

**Minutes of the Meeting of Caversfield Parish Council
held on Wednesday 20 September 2017 at Fringford Village Hall at 7.30pm**

Present: Cllr June Nisbet (Vice-Chairman), Cllr Roger Shipway, Cllr Glenice Sutcliffe
In attendance: Mr Terry Williams (co-opted at the meeting), Mrs Jane Olds (Parish Clerk)
Apologies: Cllr Eleanor Booth-Davey, Cllr John Gilmore (Chairman),
Cllrs Nicholas Mawer, Lynn Pratt, and Jason Slaymaker (CDC),
Cllr Lawrie Stratford (OCC)

1. Apologies for absence – to receive apologies

The Council accepted Cllrs Booth-Davey and Gilmore's apologies.

2. Requests for Dispensations, Declarations of interest, gifts and hospitality

There were no declarations of interest or requests for dispensations.

3. Public Participation

Mr Terry Williams attended the meeting to put himself forward for co-option.

4. To receive and approve the Minutes of the Parish Council Meeting held on 19 July 2017

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

5. Reports from District and County Councillors and Police

Cllr Stratford provided a written report which the Councillors noted. No District Councillors attended the meeting.

6. Reports from the Village Management Companies

No reports had been received.

7. Update on progress from the Minutes

a. Insurance

The cheque for the insurance was posted and the policy documents had been received.

b. Data Protection Policy

The Clerk had published the policy on the website.

c. Equality and Diversity Policy

The Clerk had published the policy on the website.

d. Staffing Committee

The Clerk had published the policy on the website. A meeting of the Committee needed to be arranged for the Clerk's appraisal.

e. Fringford Road / Skimmingdish Lane Junction Fingerpost

The Clerk had reported the damage in June. She had received confirmation that it was in the Highways processes and would be renewed shortly.

f. VAS

The Clerk had been in touch with Finmere to ask to borrow the sign over the autumn, but was waiting to hear.

g. Bus Shelter Repair

The Clerk was pleased to inform the meeting that the repair work on the bus shelter glass and back panels had been completed.

8. Finance

a. To receive the monthly financial report – for information

As at 5 September, the Accounts stood at:

Co-op Current Account	£7,031.09
NS&I Account	£2,351.39

There were no outstanding cheques.

The Standing Order of £110.84 to pay the Clerk cleared on 17 July and 17 August.

The Current Account had received the VAT refund for the year April 2016 to March 2017 of £273.38.

The budget monitoring sheet from April to July had been published.

The Clerk confirmed that the Pensions Regulator automatic enrolment declaration had been completed and confirmation had been received.

b. To note the External Auditor's Conclusion of Audit Report

The Clerk reported that the External Auditor had returned the form and had no formal report as there were no comments received. There was also no fee as it was below the chargeable threshold.

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

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

Cheque no:	Payee and reason	Budget	Amount
200120	Fringford Village Hall for hire of hall on 20 September	Hall Hire	£18.00
200121	Bus Shelters Ltd for the replacement panels in the bus shelter	Bus Shelter Repairs	£534.00

- 9. Co-option of Councillors** – to consider nominations for the two vacant Councillor seats
The Council considered Mr Terry Williams' application for co-option to the Council.

The Council **RESOLVED** unanimously to accept Mr Williams' application and welcomed him as a Councillor. Mr Williams signed his Acceptance of Office Form and was given Register of Member's Interests forms to complete and return to the Clerk.

10. 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. **17/01812/F**, Mr Wilson Abraham at 25 Fairhaven Road, OX27 8TU for 'Single storey rear extension and new front porch with downstairs cloakroom'. The Council considered the application and had no comments or objections.
- ii. **17/01838/F**, Mr & Mrs Joshua and Bobby Jacob, at 2 Skimmingdish Lane, OX27 8UF for 'Single storey side extension'. The Council considered the application and had one reservation about the appearance of the flat roof which was felt not to be in keeping with the property or the Conservation Area.

b. To note Notices of Decision

The Councillors noted the following Notice of Decision:

- i. **17/01178/LB**, Ms Natalie Maule, at 19 The Officers Mess, Orchard Lane, OX27 8AH for 'Removal of internal wall between dining room and kitchen'. Listed building consent subject to conditions.
- ii. **17/01372/F**, Mrs E Chown at 45 Elderfield Road, OX27 8UE for 'Two storey gable and extension'. Permission for development subject to conditions.
- iii. **17/01195/F**, 24 Manzel Road, OX27 8US for 'Single storey rear and side extension'. Permission for development subject to conditions.

- 11. Partial Review of the Cherwell Local Plan (Oxford's Unmet Housing Need)** – to consider a fuller response to the consultation following the time extension (closing on 10 October)

The Council considered the review and **RESOLVED** that no further response was necessary from what was agreed in July, ie that the Council believed the areas selected were appropriate for Oxford's Unmet housing need.

- 12. Staffing Documents** – to consider a draft Staff Recruitment Policy and draft Appraisal Policy

The Clerk had circulated the draft Policies. The Council **RESOLVED** to consider them more fully at the November meeting.

- 13. Training and Development Policy** – to consider a draft training and development policy which covers both staff and Councillors

The Clerk had circulated the draft Policy. The Council **RESOLVED** to consider it more fully at the November meeting.

14. Website Policy

a. To consider a draft website management policy

The Council considered the policy and made suggestions to improve it which the Clerk would take into account. The Council **RESOLVED** to consider approval at the November meeting.

b. To appoint two Councillors to review the website

The Council **RESOLVED** to agree to consider the appointment further at the November meeting when more Councillors would be present.

15. Parish Matters

a. Defibrillator – to consider applying for funding for a defibrillator and cabinet.

The Clerk reported that following further discussions with the MoD, it was not possible to install a defibrillator on the Police House or anywhere on MoD Land as the MoD were not prepared to take the risk.

The Clerk had been in touch with the owners of 2 Rau Court, but had not been able to arrange a meeting before the SSE application deadline. The place would be a suitable position, on the corner of Rau Court and Thompson Drive, but the Clerk asked the owner to check that their insurers would be happy with the proposal.

The Clerk had been investigating further sources of funding and had been in contact with the Lions who do the Father Christmas tour of the village.

The Clerk had received confirmation from BT that it would not be possible to use either of the telephone kiosks.

b. Crossing the A4421 – to receive a progress report

The Clerk had received further comments about the difficulty in crossing the road and had suggested that they contact the County Councillor.

There was no further news.

16. Clerk CiLCA Course – to receive an update

The Clerk had registered and submitted Units 1 and 3 and was almost ready to submit Unit 4. Unit 2 still had some work to do and Unit 5 was under way.

17. Reports from Meetings

No meetings had been attended.

18. Correspondence received

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

b. Bicester Good Neighbour Scheme – request for financial support (filed for the spring)

c. OALC – July and August updates

d. OALC – Extra Transparency Code funding, including drop in session on 3 October

e. Villager – re traffic calming / crossing A4421

- f. **OCC** – reminder to update Clerk contact details
- g. **OCC** – Broadband update
- h. **CDC** – message re travellers leaving Thame Showground (forwarded to MoD)
- i. **Police Community Meeting** – 24 August
- j. **RAF Croughton** – Civic Open Day invitation
- k. **Bicester Heritage** – re help with drainage issue at entrance to site
- l. **Clean Slate** – request for financial support for victims of abuse
- m. **Historic England** – free conference on Conservation Areas (travel to Kent)
- n. **Bicester Healthy New Town** – workshop on 19 October
- o. **OCC** – National Highway and Transport Public Satisfaction Survey (closes 20 October)
- p. **OCC** – Emergency Planning and Resilience Survey and Workshop on 9 November
- q. **OCC** – poster re Waste
- r. **Clerks and Councils Direct**

19. 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 1 November.

b. Clerk Employment

The Clerk informed the meeting that she had been offered, and had accepted, the position of Clerk to Launton and would start in early October. As a result of this, she had decided to give up Fringford, but would retain Caversfield and Wendlebury.

c. Nitrous Oxide Canisters

The Clerk had seen a report that a number of nitrous oxide canisters (for use in soda syphons) together with balloons had been left by the tennis courts off Skimmingdish Lane. These canisters are being used for ‘legal highs’ and are a cause for concern. The Clerk had made a report to the MoD Liaison Team at Croughton so that the MoD Police were aware; the Rural Policing team had also been informed.

d. Dog bins in the Park

The Clerk had received reports that the dog bin by the Police House was deteriorating. The Clerk had notified the MoD Liaison Team.

e. Enquiry from a Garden Quarter resident about the reinstatement of the hedging / removal of the hoarding

The Clerk had received an enquiry from a resident via the website about the loss of the hoarding on the south side of the Garden Quarter, as it was making the road noise very loud, and requesting to know about the reinstatement of the hedging.

The Clerk had passed the enquiry on to the District Councillors. Cllr Pratt responded that there were planning conditions on the curtilage and the hedge was supposed to be reinstated after the works had been completed.

f. Police Community Resilience Meeting – 1 November

The Clerk and Cllr Sutcliffe intended to attend.

g. Mailing of the Agenda

The Clerk informed the meeting that she had amalgamated the email circulation list with the MailChimp signup list from the website and would use MailChimp to send out the agenda and notices in future with links to the website for the papers. The Clerk asked the Councillors that if they preferred to receive the electronic copies of the documents directly that they let her know.

h. Playbus

Cllr Shipway informed the meeting that the Playbus which the Council had supported in the past was in need of more financial support.

The Councillors requested that this be added to the November agenda.

20. Date of Next Meeting

The Council **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 15 November 2017 in the Chinnery Room of Fringford Village Hall at 7.30pm.

The meeting closed at 9.30pm

Signed

Dated