

CAVERSFIELD PARISH COUNCIL

To Members of the Council: you are summoned to attend a Meeting of Caversfield Parish Council on Wednesday 21 November 2018, at **GAGLE BROOK SCHOOL, ELMSBROOK** at 7.30pm

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. **Report from Emergency Planning Officer** – to welcome Paul Mann to discuss the Halloween parking initiative and the water outage on Elderfield Road
8. **To receive and approve the Minutes of the Parish Council Meeting held on 19 September 2018**
9. **Update on progress from the previous Minutes** – the Clerk / Chairman will report on progress of outstanding items which do not require further decision
10. **Finance**
 - a. To receive the bi-monthly financial report – for information
 - b. To receive the report from the Councillor responsible for Internal Financial Control
 - c. To consider the draft budget for 2019/20
 - d. To consider the purchase of the 10th Edition of Local Council Administration from Launton Parish Council
 - e. To consider invoices for payment itemised on the payment schedule
11. **Staffing**
 - a. To consider an increase in the Clerk contracted hours
12. **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
 - b. **Grants Policy** – to consider a Grants Policy for adoption
 - c. **Data Protection Policy** – to consider the revised policy taking into account the Data Protection Act 2018

- d. **Carers' Allowance** – to ask OALC and NALC for support in changing the legislation to allow Councillors in England to claim a Carers' Allowance to enable the democratic function of the Parish Council
- e. **Archiving of Documentation** – to consider sending the original Minutes from June 1976 until July 2017 and the Accounts from 2001 to 2010 to the County Archives for safe keeping
- f. **Parish Clerk Office Continuity Planning** – to consider the purchase of a solid state hard disk for a donated laptop

13. Training

- a. **OALC Training** – to consider attendance of any of the 2019 courses

14. 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. **18/00484/OUT** at Land north and adjoining Home Farm, Banbury Road B4100 Caversfield for “Outline planning permission for up to 75 homes, pedestrian and cycle routes, creation of new access point from Charlotte Avenue, provision of open space, play space, allotments, orchard, parking and associated works. Summary of Amendments: Amended information to address previous objections/ comments including the following: Updated economic strategy, flood risk assessment, archaeological assessment, travel plan, transport assessment, design and access statement and parameter plans. Also submitted is a technical note on water/ sustainability, on pedestrian crossings, a response to consultation comments, a response to S106 heads of terms and an addendum to the Environmental Statement, including an addendum non technical summary”
 - ii. **18/01849/F** at 5 Skimmingdish Lane, OX27 8UN for Two storey side extension and single storey rear extension and glazed canopy.
- b. **Notices of Decision** – to note

15. Parish Matters:

- a. **Crossing the A4421** – to receive a progress report
- b. **Old School Close Village Green Registration** – to receive a progress report
- c. **VAS** – to receive a progress report
- d. **Snow Clearance** – to consider the snow clearance agreement for the winter 2018 / 19

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

- a. **CDC Parish Liaison Meeting** – 7 November

17. Attendance at Meetings

- a. **OCC Town and Parish Event** – to consider attendance at the OCC Town and Parish Event on Wednesday 28 November at 6pm at Exeter Hall in Kidlington

18. Correspondence – to note correspondence received not otherwise on the agenda where decisions are not required

- 19. Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Wednesday 2 January 2019
- 20. Date of next meeting:** to confirm the date of the next meeting as Wednesday 16 January 2019 (third Wednesday of alternate month) at 7.30pm.

Dated: 14 November 2018

Jane Olds, Clerk to the Council 13 Oak Close, Bicester, OX26 3XD	clerk@caversfieldpc.org.uk 01869 247171 www.caversfieldpc.org.uk
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