

CAVERSFIELD PARISH COUNCIL

To Members of the Council: you are summoned to attend a Meeting of Caversfield Parish Council on Wednesday 21 March 2018, in the Chinnery Room at **GAGLE BROOK SCHOOL, ELMSBROOK** at 7.35pm

Members of the Public: you are invited to attend

AGENDA

1. **Apologies for absence** – to receive apologies
2. **Requests for Dispensations, Declarations of interest, gifts and hospitality** – to receive any requests for Dispensations, Declarations of Interest from Councillors relating to items on the Agenda, in accordance with the Council's code of conduct.
3. **Public participation** – to receive questions from members of the public relating to items on the Agenda, in accordance with the Council's code of conduct and standing orders.
4. **Reports from District, County Councillors and Police** – for information only
5. **Reports from the Village Management Companies** – for information only
6. **Report from the British American Committee** – for information only
7. **To receive and approve the Minutes** of the Parish Council Meeting held on 17 January 2018
8. **Update on progress from the Minutes** – the Clerk / Chairman will report on progress of outstanding items which do not require further decision
9. **Finance**
 - a. To receive the bi-monthly financial report – for information
 - b. To consider awarding grants from applications and requests received from external bodies
 - c. To approve continuing the payment of the staff salary by Standing Order
 - d. To consider paying the Clerk overtime accrued from work associated with the Transparency Act using funds awarded by the NALC Transparency Grant
 - e. To consider invoices for payment itemised on the payment schedule
10. **Governance**
 - a. **General Power of Competence**
 - i. To agree that the Parish Council meets the criteria for eligibility (two thirds elected members and CiLCA qualified Clerk)
 - ii. To agree to adopt the General Power of competence
 - b. **Staffing Policies** – to consider documents recommended by OALC's Dispute Resolution Guide
 - i. Draft Grievance Policy
 - ii. Draft Dignity at Work Policy
 - iii. Draft Member : Officer Protocol

c. General Data Protection Regulations

- i. To consider a draft Privacy Policy
- ii. To consider a draft Document Retention Policy and Procedure

11. Planning

- a. Planning Applications** – 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. 17/02297/F, 34 Woodcote Road, OX27 8UB, Front entrance porch, additional first floor window to front elevation. Scheme includes canopy to neighbouring property.
 - ii. 18/00300/F, 5 Elderfield Road Caversfield, OX27 8UD, Removal of conservatory and replace with rear single storey extension
 - iii. 18/00212/F, 10 Truemper Grove, OX27 8FD, Side and rear extension and alterations to front porch
 - iv. 18/00351/F, 10 Fairhaven Road, OX27 8TX, Single storey side and rear extension
- b. Notices of Decision** – to note

12. Parish Matters:

- a. Crossing the A4421** – to receive a progress report
- b. Grass Cutting and Weed Spraying** – to consider quotations from contractors for cutting the verges on Skimmingdish Lane and weed spraying Fringford Road
- c. Village Spring Clean** – to arrange the date for the Spring Clean
- d. Vacant Land update** – to receive an update on the clearance of the vacant plots of land off Rau Court and Springfield Road
- e. Village Green Registration** – to receive a progress report on the registration of the land in Old School Close as a Village Green
- f. Vehicle Activated Signs** – to consider applying for funds to purchase a VAS for the village

13. Training

- a. OALC GDPR Course** – 7 March

14. Reports from Meetings – to receive reports from any meetings attended

- a. Rural Police Liaison Meeting** – 21 February
- b. SLCC Meeting** – 6 March

15. Correspondence - to note correspondence received not otherwise on the agenda where decisions are not required

16. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 2 May 2018

17. Date of next meeting: to confirm the date of the next meeting as Wednesday 16 May 2018 (third Wednesday of alternate month) which will follow the Annual Parish Meeting.

J. Olds

Dated: 15 March 2018