

**Minutes of a Meeting of Caversfield Parish Council,
held on Wednesday 17 July 2013 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: Mrs J Olds (Parish Clerk)

Apologies: PC Keith Herring, Cllr Lawrie Stratford (OCC)

1. Apologies

No Councillor apologies had been tendered.

2. Declarations of Interest

There no declarations of interest.

3. Public Participation

No members of the public attended.

4. Minutes of the Meeting held on 15 May 2013

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

5. Matters Arising from the Minutes

a. Highways, particularly Fringford Road. OCC Highways are now on the way to completing the work. The Clerk asked Highways about the surface dressing of the road and has been informed that this will now not take place until 2014 as ‘the programme for this year has been completed’.

b. Cala Homes. The Clerk had not heard anything from Cala Homes following her communication that the Councillors did not wish to meet with them. However Cllr Shipway had that morning (17 July) received a letter dated 12 July from CDC informing him of a planning application – ref 13/01056/OUT – which the Clerk had not received. As this application was obviously imminent, the Councillors **RESOLVED** to arrange a Planning Meeting for Wednesday 31 July at 7pm. The Clerk would look for a venue and publicise the meeting.

6. Reports from District and County Councillor

There were no reports from either the District or County Councillor.

7. Finance

a. To receive the financial report

The Clerk sent off the VAT Reclaim for the year April 12 – March 13 on 17 June and the refund has already been paid into the Co-op Current Account.

The Barclays Savings Account has received £0.28 in interest

The Clerk gave the current balances:

NS&I Account	£2,285.54
Barclays Business Saver Account	£2,724.79
Barclays Community Account	£15.22
Co-op Current Account	£952.99

The Councillors **RESOLVED** to transfer the total amount of £2,724.79 from the Barclays Business Saver Account to the Barclays Current Account and write a cheque for £2,740.01 to be paid into the Co-op Account; thus closing the Barclays accounts.

b. To complete the report to the External Auditors

The Councillors assisted the Clerk in the completion of the External Auditor's questionnaire. The Councillors **RESOLVED** to approve the Annual Governance Statement. The Accounting Statements had been approved at the May meeting. Cllr Gilmore signed the forms.

c. To Amend the signatories on the NS&I bank account

The Clerk reported that the signatories on this account are out of date. The Councillors **RESOLVED** to change the signatories to the ones on the Co-op Account – Cllr Gilmore, Cllr Nisbet and Cllr Sutcliffe. The Clerk would circulate a change of signature form when she had received it.

d. To consider the Insurance Renewal

The Councillors considered the insurance renewal which is in the second year of a three-year binding agreement. This year's invoice is slightly more than last year because of the inclusion of all the noticeboards (previously only one was insured) and the index linking and it had therefore gone £2.68 over budget. The Councillors **RESOLVED** to approve the renewal and to add £2.68 to the budget.

e. Invoices for payment

Councillors **RESOLVED** to approve the following invoices for payment from the Co-op Account:

Payment to	Cheque Number	Amount
Zurich Insurance plc	200005	£352.68
OALC for Data Protection, Freedom of Information Course for Clerk and Cllr Shipway @ £78 each	200006	£156.00
Mrs J Olds for Clerking duties from 17 May – 16 July	200007	£208.08

8. Planning Applications

a. Planning Applications

The Councillors considered the following application and had no objections:
13/00825/F, W V Malins & Son, Hawkwell Farm, Bucknell Road, OX27 7HN,
Agricultural Building

a. To note Refusal of Planning Permission for

Application number 13/00518/F, Northside Lodge, Caversfield, Retrospective –
Erection of a timber close-board fence and trellis

b. To note Notices of Decision

13/00470/TPO, Mr Roger Shipway, Aries, Fringford Road.

9. New Councillor

There was still one vacancy. No one had come forward.

10. Parish Matters

a. Welcome Leaflet for new Villagers

The Clerk had worked on the leaflet and further suggestions of items of inclusion were made. The Clerk would try to finish the leaflet over the summer.

b. Accident on A4421

Cllr Bannister reported on a serious accident which happened at 1.30am on 26 June at the Brashfield House / Stratton Audley Turn. A car slid more than 150 yards on the top dressing gravel which had been recently put down and stopped in the tree outside Brashfield House, setting the car and the tree on fire. It caused considerable damage.

Cllr Bannister was concerned about the length of time it took to re-instate the 50mph road sign which had been knocked over (a week) and the state of the verge which has a great deal of splintered glass over it and it is not safe to walk a dog along. Highways' suggestion was to put a tonne of topsoil down, but this is not a satisfactory solution as the glass will still come to the surface. The Councillors **RESOLVED** to ask the Clerk to look into who is responsible for clearing up the highway after an accident and to try to get the glass cleared up as quickly as possible.

11. Reports from Meetings

a. Parish Liaison Meeting – 12 June

The Clerk attended the Parishes Liaison Meeting on 12 June at which there were a number of presentations including by the Chair of the Cherwell Community Land Trust and by Christine Lalley at OALC, together with some five minute presentations about the Community Right to Bid, A Neighbourhood Planning update, a Community Governance Review update, Council Tax and Parish Precepts update and information about the New Homes Bonus.

The Councillors **RESOLVED** to discuss the Community Right to Bid in more detail at the next meeting.

b. SLCC Meeting – 18 June

The Clerk attended the meeting which was primarily about the design and implementation of Skate Parks.

c. OALC Meeting - 1 July

The Clerk attended the OALC meeting on 1 July where a presentation was made by OCC about the Rural Broadband Project. The Clerk believes that Caversfield should not need the rural broadband provision as she expects that the village will be included in the Bicester infrastructure investment. However, she will monitor progress of the project.

d. Eco town Interim Management Board Meeting - 11 July

The Clerk reported that she had attended the meeting which concentrated on looking at the existing amenities and social infrastructure in and around Bicester and particularly considered the gaps which currently exist or may do in the future. A2Dominion, the company contracted to construct the Exemplar, intend to produce a short survey shortly about what all residents in the north Bicester area would like to see as part of the new development, which the Clerk will try to distribute to as many people as possible.

12. Correspondence received

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

- a. **PC Keith Herring.** Thank you letter for the donation towards the fete, which was a great success
- b. **OALC AGM – 1 July**
- c. **OALC Courses.** Planning (10 July circulated earlier), Data Protection, Freedom of Information and Data Transparency (24 September) and Finance (22 October). The Councillors **RESOLVED** to agree to the Clerk and Cllr Shipway attending the Data Protection course.
- d. **OALC Members Update May** (circulated by email).
- e. **Parishes Liaison Meeting 12 June** (circulated by email).
- f. **Sam West, Neighbourhood Policing Administrator.** Regarding the dates of future Parish Council meetings.
- g. **OCC Highways.** Regarding the surface dressing of A4421 at the Stratton Audley turn.
- h. **Clerk's and Councils Direct** (circulated)
- i. **OCC - Community Emergency Planning survey.** The Councillors **RESOLVED** to ask the Clerk to find out if Bicester Heritage would be prepared to be an emergency 'survivor reception centre' and to ask OCC for assistance in developing a community Emergency Plan. The Clerk will complete the form and return it. Cllrs Gilmore and Sutcliffe agreed to be emergency contacts.

- j. **OCC Winter Service.** The Councillors **RESOLVED** to order a grit bin for the Old School Close junction with the Fringford Road and to take up the offer of the free one-tonne bag of salt which will be stored at the side of Cllr Sutcliffe's house.
- k. **Bins in the Garden Quarter.** Correspondence between Cllr O'Neill and a resident of the Garden Quarter about the bin provision. Cllr O'Neill is looking into it.
- l. **Email from Kathrin Luddecke, Community Transport Development & Strategy Officer (OCC).** Regarding ORCC transport needs survey. The Councillors **RESOLVED** not to take up the offer of joining a rural transport group.
- m. **TTRO request.** Information about the closure of Charbridge Lane (the part of the Ring Road to the east by Launton and the railway crossing) on 5 August for carriageway repairs.
- n. **NALC survey.** Regarding Parish Polls. The Councillors **RESOLVED** not to take part in the survey as no poll has been undertaken in the village.
- o. **OALC Members' Update** (June July)

13. Any other business

- a. **Reference Books.** The Clerk showed the meeting two reference books, *The Parish Councillor's Guide* and *The Councillor* which she uses and asked whether the Council would be interested in them. The Councillors expressed an interest in them. The Clerk will look into the possibility of purchasing them.
- b. It was reported that the dog bin and seat at the Bicester end of the Fringford Road are overgrown. Cllr Shipway volunteered to cut back the vegetation.

14. Date of Next Meeting

Wednesday 18 September 2013 at 7pm at the MOD Police House, 14 Davis Gardens, Caversfield.

The meeting closed at 8.50pm

Signed

Dated