Minutes of the Annual Meeting of Caversfield Parish Council held on Wednesday 18 May 2016 following the Annual Parish Meeting at 7.35pm, at Fringford Village Hall

Present: Cllr John Gilmore (Chairman), Cllr June Nisbet (Vice-Chairman), Cllr Roger Shipway, Cllr Glenice Sutcliffe
In attendance: 2 members of the public (1 departed at 7.45pm), Cllrs Lynn Pratt and Jason Slaymaker (CDC) departed 8.10pm, Mrs J Olds (Parish Clerk)
Apologies: Cllr Esther Bannister, Cllr Eleanor Booth-Davey, Cllr Lawrie Stratford (OCC)

1. To elect the Chairman for the year 2016/17
Cllr Nisbet proposed and Cllr Sutcliffe seconded the proposal that Cllr John Gilmore be elected Chairman. The Councillors **RESOLVED** unanimously to elect Mr Gilmore as Chairman.

2. Apologies
The Councillors accepted Cllr Bannister's apologies due to ill health and Cllr' Booth-Davey's apologies due to late pregnancy.

3. To elect the Vice Chairman for the year 2016/17
Cllr Gilmore proposed and Cllr Shipway seconded the proposal that Cllr June Nisbet be elected as Vice Chairman. The Councillors **RESOLVED** unanimously to elect Cllr Nisbet as Vice Chairman.

4. Declarations of Interest
There were no declarations of interest.

5. To Appoint the Responsible Financial Officer for the year 2016/16
The Councillors **RESOLVED** to appoint the Parish Clerk, Mrs Jane Olds, as Responsible Financial Officer for the year 2016/17.

6. To Appoint the Parish Internal Auditor for the year 2016/17
The Councillors **RESOLVED** to appoint Arrow Accounting as internal auditor for the year 2016/17.

7. Public Participation
One member of the public attended the meeting but did not raise anything.

8. Minutes of the Meeting held on 16 March
It was **RESOLVED** that the minutes be accepted as a true record and were signed by the Chairman.

9. Update on progress from the Minutes

a. Village Spring Clean

This was advertised widely, both on posters around the village, on the website and on Facebook. Ten villagers helped on the day, but it had been noted that other areas of the village were much cleaner. The Clerk would post a thank you on the website.

b. Request for a footpath on the verge from Springfield Road up to the Bainton Copse footpath

The Clerk had sent Cllr Stratford photographs and an annotated map explaining what was required.

c. Street Lamp at 2 Skimmingdish

The Clerk had made further enquiries and it was deduced that it was previously the responsibility of the MoD, but that they had cut off the power to it as it was no longer their responsibility.

d. Weed Killing on Fringford Road

The weed killing on the Fringford Road had been done. However, it was requested that rather than stopping at the white gates at the Bicester end of the road, that the contractor continued down to the junction on the pavement side of the road. The Clerk would contact the contractor.

10. Reports from District and County Councillors and Police

District Councillors

The new District Councillors introduced themselves and encouraged the Parish Councillors to be in contact with them if there was anything which they could help with.

Cllr Pratt reported that the Eco Town residents were starting to move in and that there were just two properties in the first phase left for sale.

A number of arts activities will be taking place during the week of 4 July to celebrate the opening of the new library in Bicester. This will culminate in a concert by Oxfordshire Youth Orchestra in one of the hangars at Bicester Heritage on 9 July with the doors opening at 4.30pm for picnics with the concert starting at 6.30pm.

County Council

There was no County Councillor report.

11. Finance

a. To receive the financial report for the year end – for information

As at 31 March, the Accounts stood at:

Co-op Current Account	£3,139.74
NS&I Account	£2,337.35

There were six outstanding cheques totalling £626.90

The final balance in the Current Account once the outstanding cheques were taken into account was	£2,512.84

b. To receive the monthly financial report

As at 9 May, the Accounts stood at:

Co-op Current Account	£5,261.76
NS&I Account	£2,337.35

There was one outstanding cheque totalling £200.

The Current Account had received £2,657.27 – Precept £2,580 and CTRS Grant £77.27.

The Standing Order of £108.35 to pay the Clerk cleared on 17 March and 17 April.

The VAT reclaim of £335.90 for last year was completed and sent to HMRC on 9 May.

c. To consider and approve the Statement of Accounts for the year ending 31 March 2016

The Councillors **RESOLVED** to agree and approve the Statement of Accounts which the Chairman signed.

d. To update the Asset Register

The Councillors examined the Register and **RESOLVED** to agree to the removal of the old bench on Fringford Road (value £200) and to the inclusion of the new bench on Fringford Road (value £353). The total value of the Fixed Assets stood at £9,844

e. To complete the External Audit Annual Governance Statement for 2015/16

The Councillors **RESOLVED** to agree to all the Governance questions and the Chairman signed the form.

f. To complete the External Audit Accounting Statements for 2015/16

The Councillors received the figures which they **RESOLVED** to agree. The Chairman signed the form.

g. To receive the report from the Internal Auditor

The Internal Auditor performed the audit review on 4 May and had produced his report which the Clerk had circulated. No issues were raised. The Councillors **RESOLVED** to accept the report.

h. 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	Minute Ref	Amount
200086	Arrow Accounting for Internal Audit	Audit	20/01/16 7.e	£83.00
200087	Quadron Services Limited for weed spraying Fringford Road (invoice no 334695)	Weed Spraying	20/01/16 9.a	£54.00
200088	Fringford Village Hall for hire of hall on 18 May	Hall Hire	16/03/16 11.	£18.00

12. To review and agree the Risk Assessment for 2016/17
The Councillors considered the Risk Assessment and **RESOLVED** to agree to adopt it.

13. To review and agree the Freedom of Information Act Policy and Publication Scheme
The Clerk presented the draft policy and scheme to the meeting. The Councillors **RESOLVED** to accept the changes suggested. The Clerk would publish the document.

14. To review the Communication Policy
The Clerk presented the meeting with a revised Communication Policy which took account of the Transparency and Financial changes in legislation. The Councillors **RESOLVED** to agree the policy. The Clerk would publish the document.

15. To consider applying for a Transparency Grant from NALC for the creation of a new Parish Council Website
The Councillors had considered the application form and **RESOLVED** to agree to the Parish Council applying for a grant from NALC to cover the creation of a Parish Council website with the domain name CaversfieldPC.org.uk, together with training, Clerk setup time, and a new laptop for the Clerk.

The Clerk presented quotations from web developers for the creation of the site. The Councillors **RESOLVED** to agree the quotation from Navitas Design to set up a templated WordPress website using the current content (including domain name and hosting for the year) at £495 (excl VAT), training at £75, but agreed not to include the monthly maintenance plan. The Annual Domain name and hosting renewal would cost in the region of £80.00 for future years.

In order to ensure that the project could progress, the Councillors **RESOLVED** to agree to the delegation of overseeing the website design to Councillors Roger Shipway and June Nisbet and the Clerk.

16. OALC Courses – to consider the courses available
The Clerk presented the future courses, but no one was available to attend.

17. **CDC Parish Liaison Meeting** – to agree which Councillor will attend the meeting on Wednesday 8 June at 7pm
    It was agreed that June Nisbet and the Clerk would attend the meeting.

18. **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. No applications had been received.

    b. **To note Notices of Decision**
       The following notices of decision had been received:
       i. 16/00143/F Mr Richard White, 22 Fairhaven Road, OX27 8TU, Demolition of existing conservatory and erection of single and two storey rear extension – refusal for permission for development
       ii. 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. 'Notice of Intent' to undertake works to trees in a conservation area

19. **Parish Matters**
    a. **Bus Service and subsidy** – to consider the future of the bus service and how to support it
       The Councillors were concerned to note the possible loss of the number 22 and 23 bus services from the village. However, recognised that to maintain a service it must be used.

       The Councillors noted that the E1 Elmsbrook Bus hale and ride service had just started from the Eco Town and asked the Clerk to investigate whether it would be possible to re-route the service so that it could take in more of Caversfield.

20. **Reports from Meetings**
    No meetings had been attended.

21. **Correspondence received**
    The Clerk presented the meeting with a list of correspondence received which included:

    a. **Clerks and Councils Direct** (in circulation envelope)
    b. **Victoria Prentis** – re First World War Commemorations (in circulation envelope)
    c. **OALC** – March Update (circulated by email)
    d. **OALC** – Financial Briefing
    e. **Ramblers** – poster advertising Parish Path Wardens (posted on Facebook)
    f. **CDC Sue Smith** – re devolution project (circulated by email)

g. **Jonathan Barker, Air Cadets** – invitation to Annual Formal Inspection on 3 May which arrived that day (circulated by email)
h. **OALC** – April Update (circulated by email)
i. **Letters to all prospective District Councillors** – inviting them to the APM if elected
j. **MoD Liaison** – inviting Councillors to the Civic Briefing on 9 June – Roger Shipway and Glenice Sutcliffe expressed an interest
k. **Townlands Stakeholder Reference Group** – the Commissioning Group needs an independent Chair (circulated by email)
l. **A Villager** – volunteering to help with the litter pick
m. **Various villagers** – on Facebook and on the telephone about the closure of the softball pitches. It had been explained that the pitches were supposed to be dog-free areas and wee managed by the MoD. A number of villagers were not happy.
n. **NALC survey**
o. **Centenary Fields in Trust** – the Clerk would forward the letter to Cllr Jason Slaymaker to find out whether it would be possible to secure some of the vacant land in the village.

22. **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 7 July.

b. **Bicester Heritage Sunday Brunch Scramble** – 22 May. Discount tickets link is on the Facebook page and on the website
https://shop.ticketscript.com/channel/web2/start-order/rid/V5NPVNQD/language/en

c. **Weed Spraying** – the incident on 6 April with the 8 year old and the weed sprayer contractor was resolved as speedily as possible

d. **Parish Council insurance.** The Clerk informed the Councillors that the three year tie-in would be up for renewal in July. The Councillors asked the Clerk to obtain quotations from other companies for consideration at the next meeting.

23. **Date of Next Meeting**
The Councillors **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 20 July 2016 in the Chinnery Room of Fringford Village Hall at 7pm.

The meeting closed at 9.20pm

Signed ……………………………………… Dated …………………………….