

**DRAFT Minutes of a Meeting of Caversfield Parish Council,
held on Wednesday 15 January 2014 at 7pm,
at the MOD Police House, 14 Davis Gardens, Caversfield**

- Present:** Mrs Esther Bannister, Mr John Gilmore (Chairman), Mrs June Nisbet,
Mr Roger Shipway, Mrs Glenice Sutcliffe
- In attendance:** PC Keith Herring, Ms Jenny Collyer MOD Liaison Officer,
Ms Eleanor Booth-Davey Secretary to Stratton Fields Management Co.,
Mrs J Olds (Parish Clerk)
- Apologies:** Cllr Jon O'Neill (CDC), Cllr Lawrie Stratford (OCC)

1. Apologies

Cllrs Jon O'Neill and Lawrie Stratford's apologies were noted.

2. Declarations of Interest

There were no declarations of interest.

3. Public Participation

No members of the public attended.

4. Minutes of the Meeting held on 20 November 2013 and the Planning Meeting on 2 January 2014

It was **RESOLVED** that these be accepted as true copies and were signed by the Chairman.

5. Matters Arising from the Minutes

- a. Grass Cutting Old School Close.** The Clerk had contacted the current contractor who had confirmed he was content to continue with the arrangement.
- b. War Memorial.** There had not been an opportunity to check whether there was a war memorial in the churchyard or church.
- c. Assets of Community Value**
The MOD park had been raised as a potential Asset of Community Value.
PC Herring and Ms Collyer assured the meeting that the MOD had no intention of putting this land up for sale.

6. Reports from District and County Councillors and Police

No reports had been received.

7. Finance

a. To receive the financial report

The Clerk gave the current balances:

NS&I Account	£2,285.54
Barclays Business Saver Account	£0.17
Co-op Current Account	£3,430.79

There were no outstanding cheques. The Co-op account had received £0.77 in interest.

The Clerk presented the Councillors with a further form to complete for the signatures of the NS&I account (Cllrs Gilmore, Nisbet and Sutcliffe) which were duly signed. The Clerk would return the form forthwith.

b. Invoices for payment

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

Payment to	Cheque Number	Amount
Information Commissioner for data protection registration renewal	200016	£35.00
TAG Window Cleaning for bus shelter	200017	£25.00
OALC for Roles and Responsibilities Course for Cllr Shipway and Cllr Booth-Davey	200018	£156.00
Mrs J Olds for Clerking duties from 17 November – 16 January	200019	£207.12

c. To consider the budget for 2014/15 and agree the Precept

The Clerk presented the Councillors with a full budget proposal for the forthcoming year.

The Councillors reviewed the key areas of the budget noting the slight increases and additions including a sum for the repair of noticeboards, a sum for salt and an additional grit bin (site to be decided, but possibly for the junction of Fringford Road and the unnamed road commonly known as Aunt Em's Lane). The Councillors **RESOLVED** to agree the budget of £5,770.

Following the budget discussions, the Councillors **RESOLVED** to ask Cherwell District Council for a Precept of £4,028, which excludes the Council Tax Reduction Scheme Grant of £77.27. The Precept will cost a Band D property approximately £9.13 for the year, an increase of £0.18.

8. Planning Applications

a. No planning applications had been received

b. To receive information about the progress of the Cala Homes Appeal

The Clerk had submitted the Parish Council's response to the Planning Inspector by email and post by the due date.

The Clerk informed the meeting that the Planning Inspector had decided that the decision will be made after an Inquiry which will start on 25 March; the venue for which is to be confirmed.

The Clerk had, that morning, received correspondence from the developers about their proposed village hall. They wished to know *if* the appeal were to be allowed and the hall constructed whether the PC would like to take ownership of this hall and what level of maintenance sum would be required. The Councillors considered this and **RESOLVED** that they did not want to take over the management of the hall for the following reasons:

- the Parish finances do not currently allow for such a large undertaking;
- if the Parish were to take it over, it is likely the Precept would have to go up considerably to run it;
- it is very difficult to find people to help currently and the Parish Council did not wish to take on the further burden of the hall.

However, if a hall were imposed on the village, the Parish Council would insist that the hall was completed, both externally and internally with all fixtures, fittings and furniture and that a significant endowment should be provided for the general running and maintenance of the building.

c. To Note notices of Decision

The Councillors noted the following decisions for approval:

- i. 13/01730/F, Mr Nick Hirst, 39 Montgomery Road, OX27 8FG; erection of single garage. Permission given

The Councillors noted the following decision made by the Planning Inspector

- ii. 13/00518/F Northside Lodge, Caversfield House, Caversfield. Appeal re fencing. Following the appeal to the Planning inspector against CDC's decision not to grant planning permission for the fencing, the Inspector visited the site on 26 November. The Inspector ruled 'The appeal is dismissed and the enforcement notice upheld'.

9. New Councillor

The Councillors **RESOLVED** to discuss this item before Finance (point 7).

The Clerk reported that there were two vacancies for co-option.

Ms Eleanor Booth-Davey made known that she was prepared to be co-opted onto the Council. The Councillors **RESOLVED** unanimously to welcome Ms Booth-Davey as a co-opted Councillor. The Clerk would prepare the relevant documentation.

10. Parish Matters

a. Village Spring Clean

The Councillors **RESOLVED** to agree to ask Cllr Sutcliffe to organise a spring clean. The date of Saturday 26 April was suggested. Ms Collyer would inform the Service

families and the Parish Council would put up notices. The Clerk would order the rubbish bags and litter picking equipment from CDC in due course.

b. Telephone box and noticeboard on Skimmingdish Lane

The Clerk reported that the Parish noticeboard had been moved by City and Country and is now near the telephone box and pillar box. There had been some issues with a member of the public feeding the birds from the roof of the telephone box which was causing a great deal of mess and which the Clerk was investigating.

11. Meeting dates for 2014 / 15

The Clerk submitted the dates for the next year's meetings, all to be on the third Wednesday of the alternate month with Planning meetings to be convened as required.

21 May – Annual Parish Meeting 7pm, Annual General Meeting to follow at 8pm
16 July
17 September
19 November
21 January (2015)
18 March

The Councillors **RESOLVED** to agree the dates.

12. Reports from Meetings

a. ORCC / OCC Talking Oxfordshire meeting – 21 November

The Clerk attended this. There was an introduction and question and answer session with the Chief Executive, Joanna Simons and the Leader, Ian Hudspeth and then the attendees were allocated tables so that small groups could answer a series of questions / help give solutions and set out the priorities to rural communities with the aid of a facilitator. It was an extremely useful exercise. A full account as published in the recently circulated ORCC bulletin.

b. North West Bicester Masterplan Consultation

Cllr Shipway and the Clerk attended the consultation in Bicester and the Clerk had subsequently circulated documents collected at the event for information and comment.

c. SLCC Meeting – 26 November

The Clerk attended the SLCC meeting which focussed on Highways issues. It was a useful day with a number of representatives from OCC Highways giving presentations.

The Clerk reported that the Local Transport Plan will be updated next year and OCC will be starting consultation on this shortly.

Highways check the roads regularly, but more than 12% of them are marked as 'red' which means that they are very poor and are likely to remain that way. It would require £167m to repair the network within Oxfordshire at today's prices, but the budget is just £10m. Road resurfacing should take place every 20 years, but at current funding levels are looking at a resurface every 150 to 200 years.

Last year there were 24,000 defects or potholes in the roads, this year it is estimated there will be more than 40,000. However, the contractors' guarantee on potholes is two years, so if they disintegrate before this they can be repaired at the contractors' expense. The Clerk asked that if any villagers noticed damaged potholes to either report them to her or direct to Highways at <http://fixmystreet.oxfordshire.gov.uk/>.

During the winter, the team of gritters salt the main arterial routes around the county at a cost of £22,000 – 25,000 per run. Information about the areas to be gritted can be found <http://www.oxfordshire.gov.uk/cms/content/winter-maintenance>. With the winter team's help, Banbury have recently trained up a number of members of the public as Snow Wardens and OCC are happy to help with training for other villages and providing equipment for a smallish charge which includes knapsacks for spraying a brine solution onto pavements.

A number of useful links were provided including an interactive Countryside access map www.oxfordshire.gov.uk/countrysidemap and a definitive map of all sorts of countryside issues www.oxfordshire.gov.uk/definitivemaponline.

There was also a representative from Oxford Footpaths Society who explained about TOE2 (Trust for Oxfordshire's Environment) and the funding they can help with which includes things such as replacing stiles with kissing gates.

13. Correspondence received

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

- a. **CDC Finance** – re Council Tax Base and Precept
- b. **OCC Posters** – Winter service and Home School Transport Consultation
- c. **OCC Emergency Planning team** – severe weather and what to do information (circulated by email)
- d. **OCC TTRO Requests and updates** – re the flooding issues in and around Oxfordshire
- e. **Clerks and Councils Direct**
- f. **Parish Path Wardens** – an advert requesting wardens (circulated)
- g. **Local Government Boundary Commission** – Electoral review of Cherwell; 1st stage to decide on the number of District Councillors which requires a response by 17 February
- h. **West Waddy ADP** – re seminar on CIL and New Homes bonus
- i. **Food Waste Recycling Tour** - 23 January
- j. **Aquatic Environmental Solutions Europe** to provide aquatic services

- k. Brashfield Park Management Committee** – regarding the £2,000 they received from a Community Fund to buy a marquee. They had asked if the Parish Council would like to help with finding a suitable marquee. The Councillors considered the request, but were concerned about where the marquee would be stored together with the health and safety issues involved in hiring it out. The Councillors **RESOLVED** to decline the offer and suggested that the money be given back to the source.

14. Any other business

- a. Registering the Parish Council land in Old School Close as a Village Green**

The Clerk suggested looking into the process of registering the land in Old School Close as a Village Green and will put it on the next agenda.

- b. Pothole in Fringford Road**

The Clerk reported a large pothole which had appeared in Fringford Road just north of the Old School Close junction. A temporary repair has been made.

- c. Mirror at junction of B4100 and 'Aunt Em's Lane'.**

PC Herring had asked the Clerk to look into the possibility of re-installing the mirror which helps particularly left hand drive vehicles exit from the road. The Clerk had checked with the Highways Steward who had given her some advice

- d. Salt on verge on Fringford Road.**

Cllr Shipway reported a pile of salt / grit which had been deposited on the verge at the junction of 'Aunt Em's' Lane on the Fringford Road. The Clerk informed the meeting that it had not been put there by Highways as they do not do this. Cllr Shipway would ask the residents closest to the junction and PC Herring would ask around the village.

- e. Caversfield Fete**

PC Herring informed the meeting that the Fete was scheduled for Saturday 17 May. The Clerk suggested if there were flyers available to let Southwold School have them for the children's book bags.

- f. Updating the website**

Ms Collyer requested the text of the pages of the website relevant to the MOD in order that she can update them. The Clerk agreed to send her the text.

15. Date of Next Meeting

Wednesday 19 March 2014 at 7pm at the MOD Police House, 14 Davis Gardens, Caversfield.

The meeting closed at 8.45pm

Signed

Dated