

**DRAFT Minutes of a Meeting of Caversfield Parish Council,  
held on Wednesday 19 March 2014 at 7pm,  
at the MOD Police House, 14 Davis Gardens, Caversfield**

- Present:** Mrs Esther Bannister, Ms Eleanor Booth-Davey, Mr John Gilmore (Chairman), Mrs June Nisbet, Mr Roger Shipway, Mrs Glenice Sutcliffe
- In attendance:** PC Keith Herring, Cllr Lawrie Stratford (OCC), Mrs J Olds (Parish Clerk) and seven members of the public including two from the Air Training Corps (who all left at 7.45)
- Apologies:** Ms Jenny Collyer MOD Liaison Officer

**1. Apologies**

Ms Collyer's apologies were noted.

**2. Declarations of Interest**

Cllr Shipway declared an interest in the Cala Homes development as a near neighbour. The Councillors **RESOLVED** to agree to Cllr Shipway taking part in the discussions.

**3. Public Participation**

Members of the public attended to discuss the Cala Homes Appeal. Two residents objected to the proposal (item 12b) to register the Parish Council land in Old School Close as a Village Green. There was also the request to find out who had responsibility for maintaining the ditch on the east side of Fringford Road between Springfield Road and Thompson Drive. Two representatives attended from the Air Training Corps Squadron presenting their application for a grant.

**4. Minutes of the Meeting held on 15 January 2014**

It was **RESOLVED** that these be accepted as true copies and were signed by the Chairman.

**5. Matters Arising from the Minutes**

**a. War Memorial**

Cllr Shipway had checked the church and churchyard and confirmed that there is a Memorial inside the church on a wall, but that it appears in good condition.

**b. Precept**

The Clerk had notified CDC of the Precept request and had received confirmation.

**c. Telephone Box / Noticeboard on Skimmingdish lane**

Following discussions with a villager, the bird feeders which had been installed behind the noticeboard have been removed and the noticeboard and pillar box have been washed down. The Clerk had requested that the birds should not be fed near the noticeboard as it was becoming a public nuisance. The Council is grateful for the villager's co-operation.

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

The Clerk had been in contact with Highways but was awaiting a response.

**e. Updating the website**

The Clerk had sent Ms Collyer a PDF of the content of the MOD section of the website.

**f. Salt pile on corner of Aunt Em's Lane and Fringford Road**

Despite investigations, no one has been able to find out who deposited the salt. Highways do not recommend that piles of unprotected salt are left at the junctions of roads as it is not good for the environment. The Clerk has allocated money for a grit bin for the junction in the budget which will be arranged in the autumn.

**g. Caversfield Fete**

Cllr Stratford mentioned that as well as sending flyers to Southwold School, he could arrange for flyers to be distributed to Bure Park School.

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

Cllr Stratford reported that:

Oxfordshire County Council is set to end 15 minute visits for personal care when it sets its budget for the period 2014-2018 later this month.

The council's cabinet has recommended ways that £4m of funding could be spent as part of its budget setting process for the period 2014 to 2018 – while still facing having to making around £64m of savings. A total of approximately £2.7m will be invested in priority areas while previously proposed savings are proposed to be reduced by around £1.3m.

During December, the council learned that grant levels from Central Government would mean it would have slightly more money than expected when it set out its budget proposals earlier that month and during late January and early February the council received business rates forecasts from Oxfordshire's district councils which are higher than had been factored in to its overall calculations. The overall impact is that there is £4m more to allocate in its budget calculations than was the case in early December.

As much of the money is being reinvested in to priorities as opposed to reducing spending, the council's overall new savings figure remains at £64m, with £31m of savings having already been planned. The council is on track to have made £170m of savings from 2010 to 2014.

The additional money will be spent in a variety of ways including:

- a total of £800,000 to be invested in adult social care so that 15 minute care visits for personal care can be stopped;
- an extra £350,000 for the setting up of a Multi-Agency Safeguarding Hub in Oxfordshire;

- £1m extra for general highway maintenance to be spent across the county – with priorities for this spend to be determined during coming months;
- a total of £400,000 to be set aside as a contingency to deal with issues stemming from flooding and other winter weather issues;
- a total of £315,000 to be invested in community budgets.

Due to the reduced savings among other things:

- a total of £100,000 is to be reinstated in to budgets for respite breaks for carers of children with special educational needs and disability;
- services for adults with learning disabilities will benefit from £700,000 reducing savings required in this area;
- A total of £200,000 will be put back in to mainstream welfare rights and advocacy reducing the saving required to £100,000.

The Council is striving to work to get the best value for money.

## 7. Finance

### a. To receive the financial report

The Clerk presented the meeting with finance sheets including the current state of the Co-op bank account and the actual spend by month and gave the current balances:

|                                 |           |
|---------------------------------|-----------|
| NS&I Account                    | £2,302.68 |
| Barclays Business Saver Account | £0.17     |
| Co-op Current Account           | £3,008.33 |

There were no outstanding cheques. The NS&I account has received £17.14 annual interest and the Co-op account had received £0.66 in interest.

The signatories on the NS&I Account are now in order.

The Councillors **RESOLVED** to agree to the Clerk increasing the cost of printing from April to take account in the increased cost of toner to 7p per single side and 12p per double sided copy. The Clerk informed the Councillors that postage would be increasing on 1 April to 62p for a first class letter and 53p for a second class letter.

The Councillors **RESOLVED** to transfer the £400 set aside for the Election Charges to the Reserve.

**b. Invoices for payment**

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

| Payment to                                                                                                                        | Cheque Number | Amount  |
|-----------------------------------------------------------------------------------------------------------------------------------|---------------|---------|
| ORCC for Subscription                                                                                                             | 200020        | £65.00  |
| OALC for Subscription                                                                                                             | 200021        | £260.98 |
| CDC for Dog Bin Emptying                                                                                                          | 200022        | £174.35 |
| SLCC for Annual Subscription                                                                                                      | 200023        | £28.97  |
| Mrs J Olds for Clerking duties from 17 January – 16 March                                                                         | 200024        | £207.12 |
| Mrs J Olds for Expenses from 16 September 13 – 12 March 14<br>(printing £27.06, stationery £7.95, postage £10.91, mileage £27.32) | 200025        | £73.24  |
| 2507 Squadron Air Training Corps for contribution to musical instruments (under the LGA 1972 s.145 Provision of entertainments)   | 200026        | £250.00 |
| Enrych Charity (S137 grant)                                                                                                       | 200027        | £50.00  |
| Oxfordshire Association for the Blind (S137 grant)                                                                                | 200028        | £50.00  |
| RAF Croughton, British American Committee for Caversfield Village Fete (S137 grant)                                               | 200029        | £200.00 |

The Clerk informed the Councillors that the OALC Subscription is more than last year because OALC charge per elector rather than by band once the population rises above a certain figure and that the Parish has 84 more electors in the current year than last.

**c. To consider grant applications for the year**

The Councillors considered four applications for grants.

Under the LGA 1972 s.137 provision, the Councillors **RESOLVED** to award £50 each to the Enrych Charity and the Oxfordshire Association for the Blind and £200 to the British American Committee as the Parish contribution towards the Caversfield Village Fete.

It was **RESOLVED** that the application from the Air Training Corps for help with musical equipment be considered under the Local Government Act 1972 s145 Provision of Entertainments and a grant of £250 be awarded. The additional funds were found from the underspend on the winter snow ploughing, which was not needed this winter, and the salt.

**8. Planning Applications**

**a. To discuss the Cala Homes Appeal Enquiry beginning on 25 March**

The Councillors **RESOLVED** that Cllr Nisbet would represent the Parish at the enquiry with Cllr Shipway supporting her but also speaking as an interested party.

The Clerk and Cllr Nisbet would work on the speech to include the green buffer zone, the unsustainable location, the status of the village as a village and not as a suburb of Bicester.

**b. To discuss Planning Applications and Note notices of Decision**

There were no planning applications or notices of decision.

**9. New Councillor**

No further progress had been made

**10. Report of the Parish Remuneration Panel on the Review of Parish Members' Allowances for 2014/15 Financial Year**

The Councillors received the report and, as in previous years, **RESOLVED** to agree to the Councillors receiving remuneration for mileage on Council business.

**11. OCC Minerals and Waste Strategy Report**

The Councillors discussed the report. Cllr Booth-Davey had made some notes and agreed to let the Clerk have them to pass on to Oxfordshire County Council.

**12. Parish Matters**

**a. Village Spring Clean**

The Clerk has ordered a bundle of 50 clear recycling and 50 black rubbish sacks together with 50 pairs of gloves, 6 litter pickers and 6 high vis vests (which will need returning to CDC on 28 April) to be delivered to Cllr Sutcliffe on 11 April for the spring clean on 26 April. Cllr Sutcliffe and the Clerk would organise publicity. The Clerk would ask Southwold School Head to put a note in the school newsletter. It was agreed to meet outside the MOD Police House at 10am.

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

The Councillors **RESOLVED** to write to all the residents of Old School Close to ask their opinion about securing the land as a Village Green.

The issue of the trees on the land was raised. The Councillors **RESOLVED** to ask the Clerk to obtain three quotations from tree surgeons to survey the trees.

**c. Speeding on Skimmingdish Lane**

A villager had complained about the speeding down Skimmingdish Lane. The Clerk had asked the Chairman of Caversfield Management Committee if he also thought it was a problem and if a speed check were requested where the best place to site it would be. He agreed that other villagers had complained and suggested that a check be undertaken at the Blencoe Close end of the Lane.

The Clerk had also investigated speed calming measures. Because the lane does not have street lighting it is not possible to install speed humps, but it might be possible

to install chicanes, provided there was enough signage. However this measure would be likely to cost in the region of £30,000.

The Clerk had also looked into portable speed signs. A basic battery operated one would cost in the region of £2,000. However, it might be possible to join with four or five other villages to share the purchase.

### 13. Reports from Meetings

#### a. **Community Information Network Meeting**

Cllr Nisbet attended the meeting and the Clerk had circulated the notes. Cllr Nisbet reported that it was a very good initial meeting which was to promote the support to the elderly. There will be a further meeting in six months.

### 14. Correspondence received

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

- a. **Alex Wynick**, reporter on the Oxford Mail who had requested that the Clerk add her to the Parish Council Mailing Lists. The Councillors **RESOLVED** to agree to the Clerk adding her to the Agenda Distribution list which has a wide distribution.
- b. **OCC Rights of Way Improvement Plan** – consultation.
- c. **OALC** – Council Tax referendum principles. There is no change in the status quo this year, but larger councils may be capped next year.
- d. **OCC Flooding Incidents** – OCC would be grateful for any information which the Parish Council or villagers may hold about flooding. All accounts / reports and any photographs can be sent to [flooding.incidents@oxfordshire.gov.uk](mailto:flooding.incidents@oxfordshire.gov.uk) with the name of the parish / location of the flooding in the subject heading.
- e. **OALC – re repeal of s.150 (5) of the Local Government Act 1972**. About the requirement for two Councillor signatories on cheques. The repeal was approved on 17 February; the ‘Governance and Accountability for Local Councils – A Practitioners’ Guide was updated at the same time and published the day after. Every Council which wishes to take advantage of the change must formally put in place effective systems and arrangements compliant with the proper practices before it seeks to abandon the two signature rule which means that new Financial Regulations will need to be adopted.

The Clerk informed the meeting that there was no urgency to change the Financial Regulations as long as the current agreed procedures are followed, but she recommended that the Parish consider changing the Financial Regulations in due course so that the Parish is able to take advantage of the banking changes. The Clerk had subsequently received further guidance and would report to the May meeting.

- f. **Boundary Commission briefing on warding patterns for CDC**
- g. **Clerks and Councils Direct**
- h. **Ian Kemp** – re inspection of CDC Local Plan. The hearing will be for two weeks from 3 June at 9.45am in the Council Chamber of Bodicote House.
- i. **OALC** – re training courses.

**15. Any other business**

**a. CDC Local Plan**

The Local Plan was submitted to the Inspector, Nigel Payne, on 31 January. There will be a public enquiry lasting two weeks.

**16. Date of Next Meeting**

Wednesday 21 May 2014 at Emmanuel Church, Bure Park. The Annual Parish meeting will take place at 7pm followed by the Annual General Meeting of the Parish Council. Please note change of venue.

The meeting closed at 9.30pm

Signed .....

Dated .....