

**Minutes of a Meeting of Caversfield Parish Council, held on
Tuesday 24 July 2012, in the Small Hall at Southwold Community Centre**

Present: Mr John Gilmore (Chairman), Mrs June Nisbet, Mrs Glenice Sutcliffe,
In attendance: Mrs Kathryn Bailey, Mrs J Olds (Parish Clerk)
Apologies: Mr N Wright, Mrs Wendy Becker, Mrs Joan Himpson

1. The apologies were accepted.

Welcome

2. Cllr Gilmore welcomed everyone to the meeting.

Declaration of Interests

3. There were no Declarations of Interest.

Public Participation

4. Nothing was raised.

Minutes of the Meeting held on 15 May 2012

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

6. **Matters Arising from the Minutes**

Bus shelter. It has become apparent that the reason why lighting was not included in the original plan was because the bus stop was to be sited underneath the street lamp where the bus stop sign was situated. Following objections from other parties, the position of the bus stop was moved to further up the layby, but the provision for lighting was not reviewed. The Councillors **RESOLVED** to ask the Clerk to follow up the request for lighting together with the path and dropped kerb on the other side of the road to enable safe access across the road to the stop.

VAS Points. The Clerk contacted Finmere Parish Council who has received some equipment. However, she has been informed that most of it is in poor condition or not complete and that Finmere PC are looking into ways to be able to use the equipment.

Allotments. The Clerk has contacted Hodge Eastern but has not received a reply. She requested the address to which the management fees are sent so she may send a letter to be forwarded to the owners. The Clerk has also asked a local farmer if anyone locally would be prepared to rent land, but no one is prepared at present.

Adoption of Code of Conduct

7. The Code of Conduct for Councillors had been circulated. The Councillors **RESOLVED** that the Code of Conduct adopted by Cherwell District Council be adopted as the code for members and co-opted members of Caversfield Parish Council with effect from 24 July 2012 to replace the current Code of Conduct.

8. The Councillors **RESOLVED** to ask the Clerk to notify the Monitoring Officer of Cherwell District Council of the passing of the above resolution.

Completion of new Register of Members' Interests Forms

9. The Clerk had been issued with new forms for the Councillors which were duly completed. They will be returned to CDC and will be available on CDC's website in due course.

Reports from District and County Councillors

10. There were no reports.

Insurance Renewal

11. The Councillors discussed the Insurance Renewal and **RESOLVED** to accept a five-year long-term agreement at £311.40 per year. However, they **RESOLVED** that all five of the noticeboards be included on the listed assets rather than insuring one and recognised that this will increase the annual premium. They **AGREED** to the likely increase in premium and to the cheque being signed and posted before the next Council Meeting in September if necessary.

Clerk CiLCA qualification

12. The Clerk had been given the opportunity to enrol on a SLCC course to study for the Certificate in Local Council Administration and asked the Council to sponsor her in a proportion of this. The Course total is £372 (including registration fee) and the Clerk's manual is £47. The Clerk suggested that the Parish pay proportionally based on the number of hours worked for each Council she works for per year. The total for the Parish to pay would be £132.32 which includes a contribution towards the purchase of the Clerk's Manual (£117.48 excluding Manual).

The Parish would also be able to apply for a 50% bursary from the National Association of Local Councils to the maximum of £100 which would be paid directly into the Council's bank account. This would mean that the total cost to the Council would be £32.32.

Once the Clerk is qualified, which needs to include the 'General Power of Competence' module not included in this course, it will enable the Council to act more fully.

The Councillors **RESOLVED** to approve the Clerk's application for her course and to pay for it when necessary. Cllr Gilmore signed the Bursary application form.

Finance

13. The Clerk gave the current balances:

NS&I Account (formerly Post Office Account)	£2,273.31
Business Saver Account (as at 19 July 2012)	£2,478.76
Community Account (as at 19 July 2012)	£554.91

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

Payment to	Cheque Number	Amount
Southwold Community Association for hire of hall on 15 May (Invoice no: 1344)	100642	£16.00
Zurich Municipal Insurance	100643	£311.40
Mrs J Olds for Clerking duties from 17 May – 16 July	100644	£197.71
TAG Window Cleaning – Bus Shelter	100645	£25.00
Mrs J Olds Administration Expenses	100646	£111.33

15. The Councillors **RESOLVED** to approve the transfer of £600 from the Business Saver Account to the Community Account.

16. Planning Applications

Four Notice of Decision notices have been received.

- a. Ref: 12/00729/F, Ms J Carver, 58 Fairhaven Road
- b. Ref: 12/00378/F, Mr Robert McDonnell, 6 Horne close
- c. Ref: 12/00098/TCA, Notice of Intent to Undertake Works to Trees in a conservation area
- d. Ref: 10/01780/HYBRID, A2 Dominion Group.

17. Standing Orders

The Clerk has annotated the Standing Orders and Financial Regulations ready for circulation and discussion.

18. Parish Matters

No additional matters were raised.

19. Parish / Neighbourhood Plan

There are recommendations that Parish Councils look into producing a Parish or Neighbourhood Plan to enable the Parish to be pro-active rather than re-active. The Councillors expressed an interest in the Parish Plan and the Clerk will investigate further.

Reports from Meetings

20. Bicester Masterplan meeting 15 May

Cllr Nisbet attended the meeting. This was a follow-up meeting to one in February and expanded further on the suggestions for zoning the town together with the relief road to the south east of the town and the proposals for the airfield. The consultants recognised that villages want, and need, to retain their identities.

21. Parishes Liaison Meeting – 13 June

Cllr Nisbet attended the meeting, the webcast for which can be found on CDC's website.

22. OALC AGM

The Clerk attended the OALC AGM on 25 June. Cllr Ian Hudspeth Leader of Oxfordshire County Council made a presentation entitled Localism in Practice which highlighted the provisions in the Localism Act 2011. The Act will enable local Councils to provide services based on local need and the new powers for communities. A copy of the presentation is available on the Association's website. Following the presentation Cllr. Hudspeth took questions from the floor and the following topics were raised - sources of funding, Neighbourhood Plans, Code of Conduct, the Area Stewards fund, rural exception sites and the Community Infrastructure Levy.

23. Public Consultation on Bicester Town Centre Access Improvements

The Clerk attended the presentation at the John Paul II Centre and gave the Councillors a map of the proposed changes. All feedback should be sent to Oxfordshire County Council.

Correspondence received

- 24. From Volunteer Connect; posters about the new community transport organisation and a Mapping Transport Gaps survey.
- 25. OALC members update.
- 26. CDC regarding Guidance for Register of Members' Interests.
- 27. OALC Roles and Responsibilities Course.
- 28. CDC poster about Registering to Vote.
- 29. CDC Parish Update.
- 30. Clerks and Councils Direct magazine.
- 31. Addressed to Cllr Sutcliffe, from a parishioner regarding youngsters' behaviour. The Councillors **RESOLVED** to ask the Clerk to reply.
- 32. From Caversfield Management Company regarding car speeds on Skimmingdish Lane.

33. Date of Next Meeting

The third Wednesday of the month, 19 September 2012 at 7pm at the MOD Police House, 14 Davis Gardens, Caversfield, OX27 8FJ

Any other business

There was no further business.

The meeting closed at 9.30pm

Signed

Dated