being rather than actively participate.

#### **AOB:**

Mrs Burley wished to thank the Parish Council for its donation to the Tubney Church Organ appeal. The organ was now operational and the congregation were very pleased with the results.

Mr Bradley reported that the moss on the footpath adjacent to his house had been cleared and the path salted following the recent accident on the path. The residents of the close had formed an Residents Association to obtain liability insurance. They wished to get the road and footpath formally adopted by OCC and requested the Council's support in the matter. This was unreservedly granted.

Mr Mellor reported that at the request of PhamaGenesis, OCC were probably going to install a footpath on the south side of the A420 between the bus stop and the business entrance.

The Clerk reported that the two drains on the corner of Main Road and Diggin Lane were blocked and the road flooded in heavy rain. He had reported the matted to OCC who had inspected but as no action had been taken, he would chase.

Mrs Collins reported that OCC had also been informed of defective pavement in St. Johns Close. She would follow up to ensure repairs were effected.

A letter had been received from Councillor Matthew Barber concerning the Vale Budget. It stated that the parish precept would effectively increase as a result of changes to the tax base caused by the Council Tax Reduction Scheme. The Vale had passed on all the government compensation grant this year but in future years the grant would probably reduce and our precept, if kept constant, would increase per household.

The Clerk had received correspondence from the NHS about the creation of a Pharmacy in Draycott Road, Southmoor. We were invited to submit comments on the questions of reserved location, prejudice and the application. No comments were recorded.

Oxford Rural Community Council had requested our membership. It was resolved to decline the

offer.

The meeting was closed at 8:35pm.

Next Meeting and Annual Parish Meeting – Wednesday 22<sup>nd</sup> May 2013.

## Fyfield and Tubney Parish Council

Risk assessment and management (financial) for the period 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013

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
Other Income	Adequacy of precept	H	Quarterly review of budget to actual	Diary
	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.
Grants & support	Cheque payable is excessive or to wrong party.	M	Signatory and second signatory initials stub and voucher.	Approval check.
	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.
	Reserves – Earmarked	L	Consider at Budget and review of final accounts.	RFO opinion.
	Unidentified Earmarked or Contingency liability.	L	Review minutes.	RFO/member view.

**Fyfield and Tubney Parish Council**

Risk assessment and management (financial) for the period 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013

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: 19/3/2013

Signed (Chairman): 