

**Minutes of a Meeting of Caversfield Parish Council,
held on Wednesday 21 January 2015 at 7.00m,
at 14 Davis Gardens, Caversfield**

Present: Cllr Eleanor Booth-Davey, Cllr John Gilmore (Chairman), Cllr June Nisbet, Cllr Roger Shipway (until 8.20pm), Cllr Glenice Sutcliffe
In attendance: Mrs J Olds (Parish Clerk), PC Keith Herring, Cllr Lawrie Stratford (OCC), one member of the public (until 7.45pm), and two representatives of Zeta Lighting (until 8pm)
Apologies: Cllr Esther Bannister

1. Apologies

The Councillors accepted Cllr Bannister's apologies.

2. Declarations of Interest

Cllr Shipway wished to record that whilst he had no pecuniary interest regarding the planning application reference 14/00437/TCA for the reduction of height of the seven Leylandii, the over-grown trees affected his property.

3. Public Participation

One member of public attended the meeting to raise a number of issues including the green buffer to the south west of the village and the traffic light system on Fringford Road.

Two representatives from Zeta Lighting made a presentation about their solar lighting for bus shelters to the Council and then departed.

4. Minutes of the Meeting held on 19 November 2014

It was **RESOLVED** that the minutes be accepted as a true record with the amendment under point 7 'MOD Police' that PC Herring was due to retire in 2015 not 2016. They were signed by the Chairman.

5. Matters Arising from the Minutes

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

The Clerk is now waiting for the final documents from OCC.

b. Snow Clearance

The Clerk has written to Mr Wise to confirm the details.

c. Springfield Road and Old School Close Noticeboards

The Clerk has arranged with Mr Gore that these will be renovated shortly. She has posted a notice in each warning villagers of the disappearance.

6. Reports from District and County Councillors and Police

District Councillor

Cllr O'Neill was not present at the meeting but Cllr Stratford reported District Council matters.

The Local Plan inspection went reasonably well; the outcome is likely to be known in three or four weeks' time.

Five planning applications have been submitted to Cherwell for different parts of the Eco town, but the important factor is the re-siting of Howes Lane.

The Boundary Commission has started consultation on the proposed changes to the District. Each ward will be represented by three District Councillors. The Councillors were concerned about the naming of the Bicester North Ward as, whilst it covers Caversfield, it does not name it.

CDC will not be putting up Council Tax this year, but will be making more 'back office' savings by working with, not only South Northamptonshire District Council, but also Stratford District Council.

The announcement about the Garden City status has been welcomed. The majority of the 13,000 housing numbers which were announced are included in the Local Plan (10,000) with a further 3,000 following 2031. £100m in funding was announced but at least half is likely to be spent on the motorway junction, however, there are no plans or ideas as to where this junction is likely to be situated at present. The rest of the funding will go towards infrastructure for the town.

County Councillor

Cllr Stratford reported that two members of County staff had been awarded in the New Year's Honours list.

The budget is currently being prepared, but County is looking at an increase of 1.99%. There are significant challenges on Children's and the Elderly Services; 45% of the County budget is spent on 2% of the population and this proportion of the budget is likely to rise as the population gets older.

The County is investigating Tri-County working with Buckinghamshire and Northamptonshire for the strategy and finance, but it is currently unlikely that the County will turn into a Unitary Authority.

Construction work on the Park and Ride to the south of Bicester is due to start at Easter and be completed by October 2015. It will provide 560 parking places which will be used by Oxford commuters during the week and by Bicester Village at weekends.

Tesco has confirmed that it will be going ahead with the building of the new supermarket to the south of the current shop on the A41.

Cllr Stratford also reported that there was a small amount of Big Society Funding available for the Parish to buy a new bench. The Councillors agreed to the Clerk completing the form and returning it to Cllr Stratford as soon as possible. The Councillors would look at designs of bench and agree the purchase at the March meeting.

Police

The Clerk circulated a written report by PC Caroline Brown.

MOD Police

PC Herring reported that he hoped that his replacement would be able to attend the March Parish Council meeting, but that the job had not yet been advertised.

7. Finance

a. To receive the financial report

As at 13 January the accounts stood at:

Co-op Current Account	£4,065.63
NS&I Account	£2,302.68

There were no outstanding cheques. The Current Account had received £0.89 in interest.

The Standing Order to pay the Clerk had been set up and the December payment had cleared.

Mr Black has decided that he would prefer to continue cutting the grass rather than doing the audit. A new auditor will be needed. The Clerk would investigate alternatives.

b. To consider the draft budget for 2015/16

The Clerk had provided the Councillors with a draft budget at the previous meeting. Following consideration, the receipt of the Tax Base and CTRS grant information and the news that increased funding was not required for the bus shelter lighting, the Councillors **RESOLVED** to agree the Clerk's original proposals.

c. To set the Precept for 2015/16

The Clerk had received the letter from CDC confirming the estimated Tax Base for next year. This had risen from 441 to 469.1 which it is presumed is because more of the Garden Quarter is now occupied. The CTRS grant remains at £77.27.

The Councillors **RESOLVED** to agree to a Precept request of £4,300. This will be a total of £272 increase on last year, however, because of the increase in Tax Base, the Band D rate will rise by 4p from £9.13 to £9.17.

d. To consider the financial threshold for delegated decisions

The Clerk informed the meeting that this was provided for in the new Financial Regulations which were adopted on 15 September in section 4.1. The Councillors **RESOLVED** to maintain regulation 4.1.

e. Invoices for payment

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

Payment to	Budget	Cheque Number	Amount
Information Commissioner	Information Commissioner	200043	£35.00
TAG Window Cleaning for bus shelter	Bus shelter cleaning	200044	£25.00
Ian Black for Audit	Audit	200045	£50.00
Ian Black for grass cutting	Grass cutting	200045	£240.00

f. Confidential – to note the revised salary scales for the Clerk (Confidential Minute)

This was discussed confidentially.

8. Planning Applications

a. **To consider all recent Applications received** from Cherwell District Council detailed below and any other Planning Applications submitted between the circulation of this Agenda and the meeting. The Councillors considered the following applications:

- i. **14/00437/TCA and 14/00438/TCA**, Mr Quentin Bearse RITC Housing, 5 Barnfield Close, G1 x 7 Leylandii - reduce height by 40% and trim side and lower branches; The Teen Centre 4-6 Skimmingdish Lane, G1 x Sycamore / Horse Chestnut - cut back overhanging branches to boundary: no objections or comments.
- ii. **14/02065/LB**, Bicester Heritage, Building 96 Lubricant Store, Change of use from Ministry of Defence to B1/A1 including structural repairs and alterations: no comments or objections.
- iii. **14/01384/OUT**, A2 Dominion South Ltd, Bicester Eco Town, Development comprising redevelopment to provide up to 2600 residential dwellings (Class C3), commercial floorspace (Class A1 - A5, B1 and B2), social and community facilities (Class D1), land to accommodate one energy centre, land to accommodate one new primary school (Up to 2FE) (Class D1) and land to accommodate the extension of the primary school permitted pursuant to application (reference 10/01780/HYBRID). Such development to include provision of strategic landscape, provision of new vehicular, cycle and pedestrian access routes, infrastructure, ancillary engineering and other operations.

The Councillors had no objections currently, but requested that the Howes Lane re-alignment be finalised as with the application below.

- iv. **14/02121/OUT**, Portfolio Property Partnership, Himley Village (Eco Town),
 OUTLINE - Development to provide up to 1,700 residential dwellings (Class C3), a retirement village (Class C2), flexible commercial floorspace (Classes A1, A2, A3, A4, A5, B1 and C1), social and community facilities (Class D1), land to accommodate one energy centre and land to accommodate one new primary school (up to 2FE) (Class D1). Such development to include provision of strategic landscape, provision of new vehicular, cycle and pedestrian access routes, infrastructure and other operations (including demolition of farm buildings on Middleton Stoney Road).

Whilst the Councillors had no current objections, they did request that the plans for the Howes Lane re-alignment be finalised before any further work is agreed on the development because of the impact that the current road proposals will have on villagers travelling to Chesterton and beyond.

- v. **15/00006/TCA**, 1 Paynes End, OX27 8U, T1 x Cherry - Crown lift and reduce by 15% T2 x Laburnum – Fell: no comments or objections.

b. To note Notices of Decision

- i. **14/01853/LB**, Mrs Marion Mason-Curtis, 1 Building 29, The Parade, OX27 8AD for ‘installation of a cat flap’, refusal of Listed Building consent.

9. Standing Orders

The Councillors **RESOLVED** to defer the discussion of the Standing Orders to the next meeting due to time constraints.

10. Meeting Dates

The Councillors **RESOLVED** to agree the following meeting dates for the year – all for the third Wednesday of the alternate month, with planning meetings to be convened as necessary.

2015	15 July
18 March	16 September
20 May	18 November
Annual General Meeting 7pm	
Annual Parish Meeting to follow at 8pm	2016
(Venue to be confirmed)	20 January
	16 March

11. New Councillor

No further progress had been made

12. North West Bicester (Eco Town) Supplementary Planning Document

The Councillors considered the document which had been circulated previously and had no comments.

13. Parish Matters

a. Lighting of the bus shelter

The Clerk reported that the application to TOE2 had been rejected. However, the Clerk was pleased to report that following this rejection she had approached Zeta Lighting, a Bicester based firm, who were prepared to install a similar product to the one recommended by OCC Highways, for the funding available. The Clerk had received confirmation from OCC Highways that it would be acceptable to use the alternative solution.

Zeta had answered a number of the Councillors' questions during their presentation and the Councillors therefore **RESOLVED** to agree to purchase the solar bus shelter lighting for £1,200. The Clerk had already obtained or applied for £1,000 of funding (£500 from Councillor Stratford's Big Society Fund, £400 from City and Country and £100 from Bicester Heritage) and the Parish Council had agreed at the November meeting to fund £200.

b. Fencing at the corner of Fringford Road and Southwold Lane

The Clerk had not received any further information from Taylor Wimpey Oxfordshire, despite further requests. She would continue to try to get the fencing fixed.

c. B4011 Banbury Road bus shelter

The Clerk reported that the developers had been in contact with Bicester Town Council and that BTC had put forward the suggestion that they will maintain the shelter for free if advertising space was provided.

The Clerk had suggested to the Wilmott Dixon representative that there should be an agreement between Bicester Town Council, the Eco Town and the Parish Council so that the Parish is protected from the responsibility in the future. The Councillors **RESOLVED** to agree to this course of action.

d. Southern Electric - placement of emergency communication point

The Clerk had received an email from the Customer and Community Advisor at Southern Electric who is working on emergency planning and wanting to update their Priority Service Register. The Clerk reported that in the event of a lengthy power cut, they would like to know the best place to install a Communication Point which would provide a central, continually updated point of contact, and where to park a Welfare Van, if needed. The Councillors considered the suggestion and **RESOLVED** that the Clerk approach the MOD Liaison Officer to ask whether it could be placed on the recreation ground, alternatively, the suggestion was to park it on Thompson Drive. Southern Electric also suggests that vulnerable people may like to register with the company in order that they receive priority and necessary assistance at the time of an emergency.

e. Bicester Heritage

The Clerk had received a report from the Anti-Social Behaviour Manager at CDC. The next planned event is due to take place on 23/24 January and the Manager will conduct a noise survey on either or both of these days, weather permitting; following this work, he will be in a position to make a judgement on noise levels.

The Clerk had also received a copy of the letter sent to Bicester Heritage from Planning Enforcement about the use of the airfield for events, which, it has been confirmed, will require planning permission.

An application for a Premises License under the Licensing Act 2003 has been applied for for an event on 20/21 June.

The Councillors requested that the meeting between the Parish Council and Bicester Heritage be arranged for a more convenient time.

14. Reports from Meetings

a. Briefing at RAF Croughton – 16 January

The Clerk and Cllr Sutcliffe attended the briefing and circulated the document provided by RAF Croughton.

The briefing was to outline the future plans for RAF Croughton which are to consolidate the intelligence and support elements located at RAF Molesworth and RAF Alconbury to RAF Croughton. The infrastructure for this will need to be developed, but the savings on the consolidation are huge.

It is anticipated that the personnel will almost double from the current 800 to about 1,500, 10% of whom will live on base, the rest living within a 25 mile radius of the base. The Caversfield housing stock will be maintained and there will be a large number in privately rented property. The families will have the choice of whether to educate their children on base at the new high and elementary schools or locally.

It will continue to have a 'no flying' mission.

b. Eco Town Meeting – 4 December

The Clerk attended the last meeting which was on site and was focussed on how the site was going to be built and how to get the community involved.

15. Correspondence received

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

- a. CDC – re independent remuneration panel – requesting whether the parish pays travelling and subsistence allowance. The Clerk has replied.
- b. OALC – training courses for the year:
- c. CDC – information from the Parishes Liaison Meeting
- d. OCC – Oxfordshire's Learning Disability Strategy 'Big Plan' consultation
- e. OALC – NALC / SLCC joint announcement on Clerk Pay

- f. **Boundary Commission** – electoral review of Cherwell. The Councillors requested that whilst they had no issue with the actual boundary, they would prefer the Ward to be called Caversfield and Bicester North. The Clerk would write to confirm.
- g. **Sir Tony Baldry MP** – about broadband (letter circulated)
- h. **OALC** – December Members' Update (circulated by email)
- i. **ORCC** – December Members Update
- j. **Cllr Wood's PA** – invitation to a leaving dinner for Sir Tony Baldry to the Chairman
- k. **OCC** - re preparation for winter in Oxfordshire
- l. **A Villager** – re Local Plan Inspection and Cala Homes rumour.
- m. **A Villager** – re residents and antisocial behaviour in Old School Close. The Anti-social Behaviour team are working on the issue.
- n. **Clerks and Councils Direct** (in circulation)
- o. **CDC** – re OALC being out of action because of the fire at SODC /Vale Council offices where their office was based. OALC hopes to have a limited office up and running shortly but have had to wait for the loss adjusters etc to make a formal inspection before they can even start.

16. Any other business

a. Agenda items

The Clerk requested that all items for the next agenda should be submitted by Thursday 5 March.

b. Traffic lights on Skimmingdish Lane

The Clerk had received complaints about the timing of the temporary traffic lights on Fringford Road and had asked the Eco town Liaison Officer to look into the matter.

c. Location of Polling Station

CDC Elections had asked the Clerk for help in finding a suitable building for the Polling Station for the May elections. Unfortunately, City and Country are unable to help at present. The Clerk has asked the MOD Liaison Officer if a house might be available. Other suggestions were using the land at the end of Rau Court or land in Brashfield Park, but it will be up to the Elections team to make the approaches.

17. Date of Next Meeting

Wednesday 18 March 2015 at the MOD Police House, 14 Davis Gardens at 7pm.

The meeting closed at 9.50pm

Signed

Dated