

**DRAFT AND UNAPPROVED Minutes of a Meeting of Caversfield Parish Council,
held on Wednesday 18 September 2013 at 7pm,
at the MOD Police House, 14 Davis Gardens, Caversfield**

Present: Mrs Esther Bannister, Mr John Gilmore (Chairman), Mrs June Nisbet,
Mr Roger Shipway, Mrs Glenice Sutcliffe

In attendance: Mr Nigel Soar (ATC) Mrs J Olds (Parish Clerk)

Apologies: PC Keith Herring, Cllrs Jon O'Neill and Lawrie Stratford (OCC)

1. Apologies

No Councillor apologies had been tendered.

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 17 July 2013 and the Planning Meeting held on 31 July 2013

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

5. Matters Arising from the Minutes

- a. **Highways, particularly Fringford Road.** The works have been completed for this year and the junction at Skimmingdish Lane has been repaired. Fringford Road still needs more work which will be done next year.
- b. **OCC – Community Emergency Planning Survey.** The Clerk has not managed to find anywhere permanent. City and Country have kindly offered the use of the Rifle Range for the next two years until they develop it and the Clerk has accepted the offer. She will continue to work on it.
- c. **OCC Winter Service.** The Clerk has sent off the salt order and ordered the grit bin for the corner of Old School Close and Fringford Road.
- d. **Bins in the Garden Quarter.** Cllr O'Neill had informed the Clerk that there are now more bins in the Garden Quarter.
- e. **Reference books.** The Councillors **RESOLVED** to ask the Clerk to order *The Councillor* at £16.00 (discounted from £20.00) and the *Parish Councillors' Guide* at £15.20 (discounted from £19.00) from the SLCC Bookshop.
- f. **Overgrown vegetation around the dog bin and seat on Fringford Road.** The Councillors thanked Cllr Shipway for attending to this.

- g. Speed Limits.** Following a consultation earlier in the year about speed limits and the layby on the B4100, the Planning Meeting and the general comments about speeding cars on the A4421, the Clerk had emailed OCC and asked for the speed limit to be reduced from 50 to 40mph for the stretch of A4421 from the roundabout to the Stratton Audley turn. The request had been noted and they will investigate the possibility.

6. Reports from District and County Councillor

The District or County Councillor both sent written reports. They informed the meeting that the Cala Homes application would be discussed at the CDC Planning Meeting on Thursday 3 October. The Councillors **RESOLVED** to ask villagers who attended the July Planning Meeting if they would like to share the five minute speaker slot and to co-ordinate the response.

7. Finance

a. To receive the financial report

The Clerk gave the current balances:

NS&I Account	£2,285.54
Barclays Business Saver Account	£0.00
Barclays Community Account	£0.00
Co-op Current Account	£4,931.86

The cheque from Barclays into the Co-op has cleared. There are no outstanding cheques. The Co-op account has received £0.38 in interest and the second tranche of Precept (£1,955.24). The Barclays Savings Account has received £0.17 in interest.

b. To Amend the signatories on the NS&I bank account

The Councillors **RESOLVED** that Councillors John Gilmore, June Nisbet and Glenice Sutcliffe be signatories of the said NS&I Account 138 078 374 and request that the account of Caversfield Parish Council with National Savings and Investment be changed accordingly. The Councillors signed the form and the Clerk would post it.

c. To consider the NALC pay agreement for Clerks (confidential)

d. Invoices for payment

Councillors **RESOLVED** to approve the following invoices for payment from the Co-op Account:

Payment to	Cheque Number	Amount
Emmanuel Church for hire of room on 31 July	200008	£16.00
Mrs J Olds for Clerking duties from 17 July – 16 September	200009	£200.22

Payment to	Cheque Number	Amount
Mrs J Olds for Expenses (printing £32.39; mileage £25.34; postage £8.26; planning newsletter printing from 86Creative Print £37.50)	200010	£103.49
Cherwell District Council for dog bin emptying	200011	£348.70

8. Planning Applications

a. The Councillors considered the following applications:

- i. 13/01132/F, 'Mr T Serfca', Air Training Corps Building, Skimmingdish Lane; Extension to existing building with glazed link. External paving and new Road. New perimeter metal pale fence and gates. Three trees taken down. Mr Nigel Soar explained the history behind the application and the Councillors had no objections, but requested that the felled trees be replaced elsewhere on the site.
- ii. 13/01220/F, Mr M Allen, 1 Old School Close; Conservatory – no objections
- iii. 13/01271/F, Mr Peter Rich, 41 Woodcote Road; Single storey front extension – no objections provided the proposal did not break the building line.
- iv. 13/00253/TCA, Mr Nick Racey, 1 Building 23 Trenchard Lane; T1 x Horse Chestnut – Fell to ground level. The Councillors raised objections as there were no reasons given for the necessity of the removal of the tree.

b. To Note notices of Decision

The Councillors noted the following decisions:

- i. 13/00764/F and 13/00765/LB City and Country Garden Quarter, 2 the Old Power Station; Amendments to part of building 22 to change the use to form 1 no. 4 bed house including internal alterations and extension to form 1 no. 2 bed ground floor flat.
- ii. 13/00825/F, W V Malins & Son, Hawkwell Farm, Bucknell Road, OX27 7HN; Agricultural Building.
- iii. 13/01086/F, Mr Martyn Veale, 31 Montgomery Road; Erection of summerhouse.

9. New Councillor

There was still one vacancy. No one had come forward.

10. Parish Matters

a. Welcome Leaflet for new Villagers

The Clerk had not had opportunity to complete the leaflet.

11. Reports from Meetings

a. Boundary Commission Review of Cherwell District Council – 30 July

The Clerk and Cllr Nisbet attended the meeting. The Boundary Commission is an independent organisation reporting to Parliament, responsible for reviewing local authority electoral arrangements, administrative boundaries and structure.

An electoral review commences when 30% of wards have an electoral variance of more than 10% from average and / or one ward has an electoral variance more than 30% from the average. In Cherwell, 36% of wards have a variance of more than 10% and in Grimsbury & Castle ward in Banbury there are 25% more electors than average.

The review will decide the pattern of wards for the entire district, not just the wards where there are levels of electoral inequality. The Commission will decide the total number of Councillors at District level, the number of wards, the names of the wards and the boundaries of the wards. As the DC elects Councillors by thirds, there is a presumption that there will be a uniform pattern of three-member wards (although this may not be practicable in the rural wards such as Fringford).

The review process. Cherwell are in the process of discussing their needs and suggestions internally and have to make their submission to the Commission by 21 October. Once this has been submitted, there will be a 'Council size consultation' open to the public between 7 January and 17 February 2014. Next will be a further 10 week information gathering exercise from 29 April – 7 July 2014 where the Commission will invite comments on warding patterns from all concerned parties including Parishes and will tour the area.

The Commission will then publish their draft recommendations and open consultation on these recommendations from 16 September – 8 December 2014.

Following the consultation, the Commission will publish their final recommendations in the Spring of 2015 and it will be laid before Parliament for 40 sitting days before the order can be made.

It is a long procedure and Parish Councils will be brought up to date with it all at the Parishes Liaison Meeting in November.

12. Correspondence received

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

- a. **CDC re Parish Liaison followups** (email forwarded)
- b. **OALC Members' Update**
- c. **Letter from Playbus** asking if the village would like the Playbus, which will be turned into a mobile Christmas grotto, to visit the village between 6pm and 9pm on a December evening. There will be a £5 charge per child which included a present. The Councillors agreed that it would be good to have the Playbus, but asked the Clerk to contact the Playbus to ask where the regular bus is located when it visits the village and to ask for help with publicity.
- d. **SLCC Branch meeting** - on 17 September
- e. **Email from Wendy Becker** - who has decided to resign from Stratton Fields Management Committee. She will ask one of the other members to try to come to the meetings. The Clerk has written to thank her for her help.

- f. **Cala Homes Planning Application** – The Clerk was copied in on a number of emails from residents to CDC with their responses to the application; all are up on CDC's planning website.
- g. **John Rawlings from OCC** – about the ownership of two areas of land either side of the Fringford Road which had dead trees which were in danger of falling in the road. The Clerk was able to identify the owners with help from a knowledgeable former villager. Other dead trees were identified by Councillors on the corner of Springfield Road and Fringford Road which the Clerk would bring to Mr Rawlings' attention.
- h. **Email from resident** – asking for the bushes to be cut back on the west side of Fringford Road. The Clerk has logged the request with OCC.
- i. **Telephone box on Skimmingdish Lane.** Richard Winsborough from City and Country emailed the Clerk to ask about the telephone box which City and Country feels is unsightly and according to BT hasn't been used in the last 12 months. The Councillors **RESOLVED** to keep the box for the time being to assist with local emergency planning.
- j. **Emergency Planning** – further to the survey, the planning team are holding two events to help prepare a plan, one on 23 October in Abingdon and one on 7 November at Bodicote House at 6pm for 6.30pm to 8pm. The Clerk and Cllr Nisbet hoped to attend.
- k. **CDC Elections – re next year's elections.** The European election, the District Council elections and the Parish Council elections (not affecting Caversfield) will be held on Thursday 22 May instead of 1 May.

13. Any other business

- a. **OALC Data Protection Course** is on Tuesday 24 September. The Clerk and Cllr Shipway will attend.

14. Date of Next Meeting

Wednesday 20 November 2013 at 7pm at the MOD Police House, 14 Davis Gardens, Caversfield.

The meeting closed at 8.30pm

Signed

Dated