

**Minutes of a Meeting of Caversfield Parish Council, held on
Tuesday 20 March 2012, in the Small Hall at Southwold Community Centre**

Present: Mr J Gilmore, Mrs J Nisbet, Mrs O Phipps (Chairman), Mrs G Sutcliffe, Mr N Wright

In attendance: PC Keith Herring (MOD Community Police Officer), Mrs J Olds (Parish Clerk)

1. Cllr Phipps welcomed everyone to the meeting.
2. Apologies had been received from Cllr N Wise and Mrs Himpson

Declaration of Interests

3. There were no Declarations of Interest.

Public Participation

4. Nothing was raised

Minutes of the Meeting held on 17 January 2012

5. It was **RESOLVED** that these be accepted as a true copy and signed by the Chair. (Proposer Cllr Gilmore, Seconder Cllr Sutcliffe)

Matters Arising from the Minutes

6. **Bus Shelter.** The insurance company has been informed and the shelter added to this year's schedule; there will be an additional cost of approximately £40 per year. However, because of the minimal pro-rata cost, this will be waived for the current year and will be charged from the renewal in July.

There is no Highways funding available for either the 'electrification' of the shelter or the bin; nor is there any 'Eco funding' available for Caversfield to use PV panels. Highways has suggested contacting the District Councillor for assistance with the Localities Fund and contacting the MOD to see if they would be able to help with funding.

Cleaning the Shelter. The Council has received one quote for cleaning the shelter. The Clerk will obtain a further quote for the cleaning of the roof quarterly and the sides (both inside and out) eight-weekly.

The Councillors **PROPOSED** that the Clerk write to Cllr Barry Wood copying in Cllr Catherine Fulljames to ask why, as the Eco town is being built on Caversfield land, the residents of Caversfield have been unable to benefit from the eco-home improvement grants and why the Council will be unable to receive eco-funding for the bus stop.

7. **Dropped Kerb** on the south side of Springfield Road has been completed.

8. Salt Bin on the corner of Brashfield Road / Skimmingdish Lane to Springfield Road.

The Clerk has requested the move of the bin and if possible it will be dealt with at the beginning of next winter.

9. **VAS Points.** When the points were installed in 2009/10, the Parish was told that there would be one permanent point on the A4100 near Home Farm and there would be one mobile unit, to be shared amongst the parishes, which would go on the old Fringford Road when available. On this understanding the Parish paid £400 for the installation of the points. It appears that unless the Parish funds further equipment, it is unlikely that these points will now be used. It was **RESOLVED** that the Clerk write to Highways and the District Councillor to clarify the position and if no satisfactory answer is received to request the £400 be returned.

10. Re-painting Benches – **Chair will get the work done when the weather is dry.**

11. Report from County & District Councillor

No report made as Cllr Fulljames did not attend the meeting.

Finance

12. The Clerk requested that instead of being paid hourly, she be paid a monthly agreed amount calculated on the number of contracted hours per month (12) and multiplied by the current salary scale. This worked out at £98.856 per month (or £197.71 for two months). This was **AGREED** unanimously.
13. In order to receive further training for the Clerk, OALC recommend that clerks belong to the Society of Local Council Clerks (SLCC). The cost of membership would be split between the two Councils the Clerk works for and would therefore be a lower cost. She suggested splitting the cost proportionally based on the hours worked for each Council. The Councillors **RESOLVED** to pay the subscription under 'The Local Government Act 1972 s143 (1) (b) at a cost of £30.86 for the year.
14. The Parish received a request from PC Keith Herring for a grant of £200 to assist in the running of the RAF Croughton British American Committee Caversfield Fete taking place on 19 May. The Councillors **RESOLVED** to award the grant.
15. The bank balances were reported:
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|---|-----------|
| NS&I Account (formerly Post Office Account) | £2,273.31 |
| Community Account (balance as at 14/3/12) | £502.34 |
| Business Saver Account | £1,674.47 |
16. Councillors **RESOLVED** to approve the following invoices for payment (proposer Cllr Nisbet, seconder Cllr Wright):

Payment to	Cheque Number	Amount
Southwold Community Association for hire of hall on 17 January (Invoice no: 1323)	100632	£16.00
OALC Subscription (Invoice no: C00016/2012)	100633	£234.80
Cherwell District Council for emptying dog bins (Invoice no: 10018601)	100634	£174.35
Mrs J Olds for Clerking duties from 17 January – 16 March	100635	£197.71
SLCC Subscription	100636	£30.86
RAF Croughton British American Committee	100637	£200.00

17. The Councillors **RESOLVED** to agree to add Cllr Sutcliffe and Cllr Wright to the banking mandate. The Clerk gave them the Personal Forms to take away, complete and take into the bank for verification. The Clerk will then complete the Mandate form and give to the Chairman to complete.

Planning Applications

18. There were no Planning Applications

Parish Matters

19. **Parish Website.** The Clerk attended a training session at Cherwell to enable her to update the Parish Website. The Clerk has put up Minutes from the previous two years and will continue to put up the agenda and minutes. There are a number of pages which need the content updating including the front page, the Bus Time Tables section and the RAF Bicester section and the Clerk has asked for assistance from Councillors. The Councillors requested that a map be added to the site with the estates highlighted; the Clerk will look into how this can be done.

The Councillors **RESOLVED** to agree to the Clerk setting up a Parish 'Twitter' Account.

The Clerk will advertise the website and Twitter feed on the noticeboards.

20. **CDC Spring Clean.** The Councillors **RESOLVED** that this year they would not arrange a Village 'Spring Clean', but would hope to have more time to arrange one next year.

PC Keith Herring will talk to the Base Commander about the Americans assisting.

21. **Parish Elections.** The Clerk informed the Councillors that elections for the District Council and Caversfield Parish Council would be taking place on 3 May 2012 and that all Councillors who wished to stand must complete and submit nomination papers to Cherwell District Council by noon on Wednesday 4 April. The 'Notice of Election' will be posted on notice boards around the Parish on Tuesday 27 March and the nomination forms will be available from the Clerk and from the District Council from that date.

If there are seven nominations (the number of seats on the Council) then there will not be an election, but nomination forms must still be completed.

The Clerk will be attending a briefing about the election process on Wednesday 21 March and will have more information following that meeting.

22. **Road Signs.** Cllr Wright asked when the road signs around north Bicester were going to be revised to remove references to DLO Bicester. The Councillors **RESOLVED** to ask the Clerk to find out from Highways.

Reports from Meetings

23. **Bicester Masterplan Meeting – 16 February**

Cllr Nisbet attended the Masterplan meeting which was not really a consultation, rather a presentation. This presentation can be found in the 'downloads' section of the page <http://www.cherwell.gov.uk/index.cfm?articleid=8476> .

The aim of the plan is to design a strategy for the growth of Bicester and aid routes to employment and expansion for businesses, not just for Bicester Village Outlet. Preservation of the villages was important, however it was noted that the green space around Caversfield is 'already compromised'.

The Chairman urged the Councillors to read the presentation carefully as any comments or recommendations need to be submitted as soon as possible.

24. **Bomber Command Presentation – 24 February**

Cllr Sutcliffe attended the presentation. The information is available on the website <http://www.bc-heritage.org/> . The MOD have been unable to sell the land, probably because of the Conservation Area, however they will not deal with Bomber Command at present and the 'door is firmly closed'. The closing date for offers (other than Bomber Command) to the MOD for the site is the end of March.

If the organisation were able to take on the site, they have great plans for it. They intend to do the restoration of the buildings in sections as and when funds become available. They would like to create workshops and employment for injured ex-servicemen and -women who would be able to learn trades and assist others with learning. There have already been discussions with the History Department of Oxford University and they would like to create links with other tourist venues in the area including Blenheim Palace, Waddesdon, Bletchley Park and others.

They would like to keep the Windrushers Gliding Club at the airfield, but would hope to augment this with planes, both working and static which have a history with the site.

25. Date of Next Meeting

Tuesday 15 May

The Parish Meeting will take place at 7pm to which all residents are welcome to attend.

The Annual Parish Council Meeting will take place at 8pm

26. Any other business

Cllr Phipps informed the meeting that due to her impending house move she would not be seeking re-election to the Council. She thanked all the Councillors for their support and work. Cllr Gilmore thanked her for all her work over the last 30 years.

The meeting ended at 9.30pm

Signed

Dated