

**Minutes of a Meeting of Caversfield Parish Council,
held on Wednesday 19 November 2014 at 7.00m,
at 14 Davis Gardens, Caversfield**

Present: Cllr Esther Bannister, Cllr John Gilmore (Chairman), Cllr June Nisbet, Cllr Roger Shipway,
In attendance: Mrs J Olds (Parish Clerk), PC Keith Herring, Cllr Lawrie Stratford (OCC), 1 member of the public (until 7.45pm)
Apologies: Cllr Eleanor Booth-Davey, Cllr Glenice Sutcliffe, Ms Jenny Collyer MOD Liaison Officer

1. Apologies

The Councillors accepted Cllr Booth-Davey and Cllr Sutcliffe's apologies.

2. Declarations of Interest

There were no declarations of interest.

3. Public Participation

One member of public attended the meeting to raise the issue of the noise at Bicester Heritage and the bus shelter lighting.

4. Minutes of the Meeting held on 17 September 2014

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

5. Matters Arising from the Minutes

a. Registering the Parish Council land in Old School Close as a Village Green

The Clerk is now waiting for the final documents from OCC.

6. To suspend Standing Order 1m regarding photographing, broadcasting or transmitting of Parish Council proceedings

Following the amendment of the Public Bodies (Admission to Meetings) Act 1960 and the introduction of the Local Audit and Accountability Act 2014, section 40, it is now possible for people attending Parish Council meetings to film, photograph or make audio recordings of meetings and to report or comment on the proceedings in writing during or after a meeting.

In order to comply with the new legislation, the Councillors **RESOLVED** to suspend Standing Order 1m – "Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent".

7. Reports from District and County Councillors and Police

District Councillor

Cllr O'Neill was not present at the meeting but Cllr Stratford reported District Council matters.

CDC is starting the budget process and is working in partnership with South Northamptonshire and starting to work with Stratford to reduce costs as it is likely that the Government settlement will be phased out in the next five years.

The DC has bought half the land at Gravel Hill from the MOD for the 'Build!' project which is open to individuals so that they can build their own houses. It should lead to a variety of schemes which are more affordable.

The Civic building in Bicester has been fully approved and will start to go ahead shortly although the costs have increased.

The new hospital will be open before Christmas.

The Chiltern Line link between Bicester and Oxford Parkway (near Water Eaton) is on schedule, but it will be a further year before the line to Oxford is complete. The London Road crossing outside the station will be closed for 12 / 15 minutes every hour. However, once the east – west link towards Cambridge is completed the length of time the crossing will be closed will be significantly longer. Network Rail is working with CDC and OCC to discuss the best options for the town.

County Councillor

Cllr Stratford reported that the County is also considering the budget for next year. OCC is currently receiving significantly less from central government than other counties and this has meant that further cuts to the budget will need to be made.

Unfortunately, the costs are increasing, particularly in the areas of the care of the elderly and safeguarding of the young and vulnerable; a large proportion of expenditure will be spent on 2% of the population by 2020.

Regarding travel, the alterations to Junction 9 of the M40 will be completed by the end of the year and Junction 10 by March 2015. The new Bicester Park & Ride at the A41 / Vendee Drive roundabout has had legal issues which have now been resolved; unfortunately, too late for this year's Christmas shopping at Bicester Village, but it will be in operation next year. Bicester Village will also be providing funding for further road improvements.

Regarding schools, there is a proposal to have a 'Studio School' for 14 – 19 year olds which will be in the grounds of BCC. The Eco town will have four new primary schools, the first of which it is hoped will be in use by September 2016 on the Exemplar site; however, it is unclear as yet whether the intake will be for all years or just a single year. A concern throughout the county has been persistent absenteeism which the County is addressing.

MOD Police

PC Herring reported that he was retiring on 30 March 2015.

Halloween went without incident and was very good natured.

It had been reported that there are oil thieves in the area and villagers with oil tanks should be vigilant.

8. Finance

a. To receive the financial report

As at 17 November the accounts stood at:

Co-op Current Account	£4,782.86
NS&I Account	£2,302.68

The Barclays Account had been closed and the remaining 17p paid into the Co-op Account.

There were no unpresented cheques. The Precept of £2,014 had been received together with £1.58 in interest.

b. To consider the draft budget for 2015/16

The Clerk provided the Councillors with the draft budget and notes for consideration. The Councillors **RESOLVED** to take away the Clerk's notes and discuss it more fully at the January meeting. This meeting may need to be brought forward if CDC requires the Precept request before the scheduled meeting date.

c. Invoices for payment

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

Payment to	Budget	Cheque Number	Amount
Cherwell District Council (invoice no: 10025787)	Dog bin emptying	200040	£348.70
Mrs J Olds for Clerking duties from 17 September – 16 November	Clerk's salary	200041	£207.12
Mrs J Olds for Clerk's Admin expenses: printing £41.87, postage £5.81	Admin costs	200042	£47.68
Clerk's Mileage Expenses	Mileage expenses	200042	£11.06

d. To consider paying the Clerk by regular Standing Order

The Councillors **RESOLVED** to pay the Clerk the monthly amount as agreed in the Confidential Minutes 7c of 18 September 2013 by regular Standing Order on the 17th of the month.

Expenses would continue to be paid by cheque on an ad hoc basis.

9. Planning Applications

- a. **To consider Planning Application 14/01853/LB**, Mrs Marion mason-Curtis, 1 Building 29, The Parade, OX27 8AD for 'installation of a cat flap'. The Councillors considered the application and had no comments.
- b. **To note Notices of Decision**
 - i. **14/01377/F**, Mrs A Cladingboel, 6 Truemper Grove, OX27 8FD; for Garage to the rear. Permission for development subject to conditions.
 - ii. **14/01380/F**, Air Cadets Building, Extension to existing building with glazed link. New perimeter metal fence and gates. Vehicle parking area. Four trees taken down and 15 new trees and grass. Permission for development subject to conditions.

Notice of intent to undertake works to trees in a conservation area

- iii. **14/00321/TCA**, 6 Barnfield Close, T1-T5 x Horse Chestnut – Reduce overhanging branches by 2.0, and shape
- iv. **14/00322/TCA**, 1 Barnfield Close, T1-T10 x Sycamore – Reduce by 1m and reshape, T11-T14 x Maple – reduce by 1m and reshape.

10. New Councillor

No further progress had been made

11. Parish Matters

a. Lighting of the bus shelter

The Clerk had completed and sent the application for the funding for the solar lighting for the bus shelter to TOE2 (Trust for Oxfordshire's Environment) before the deadline and had been in correspondence with one of the Grants Panel members who had a number of questions. The panel meets on 4 December.

The Clerk has managed to obtain £900 in pledged funding:

£400 from Councillor Stratford's Localities Fund

£400 from the Garden Quarter and

£100 from Bicester Heritage.

The Councillors **RESOLVED** to add £200 to the project (£100 from the Salt budget and £100 from the Contingencies budget).

The total requested from TOE2 would be £1,225. The Councillors asked to consider adding this to the 2015/16 budget if the application was unsuccessful. The Clerk would bring the revised figures to the January meeting.

b. VAS Points

Following the PC's willingness to let Finmere PC uninstall the VAS point on the B4100, they had contacted engineers who had decided it was cheaper to buy and install new anchor points than to dig up the original ones. However, as a gesture of goodwill,

Finmere has agreed that the Parish Council would be able to borrow their VAS machine. The Clerk has written to thank their Chairman.

c. Fencing at the corner of Fringford Road and Southwold Lane

The Clerk had received an acknowledgement on 30 September notifying her that the issue had been referred to the Land Director at Taylor Wimpey Oxfordshire, but the Clerk has not received further information despite a further enquiry.

d. Snow Clearance

The Councillors **RESOLVED** to agree to continue with the arrangement with Richard Wise to clear the snow in consultation with the Clerk at a cost of £50 per hour plus VAT. The roads to be cleared were the Fringford Road from the northern white gates, through the village to the Southwold Lane turn and the whole of Skimmingdish Lane. The Clerk would write to confirm.

e. Noticeboards

The Clerk reported that the noticeboards on Springfield Road and in Old School Close are not looking cared for. The Clerk had obtained a quotation to dry, sand and stain both boards - £30 for the Springfield Road board and between £30 and £40 for the Old School Close board. The Councillors **RESOLVED** to accept the quotation from Mr Gore.

f. B4011 Banbury Road bus shelter

The Clerk had been contacted by the Eco Town developers to discuss the design and adopt a bus shelter which they propose to construct within the Parish on the B4100.

The shelter style would be the same as the one on the A4421, but would have lighting and a bin. The Councillors **RESOLVED** to accept the offer, but required a commuted sum to cover the insurance, cleaning and related costs for the next fifteen years. The Clerk would make an estimate of the costs and inform the developers.

g. Bicester Heritage

The Clerk had received some complaints from villagers about the engine noise and cars driving around the peri-track of the airfield. The Clerk had been in contact with CDC's Antisocial Behaviour Manager and had also had a meeting with Bicester Heritage.

Bicester Heritage apologised for the disturbance caused and would like to work with the village. They wanted to assure the village that the 'drifting' of cars has been halted and that they were trying to mitigate the noise levels from the cars which do drive round the track. They have invited any interested villagers to the next Sunday Brunch Scramble on 4 January and have issued an open invitation to any villagers that if they would like to see what is going on to go and ask.

CDC's Antisocial Behaviour Manager is monitoring the situation and is discussing the Permitted Development rights with the Planning Enforcement team.

The Councillors **RESOLVED** to ask the Clerk to arrange an informal meeting with Bicester Heritage to discuss the issues and to help move forward.

12. Reports from Meetings

a. OALC Openness briefing – 2 October

The Clerk attended an OALC briefing about the amendment of the Public Bodies (Admission to Meetings) Act 1969 which is part of the Government's requirement for open and accessible democracy under the Local Audit and Accountability Act 2014, section 40.

The Clerk reported that it is now possible for anyone attending a meeting to record the proceedings, either verbally visually or with text (tweeting etc) while the meeting is in progress. However, if cameras are used, they should be only focussed on the Councillors attending the meeting, not the members of the public who should be in the 'public gallery' and under the Data Protection Act, have a right to remain anonymous.

OALC has supplied a draft text for a Notice to be read at the start of all PC meetings, but it will be possible to amend this or use an alternative.

There is no requirement for the public to give notice that they wish to record and there is no legal requirement for the PC to record the meeting, however it is an issue for consideration in due course.

An additional obligation under the Act is that all financial delegated decisions (financial decisions made by the Clerk) over a certain figure should be recorded and published. Whilst the Clerk tries to ensure that the Council take all financial decisions at meetings, a realistic figure will still need to be set.

The Clerk gave the meeting a list of things which will need to be completed over the next few months which includes the revision of the Standing Orders, the financial threshold for delegated decisions, whether to record meetings (either visually or sound) specifically for this purpose (not for minuting purposes) and how long to keep the recordings.

b. Parishes Liaison Meeting – 12 November

Cllr Shipway and the Clerk attended the meeting.

Barry Wood opened the meeting by speaking on a number of topics:

- the Local Strategic Partnership (LSP) project where CDC works with a number of other organisations including the Police, OALC, businesses, charities and many others to work out the priorities for the area;
- finance where he highlighted the fact that the DC had managed to maintain frontline services by making large savings on staffing, particularly with the merger of South Northamptonshire and Cherwell and moving forward, anticipating that there will

be more of a squeeze from central government after the next election, the potential closer relationship with Stratford DC;

- the issue of planning because of the recently changed rules and in relation to the Local Plan;
- Eco Bicester which is now commencing and highlighting that the £30m which the government awarded Cherwell for the project will be put into projects on the site such as 'seed funding' for the school as OCC has very little money available;
- HS2 which will impact on not just the villages with the line going through them, but on the surrounding area as for two years, the construction traffic will be blocking up the roundabouts at Baynards Green and Barley Mow together with the motorway junction. The suggestion had, yet again, been requested for a 'mid point' station in the area, otherwise the line is of no economic benefit to the area.

David Peckford, the Senior Planning Policy Officer outlined the progress on the Local Plan which has now been re-submitted to the Planning Inspector. The Inspection resumes in December. One thing which has just been noticed is that whilst Caversfield is still a Category C Village infill has been added to the type of development now allowed in all Category C villages.

Bob Duxbury outlined the planning procedure and what PCs can and can't make comments on.

A representative of the Better Broadband for Oxfordshire team made a presentation on the progress of the scheme. Cherwell has agreed to put in a further £500,000 with a further £500,000 match funded from central government to raise the coverage from 90% to 95% in some of the hard to reach areas. There is still the 5% of areas which will need a great deal more assistance.

Two further very short presentations were made about the Register of Local Heritage Assets and the Cherwell Community Bank.

13. Correspondence received

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

- a. **CDC re Cherwell Boundary Review** – the timetable has been amended because Commission needs to give consideration to related alterations arising from the Community Governance Review which was concluded last year.
- b. **OCC** – re consultation on mobile library service (circulated by email)
- c. **OCC** – re CDC's intention to terminate the agency agreement with OCC for the maintenance of highway verges with effect from 1 January 2015.
- d. **OALC** – September and October Members' updates (circulated by email)
- e. **CDC** – Parishes Liaison meeting
- f. **Southern Electric Power Distribution** – re placement of communication point and welfare van. To be discussed at the next meeting.
- g. **MOD** – re operation of 'Giant Voice Tannoy' (publicised via Facebook and email)
- h. **Ian Kemp** – re CDC's Local Plan (circulated by email)

- i. **Cllr Lawrie Stratford and OCC** – re consultation on the eco town pedestrian crossings on the A4095 and B4100.
- j. **Viridor** – re sustainability report
- k. **A villager** – re noise at Bicester Heritage
- l. **OCC** – Better Broadband for Oxfordshire newsletter (circulated by email)
- m. **Rural Oxfordshire Action Rally**
- n. **Clerks and Councils Direct**
- o. **Caversfield Management Company** – re noise at Bicester Heritage
- p. **Jenny Collyer** – re Thanksgiving Eve Service and Pie Social – 26 November

14. Any other business

a. Agenda items

The Clerk requested that all items for the next agenda should be submitted by Thursday 8 January 2015

b. 2015 Elections

The Clerk reported that due to the Eco Town boundary changes, the Parish Council election which should have taken place in 2016 will now take place in 2015 at the same time as the General Election on 7 May.

c. Field south of 'Aunt Em's' Lane

The Clerk asked if anyone knew who owned the field south of the lane as Highways need to ask them to cut the hedge back. Cllr Gilmore would let the Clerk have the details.

Date of Next Meeting

Wednesday 21 January 2015 at the MOD Police House, 14 Davis Gardens at 7pm.

The meeting closed at 9.25pm

Signed

Dated