

**DRAFT Minutes of a Meeting of Caversfield Parish Council,
held on Wednesday 20 November 2013 at 7pm,
at Aries, Fringford Road, Caversfield**

Present: Mrs Esther Bannister, Mr John Gilmore (Chairman), Mrs June Nisbet,
Mr Roger Shipway
In attendance: Cllr Jon O'Neill (CDC), Cllr Lawrie Stratford (OCC), Mrs J Olds (Parish
Clerk), Ms Eleanor Booth Davey Secretary to Stratton Fields Management
Co.
Apologies: Mrs Glenice Sutcliffe, PC Keith Herring,
Absent: Mr Nathan Wright

The meeting was moved from the Police House, 14 Davis Gardens, as it was not possible to obtain admittance to the property. On the doorstep, the Councillors **RESOLVED** to relocate the meeting to Aries, Fringford Road and the Clerk left a notice on the door.

1. Apologies

Mrs Glenice Sutcliffe's apologies were accepted.

Following Mr Nathan Wright's absence, without apologies, from meetings for six months, the Councillors **RESOLVED** to automatically exclude Mr Wright as a Councillor under the Local Government Act 1972 s85 and to post a Vacancy Notice to this effect.

There are now two vacancies for co-option.

2. Declarations of Interest

There were no declarations of interest.

3. Public Participation

No members of the public attended.

4. Minutes of the Meeting held on 18 September 2013

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

5. Matters Arising from the Minutes

- a. **OCC Winter Service.** The salt has been delivered to Cllr Sutcliffe and the salt bins have all been re-filled. The new bin at Old School Close has been delivered.
- b. **Reference books.** The books have been ordered and delivered.
- c. **NS&I Account.** The Clerk has posted the form.
- d. **Playbus Christmas Grotto.** The Clerk has informed the Playbus that the Parish Council is happy for the bus to visit the village.
- e. **Trees on Springfield and Fringford Roads.** The Clerk has notified the Arboricultural Officer about the trees at the corner of Springfield Road and he has

inspected them. The one on the north corner of Springfield Road is a Sycamore which appears to be in decline, but could be due to the weather this year and will be monitored. The second, on the south side, is an Ash, which has an area of deadwood in the crown; the arboricultural team will carry out the works without prejudice to avoid a hazard to users of the highway and footpath. The Clerk has confirmed the name of the landowner of both the trees. Cllr Gilmore would let the Clerk have the details of the Management Company.

- f. Telephone box on Skimmingdish Lane.** The Clerk informed the meeting that she had received a letter from CDC asking about the telephone box. She replied, saying that the Parish Council had considered it at the previous meeting and were reluctant to let it go from an Emergency Planning point of view.

6. Reports from District and County Councillors and Police

Cllr Stratford reported on the County's financial state and the series of public meetings which had taken place to find out from residents which of the services are valued and the ones which are not used as much as County needs to find further savings of £61m. A number of other consultations have been issued over the last few weeks including home to school transport; Planning; and Bicester Schools.

Cllr Stratford also informed the meeting about a helpful website roadworks.org which is a public website showing all roadworks together with the type and duration in the area.

Cllr Stratford had received a communication from a villager about the lack of lighting in the bus shelter. The Councillors informed Cllr Stratford about the history of the lighting and asked him to look into the issue further to see if it can be resolved.

Cllr Stratford is campaigning for data to be collected on all road traffic collisions (rather than just the major ones) as this has an impact on road safety in the County and no records are currently kept.

Cllr O'Neill updated the meeting on the Cala Homes Outline Planning Application which was turned down unanimously by the Planning Committee in October on the recommendation of the Planning Officers. The developers have six months from the date of refusal to submit an appeal to the Planning Inspectorate and nothing has been received to date. Cllr O'Neil congratulated the Parish on the response from the community to the application.

Cllr O'Neill raised the issue of fly tipping which has increased slightly over the last year. CDC has made more funds available for enforcements and Cllr O'Neill requested that villagers be vigilant and if spotted, report it to CDC as soon as possible.

Cllr O'Neill was questioned over who was responsible for clearing up after car accidents on the main road and he said he would investigate.

The Garden Quarter bin issues have been resolved. There has also been a spate of vandalism in the area, but the police have been informed and it is hoped it has been resolved.

7. Finance

a. To receive the financial report

The Clerk gave the current balances:

NS&I Account	£2,285.54
Barclays Business Saver Account	£0.17
Barclays Community Account	£0.00
Co-op Current Account	£4,263.87

There are no outstanding cheques. The Co-op account has received £0.42 in interest.

The External Audit has been returned with no comments and the Clerk was pleased to report that because the Parish income is under the threshold, there was no charge this year.

The Clerk has reviewed the budgets and presented the meeting with a budget forecast. Some things will be slightly over budget, but not a cause for concern. The ORCC increased their subscription last spring after this year's budget had been finalised, so Subscriptions will be over by £40; Hall Hire is over by £6 because of the necessity to hire the halls for the Annual Parish Meeting and the Cala meeting; and training is over by £56 because of attendance at the Data Protection course. The Old School Close grit bin was not budgeted for, but will come out of general funds.

b. Invoices for payment

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

Payment to	Cheque Number	Amount
SLCC for reference books	200012	£37.20
Oxfordshire County Council for Grit Bin	200013	£300.00
Ian Black for internal audit	200015	£50.00
Ian Black for grass cutting Old School Close	200015	£240.00
Mrs J Olds for Clerking duties from 17 September – 16 November	200014	£207.12

8. Planning Applications

- a.** The Councillors noted the following applications which had been received:
- i. 13/01434/F, WV Malins & Son, Hawkwell Farm, Bucknell Road; Extension to Dutch Barn. No objections.
 - ii. 13/01588/F, Mr Andrew Eddy, 40 Woodcote Road, Demolition of existing brick store room to front of house; construction of single storey extension to full width of house. No objections.

b. To Note notices of Decision

The Councillors noted the following decisions for approval:

- i. 13/00253/TCA, 1 Building 23 Trenchard Lane, Garden Quarter; T1 x Horse Chestnut – Fell to ground level.
- ii. 13/01220/F, Mr M Allen, 1 Old School Close; Conservatory.
- iii. 13/01271/F, 41 Woodcote Road, Single storey front extension.
- iv. 13/01434/F, Hawkwell Farm Bucknell Road (see 8.a.i above).
- v. 13/00352/TCA, 1 Building 32 The Parade, Garden Quarter. Five Day Notice for T120 x 1 hawthorn – tree structurally compromised due to presence of basal decay. Tree removed

The Councillors noted the following decision which was refused:

- vi. 13/01056/OUT South Lodge, Fringford Road – Application Refused
Cllr Nisbet and Mr John Neville attended the Planning Meeting on 3 October where Councillors moved for it to be refused on the following grounds:

1. The proposal represents development beyond the built up limits of Caversfield where there is no proven need for agriculture or other existing undertaking and the application has not been made on the basis that it is a rural exceptions site. As the proposal cannot be justified on the basis of an identified need in an unsustainable location, it represents sporadic development in the countryside which fails to maintain its rural character and appearance and which fails to conserve and enhance the environment by introducing an incongruous, prominent, urbanising and discordance built form into this rural setting to the detriment of the visual amenities of the area. The application is, therefore, contrary to Policies H15, H18, C7, C8, C28 and C30 of the adopted Cherwell Local Plan, Policies ESD13, ESD15 & ESD18 and Villages 1 and 2 of the Proposed Submission Local Plan Incorporating Changes March 2013 and Government guidance contained in the National Planning Policy Framework.

2. Development of this site would erode an important green buffer gap between the planned expansion of Bicester and the village of Caversfield which would be harmful to the setting and identity of Caversfield itself and also that of the setting of the RAF Bicester Conservation Area as it would fail to preserve or enhance its setting contrary to Policies ESD15 and ESD16 of the Proposed Submission Local Plan Incorporating Changes March 2013 and Government guidance in the National Planning Policy Framework.

3. The applicant has failed to demonstrate that the proposed access is adequate in terms of its visibility so close to a junction which already suffers from substandard visibility. Together with the proposed pedestrian layout and general lack of information with regards the parking requirements the proposed development would be detrimental to the safety and convenience of highway users, contrary to Government guidance contained within the National Planning Policy Framework.

4. In the absence of a satisfactory planning obligation, the Local Planning Authority is not convinced that the infrastructure directly required to service or serve the proposed development will be provided. This would be contrary to the Policy R12 of the adopted Cherwell Local Plan, Policies OA1, TR4, R8 and R10A of the Non-Statutory Cherwell Local Plan 2011, Policy INF 1 of the Proposed Submission Local Plan Incorporating Changes March 2013 and government guidance contained within the National Planning Policy Framework.

c. To Note withdrawal of application

The Councillors noted the following withdrawal:

- i. 13/01132/F, 'Mr T Serfca', Air Training Corps Building, Skimmingdish Lane; Extension to existing building with glazed link.

9. New Councillor

The Clerk reported that there were now two vacancies, one for co-option, one with the option to be elected.

10. Policies

The Clerk presented a Financial Reserves policy to the meeting which the Councillors **RESOLVED** to adopt with the following earmarked reserves:

- £1,000 for three months' running costs
- £400 for election expenses to be increased annually until £1,600 is reached

Further reserves may be added over time.

11. Parish Matters

a. Snow Clearance

The Councillors **RESOLVED** to agree to continue with the arrangement with Richard Wise to clear the snow when and if it is necessary. The Clerk would write to confirm.

b. Welcome Leaflet for new Villagers

The Clerk asked that the Councillors look at the leaflet and let her have any further suggestions as soon as possible.

12. Reports from Meetings

a. Data Protection Course

Cllr Shipway and the Clerk attended the course. It was a useful course which explained the differences between Freedom of Information requests and other requests such as Subject Access requests which refer to differing data. It highlighted the fact that if the Parish were to receive a request, the Clerk would know where to go to receive further advice.

b. Oxfordshire County Council 'Talking Oxfordshire' Meeting – 14 October

The Clerk attended this meeting which was the start of a consultation exercise to reduce the County's expenditure by a further £60m.

Between 2010 and the end of this financial year County had made savings of £170m; they had then found a further £31m which could be saved between 2014/15 and 2017/18, but the Government announced in the summer that County Councils needed to cut their budgets even further.

OCC is capped to a 2% council tax rise unless they hold a referendum (which will, in itself, cost in the region of half a million pounds) and raising the council tax by even 4% will only generate about £5.4m a year. Grant funding from Government has been reduced by £96m between 2010 and 2018.

The previous budget cuts made significant savings without severely affecting 'front line' services, but this next tranche of cuts are likely to affect these services.

The Leader of the Council, Ian Hudspeth, and the Chief Executive, Joanna Simons, stated that no decisions had been made and that they were asking for people's opinions on what services could be reduced. There are some services which for statutory and legal reasons cannot be reduced which includes the education budget of £310m which is ringfenced.

There will be further consultations and discussions before the final budget meetings.

c. Community Emergency Planning Meeting – 7 November

The Clerk attended the briefing and provided a written report. The Clerk recommended that an Emergency Plan be created and would circulate the documents collected at the meeting for discussion at a future meeting.

d. Parish Liaison Meeting – 13 November

Cllr Shipway and the Clerk attended this meeting and provided a written report to the Councillors.

A number of items were covered by Cllr Barry Wood in his introduction including CDC Finance, joint working with other district councils, the new homes bonus, Eco-Bicester, HS2 and judicial reviews.

The following topics were then covered: Rural Broadband; progress on the Local Plan; a presentation by a representative of Age UK and further information on Assets of Community Value and the Right to Bid.

The Clerk circulated the leaflets collected about the Age UK project for the Councillors to read. This is a new project which will have implications for the wider community and how to help the elderly and vulnerable in the community.

Assets of Community Value and the Right to Bid has been widely accepted, but Mr Larnar from CDC wished the meeting to know that it was costly to CDC to register an asset and that it was wise to consider the following points prior to registration:

- does the building have an important function within the village?
- is it likely to get sold 'from under our noses'?
- would the parish be able to buy it?
- would the parish want to buy it?
- would the parish be able to run it?
- would the parish be able to keep it up?

If the answer to all these questions is 'yes' then it is worth applying.

e. Bicester Education Review – Thursday 14 November

Cllr Nisbet attended this meeting and the minutes had been circulated to the Councillors. The meeting was to start a consultation process about the new schools which are needed in the area with the rise in the number of houses being built. There will be public drop-in sessions on 26 November from 3.30 – 6pm in the Main Hall of the Courtyard Hub in Launton Road and on 9 January from 6pm – 8pm in the Chamber Room of Garth House on Launton Road. It is also possible to respond to a survey which can be found at www.oxfordshire.gov.uk/BicesterNewSchools.

13. Correspondence received

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

- a. **Telephone conversation** – with Steve Houkes at Remarkable Group about the Eco Town and further consultation. The Councillors were happy to meet with the company and gave the Clerk some suitable dates for a meeting.
- b. **OCC Planning Consultation.** The Councillors considered the consultation but felt that it was not qualified to comment as the majority of planning issues were dealt with by CDC.
- c. **ORCC Meeting to discuss OCC's budget reductions, service changes and impact on rural communities** meeting on 21 November at Marlborough Enterprise Centre, Shipton Road, Woodstock at 7pm.
- d. **Berkshire, Buckinghamshire, Oxfordshire Wildlife Trusts** – survey about water and the River Ray. The Councillors **RESOLVED** not to take part in the survey.
- e. **High Sheriff's Awards.** The Clerk asked if there were any nominations. The deadline is 13 December.

- f. **Letter from Communities Minister, Don Foster** – circulated by email. The Councillors briefly discussed the letter but **RESOLVED** that there were no projects within the parish which would qualify for the project.
- g. **War Memorials Trust.** The Clerk asked whether there is a War Memorial in the Churchyard, but it is thought that there is not. However, Cllr Shipway agreed to check.
- h. **OALC 2014 Courses** – two courses have been circulated. Firstly, Roles and Responsibilities – Working on your Local Council on 5 March 10am – 3pm; and secondly, Getting to Grips with Local Council Finance on 8 April 10am – 3pm. Both courses will cost £65 plus VAT per person. Cllr Shipway expressed an interest in attending the Roles and Responsibilities course.

14. Any other business

- a. **Meeting Dates.** The Clerk has been working on the meeting dates for next year and will bring them to the next meeting. She has also created a Google calendar which has the meeting dates in and is available to share.
- b. **Grass cutting in Old School Close.** The Clerk has received comments from a resident about the state of the grass. The Councillors **RESOLVED** to ask the current contractor if he is content to continue.

15. Date of Next Meeting

Wednesday 15 January 2014 at 7pm at the MOD Police House, 14 Davis Gardens, Caversfield.

The meeting closed at 9.45pm

Signed

Dated