**Minutes of a Meeting of Caversfield Parish Council,**
**held on Wednesday 16 January 2013 at 7pm,**
**at the MOD Police House, 14 Davis Gardens, Caversfield**

**Present:** Mrs Esther Bannister, Mr John Gilmore (Chairman), Mrs June Nisbet, Mrs Glenice Sutcliffe, Mr N Wright
**In attendance:** Mrs Wendy Becker, Mrs J Olds (Parish Clerk)
**Apologies:** Cllr Catherine Fulljames, PC Keith Herring, Cllr Jon O'Neill

1. **Apologies**
   The apologies were accepted.

   **Welcome**
   Cllr Gilmore welcomed everyone to the meeting.

2. **Declaration of Interests**
   There were no Declarations of Interest.

3. **Public Participation**
   Nothing was raised.

4. **Minutes of the Meeting held on 21 November 2012**
   It was **RESOLVED** that these be accepted as a true copy and signed by the Chair.

5. **Matters Arising from the Minutes**
   a. **Speeding on A4421.** The Clerk has arranged the speed check and hopes the device will be in place shortly.

   b. **Dog mess**. The Clerk has met with the Dog Warden and she is hoping to put up signs in the area of the footpath and will also patrol the area. CDC has run out of dog mess bags, but they will have further stocks in April and will deliver a box to the Clerk when stocks allow.

   **c. Allotments.** The Clerk has not made any further progress and has not received a response from any of her letters.

   **d. Snow Ploughing the Village**. The Clerk has written to the contractor to confirm details of the roads to be cleared.

   **e. Naming the Eco Town Roads**. The Clerk sent the Parish suggestions to A2Dominion.

6. **Reports from District and County Councillor**
   Cllrs O'Neill and Fulljames sent their apologies.

7. **Finance**

   a. The Clerk gave the current balances:

| | |
|---|---|
| NS&I Account | £2,273.31 |
| Business Saver Account (as at 15 January 2013) | £2,979.43 |
| Community Account (as at 15 January 2013) | £151.03 |

   The Councillors **RESOLVED** to agree to a transfer of £900 from the Saver Account to the Community Account to cover expenditure until March.

   b. **Invoices for payment**

   Councillors **RESOLVED** to approve the following invoices for payment:

| **Payment to** | **Cheque Number** | **Amount** |
|---|---|---|
| The Information Commissioner | 100658 | £35.00 |
| Mrs J Olds for Clerking duties from 17 November – 16 January | 100659 | £205.08 |

   c. **To complete the application forms for the new banking arrangements**

   The Councillors **RESOLVED** to agree to change the Parish Council's bankers from Barclays to the Co-operative Bank. The signatories, Cllrs Gilmore, Nisbet and Sutcliffe, would complete the forms and return them to the Clerk for despatch. The Clerk would be able to administer the account, but would not have authority to sign cheques.

   d. **To discuss the 2013/14 Budget**

   The Clerk circulated a report together with an expenditure sheet to show month on month costs including projected spend to the year end, and a Budget sheet for the following year. Last year's budget was £4,555 with £3,300 being spent leaving a small surplus to start to build up the, low, reserves again.

   The Councillors **RESOLVED** to approve the budget

   e. **To discuss the Precept for 2013/14**

   Following the Clerk's budget proposals the Councillors **RESOLVED, with one abstention,** to agree to keep the Precept at the same level, £4,000, as last year, but noted that the cost per household may rise because of central Government re-adjustments. The Clerk will notify CDC.

8. **Planning Applications**

   No applications were discussed.

**9. New Councillor**

The Clerk informed the Councillors that there were still two vacancies on the Council and asked them to think about who may be approached. Mrs Becker expressed an interest, but was not able to take on the responsibility at present.

**10. Standing Orders and Financial Regulations**

The Councillors **RESOLVED** to approve and adopt the Standing Orders and Financial Regulations for the Council.

**11. To Register with the Information Commissioner**

The Councillors **RESOLVED** to approve the registration with the Information Commissioner. The Clerk will return the form with the cheque.

**12. To discuss the Freedom of Information Policy**

The Clerk submitted a Freedom of Information Scheme policy for discussion. The Councillors **RESOLVED** to agree to adopt the policy.

**13. Complaints Procedure**

The Councillors **RESOLVED** to approve and adopt the Parish Complaints Procedure.

**14. To form a Staffing Committee**

The Councillors **RESOLVED** to agree that a formal Staffing Committee was not necessary and that all staff matters would be discussed in a Confidential meeting with as many Councillors present as possible.

**15. Parish Matters**

**a. Welcome Leaflet for new Villagers**

The Clerk had drafted and circulated the text of a leaflet which could be used to welcome new residents to the village and to raise the profile of the Parish Council.

The Councillors made a number of suggestions which the Clerk will add to the document and will recirculate for the next meeting.

**16. Reports from Meetings**

No one was able to attend the Parish Liaison Meeting.

**17. Correspondence received**

The Clerk presented the meeting with a list of correspondence received which included:

a. Review of Rights of Way (circulated by email).
b. Community Governance Review a response to the review conducted earlier last year (circulated by email). No further response was thought necessary.
c. OALC Courses.

18. **Any other business**
    There was no further business.

19. **Date of Next Meeting**
    Wednesday 20 March 2013 at 7pm (third Wednesday of the month) at the MOD Police House, 14 Davis Gardens, Caversfield, OX27 8FJ

The meeting closed at 8.15pm

Signed ……………………………………… Dated ……………………………..