

**Minutes of the Fyfield and Tubney Parish Council Meeting
held on Tuesday 20th March 2012.**

Present: Mr John Watts – Chair.
Mrs Jean Burley.
Mrs Shirley Collins.
Mr Ben Lay.
Mrs Valerie Maher.
Mr Julian Mellor.
Dr Stephen Fraser – Clerk.

Four members of the general public.

Minutes of the Last Meeting:

These were signed as a true record by the Chair.

Matters Arising:

Mrs Maher reported that the Appleton Road repair under Reference 441903 had been passed to the Drainage Department but had been no further progress. Mr Watts would register the defect on the national website in the hope that this might encourage action while Mrs Maher would query the use of the Contingency Fund..

Mr Mellor had no further information regarding foot/cycle access from Fyfield to Tubney Church. He would continue making enquiries. In the mean time, this item would be removed from future agenda.

The Clerk had inspected the border of the Parish with Appleton but had still not found any sign of knotweed. He would revisit once this year's growth had commenced.

Despite many telephone calls describing where verge litter picks were required on the Appleton road and the A420 footpath, nothing had yet been done. The Clerk now had an individual's email address in Biffa and would pursue direct.

Discussion with Councillor Iain Brown:

It had been hoped to cover issues regarding Gully and Gutter Clearance and A420 Speed Control, Traffic Volumes and Safety with OCC Councillor Iain Brown. Unfortunately, Mr Brown did not attend.

Mr Mellor reported that he had spoken to Laura Hutchins at the County Council over a number of options and was awaiting a response outlining relative costs and practicality. It was possible that a speed activated sign might be a reasonable option.

Planning:

The following applications had been circulated and responded with 'Comments':

Tree Works adjacent to Rose Cottage, Fyfield. The tree in question was not on Mr Wall's property but on a vacant adjacent plot with branches overhanging Rose Cottage. The Council had no objection in principle other than the issue of ownership. This was resolved with the assistance of Mr George Reade at the District Council. Mr Wall was entitled to remove the overhanging limb and would seek the owner's permission for the complete removal of the tree.

Permitted notification had been received for:

Old School, Fyfield (11/02794/FUL) Alterations and extensions to existing garage.

Moles Green, Tubney (11/02866/LBC) Proposed internal alterations, new garage and new side, front and rear extensions.

Details of the 'Fyfield and Tubney IHSP site screenings' had been circulated prior to the meeting. There was one site identified by Savills covering 'The Elms' and the pub gardens. Whilst Savills had indicated that the number of houses was 'To be agreed', the District Council had entered five on their summary spreadsheet. In email correspondence with the Clerk, this had been acknowledged as erroneous. A member of the public queried if the wall and pump on Main Road were protected. It was thought that the previous Clerk had arranged protection and Mr Mellor offered to verify. It was felt that access to the site from Main Road would adversely add to vehicle congestion whilst the development of the garden would still be in contradiction to policy HE1 of the Local Plan. This policy not having been relaxed as part of the IHSP.

It was resolved that the Clerk would write a formal letter objecting to the proposed size of the development.

Finance:

The bank balance was unaltered at £940.70.

An invoice of £23.56 would be due on the 27th March 2012 to cover the next year's fees for the council's domain name and mail facilities. There would be an additional charge next year to cover the cost of the web site.

A document outlining the 'Risk Assessment and Control' of the Council's finances had been circulated prior to the meeting. It is a legal requirement that such a review be conducted at least once a year. No amendments were proposed to the document and it was resolved to adopt this assessment. A copy is attached to these minutes.

It was resolved that Mrs Prichard, ex Clerk of Great Coxwell, be asked to perform the Internal Audit.

Tubney Tree to mark the Diamond Jubilee:

Mr Lay and Mr Mellor had excavated a hole for the tree and refilled with topsoil. Mr Hadland indicated that the tree, now a Common or Holly Oak, would be planted next weekend and mulched with wood chips. Mr Hemmings would water the tree on a regular basis.

It was resolved that a ceremony to mark the planting would be held in June. Enquiries had been made as to the cost of engraving the Millennium Stone and also affixing a plaque to the stone. Prices varied from between £460 and £200 with costs rising with the number of letters. A metal plaque was deemed susceptible to metal theft. A slate plaque was suggested and both Mr Hadland and the Clerk would explore costs..

PCC Diamond Jubilee Celebration:

Mrs Maher reported that the PCC had decided on a 'Bring your Own Picnic' on Sunday 3rd June from 12:00 noon until 4:00pm. The road would be closed and arrangements would be made for residents around the green to move cars outside the closed area. The Village Fête committee had offered to provide a cake for the celebrations. Another meeting of the committee was scheduled for May.

Neighbourhood Watch Scheme:

The Clerk reported that he had received 22 positive responses within Fyfield and Netherton and believed that this was sufficient to start proceedings with the police to vet potential coordinators. The PCSOs had also offered to do a 'door to door' to promote Neighbourhood Watch over the weekends of either 14th & 15th April or 21st & 22nd April. One resident had responded from Tubney. If no further Tubney residents were interested, it was possible that he might be added to Mr Mellor's email group.

Correspondence:

The Clerk had been invited to attend the inaugural meeting of the Upwood Quarry Liaison Committee. Unfortunately this letter arrived whilst he was away and the meeting itself had occurred before his return. He would attempt to attend the next meeting in September.

The Boundary Commission had completed its review of Oxfordshire and it was anticipated that it would be effective in time for the local elections in 2013. The number of County Councillors would fall by 11 to 63. From the documentation supplied, there would be no change for Fyfield and Tubney.

A briefing session for a Review of District Council numbers occurred during the Clerks absence. Unfortunately, no Councillor was able to attend.

A Planning Service Update had been received from the District Council. Whilst the Council would continue to receive paper planning applications, we would be asked to comment on receiving only electronic copies in the future. Electronic responses to applications would be preferred in future.

The Oxfordshire Association of Local Councils had solicited membership at £133.07 per annum. It was resolved to decline the invitation.

Preferred dates of Future Meetings:

Mr Lay had indicated that some Tuesdays were difficult for him to attend. After discussion, it was decided to continue with the current schedule of meetings and amend the next meeting date if necessary.

AOB:

Mr Baker reminded the Council that the Jubilee Cherry Tree would require cutting back after flowering. He would contact Mr Peter Reeve to determine the extent and likely cost of the work and liaise with the Clerk.

Mrs Burley reported a large pothole on the Tubney Road near Corfe Cottage. She would report it via the Council web site.

The meeting closed at 9:05pm.

Next Meeting: Wednesday 16th May 2012 Parish Meeting & Annual Council Meeting

Fyfield and Tubney Parish Council

Risk assessment and management (financial) for the period 1st April 2011 to 31st March 2012

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.
Reserves – Earmarked	Adequacy	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 1st April 2011 to 31st March 2012

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: 20th March 2012

Signed (Chairman): 