Minutes of the Meeting of Caversfield Parish Council held on Wednesday 20 July 2016 at 7.00pm at Fringford Village Hall

Present: Cllr Esther Bannister, Cllr Eleanor Booth-Davey, Cllr June Nisbet (Vice-Chairman), Cllr Roger Shipway, Cllr Glenice Sutcliffe
In attendance: Cllrs Nicholas Mawer and Jason Slaymaker (CDC), Mrs J Olds (Parish Clerk)
Apologies: Cllr John Gilmore (Chairman), Cllr Lawrie Stratford (OCC), Cllr Lynn Pratt (CDC)

1. **Apologies**
   The Councillors accepted Cllr Gilmore's apologies due to ill health.

2. **Requests for Dispensations, Declarations of interest, gifts and hospitality**
   There were no declarations of interest or requests for dispensations.

3. **Public Participation**
   No members of the public attended the meeting.

4. **Minutes of the Meeting held on 18 May 2016**
   It was **RESOLVED** that the minutes be accepted as a true record and were signed by the Chairman of the meeting.

5. **Update on progress from the Minutes**
   a. **Request for a footpath on the verge from Springfield Road up to the Bainton Copse footpath**
      The Clerk had asked Cllr Stratford for an update.

   b. **Weed Killing on Fringford Road**
      The Clerk had asked the contractor to extend the work to the bottom of the Fringford Road on the pavement side.

   c. **2016/17 Risk Assessment**
      The Clerk had published this on the website.

   d. **Freedom of Information Act Policy**
      The Clerk had published this on the website.

   e. **Communication Policy**
      The Clerk had published this on the website.

   f. **Transparency Grant from NALC for the creation of a new Parish Council Website**
      The Clerk had completed the application and sent it off to OALC who hoped to hear by the beginning of August.

g. **Queen's Birthday Party**

The party in the Park was a great success and they were very lucky with the weather. The new British American Committee had only taken up office a few weeks prior to the event and unfortunately a number of the American organisations had to withdraw because of staff movements and the requirement for new constitutions. However, it all came together well and an estimated 500 people attended.

Next year would be back to the regular fete.

6. **Reports from District and County Councillors and Police**

District Councillors

Cllr Mawer reported issues of concern to the District. The proposed changes to the Horton Hospital including reducing the obstetric unit to a midwife-led unit was of concern to the area, but a Health responsibility.

Another issue which was really a County concern, was the reduction in the grass cutting of the verges around the District which CDC was looking to help with. It was suggested that the Parish contact Cllr Barry Wood to ask about financial assistance.

County Council

There was no County Councillor report.

7. **Finance**

a. **To receive the monthly financial report**

As at 13 July, the Accounts stood at:

Co-op Current Account	£5,025.96
NS&I Account	£2,337.35

There were no outstanding cheques.

The Current Account had received the VAT Reclaim of £335.90.

The Standing Order of £108.35 to pay the Clerk cleared on 17 May and 17 June.

The Clerk reported that prior to posting the May cheques she noticed that cheque number 2000087 had been completed with the incorrect amount; however, it was correct on the payment schedule. The Clerk arranged for a further cheque – number 200089 for Quadron Services Limited for £54.00 which was signed by Cllrs Gilmore and Nisbet.

The External Audit forms were completed and returned to BDO on 25 May.

The Clerk provided the Councillors with printouts of the bank account, budget forecast and reconciliation.

b. **To consider and agree the Insurance renewal**
The Insurance was in its final year of the three year binding agreement with Zurich so a review could not be undertaken until next year.

The renewal was £377.88 which was an increase of £13.16 most of which could be attributed to the increase in Insurance Premium Tax.

The Councillors **RESOLVED** to agree to the Insurance renewal with Zurich Insurance.

c. **To agree the NALC recommenced pay increase for the Clerk**
The Councillors **RESOLVED** to agree to the salary increase recommended by NALC at Scale Point 17 to £9.12 per hour. The total monthly payment would increase to £109.44 for 12 hours a month.

The Councillors **RESOLVED** to agree to the 2017 rate of £9.237 which will make the monthly payment £110.84. This would come into effect from April 2017.

d. **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
200090	Fringford Village Hall for hire of hall on 20 July	Hall Hire	£18.00
200091	Zurich Insurance for annual insurance renewal (invoice no 22362485)	Insurance	£377.88
200092	JMC Olds for Clerk Admin expenses (printing £49.03, laminating £7.20, postage £10.32, telephone £0.58)	Admin costs	£67.13
	JMC Olds for Mileage expenses	Mileage expenses	£10.89
	Total		£78.02

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. 16/01140/F, Mr and Mrs McKenna, 2 Montgomery Road, OX27 8FG for 'Alterations, conversion of garage to habitable accommodation, and widened dropped kerb and new windows'
The Councillors considered the application and had two concerns. Firstly the loss of the garage parking provision as parking is a significant issue on Montgomery Road and Thompson Drive and these roads cannot support any additional cars being parked regularly on the road. Secondly regarding the repositioning of the one window and the additional window that it would create a different overall appearance to the other houses in the street scene. The additional window on the

side elevation would look directly onto several properties in Thompson Drive, but these properties have not been included in the consultation. The Clerk would raise the concerns with the Planning Officer.

ii. 16/01338/F, Mr and Mrs M Wickens, 54 Fairhaven Road, OX27 8TY for Single storey front extension to enlarge hall and kitchen.
The Councillors considered the application and had no comments or objections.

To note response submitted previously
The Councillors noted the following application.

iii. 16/00820/F, Mr Richard White, 22 Fairhaven Road OX27 8TU for Demolition of existing conservatory and erection of single storey extension - Re-submission of 16/00143/F – no comments or objections

b. To note Notices of Decision
The following notices of decision had been received:
  i. 16/00820/F, Mr Richard White, 22 Fairhaven Road OX27 8TU for Demolition of existing conservatory and erection of single storey extension - Re-submission of 16/00143/F – permission for development subject to conditions

9. To consider the Annual Parish Remuneration report from CDC
The Councillors considered the report and **RESOLVED** to accept it with the agreement that they would not take any allowances apart from mileage to external meetings and the carer's allowance / childcare. The report would be published on the noticeboard.

10. Parish Matters

a. Proposed Closure of North Bicester Surgery – to discuss the proposed closure and its effect on the community
The councillors were very concerned to hear of the proposed closure of North Bicester Surgery. Two of the three GPs were intending to retire and they had not been able to recruit two new GPs as the practice is not financially viable. The Minimum Practice Income Guarantee funding had been cut by Government and changed to a system where additional funding was given to GPs to support elderly people, but further funding streams were not available for other sections of society. Unfortunately, because of the demographic of the area being generally younger people with families, the practice had lost funding.

The Councillors **RESOLVED** to agree to write to Victoria Prentis MP and the Oxfordshire Clinical Commissioning Group raising the issue that Bicester was supposed to be promoted as 'Healthy town' with a growing population, but the health care was being reduced.

b. 22 and 23 Bus Service – to note the new timetable
The Clerk reported that she had received the new timetable for the 22 and 23 bus services through the village, but that the service would be stopping in September. The

Parish would be unable to help financially. The Clerk would contact Bicester Town Council to ask if there were any practical ways the Parish could help.

c. **Grass cutting and verges** – to receive a report and consider further action
The Clerk reported that she understood from staff at OCC that the number of cuts had been reduced from the two which were agreed to be maintained last year (with the additional cutting at junctions and sight lines) to just one this year which was having a significant impact on the roads between the villages. The Clerk had been in contact with the Clerks of Hethe and Stoke Lyne and awaited their responses.

The Councillors were concerned about taking on the responsibility of cutting the road verges but would look into the possibility of working with all the management companies in the village to keep the village grass tidy.

d. **August Sunday Brunch Scramble**– to note the date of the next Scramble at Bicester Heritage as 7 August.
The link for the discounted tickets for villagers is
https://shop.ticketscript.com/channel/web2/start-order/rid/V5NPVNQD/language/en

11. Reports from Meetings

a. **Parish Liaison Meeting** – 8 June
June Nisbet reported that Cllr Barry Wood outlined the Unitary status; consultants (Price Waterhouse Coopers) had been appointed and Parish Councils would be consulted – possibly at a specially convened Parish Liaison Meeting.

James Alcock, a representative from the Plunkett Foundation, spoke about the support which can be given by the Foundation to help set up local community co-operatives such as shops and pubs. They were also looking at other initiatives to provide a wider service to help with rural isolation and loneliness.

Jon Westerman and Paul Ihringer outlined the changes and staffing made to the entire planning team and introduced the new Local Enforcement Plan.

Kevin Larner outlined the issues about CDC's website which was due for an update.

b. **Civic Briefing at RAF Croughton** – 9 June
Roger Shipway and Glenice Sutcliffe attended the briefing which outlined the plans for the new facilities with the reorganisation of the US Airforce presence in the UK. Whilst the plans were extensive, the primary item of concern to the surrounding area was the new temporary entrance for the building work which would need to be sited from the A43. A permanent new entrance was also being investigated as the increased traffic would not be able to be accommodated at the current entrance and road.

12. Correspondence received

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

- **a. OALC** – May update (circulated by email)
- **b. PC Caroline Brown** – June update
- **c. ROBIN (Responsible Oxfordshire Business Involvement Network)** – networking event 22 September (circulated by email)
- **d. Caversfield Management Co Secretary** – re grass cutting Skimmingdish Lane
- **e. PRS Consultation** closing date 17 August
- **f. OALC** – June update (circulated by email)
- **g. OCC** – notes on the Unitary meeting
- **h. Oxfordshire Clinical Commissioning Group** – consultation closes 12 August (circulated by email)
- **i. OALC** – suggesting Bodicote PC make contact to give advice on using Facebook for the Parish Council
- **j. OCC** – re Household Waste Consultation (closes 11 August)
- **k. Clerks and Councils Direct**
- l. **Victoria Prentis** – re bus service cuts and OCC's response (circulated by email)
- m. **Facebook comment from a bus user** (circulated by email)

13. **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 8 September.

14. **Date of Next Meeting**

The Councillors **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 21 September July 2016 in the Chinnery Room of Fringford Village Hall at 7pm.

The meeting closed at 9.10pm

Signed ……………………………………… Dated …………………………….