

**Minutes of a Meeting of Caversfield Parish Council,
held on Wednesday 20 March 2013 at 7pm,
at the MOD Police House, 14 Davis Gardens, Caversfield**

Present: Mrs Esther Bannister, Mr John Gilmore (Chairman), Mrs June Nisbet,
Mrs Glenice Sutcliffe, Mr N Wright
In attendance: Cllr Catherine Fulljames (until 7.45), Cllr Jon O'Neill (from 8.00 -8.45),
Mrs Joan Himpson, Mr Andrew Key, Mrs J Olds (Parish Clerk)
Apologies: Mrs Wendy Becker, PC Keith Herring

1. Apologies

The apologies were accepted.

Welcome

Cllr Gilmore welcomed everyone to the meeting.

2. Declaration of Interests

There was one Declaration of Interest from Cllr Sutcliffe regarding Agenda Item 7, point c as she is a member of the British American Committee; she agreed not to participate in the discussion.

3. Public Participation

Nothing was raised.

4. Minutes of the Meeting held on 16 January 2013

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

5. Matters Arising from the Minutes

- a. **Precept.** The Clerk has notified CDC that there is no change to the Precept.
- b. **Snow Plan.** There is no additional salt available until the autumn. The clerk suggested that if further stores of salt were to be ordered there would need to be somewhere to store it and asked for suggestions; in the meantime the Clerk will contact City and Country at the Garden Quarter.
- c. **Information Commissioner.** The Clerk has sent off the forms and has received confirmation that the Parish Council is registered.
- d. **Freedom of Information Policy.** The schedule is now on the Parish website together with an introduction.
- e. **Complaints Procedure.** This is available on the Policy section of the Parish website.

6. Reports from District and County Councillor

a. County Councillor

Cllr Fulljames reported that the Oxfordshire County Council budgets were set in February and the Councillors had felt that there was no option but to put the OCC Council Tax portion up by 2%. However, she apologised for the rise.

The Councillor was pleased to announce that £2,000 of Big Society money had been awarded to the Brashfield Park Estate for the purchase of a marquee which would be leant out to any resident in the village for community events. The next tranche of £10,000 would be available in May, but needs to cover 21 parishes.

Regarding Highways matters, Cllr Fulljames reported that the lighting in the bus stop was going to cost in the region of £10,000 which was well beyond budget and no further money was available. It was also not possible to repair the Fringford Road at this time.

With the County Councillor ward boundaries changing at the elections in May, Cllr Fulljames announced that this would be her last meeting at Caversfield. The parish will now be represented by the Councillor for Bicester North and will include the village of Bucknell. Cllr Gilmore proposed a vote of thanks, which was agreed unanimously, to Cllr Fulljames for her 24 years of dedicated service to the Parish and wished her well. Cllr Fulljames then outlined a number of significant things and achievements which have happened in her tenure.

b. District Councillor

Councillor O'Neill reported that the Cherwell District Council element of the Council Tax had been held at the same level for the fifth year running, and that CDC had managed to make £1m of savings by sharing the Council's senior management and services with South Northamptonshire District Council.

Cllr O'Neill raised some further issues;

- the Energy Auction which was advertised in the latest edition of *Cherwell Link*
- to consider the siting of a bottle bank in the village
- to assure the villagers that when just one rubbish truck visits the village it has dual capability and the recycling is not mixed
- the changes in the benefits system from April which may mean that some people are disadvantaged. Cllr O'Neill asked for anyone affected adversely to contact him.

7. Finance

a. The Clerk gave the current balances:

NS&I Account including £12.23 annual interest	£2,285.54
Business Saver Account (as at 14 February 2013)	£2,079.43
Community Account (as at 14 February 2013) including £900 transferred from the Business Saver Account	£807.95

Ian Black is happy to perform the Internal Audit.

The Councillors **RESOLVED** to transfer £400 from the Saver Account to the Community Account to cover the cheques.

The Clerk reported that the Co-op Bank account has been applied for. She recommended that the year end was completed with the Barclays account and then the Co-op account started in April. The Councillors **RESOLVED** to agree to transfer £1,000 from the Saver Account to the Community Account on 1 April and to write a cheque for £1,000 to open the new account. The reminder of the money in both Barclays accounts would be transferred once it was certain that the new account was working satisfactorily.

b. Invoices for payment

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

Payment to	Cheque Number	Amount
Richard Wise for snow clearance	100660	£120.00
TAG Window Cleaning to clean bus shelter	100661	£25.00
ORCC Subscription	100662	£65.00
OALC Subscription	100663	£242.22
Cherwell District Council for dog bin emptying	100664	£174.35
SLCC Subscription (part)	100665	£27.16
Mrs J Olds for Clerking duties from 17 January – 16 March	100666	£208.08
Mrs J Olds for expenses (printing £20.53; postage £4.18; petrol £6.21)	100667	£30.92
British American Committee (Caversfield Fete) S137 Grant	100669	£200.00
Oxfordshire Air Ambulance S137 Grant	100670	£50.00
Oxfordshire Playbus S137 Grant	100671	£50.00

c. To consider grant applications for the year

The Councillors considered three applications for S137 grant funding and **RESOLVED** to award a grant of £200 to the British American Committee for the Caversfield Fete on Saturday 18 May, £50 to the Oxfordshire Air Ambulance and £50 to the Oxfordshire Playbus.

8. Planning Applications

a. Notices of Decision

The Councillors noted the following applications had been approved:

- i. 12/00764/F, 12/00765/LB, 12/00766/F, 12/01067/F, 12/01068/LB, 12/00767/LB, Former DLO Caversfield Skimmingdish Lane, internal alterations or variation of conditions.
- ii. 12/01548/F, 18 Fairhaven Road, OX27 8TX. Conservatory to rear.
- iii. 13/00043/F, Mr Bruce Gould, 9 Montgomery Road, OX27 8FG. Two storey side extension.

- iv. 13/00033/TCA, 2 Skimmingdish Lane, T988 x Horse Chestnut – fell and remove stump, T989 x Walnut – remove hanging deadwood (exempt), T996 x Horse Chestnut – fell and remove stump, T999 x Horse Chestnut – crown lift to 5.6 metres over road.

9. New Councillor

The Clerk informed the Councillors that there were still two vacancies on the Council and asked them to think about who may be approached to be co-opted.

10. Communication Policy

The Councillors considered the Communication Policy drafted by the Clerk and **RESOLVED** to approve it. The Policy will be added to the Parish Website as soon as possible.

11. Report of the Parish Remuneration Panel on the Review of Parish Members' Allowances for 2013/14 Financial year.

Following a review of the report the Councillors **RESOLVED** to agree to adopt the Travel Expenses section of the report, but not to claim further allowances.

12. Speed Check

The Clerk had received the data from the week's Speed Check. A large number of cars travel on the A4421 every day (more than 6,000); 13% of those over the week were exceeding the 50mph speed limit northbound, and almost 20% were exceeding the 50mph speed limit Southbound. However, the 85%ile reading is below 60mph and the mean average is generally below the marked 50mph because of the tractors, mopeds and articulated lorries which travel more slowly.

The Clerk has received the details of a Councillor from Ardley who may be able to give advice with speed reduction and awareness.

13. Stratton Audley application for designation of area for Neighbourhood Plan

The Councillors considered the application and had no comments.

14. Parish Matters

a. Highways Matters

These were covered by Cllr Fulljames in her report.

b. Welcome Leaflet for new Villagers

The Clerk has not had the opportunity to do much further work on the leaflet, but gave a copy to Mrs Himpson for comment.

15. Reports from Meetings

Cala Homes requested a meeting with the Parish Council and met on 28 February to outline their proposal for 220 homes on land currently siting South Lodge Riding

Stables. The Councillors made the company aware of the issues regarding getting services to Caversfield and awaits further information.

16. Correspondence received

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

- a. **Anonymous email communication requesting information under the Freedom of Information Act.** Unfortunately as the correspondent did not include their full name, the Clerk is unable to act on the request. The Councillors noted that the Clerk was not prepared to open attachments to emails without prior knowledge as to what the attachment contained and supported her action. Any anonymous communication will not be responded to in future.
- b. **CDC Spring Clean.** The Councillors **RESOLVED** to ask Cllr Sutcliffe to organise a spring clean around the village next year and to publicise it widely in the autumn.
- c. **Mayor of Bicester's Annual Band Concert** – 26 April at St Edburg's Church
- d. **BDO Audit Briefing** (circulated)
- e. **Clerks and Councils Direct** (circulated)
- f. **CDC re Bicester French Market** 23 /24 March
- g. **Email from Cllr Fulljames** regarding dangerous fly tipping of building materials along the road and warning villagers to be vigilant in the area
- h. **Email from Mike Sargeant, Bicester and Kidlington Ramblers Footpath Working Group** – re Parish Path Wardens. Mr Sargeant asked whether the village had a Parish Path Warden (someone who is happy to trim hedges/ grass and do general light tasks, possibly reporting broken stiles and footpath gates). If not, whether the PC would agree to the Working Group tidying the vegetation in the footpaths. The Councillors **RESOLVED** to ask the working group to help.

17. Any other business

Grant Awarding Policy

As part of the Clerk's CiLCA course, she had produced a grant awarding policy. The Councillors asked for it to be put on May's agenda for discussion.

18. Date of Next Meeting

Annual Parish Meeting - Wednesday 15 May 2013 at 7pm, followed by the Annual General Meeting of the Parish Council at the MOD Police House, 14 Davis Gardens, Caversfield, OX27 8FJ

The meeting closed at 9.15pm

Signed

Dated