

**Minutes of the Meeting of Caversfield Parish Council
held on Wednesday 20 January 2016 at 7.00pm, at 14 Davis Gardens, Caversfield**

- Present:** Cllr Esther Bannister, Cllr Eleanor Booth-Davey, Cllr John Gilmore (Chairman), Cllr June Nisbet (Vice-Chairman), Cllr Roger Shipway, Cllr Glenice Sutcliffe
- In attendance:** Cllr Ian Corkin (CDC) and Cllr Lawrie Stratford (OCC), Mrs J Olds (Parish Clerk)
- Apologies:** PC Mark Keightley (MOD Police)

1. Apologies

There were no apologies for absence.

2. Declarations of Interest

There were no declarations of interest.

3. Public Participation

No members of the public attended the meeting.

4. Minutes of the Meeting held on 25 November 2015

It was **RESOLVED** that the minutes be accepted as a true record and were signed by the Chairman.

5. Update on progress from the Minutes

a. Bicester Heritage – Sunday Brunch Scramble

The Clerk reported that 31 Adults and 8 children took advantage of the local discount and booked in advance. The next Scramble is on 24 April with tickets on sale at the end of January. The Councillors requested that the discounted tickets be considered for the village for the rest of the year.

b. Traffic Commissioner re HB Woodyard

The Clerk had replied to the advertisement and had received a response that the Parish Council was not entitled to make representations to the Traffic Commissioner. The Councillors asked the Clerk to follow this up with the MP.

The Clerk had then received a further letter to say that the applicant had withdrawn the application so the matter is now closed.

c. Snow Clearance

The Clerk had written to Mr Wise confirming the arrangements.

6. Reports from District and County Councillors and Police

District Councillor

Cllr Corkin reported that the boundary to the village had now been confirmed and that the whole of the District Council would be up for election in May. He will not be Councillor for the village (if elected) as the ward he will represent will be changing to

Heyford and Fringford. Caversfield's ward will now be known as *Bicester North and Caversfield* and will have three District Councillors.

Cllr Corkin had raised the issue of the asbestos (see item 12.c) in the garage roofs with officers at CDC, but with no success at present. He agreed to keep a watch on progress.

CDC is currently completing the budget for next year with the proposal that there will be no increase in their portion of the Council Tax.

A new initiative had been publicised about a satellite broadband solution for those who were not within the current programme of upgrade. The Clerk would get more details from Hugo Brown at Stoke Lyne Parish Council.

County Council

Cllr Stratford presented a written report, but also reported that the County had previously been working on having to cut £50m from the budget, but that the Government Settlement was now reduced even further by another £20 making £70m of cuts over the next few years. They are now working on a one-year budget rather than looking further forward. Despite the fact that the Government's cap on increasing Council Tax has been raised from 2% to 4%, this additional 2% has been swallowed up by the Living Wages which will need to be paid to all social care staff.

There will be some very uncomfortable decisions to be made.

7. Finance

a. To receive the monthly financial report

As at 12 January the accounts stood at:

Co-op Current Account	£4,282.91
NS&I Account	£2,319.95

There were no outstanding cheques.

The Clerk provided the Councillors with a printout of the status of the Current Account since April together with the projected spend until March, the Actual Spend by Month including the projected spend and the Bank Reconciliation.

The Standing Order to pay the Clerk £108.35 was paid on 17 November and 17 December.

b. To consider and agree the Annual budget for 2016 / 17

The Clerk provided the meeting with the draft budget. Following consideration and discussion, the Councillors **RESOLVED** to agree to a budget of £6,895.

c. To consider and agree the setting of the Precept level for 2016/17 following the confirmation of the Tax Base and CTRS Figures from CDC

The Clerk had received confirmation of the final estimated figures; the Tax Base will be 529.7 and the CTRS figure will be £77.27.

The Councillors **RESOLVED** to agree a Precept request of £5,160. The total cost per Band D household of £9.74, an increase per household of 57p over the year.

d. To consider and agree the Reserves for 2016/17

The Councillors **RESOLVED** to agree the following Reserves:

3 months' running costs	£1,000
Election Expenses	£1,200
Noticeboard Repair / renewal	£130
Clerk Laptop and Printer	£650
General Fund	£300

e. To agree and sign Arrow Accounting's Letter of Engagement for the Internal Audit

The Councillors **RESOLVED** to agree to the Letter of Engagement which was signed by the Chairman and Clerk.

The Clerk would forward the signed letter to Arrow Accounting.

f. To consider the procurement of external audit for smaller authorities

The Clerk reported that following the abolition of the Audit Commission, Parish Councils have been given the ability to opt out of the formal external audit process.

If the Parish chose to opt out of the process it would need to make its own arrangements which will include establishing an Auditor Panel, having to follow the statutory appointment process set out in regulations, appoint an auditor by December 2016 and provide the details to the Smaller Authority Board. If the Parish chose not to opt out, an auditor would be appointed for the Parish in a similar way to the current procedure.

The Councillors **RESOLVED** not to opt out.

g. To consider invoices for payment itemised on the payment schedule

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

Cheque no:	Payee and reason	Budget	Amount
200070	Information Commissioner – annual renewal fee	Information Commissioner	£35.00
200071	Oxfordshire Association of Local Councils – Meeting Internal Audit Requirements Course for Clerk	Training	£42.00

Cheque no:	Payee and reason	Budget	Amount
200072	Ian Black – Grass Cutting Old School Close for 2015	Grass cutting	£240.00

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 three applications from OCC:

Details Pursuant to Condition 13 (tree aftercare) of Planning Permission R3.0139/14 at Bicester Eco Town, Land at North West Bicester, Banbury Road, Bicester, OX27 8TG

Details Pursuant to Condition 16 (construction waste management) of Planning Permission R3.0139/14 at Bicester Eco Town, Land at North West Bicester, Banbury Road, Bicester, OX27 8TG

Details Pursuant to Condition 23 (green roof management) of Planning Permission R3.0139/14 at Bicester Eco Town, Land at North West Bicester, Banbury Road, Bicester, OX27 8TG

The Councillors had no comments or objections to Conditions 13 and 23, but had concerns about Condition 16 regarding the waste management of the site as the answers to the questions were unclear and should be clarified before agreement.

The Councillors had no comments or objections to the following applications received and responded to in December:

15/02143/F, Miss Jo Sewell, 6 Elderfield Road, OX27 8UD for Infill front extension to form ground floor WC and rear extension

15/02219/TPO, for Stratton Fields Estate Management Company, Woodlands west of A4421 and east of Montgomery Road Caversfield, 1 no. Horse Chestnut - Partial failure of included union at 2m, smaller codominant lateral branch towards road supported by larger codominant stem. Unidentified fungal fruiting body (decayed) within split union, limited reaction wood formation. Low vitality in affected stem (away from road). Remove smaller partially failed limb towards road and reduce and reshape remaining crown removing a maximum of 2m to reduce leverage on included unions. Replant a standard Oak, in adjacent open space to establish long term replacement. Tree subject to TPO 8/89

15/02201/F, Secretary of State for Defence, Doclos Hall, 34 The Parade, OX27 8AD, Removal of Conditions 3, 4 and 5 of 14/01380/F

- b. **To note Notices of Decision**

No Notices of Decision had been received.

9. Parish Matters

- a. **Weeds down Fringford Road** – to consider the best course of action to remove the weeds

The Clerk gave the Councillors two quotations to weed spray the edge of the pavement down the Fringford Road and **RESOLVED** to agree to Quadron Services Limited taking on the contract which would include an initial trim of the weeds to get the path weed free and then two herbicide treatments in May and September for £90 per year.

- b. **White Gates** – to consider the refurbishment of the white gates at the entrances to the village on the Fringford Road

The Clerk had investigated the possibility of the Probation Service undertaking the work and confirmed that they would be able help, but that further work would need to be found for them to do as they need work to keep a crew of 10 workers occupied for a day and would need access to toilet facilities.

The Clerk suggested that the Councillors consider other jobs which might need doing, such as the clearing of footpaths and that she would ask whether Fringford might be able to share the group.

10. Reports from Meetings

- a. **OCC Bus Meetings – 20 January**

Cllr Booth-Davey had attended one of the meetings regarding the loss of the subsidy to the 22 / 23 / 24 / 25 bus services. It is highly likely that these services will be severely restricted following the OCC cuts. It is not clear at present how parishes might be able to help, but OALC had clarified that it would be possible for the Parish to consider financial contributions.

The Clerk would discuss the issue with Bicester Town Council and the Bicester Villages Group and also with the Chinnor Clerk about how the village operates their neighbourhood bus.

11. Correspondence received

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

- a. **Villager – re parking on Skimmingdish Lane** and the number of works vans parking along the lane. The Clerk had been in contact with City and Country to ask when the work was likely to finish. However, as there are no parking restrictions along the road, it is legal for them to park on the road there, but the Councillors had sympathy with the inconvenience and disruption.
- b. **Lord Lieutenant of Oxfordshire** – re the Queen's 90th birthday celebrations which will be taking place over the weekend of 11 and 12 June. The LL asked that if the Parish arranged any street party or other celebrations to let him know to make sure that other activities don't overlap.

- c. **CDC Spring Clean** – re dates and ordering bags. The dates were much earlier in the year than previously, so the Clerk had written to CDC to ask if it was possible to continue with the regular May date, which it is. The date will be set at the next meeting.
- d. **OALC** – November and December updates (circulated by email)
- e. **Cllr Corkin** – re interim broadband solution for those with limited broadband
- f. **Katherine House Hospice email** – re celebrating 25 years and how to support
- g. **Bicester Heritage** – liaising between BH and Highways to sort out a manhole cover which was Thames Water's responsibility
- h. **CDC** – Electoral Register for January
- i. **OCC** – re bus meetings
- j. **Enrych** – asking for financial help.
- k. **Clerks and Councils Direct**

12. Items for information or next Agenda only

a. Agenda items

The Clerk requested that all items for the next agenda should be submitted by Thursday 3 March.

b. Lights out in the Park

The Clerk had received a report that a number of the park lights were out so let the MOD Liaison Officer know.

c. Asbestos in the garages in Woodfield Road

The Clerk reported that unfortunately due to a lack of legislation, CDC were unable to go any further with getting the land owner to remove the asbestos from the garages. However, the Parish will encourage all villagers in the area to remain vigilant and discourage children from playing there.

d. Bus Shelter Light

The Clerk had received a report that the light had stopped working. She reported it to Zeta who fixed it within 48 hours.

13. Date of Next Meeting

The Councillors **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 16 March 2016 at the MOD Police House, 14 Davis Gardens at 7pm.

The meeting closed at 9.30pm

Signed

Dated