

**Minutes of the Meeting of Caversfield Parish Council,
held on Wednesday 15 July 2015 at 7.00pm, at 14 Davis Gardens, Caversfield**

- Present:** Cllr Esther Bannister, Cllr Eleanor Booth-Davey, Cllr John Gilmore (Chairman), Cllr June Nisbet, Cllr Roger Shipway,
- In attendance:** Mrs J Olds (Parish Clerk), Cllr Ian Corkin (CDC), Cllr Lawrie Stratford (OCC), PC Mark Keightley (MOD Police), WPC Caroline Brown, PCSO Chris Kidd (TVP Rural Policing Team)
- Apologies:** Cllr Glenice Sutcliffe, Jenny Collyer

1. Apologies

The Councillors accepted Cllr Sutcliffe's apologies.

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 20 May 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. Fringford Road Bench

The bench had been delivered to Cllr Shipway and was awaiting installation. The Clerk had contacted a local builders firm and they have said that they will be happy to install it for free; they were just waiting for a carpenter to become available on another site they were working on.

b. Naming of Aunt Em's Lane

The Clerk has confirmed the name with CDC; the signs will be erected in due course.

c. Bus Shelter Glass

The Clerk had just received confirmation that the insurance company is happy to pay for the damage to the first pane of glass, but there is a £100 excess to pay.

Just as the Clerk was confirming arrangements with the Bus Shelter Company, another pane had been damaged (on 14 July). The Clerk has again notified the Police and the insurance company and asked CDC Street Cleansing team to clear up the broken glass.

The insurance company have confirmed that both panes can be replaced, but it will have to be considered as two separate claims and so there will be two excesses of £100.

Following the damage, Zeta Lighting had offered to cut polycarbonate sheets to size and install as this would be likely to be cheaper than £200. The Clerk informed the

meeting that the disadvantages to polycarbonate was that it was not possible to clean graffiti off as the chemicals used would damage it. However, the Councillors **RESOLVED** to agree to consider a polycarbonate replacement if feasible.

d. Bus Shelter Poster

The Clerk has confirmed the agreement of the poster, but Zeta will wait until the damaged panes are replaced before putting it up.

e. Fringford Road Sign

The Clerk reported the sign and this has now been fixed.

f. Grass Cutting Round Stratton Fields

Cllr Booth-Davey confirmed that the Stratton Fields Management Company have located a contractor to cut the grass.

6. Reports from District and County Councillors and Police

District Councillor

Cllr Corkin reported that the Local Plan had been widely accepted and the District Council was pleased. There will be a six week period of challenge before it can be formally adopted.

There is a possibility that Bicester Rural Children's Centres are under threat of closure from OCC but it is understood that there will be a consultation for this. The Centres are a vital source of assistance for a wide range of families.

The Graven Hill Build project is gaining momentum for 2,000 self build homes.

Regarding Bicester Heritage, Cllr Corkin has met with members of the CDC team. There is a need for a masterplan and CDC is working closely with the Bicester Heritage team. One of the most pressing things are the track days which need formally **legalising**.

Cllr Corkin encouraged the village to embrace and support Bicester Heritage as much as possible as it will enable a good working relationship which is much more likely to get a better mutual end point.

The Clerk agreed to show Cllr Corkin around the village.

County Councillor

Cllr Stratford raised a number of issues. The OCC Chief Executive, Joanna Simon, is to leave in September; OCC is currently looking at the management structure and may not appoint a replacement.

The Budget managed to finish the year with a £196,000 underspend which OCC was satisfied with as they were forecasting a £12m deficit. However, an additional £88m is needed to be saved by 2018. The recent Budget is also likely to have an impact on OCC Spending.

Bicester issues raised included the building of the new schools on the EcoTown Exemplar, the studio school on the BCC site which will be a technical college and a third secondary school to be built on the Kingsmere development in 2018.

The seven OCC recycling sites are likely to need to be reduced to four, but it is hoped that a local tip will be available county wide within a 20 minute drive. It is likely the Ardley tip will close as the operators and owners of the site do not want to continue.

Grass cutting has been a huge issue with the reduction of cuts from five to two. However, CDC and the Town Council are working together to implement a plan for next year. The current arrangement ensures that the grass is cut during June/ July and then a second cut ready for the winter. Any road safety issues particularly at junctions and obscuring of signs can be reported to Fix My Street (<http://fixmystreet.oxfordshire.gov.uk/>).

The Councillors asked Cllr Stratford for advice on the use of the Woodyard on the A4421 at the Stratton Audley Turn as a vehicle park. Cllr Stratford agreed to look into the matter.

Police

WPC Caroline Brown and PCSO Chris Kidd attended the meeting to discuss the parking and traffic management at Halloween. The Councillors **RESOLVED** to bring agenda item 13.e. forward.

Following discussion the Councillors **RESOLVED** to agree that a meeting be arranged which will involve all the interested parties including the Parish Council, Stratton Fields Management Company, the MOD, the Police and Cllr Stratford.

It was agreed that asking Bicester Heritage to help with parking would only work if an effective way of crossing the main road could be arranged.

Cllr Stratford would raise the issues with the Police Traffic Management team and with the Fire and Ambulance Service.

7. Finance

a. To receive the monthly financial report

As at 2 July the accounts stood at:

Co-op Current Account	£3,994.25
NS&I Account	£2,319.95

There was one outstanding cheque of £136.98.

The Co-op account had received the VAT refund of £433.42 and £0.53 in interest.

The Standing Order to pay the Clerk £105.84 was paid on 18 May and 17 June.

The Clerk had sent off the forms to the External Auditors, but had not yet heard anything.

Transparency Regulations

Following the requirement for Parish Councils with an annual turnover of less than £25,000 to be compliant with the Transparency Code for Smaller Authorities, the Clerk has spent some time updating the Parish website and all the documents are now available.

b. To consider the Internal Auditor's Report

The Clerk had circulated the report. The Clerk confirmed that a document will be created so that the Councillors are able to review the effectiveness of internal audit and will also adhere to the recommended Financial Statements format.

The Councillors **RESLOVED** to agree the report.

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

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

Cheque no:	Payee and reason	Budget	Amount
200062	Zurich Municipal	Insurance	£364.72
200063	Emmanuel Church Bicester for room hire for Annual Parish Meeting	Room Hire	£12.00
200064	JMC Olds for Clerk admin expenses (printing £43.83, telephone £0.27, stationery £0.43, postage £8.72)	Admin costs	£52.98
200064	JMC Olds for Clerk mileage expenses (41.7 miles)	Mileage expenses	£18.77

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.
 - i. No applications had been received

b. To note Notices of Decision

The Councillors noted the following Notice:

- i. **14/01853/LB** – Mrs Marion Mason-Curtis, 1 Building 29, The Parade Appeal to the Planning Inspector for the installation of a cat flap in the front door. The Planning Inspector has dismissed the appeal.

9. Clerk Pay

The Councillors **RESOLVED** to agree to the Clerk's current pay scale being increased from SCP16 to SCP17 with effect from the beginning of July.

10. Standing Orders

The Councillors considered the Standing Orders which had been circulated previously and **RESOLVED** to agree to their adoption.

11. Working with Launton Parish Council on Bicester Heritage

Following discussions which Cllr Nisbet and the Clerk had had with the Chairman and Clerk of Launton, the Clerk had drafted a terms of reference document to enable Launton and Caversfield Parishes to work together on planning applications submitted by Bicester Heritage and which have an impact on both communities.

The Councillors **RESOLVED** to agree to working with Launton and to the terms of reference. The Councillors **RESOLVED** to agree to Cllrs Gilmore and Shipway representing the Parish Council with one other Councillor to be agreed in due course.

12. Winter Planning

The Councillors agreed that no further salt was needed to be ordered unless a location in the Stratton Fields area could be found for an additional tonne of salt.

13. Parish Matters

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

No further progress had been made, but the fencing appears to be in a better state of repair following the ecotown enabling works.

b. Bicester Heritage – to receive a progress report

The Clerk had asked CDC for a progress report. Officers from CDC have met with Brian Pallet, the Site Manager, to discuss the complaints CDC has received concerning noise from motor vehicles used on the Bicester Heritage site. It transpires that the noise arises from Formula Renault Driving Experience days run by SWB motorsport. A half-mile track is laid out on the site.

The next experience driving day will be on Thursday 9th July starting about 9am. The CDC team will be carrying out an assessment of the activity to assess whether the noise constitutes a statutory nuisance. This will require access to complainant's homes which is being arranged. No report had been received at the time of the meeting.

There were no issues regarding the Flywheel event, however, the Clerk noticed that there were a number of cars parked along Thompson Drive and people watched the air display from the side of the road. The Clerk will suggest to Bicester Heritage / Historic Promotions that more effective (larger) cones are put out next time and that they go further down both Thompson Drive and Skimmingdish Lane.

The next Sunday Brunch Scramble will be on 20 September. The Clerk has been told that there will now be a standard entry charge (not yet announced but probably £3.50 per person) and that parking will be free on site. However, as a gesture of goodwill, Bicester Heritage would like to give the village residents 50 free tickets to the event.

The Councillors thanked Bicester Heritage for their generous offer. The Clerk would confirm the arrangements with Bicester Heritage.

- c. Vacant land behind Rau Court and 'recreation ground' at Springfield Road** – to consider the Parish Council registering the two areas of land as Assets of Community Value

The Clerk had looked into Assets of Community Value and reported that there are a number of considerations which need to be made. The primary one being that the piece of land's principal use must further (or have recently done so) the social wellbeing of the community and must be likely to be able to do so in the future. Evidence of this will need to be gathered in order to make a strong case. Cllr Corkin will also look further into the issue.

- d. Broadband update**

The Clerk had asked on Facebook and via email about what people's opinion of broadband was together with their postcode and forwarded the information to the OCC team.

The information the Clerk received from OCC was: 'that the two postcodes OX27 8US and OX27 8UP (the Turnpike Road / Manzel Road area) are shown as "Conditional White" on our systems. This means that in our open market testing a commercial provider returned these post codes as areas that they were or planned to invest in. Department of Media and Culture, Broadband Development UK, who provide and monitor our state aid spending strictly prohibit us in intervening in these areas.

OX27 8TH is as above and a commercial provider has indicated their intention to build to these post codes where OX27 8RE is not in our plans to intervene and it will not benefit even if we do upgrade the cabinet. Premises under this post code will still be too far from the cabinet to benefit.'

Cllr Stratford will look into the matter further regarding the OX27 8RE postcode.

- e. Halloween Parking**

This was discussed earlier in the meeting.

14. Reports from Meetings

- a. Parish Liaison Meeting – 10 June**

Cllr Nisbet and the Clerk attended the Parish Liaison meeting. Barry Wood opened the meeting with an outline of various things including:

- the Boundary changes which will mean that all wards will be 3-member wards of equal size. The whole council will be up for election next year and then they will be elected in thirds after that.
- the result of the General Election and the impact it might have on CDC, which it is hoped won't be great because of the joint working with South Northants and Stratford

- the Garden Town proposal which was in the Conservative's manifesto, so it should continue into this Parliament
- Safeguarding which has an impact on all walks of life and was expanded on later in the meeting
- the Local Plan which they expected to hear from the Inspector any day (turned out to be Friday),
- the financial concerns which are affecting OCC may well be passed on to district and parish level in due course, the primary concern at the moment being grass cutting.

David Peckford then spoke about the Local Plan, both Parts 1 and 2. Mr Peckford outlined the process of Part 1 and what the likely next steps would be. The Officers had considered the report and responded to the Planning Inspector and they were waiting for the final decision. Once that had been announced, the recommendations would be considered and modifications made if necessary. If the plan was found to be 'sound' it would go to full Council to be adopted, then there would be a 6 week period within which a legal challenge might be made. Following the 6 week period full publication would take place.

There will be parish workshops arranged to discuss Local Plan 2 in due course.

Maria Garcia Dopazo, one of CDC's Planning Policy Officers gave a briefing about CIL, the Community Infrastructure Levy which will be part of the Local Plan part 2, but is not currently in use. The CIL is the Government's preferred mechanism for pooling contributions from new development to help pay for infrastructure to support development. It's intended as a top up, but S106 contributions will continue, but in a more limited way.

Nicola Riley, CDC's Communities, Partnerships & Recreation Manager outlined the safeguarding issues which have been raised following Operation Bullfinch in Oxford. Whilst Safeguarding should not be a huge issue for small parishes, she still recommends that the Parish has a Safeguarding policy which would consider a limited responsibility for safeguarding issues. OALC have a policy on their website.

Jon Westerman, the Development Management, E-consultation and Enforcement Manager gave a brief talk about the re-arrangement of the Planning Department. There will be four main teams; a majors team, an enforcement team, and two geographical teams, each with a team leader. The staff is now up to full strength and it is hoped that things will run more smoothly.

Mr Westerman also outlined the proposal to put all planning online using E-consultation. This will be rolled out in three phases with Bicester being the second phase. There will be a workshop to discuss how the system will work. Concern was raised about the fact that hard copies of the plans might not be sent to PCs. The Clerk had already written to Mr Westerman explaining why it is necessary to have a proper set of paper plans to be able to consider the proposal properly at PC meetings.

Christine Lalley from OALC made a quick presentation about the Sustainable Communities Act. This is the Act which has made it possible to send out agendas electronically following Bleadon PC's request to Government.

b. Bicester Garden Town and Local Villages meeting – 30 June

The Clerk had circulated the notes. The meeting was attended by Cllr Barry Wood and Maria Curran from CDC together with representatives of other villages surrounding Bicester. It covered an update about the Local Plan and the Bicester Garden Town, together with a discussion about what was great in Bicester from the villages' perspective, what improvements could be made and what the key issues for local villages would be. The next meeting will be in September.

15. Correspondence received

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

- a. **Villagers on Turnpike Road** – with concerns about the Flywheel event
- b. **CDC** – re Electoral Register update
- c. **Cllr Corkin** – CDC Quarterly Housing Market Report
- d. **OALC** – May and June Members' Updates
- e. **A Villager** – regarding the Annual Parish Meeting
- f. **OALC** – Invitation to OALC AGM (6 July)
- g. **A villager** – re the fact that Bicester has some allotments available and asking me to find out if it might be possible for Caversfield Villagers to take up plots. BTC have replied saying that they are currently reviewing their leases; currently Bicester allotments are only available for those in the parish, but there might be the possibility of amending the lease to let those nearby villages who don't have allotments use them.
- h. **Villagers** – re broadband connectivity
- i. **A villager** – re a motor accident at Bicester Heritage (forwarded to CDC)
- j. **Clerks and Councils Direct**
- k. **A villager** – re CDC's testing for the noise at Bicester Heritage (forwarded)

16. Items for information or next Agenda only

a. Agenda items

The Clerk requested that all items for the next agenda should be submitted by Tuesday 1 September.

b. Visiting Elmsbrook

A2Dominion had invited the Councillors to visit Elmsbrook and had arranged the date of the morning of 3 September.

c. Bike Day – 19 July

Posters for the bike day have been put on noticeboards and leaflets given to Southwold School.

17. Date of Next Meeting

The Councillors **RESOLVED** to agree that the Annual Parish Council meeting would take place on Wednesday 16 September 2015 at the MOD Police House, 14 Davis Gardens at 7pm.

The meeting closed at 9.20pm

Signed

Dated