

**Minutes of the Meeting of Caversfield Parish Council
held on Wednesday 18 July 2018 at Gagle Brook School, Elmsbrook at 7.30pm**

Present: Cllr Tom Astley, Cllr John Gilmore (Chairman), Cllr June Nisbet,
Cllr Glenice Sutcliffe, Cllr Terry Williams,
In attendance: Two members of the public (one until 7.55pm), Cllr Nicholas Mawer (CDC),
Cllr Jason Slaymaker (CDC), Mrs Jane Olds (Parish Clerk)
Apologies: Cllr Eleanor Booth-Davey (Vice-Chairman), Cllr Roger Shipway, Cllr Lynn
Pratt (CDC), Cllr Lawrie Stratford (OCC)

1. Apologies for absence – to receive apologies

The Council received Cllrs Booth-Davey and Shipway's apologies.

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

Nothing was declared.

3. Public Participation

One member of the public raised a number of highways issues including concern about the weeds growing up between the curb and the path on the Fringford Road; overgrown shrubs on Thompson Drive; the overgrown Public Right of Way footpath from Fringford Road to Bainton Copse and the dispersal of cherry stones from the cherry trees in a garden in Old School Close and in MoD controlled Baker Close.

The Clerk would discuss the weed spraying with the contractor; refer the overgrown shrubs on Thompson Drive to Stratton Fields Management Co, Ltd and the overgrown PRoW to the OCC Footpaths team. Unfortunately, there was little the Parish Council could do about the seeds from trees in private gardens.

Speeding down Fringford Road was also mentioned and the Clerk would ask the Rural Policing Team if they could perform a speed check once the schools returned in September.

4. Reports from District and County Councillors and Police

The District Councillors reported that following the issues surrounding the disintegration of Northamptonshire County Council and the implications it would have on the working relationship between Cherwell and South Northamptonshire District Councils, the District Councils had agreed to separate through mutual understanding. With the separation imminent, CDC had been looking for other partners and was in discussions with Oxfordshire County Council. At a Full Council meeting the District Council had agreed to look further into working with OCC; Yvonne Rees, CDC Chief Executive, had already been appointed as Chief Executive of OCC.

It was unlikely that the savings made with OCC would be as great as those made during the partnership with South Northamptonshire, but it was still of mutual benefit.

However, it might mean that the District portion of the Council tax would need to rise next year. The meeting was assured that this was not a Unitary proposal.

5. Reports from the Village Management Companies

Stratton Fields Management Company reported that residents had raised concern about some of the potentially hazardous trees in the land off Rau Court. The CDC Arboricultural Officer had inspected the trees and agreed that maintenance was required; he would therefore contact the owners to request action.

6. Report from the British American Committee

No reports had been received.

7. To receive and approve the Minutes of the Parish Council Meeting held on 16 May

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

8. Update on progress from the Minutes

- a. **Clerk Salary** – the Clerk had updated the Standing Order with the bank.
- b. **Risk Assessment** – the Risk Assessment had been updated and published.
- c. **Parish Remuneration Report** – had been posted on the noticeboard.
- d. **Open Space Strategy** – the Clerk had made a formal response.

9. Insurance – to consider and agree the Insurance policy renewal

The Council agreed to a three-year contract with Came and Company in 2017. The Council considered the renewal and **RESOLVED** to agree that no change or update was necessary and the cover was adequate for the Council's needs.

10. Finance

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

As at 4 July, the Accounts stood at:

Co-op Current Account	£8,316.41
NS&I Account	£2,362.47

There was one outstanding cheque totalling £12.00.

The VAT Refund of £334.09 for 2017/18 was received on 6 June.

The Standing Order to pay the Clerk £116.92 cleared on 17 May and the amended Standing Order of £121.28 cleared on 18 June.

The Exemption Certificate had been sent to the External Auditor and all the documentation required by law had been published on the website at <http://www.caversfieldpc.org.uk/parish-council/accounts/accounts-2017-18/> (redacting signatures as appropriate).

The period for the exercise of public rights under the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015 was from 11 June to 20 July 2018 and the Notice of Electors' Rights had also been published on the website and on the noticeboard.

b. To consider the list of regular payments

The Council considered and **RESOLVED** to agree the following list of regular payments:

Clerk salary: monthly

Hall hire: bi-monthly

Dog bin emptying: twice yearly – March / April and September / October

Information Commissioner: annual - £35 by direct debit in January

Internal Auditor: annual

Old School Close grass cutting: annual

Web hosting and domain name renewal: annual

Bus shelter cleaning

Subscriptions (annual):

Oxfordshire Association of Local Councils

Community First Oxfordshire

Society of Local Council Clerks

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
200150	The White Horse Federation for Gagle Brook Community Room Hire on 18 July	Hall Hire	£25.00
200151	Came and Company for annual insurance renewal	Insurance	£285.60
200152	Navitas Design Ltd for Website hosting and domain name renewal	Website + training	£64.79
200153	JMC Olds for Admin Expenses (printing £57.46; stationery £0.54; laminating £6.00; postage £5.90)	Admin Costs	£69.90
	JMC Olds for Mileage Expenses	Mileage expenses	£15.62
	Total		£85.52

11. Governance

- a. **Standing Orders** – to discuss and consider the revisions recently advised by NALC to take account of the Openness regulations, the Data Protection Act and the Accounts regulations

The Council **RESOLVED** to agree to take the document away and read it ready for consideration at the next meeting.

- b. **Recording of Meetings Policy** – to consider the policy for adoption

Following the Clerk's review of the Standing Orders, the Clerk recommended that a policy be devised to take account of the regulations which had previously been included in the old Standing Orders.

The Council considered the Policy and **RESOLVED** to agree to adopt it with a review in two years.

- c. **Marking the death of a Senior National Figure** – to consider forming a procedure OALC recently recommended that the Parish investigate forming a procedure for marking the death of a Senior National Figure such as the Queen.

The Parish Council considered the proposal, but **RESOLVED** that as there was no suitable venue in the Parish to hold a book of condolence that they would direct any villagers to Bicester or Launton.

- d. **Communication Policy** – to consider a review of the policy

The Council considered the revisions and **RESOLVED** to agree the policy which would be reviewed again in two years.

12. Training

- a. **CDC Code of Conduct Training** – to consider who would attend the training on 12 September

The Councillors considered the date and would let the Clerk know as soon as possible if they were able to attend.

- b. **OALC Training** – to consider attendance of any of the autumn courses

The Council **RESOLVED** to agree to the Clerk attending the GDPR progress on implementation course on 17 October

Cllr Sutcliffe expressed an interest in attending the planning course on 15 November and would confirm at the next meeting.

13. 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. **18/00879/TPO**, at 17 Old School Close, OX27 8TW for 1 no Maple – Fell – subject to TPO 09/2011

The Council noted that the application had been submitted between meetings but that the documentation had been lost in the post. However, the Clerk had spoken to the CDC Arboricultural Officer who had given permission for removal provided a replacement tree was planted.

- ii. The Council noted the response to Planning Application reference 18/00588/F, Eco town: Access For Phase 3 And 4 Exemplar Site Land North West Of Northside Lodge Bucknell Road Bicester Temporary construction access and haul road which had been submitted between meetings.

b. To note Notices of Decision

The Councillors noted the following Notice of Decision:

- 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
Permission for development subject to conditions
- ii. **18/00595/F**: 25 Manzel Road, OX27 8US: Demolition of conservatory and erection of single storey rear extension
Permission for development subject to conditions

14. Parish Matters

- a. **Crossing the A4421** – to receive a progress report

The Clerk had not received any formal news about the project, but understood that an announcement was imminent.

- b. **Village Green Registration** – to receive a progress report on the registration of the land in Old School Close as a Village Green and to consider the map produced by Oxfordshire County Council and agree its accuracy

The Clerk had received a draft copy of the map which she had circulated. The Council **RESOLVED** to agree that it was a good match to the original Land Registry document.

- c. **Emergency Planning** – to consider appointing a Councillor to help the Clerk produce an emergency plan for the village.

Councillors Nisbet and Astley agreed to help. The Clerk would follow up the OCC Emergency Planning Team's offer.

- d. **White Gates** – to consider a quotation for the painting of the white gates

The Council **RESOLVED** to agree to Ken the Painter's quotation of £120 to paint the white gates plus £35 for materials.

- e. **VAS** – to consider quotations for the purchase and installation of Vehicle Activated Speed Signs

The Clerk had been looking into the speed signs; quotations for devices ranged between £1,500 and £3,000, so a more structured approach to what was needed was required and she had, therefore, asked Highways' advice. She was still waiting for the Lighting Team to respond to her enquiry about suitable areas and devices.

- f. **Grant applications** – to consider applying for grants to fund the VAS equipment
The Council **RESOLVED** to agree to the Clerk applying for any funds available for the assistance in purchasing the equipment. Cllr Stratford had already indicated that he would be prepared to help from his Localities funding.

- g. **Speed Notices** – to thank Southwold School children for their designs and to consider which to use
The Council thanked the Head, Mrs Ballance, for arranging for some of the children to design some posters.

The Council congratulated the children on their originality and design and chose a very striking one. The Council **RESOLVED** to agree to look into the costs of printing onto Correx, and to go ahead if it was not too costly, or alternatively, printed and laminated and attached to lamp posts.

- h. **Bicester Heritage** – to consider attending an informal information meeting with Bicester Heritage and Launton Parish Council about the general future strategies for the site
The Council **RESOLVED** to agree to attend a meeting on 31 July at 5pm.
Cllr Slaymaker also expressed an interest in attending.

15. Reports from Meetings

- a. **Police Resilience Meeting** – 13 June

The Clerk attended the meeting which had very few attendees. Sergeant O'Leary was pleased to announce that rural burglary had reduced from 23 instances the previous year to 22 this year, but still reminded villagers to remain vigilant, to lock doors and windows of cars and property and to report suspicious activity.

The CDC representative reminded the meeting that it was important to report all fly tipping to CDC in order that they could monitor the issue, and also raised awareness that scrap metal merchants should be registered within the District area they were working in and so must have a licence to collect scrap metal in the Cherwell area.

- b. **CDC Parish Liaison Meeting** – 20 June

Cllr Nisbet and the Clerk attended the meeting. Cllr Mawer had already informed the meeting about the separation from South Northamptonshire District Council which the meeting was primarily about.

Adrian Colwell, Executive Director for Place and Growth, made a presentation on planning including the change in structure of the department, the status of the revised Local Plan Part 1 which had been submitted to the Planning Inspector, but awaited a date for inspection, and other planning related matters.

There was a final presentation about funding which included the SPARK funding which Caversfield would be eligible for together with Community Infrastructure Funding.

16. Correspondence received

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

- a. **Moore Stephens** – GDPR privacy
- b. **NHS** – re Controlled locality (Rurality) determination of Bicester and surrounding towns, villages and hamlets as per NHS pharmaceutical regulations
- c. **OALC** – May and June updates
- d. **CFO AGM** – 28 June
- e. **OCC School Planning** – re Graven Hill school consultation
- f. **CDC Parishes Liaison Meeting** – agenda and meeting notes
- g. **HS2** – community funding
- h. **OCC** – June newsletter
- i. **Villager** – re parking at end of Thompson Drive (reported to Police)
- j. **Villager** – re speeding and weight limits on Fringford Road
- k. **Piddington Parish Council** – re crime matters in their area
- l. **Clerks and Councils Direct**
- m. **Police and Crime Commissioner** – newsletter
- n. **Villager** – re crossing A4421 to get to bus stop

17. 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 5 September.

- b. **Weight Limits** – The Clerk had been doing some research about weight limits and came across the website <http://freightgateway.co.uk/oxfordshire/> where it was possible to choose a selection of map layers and see things like the weight restrictions. The whole of Caversfield is in a 7.5tonne restriction zone which stretches as far as Finmere. Therefore, any HGVs coming through the village must have a very good reason for coming through (eg delivering). Any HGVs which flouting the restriction can be reported to OCC Trading Standards at <https://www2.oxfordshire.gov.uk/cms/content/weight-restriction-enforcement>

18. Date of Next Meeting

The Council **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 19 September 2018 at 7.30pm at Gagle Brook School.

The meeting closed at 8.55pm

Signed

Dated