

HORLEY PARISH COUNCIL
ANNUAL GENERAL MEETING

AGENDA

Dear Councillor,

You are summoned to attend the annual general meeting of the Parish Council which will be held in the Old School Room at 7.00 pm on Thursday 19 May 2016.

Clerk to Horley Parish Council

- 1) Apologies
- 2) Declaration of Interests
- 3) Nomination and election of the Chairman for the year
- 4) Nomination and election of the Vice-Chairman for the year
- 5) Allocation of responsibilities
 - a. Finance and general purposes
 - b. Highways and footpaths
 - c. Proposed children's play area
 - d. Planning
 - e. Cricket club liaison
 - f. School liaison
 - g. Michael Hardinge Trust liaison
 - h. Ironstone and scout camp liaison
 - i. Communications and notice board
 - j. Any other roles?
- 6) Dates for Future meetings
 - 25 August 2016
 - 17 November 2016
 - 16 February 2017
 - 13 April 2017
 - 18 May 2017
- 7) Minutes of the meetings held on 14 April 2016 (attached)
- 8) Matters Arising
- 9) Land at Clump Lane

An issue arose recently at Clump Lane. Heavy goods vehicles exiting Clump Lane and turning left were damaging the verge which comprises the front garden to Clump House. The owner of that property arranged for some large stones to be placed on the edge of

Clump Lane to prevent this encroachment, but it was suggested that this might make it more difficult for heavy goods vehicles to turn left, and avoid driving through the village. The issue was brought to this Council's attention, but was referred to OCC, as at least one of the stones appears to stand on land which comprises public highway. Discussions between the owner of Clump House and OCC have resulted in an offer to remove the stones on condition that OCC install highway marker posts to protect the owner's adjoining land. OCC have no funds available to finance this work, and have asked whether the Parish council would wish to assist.

10) Emergency Planning

To consider whether the Council wishes to formulate an Emergency Plan, and how to respond to the email from the Police annexed to this report.

11) Date of next meeting

To be agreed at item 6 above.

14) Any other urgent business

Good Evening,

I trust you are all well,

It was a pleasure to meet some of you at our Parish Council AGM held at Banbury Police Station in April.

I am sending this email to you so we can get some important community links set up and for you to be aware of what help we can offer you.

Rural Community Emergency Groups and Plans

I am writing to all the Parish Council Clerks within the Banbury Rural Area today to ask you for a copy of your emergency plan for your village, and to see if you have a Community Emergency Group set up?

The Banbury Rural Neighbourhood Team would like to be able to assist your Parish in making sure you have plans set up for you to help your community in an emergency.

What I am looking for is a list of individuals in your parish who you can call on in an emergency within the community.

For example (This list is not exhaustive);

Severe weather, Flooding, Drought, Heat Waves, Energy, power supply, utilities disruption and failure

An example of the contacts I am looking for are (This list is not exhaustive);

- A list of people who if a tree comes down across a road can be called upon to help remove it.
- If there is a power cut, volunteers who will visit the elderly and vulnerable in your parish to ensure they are safe and being cared for, that they have food and warmth, and medical supplies/access to their prescriptions?
- A list of Volunteers who can be called upon to help out in different situations.
- Any 4x4 drivers who can help you out in an emergency.
- Any St John's Ambulance First Responders within your community.
- Do you have a place of safety identified such as a village hall to go to in an emergency? If so who are the key holders? And coordinators?

It is important to keep accurate, up-to-date records of everyone who is in the Community Emergency Group, as well as others in the community who have offered their help in an emergency.

This will help you to contact everyone quickly and make it easier for you and the local emergency responders to identify who is part of the Community Emergency Group.

It is important to remember to keep personal details safe, and only share them with those who need the information.

You may want to record contacts in a telephone tree which sets out a process through which people have responsibility for ringing other contacts.

An example of a telephone tree is provided in the Community Emergency Plan template. I have provided a link to this at the bottom of this email which may assist you.

Here is a link to the Cherwell District Council North Oxfordshire Plan.

http://www.cherwell.gov.uk/media/pdf/g/q/Emergency_Plan_2010_Part_A_V1_1.pdf

<http://www.cherwell.gov.uk/index.cfm?articleid=1195>

I look forward to receiving your plans or contact lists. Please email them to me

Claire.Brennan@thamesvalley.pnn.police.uk

Youth Groups

I would appreciate an up to date list of all dates and times for the; **Youth groups /Scouts/Cubs/Guides/Brownies/Beavers/Rainbows/and youth clubs** in your Parish. This is so we can visit them all to meet and engage with the young community in the Banbury Rural Area.

Claire.Brennan@thamesvalley.pnn.police.uk

Neighbourhood Watch

I am looking into the Neighbourhood Watch Schemes that are set up in our Banbury Rural Community. Do you have any Neighbourhood Watch Schemes set up in your parish? How active are your schemes? I will be happy to meet with anyone who would like to set up a Neighbourhood watch scheme in their area. If you contact me on Claire.Brennan@thamesvalley.pnn.police.uk I will arrange a visit to you and will bring along Neighbourhood Watch packs.

Horsewatch

Do you have any horse owners or riders in your community? Are they aware of Thames Valley Horsewatch? <http://www.thamesvalleyhorsewatch.org.uk/>

The Banbury Rural Neighbourhood Team, work alongside the national Horsewatch scheme. We can set up Tack Marking events at your local yards, local horse shows, village fetes etc. If you would like us to set up a tack marking event in your parish please email me again on Claire.Brennan@thamesvalley.pnn.police.uk and I will contact you to get this set up.

Farmers Phone Tree

We have a farmer's tree set up within the Banbury Farming Community. The farmer's tree is there for farmers to share information between themselves and Thames Valley Police. This allows early contact with the farming community to make them aware of any crime or suspicious activity around farm premises. The farmer's tree is not run by Thames Valley Police; it's run by local farmers.

If you have any farmers that would like to be added to the farmers tree in your parish, please email me their names, farm addresses, mobile telephone numbers and email addresses. I will have them added to the Farmers Phone Tree. Claire.brennan@thamesvalley.pnn.police.uk

Thames Valley Alert

Thames Valley Alert is a computerised message system, which circulates alerts and information from Thames Valley Police and our community safety partners to your email or telephone.

Examples of the type of information you receive are;

Crime in your area, action taken by police and partners to tackle crime, Crime prevention advice, appeals for witnesses or for help to trace missing persons, events and opportunities to meet your rural neighbourhood policing team and have your say about crime in your area.

You sign up online at www.thamesvalleyalert.co.uk or email me on Claire.Brennan@thamesvalley.pnn.police.uk

Suspicious Incidents

Often after a crime has been committed information is passed to the Police by witnesses who did not report a suspicious incident at the time. While this information is welcomed it would be far better to inform the Police as it occurs. No one will ever see this as wasting time if it turns out to be innocent activity. Any unusual happening which raises a seed of doubt in your mind is suspicious and worthy of reporting straight away. Remember thieves are often confident and blatant. You know the local within your area so others with no obvious reason for being there should make you curious. If further observation fails to remove your doubt, then contact the Police without further delay.

In an emergency dial 999 if you require assistance immediately, the telephone operator will ask;

1. Who you require.... Police, Fire or Ambulance
2. Your location
3. Details of the incident
4. Your details

In non-urgent cases call the Police Enquiry Centre on 101. You can use this number to report suspicious incidents or to contact your local officer.

Social Media

Does your Parish have a Facebook page or a Twitter account? If so please email me the link to your page/account and also the name and contact details of the administrator of the page/account. We would like to be able to work together using Social Media.

Claire.Brennan@thamesvalley.pnn.police.uk

Village Events

Do you have any village events you would like us to come along to? We would love a list of any village fetes, school fetes and events you are holding please.

Claire.Brennan@thamesvalley.pnn.police.uk

Village News Letters

Do you have a village news letter? If so we would love to receive a copy of each edition please.

Claire.Brennan@thamesvalley.pnn.police.uk

Thank you

Thank you for taking the time to read through this email. If you have any questions please do not hesitate to contact me on Claire.Brennan@thamesvalley.pnn.police.uk

To fight crime successfully in the rural areas the Police and the Community must work together in Partnership. I look forward to responses from all Parishes and will be waiting to receive the information requested and work with you. Thanks again!

Yours Sincerely

PCSO C2181 Claire Brennan.

Samantha West

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