

**Minutes of the Annual Parish Council meeting of Caversfield Parish Council, held on Wednesday 26 May 2010, at 8.30pm in the small hall at Southwold Community Centre.**

**Present:** Mr J Gilmore, Mrs J Nisbet, Mrs O Phipps (Chair ), Mr L Strong (Vice-Chair), Mrs G Sutcliffe, Mr D Wood.

**Apologies:** Mrs Jenny Collyer (Community Relations Adviser covering RAF Croughton), Mrs Catherine Fulljames (District & County Councillor), Joan Himpson (Stratton Fields Management Committee), and Squadron Leader Annie Gibson-Sexton (RAF Croughton).

**In attendance:** PC Keith Herring, Mrs Alina Strong (Stratton Fields Management Committee), and Mrs P Wood (Parish Clerk).

1. The apologies were noted.

**Election of Chairman for year 2010/11**

2. Mrs Phipps was proposed by Cllr. Wood and seconded by Cllr. Strong. Mrs Phipps was elected unopposed.

**Election of Vice-Chairman for year 2010/11**

3. Mr Strong was proposed by Cllr. Phipps and seconded by Cllr. Sutcliffe. Mr Strong was elected unopposed.

**Appointment of responsible Financial Officer for year 2010/11**

4. Mrs Wood, Parish Clerk, was appointed Responsible Financial Officer for the year 2010/11, proposed by Cllr. Phipps and seconded by Cllr. Gilmore.

**Appointment of internal auditor for year 2010/11**

5. Mr Ian Black was appointed internal auditor for the year 2010/11, proposed by Cllr. Strong and seconded by Cllr. Gilmore.

**Update of Register of Interests**

6. Councillors were asked if they had any amendments to make to the Register of their interests. Councillors asked the Clerk to remind them of the interests they have each individually registered already. **Action - Clerk**

7. **Declaration of interests**

Cllr. Phipps declared a personal and prejudicial interest in the NW Eco Town proposals. Cllr. Strong declared a personal interest in the Viridor Incinerator.

8. **Public Participation**

Mrs Alina Strong tabled a letter signed by 10 residents of the parish asking the Parish Council to make an application to City and County Group, which bought the 23 acre site in Caversfield from the MOD, previously known as DLO Caversfield, for one building to be dedicated as a Community Centre for the benefit of the residents of the village. Item to be put on the next Agenda of the Parish Council. In the meantime, Clerk to sound out the developers to find out what their plans for the site are. **Action – Clerk.**

**9. Minutes of the meeting held on 24 March 2010.**

It was **RESOLVED** that these be accepted as a true copy and be signed by the Chair.

**10. Matters Arising from the Minutes**

- Bus Shelter at Caversfield Turn – *see Parish Matters below.*
- Repair of notice board on Skimmingdish Lane – completed.
- Upper Heyford Base Planning Forum on 15 April at 6.30pm – Clerk attended as requested. The papers from the meeting have been circulated. A decision to discontinue the Forum was made at the meeting on 15 April.

**11. Report from County and District Councillor.**

None.

**12. Finance**

- The year end accounts were tabled for approval subject to internal audit. Councillors asked first to see a final, audited, set of accounts. **Action – Clerk.**
- Councillors **RESOLVED** to approve the following invoices for payment:

| <b>Payment to:</b>                                       | <b>Cheque Number</b> | <b>Amount</b> |
|----------------------------------------------------------|----------------------|---------------|
| R J Honour – repair of Noticeboard on Skimmingdish Lane. | 100592               | £195          |
| Mrs P A Wood – for Clerking duties March to May 2010.    | 100593               | £229-00       |
| Ardley Parish Council (Inquiry Account)                  | 100594               | £1000-00      |

- Councillors discussed whether or not to be members of the Oxfordshire Playing Fields Association and decided not to take up membership.

**13. Planning Applications**

Councillors discussed Planning Application No. 10/00683/F - Mr & Mrs John Latty, single storey front extension. Location: 1 Fairhaven Road, Caversfield. There were no objections to the application.

Councillors noted the following:

**Permission** for development:

- No. 09/01729/F A E Phipps & Son Remove disused milking parlour and replace with extension to barn 2. Location: Home Farm, Caversfield.
- No. 10/00033/TCA Mrs Susan May Fell two sycamores Location: Brashfield Gatehouse, Buckingham Road.
- No. 10/00038/TCA Defence Estates Fell two sycamores Location: 4 Skimmingdish Lane, Caversfield.

- No. 10/00373/F Mr & Mrs G Phipps Single storey extension Location: Greenacres, Banbury Road, Caversfield.
- No. 10/00350/F Mr Steven Course Two storey side and rear extension. Location: 15 Fairhaven Road, Caversfield.

**Refusal** of Permission for development:

- 09/01841/F Mr Adam Butler Proposed new dwelling formed from splitting existing dwelling into two. Location: 19 Elderfield Road, Caversfield.

**Withdrawal** of Planning Application 10/00308/F : 800kW wind turbine and associated works at Cherwell Valley Junction 10 M40 Northampton Road, Ardley.

**14. Parish Matters**

- a) Update on NW Bicester Eco-Town (Cllr. Phipps left the room and Cllr. Strong took the chair.) P3Eco are carrying out a week of consultations in Bicester. Perhaps the new Government may call a halt to the Eco Town developments but nothing is clear at the moment. (Cllr. Phipps returned to the room.)
- b) Proposal for Bus Shelter on Buckingham Road - Mr Bromley from the County's Public Transport Development Team had sent some siting plans for Councillors to look at. The Clerk reminded the meeting that the County had advised that their shelters "are cleaned once a month at a cost of £36-10 per shelter (£433.20 p.a.)" To this would need to be added insurance cost (Zurich say about £73-00 p.a.), and maintenance. Mr Bromley had suggested Parishes should allow for perhaps £300 to £500 p.a. Cllrs asked the Clerk to find out -
  - if the County had any figures on vandalism on the airfield side of the Buckingham Road,
  - what materials a bus shelter would be made from,
  - if the Parish Council's Public Liability insurance would cover the bus shelter.
  - if lighting would be required, and how that would be paid for,
  - if structure could have poster panels so it could be used for advertising purposes and the income put towards maintenance

**Action – Clerk**

**15. Correspondence**

There were several letters to consider:

- a) CDC has asked if Parish Councils want to sell Brown Kitchen Caddy liners to residents and make a small profit? A box (30 rolls) costs £70.50 inc VAT, each roll costing £2-35 inc VAT. Rolls to be sold for £3 inc VAT allowing Parish Council to raise £19-50 for every box sold. [If liners did not sell CDC will buy liners back at original price.] The Council **RESOLVED** to trial a box of caddy rolls. Cllr. Sutcliffe said she was willing to sell the rolls. The Clerk was asked to make the necessary arrangements, and also to arrange for more 'doggy bags' to be delivered to Cllr. Sutcliffe. **Action – Clerk**
- b) Letter from CDC about changes to the Rural Housing Needs Survey – noted
- c) Letter from CDC – Parish/Town Councils & The Planning Process – Councillors asked for each to have a copy of the letter for future reference. **Action – Clerk**

- d) Councillors noted letters of thanks had been received from Oxfordshire Association for the Blind, St John's Ambulance, and Oxfordshire Woodland Project for donations made.
- e) Notification of the next Parish Liaison meeting on 9 June 2010 - Cllrs Phipps, Strong and Wood will attend, and the Clerk. CDC to be told Cllr. Nisbet cannot now attend, but Cllr Wood will attend. **Action – Clerk**
- f) Invitation from ORCC for 2 Reps of parish to attend 90<sup>th</sup> Birthday Celebrations on 3 July – no one available to attend.
- g) Request from County Emergency Planning Officer for the name of a person in the parish for OCC Social & Community Services to contact for social care and community support for their parish? Cllrs **RESOLVED** that the Clerk's name should be given. Cllr Sutcliffe said that when she attended the British American Liaison meeting it was made clear that in the event of an emergency e.g. flooding etc the Americans would help Caversfield. Jenny Collyer will be able to provide contact numbers.

**16. Reports from meetings**

None

**17. Dates of Future Meetings**

The following dates have already been agreed:

- 21<sup>st</sup> July
- 22<sup>nd</sup> September
- 24<sup>th</sup> November.

**18. Any other Business**

- a) PC Herring asked the Parish Council to note that there are plans to run another Fete in June/July 2011.
- b) Cllr. Wood said he had been asked by OALC to represent them on the Management Group of Cherwell's Local Strategic Partnership.

The meeting closed at 9.50pm.

Signed.....

Dated.....