

**Minutes of a Meeting of Caversfield Parish Council,
held on Wednesday 21 November 2012 at 7pm,
at the MOD Police House, 14 Davis Gardens, Caversfield**

Present: Mr John Gilmore (Chairman), Mrs June Nisbet, Mrs Glenice Sutcliffe, Mr N Wright (from 7.30)
In attendance: Mrs Esther Bannister, Mrs Wendy Becker, Mrs J Olds (Parish Clerk), Cllr Jon O'Neill (until 8.45), Mr Philip Hood
Apologies: Cllr Catherine Fulljames, PC Keith Herring

1. Apologies

The apologies were accepted.

Welcome

Cllr Gilmore welcomed everyone to the meeting.

2. Declaration of Interests

There were no Declarations of Interest.

3. Public Participation

Mr Hood asked whether anything could be done about the open space on Springfield Road. The Clerk informed the meeting that two letters had been written to the land owners, Hodge, but she has not received a reply.

4. Minutes of the Meeting held on 19 September 2012

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

5. Matters Arising from the Minutes

- a. **Speeding on A4421.** The Clerk has been in contact with Cherwood House nursing home and they would also like a speed check on the road. The Clerk has heard from Nigel Clark from OCC. The Parish Council will need to provide location details, preferably a map with house number or name. The installation is limited by the availability of street furniture such as lamp posts or telegraph poles to fix the radar to and needs to avoid parked cars on the road side as these will interfere with radar.

Booking is for three weeks ahead at present and the cost would be £100.00 +VAT. The data would be in an excel format for one week broken down into hour intervals and several speed ranges. The data will provide speed and vehicle numbers but not class.

The Councillors **RESOLVED** to ask the Clerk to arrange a speed check on the A4421 at a convenient location between Cherwood House and the Brashfield House / Stratton Audley turn. Cllr O'Neill gave the suggestion his support.

- b. **Insurance Renewal.** The Clerk has received the Insurance Renewal information, and due to the minimal amount owing, the insurers will waive the additional premium for this year. The noticeboards are, therefore, covered.
- c. **Dog mess.** The Clerk has been in contact with the Dog Warden and will be meeting her within the next week to show her the problem area. Dog waste bags have been ordered for Cllrs Sutcliffe and Wright to distribute to dog owners.

6. Reports from District and County Councillor

Cllr O'Neill introduced himself to the meeting. He sits on two committees at District Level, the Finance Committee and Performance Scrutiny Committee.

Cllr O'Neill outlined the progress with RAF Bicester. The bids have been submitted: there are three heritage bids and one commercial, with the outcome likely to be known by Christmas.

With regard to the Eco town, the Exemplar is due to be started within the next few weeks. The main site is still to be finalised.

Cllr Fulljames sent her apologies

7. Finance

- a. The Clerk gave the current balances:

NS&I Account	£2,273.31
Business Saver Account (as at 14 November 2012)	£2,979.06
Community Account (as at 14 November 2012)	£968.53

The £100 bursary from NALC for the Clerk's CiLCA Course has been received together with the VAT reclaim for 1 October 2010 to 31 March 2012 of £214.95. As agreed at the September meeting, the Clerk transferred £900 from the Saver Account to the Community Account. There were no outstanding cheques on the Community Account.

b. Invoices for payment

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

Payment to	Cheque Number	Amount
CDC for Parish Election Charges May 2012 (inv no: 10019907)	100652	£39.00
TAG Window Cleaning – bus shelter cleaning	100653	£25.00
OCC for grit bin on Springfield Road	100654	£300.00
Ian Black for mowing Old School Close	100655	£240.00
Mrs J Olds for Clerking duties from 17 September– 16 November	100656	£197.71
Mrs J Olds for expenses	100657	£15.79

c. Banking Arrangements

Following the difficulty of Councillors being to get identification authorisation from Barclays, the Clerk has looked into alternative banks. Both the Unity Trust Bank (who were part of the Co-op) and the Co-op have designated teams who specifically look after Parish Councils. They both have the facility to do online banking (which will be legal when the legislation is changed in the next few months) and recognise that the Clerk is the one who will do the work with the authorisation of the Council so general administration is easier. There is no need for signatories to have to go into a bank for identification purposes as it can all be done from the electoral roll and other checks.

After consideration, the Councillors **RESOLVED** to ask the Clerk to look into the application process for the Co-op bank.

8. Planning Applications

The following application was discussed

- a. Ref: 12/01548/F, Mrs P Ellison, 18 Fairhaven Road, Conservatory to rear. The Councillors discussed the plans and had no objections.

The Councillors noted the following Notice of Decision

- b. Ref: 12/01195/F Mr and Mrs Adamberry, two storey side/rear extension and garage conversion

9. Standing Orders

The Clerk has produced a final draft of the Standing Orders and Financial Regulations.

The Councillors agreed to the change of the value of any tender process to £25,000 and noted the removal of two items in the Code of Conduct section which have no relevance since the introduction of the new code of conduct. The National Association of Local Councils (NALC) will be updating the standing orders, but this is not expected until late 2013.

The Clerk presented the document for circulation and once comments have been received will bring a final copy to be adopted at the January meeting.

10. New Councillor

Mrs Esther Bannister attended the meeting and view to being co-opted onto the Parish Council as a Councillor. The appointment was **AGREED UNANIMOUSLY**. The Clerk will give Mrs Bannister a copy of the Code of Conduct, Declaration of Acceptance of Office and Declaration of Interests forms and a copy of 'The Good Councillor's Guide'.

A further two Councillors are needed to make up the full entitlement of seven.

11. Parish Matters

a. Progress on Allotments

The Clerk has written to the owner of the land near Brashfield Park, Mr Langmaid, but has not received a reply.

b. Snow Ploughing the Village

The Clerk has been contacted by Mr Richard Wise in Fringford offering his services for snow ploughing at £50 per hour plus VAT should the need arise. The Council **RESOLVED** to accept Mr Wise's services to plough Fringford Road and Skimmingdish Lane. The Management Companies throughout the village would need to make their own arrangements.

c. Naming the roads of the Eco Town

The Clerk had received a request from A2 Dominion for help naming the roads within the Eco Town Exemplar. They were to have associations with fruit, vegetables and herbs. 18 names were suggested which the Clerk would submit to the organisers.

12. Clerk CiLCA Course

The Clerk has attended the first two sessions of her course and covered a wide variety of points.

So far, the course has covered 1. roles, duties and responsibilities of chair, councillors, clerk and council; 2. employment issues; 3. continuing professional development; 4 public relations and communications; 5. powers and duties of local councils; 6. the General Power of Competence; 7. agenda setting and meeting procedures; 8. standing orders and committees and; 9. freedom of information.

It is good practice to have a staffing committee of probably two or three members who can go through the Clerk's contract, job description and accompanying policies (grievance procedure, disciplinary procedure etc). The Clerk has produced all the documentation for circulation. This committee could set the Clerk's salary and do the Clerk's annual appraisal. The Councillors **RESOLVED** to discuss the terms of reference at the January meeting.

It is recommended that the Council has a formal complaints procedure. The Clerk has produced a draft for circulation and further discussion at the January meeting.

It is also recommended that the Council registers with the Information Commissioner, so that the Parish is compliant with the Data Protection Act. The cost is £35 per annum. The Councillors **RESOLVED** to agree to discuss the proposal at the January meeting.

13. Parish / Neighbourhood Plan

The Councillors were concerned about keeping the green spaces and having them for community use. It was **RESOLVED** to wait for the Cherwell Local Plan to be finalised and adopted before looking any further.

14. Reports from Meetings

Community Resilience Meeting – 25 October. Cllr Nisbet attended the meeting and received a number of handouts including a booklet entitled *Are You Ready*, copies of which are available to distribute to all householders in the village. The Councillors **RESOLVED** to ask the Clerk to obtain enough copies for the village.

The meeting also raised the importance of having an Emergency Plan. Cllr Nisbet is prepared to work with the Clerk on this in the new year.

15. Correspondence received

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

- a. Invitations to Cherwell Countryside Forum, 17 October, and Cherwell Community Resilience Meeting 25 October
- b. NALC Briefing on setting Precept (circulated by email)
- c. Parishes Liaison Meeting on 28 November which Cllr Nisbet agreed to attend.
- d. Better Broadband for Oxfordshire: nominate a champion (circulated by email) – Mr Hood agreed to being involved. The Clerk will send him the details.
- e. OALC Members' Update (circulated by email)

16. Any other business

There was no further business.

17. Date of Next Meeting

Wednesday 16 January 2013 at 7pm (third Wednesday of the month) at the MOD Police House, 14 Davis Gardens, Caversfield, OX27 8FJ

The meeting closed at 9.00pm and Mrs Cynth Napper from Oxfordshire Nature Conservation Forum made a presentation about Parish Council's obligations towards the NERC Act.

Signed

Dated