Minutes of the Meeting of Caversfield Parish Council held on Wednesday 17 January 2018 at Fringford Village Hall at 7.30pm

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

In attendance: Cllrs Nicholas Mawer and Jason Slaymaker (CDC) (from 7.50pm), Mr Tom Astley, Mrs Jane Olds (Parish Clerk)

Apologies: Cllr John Gilmore (Chairman), Cllr Lynn Pratt (CDC), Cllr Lawrie Stratford (OCC)

1. **Apologies for absence** – to receive apologies
   The Council noted Cllr 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**
   Nothing was raised by the members of the public.

4. **Reports from District and County Councillors and Police**
   Cllr Stratford sent a written report which the Council noted.

   Cllrs Mawer and Slaymaker reported that there had been a reorganisation of officers within the CDC Planning Department. CDC had bought Castle Quay 1 and had committed to the Castle Quay phase 2 project which would provide a supermarket, cinema, food outlets and shops.

   There was no progress on the Unitary status but the District and County Councils were working more strategically. CDC's plan to assist with Oxford's unmet housing need was expected to go to Full Council in February.

5. **Reports from the Village Management Companies**
   Stratton Fields Management Limited reported that the snow in December had caused issues on Thompson Drive, but that the snow plough operator reported that it had not been possible to get the snow plough safely down the road because of the number of parked vehicles.

   The application for the Permitted Development extension at 10 Truemper Grove (reference 17/02400/HPA) had caused issues with the neighbours and despite objections from other residents, the application had been granted by Cherwell District Council.

   No other reports had been received.

6. **Report from the British American Committee**
   No report had been received.

7. **To receive and approve the Minutes of the Parish Council Meeting held on 15 November 2017**
   It was **RESOLVED** that the minutes be accepted as a true record and were signed by the Chairman of the meeting.

8. **Update on progress from the Minutes**
   a. **Governance Documents** – Financial Regulations, Website Policy, Staffing Documents and Training and Development Policy had all been published.

   b. **OALC Roles and Responsibilities Course (21 March)** - the Clerk had booked Cllr Williams onto the course.

   c. **Snow Clearance** – the Clerk had written to Mr Wise to confirm the roads to be ploughed and would write again to confirm that Aunt Em's Lane and the Fringford Road to the junction with Southwold Lane should be cleared (not just to the white gates).

9. **Finance**
   a. **To receive the bi-monthly financial report – for information**
   As at 8 January, the Accounts stood at:

Co-op Current Account	£7,990.51
NS&I Account	£2,351.39

   There were no outstanding cheques.

   No income had been received.

   The Standing Order of £110.84 to pay the Clerk cleared on 17 November and 18 December.

   A sheet for budget monitoring to the end of December had been published.

   The Clerk had made a further Transparency Grant application for a total of £169.06 for the current financial year to fund the web hosting and domain name renewal and Clerk time for updates.

   The Clerk had completed and returned the questionnaire for the Internal Auditor.

   b. **To consider the draft budget for 2018/19**
   The Clerk provided a draft budget for the meeting to consider. This itemised the level of expenditure for each budget heading explaining the increases / decreases as necessary and took account of the Reserves held and the anticipated additional expenditure together with anticipated income including the Precept.

The Council **RESOLVED** to agree the budget of £8,278.

c. **To consider and agree the setting of the Precept level for 2018/19 following the confirmation of the Tax Base and CTRS Figures from CDC**
CDC had informed the Parish that the estimated Tax Base for 2018/19 would be 556.3 (increased from 539.5). The CTRS Grant was likely to be £77.27 provided that CDC resolved to agree the grants for all parishes.

The Council **RESOLVED** to agree to a small increase in Precept of 3% to £5,420 which would mean that the cost to a Band D household would be £9.74 – a reduction of 2p over the year.

The Clerk would inform CDC of the decision.

d. **To consider paying the ICO annual renewal fee by Direct Debit**
The Council considered the suggestion and **RESOLVED** to agree to paying the annual renewal fee by Direct Debit. Two Councillor signatories signed the form.

e. **To consider invoices for payment itemised on the payment schedule**
The Council **RESOLVED** to approve the following invoices for payment. However the cheque for the Village Hall hire would not be paid until the invoice was received.

Cheque no:	**Payee and reason**	**Budget**	**Amount**
200126	Fringford Village Hall for hire of hall on 17 January 2018	Hall Hire	£18.00
200127	Information Commissioner for annual renewal	Information Commissioner	£35.00
200128	Oxfordshire Association of Local Councils for Roles and Responsibilities course for Cllr Williams	Training	£96.00
200129	I Black for Old School Close grass cutting	Grass cutting	£240.00
200130	R Wise (invoice no 2395) for snow clearance on 11/12/17	Snow clearance	£180.00
200131	Jane Olds for one third of CiLCA course	Training	£163.00

10. Governance

a. **ICO renewal** – to review the register entry held by the Information Commissioner
The Council reviewed and noted the register entry.

11. **Co-option of Councillors** – to consider nominations for the vacant Councillor seat
The Council considered Mr Tom Astley's application for co-option to the Council.

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

The Council **RESOLVED** to agree that Mr Astley attend the OALC Roles and Responsibilities Course on 21 March. The Clerk would arrange the booking.

12. **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. **17/02408/F**, E Sadler & J Parker Jones at 53 Fairhaven Road, OX27 8TY for Single Storey front extension
      The Council considered the application and **RESOLVED** that there were no comments or objections to the plans. The Council considered the application and **RESOLVED** that there were no comments or objections to the plans.

   For noting
      ii. **17/00435/TCA**, Street Record Skimmingdish Lane, T17 x Norway Maple - Fell and replace with 1 x Betula Pendula
      The Council had no comments or objections to the application.

      Subsequent to this application, a Tree Preservation Order had been submitted by CDC. The Council considered the TPO and **RESOLVED** that there were no objections to the proposal.

   b. **To note Notices of Decision**
   The Councillors noted the following Notice of Decision:
      i. 17/01812/F, 25 Fairhaven Road, OX27 8TU for 'Part retrospective single storey rear extension and new front porch with downstairs cloakroom': Permission for development subject to conditions.

      ii. 17/02400/HPA, 10 Truemper Grove, OX27 8FD, for 'Single storey flat roof extension – Height to eaves 3m, overal height 3.3m, depth 6m': this was a Householder Prior Approval application which the Parish Council was not able to comment on and had been approved.

   c. **London Oxford Airport Consultation and Brize Norton Airspace Consultation** – to consider the consultations
   The Council considered the consultation and **RESOLVED** that they had no comments to make.

d. **Oxfordshire Minerals and Waste Local Plan: Part 2 Site Allocations: Informal Consultation and Renewed Call for Site Nominations** – to consider responding to the consultation (closing date 16 February)
The Council considered the consultation and call for site nominations but had no comments to make.

13. **Meeting Dates and Venue for 2018 / 19** – to consider and agree the meeting dates for the forthcoming year
The Council **RESOLVED** to agree the following dates:
16 May (Annual Parish Meeting time tbc - 7.00 / 7.30pm (with possible tour of Gagle Brook School), Annual Meeting of the Parish Council to follow at 8pm
18 July
19 September
21 November
2019
16 January
20 March

The Clerk was still trying to find a more local venue for the meetings.

14. **Parish Matters**

a. **Crossing the A4421** – to receive a progress report
Cllr Stratford had reported via email that the Highways team had raised concerns about pedestrian access regarding the recent Bicester Heritage application (reference 17/01847/F) for the new gatehouse and changes to the entrance but that the application had been approved by CDC. There was no further news.

b. **Grass Cutting and Weed Spraying** – to consider quotations from contractors for cutting the verges on Skimmingdish Lane and weed spraying Fringford Road
The Clerk had not had an opportunity to obtain further quotations.

c. **Bicester Villages Parishes Group** – to consider Councillor representation at the village forum
The Council **RESOLVED** to agree to join the forum and looked forward to receiving a meeting date.

d. **Snow Plan** – to consider forming a snow plan for the village
The Council **RESOLVED** to agree to work with villagers towards creating a plan which would help with community resilience. There was the possibility of funding available to help with the purchase of snow shovels and grit spreaders, but storage would need to be found.

It was also suggested that an additional grit bin at the Buckingham Road entrance to Thompson Drive be purchased.

e. **Fast food litter** – to consider requesting that the detritus from McDonalds and other firms at Baynards Green is cleared up from the A4421 and B4011 road verges
The Council noted that if there was significant obvious litter on the verges, McDonalds could be called on to clear it up.

f. **Bus shelter cleaning** – to consider quotations for the cleaning of the bus shelter
The Council considered two quotations and **RESOLVED** to agree to Jez Heslop's quotation of £55 per clean to include cleaning all the glass, structure and roof every 16 weeks.

15. Training

a. **OALC GDPR Course** – to consider attendance at either 14 February or 7 March course
The Council **RESOLVED** to agree to Cllr Booth-Davey attending the 7 March course. The Clerk would make the booking.

16. Clerk CiLCA Course – to receive an update and to consider funding one third of the
The Clerk was pleased to report that she had received confirmation that she had passed all the Units of the course and was now qualified. The Council congratulated her on her achievement.

The Council would be eligible (provided there were five elected members) to adopt the *General Power of Competence*.

17. Staff Matters – to agree to the Clerk receiving two additional salary spine points, an annual increment and one for the completion of her CiLCA qualification
The Council **RESOLVED** to agree to two spine point increase to SCP 19 (£9.743 per hour), a total of £116.92 a month to be paid from the January salary.

18. Reports from Meetings
No meetings had been attended.

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

b. **OALC** – November and December updates
c. **Thames Valley Police** – Rural Crime update
d. **CDC** – precept letter and Electoral Roll updates
e. **HMRC** – re changing of the VAT reclaim process
f. **Clerks and Councils Direct**
g. **Oxfordshire Association for the Blind** – support request
h. **CDC** – suggestions of issues for the CDC Overview and Scrutiny Committee to consider
a. **Network Rail** – re consultation on East West rail link at Launton Sports and Social Club

20. 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 7 March.

21. Date of Next Meeting

The Council **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 21 March 2018 in a venue to be confirmed at 7.30pm.

The meeting closed at 9.40pm

Signed ……………………………………… Dated …………………………….