

**Minutes of a Meeting of Caversfield Parish Council, held on
Wednesday 19 September 2012, at the MOD Police House, 14 Davis Gardens, Caversfield**

Present: Mr John Gilmore (Chairman), Mrs Glenice Sutcliffe, Mr N Wright

In attendance: Mrs Esther Bannister, Mrs Wendy Becker, Mrs J Olds (Parish Clerk)

Apologies: Mrs June Nisbet, Mrs Joan Himpson

1. The apologies from Cllr Nisbet were accepted.

Welcome

2. Cllr Gilmore welcomed everyone to the meeting.

Declaration of Interests

3. There were no Declarations of Interest.

Public Participation

4. Mrs Bannister attended the meeting to discuss the road traffic issues on the A4421 between the Cherwood House Nursing Home and the Brashfield House / Stratton Audley Turn. Mrs Bannister outlined the long history of the issues at this junction. Previously there was an anti-skid surface laid on the road, the grass and other vegetation was cut and the signage was clear, but all the improvements which have been made to the road over the years have been eroded with just the 50mph speed limit left.

It was noted that the visibility for drivers pulling out of Brashfield House and Cherwood House is poor. The Councillors **RESOLVED** to ask the Clerk to discuss the possibility of setting up a speed check on the road, to find out if Cherwood House had any further issues regarding the road and to enquire from Highways about how to make the road and verges more acceptable.

Minutes of the Meeting held on 24 July 2012

5. It was **RESOLVED** that these be accepted as a true copy and signed by the Chair.
6. **Matters Arising from the Minutes**
 - a. **Bus shelter.** The Clerk has explained the misunderstanding about the lighting to Highways and has submitted a further Localities Fund application to Cllr Fulljames. Unfortunately, this year's funding has already been allocated, but it is hoped that it will be one of the first to be considered in the new financial year.
 - b. **Adoption of Code of Conduct and completion of new Register of Members' Interests Forms.** The Clerk has notified CDC of the adoption of the Code of Conduct and despatched all the Members' Interest's forms.
 - c. **Insurance Renewal.** The Clerk is awaiting further information about the additional premium for the noticeboards.
 - d. **Clerk CiLCA Course.** The Clerk has started her course.

- e. **Dog mess.** Cllr Sutcliffe reminded the Clerk to ask the Dog Warden about notices requesting that dog owners to clear up after their dogs, especially at the entrance to the field near Springfield Road to the west of the Fringford Road. The Clerk will contact the Dog Warden and request signs. The Clerk will also ask the Dog Warden for two boxes of 'dog bags' for Cllrs Sutcliffe and Wright to distributed to dog owners.

Reports from District and County Councillors

7. There were no reports.

Finance

8. The Clerk gave the current balances:

NS&I Account (formerly Post Office Account)	£2,273.31
Business Saver Account (as at 14 September 2012)	£3,879.06
Community Account (as at 14 September 2012)	£493.47

The Precept (£2,000) and Interest (30p) were added to the Saver Account. There were no outstanding cheques on the Community Account, but the Clerk is waiting for the £100 Bursary from NALC to be transferred to the account.

9. Final Report from the External Auditors

The Councillors noted the two matters raised in the report. These were

- That the Section 1 did not add up by £1
- That the change in asset values due to the adoption of new assets or the inclusion of assets not previously recognised.

The Clerk apologised for the adding error.

The asset comment was due to the Clerk reviewing the assets and the inclusion of the new Bus Shelter and the grit bin on Thompson Drive.

The Councillors **RESOLVED** to accept the report.

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

Payment to	Cheque Number	Amount
Southwold Community Association for hire of hall on 24 July (Invoice no: 1355)	100647	£16.00
Cherwell District Council for dog bin emptying (Invoice no: 10019850)	100648	£348.70
BDO LLP for External Audit	100649	£60.00
Mrs J Olds for Clerking duties from 17 July – 16 September	100650	£197.71
Mrs J Olds for reimbursement of CiLCA Course	100651	£117.48

11. The Councillors **RESOLVED** to approve the transfer of £900 from the Business Saver Account to the Community Account.

12. Planning Applications

The following applications were discussed

- a. Ref: 12/011995/F, Mr & Mrs Adamberry, 31 Elderfield Road. Two storey side/rear extension and garage conversion. The Councillors **RESOLVED** to agree by a majority.
- b. Ref: 12/00240/TCA, Mrs Susan May, Brashfield Gatehouse. T1 x Sycamore – Fell; G1 x 5 Sycamore – Fell. The Councillors **RESOLVED** to agree to the felling of the trees.
- c. Ref: 12/01153/OUT, Albion Land, Land off Middleton Stoney Road & Howes Lane Bicester (Parish Chesterton). Erection of up to 70, 767 sqm of floor space to be for B1(b), B1(c), B2 and B8 use; access off the Middleton Stoney road (B4030); internal roads; parking and service areas; landscaping and provision of sustainable urban drainage systems incorporating landscaped areas with balancing ponds. The Councillors wished to look into the application further before responding to CDC.

13. Standing Orders

The Councillors **RESOLVED** to postpone discussion until Cllr Nisbet was available.

14. New Councillor

The Clerk informed the meeting that a further two Councillors were required for the Parish Council and asked the Councillors to suggest villagers who may be prepared to be co-opted.

Parish Matters

15. Progress on Allotments

The Clerk has made no progress on hearing from the owners of the derelict land on Springfield Road, but it was suggested that there might be other plots of land available within the village where the owners might be more amenable. Cllr Wright will let the Clerk have contact details.

In the meantime, the Clerk has received correspondence from NERC (Natural Environment Research Council) about a presentation one of their representatives would be prepared to come and give the Council about using land for environmental purposes which would include allotments. The Councillors **RESOLVED** to ask the Clerk to invite the representative to a future meeting.

16. Parish / Neighbourhood Plan

The Clerk has looked further into the Neighbourhood Plan process and the first step is for the Councillors to read the Neighbourhood Planning document produced by CDC entitled 'Protocol for Preparing Neighbourhood Plans' which would be circulated.

17. Correspondence received

- a. Bicester French Market – Saturday 6 October between 9am and 5pm.
- b. Salt Bag Pro Forma and grit bin order form. The Councillors **RESOLVED** to ask the Clerk to order a new grit bin (£300 inc VAT) for the corner of Springfield Road and

Fringford Road and to discuss with the Caversfield Management Company whether they would be able to accommodate the one tonne bag of salt.

- c. Annual Electric Blanket Testing campaign will be in Bicester on 23 October.
- d. Proposed Submission Draft Local Plan Development Plan Document and the Draft Sustainability Appraisal Report and Draft Bicester Masterplan (currently in circulation).
- e. Affordable Rural Housing Conference – 26 September.
- f. Clerks & Councils Direct
- g. Big Society Fund
- h. Audit Commission re appointment of External Auditor

18. Any other business

The Clerk informed the meeting that a local farmer had contacted her about the possibility of the Council contracting him to clear the road with a snow plough in the event of heavy snow. The Councillors welcomed the idea and asked the Clerk to look into it further.

19. Date of Next Meeting

21 November 2012 at 7pm (third Wednesday of the month) at the MOD Police House, 14 Davis Gardens, Caversfield, OX27 8FJ

Any other business

There was no further business.

The meeting closed at 9.00pm

Signed

Dated