

**Minutes of the Meeting of Caversfield Parish Council
held on Wednesday 21 March 2018 at Gagle Brook School, Elmsbrook at 7.35pm**

- Present:** Cllr Tom Astley, Cllr Eleanor Booth-Davey, Cllr John Gilmore (Chairman), Cllr Roger Shipway, Cllr Glenice Sutcliffe, Cllr Terry Williams
- In attendance:** Four members of the public, two representatives of Bicester Good Neighbour Scheme (until 8.15pm), Cllr Nicholas Mawer (CDC), Lynn Pratt (CDC) (until 8.15pm), Cllr Lawrie Stratford (OCC) (until 8.15pm), Mrs Jane Olds (Parish Clerk)
- Apologies:** Cllr June Nisbet (Vice-Chairman), Jason Slaymaker (CDC)

- 1. Apologies for absence** – to receive apologies
The Council received Cllr Nisbet's apologies.

- 2. Requests for Dispensations, Declarations of interest, gifts and hospitality**
Cllr Terry Williams declared a pecuniary interest in item 11.a.i. Cllr Tom Astley declared a pecuniary interest in item 11.a. Both agreed to leave the meeting while the items were discussed.

- 3. Public Participation**
One item was raised by a member of the public regarding the trees which had been felled along the Caversfield side of Southwold Lane. Cllr Stratford reported that he had started investigations, and would update the Clerk as soon as he had heard anything.

- 4. Reports from District and County Councillors and Police**
Cllr Stratford expanded on his written report which the Clerk had circulated.

Cllrs Mawer and Pratt reported that the Local Plan with the inclusion of Oxford's Unmet Housing Need had been agreed to be sent to the Planning Inspector after a very lengthy Full Council meeting. All Councillors felt that Oxford should be doing more to meet their own needs, but that as this was a requirement of the Planning Inspector, it had to be done. Council Tax had been frozen for a ninth year which could be done with the cost savings of working with South Northamptonshire. However the Unitary proposal for Northampton County Council was cause for concern; there had been a meeting with all the Northamptonshire District Council leaders together with CDC's Leader and the Under Secretary in London, but no decision had been made.

- 5. Reports from the Village Management Companies**
Stratton Fields Management Limited reported that the clearance of the land behind Rau Court had caused concern to the Management Company.

There had been an attempted car theft the previous Monday on Thompson Drive. The Police had advised to remember to lock all vehicles and remove personal property.

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 17 January 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. **Precept** – the Clerk had confirmed the Precept amount with CDC.
- b. **ICO Direct Debit** – the Clerk had sent off the form to the ICO and had heard that by paying by Direct Debit, there would be a saving of £5 on future fees.
- c. **Register of Members' Interests Documents** – the Clerk had sent Cllr Astley's documents to CDC and they were available on CDC's website.
- d. **Meeting Dates** – the Clerk had published the dates on the website and noticeboard and provided paper copies at the meeting.
- e. **Bus shelter cleaning** – the Clerk had confirmed the cleaning with Jez Heslop.

9. Finance

a. To receive the bi-monthly financial report – for information

As at 12 March, the Accounts stood at:

Co-op Current Account	£7,240.01
NS&I Account	£2,362.47

There were no outstanding cheques.

The NS&I Account had received the annual interest of £11.08.

The Current Account had received a further tranche of NALC Transparency Funding of £224.26.

The Standing Order of £110.84 to pay the Clerk cleared on 17 January and the revised Standing Order of £116.92 cleared on 19 February.

b. To consider awarding grants from applications and requests received from external bodies

The Council considered two applications for grants. One from Clean Slate for assistance with Victim Support and one from the Bicester Good Neighbour Scheme. Following news that the Play Bus was closing in June, it was agreed that a previous proposal to support the Play Bus not be continued.

Representatives from Bicester Good Neighbour Scheme attended the meeting to ask for assistance with the scheme and to explain the project which supported the

vulnerable and elderly around Bicester and the villages. There were currently 45 people receiving assistance and a further 13 volunteers awaiting the DBS checks.

The Council **RESOLVED** to award a grant of £100 to Clean Slate and a grant of £250 to Bicester Good Neighbour Scheme.

Following this item the two representatives of the Good Neighbour scheme left, together with Cllr Pratt.

c. To approve continuing the payment of the staff salary by Standing Order

The Council **RESOLVED** to agree to continuing to pay the Clerk's 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

The Council **RESOLVED** to agree to making a one-off payment of £161.58 to the Clerk from funds awarded by the Transparency Grant for the additional work which the Transparency Act had created.

e. 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
200133	The White Horse Federation for Gagle Brook Community Room Hire	Hall Hire	£tbc
200134	OALC for GDPR Course for Cllr Booth-Davey (invoice no: W-270)	Training	£48.00
200135	OALC for Roles and Responsibilities Course for Cllr Astley (invoice no: W-285)	Training	£96.00
200136	OALC for Annual Subscription (Invoice no: C00016/2018)	Subscriptions	£292.39
200137	Community First Oxfordshire for Annual Subscription	Subscriptions	£70.00
200138	R Wise for Snow Ploughing on 2/3 and 3/3	Snow Clearance	£60.00
200139	JMC Olds for Clerk Expenses (printing £36.25, postage £4.96)	Admin costs	£41.21
	Mileage expenses	Mileage Expenses	£38.42
	Total		£79.63

Cheque no:	Payee and reason	Budget	Amount
200140	The Society of Local Council Clerks for Annual Subscription (shared with Launton and Wendlebury)	Subscriptions	£21.33
200141	Eleanor Booth-Davey for Mileage to GDPR Course on 7 March	Mileage Expenses	£36.18
200142	Clean Slate for S137 grant	S137 Grant	£100.00
200143	Bicester Good Neighbour Scheme	S137 Grant	£250.00
200144	JMC Olds for transparency overtime (ref 9. d.)	Clerk's salary	£161.58
It was noted that the following cheque was drawn on 25 January			
200132	SLCC Enterprises Ltd for SLCC Regional Training Seminar on 31 January	Training	£15.00

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)

The Council **RESOLVED** to agree that the Parish Council met the criteria for eligibility with five elected Councillors and a CiLCA qualified Clerk.

ii. To agree to adopt the General Power of competence

The Council **RESOLVED** to agree to adopt the General Power of Competence which would be reviewed at the first meeting following the next ordinary election of the Council in 2019.

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

The Council considered the documents and **RESOLVED** to agree to adopt them.

c. General Data Protection Regulations

i. To consider a draft Privacy Policy

The Council considered the policy and **RESOLVED** to agree to adopt it.

ii. To consider a draft Document Retention Policy and Procedure

The Council considered the draft document and **RESOLVED** to agree to adopt it with the addition of changing the retention of insurance to two years and to include website backup retention for six months.

11. 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.

Cllr Williams left the meeting while point i. was discussed

- 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.

The Council considered the application and **RESOLVED** to respond that there were no comments or objections.

Following the discussion, Cllr Williams returned to the room and Cllr Astley left the meeting while point ii. was discussed.

- ii. **18/00300/F**, 5 Elderfield Road Caversfield, OX27 8UD, Removal of conservatory and replace with rear single storey extension

The Council considered the application and **RESOLVED** to respond that while there were no objections to the proposal, that the lack of scale on the plans was of concern as it was not easy to assess the height and size of the proposal.

Following the discussion Cllr Astley returned to the room.

- iii. **18/00212/F**, 10 Truemper Grove, OX27 8FD, Side and rear extension and alterations to front porch

The Council considered the application and **RESOLVED** to respond that there were concerns about the over-development of the plot particularly in relation to the already issued HPA (reference 17/02400/HPA).

The removal of the outbuilding was also of concern as it was conjoined to a neighbouring building and there was nothing on the plans to indicate what was to happen to the next door's building.

Concern was also raised about the utility 'man hole' and the fact that the proposed flat roofs were not in keeping with anything on the surrounding estate.

- iv. **18/00351/F**, 10 Fairhaven Road, OX27 8TX, Single storey side and rear extension

The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.

b. **To note Notices of Decision**

The Councillors noted the following Notice of Decision:

- i. **17/00435/TCA** - Street Record Skimmingdish Lane Caversfield Oxfordshire T17 x Norway Maple - Fell and replace with 1 x Betula Pendula – CDC objects to the operations described. TPO created.

- ii. **17/02408/F**, 53 Fairhaven, OX27 8TY for Single storey front extension. Permission for development subject to conditions
- iii. **18/00040/F**, 2 Skimmingdish Lane, OX27 8UF, Single storey side extension – Resubmission of 17/01838/F. Permission for development subject to conditions
- iv. **18/00019/TCA**, The Garden House, Brashfield House, OX27 8RE, T1 x Plane – Fell. No further comments or objections.

12. Parish Matters

- a. **Crossing the A4421** – to receive a progress report
Cllr Stratford had reported that the crossing was to be discussed at the Traffic Group meeting the following week.
- 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 sent a Brief for the grass cutting and weed spraying to four companies. The Council considered three quotations and **RESOLVED** to agree to the quotation from the Ground Care Company of £100 per cut to cut Skimmingdish Lane together with two weed spray treatments of Fringford Road at £85 per treatment.

- c. **Village Spring Clean** – to arrange the date for the Spring Clean
The Council **RESOLVED** to agree to the date of 28 April for the Spring Clean. The Clerk would arrange for the litter pickers, gloves, bags and hi-vis jackets from Cherwell and would ask Launton whether it would be possible to borrow their litter pickers.

The Clerk had produced a litter pick risk assessment and would be available if necessary as a first aider.

- d. **Vacant Land Update** – to receive an update on the clearance of the vacant plots of land off Rau Court and Springfield Road
The Clerk reported that she had received reports in late January that the land off Rau Court and Springfield Road was being ‘worked’ on by a tractor which was digging up the saplings, trimming the bushes and doing other general work. The Clerk and Cllr Sutcliffe met a representative from Mewslade - the owner of the land – who explained that this was supposed to be regular work and he believed that it had been done about five years ago.

Due to the unease in the village, the Clerk reported the incidents to the Planning Enforcement team who investigated and decided that no infringement had occurred as it was private land.

The Clerk confirmed that no further planning applications for the sites have been submitted. It was explained to the Mewslade representative that the village was a Category C village in the adopted Local Plan which allowed for minor infill and no further development.

- e. **Village Green Registration** – to receive a progress report on the registration of the land in Old School Close as a Village Green

The Clerk reported that she had chased the registration up with OCC. Due to staff changes this had been missed, but the supervisor hoped to be able to allocate it to a new member of staff shortly.

- f. **Vehicle Activated Signs** – to consider applying for funds to purchase a VAS for the village

The Council **RESOLVED** to agree to apply to Cllr Stratford and to the SSE Community Resilience Fund for assistance with purchasing a portable VAS.

13. Training

- a. **OALC GDPR Course** – 7 March

Cllr Booth-Davey attended the course which explained the need for the General Data Protection Regulation which would work with the new Data Protection Act shortly to become law and that it was an evolution of the 1998 Data Protection Act.

Cllr Booth-Davey re-iterated the necessity to use Parish Council email addresses and both she and the Clerk would be happy to help the other Councillors set up their individual mailboxes.

It was an extremely useful course (which the Clerk also attended).

14. Reports from Meetings

- a. **Rural Police Liaison Meeting** – 21 February

Cllr Williams and the Clerk went to the meeting which was not well attended – about eight of the 38 rural parishes were represented. Some of the issues raised were not relevant to policing matters, however, traffic issues from HS2 and East West Rail were mentioned together with an alert that a number of burglaries had taken place in Bicester and that opportunists were starting to look further afield in villages.

Attendees were asked to remind all residents to lock cars and ensure that house doors and windows were locked as a deterrent.

The Head of Community Safety from CDC introduced himself and he asked to be informed if there were any more trouble in Bainton Copse as he would be able to help on an anti-social behaviour front.

- b. **SLCC Meeting** – 6 March

The Clerk attended the SLCC branch meeting at County Hall. There were a number of presentations by County Officers which were useful and informative. OCC appear to be working with the other Districts in a much more constructive and positive way, so even though it appears unlikely that the Unitary application will come to fruition, the work which was done on it would still be put to use. The Clerk also reported that she had been elected as Group Treasurer at the meeting.

15. Correspondence received

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

- a. **Ground Clearance** – various communications from villagers
- b. **CDC Spring Clean**
- c. **OCC Traveller updates** – re the occupation of the Bicester Park and Ride
- d. **OALC – NALC GDPR Toolkit**
- e. **OALC – January and February updates**
- f. **Villager** – re crossing the A4421
- g. **Oxfordshire Clinical Commissioning Group** – consultation
- h. **Oxfordshire Fire and Rescue Service** – community risk management action plan
- i. **TVP** – Hidden harm campaign, phase 2
- j. **OALC** – re Ledbury Town Council and Dispute Resolution issue
- k. **Oxford NHS Foundation** – Governors Election
- l. **North Oxfordshire CAB** – re Harvest Money Credit Union
- m. **OALC** – re Finance Course
- n. **Oxfordshire Credit Union**
- o. **CDC** – re Local Plan submission to Planning Inspector
- p. **Clerks and Councils Direct**
- q. **BBC Oxford** – ‘Shout Out to Oxfordshire’

16. 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 2 May.

b. Further accident at Stratton Audley Turn

The Clerk reported that there had been another accident at Brashfield Gate House where a car had crossed over from the Stratton Audley road at speed and landed through the fence into the garden. Fortunately no one was badly injured.

c. Bicester Heritage Sunday Brunch Scramble

The next scramble would be on 22 April. A discount code of LOCAL418 was available for tickets: <http://bicesterheritage.co.uk/?ticket=sunday-scramble-tickets>

d. British Horse Society – re Rights of Way workshops

The BHS has been arranging workshops to help identify any public rights of way which might not be on the Definitive Map to save them from being lost after the changes to the Public Right of Way Act comes into force in 2026.

Two further workshops have been arranged for 12 May in Chipping Norton and 13 May in Bishops Cleeve, Cheltenham.

17. Date of Next Meeting

The Council **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 16 May 2018 at 8pm following the Annual Parish Meeting.

The meeting closed at 9.25pm

Signed

Dated