

**Minutes of a Meeting of Caversfield Parish Council,
held on Wednesday 18 March 2015 at 7.00m, at 14 Davis Gardens, Caversfield**

Present: Cllr Esther Bannister, Cllr Eleanor Booth-Davey, Cllr John Gilmore
(Chairman), Cllr June Nisbet, Cllr Roger Shipway, Cllr Glenice Sutcliffe
In attendance: Mrs J Olds (Parish Clerk), PC Keith Herring, PC Eileen Macadam,
Cllr Lawrie Stratford (OCC)
Apologies: Jenny Collyer

1. Apologies

There were no absences.

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 21 January 2015

It was **RESOLVED** that the minutes be accepted as a true record and were signed by the Chairman.

5. Matters Arising from the Minutes

a. Precept

The Clerk has written to CDC to confirm the Precept.

b. Lighting of the bus shelter

This has now been completed. The Clerk reported that there was a small hiatus when it was discovered that the controller was faulty, but this has now been replaced. Zeta will design a poster (with the Parish Council's agreement) which will thank all the supporters of the project to go in the board in the shelter.

c. Boundary Commission

The Clerk responded to the Boundary Commission consultation. She also publicised the consultation to the village and seven villagers commented on the proposals. The final recommendations will be known from 12 May.

6. Reports from District and County Councillors and Police

District Councillor

The Councillors noted that Cllr O'Neill had recently resigned his position as District Councillor. It was likely that there would be an election for his replacement on 7 May.

Cllr Stratford reported that while the Parish had no District Councillor it had been agreed that he would represent the District Council.

He reported a number of things:

- the Local Plan Inspectors' findings will be delayed until after the General Election
- CDC has not put up their portion of the Council Tax this year
- the new Civic building in Bicester is starting work
- an outline planning application on the south side of Bicester for an out of town shopping centre to include a Marks and Spencer and a Next
- two outline planning applications on Skimmingdish Lane towards Launton, one for 70 houses with a single exit point on the Bicester side of the road and one on the airfield side between Bicester Heritage and the nursing home at Launton Road Roundabout.

County Councillor

Cllr Stratford provided a written report, but highlighted a number of issues. He reported that the OCC annual budget would be increased by 1.99% as had previously been reported.

The Serious Case Review into Child Sexual Exploitation in Oxford had recently been published and whilst it was not comfortable reading, Cllr Stratford recommended that all be aware of the issues which were raised. There are currently four children's homes being built in the county and a drama education programme is being taken into secondary schools.

Bicester Traffic Action Group has raised a number of issues with the County Council about the traffic around the town. Following a meeting with Cllr Stratford and his Bicester colleagues the group will maintain a dialogue with the Councillors.

The broadband programme is currently well under way. The Councillors requested that Cllr Stratford look into the issues in the village; whereas the majority of the villagers are able to access the fibre broadband, there are a number on the periphery who are unable to because the cabinets outside Bicester Heritage and on the Fringford Road are not currently being upgraded and the service is extremely poor.

The issue of the lack of water at the Bicester Sweepers yard on the A4421 at the Stratton Audley Turn was raised following the vehicle fire in 2014 when a large number of fire tenders had to attend the scene. Cllr Stratford asked for further details in order that he could look into it.

Police

The Clerk circulated a written report by PC Caroline Brown.

MOD Police

PC Herring reported that the MOD had agreed to the Elections Booth being stationed on the recreation ground.

7. Finance

a. To receive the financial report

As at 13 January the accounts stood at:

Co-op Current Account	£4,047.01
NS&I Account	£2,319.95

There were no outstanding cheques. The Current Account had received £0.78 in interest, £1,000 in grants and donations for the bus shelter lighting and £500 grant for the bench. The Clerk had written to thank both City and Country at the Garden Quarter and Bicester Heritage for their help. The Councillors thanked Cllr Stratford for his support of the projects.

The Standing Order to pay the Clerk cleared on 17 January and 17 February.

The Clerk reported that the bank account would be less than predicted because of the additional VAT which has been accrued from the bus shelter lighting. The Clerk would send off the VAT reclaim as soon as possible after 31 March.

b. To consider awarding grant applications made by external bodies

The Councillors considered four applications for grants.

The Councillors **RESOLVED** to add £50 to the budget from the snow clearance budget to increase the amount awarded to £350.

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

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
200047	Zeta Specialist Lighting – remainder of bus shelter lighting	Bus Shelter Lighting	£480.00
200048	Oxfordshire County Council for Fringford Road Grit bin (invoice no 2206027325)	Grit bin	£300.00
200049	Cherwell District Council for Dog bin emptying (invoice no10027492)	Dog bin emptying	£174.35
200050	SLCC – subscription (shared with Fringford and Stratton Audley)	Subscriptions	£29.54
200051	ORCC – Subscription	Subscriptions	£65.00
200052	OALC – Subscription	Subscriptions	£260.28
200053	JMC Olds for admin expenses (Printing: £, postage£)	Admin costs	£41.08
200053	JMC Olds for mileage expenses	Mileage expenses	£25.16
200053	JMC Olds for retirement gift for Keith Herring	Hall Hire	£36.00

Cheque no:	Payee and reason	Budget	Amount
200054	TAG Window Cleaning for Bus shelter cleaning (13 March)	Bus shelter cleaning	£25.00
200055	British American Committee for Caversfield Fete	S137 Grants	£200.00
200056	Enrych	S137 Grants	£50.00
200057	Oxfordshire Association for the Blind	S137 Grants	£50.00
200058	Clean Slate	S137 Grants	£50.00

The following cheque was issued on 26 January for the deposit for the bus shelter lighting:

Cheque no:	Payee and reason	Budget	Amount
200046	Zeta Specialist Lighting for 2/3 cost of the bus shelter lighting agreed at the Parish Council meeting on 21 January	Bus Shelter Lighting	£960.00

The Councillors **RESOLVED** to agree to the Clerk raising a cheque for the repair of the noticeboards (subject to them being satisfactorily repaired) before the May meeting.

d. To consider the appointment of a new internal auditor

The Clerk had made enquiries of local internal auditors. The Councillors **RESOLVED** to agree to appoint Arrow Accounting as the new Internal Auditor. The Clerk would complete the necessary paperwork.

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. The Councillors considered the following applications:

- i. **15/0117/LB and 15/00141/F**, City and Country Bicester, Garden Quarter for Conversion of part of Building 16 to form three dwellings, including internal & external alterations. The Councillors wished to comment that due to the heritage impact, they had concerns about the external alterations, the over-development of the site and the provision – or lack of – car parking.
- ii. **15/00386/PAO**, H3G and EE Ltd, Land at Dymocks Farm, Buckingham Road, Replace 14.7m phase 4 monopole with 14.7m phase 5 monopole with 1 no. additional equipment cabinet. There were no comments or objections.

b. To note Notices of Decision

The Councillors noted the following notices of intent to undertake works to trees in a conservation area for:

- i. **14/00437/TCA and 14/00438/TCA**, Mr Quentin Bearse RITC Housing, 5 Barnfield Close, G1 x 7 Leylandii - reduce height by 40% and trim side and lower branches; The Teen Centre 4-6 Skimmingdish Lane, G1 x Sycamore / Horse Chestnut - cut back overhanging branches to boundary.
- ii. **15/00006/TCA**, 1 Paynes End, OX27 8U, T1 x Cherry - Crown lift and reduce by 15% T2 x Laburnum – Fell.

c. To consider a response to a listed building appeal

- i. APP/C3105/Y/15/3004128 (14/01853/LB), Mrs Marion Mason-Curtis, 1 Building 29, The Parade, OX27 8AD for 'installation of a cat flap',

9. Standing Orders

The Clerk had circulated the draft Standing Orders prior to the meeting. The Councillors considered the Clerk's suggestions and with minor amendments **RESOLVED** to agree to them. The Clerk would update the document and circulate it for checking by Cllr Shipway prior to adoption at the May meeting.

10. Openness of Parish Councils

The Councillors considered how to implement the new Local Audit and Accountability Act 2014, section 40. Following discussion, the Councillors **RESOLVED** not to record meetings using an electronic recording device taking the advice that the legal record of the meeting is the signed Minutes. However, the decision may be reviewed in the future.

11. Parish Council Elections

The Clerk attended a briefing at CDC on 11 February and produced a briefing paper which had been circulated.

The Clerk provided all Councillors with nomination papers which must be completed and taken by hand to the Elections Team at CDC by Thursday 9 April. The Clerk would advertise the Elections on the noticeboards to invite villagers to join the Parish Council.

12. Parish Matters

a. Village Spring Clean

The Councillors **RESOLVED** to agree to the date of Saturday 2 May at 10am for the spring clean. The Clerk would liaise with the MOD and would publicise the event with flyers and electronic media. The Clerk would arrange for the hire of the litter pickers, rubbish sacks and gloves and the collection of the rubbish from CDC.

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

The Clerk had not made any further progress, despite chasing. However, she had noticed that a great deal of the fencing had been taken down for the sewage / water enabling works for the Eco Town so had asked A2Dominion Liaison if they knew the status.

c. B4011 Banbury Road bus shelter

The Clerk had not made any further progress.

d. Southern Electric - placement of emergency communication point

The Clerk had not made any further progress.

e. Bicester Heritage – to receive a progress report on the noise monitoring

The Clerk had asked CDC for a progress report, but unfortunately the officer dealing with the issue is currently on sick leave.

f. Naming of the road between B4011 and Fringford Road – to consider and approve the name of the road

The Clerk had contacted CDC about the re-naming of the lane which CDC is happy to do. However, because of the standard for street naming, punctuation cannot be used.

The suggestions were:

Aunt Em Lane,
Aunt Ems Lane or
Vicarage Lane

The Councillors asked the Clerk to do an online consultation to find out what the most popular name was.

g. New Bench – to agree which bench to purchase and install to replace the one on Fringford Road

The Councillors considered a number of suppliers of benches and **RESOLVED** to agree to the purchase of a 'Phoenix' bench supplied by Glasdon at a cost of £392.77 with the possibility that a ground anchor kit at an additional cost of £35.06 may be needed. The Clerk would arrange for the purchase of the bench once the concrete surface under the bench had been repaired.

13. Reports from Meetings

a. St Laurence Caversfield – 22 January

The Clerk and Cllr Shipway attended the meeting with members of the Church at Home Farm. The hope is that the Church will be able to take advantage of the Eco town development and use S106 funding to improve the Church and access so that it can be a building which will be able to be used by many more people, both from the Eco town and Caversfield, for both religious and secular activities.

b. Bicester Heritage – 2 March

Cllrs Nisbet, Sutcliffe and Booth-Davey together with the Clerk attended a meeting with Daniel Geoghan and Brian Pallett from Bicester Heritage.

Bicester Heritage outlined the plans for the site and reiterated that they wanted to work with the community.

Their aim is to preserve the site, but to make it usable for the future. They were very pleased to announce that English Heritage had recently visited and decided to remove the site from the At Risk Register; English Heritage is also wanting to hold the site as an exemplar for national use.

There are currently 12 specialists on site with a further 10 arriving by Easter and another 10 in the summer.

The plans include:

- working with Oxford and Cherwell College and looking to create an apprenticeship scheme;
- continuing to accommodate the Gliding club;
- accommodation for vintage aircraft (currently 35 on site);
- working with the Air Training Corps and offering space for accommodation if they are able to move from their current site;
- creating more commercial opportunities on the Skimmingdish Lane side of the site;
- creating a 'cultural counterbalance' to Bicester Village;
- possibly creating a hotel and conference facility, but the location of this will need to be decided in the future.

The noise level was also discussed and they confirmed that they have moved the start and finish point of cars using the airfield to mitigate the noise levels, but were working with CDC to make sure that they complied with the regulations.

The Sunday Brunch Scrambles were raised. For the next Scramble on 28 April, an additional entrance on the A4421 opposite Thompson Drive will be re-opened to help reduce the traffic problems, particularly on the roundabout, and a traffic management team will help with the events (hence the additional cost for cars visiting). The costs will be £5 for a vintage car and £10 for a more modern car. However, villagers who attend on foot will just be charged £1 per person. The Councillors requested that the traffic management team ensures that visitors do not park in the village.

The speed of the A4421 was also raised together with the trucks parking in the turn off (it is not a lay-by). According to OCC, it is very difficult to stop the trucks parking there, but it is dangerous, particularly for vehicles trying to turn out of the entrance; Highways have looked into the matter, but they aren't currently able to issue a Traffic Regulation Order (the Statutory Instrument) required to introduce waiting restrictions which would be what would tackle the problem.

c. RAF Croughton – 5 March

The Clerk attended an open morning at the base and together with other clerks and members of neighbouring Parish Councils took a minibus tour of the site which helped the Clerk to put the organisation of the base into context with the accommodation in the village.

d. SLCC Branch Meeting – 16 March

The Clerk attended the branch meeting in Exeter Hall in Kidlington. It covered Leases and Licences, together with a session with staff from OCC about how parishes can work with OCC to help to reduce costs. Following further consultation, a report will be written in the autumn. It was a collaborative session and there will be an additional session at the September meeting which Chairmen and Councillors were encouraged to attend in order that the group will be able to comment on the proposals. The important issue which was raised was that parishes are not able to continue to put up the Precept to accommodate all the things which County are unable to do, but that collaborative working might be a good proposal.

14. Correspondence received

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

- a. **OALC** – January members update (circulated by email)
- b. **OALC** – re fire at SODC where they were based; they lost all their paper records and are currently officeless
- c. **CDC** – Spring Clean order form
- d. **Banbury CAB** – annual report (circulated to Councillors)
- e. **OALC** – February update (circulated by email)
- f. **OCC** – re Local Transport Plan (circulated by email)
- g. **CDC** – Report of the Parish Remuneration Panel. This is for display and then discussion at a future meeting.
- h. **CDC** – revised electoral register
- i. **Clean Slate**
- j. **Clerks and Councils Direct** (circulated to Councillors)
- k. **HMRC** – re confirmation of UB number for VAT reclaim
- l. **OCC Highways** – re TTRO notice about the closure of the left turn from Southwold Lane into Fringford Road for four weeks from 23 March. The Clerk had let the parents of Southwold school know and put it on Facebook
- m. **CDC** – re dog bins and contacting Hodges. John has given me a new address and this was responded to and they are now going to pay for the Springfield Road bin.
- n. **A Villager** – re installing a noticeboard on the Brashfield Road area. The Clerk explained that as this was managed by Caversfield Management Company that the PC was not able to install a noticeboard there.
- o. **OCC** – re the Highway Boundary at the junction of Fringford Road with Thompson Drive.
- p. **CPRE** – re a meeting about the Garden City (unfortunately received on the day of the meeting and too late to send out)
- q. **CDC** – re Consultation on Proposed Changes to CDC Housing Allocations Policy (circulated by email)
- r. **Bicester Traffic Action Group** (via Facebook) – requesting completion of a traffic survey for Bicester and the surrounding villages; ‘shared’ with the parents at school.
- s. **CDC** – Parish Liaison update (circulated by email). Next Liaison meeting is on 10 June. There is also a ‘Prevent’ meeting on 24 June on how to identify and report potential terrorists.

- t. **OCC** – re confirmation of Clerk contact details

15. Any other business

a. Agenda items

The Clerk requested that all items for the next agenda should be submitted by Monday 11 May.

b. Vacant land behind Rau Court

Cllr Booth-Davey asked that this be put on the next agenda in order that the Council can consider the issue of registering the land as an Asset of Community Value.

16. Date of Next Meetings

The Councillors **RESOLVED** to agree that the Annual Parish Council meeting would take place on Wednesday 20 May 2015 at the MOD Police House, 14 Davis Gardens at 7pm.

The Councillors **RESOLVED** to agree that the Annual Parish Meeting (the Open Meeting) for all villagers of the Parish would take place on Wednesday 27 May at Emmanuel Church, Bure Park Bicester.

The meeting closed at 9.50pm

Signed

Dated