Minutes of the Annual Meeting of Caversfield Parish Council held on Wednesday 16 May 2018 at Gagle Brook School, Elmsbrook at 8.40pm following the Annual Parish Meeting

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

The Councillors were reminded by the Clerk to review their Register of Members' Interest forms on CDC's website.

1. **To elect the Chairman for the year 2018/19**
   Cllr Nisbet proposed and Cllr Sutcliffe 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. **To elect the Vice Chairman for the year 2018/19**
   Cllr Gilmore proposed and Cllr Nisbet seconded the proposal that Cllr Eleanor Booth-Davey be elected as Vice Chairman. The Council **RESOLVED** unanimously to elect Ms Booth-Davey as Vice Chairman.

   Ms Booth-Davey signed the Acceptance of Office form.

3. **Apologies for absence** – to receive apologies
   The Council received Cllr Williams' apologies.

4. **Requests for Dispensations, Declarations of interest, gifts and hospitality**
   Cllr Tom Astley declared a pecuniary interest in item 15.a. i. and agreed to leave the meeting while the item was discussed.

5. **Public Participation**
   Nothing was raised by the members of the public.

6. **Reports from District and County Councillors and Police**
   No reports had been received. The District Councillors made their reports at the Annual Parish Meeting.

7. **Reports from the Village Management Companies**
   Reports had been received at the Annual Parish Meeting earlier in the evening.

8. **Report from the British American Committee**
   A report had been received at the Annual Parish Meeting earlier in the evening.

9. **To receive and approve the Minutes of the Parish Council Meeting held on 21 March and the Planning Meeting held on 26 April**
   It was **RESOLVED** that both sets of minutes be accepted as a true record and were signed by the Chairman.

10. **Update on progress from the Minutes**
    a. **Staffing Policies** – the Clerk confirmed that the Grievance Policy, Dignity at Work Policy and the Member : Officer Protocol had been published on the website.
    b. **Privacy Notice and Document Retention Policy and Procedure** – the Clerk confirmed that the documents had been published on the website

11. **To appoint the Parish Internal Auditor for the year 2018/19**
    The Council **RESOLVED** to appoint Arrow Accounting as Internal Auditor for the year 2018/19.

12. **To appoint a Councillor responsible for Internal Financial Control for the year 2018/19**
    The Council **RESOLVED** to appoint Cllr Roger Shipway as the Councillor responsible for Internal Financial Control.

13. **Finance**
    a. **To receive and agree the financial report and statement for the year end**
       As at 31 March, the Accounts stood at:

Co-op Current Account	£6,845.70
NS&I Account	£2,362.47

       There were 9 unpresented cheques totalling £962.72.

       The Final Submission of the year to HMRC via the RTI Tools software had been completed and the P60 produced.

       The Internal Auditor made his inspection on 24 April (see report under 13. i.)

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

    b. **To receive the bi-monthly financial report – for information**
       As at 7 May, the Accounts stood at:

Co-op Current Account	£8,553.33
NS&I Account	£2,362.47

       There were no outstanding cheques.

The Current Account had received the first tranche of the Precept at £2,710.00 and the CTRS Grant of £77.27

The Standing Order of £116.92 to pay the Clerk cleared on 19 March and 17 April.

The VAT Reclaim for the year 2017/18 had been completed.

c. To consider and agree the Reserves for 2018/19

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

3 months' running costs	£1,000.00
Election Expenses	£1,600.00
Noticeboard Repair / Renewal	£630.00
Clerk Laptop, printer and scanner	£1,000.00
Bus shelter repairs	£600.00
Bus Shelter Lighting	£200.00
White Gate Refurbishment	£550.00
Insurance Excess	£250.00
General Fund	£400.00
Total Reserved Funds	**£6,230.00**

d. To consider and approve the Statement of Accounts for the year ending 31 March 2018

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

The Chairman and Clerk signed the document.

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 consider whether to complete a Certificate of Exemption from submission to the External Audit due to being under the £25,000 threshold or to have a Limited Assurance Review

The Council **RESOLVED** to agree to complete a Certificate of Exemption from submission to the External Audit and agreed the figures of £6,113 for the annual gross income and £5,390 for the annual gross expenditure as stated in the Statement of Accounts.

The Chairman and Clerk signed the Certificate of Exemption which would be sent off to the External Auditor.

g. To complete the External Audit Annual Governance Statement for 2017/18

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

h. To complete the External Audit Accounting Statements for 2017/18

The Clerk provided the meeting with the figures and the Council **RESOLVED** to agree the Accounting Statements acknowledging that a rounding issue had made the balances carried forward out by £1, although everything balanced with the Bank Reconciliation. The Chairman and Clerk signed the form.

i. To receive the report from the Internal Auditor

The Internal Auditor had visited and performed the checks on the accounts and process on 24 April. He had produced his report which the Clerk had circulated. The Council **RESOLVED** to accept the report.

j. To consider a review of the effectiveness of the Internal Auditor

The Clerk had circulated the draft document to review the Internal Auditor's effectiveness which the Council considered and **RESOLVED** to agree. The Chairman and Clerk (as RFO) signed the document.

k. To agree the NALC recommended cost of living pay increase for the Clerk

The Council **RESOLVED** to agree to the cost of living increase for SCP19. This would rise from £9.743 to £10.107 per hour and make the monthly expense £121.28.

The Clerk would notify the bank of the change to amend the Standing Order.

l. To consider paying a quarter of the Clerk's Office 365 annual subscription

The Council **RESOLVED** to agree to pay £20 towards the annual subscription.

m. 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
200145	The White Horse Federation for Gagle Brook Community Room Hire on 16/5	Hall Hire	£25.00
200146	Cherwell District Council for Dog Bin Emptying (Winter) Invoice no: 7006269	Dog bin emptying	£192.19
200147	Arrow Accounting for internal audit Invoice no: P320	Audit	£95.62
200148	JMC Olds for ¼ of MS Office 365 subscription	Admin Costs	£20.00
200149	Launton Parish Hall for hall hire on 26/4	Hall Hire	£12.00

14. Governance

a. To review and agree the Risk Assessment for 2018/19

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

b. To consider the CDC Parish Remuneration Report for 2018/19

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 except for mileage to external meetings where necessary. A note to this effect would be added to the public notice.

However, it was noted that there was still no news on a Carers' Allowance which would be very helpful in encouraging future Councillors.

c. To agree to change the meeting venue to Gagle Brook School

The Council **RESOLVED** to agree to the change of venue.

15. 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 Astley left the meeting while point i. was discussed

i. **18/00300/F**: 5 Elderfield Road, OX27 8UD: Removal of conservatory and replace with rear single storey extension and construction of an additional structure to form a studio/store
The Council considered the application and **RESOLVED** to respond that there were no comments or objections.

Following the discussion Cllr Astley returned to the room.

ii. **18/00595/F**: 25 Manzel Road, OX27 8US: Demolition of conservatory and erection of single storey rear extension
The Council considered the application and **RESOLVED** to respond that there were no comments or objections.

iii. To note the response to Planning Application reference 18/00484/OUT submitted following the planning meeting on 26 April
The Council noted the response.

b. To note Notices of Decision

The Councillors noted the following Notice of Decision:

i. **18/00351/F**, 10 Fairhaven Road, OX27 8TX: Single storey side and rear extension
Permission for development subject to conditions

ii. **18/00212/F**, 10 Truemper Grove, OX27 8FD: Side and rear extension and alterations to front porch
Permission for development subject to conditions

iii. **18/00049/F**, 26 Manzel Road, OX27 8US: Single storey side and rear extension
Permission for development subject to conditions

c. To note: the Open Space, Sport and Recreation Review: Open Space and Play Area Strategy for Caversfield

This consultation had arrived after the Agenda had been published, but the Clerk wished to alert the Council to the fact that, despite responding to the 2016 consultation with complete information, most of the issues raised had not been changed. In 2016, the response said that MoD Park should be categorised as 'Private Parks and Gardens' but it had been re-categorised as 'Amenity Green Space' which was not correct; the privately-owned Brashfield Park area had also been categorised as 'Amenity Green Space' as had the area of land south of Springfield Road which was also privately owned and not accessible.

Cllr Mawer was also concerned about the incorrect categorisations. The Clerk would alert the MoD and the Caversfield Management Company.

16. Parish Liaison Meeting – to consider which Councillors would attend the CDC Meeting on 20 June

The Council **RESOLVED** to agree to Cllrs Nisbet and Shipway attending the meeting with the Clerk.

17. Parish Matters

a. Crossing the A4421 – to receive a progress report

The Clerk reported that Cllr Ian Corkin (who was the County Ward Councillor for Launton) had been approached by Bicester Heritage for assistance in the crossing project.

Cllr Corkin had reported to the Clerk that he was looking at further sources of funding including HS2 mitigation funding (which the Clerk had alerted Cllr Stratford to earlier in the year) which might be possible to use for the crossing.

b. Village Spring Clean – to receive a report

Cllr Sutcliffe reported that there was a very poor turnout for the Spring Clean this year, but wanted to thank those who had helped or who had done some litter picking earlier in the week as the American Park was looking much better.

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

The Clerk had chased the request with OCC again, but was still awaiting a response.

d. **Events at Bicester Heritage** – to note the dates and receive further information
The Clerk reported that Discount Tickets were available for postcode areas OX26 and OX27 for Land Rover Legends on 26 and 27 May (code BHLRL518 – url https://www.landroverlegends.com/tickets) and Flywheel on 23 and 24 June (code BHCSC20 - https://classicsportscarshow.seetickets.com/tour/the-classic-sports-car-show/)

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** – Governance and Accountability
- c. **Moore Stephens** – re External Audit
- d. **Bicester Good Neighbour Scheme** – Thank you note
- e. **OALC** – March and April updates
- f. **OALC** – Standing Orders
- g. **OALC** – re the probable exemption from Data Protection Officer responsibilities for GDPR
- h. **OCC** – re invitation to meeting on 28 November (changed from earlier in the month)
- i. **Bicester Heritage** – re progress on A4421 crossing
- j. **OALC** – Social Media Course
- k. **OALC** – volunteers needed for OALC Executive Committee
- a. **Clerks and Councils Direct**

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 4 July.

b. Cllr Sutcliffe asked whether it would be possible to have colourful notices placed up around the village during the school holidays reminding villagers and visitors that children might be playing in the areas. The Clerk suggested that she contact the Head of Southwold School to see if a poster competition could be devised.

21. Date of Next Meeting
The Council **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 18 July 2018 at 7.30pm at Gagle Brook School.

The meeting closed at 9.45pm

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