

**Minutes of the Annual Meeting of Caversfield Parish Council  
held on Wednesday 17 May 2017 at Fringford Village Hall at 8.05pm  
following the Annual Parish Meeting**

**Present:** Cllr Eleanor Booth-Davey, Cllr John Gilmore (Chairman), Cllr June Nisbet (Vice-Chairman), Cllr Roger Shipway, Cllr Glenice Sutcliffe  
**In attendance:** 2 Members of the Public, Cllrs Nicholas Mawer and Jason Slaymaker (CDC), Mrs Jane Olds (Parish Clerk)  
**Apologies:** Cllr Esther Bannister, Cllr Lynn Pratt (CDC), Cllr Lawrie Stratford (OCC)

**1. To elect the Chairman for the year 2017/18**

Cllr Nisbet proposed and Cllr Shipway seconded the proposal that Cllr John Gilmore be elected as Chairman. The Council **RESOLVED** unanimously to elect Mr Gilmore as Chairman.

Mr Gilmore signed the Acceptance of Office form.

**2. Apologies**

The Councillors accepted Cllr Bannister's apologies due to ill health.

**3. To elect the Vice Chairman for the year 2017/18**

Cllr Gilmore proposed and Cllr Sutcliffe seconded the proposal that Cllr June Nisbet be elected as Vice Chairman. The Council **RESOLVED** unanimously to elect Mrs Nisbet as Vice Chairman.

Mrs Nisbet signed the Acceptance of Office form.

**4. Requests for Dispensations, Declarations of interest, gifts and hospitality**

There were no declarations of interest or requests for dispensations.

**5. To appoint the Clerk as Responsible Financial Officer as a permanent position.**

The Council **RESOLVED** to agree to the permanent appointment of the Parish Clerk, Mrs Jane Olds as Responsible Financial Officer.

**6. To appoint the Parish Internal Auditor for the year 2017/18**

The Council **RESOLVED** to appoint Arrow Accounting as internal auditor for the year 2017/18.

**7. To appoint a Councillor responsible for Internal Financial Control for the year 2017/18**

The Council **RESOLVED** to appoint Cllr Booth-Davey as the Councillor responsible for Internal Financial Control.

**8. Public Participation**

Two members of the public attended the meeting, but had nothing to raise.

**9. To receive and approve the Minutes of the Parish Council Meeting held on 15 March 2017**

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

**10. Update on progress from the Minutes**

- a. **Street Trading Application** – the Clerk had responded to the Officer at CDC.
- b. **Grass Cutting** – the Clerk had confirmed the contract with the Contractor and had organised the signing of the Grass Cutting Agreement and sent it off to OCC.
- c. **Bus Shelter** – the Clerk had ordered the panels for the bus shelter which would be installed when the company was next in the area.

**11. Reports from District and County Councillors and Police**

**County Councillor**

Cllr Stratford had recently been re-elected following the County Council elections and had sent a written report which had been presented to the Annual Parish Meeting.

Following the elections Cllr Stratford had been appointed as the Cabinet Member responsible for Adult Services.

**District Councillor**

Cllrs Mawer and Slaymaker made their reports at the Annual Parish Meeting.

**12. Reports from the Village Management Companies**

Cllr Booth-Davey reported on behalf of Stratton Fields Management Limited that there had been some problems with drains and drainage in the area. Some thefts from cars had occurred which she had strongly recommended were reported to the Police, although when the Clerk had checked, the Police only had a record of one of the incidents.

There had also been an issue with a school bus which had been collecting and dropping off children on Thompson Drive near Baker Close, and in the evening reversing into Baker Close to turn. It was discovered when discussed with the bus company that the bus should not have been turning round, but carrying on along Thompson Drive. There was a further issue of parents parking and waiting for the bus which had been referred to the MoD Liaison Office at RAF Croughton.

Cllr Booth-Davey also reported that SFML had undertaken a replanting scheme of the area on Buckingham Road between Thompson Drive and Cherwood House Nursing home which had been thinned the previous year. Gilder Rose and whips of Hazel had been planted.

The SFML AGM would be set for later in the year.

### 13. Finance

#### a. To receive and agree the financial report for the year end

As at 31 March, the Accounts stood at:

|                       |           |
|-----------------------|-----------|
| Co-op Current Account | £5,864.58 |
| NS&I Account          | £2,351.39 |

There were four outstanding cheques totalling £663.72.

The Final Submission of the year to HMRC via the RTI Tools software had been completed.

The Council **RESOLVED** to agree to the report.

#### b. To receive the monthly financial report – for information

As at 3 May, the Accounts stood at:

|                       |           |
|-----------------------|-----------|
| Co-op Current Account | £7,770.19 |
| NS&I Account          | £2,351.39 |

The Current Account had received the first tranche of the Precept £2,631.50 and the CTRS Grant of £77.27.

There were no outstanding cheques.

The Standing Order of £109.44 to pay the Clerk cleared on 17 March and 18 April. The Clerk had updated the Standing Order to £110.84 for future salary payments.

#### c. To consider and agree the Reserves for the year end 2016/17

The Council **RESOLVED** to agree to the following reserves:

|                                   |                  |
|-----------------------------------|------------------|
| 3 months' running costs           | £1,000.00        |
| Election Expenses                 | £1,600.00        |
| Noticeboard Repair / Renewal      | £380.00          |
| Clerk Laptop, printer and scanner | £1,000.00        |
| Bus shelter repairs               | £600.00          |
| White Gate Refurbishment          | £250.00          |
| General Fund                      | £300.00          |
| <b>Total Reserves</b>             | <b>£5,130.00</b> |

#### d. To consider and approve the Statement of Accounts for the year ending 31 March 2017

The Council **RESOLVED** to agree to the Statement of Accounts which had been circulated.

#### e. To update the Asset Register

The Council **RESOLVED** to agree to maintaining the Assets at the current level of £9,844 as no material purchases had been made during the year.

**f. To complete the External Audit Annual Governance Statement for 2016/17**

The Council **RESOLVED** to agree to all the Governance questions and the Chairman signed the form.

**g. To complete the External Audit Accounting Statements for 2016/17**

The Clerk provided the meeting with the figures and the Council **RESOLVED** to agree the Accounting Statements. The Chairman signed the form.

**h. To receive the report from the Internal Auditor**

The Internal Auditor had visited and performed the checks on the accounts on 9 May. He had produced his report which the Clerk had circulated. His one recommendation was that the Parish had an Internal Audit Review of Effectiveness and had provided a document for use. The Council **RESOLVED** to accept the report and to consider the use of the report at the July meeting.

**i. To agree to the inclusion of the Clerk as a signatory on the bank account for administration purposes**

The Council **RESOLVED** to agree to the Clerk being included as a signatory on the bank account. However, this would be for administration purposes only and the Clerk would not sign cheques.

The Financial Regulations would be amended accordingly.

**j. To consider invoices for payment itemised on the payment schedule**

The Council **RESOLVED** to approve the following invoices for payment:

| <b>Cheque no:</b> | <b>Payee and reason</b>                                                             | <b>Budget</b>    | <b>Amount</b> |
|-------------------|-------------------------------------------------------------------------------------|------------------|---------------|
| 200111            | Fringford Village Hall for hire of hall on 17 May 2017                              | Hall Hire        | £18.00        |
| 200112            | Community First Oxfordshire                                                         | Subscriptions    | £70.00        |
| 200113            | Cherwell District Council for dog bin emptying (invoice no: 7002816)                | Dog bin emptying | £192.19       |
| 200114            | JMC Olds for proportion of SLCC Subscription (shared with Fringford and Wendlebury) | Subscriptions    | £24.80        |
| 200115            | Arrow Accounting (invoice no: P244) for internal audit                              | Audit            | £89.00        |

The Council also agreed to the payment of the bus shelter repair if the invoice arrived outside the timescale for the July meeting.

**14. To review and agree the Risk Assessment for 2017/18**

The amended Risk Assessment had been circulated. The Council **RESOLVED** to agree to the revisions. The Clerk would finalise the document and publish it.

## **15. To review and agree the Reserves Policy**

The Council **RESOLVED** to agree the updated Reserves Policy following the updating of the Reserve levels.

## **16. 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 applications had been received

**b. To note Notices of Decision**

The Councillors noted the following Notices of Decision:

- i. 17/00075/F**, 38 Elderfield Road, OX27 8UD for 'two storey side extension' - permission for development subject to conditions
- ii. 17/00317/F**, 12 Springfield Road, OX27 8TT for 'Sub-division of existing dwelling into two separate dwellings' – permission for development subject to conditions
- iii. 17/00242/F**, Doclos Hall, 34 The Parade, OX27 8AD for 'New entrance to site off Skimmingdish Lane. Retention of existing entrance as a pedestrian entrance and adjustment of parking layout' – permission for development subject to conditions
- iv. 17/00092/DISC**, Doclos Hall, 34 The Parade, OX27 8AD for 'Discharge conditions 3 (parking and manoeuvring), 4 (landscaping scheme), 6 arboricultural method statement, 7 (arboricultural protection measures) and 8 (tree pits) of 15/02201/F – withdrawal of planning application.

Following the permission for development of application reference 17/00317/F, the Councillors asked that a Neighbourhood Policy be devised to assist the Parish Council's consistency in its decision-making and make it more transparent. The Clerk would devise a policy for consideration at the July meeting.

## **17. To consider and review CDC's Parish Remuneration Report for 2017/18**

The Clerk had circulated the report and posted the notice on the noticeboard. The Council received the report and **RESOLVED** that it be noted that the Council members had all agreed not to claim any of the allowances apart from mileage to meetings where necessary.

## **18. To consider OALC Dispute Resolution Guide**

The Councillors received the Guide which was very comprehensive. The Council **RESOLVED** to agree to consider the information and actions in more detail at the next meeting.

## **19. To consider attendance at the CFO Community Transport Network meeting on 22 May at 1pm**

Cllr Booth-Davey hoped she would be able to attend.

**20. To consider which Councillors will attend the CDC Parish Liaison Meeting on Wednesday 21 June**

The Council **RESOLVED** to agree to Cllrs June Nisbet and Roger Shipway attending the meeting.

**21. Parish Matters**

**a. Bicester Heritage**

**Sunday Brunch Scramble 23 April – parking issues**

The Clerk reported that Bicester Heritage had a very successful Scramble as it was centred around *Drive It Day* which was a national car initiative. However, this had an impact on the (greater) numbers attending and there were parking issues, particularly on Skimmingdish Lane.

It appeared that the April event was likely to be a regular spring event and so Bicester Heritage have agreed to look at alternative access solutions such as opening an additional entrance. However, they did not believe that the other Scrambles were likely to have that number of visitors.

**Ragwort**

The Clerk had also been asked for help with eradicating the ragwort from the verge of the A4421 as the spread of seeds was making the airfield hay unusable by the farmer who cuts the field. The Clerk investigated the issue and Highways confirmed that as it was a notifiable weed that they would ensure that the verge from the bus shelter to beyond the gate opposite Thompson Drive would be sprayed.

**Noise**

There had still been occasional complaints about car engine noise on the airfield. CDC had just launched an app so that villagers could record noise levels. Further information was available on the CDC website at [www.cherwell.gov.uk/noiseapps](http://www.cherwell.gov.uk/noiseapps).

**b. Flywheel at Bicester Heritage – to note the dates and receive further information**

The Flywheel Event would take place on 24 and 25 June. The Clerk had received a discount code which the Flywheel team would like to offer villagers for a 20% discount on each adult ticket bought which included a copy of the official Flywheel Souvenir programme worth £5. This offer was only available until 4 June. The link for tickets [www.flywheelfestival.com/tickets/localoffer/](http://www.flywheelfestival.com/tickets/localoffer/)

Further information was available at [www.flywheelfestival.com/](http://www.flywheelfestival.com/)

**22. Clerk CiLCA Course – to receive an update**

The Clerk had attended two sessions of the course and hoped to register with SLCC and submit the first Unit shortly.

**23. Reports from Meetings**

No meetings had been attended.

## **24. Correspondence received**

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

- a. Hannover Gardens** – Coffee and Chat poster
- b. OCC** – unitary updates
- c. CFO** – help with registering community assets
- d. LGS Services** – payroll assistance
- e. OALC** – updated Governance and Accountability Guide
- f. TVP** – Police and Crime Plan
- g. Various** – re requests for stalls at the fete
- h. OALC** – March and April Updates
- i. Banbury and District Community Playbus project** – thank you letter
- j. Bicester Heritage** – re Ragwort on the verges
- k. TVP** – re Launch of Victims First website
- l. Ryder Landscape** – re 30 May consultation (2-4pm and 5-7pm) on the proposed Country Park near Chesterton
- m. Clerks and Councils Direct**
- n. A Villager** – re graffiti on Fringford Road

## **25. Items for information or next Agenda only**

### **a. Agenda items**

The Clerk requested that all items for the next agenda should be submitted by Wednesday 5 July.

### **b. Defibrillator**

Following some comments on Facebook about whether there was a defibrillator in the village, the Clerk had asked the MoD Liaison Team whether the MoD might consider installing one on the Police House. It had been referred to other officers and it was looking positive. However, there may need to be a source of funding for it. The Clerk had been in contact with various organisations to find out about funding.

SFML had also indicated that one of the Stratton Fields residents was happy to have it installed on their house.

The Councillors welcomed the suggestions and asked for it to be considered at the July Meeting.

### **b. Line Painting on Thompson Drive**

Following a request from a villager to SFML, the Clerk and Cllr Booth-Davey had reported the faded lines on Thompson Drive. It is hoped they will be repainted in due course.

### **c. Bicycle racks on A4421**

These have now been installed, but the Parish will not be taking responsibility for them.

**d. Spring Clean**

Cllr Sutcliffe thanked all those who helped with the Spring Clean – particularly USAF personnel. Very few villagers turned up, but Cllr Sutcliffe thought that villagers may have taken the opportunity of tidying up their area without joining in the community event as the village was definitely cleaner.

The Clerk would write to the MoD Liaison team to ask them to pass on the thanks.

Cllrs Mawer and Slaymaker suggested that the village may like to take part in a CDC 'Neighbourhood Blitz' in the future.

**26. Date of Next Meeting**

The Council **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 19 July 2017 in the Chinnery Room of Fringford Village Hall at 7.30pm.

The meeting closed at 9.20pm

Signed .....

Dated .....