

**Minutes of the Meeting of Caversfield Parish Council
held on Wednesday 16 March 2016 at 7.00pm, at Fringford Village Hall**

Present: Cllr Eleanor Booth-Davey, Cllr John Gilmore (Chairman), Cllr June Nisbet (Vice-Chairman), Cllr Roger Shipway, Cllr Glenice Sutcliffe
In attendance: Cllr Lawrie Stratford (OCC), Mrs J Olds (Parish Clerk)
Apologies: Cllr Esther Bannister, PC Mark Keightley (MoD Police)

1. Apologies

There were no apologies for absence.

2. Declarations of Interest

Cllr Sutcliffe declared a non-pecuniary interest in item 7b regarding the application for grant funding from the British American Committee for assistance with the Caversfield village party to celebrate HM the Queen's 90th birthday. Cllr Sutcliffe left the room during the discussion.

3. Public Participation

No members of the public attended the meeting.

4. Minutes of the Meeting held on 20 January and the planning meeting held on 17 February.

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

5. Update on progress from the Minutes

a. Precept

The Clerk had notified CDC.

b. Internal Auditor

The Clerk had sent off the forms to Arrow Accounting.

c. Weed Spraying

The Clerk had confirmed the contract with Quadron.

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

No report had been received from Cllr Corkin.

County Council

Cllr Stratford presented a written report, but also reported that the County Budget was still ongoing and they have deferred some issues. However some further funding for Children's and Health and Well Being Centres so they will continue albeit in straightened circumstances. A number of savings will still need to be made in future budgets.

A great deal of discussion will take place over the next few months about the Districts' proposal for Unitary Authorities.

Regarding the bus subsidies, Cllr Stratford confirmed that buses would be stopping in July, but confirmation of the discontinued routes will be taking place shortly.

7. Finance

a. To receive the monthly financial report

As at 3 March the accounts stood at:

Co-op Current Account	£3,749.21
NS&I Account	£2,337.35

There were no outstanding cheques.

The NS&I Account had received £17.40 in annual interest.

The Standing Order to pay the Clerk £108.35 was paid on 18 January and 17 February.

The Councillors **RESOLVED** to agree to the transfer of £150 of the snow clearance budget to the Grants budget in order that there was £450 available.

b. To consider awarding grant applications made by external bodies

Six applications had been made to the Parish Council from:

- i. Oxfordshire Association for the Blind – to assist and support those with visual impairment
- ii. OxBEL (Oxfordshire Befriending for Life) – run by Age UK Oxfordshire – and supports people over 18 who are living with a terminal illness
- iii. TaxAid – an organisation which provides free independent tax advice to vulnerable individuals and those on low incomes who cannot afford professional advice
- iv. Enrych Oxfordshire – supporting adults with physical disabilities
- v. Katharine House Hospice
- vi. Caversfield British American Committee for support for the village celebration of the Queen's 90th Birthday on 11 June.

The Councillors considered all the applications and **RESOLVED** to agree to a grant of £50 each for the Oxfordshire Association for the Blind (cheque no 200080), OxBEL (cheque no 200081), TaxAid (cheque no 200082), Enrych (cheque no 200083) and Katharine House Hospice (cheque no 200084) and a grant of £200 to the British American Committee (cheque no 200085).

c. To consider the Internal Audit Report

The Clerk had circulated the Internal Audit Report which the Councillors **RESOLVED** to accept.

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
200073	Fringford Village Hall for hire of hall for planning meeting on 17 February	Hall Hire	£9.00
200074	Oxfordshire Association of Local Councils for annual subscription	Subscriptions	£267.92
200075	Community First Oxfordshire (formerly ORCC) for annual subscription	Subscriptions	£70.00
200076	Cherwell District Council for emptying of four dog bins @ £1.40 per empty	Dog bin emptying	£192.19
200077	Society of Local Council Clerks for annual subscription	Subscriptions	£37.71
200078	JMC Olds for Clerk Admin Expenses - printing £41.06, telephone £2.27, postage £4.63	Admin costs	£47.96
200078	JMC Olds for Clerk Mileage Expenses	Mileage expenses	£35.24
200079	Fringford Village Hall for hire of hall on 16 March	Hall Hire	£18.00

8. Internal Financial Control

a. To consider and agree the Internal Financial Control Policy

Following the Clerk's attendance at the OALC Course on 27 January about End of Year Processes and the course on 10 February about meeting Internal Audit requirements, the Clerk was pleased to report that she believed that the Parish Council conformed to the regulations in most ways, but that it was advisable to have an Internal Control Policy to help guide the Parish on internal financial control. The Clerk, therefore, provided the meeting with a draft policy.

The Councillors **RESOLVED** to agree the policy.

b. To agree to the appointment of a Councillor responsible for Internal Financial Control

The Councillors **RESOLVED** to agree to the appointment of a Councillor who would be responsible for Internal Control. This would usually be an annual appointment made at the May meeting.

The Councillors **RESOLVED** that the Finance information would be reviewed at least six-monthly.

c. To appoint a Councillor responsible for Internal Financial Control

The Councillors **RESOLVED** to agree to Cllr Booth-Davey's appointment.

9. 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. 16/00047/TCA, Ms Laura Pezowicz, 3 Skimmingdish Lane, OX27 8UF for H1 x Leylandii Hedge - to reduce height by approx. 6-8 metres, H2 x Leylandii Hedge - to reduce height by approx. 6-8 metres, T1 x Sycamore tree - growing within Leylandii hedge No.2 to fell., T2 x Sycamore tree - to reduce crown, removing approx. 2 metres overall, T3,4 x Sycamore trees - to reduce crowns, removing approx. 2 metres overall. The Councillors considered the application and had no comments or objections.

b. To note Notices of Decision

The following notices of decision had been received:

- i. 15/02286/F – A2 Dominion Group, Eco Town for Erection of two external AMR Rooftop aerials on Flat Block 1 (Plots 320-325) and two external AMR Rooftop aerials on Flat Block 3 (Plots 343-348): permission for development
- ii. 15/02143/F - Miss Jo Sewell, 6 Elderfield Road, OX27 8UD, 'Infill front extension to form ground floor WC and rear extension': permission for development
- iii. 15/02201/F – ATS, Doclos Hall, 34 The Parade, OX27 8AD, 'Removal of Conditions 3, 4 and 5 of 14/01380/F': permission for development
- iv. 15/02219/TPO – Stratton Fields Estate Management Company, Woodlands west of A4421 and east of Montgomery Road Caversfield for '1 no. Horse Chestnut - Partial failure of included union at 2m, smaller codominant lateral branch towards road supported by larger codominant stem. Unidentified fungal fruiting body (decayed) within split union, limited reaction wood formation. Low vitality in affected stem (away from road). Remove smaller partially failed limb towards road and reduce and reshape remaining crown removing a maximum of 2m to reduce leverage on included unions. Replant a standard Oak, in adjacent open space to establish long term replacement. Tree subject to TPO 8/89': Consent under Tree Reservation Orders

- c. To note the Parish response to the consultation on the Planning Policy Consultations regarding Cherwell Local Plan 2011-2031 (Part 2): Development Management Policies and Sites – Issues Paper and the Partial Review of the Cherwell Local Plan (Part1): Oxford's unmet housing need – Issues paper**
The Councillors noted the response which had been returned to CDC.

- d. To consider a response to CDC's Community Infrastructure Levy Consultation**
Following receipt of the consultation, the Councillors **RESOLVED** to agree that the proposed scheme was highly technical and that they were not qualified to answer the consultation.

10. Parish Matters

- a. **Village Spring Clean** – to agree a date for the May Spring Clean and to order the necessary equipment

The Councillors **RESOLVED** to agree to the date of Saturday 7 May at 10am. The Clerk would produce the posters and order the equipment.

- b. **British-American Committee** – to discuss the British American Committee's suggested celebration of HM the Queen's 90th Birthday in the Park on 11 June

The BAC had proposed a number of suggestions for a birthday party on 11 June in the Park. Firstly, they hope to provide a plate of British food at a sit down meal in a marquee (sandwiches, cake etc) which would be ticketed so that numbers could be catered for, but there would also be food stalls, and the opportunity for villagers to bring a picnic. The tickets will be sold at RAF Croughton and by Cllr Sutcliffe.

The Committee wanted suggestions for other activities and a number of ideas were given. It is hoped that a number of tug-of-war teams could be created so that a competition could be held.

A patriotic raffle had been suggested.

It was also hoped that the new villagers who have moved into the UK MoD homes might be involved.

11. Parish Council Meeting Venue – to consider the suggestions for the meeting venue

The Clerk reported that the work to divide the big meeting room at the MoD Police House has been completed, but this has meant that there is only room for a table with six chairs, which is not adequate for the Parish Council's needs.

The Clerk had made investigations into alternative venues including Emmanuel Church in Bure Park, City and Country at the Garden Quarter, Bicester Heritage and Fringford Village Hall. Regarding Bicester Heritage's offer, the Councillors agreed that whilst it was a kind offer, it would not be advisable.

Following discussion, the Councillors **RESOLVED** to agree to meeting in the Chinnery Room of Fringford Village Hall at a cost of £9 per hour.

12. Meeting Dates for 2016 / 17 – to confirm and agree the meeting dates

The Councillors agreed the following meeting dates:

18 May: Annual Parish Meeting 7pm	16 November
Annual Meeting of the Parish	2017
Council to follow at 8pm	18 January
20 July	15 March
21 September	

13. Bias in Decision Making – to receive and note the document ‘Bias in Decision Making’ from CDC

The Councillors noted the briefing document.

14. Reports from Meetings

No meetings other than the Local Plan meeting had been attended.

15. Correspondence received

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

- a. **OALC** – January update (circulated by email)
- b. **CDC** – Electoral Register update
- c. **N Pricket** – Grass Cutting Contractor asking if the Parish would like to continue the grass cutting previously funded by OCC
- d. **Bicester Heritage** – re next Sunday Brunch Scramble and discount tickets link
- e. **A Villager** – re the verge from Springfield Road to Cuckoo Cottage and the speed sign. Cllr Stratford indicated that he would look at the possibility of creating a pavement on the verge and the Clerk would contact Fimmere to find out if the VAS was available and working.
- f. **OALC** – February update (circulated by email)
- g. **A Villager** – re non-working street lamp at 2 Skimmingdish Lane; trying to work out whose responsibility it is.
- h. **Community First Oxfordshire** – re Neighbourhood Planning Workshop (16 March)
- i. **Bicester Heritage** – re Thames Water manhole cover which still hasn’t been fixed (chased Highways)
- j. **CDC** – re Parish Remuneration Panel Report (circulated)
- k. **CDC** – re grants to celebrate the Queen’s 90th birthday (circulated)
- l. **OCC Emergency Planning Unit** – asking to complete the annual survey
- m. **Clerks and Councils Direct**
- n. **Tower Mint Ltd** – enclosing a commemorative medal for schools and councils to commemorate the Queen’s 90th birthday

16. 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 5 May.

- b. Bicester Heritage Sunday Brunch Scramble** – 24 April. Discount tickets link is on the Facebook page and on the website
<https://shop.ticketscript.com/channel/web2/start-order/rid/V5NPVNQD/language/en>

17. Date of Next Meeting

The Councillors **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 18 May 2016 in the Chinnery Room of Fringford Village Hall following the Annual Parish Meeting which will commence at 7pm.

The meeting closed at 9.30pm

Signed

Dated