

**Minutes of a Meeting of Caversfield Parish Council,
held on Wednesday 15 May 2013 at 8pm,
at Emmanuel Church, Bure Park, Bicester**

Present: Mr John Gilmore (Chairman), Mrs June Nisbet, Mrs Glenice Sutcliffe
In attendance: Mrs Wendy Becker, Mr Roger Shipway, Mrs Alison Shipway, Mrs J Olds (Parish Clerk)
Apologies: Mrs Esther Bannister, PC Keith Herring, Cllr Lawrie Stratford (OCC), Cllr Jon O'Neill (CDC)

1. Election of Chairman for year 2013/14

Mr John Gilmore was nominated as Chairman by Mrs June Nisbet and seconded by Mrs Glenice Sutcliffe. Mr Gilmore signed the Acceptance of Office form.

2. Apologies

Mrs Bannister's apologies due to ill health were accepted.

3. Election of Vice Chairman for the year 2013/14

Mrs June Nisbet was nominated by Mrs Glenice Sutcliffe and seconded by Mr John Gilmore.

4. Declarations of Interest

There no declarations of interest.

5. Appointment of Responsible Financial Officer for the year 2013/14

The Councillors **RESOLVED** to appoint Mrs Jane Olds, Parish Clerk, as Responsible Financial Officer.

6. Appointment of Internal Auditor for year 2013/14

The Councillors **RESOLVED** to appoint Mr Ian Black as Internal Auditor.

7. Public Participation

It was agreed to move to agenda item 13 as Mr Roger Shipway was prepared to stand as a co-opted member of the Council. The Councillors considered the co-option and unanimously **RESOLVED** to agree to the co-option. The Chairman welcomed Mr Shipway as a Councillor.

8. Minutes of the Meeting held on 20 March 2013

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

9. Matters Arising from the Minutes

- a. **Highways, particularly Fringford Road.** The Clerk has received notification from OCC Highways that the road would be re-surfaced from the Skimmingdish Lane junction to the NSL road sign. The work was likely to take place in June.

- b. Speed Check.** The Clerk has been in contact with Mr Lewis in Ardley and will be arranging a meeting shortly.
- c. Cala Homes.** The Councillors **RESOLVED** to not meet with Cala Homes for the foreseeable future.

10. Reports from District and County Councillor

There were no reports from either the District or County Councillor. Following the elections and re-organisation of the boundaries, Caversfield's County Councillor is now Cllr Lawrie Stratford.

11. Finance

- a.** The books are currently with the Internal Auditor, Mr Ian Black.

The Balance at the Year End was £1,182.95 and there were 10 cheques outstanding amounting to £1,167.73; after the cheques have cleared the starting balance in the Barclays current account was £15.22.

The cheque for £1,000 was paid into the Co-op Current account and the first tranche of Precept (£2,044.76) was paid into the Barclays Savings Account. The Precept is more than applied for (£4,089.52) because this year the Parish has been given the CTRS grant allocation of £89.52.

The Clerk gave the current balances:

NS&I Account	£2,285.54
Barclays Business Saver Account	£2,724.51
Barclays Community Account	£15.22
Co-op Current Account	£1,000.00

The Clerk recommended that once the Co-op account is working satisfactorily and once all the cheques have cleared the Barclays account, that the balance is transferred from the Barclays Account to the Co-op Current Account.

b. To Receive the Statement of Accounts

The Councillors **RESOLVED** to accept the Statement of Accounts for 2012/13.

c. To update the Asset Register

The Clerk had added the new grit bin in Springfield Road to the asset register.

d. Invoices for payment

Councillors **RESOLVED** to approve the following invoices for payment from the Co-op Account:

Payment to	Cheque Number	Amount
TAG Window Cleaning to clean bus shelter	200001	£25.00
Emmanuel Church Bicester PCC for the hire of the hall for 3 hours	200002	£90.00
Mrs J Olds for Clerking duties from 17 March – 16 May	200004	£208.08

12. Planning Applications

a. Planning Applications

The Councillors considered the following application and had no objections:

- i. 13/00470/TPO, Mr Roger Shipway, Aries, Fringford Road – Corsican Pine – reduce crown on South Easterly side of tree by approximately 10% subject to TPO 4/86

13. New Councillor

See ‘Public Participation’ above. There was still one vacancy.

14. Parish Matters

a. Welcome Leaflet for new Villagers

The Clerk asked the Councillors for further ideas of information which might be included. They contributed a number of headings which will be added to the leaflet.

15. Reports from Meetings

Cala Homes staged a public exhibition on 18 April at the Red Lion in Stratton Audley to present their proposals for the development of 200 homes on land at the South Riding Stables. The Councillors **RESOLVED** not to have further meetings for the foreseeable future.

16. Correspondence received

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

- a. **Anonymous email communication.** The Clerk had received notification that the correspondent’s name was Noah Jack. The Councillors noted the information.
- b. **Joe Harris** regarding a fly-tipped wheel which the Clerk reported to CDC
- c. **John Nevill** regarding the Cala Homes proposals and grass cutting in Old School Close
- d. **Gaynor Thorpe** – telephone conversation and petition with 60+ names regarding Cala Homes
- e. **CDC re Precept.**
- f. **Roger Shipway** – letter re Cala Homes proposals
- g. **Oxfordshire Playbus and Air Ambulance** – acknowledgement of grants
- h. **Bicester Heritage** – who were invited to the APM, but unfortunately were unable to attend. The Councillors welcomed the suggestion of a tour around the site and asked the Clerk to arrange some dates.
- i. **Bomber Command** - Announcement
- j. **Clerks and Councils Direct** (circulated)

17. Any other business

- a. **Caversfield Fete** – the Clerk informed the meeting that Caversfield Fete would be on Saturday 18 May

18. Date of Next Meeting

Wednesday 17 July 2013 at 7pm at the MOD Police House, 14 Davis Gardens, Caversfield.

The meeting closed at 8.40pm

Signed

Dated