

**Minutes of the Meeting of Caversfield Parish Council,
held on Wednesday 16 September 2015 at 7.15pm, at 14 Davis Gardens, Caversfield**

Present: Cllr Eleanor Booth-Davey, Cllr June Nisbet (Vice-Chairman), Cllr Roger Shipway, Cllr Glenice Sutcliffe

In attendance: Mrs J Olds (Parish Clerk), PC Mark Keightley (MOD Police)

Apologies: Cllr Esther Bannister, Cllr John Gilmore (Chairman), Jenny Collyer, Cllr Ian Corkin (CDC), Cllr Lawrie Stratford (OCC)

1. Apologies

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

2. Declarations of Interest

There were no declarations of interest.

3. Public Participation

No members of the public attended the meeting.

4. Minutes of the Meeting held on 15 July 2015

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

5. Update on progress from the Minutes

a. Fringford Road Bench

The bench had been delivered to Cllr Shipway and was awaiting installation. The Clerk had contacted a local builders firm and they had said that they will be happy to install it for free; however, following much chasing they still had not been able to complete the work. Cllr Booth-Davey would investigate an alternative.

b. Naming of Aunt Em's Lane

The name plates have been installed.

c. Standing Orders

The document is now available on the website.

6. Reports from District and County Councillors and Police

No Councillors were in attendance

7. Finance

a. To receive the monthly financial report

As at 7 September the accounts stood at:

Co-op Current Account	£3,094.66
NS&I Account	£2,319.95

There were no outstanding cheques.

The Current Account has received the bus shelter glass insurance claim of £590.

The Clerk provided the Councillors with a printout of the status of the Current Account and the Actual Spend by Month / Budget for information.

The Co-op account had received the VAT refund of £433.42 and £0.53 in interest.

The Standing Order to pay the Clerk £108.35 was paid on 17 July and 17 August.

b. To consider the External Auditor's Report for 2014/15

The Auditor reported that there were no matters which came to their attention. The notice of Conclusion of Audit has been posted on the noticeboard.

The Councillors noted the report.

c. To consider invoices for payment itemised on the payment schedule

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

Cheque no:	Payee and reason	Budget	Amount
200065	TAG Window Cleaning for bus shelter cleaning	Bus shelter cleaning	£25.00
200066	Cherwell District Council for Emptying 4 dog bins @ £1.40 per bin x twice weekly for the summer period	Dog bin emptying	£384.38
200067	Cherwell District Council for uncontested election expenses (awaiting invoice)	Election charges	£39.00

The Councillors **RESOLVED** to agree to pay the uncontested election expenses as the Clerk had been informed of the cost in order that payment of the invoice was not held up until November.

8. 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.

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

The Councillors considered the application and had no objections, but asked the Clerk to stipulate that the property should always be considered one dwelling and should not be permitted to be divided into two properties in the future.

b. To note Notices of Decision

The Councillors noted the following Notice:

- i. **15/00220/TCA**, Mrs Maria Mitchell, 26 Manzel Road, OX27 8US, T1 x Sycamore – crown raise by 2.0m, T2 x Laburnum – reduce back 2.0m, T4 x Sycamore – reduce

back 3.0m, T5 x Laburnum – reduce back 2.0m, T8 Norway Maple – reduce back 3.0m

- ii. **15/00235/TCA**, The Garden Quarter, Building 36, The Parade, T1 x Silver Birch – Fell (Five Day notice)

9. Working with Launton Parish Council on Bicester Heritage

The Clerk had done further work following recommendations from OALC and had met and discussed the policy with Launton Clerk. The Clerk had then discussed the document further with OALC and was waiting for additional advice before taking the document further.

10. Vacancy Procedure

The Clerk submitted a draft procedure to assist with any Councillor vacancies which may arise. The Councillors **RESOLVED** to agree the procedure. The Clerk would add the document to the Policy section of the website.

11. OCC consultation on household waste recycling centres strategy for Oxfordshire

The Clerk informed the meeting of the consultation (available at <https://consultations.oxfordshire.gov.uk/consult.ti/HWRCstrategy/consultationHome>) and will publicise it on social media.

12. Cherwell Local Plan

The Councillors noted the receipt of the finalised version of the Cherwell Local Plan which is also available online at <http://www.cherwell.gov.uk/localplanexamination> and agreed to circulate the hard copy.

13. Cherwell District Council: Development Management Workshop

The Clerk informed the Councillors of the proposed meeting at the Garth on 24 September at 7pm to hear CDC's introduction to the Development Management Team for Planning and hear of their plans for the department.

The Clerk would book two spaces and the Councillors would agree who would attend nearer the time.

14. Parish Matters

a. Naming of the school in the EcoTown

The Clerk gave the meeting a list of suggested names which had been submitted by the White Horse Federation, the organisation who will be running the school.

The Councillors requested that the school be named after the development in which it is situated – Elmsbrook.

The Clerk would let the White Horse Federation know.

b. Bicester Heritage – to receive a progress report

The Clerk had circulated the Report from the Nuisance Investigation Officer regarding the noise issues on the site. The Officer has noted that more noise emanated from the A4421 Buckingham Road than from the airfield and that the noise generated from the experience days did not constitute a statutory nuisance. No further report had been received.

c. Update about Broadband

The Clerk had not received any further updates from OCC.

d. Halloween Parking

A meeting had been convened in August with as many of the affected groups as possible including Stratton Fields Management Company, the Rural Policing Team, the MOD Police, the MOD Liaison Officer, and the Parish Council.

Following the meeting the Clerk and PCSO Chris Kidd investigated further suggestions, but none met with the criteria of an event which was not organised by any one individual or group.

The Councillors considered the options and **RESOLVED** that whilst there is much sympathy for the villagers who did not wish to take part in the activity and who were affected by it, it was not possible to arrange a traffic management system without incurring more than £2,000 of expenses; which for an event which has no organiser, is a huge expense which the Parish Council and Stratton Fields Management Company would need to cover.

The concern was also raised that if the traffic management order was paid for then it could be seen as an organised event and would have to be insured as such, whereas it is just a group of people opening their houses to be hospitable.

e. Bus Shelter Glass

The Clerk had investigated prices for the repair of the glass which was broken a day after the previous repair.

The Clerk had received a quotation of £155.00 per panel plus VAT for polycarbonate and £188.00 per panel plus VAT for a glass with mesh strengthening.

The Councillors were grateful to Zeta Lighting for their offer of cutting some polycarbonate to size, but as it would require specialist installation, there would still be a cost of fitting which would negate the saving.

The Councillors **RESOLVED** to leave the bus shelter as it is for the time being and to consider further action at a future meeting.

The Clerk would add additional funding to next year's budget.

f. White Gates

The Clerk informed the Councillors that the gates at the entrance / exit to the village on the Fringford Road are looking unkempt.

The Councillors agreed and asked the Clerk to look into the options for repainting them.

15. Reports from Meetings

a. SLCC Meeting – 7 September

The Clerk attended the SLCC meeting. Two subjects were covered, firstly the Transparency Code which confirmed the Clerk's view that the PC was compliant and then David Tole, the Traffic, Safety and Area Steward Manager from OCC came to talk about the Devolution of OCC services.

The first thing which came up was that a large number of parishes (including Caversfield) had been omitted from the invitation to a meeting on 21 September at County Hall for the launch of their consultation process. (Following this, an invitation was sent out with a change of venue).

A discussion took place on the sorts of services which the parishes might be able to take over; some services with funding such as grass cutting, some without. The services included weed control, cut back hedges and 'hedge letters', salt bin management, public rights of way inspections and minor maintenance, footway siding, and epicormic tree growth removal. A number of parishes were very concerned that taking over any of these services would add more pressure to the Clerks' workload without any further financial benefit so it remains to be seen whether the suggestions are embraced.

16. Correspondence received

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

- a. **OALC** – new address (Town Hall, Market Place, Wallingford OX10 0EG)
- b. **OALC** – July members update (forwarded)
- c. **ORCC** – re AGM on 1 October at Kirtlington Village Hall at 11.30 for 12noon.
- d. **Clerks and Councils Direct**
- e. **Victoria Prentis MP** – enclosing laminated contact details for the noticeboards (further copies requested)
- f. **Bicester Garden Town Villages Group** – confirmation of next meeting as 15 October at 6.45pm at Wendlebury Village Hall
- g. **A Villager** – re concern about the cameras on the park not being monitored
- h. **CDC Parish Liaison Meeting** – on 11 November. The Clerk requested that Councillors let her know if they would like to attend
- i. **A Villager** – re contractors' parking on Skimmingdish Lane (will contact City and Country)
- j. **A villager** – re rubbish in the Park; have contacted Jenny
- k. **OCC** – (received 15 September) re Local Services meeting change of location to Kassam Stadium.

17. 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 5 November.

b. Stratton Fields Tree Work

Cllr Booth-Davey informed the meeting that Stratton Fields had received a report on the state of the trees on the estate and that work would be needed to be done in due course.

c. Lighting at Cherwood House

Cllr Booth-Davey reported that some of the security lighting which had been installed at the nursing home had been declared a nuisance and a notice had been issued to the owners to rectify the glare into the homes of the villagers.

18. Date of Next Meeting

The Councillors **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 25 November 2015 at the MOD Police House, 14 Davis Gardens at 7pm. (Please note change of date, this is not the third Wednesday)

The meeting closed at 9.25pm

Signed

Dated