

**Minutes of a Meeting of Caversfield Parish Council,
held on Wednesday 16 July 2014 at 7.00m,
at 14 Davis Gardens, Caversfield**

Present: Cllr Eleanor Booth-Davey, Cllr John Gilmore (Chairman), Cllr June Nisbet, Cllr Roger Shipway, Cllr Esther Bannister

In attendance: Mrs J Olds (Parish Clerk), Mr John Broad (CPRE representative) and one member of the public (who departed at 8.30pm)

Apologies: Ms Jenny Collyer MOD Liaison Officer, PC Keith Herring, Cllr Jon O'Neill, Cllr Lawrie Stratford (OCC)

1. Apologies

No apologies had been received other than the representatives above.

2. Declarations of Interest

There were no declarations of interest.

3. Public Participation

Two members of the public attended to discuss the result of the Cala Homes appeal enquiry. A number of issues were raised including the fact that at times the village was classified as part of Bicester when it is not and the performance by the Highways team was concerning, especially when they agreed the traffic layout proposals on the wrong plans. The public were also disappointed by the lack of support by the District Councillor.

It was requested that a notice be posted to publicise the result on the noticeboards in the village.

One member of the public informed the meeting that there was a great deal of litter on and around the MOD tennis courts. The Clerk would contact the MOD Liaison Officer.

4. Minutes of the Meeting held on 21 May 2014

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

5. Matters Arising from the Minutes

a. Mirror at Junction of Fringford Road and 'Aunt Em's' Lane

The Clerk had informed the MOD that Highways had given permission to install the mirror.

b. Antisocial behaviour in Bainton Copse

The Clerk received a report from WPC Caroline Brown that there had just been one call to the 101 telephone number, but there was nothing in the Copse when the police investigated. However, WPC Brown asked that villagers keep vigilant.

c. Heritage Assets

The Bunkers had already been mentioned, but the parkland at Caversfield House was also suggested.

d. Facebook

The Clerk had received training on how to set up an official Parish Council page and this has now been published at <https://www.facebook.com/CaversfieldParish>

e. Dog Bags

The Clerk had ordered further supplies of dog bags and had delivered them to Cllr Sutcliffe.

6. Reports from District and County Councillors and Police

No Councillors nor the Police were available.

7. Finance

a. To receive the financial report

As at 8 July the accounts stood at:

Co-op Current Account	£3,489.25
NS&I Account	£2,302.68
Barclays Business Saver Account	£0.17

There were no unpresented cheques; the account had received £0.65 in interest.

The Clerk reported that the accounts have now been internally audited. The auditor spotted that there were two missing invoices from OALC and the Clerk agreed to ensure they were included. The Clerk has now completed the External Audit form and posted it to the External Auditors.

b. To consider a Parish Risk Assessment

The Councillors considered the Risk Assessment and **RESOLVED** to adopt it as presented to the meeting with the addition of the sentence 'The Council tries to draw members from around the Parish to make sure each area is represented.' Under Councillors: Losing a Councillor. The Clerk would ensure that the Risk Assessment was published on the Parish Website.

c. To consider the Insurance Renewal

The Clerk reported that the renewal was within budget. The Councillors **RESOLVED** to accept the renewal.

d. Invoices for payment

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

Payment to	Budget	Cheque Number	Amount
Zurich Municipal	Insurance	200033	£361.61
Barstows Stationery	Admin Costs	200034	£6.42
Mrs J Olds for Clerking duties from 17 May – 16 July	Clerk's salary	200035	£207.12
Mrs J Olds for Expenses (printing £38.00; stationery £19.76; postage £3.04)	Admin Costs	200036	£60.80
Mrs J Olds for Mileage Expenses	Mileage Expenses	200036	£45.80

8. New Financial Regulations

The Councillors considered the Financial Regulations in detail discussing points raised for decision. The Clerk would finalise the document and bring it to the next meeting for adoption.

9. Planning Applications

- a. To consider Planning Application 14/00877/F** City and Country Bicester Ltd, the Guard House, Trenchard Lane, OX27 8AE - Material change of use and division of Building 19, also known as The Guard House, to form two residential buildings; to include minor alterations to fenestration of the building and internal configuration.

Whilst the Councillors were disappointed that it will not be possible to have a shop in the development, the Councillors believed that City and Country have done their best to promote it for over a year and that the building cannot be left as it is. They, therefore, had no objections to the application.

- b. To consider Application 14/00953/F**, Mrs Sally Dunkley, 13 Elderfield Road; Conservatory. The Councillors considered the application and had no comments or objections.
- c. To consider the North West Bicester Eco Town Masterplan consultation.**
The Councillors discussed the plans but had no further comments apart from concern about changing Lords and Howes Lanes from part of the Bicester ring road into local roads.
- d. To note the result of the Cala Homes Appeal Enquiry**
The Clerk reported that she had received the report of the Planning Inspector, Mr David Nicholson, on 27 May. The decision was to dismiss the appeal and a ten page document was provided which is available on the Parish Council website.

Cllrs Nisbet and Shipway attended all four days of the hearing together with Mr Broad (representing CPRE). Mr Broad reported that whilst there were a number of reasons for the decision, one of the primary ones was that the land is currently used for sporting activity. All equestrian activities, therefore, should be encouraged.

e. To consider a protocol on pre-application meetings for major developments

The Clerk presented a draft paper on how the Parish Council should manage prospective developers should the need arise again. The Councillors **RESOLVED** to adopt the protocol. The Clerk would arrange for it to be added to the website.

10. New Councillor

No further progress had been made

11. Parish Matters

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

The Clerk had written to all the residents of Old School Close and had also posted the letter on the noticeboard. She had received one telephone call and three emails in favour of the suggestion and one previous letter against.

The registration would help to protect the piece of land from any development, but the management of the area would continue as previously.

The Councillors **RESOLVED** to agree to registering the Parish Council land in Old School Close as a Village Green and the Clerk would contact Oxfordshire County Council to start the process.

b. To consider the provision of dog bins in the village

The Clerk has received a full list of the dog bin provision in the village, which is currently as follows:

Parish Council		MOD	
Bin No.	Road	Bin No.	Road
276	Fringford Road	277	Springfield Road
282	Barnfield Close	279	Davis Gardens
283	Skimmingdish Lane	279	Davis Gardens
284	Cuckoo Close / Blencoe Close	280	Gott Close
		281	Buckingham Road
Caversfield Management Company			
287	Manzel Way		
286	Manzel Way		

The Councillors **RESOLVED** to ask the MOD to swap Barnfield Close with Springfield Road and Cuckoo Close / Blencoe Close with Buckingham Road in order that the areas of responsibility correlate with the management of the area.

c. To consider a speed check device

The Councillors **RESOLVED** to discuss the item with agenda item 11f.

d. To discuss the lighting of the bus shelter

The Clerk had received a telephone call from a villager following up the lack of lighting in the bus shelter. The Clerk had asked for help from Cllr Lawrie Stratford who was looking into the possibilities.

e. To consider the purchase of a grit bin and further winter service planning

The Councillors **RESOLVED** to agree to the purchase of an additional grit bin at a cost of £300 from Oxfordshire County Council to be positioned on the Fringford Road verge opposite the entrance to 'Aunt Em's' Lane. The Clerk would arrange the order with OCC.

f. To consider selling one or both of the VAS points to Finmere Parish Council

Finmere Parish Council has managed to get one of the Vehicle Activated Signs working and had asked if the Parish would be prepared to sell the two VAS points (on the B4100 Banbury Road near Caversfield House and on the northbound side of Fringford Road, near Springfield Road) which the village paid £400 for in 2009 / 10.

The Councillors considered the request and **RESOLVED** that they would be prepared to give Finmere the point on the B4100 in return for the loan of the machine for the point on Fringford Road. Finmere would arrange to remove the point and make good the area.

The Clerk would contact the Chairman of Finmere Parish Council.

Following this decision, the Councillors decided that no further speed check device was necessary for the present.

g. To discuss repair to the fencing at the corner of Fringford Road and Southwold Lane

The Clerk had noticed that the fencing was becoming dilapidated and giving the area a run down appearance. After much research, the Clerk believes she has now found the owner of the land and is taking advice from Highways on the best way to proceed.

h. To note the vehicle explosion at the woodyard on A4421

The Clerk had received a report that a Bicester Sweepers vehicle had exploded in the woodyard behind Brashfield House which took seven fire appliances to put out as there is no water on site which was of concern.

12. Reports from Meetings

a. CDC Parishes Liaison Meeting – 18 June

Cllrs Nisbet and Shipway and the Clerk attended the meeting. A number of topics were discussed including an update on the Local Plan; the Rural Community Energy Fund; a further briefing about Local Heritage Assets to introduce it to those who didn't attend the workshop earlier in the year; further information about Oxfordshire Broadband rollout and Housing Need and Allocations together with Rural Exception sites.

Local Plan

Adrian Colwell explained that the Local Plan examination had been suspended on 4 June and would recommence on 9 December to enable CDC to consider the increased housing requirement following the publication of the Strategic Housing Market Assessment (SHMA) in April which required all the District Councils in Oxfordshire to increase the housing numbers.

There are three main tests for the Local Plan Inspector to examine which are in the NPPF:

- i. Has CDC fulfilled the 'duty to co-operate'? The 'consultation process' which doesn't mean that they have to agree with the consultees, but that they can prove they have consulted.
- ii. Is the Sustainability Appraisal of the Plan adequate?
- iii. Is the Plan based on up-to-date objective of housing need?

The Inspector has ruled that questions one and two are acceptable and it is the third which needs further work in the light of the SHMA so they are not being asked to start again, just re-issue with new housing figures.

At the time the Local Plan was sent to the Planning Inspector (in December 2013), CDC had proposed 16,750 houses to be built between 2006 and 2031. However with the publication of the SHMA, CDC has been asked to apply a new, higher, figure of 22,800 houses over a period 2011 – 2031 to the Local Plan.

Mr Colwell assured the meeting that they would still be looking at Bicester and Banbury as areas for growth, but that inevitably there will be some need for additional housing in the rural areas, but they are very aware of the need for this to be sustainable.

The six month suspension has a very tight schedule (down to Government guidance) and the team is working on it now. Between 6 June and 11 August they will be updating the evidence base (working out where the additional houses can go) and resolving the proposed locations, employment needs etc and re-working the Sustainability Appraisal for these areas.

There will be a period of public consultation on every change to the Plan from 18 August for six weeks, then from 29 September the responses will be reviewed and reported to Full Council on 20 October to formally re-submit the document to the Planning Inspector on 21 October (subject to Council agreement).

If the Inspector accepts the amendments at the hearing from 9 December it is likely that an announcement will be made in early 2015 with agreement by March 2015.

Rural Broadband

Sue Smith introduced the Rural Broadband topic. She explained that Oxfordshire was still ahead of most of the rest of the UK and that all the Oxfordshire District Councils are in complete agreement to improve broadband. The Government committed to 90% coverage of 'superfast' broadband by 2017.

15% of the district is of a rural nature and is therefore above the Government threshold of 10%. CDC has recently received a proposal from OCC asking to provide £500,000 towards the cost of extending the rollout to 95% coverage and this was subsequently agreed at a meeting on 23 June. There was an additional proposal for CDC to provide a further £500,000 to assist with a feasibility study for the final 5% of the areas which will not be able to be upgraded by the current infrastructure network.

They hope that the whole programme will be completed by December 2015 as BT will then be moving on to another county so everything that can be done in this time frame will be.

Mrs Smith did remind the meeting that the cabling is fibre to the cabinet and that consumers will still need to take out a contract with a supplier (which won't be free).

Rural Exception sites

The Rural Exception sites discussion was about supporting those parishes who wished to build 'affordable' homes in their village to support local people. They hope to set up a separate discussion group to support those parishes who wish to look into or have affordable housing in their parish.

b. NW Bicester masterplan presentation

Cllrs Nisbet and Shipway and the Clerk attended a further presentation. A number of people had brought up the traffic disruption at the Banbury Road roundabout for the enabling and infrastructure works to the development and it is hoped that the contractors will be able to do more out of hours work to speed up the process.

c. Local Transport Plan Meeting 30 June

The Clerk attended the LTP4 meeting at the Littlebury. Cllr Hudspeth from OCC outlined the need for the new plan to take the county to 2020 and beyond. All comments on the consultation need to be submitted by 1 August.

d. Meeting at St Laurence's Church, 7 July

Cllr Shipway and the Clerk represented the Parish at the meeting which was for the members of the church to start thinking about the future and how best to use /adapt the church building to accommodate both the current villagers and residents of the new eco town. Two proposals had been suggested. Firstly, that the church be adapted with new heating, water etc and the pews taken out to make a usable meeting space for all; and secondly that a new religious community be developed using the Stables from Caversfield House. Both plans are in the very early stages.

13. Correspondence received

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

- a. **Richard Winsborough, City & Country** – re their decision to apply for change of use of the shop
- b. **OCC** – re road surface dressing programme
- c. **CDC** – Parishes Liaison Meeting
- d. **OALC** – Members Update (circulated by email)
- e. **Viridor** – re commissioning of the Ardley Incinerator. There was a 'steam blow process' which started on 6 June and they anticipated that the first burning of waste would be from 16 June
- f. **ORCC News Bulletin** – circulated by email
- g. **Planning Inspector** – re CDC Local Plan Suspension (circulated by email)
- h. **OCC** – re Local Transport Plan 4 (circulated by email)
- i. **OCC Adverse Weather Manager** – re preparations for winter (see above)
- j. **OCC** – re WW1 Lights Out Commemoration on 4 August
- k. **Bicester Masterplan** meeting – 22 July
- l. **John Broad, CPRE** – re Cala Homes and the Local Plan suspension. He encourages villagers to join the CPRE to support their work.
- m. **Clerks and Councils Direct**
- n. **OCC** – re temporary traffic regulation order (TTRO) for A4421 at Newton Purcell. The road will be closed from 4 August for five nights from 8pm to 5am each night.
- o. **PC Christopher Kidd** – re Speedwatch
- p. **Hugo Brown** – re RBL Poppy Appeal
- q. **ORCC** – Annual Meeting and Conference (What is the role of the community and voluntary sector) Thursday 18 September 1.30 for 2pm start, Yarnton Village Hall.

14. Any other business

a. 30 / NSL road sign Aunt Em's Lane

The Clerk had notified Highways that one of the road signs at the Fringford Road end is severely overgrown.

b. Graffiti on bus shelter

The Clerk had reported to CDC that some unpleasant graffiti had been daubed on the bus shelter. This had been cleaned off within 24 hours by the street cleansing team. Whilst there, she noticed that there was a great deal of rubbish in the shelter so she would look at ways of funding a rubbish bin.

15. Date of Next Meeting

Wednesday 17 September 2014 at the MOD Police House, 14 Davis Gardens at 7pm.

The meeting closed at 9.45pm

Signed

Dated