

**Minutes of a Meeting of Caversfield Parish Council
held on Wednesday 19 September 2018 at Gagle Brook School, Elmsbrook at 7.30pm**

- Present:** Cllr Eleanor Booth-Davey (Vice-Chairman), Cllr June Nisbet,
Cllr Roger Shipway
- In attendance:** Ten members of the public (9 left at 8.45pm), Cllr Nicholas Mawer (CDC),
Cllr Jason Slaymaker (CDC), Cllr Lawrie Stratford (OCC) (until 8.55pm),
Mrs Jane Olds (Parish Clerk)
- Apologies:** Cllr Tom Astley, Cllr John Gilmore (Chairman), Cllr Glenice Sutcliffe,
Cllr Terry Williams, Cllr Lynn Pratt (CDC),

1. Apologies for absence – to receive apologies

The Council received Cllrs Astley, Gilmore, Sutcliffe and Williams' apologies.

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

Nothing was declared.

3. Public Participation

Members of the public participated in a discussion about the Bicester Heritage planning applications which the Councillors listened to and considered in the response to the applications.

4. Reports from District and County Councillors and Police

The District Councillors reported that the separation from South Northamptonshire was continuing and that the back office merger between Oxfordshire County Council and Cherwell was proceeding. The Cherwell Chief Executive – Yvonne Rees – would be taking over responsibility at OCC at the end of September.

Councillor Stratford reported that he had been appointed as Cabinet Member for Adult Social Care & Public Health which had a wide remit. Various other appointments had been made including Cllr Ian Corkin who had been appointed the Cabinet Member for Cherwell Partnership to oversee the partnership project between OCC and CDC.

5. Reports from the Village Management Companies

No reports had been received.

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 Vice Chairman.

8. Update on progress from the Minutes

- a. Grass cutting** – the Clerk had chased the contractor

- b. Speed Checks** – the Clerk had asked the Rural Police team to do a morning and afternoon speed check on Fringford Road
- c. Overgrown public right of way to Bainton Copse** – the Clerk had reported the issue to the footpaths team and it had been passed onto the Task Team. The surface growth was the responsibility of OCC whereas the side / overhanging growth was the responsibility of the land owner
- d. Insurance** – the cheque had been sent and confirmation of cover received
- e. Recording of Meetings Policy and the Communication Policy** – had been published
- f. Children’s Speed Notices** – the Clerk had not had the opportunity to get the signs completed for the summer holidays, but would look further into printing for the future.

9. Finance

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

As at 3 September, the Accounts stood at:

Co-op Current Account	£7,864.94
NS&I Account	£2,362.47

There were no outstanding cheques.

The Standing Order of £121.28 to pay the Clerk cleared on 17 July and 17 August.

The OCC Grass Cutting grant of £264 was received on 24 August.

A Budget Monitoring Sheet to the end of July had been published.

b. To consider the Internal Auditor’s Letter of Engagement

The Council considered the Letter of Engagement and **RESOLVED** to accept the terms including a physical visit to check the books at a cost of £110 (excluding travel costs).

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
200154	The White Horse Federation for Gagle Brook Community Room Hire on 19/9	Hall Hire	£25.00
200155	OALC for GDPR Course on 17 October	Training	£48.00
200156	K Ozog for painting white village gates	Refurb White Gates	£140.00
200157	Cherwell District Council for summer dog bin emptying (invoice 7007767)	Dog bin emptying	£384.38

10. 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 defer the discussion until the next meeting.

11. Training

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

The Council **RESOLVED** to agree to Cllrs Booth Davey and Sutcliffe attending the Planning training on 15 November should they be available.

- b. **SLCC Regional Training Seminar in Newbury** - to consider a contribution to the Clerk's attendance

The Council **RESOLVED** to agree to pay a third (£25) of the Clerk's attendance at the Seminar on 7 November.

12. Website – to consider a quotation for adding an SSL Certificate to the website

The Council received a quotation from Navitas Design and **RESOLVED** to agree to the purchase of a SSL Certificate for the Parish Council website at a cost of £49.99 per year with a one-off configuration charge of £75.

13. Planning

- 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. **18/01253/F** at Bicester Heritage, Buckingham Road, OX26 5HA: Erection of hotel and conference facility with associated access, parking, and landscaping

The Council considered the application and **RESOLVED** to respond that while the Parish Council was not against appropriate development with adequate mitigation, a number of objections were raised.

- The design of the hotel was not aesthetically pleasing and the concerns of Historic England were noted.
- The addition of the plant area on top of the building appeared to make the building almost a whole storey higher than the current hangars.
- There were not only rooms, but apartments in the hotel. Request was made that a limit to the length of occupancy be a Planning Condition so that they may not be used as permanent dwellings.
- The design of the building would have an overbearing effect on the properties on Turnpike Road, particularly those properties facing towards the airfield. Many of the upper floor rooms of the hotel which were too high to be screened by the perimeter hedging, were likely to have a direct view into the residential houses.

- Safety implications regarding the landing and flying of aircraft were raised – particularly as access to the American Park ‘overshoot area’ may be compromised.
 - The lighting of the hotel and car park should be well-designed and not cause light pollution as this would affect a village with very few street lamps. A request was made that modern movement sensor lighting be used.
 - Provision for car parking was not adequate.
 - The highway infrastructure was not adequate to sustain a larger number of vehicles and no provision had been made for any traffic management mitigation for busy periods.
 - The additional junction into the site was proposed to be unmanned and was contrary to the RAF Bicester Planning Brief published by CDC on 7 September 2009.
 - To reduce potential accidents, a speed limit of 40mph must be imposed from the Stratton Audley Turn to the Skimmingdish Lane / Southwold Lane Roundabout.
 - While there was mention of a Toucan Crossing in the Travel Plan, it was not on the plans and this crossing was essential for pedestrian / cycle access to the southbound bus stop and cycle racks.
 - Parking in the village when Bicester Heritage had events had become a significant issue. The Parish Council requested that the Travel Plan was amended to insist that visitors – both customers and staff – who used the hotel or other areas of the Bicester Heritage site had parking permits and parking on the roads around Caversfield would be prohibited.
 - To mitigate the effect of events taking place at Bicester Heritage, the Parish Council requested S106 funding for a traffic management scheme within the village and that during events, the traffic management plan must include stopping visitors impeding the day-to-day lives of the villagers.
 - As the hotel would have a significant impact on the village of Caversfield, the Parish Council requested a local resident discount for the use of the hotel’s leisure facilities.
- ii. **18/01333/F** at Bicester Heritage, Buckingham Road, OX26 5HA: Extension to existing Technical Site to provide new employment units comprising flexible B1(c) light industrial, B2 (general industrial), B8 (storage or distribution) uses with ancillary offices, storage, display and sales, together with associated access, parking and landscaping

The Parish Council considered the application and **RESOLVED** to respond with the following objections.

- Adequate consideration had not been given to the vehicular access or to addressing CDC Local Plan Policy SLE4.
- No provision had been made for changing the road outside the main entrance to the Technical Site on the A4421 to accommodate vehicles turning right from the roundabout into the site.

- While there is mention of a Toucan Crossing in the Travel Plan, it is not provided in the plans submitted. This was essential for the villagers of Caversfield and the residents of north Bicester to enable pedestrians and cyclists to use the bus stop and cycle rack outside the site.
- However, there were no comments about the design of the buildings.

b. To note Notices of Decision

The Councillors noted the following Notice of Decision:

- i. **18/00897/TPO** at 17 Old School Close, OX27 8TW: 1 No Maple - Fell - Subject to TPO 09/2011
Application permitted

c. Habitats Regulations Assessment (August 2018) in the Partial Review of the Cherwell Local Plan 2011-2031 (Part 1)-Oxford's Unmet Housing Need – to consider the consultation (which closes 28 September)
The Council **RESOLVED** to agree that no response was necessary.

d. Oxfordshire County Council Minerals and Waste Local Plan: Part 2 – Site Allocations Consultation – to consider a response to the consultation (which closes on 3 October)
The Council **RESOLVED** to agree that no response was necessary.

14. Parish Matters

- a. **Crossing the A4421** – to receive a progress report
Councillor Stratford reported that he and Councillor Corkin had been working together to obtain funding from the HS2 project as the A4421 was to be a haul road for HGVS. 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 Council considered the map which OCC had supplied and **RESOLVED** to agree its accuracy.

The Council **RESOLVED** to agree to apply to register the grass area owned by the Parish Council in Old School Close as a Village Green.

A solicitor would be needed to witness the Statutory Declaration.

- c. **VAS** – to consider quotations for the purchase and installation of Vehicle Activated Speed Signs
The Clerk had not had an opportunity to research this fully. However, Councillor Stratford agreed to give some financial assistance from his Localities Fund.

- d. **Litter Bin** – to consider the purchase of a litter bin for the bus shelter on the A4421
The Council **RESOLVED** to agree that a bin was needed at the bus stop but that further research was needed on the style and size.

Councillor Stratford agreed to give some financial assistance to purchase the bin from his Localities Fund.

15. Reports from Meetings

- a. **Code of Conduct Meeting** – 12 September

The Clerk attended the meeting and circulated her notes reminding the Councillors of their responsibilities.

- b. **Halloween Meeting** – 13 September

The Clerk attended a meeting with the County Emergency Planning Officer, the MoD Police, the UK Police, the Fire Service and OCC Highways to discuss mitigation issues following last year's 'spontaneous event'.

Last year was the first year when complaints had been received by CDC and OCC and concern had been raised that the Fire Service would not be able to get to an incident in the village due to the car parking issues on Thompson Drive, Skimmingdish Lane, Aunt Em's Lane and Fringford Road. To mitigate these issues the Emergency Planning Team was able to put a plan in place to enable the Fire Services' Statutory Duty.

The plan was that the Highways Officer would provide enforceable 'no waiting' cones which the Police and Fire Service would allocate to the pinch points on all four roads to enable the fire appliance to maintain progress through the village. The Fire Service would, unless called out, be present with the Appliance during the evening. Parking, therefore, would be much more limited than previous years.

The Rural Police presence would be expanded for the evening together with additional MoD Officers.

The Police would draft a flyer which would be delivered a week before the event.

16. Attendance at Meetings

- a. **Parish Liaison Meeting** – to consider Councillor attendance at the CDC Parish Liaison meeting on 7 November
Councillor Nisbet hoped to attend.
- b. **OCC Town and Parish Event** – to consider attendance at the OCC Town and Parish Event on Thursday 4 October in Banbury or Wednesday 28 November at 6pm at Exeter Hall in Kidlington
The Councillors would review their availability nearer the time.

- c. Cherwell Local Plan Examination** – Pre Hearing Meeting – to consider attendance at the meeting on 28 September at CDC

The Council **RESOLVED** to agree that it was not necessary for anyone to attend the pre-hearing meeting.

17. Correspondence received

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

- a. OCC – Monthly Updates**
- b. Thames Valley Police Open Day** (18 August)
- c. OCC Highways** – re winter salt
- d. OALC / OCC Trees of Remembrance** – MoD would investigate the possibility of planting one in the Park
- e. Villager** – re smell on Skimmingdish Lane
- f. CDC Community Services** – re training / funding / workshop sessions
- g. OCC** – re proposals to improve services and reduce costs
- h. Healthwatch** – newsletter
- i. OCC Highways Depot open day** – 6 October Drayton, 13 October Deddington
- j. CFO** – survey on Community Led plans (completed)
- k. Thames Valley Police** – update
- l. Clerks and Councils Direct**

18. 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 November.

- b. Sunday Brunch Scramble** – 7 October. A local resident discount was available with the code LOCALX18. More information could be found on the PC website.

19. Date of Next Meeting

The Council **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 21 November 2018 at 7.30pm at Gagle Brook School.

The meeting closed at 9.35pm

Signed

Dated