

**Minutes of the Fyfield and Tubney Parish Council Meeting
held on Tuesday 18th March 2014**

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

Five members of the general public.

Apologies

Apologies had been received from Mrs Melinda Tilley.

Minutes of the Last Meeting:

These were signed as a true record by the Chair.

Matters arising.

The Clerk reported that work to replace the gate and fence adjacent to the A420 on the west end of Main Road, Fyfield had been completed.

There was no information on the gating of the West End of Main Road or the clearing of silt from the gutters in Main Road.

The defective pavement in St. John's Close had still not been addressed. Mrs Collins would enquire of the Highways Department.

Mr Mellor reported that he was awaiting feedback following correspondence between Mrs Tilley and PharmaGenesis regarding the access to buses on the A420 near the company.

Mr Watts believed that there was a slight depression in the road at the Appleton Road Culvert that could be the result of compression. He would monitor the problem over the next couple of months. Mrs Maher had spoken to Highways and there should have been some signs deployed. None had been seen.

The Clerk had received another email response indicating that enquiries into the Pickwick Farm Trailer Park had concluded that the storage of trailers came within planning regulations.

Traffic Calming in Abingdon Road, Tubney

An extensive email from Mrs Caroline Lomas to Mrs Tilley had been copied to all councillors concerning means of regulating speeding vehicles along Abingdon Road, Tubney. Mrs Tilley had made a number of comments indicating that some funding might be possible provided that it passed through the parish council. It was felt that the council needed more input from Mrs Tilley in order to make any decision on how to progress.

A member of the public suggested that narrowing the open verges with selective planting of shrubs would have psychological effect and slow traffic down.

It was also felt that speeding on all of the roads in the parish, especially the three A roads, was rampant and that a more general approach for the whole of the parish would be desirable. The Clerk would attempt to discover how many speeding fines had been levied in Abingdon Road and in the rest of the parish.

Community Governance Review

Oaksmere

Given the response from the Vale Working Party indicating that residents had expressed support for the boundary change, it was felt that contesting the recommendation further would be futile.

Fyfield Wick

Both Fyfield and Tubney PC and Kingston PC supported moving the rump of the business park and the playing field into Kingston. However, it was noted that the Vale Working Party recommended all of the land south of the A415 be moved to Kingston despite both Parish Councils objecting to the larger change. The justification being that access to a parish centre that did not involve crossing the A420 would result in more '*effective and convenient representation*' of residents. This was felt to be a fallacious argument as taken to its extreme, all of the parish south of the A420 would be better served in another parish.

The Clerk to register our concerns with Matthew Barber, our District Councillor. He would also copy in Mrs Tilley, OCC, and Ed Vazey MP as the decision to override local wishes appeared undemocratic.

Vale Local Plan and Western Vale Villages Consortium

The draft Vale Local Plan had been circulated. There was no specific mention of Fyfield and Tubney in the plan. However, it was noted that there were changes proposed to the Green Belt that would move all of Tubney south of Abingdon Road out of the belt. This would mean that the Vale objection to the development of Tubney Farmhouse would fail.

The Clerk to seek the reason for excluding part but not all of the Tubney development along Abingdon Road.

Mr Baker had also commented prior to the meeting that given there was a considerable reduction in the size of the Green Belt with only a very small extension near Appleton Lower Common. Following discussion, the Clerk would query if the Belt should be extended to compensate for the lost area, the natural extension being into Fyfield. This would act as a planning buffer between Fyfield and Kingston.

Three councillors were due to attend a meeting of the West Vale Villages Consortium on Friday which was concerned with the impact of the local plans for Swindon East and the Vale on traffic along the A420 corridor. It was anticipated that that the meeting would have some input into the Local Plan debate.

Planning.

To record the following applications returned with No Comments

- P14/V0335/HH Woodside Cottage, Frilford Heath
- P14/V0047/FUL Belchers Cottage, Fyfield Wick

To record the following applications returned with Comments

- P13/V2468/FUL Tubney Farmhouse Tubney
Further to the objections originally raised, it was felt that the revised plans were acceptable from a planning perspective. However, it was suggested that the house be moved further west by moving the garage to the east boundary near the road. This application was subsequently rejected by VofWH on Green Belt grounds.

Finance.

The Clerk reported that the grant of £750.00 from OCC toward the village war memorial had been received. This was the only transaction since the last meeting.

The current bank balance now stood at £2,082.22.

The Clerk submitted expenses for the year 2013-14 of £50.00. It was resolved to pay the Clerk.

The only invoice due this financial year was for Website charges of £26.59 due on 27th March 2014.

A document detailing financial Audit Controls & Risk Assessment had been circulated prior to the meeting. This was the same document as was adopted in previous years. As no amendments were tabled, it was resolved to adopt the document for the forthcoming financial year and this was duly signed by the chairman.

A copy is appended to these minutes.

It was resolved to approach Mrs. Joan Prichard to once more complete the internal financial audit for the parish.

Village War Memorial

The Clerk reported the churches did not hold any Books of Remembrance. The sole record appeared to be plaques on the church walls. He had copied 12 names from Fyfield. Mrs Burley would look to see how many names were on the Tubney plaque. Now that the grant from OCC via Mrs Tilley had been received, it was resolved to move ahead and try to fully cost the project. In the first instance, the Clerk would write to Mr John Lay to seek his preferences for the memorial.

AOB.

Mrs Maher reported that the Church will be holding a BBQ on the green outside Fyfield Church on 10th May from 2:00pm until 5:00pm. Mrs Maher would arrange for details to be emailed to the Clerk for inclusion on the parish web site.

Mr Bruce Harris stated that, together with his neighbours, he is attempting to get the footpath between the old coal yard close and the adopted path between Main Road and the Church, adopted. He is seeking written confirmation of free use over a period of time and requested the Parish Council's support in this matter. That support was readily given.

Mrs Amanda Smith raised the state of the buildings and surrounds of Marsh Farm and asked if anything could be done to improve their appearance. The Clerk would contact Savills, the agents for St. Johns College.

The meeting closed at 8:40pm.

Next Meeting – Wednesday 21st May 2014, being the Annual Parish Meeting and the Annual Parish Council Meeting.

Fyfield and Tubney Parish Council

Risk assessment and management (financial) for the period 1st April 2024 to 31st March 2025

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.
	Goods not supplied to Council	M	Follow up on all orders	Approval check.
Direct Costs and Overhead expenses	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.
	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.
Grants & support	Conditions agreed	L	Agree and document any reasonable conditions.	RFO check.
	Adequacy	L	Consider at Budget setting.	RFO opinion.
	Adequacy	L	Consider at Budget and review of final accounts.	RFO opinion.
Reserves – General	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 2014 to 31st March 2015

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: 18th March 2014

Signed (Chairman): 