

Shutford Parish Council Meeting

Wednesday 11th March 2020 at 7.30pm in Shutford Village Hall

The meeting commenced at 7.30pm

Present: Cllrs: Helen Nixseaman (Chair), Sandy Forrester, Tom Parrish, Debbie Pitt, Carolyn Rann, George Reynolds, Ashley Taylor and David Best, Clerk and Responsible Financial Officer. Also present were four members of the public.

19/047	Apologies for Absence: None.
19/048	Declarations of Interest: None.
19/050	Minutes of the last meeting: It was RESOLVED that the minutes of the meeting held on 8 th January 2020 were a correct record and signed by the Chairman (unanimous).
19/051	Matters arising from the minutes: The actions list was reviewed, and all actions had been completed.
19/052	Parish Matters:
19/052/1	VE Day 75th Anniversary (8-10 March) – A number of national events will take place including pipers playing Battle o'er, Town Criers undertaking A Cry for Peace and bell ringing in churches. The event will be marked in Shutford by the flag being flown, acknowledgement at the Thursday lunch on 7 th May and the Parish Council will offer to pay for the church to be illuminated.
19/052/2	Emergency Planning – The Clerk will circulate templates and examples of Parish Council emergency plans and it was agreed that a leaflet will be drafted and circulated around the village. Further supplies of Lions "Message in a Bottle" will be obtained.
19/052/3	Councillor Allowances – It was reported that these had generally not been claimed in the past. It was agreed that Councillors would waive their right to claim allowances apart from exceptional expenses, if incurred, which would be agreed in advance.
19/052/4	Dairyground – The A2 size nature sign for the back of the noticeboard on the Dairyground has been produced. The Parish Council recorded a vote of thanks to Jane King for her work to design it. It is believed that additional funding may be received from Tesco and confirmation of this should be received by the end of March. Funding cannot be used retrospectively so this will be reviewed at the next meeting.
19/052/5	Shutford Goes Green – A meeting was held on 7 th February. Whilst everyone is very enthusiastic about initiatives no one came forward to take the lead. The Parish Council will continue to promote green initiatives.
19/052/6	Allotments – Two people have taken on allotments that have been given up recently and another person has taken over half a plot. There are currently no vacant allotments. A number of suggestions have been received from allotment holders on how to spend the surplus allotment funds including providing an additional water tank, trimming trees bordering the allotments and additional fencing. It was agreed to write to allotment holders suggesting that funds would be used to buy an additional water tank and trim trees unless there are any strong objections. It was also agreed to communicate to allotment holders the position regarding public liability insurance and explaining the reason for clause 7(g) in the allotment agreement.
19/052/7	Information Commission Registration – The Clerk advised that the National Association for Local Councils, The Oxford Association of Local Councils and the Information Commissioners Office (ICO) had all confirmed that Parish Councils must register with the ICO and pay an annual £35 fee. It was agreed to register and pay the fee.
19/052/8	944 Restorations Limited – The owner of 944 Restorations has advised the following: <ol style="list-style-type: none"> 1. Painting operations were closed down pending an investigation from Cherwell District Council Environmental Protection. 2. Painting has resumed during weekdays after CDC Environmental Protection has concluded that the spray booth is not causing a statutory nuisance. 3. Sunday working is currently not permitted. 4. As a result of these restrictions the company has lost tens of thousands of pounds, redundancies have had to be made and the viability of the business is now in question. 5. He feels victimised and that Shutford is a hostile working environment. 6. He is considering his options and is in discussions with the letting agent and landlord It was agreed that the Clerk would obtain an update from Cherwell District Council Planning and Environmental Protection and write to the owner.

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19/052/9	<p>Email Security – This was discussed following receipt of some Phishing emails which should be reported within gmail. The Parish Council email policy document will be recirculated</p> <p>Councillor Vacancy – Councillor Tom Parrish has decided to stand down as he feels that he is unable to commit the time required to play an active role in village matters. The vacancy will be advertised in Shutford News and the PC noticeboards. It is hoped that a replacement can be found by the April meeting.</p>
19/052/10	
<p>19/053 19/053/1</p>	<p>Finance: 2019-20 Accounts and Bank Reconciliation – The accounts were not produced before the meeting but will be circulated after the meeting. The cash reserves are £13,047.08</p>
<p>19/054 19/054/1</p> <p>19/054/2</p>	<p>Correspondence: Parking in the front garden of a Dairyground property – A parishioner has copied the Parish Council on correspondence with Cherwell District Council who are investigating whether this is a breach of planning permission.</p> <p>Play equipment on the Dairyground – Correspondence was received from a parishioner giving thanks to the PC for investing time and effort sourcing the new play equipment, securing grants and fund raising.</p>
<p>19/055 19/055/1 19/055/2 19/055/3</p>	<p>Planning: 19/02387/F & 19/02474LB – Pear Tree Cottage, OX15 6PH – withdrawn 19/02782/F – The Grange, OX15 6PB – permitted 31/01/2020 19/02841/LB – Beggars Barn, OX15 6JD – awaiting decision from CDC</p>
<p>19/056 19/056/1</p> <p>19/056/2</p> <p>19/056/3</p> <p>19/056/4</p>	<p>Any Other Business: Defibrillator – It was agreed that parishioners should be reminded that there is a defibrillator and the process to access/ use it.</p> <p>Parking in the Village – It was noted that this is dangerous at the top of Malthouse Lane and other junctions. Parishioners are asked to take care and park considerately to avoid accidents at road junctions.</p> <p>Village Clean-up – Volunteers are requested to assist with the clean-up which will be on Saturday 4th April. Volunteers are asked to meet at the bus shelter at 10.00am.</p> <p>Emergency contact details – It was noted that there is no list of these on the parish website. It was agreed that these should be published.</p>

The next Parish Council Meeting will be held on Wednesday 13th May 2020 at 7.30pm in the Village Hall.

The Annual Parish Meeting will be held on Wednesday 13th May 2020 at 7.00pm in the Village Hall.

There being no other business, the meeting closed at 9.39pm

Signed by Chairman.....

Date.....