

**Minutes of the Meeting of Caversfield Parish Council
held on Wednesday 25 November 2015 at 7.00pm, at 14 Davis Gardens, Caversfield**

- Present:** Cllr Eleanor Booth-Davey, Cllr John Gilmore (Chairman), Cllr June Nisbet (Vice-Chairman), Cllr Glenice Sutcliffe
- In attendance:** 1 member of the Public, Mr Richard Grafton (Historic Promotions and Bicester Heritage) Mrs J Olds (Parish Clerk)
- Apologies:** Cllr Esther Bannister, Cllr Roger Shipway, Jenny Collyer, PC Mark Keightley (MOD Police), Cllr Ian Corkin (CDC), Cllr Lawrie Stratford (OCC)

1. Apologies

The Councillors accepted Cllr Bannister and Cllr Shipway's apologies.

2. Declarations of Interest

There were no declarations of interest.

3. Public Participation

One member of the public attended the meeting, but had nothing to raise.

4. Parish Matters, 12 b – Bicester Heritage

The Councillors **RESOLVED** to agree to bring the discussion about Bicester Heritage to the beginning of the meeting.

The Chairman welcomed Mr Grafton to the meeting. Mr Grafton outlined the dates of the public events for 2016 which included five Sunday Brunch Scrambles on 3 January, 22 April, 22 May, 7 August and 2 October. The Flywheel Festival event will take place on 2 and 3 July.

Following a discussion, the Councillors agreed that free tickets for the villagers for every event was not sustainable. However, they accepted that a 2 for 1 offer on the 'pedestrian' ticket price of £5 for the Sunday Brunch Scrambles would be acceptable. Villagers would need to enter their postcode to confirm that they were villagers. This would also reduce the workload for the Clerk.

There would also be a 'local's offer for the Flywheel Festival which would be confirmed nearer the time.

The Clerk would publicise the arrangements to the villagers.

5. Minutes of the Meeting held on 16 September 2015

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

6. Update on progress from the Minutes

a. Fringford Road Bench

The Clerk reported that the bench had been installed. The Parish Council would like to thank Les Mckeran from Links Development and Groundworks for installing the bench without charge, to Mr and Mrs Shipway for accommodating it, to A2 Dominion for arranging the concrete plinth and to OCC for the grant.

b. Vacancy Procedure

This has been published on the website.

c. Development Management Workshop

The workshop which was scheduled for 24 September was cancelled, but it has been re-scheduled for Monday 7 December at 7pm at Exeter Hall in Kidlington.

d. Halloween Parking

No negative reports had been received.

7. Reports from District and County Councillors and Police

No Councillors were in attendance.

8. Finance

a. To receive the monthly financial report

As at 16 November the accounts stood at:

Co-op Current Account	£4,579.58
NS&I Account	£2,319.95

There were no outstanding cheques.

The payment to CDC for election charges was sent on 5 October following receipt of the invoice.

The Current Account received the second tranche of the Precept of £2,150.00 on 11 September.

The Clerk provided the Councillors with a printout of the status of the Current Account since April together with the projected spend until March, the Actual Spend by Month including the projected spend and the Bank Reconciliation.

The Standing Order to pay the Clerk £108.35 was paid on 17 September and 19 October.

b. To consider the draft budget for 2016 / 17

The Clerk provided the meeting with a draft budget. A number of items will need to be increased including for the dog bin emptying and for the insurance following the Government's increase in the Insurance Tax from 6% to 9.5%, but also because it is likely the premium will increase following the recent bus shelter claim.

An additional £250 was added for the refurbishment of the white gates, £250 for weed spraying down Fringford Road and £600 for Bus Shelter Repairs. The Clerk also suggested increasing the grants from £300 to £350.

The Clerk had added to the Reserves to start putting money aside for the replacement of a noticeboard and for the potential purchase of a laptop and printer for the Clerk if needed which was precepted for the previous year. A further £400 had been added to the Election Expenses Reserve and a General Fund of £300 created.

The Clerk had requested a draft Tax Base figure from CDC to work towards. She reported that she believed it would be in the region of 500 (an increase of 30) which would take into account the additional residences on the Garden Quarter. She had notified CDC that she believed that the Elmsbrook Development houses should not be within the boundary of Caversfield.

The Clerk had also requested clarification about the New Homes Bonus.

c. 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	Amount
200068	JMC Olds for Clerk admin expenses (printing £41.15, telephone £4.09, postage £2.30)	Admin costs	£47.54
200068	JMC Olds for mileage expenses	Mileage expenses	£7.43
200069	T A G Window Cleaning	Bus shelter cleaning	£25.00

9. 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.

No planning applications had been received.

b. To note Notices of Decision

- i. **15/01339/F**, Mr and Mrs Harris at 30 Montgomery Road, OX27 8FG for Single storey side and rear extension. Permission for development.

- ii. **15/00252/TCA**, Mr Robert Bingham, Garden Quarter, various treeworks around the Garden Quarter – approved
- iii. **15/00255/TCA**, Mrs Susan May, Brashfield Gatehouse, T1 x Sycamore – Fell, - approve
- iv. **15/00376/TCA**, Mrs Maria Mitchell, Caversfield Management Company Notice of Intent for tree works: T1, T8 x Prunus, T2, T5, T9 x Malus, T4 x Elder, T11, T16 x Field Maple, T12 x Silver Birch, T14 x Beech, T15 x Birch, T19 x Pine - Fell
T3 x Acer, T6 x Maple, T10 x Norway Maple - Crown reduce to 2.50 mts hedge height
T7 x Sorbus, T13 x Laburnum - Deadwood
T17, T18 x Norway Maple - Crown reduce up to 3.0 mts, Crown thin by 20%
T20, T21 x Pine - Crown lift by up to 2.0 mts and Crown reduce by up to 2.0 mts to get branches away or out of telephone wires

10. Representation to the Traffic Commissioner – to consider the Parish Response to Bicester Sweepers Ltd notice to operate four goods vehicles and four trailers from the HB Timber Yard on Buckingham Road (A4421)

The Councillors considered the notice and **RESOLVED** to raise the following concerns with the Traffic Commissioner:

- There are seven private dwellings and the Cherwood House Nursing Home (housing a number of vulnerable people) which could be affected by the noise and disturbance of the moving vehicles using the Timber Yard.
- The lack of water available at the site and the fact that there was a serious vehicle fire in the summer of 2014 which took at least six fire appliances to get under control is also of concern.
- The exit from the yard onto the A4421 – a 50mph limit – is a notorious accident blackspot with limited visibility, especially to the right when exiting from the yard.
- If the licence is granted, the Parish Council would request that there should be a restriction of vehicle movements between 7pm and 7am to avoid adverse disturbance to the rural community.

The Clerk would send the response to the appropriate departments.

11. RAF Croughton – to consider inviting Col Mellars to a future meeting to update the Parish on RAF Croughton's re-development plans

The Clerk reported that Col Mellars would be prepared to come to a future Parish Council meeting to update the village on Croughton's plans. The Councillors **RESOLVED** to agree to invite Col Mellars to the March meeting or the May Annual Parish Meeting.

12. Letter from Wendlebury Gate Stables – to consider a letter from the Stables regarding the new train line which is affecting the business

The Councillors considered the letter, and whilst had great sympathy for the owner, didn't feel it was within their remit to help.

13. Parish Matters

- a. **Snow Clearance** – to consider the snow ploughing agreement for the winter 2015/16
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.
- b. **Weeds down Fringford Road** – to consider the best course of action to remove the weeds
The Clerk had reported the weeds growing between the kerb and the footpath on Fringford Road to OCC and to Street Cleansing at CDC, but neither is able to clear them. The Clerk had requested details of companies able to do weed spraying (which requires special certification) from Bicester Town Council and would request quotations from them in due course.
- c. **White Gates** – to consider the refurbishment of the white gates at the entrances to the village on the Fringford Road
The Clerk had asked for a quotation but had not yet received the figures. The Clerk was reminded that the Probation Service and the Princes Trust are sometimes able to undertake such work. The Clerk would follow this up.
- d. **Name of new Eco Town School** – to note the name of the new school as being Gagle Brook
The Clerk reported that she had attended a meeting of the Interim Management Board for the Eco Town which the White Horse Federation who will be running the school also attended. The IMB decided on the name Gagle Brook rather than Elmsbrook School because Elmsbrook is a working title rather than the formal name of the development. Gagle Brook is the name of the stream which runs from Ardley via Bucknell, through the development.

The White Horse Federation will be appointing a Head of the school shortly.

14. Reports from Meetings

- a. **Parish Liaison Meeting – 11 November**
No one was able to attend the meeting, but there is a webcast of the meeting available at <http://www.cherwell.gov.uk/parishliaison>
- b. **Bicester Villages Group**
Cllr Nisbet and the Clerk attended the meeting at the Lion in Wendlebury.

Villages represented included Caversfield, Chesterton, Launton, Fringford and Bucknell.

There was an update on the Local Plan and how the consultation for Part 2 would be implemented. This covers employment and housing on smaller sites (usually rural and usually under 100 dwellings) and will go into greater detail than LP1.

The South East Perimeter Road consultation (which can be found at <https://consultations.oxfordshire.gov.uk/consult/ti/PerimeterRoadBicester/consultation/Home>) was also presented and discussed. There are three options and everyone is encouraged to respond.

There was also an update on the Garden Town status. A number of studies have been undertaken including the refreshing of the vision for Bicester which was created in 2010, and studies by external bodies such as Thames Water to ensure the infrastructure is sufficient for the proposed growth and SSE to provide a new substation which can take the amount of energy generated by the PV panels installed around the town.

The next meeting will be at Fringford Village Hall in the spring.

15. Correspondence received

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

- a. **OALC Members Updates** (circulated by email)
- b. **Zurich Insurance** – informing that the Chancellor announced an increase in the rate of Insurance Premium Tax from 6% to 9.5% with effect from the 1st November 2015. This increase will apply to all insurance premiums after this date and so the premium will go up next year.
- c. **Jenny Collyer** – re invitation for PC Chairman to attend RAF Croughton's Clinic Ribbon Cutting and Open Day
- d. **ORCC** – re-launch event and name change to Community First Oxfordshire.
- e. **CDC** – re confirmation of whether the PC pays a basic allowance (no) and a travel/ subsistence allowance (travel yes) – responded.
- f. **Enrych Oxfordshire** – wanting to know if there is a local newsletter in the village
- g. **A Villager** – concerned about the loss of the subsidies on bus routes
- h. **Community First Oxfordshire** – publicising the loss of subsidies on bus routes
- i. **OCC** – re reduction in subsidies on bus routes
- j. **OCC** – re Social Media workshops for women – circulated and posted on Facebook page
- k. **Cllr Corkin** – re some unsafe garages on Woodcote Road. CDC Enforcement Team has got involved and is requiring the Management Company to make them safe.
- l. **TaxAid** – request for help. To go on the grants list for next Spring
- m. **OxBel** – request for help. To go on the grants list.
- n. **Clerks and Councils Direct**

16. 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 January.

b. Village Management Companies

The Clerk asked the meeting if they thought it would be a good idea to invite the various village management companies to future meetings. The Councillors agreed this would be helpful.

17. Date of Next Meeting

The Councillors **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 20 January 2016 at the MOD Police House, 14 Davis Gardens at 7pm.

The meeting closed at 9.20pm

Signed

Dated