

**Minutes of the Fyfield and Tubney Annual Parish Council Meeting
held on Wednesday 18th May 2011.**

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

Four members of the general public.

Acceptance of Office.

All Councillors Elect present signed 'Acceptance of Office' forms in the presence of the Clerk. Mrs. Burley had signed her form prior to the meeting in the presence of the Clerk.

Election of Chairman.

Mrs. Maher proposed and Mrs. Collins seconded that Mr. John Watts be re-elected as Chairman. There were no other nominations and the vote was carried nem. con.

Apologies: Mrs Jean Burley.

Minutes of the Last Meeting:

These were signed as a true record by the Chair.

Matters Arising:

A Litter Bin had been requested from the Vale and would be sited in Tubney near the notice board.

The Fyfield bus shelter solar lights were now operational.

Whilst a number of the reported potholes had been filled, most of the Tubney potholes, though marked, still required remedial work.

Verges had been cut in Fyfield though the contractor had been forced to return to tidy up debris.

The Highways authority would no longer spray the road gutters. Mrs. Maher would chase them to clear verge soil and growth; also remedial work on the gulleys at Fyfield crossroads and by the Manor.

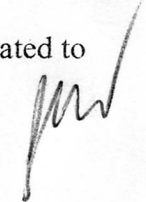
No further information had been received concerning the lorry park at Pickwick Farm.

Planning:

Application for replacement of windows at Fyfield House, Fyfield (FYF/3048/15-LB) had been circulated and responded 'No Objections'.

Permitted notification had been received for 24 St Johns Close, Fyfield (FYF/21519), Plot 1, PIC, Fyfield Wick (FYF/20943/2) and also Fyfield House, Fyfield (FYF/3048/15-LB)

A letter from Oxfordshire County Council concerning Upwood Quarry had been circulated to councillors with internet access to view the progress of planning conditions.



Finance:

A detailed statement of income and expenditure was approved by the Council and signed by the Chairman. A copy is appended to these minutes. At the 31st March 2011, the bank balance was £950.47.

The Clerk reported that an Internal Audit had been performed by Mrs. Joan Prichard, former Clerk of Great Coxwell Parish Council. A copy of her report is appended to these minutes.

Consequential to that report, it was resolved that cash handling be avoided but if it did occur, then every effort should be made to bank all monies as soon as practical.

Furthermore, a financial risk assessment and management document based upon the example held on the BDO website was presented and adopted by resolution. A copy is appended to these minutes.

The External Audit form was then completed, approved and signed by the chairman.

The first instalment of the 2011 – 2012 precept of £250.00 had been received and banked.

The current bank balance stood at £1,200.47.

Notice Boards:

It was resolved that the Fyfield notice board should be replaced with an A1 noticeboard from G P Signs at a cost of £89.00 plus VAT. If the order was submitted in conjunction with the PCC, then the delivery charge of £10.00 could be saved.

Mr Mellor indicated that the Tubney residents were keen to keep their board because it carried the 'Tubney' name. He would examine the board and see if a lockable cover could be fitted. He also indicated that the residents of Netherton favoured their own bespoke board. He would consult further and report back as to whether the order should be increased to cater for one or both these locations.

In discussion, it was felt that the council should control the contents of the boards to ensure there was always room for council documents. Other notices could be displayed provided there was space at the discretion of the key holder(s).

Web Site:

The Clerk reported that the web site had been created and email accounts had been set up for contact via the site. These would be amended to automatically forward emails to Councillors personal email addresses.

The domain and web site had been reserved for 2 years and the email addresses for one year at a cost of £64.30. It was resolved to reimburse the Clerk to this amount.

Correspondence:

Although a holding email had been sent to Oxfordshire County Council whilst approval for a replacement tree in Tubney was sought, events had overtaken us and the old stump had been removed and the new tree had been planted. Thankfully, the residents did not have any objections.

Mark Baker had passed on information from NAG concerning Cold Calling. It was decided that this was not a serious problem in the parish. Suitable door notices would not be bought but could be downloaded from the OCC web site.

A request to display an advert for diabetes2gether had been received and was noted.

The Oxfordshire branch of St. John Ambulance had requested a donation which was declined.

Wolvercote Commoners had written concerning the setting up of an umbrella organisation for common land. There are no commons within the parish.

Notices confirming the results of the 'Uncontested Election' had been placed on both noticeboards.

AOB:

Mrs. Collins stated that in several locations, road visibility was obstructed by encroaching trees. Mrs. Maher agreed to notify the Highways Department.

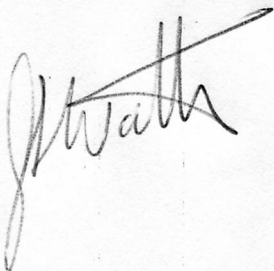
Mrs. Collins also asked if the Tubney Neighbourhood Watch scheme was still active. Mr. Mellor would enquire of his contacts.

Mrs. Maher suggested that another newsletter was circulated. It could publicise the web site, the new councillors and a litter pick. She would contact the District Council to request equipment and set a date prior to the village fete, the newsletter could then be produced by the Clerk and circulated.

Residents of Main Road, Fyfield had enquired if A420 noise could be lessened with a tree screen. It was observed that the only effective noise screen was a solid barrier as used on the A34 at Botley. This would be very unsightly. It was felt that no action should be taken.

It was noted that bags of waste paper had been frequently left outside of the offices in Main Road for several days at a time. Mrs. Maher would chase through the District Council.

The meeting closed at 9:45pm.

A handwritten signature in dark ink, appearing to read 'J. Walker', is written over the text 'The meeting closed at 9:45pm.' The signature is stylized with a long horizontal stroke extending to the right.