

**Minutes of a Meeting of Caversfield Parish Council
held on Wednesday 21 November 2018 at Gagle Brook School, Elmsbrook at 7.30pm**

- Present:** Cllr Tom Astley, Cllr Eleanor Booth-Davey (Vice-Chairman) (from 7.40pm),
Cllr June Nisbet, Cllr Glenice Sutcliffe, Cllr Terry Williams
- In attendance:** Two members of the public, Cllr Jason Slaymaker (CDC), Mr Paul Mann
(OCC Emergency Planning), Mrs Jane Olds (Parish Clerk)
- Apologies:** Cllr John Gilmore (Chairman), Cllr Roger Shipway, Cllr Nicholas
Mawer (CDC), Cllr Lynn Pratt (CDC), Cllr Lawrie Stratford (OCC)

1. Chairman of the meeting

The Council **RESOLVED** to agree to Cllr Nisbet chairing the meeting until
Cllr Booth Davey arrived.

2. Apologies for absence – to receive apologies

The Council received Cllrs Gilmore and Shipway's apologies.

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

Nothing was declared.

4. Public Participation

Two members of the public attended but had nothing to raise.

5. Reports from District and County Councillors and Police

Councillor Slaymaker reported that the new management regime at CDC / OCC was now
in place and the budgeting plan was in progress. Yvonne Rees was now Chief Executive
of both CDC and OCC.

Councillor Mawer sent a written note about the concern that had been raised about a
number of issues at Bicester Heritage. The enforcement team had looked at the matter:
planning permission had been granted for the gatehouse and replacement of the security
fences and the works in progress were being completed in line with the planning
permission. The site clearance to the south of the site had been done with the
confirmation and support of Iain Osenton (CDC Arboricultural Officer) with no trees
impacted. However, the noise complaint relating to the race day had been referred to
Environmental Health.

Councillor Booth-Davey chaired the meeting from point 6 at 7.40pm

6. Reports from the Village Management Companies

Following the incident of the loss of water on the Rowans Estate, the Clerk had received a
brief report from the Rowans Management Company. They were currently reviewing the
event and they now understood that some of the property owners were not aware of what
steps should be taken when something like this happens.

A letter would be going to all the Property owners shortly explaining what actions should be taken and what options are open going forward.

The Company would be in touch with the Clerk to meet on site in due course.

Stratton Fields Management Company reported that Mewslade had been asked to repair the deteriorating fences bounding the Stratton Fields area, but had not received a response. The Title Map made it clear that it was not the responsibility of Stratton Fields.

The Noticeboard at the Buckingham Road end of Thompson Drive had been repaired and the noticeboard at the Fringford Road end of Thompson Drive was scheduled for an overhaul.

The general feeling amongst the Stratton Fields residents was that the Halloween organisation went well.

7. Report from the British American Committee

No report had been received.

8. Report from Emergency Planning Officer – to welcome Paul Mann to discuss the Halloween parking initiative and the water outage on Elderfield Road.

Mr Mann attended the meeting and reported on the events of Halloween on 31 October and the water outage on 10 November.

The Halloween organisation worked well with the Traffic Order being publicised well in advance. Personnel on site during the evening included UK Police and PCSOs, MoD Police, USAF Security, and members of the Emergency Planning team. Following the installation of the traffic cones, there were very few issues and any that were raised were dealt with quickly on the night by the team. It was hoped to be able to repeat the support next year.

The water outage on 10 November had been raised with the Emergency Planning Team because it was not clear until late on the first evening whether the damaged water main supplying the whole of the Rowans area of the village would hold during the night. The area had not had water from 9am that morning until 4pm in the afternoon when a temporary repair had been completed. There was also doubt about the integrity of the water as no testing was possible.

Further work would be undertaken by the Emergency Planning Team with the Rowans Management Company, the other management companies in the village and the Parish Council to develop an Emergency Plan for the village and the specific management areas.

9. To receive and approve the Minutes of the Parish Council Meeting held on 19 September

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

10. Update on progress from the Minutes

- a. **Speed Checks** – the Rural Police team had conducted a speed check on Fringford Road and out of the 40 vehicles which passed, just two were in excess of the speed limit. The Police have been asked to do a further check on Skimmingdish Lane.
- b. **Website** – the SSL Certificate had been implemented and was working.
- c. **Rubbish Bin outside the Bus Stop** – the Clerk had not had an opportunity to progress this.

11. Finance

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

As at 5 November, the Accounts stood at:

Co-op Current Account	£9,735.00
NS&I Account	£2,362.47

There were no outstanding cheques.

The second tranche of the Precept £2,710.00 was received on 12 September.

The Standing Order of £121.28 to pay the Clerk cleared on 17 September and 17 October.

The Letter of Engagement had been sent to the Internal Auditor and the internal audit interim spreadsheet completed and returned.

- b. **To receive the report from the Councillor responsible for Internal Financial Control**
Cllr Shipway inspected the accounts on 12 November. The Clerk had developed a check sheet which had been completed.
- c. **To consider the draft budget for 2019/20**
The Council considered the draft budget which the Clerk had circulated. It was not possible to make any decision as the Tax Base and CTRS figures had not been received from CDC.
- d. **To consider the purchase of the 10th Edition of Local Council Administration from Launton Parish Council**
The Council **RESOLVED** to agree to pay Launton Parish Council £30 for the 10th Edition of Local Council Administration.
- 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
200158	The White Horse Federation for Gagle Brook Community Room Hire on 21 November 2018 (Invoice GB87)	Hall Hire	£25.00
200159	Navitas Design Ltd for SSL Certificate and configuration (Invoice no 27488)	Website + training	£149.99
200160	JMC Olds for Administration expenses (printing £45.95; postage £10.53; telephone £13.07; Statutory Declaration cost £9.00)	Admin costs	£78.55
	Mileage Expenses	Mileage expenses	£23.78
	Total		£102.33
200161	I Black for Old School Close Grass Cutting	Grass cutting	£240.00
200162	Launton Parish Council for 10 th edition of Local Council Administration	Admin costs	£30.00
200163	The White Horse Federation for Gagle Brook Community Room Hire on 16 January 2019 (Invoice GB98)	Hall Hire	£25.00

12. Staffing

a. To consider an increase in the Clerk contracted hours

The Council **RESOLVED** to agree to an increase in the Clerk's contracted monthly hours from 12 to 15 to commence in the new Financial Year in April.

13. 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 considered the Standing Orders and **RESOLVED** to adopt the document with all the amendments suggested.

b. Grants Policy – to consider a Grants Policy for adoption

The Council considered the draft Grants Policy and **RESOLVED** to adopt it.

c. Data Protection Policy – to consider the revised policy taking into account the Data Protection Act 2018

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

- d. Carers' Allowance** – to ask OALC and NALC for support in changing the legislation to allow Councillors in England to claim Carers' reimbursement to enable the democratic function of the Parish Council

The Council **RESOLVED** to write to OALC to ask NALC for support in changing the legislation to allow Councillors in England the same rights as Parish Councillors in Wales and school governors in England to enable them to claim reimbursement of carers' costs to facilitate 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

The Council **RESOLVED** to agree to send all the original Minutes and Accounts (excluding one set from March 1983 to December 1989 which were not available) to the County Council Archives.

- f. Parish Clerk Office Continuity Planning** – to consider the purchase of a solid state hard disk for a donated laptop

The Council **RESOLVED** to agree to the purchase of a solid state hard disk to be installed in an old laptop which would be given to the Council by the Clerk.

14. Training

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

The Council **RESOLVED** to agree to Councillors attending any of the OALC courses for the forthcoming year, but decisions on attendance would be made nearer each course.

15. 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. 18/00484/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"

The Council **RESOLVED** to agree that no change to response made in May was necessary.

- ii. **18/01849/F** at 5 Skimmingdish Lane, OX27 8UN for Two storey side extension and single storey rear extension and glazed canopy.

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

b. To note Notices of Decision

The Council noted the following Notice of Decision:

- i. Confirmation of TPO for the Norway Maple tree at the front of 47 Skimmingdish Lane, Caversfield
- ii. 18/00221/ENFC – 2 Skimmingdish Lane – planning enforcement on unauthorised advertisements
- iii. No other Notices of Decision had been received.

16. Parish Matters

a. Crossing the A4421 – to receive a progress report

No report had been received, but it was understood that the HS2 funding together with S106 funding from the Bicester Heritage projects would enable the project.

b. Village Green Registration – to receive a progress report

The Clerk was pleased to report that the Statutory Declaration for the application was completed and the application had been posted to OCC. There would need to be a short formal consultation following which, unless there were negative comments, it should be registered reasonably quickly.

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, Cllr Mike Kerford-Brynes from Finmere had approached the Clerk and re-offered their spare VAS which could be installed on the anchor points on Fringford Road, provided the Parish was able to transport the device (together with the 10' pole) to the village from Finmere.

d. Snow Clearance – to consider the snow clearance agreement for the winter 2018 / 19

The Council **RESOLVED** to agree to continue with the arrangement with Richard Wise to clear the snow, in consultation with the Clerk, at a cost of £50 per hour plus VAT. The roads to be cleared were the Fringford Road from the northern white gates, through the village to the Southwold Lane Turn, the whole of Skimmingdish Lane from the Fringford Road to the A4421 Buckingham Road and Aunt Em's Lane from the B4100 to the Fringford Road.

17. Reports from Meetings

a. CDC Parish Liaison Meeting – 7 November

The Clerk and Cllr Nisbet attended the meeting. A note of the meeting provided by CDC had been circulated.

It was noted that while the presentation about health and wellbeing was of interest, the presentation about planning applications and how Parish authorities could make effective responses was poorly presented by CDC's Senior Planners.

18. Attendance at Meetings

- a. 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 Clerk would attend.

19. Correspondence received

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

- a.** OALC – September and October Updates
- b.** OCC / CDC – New Chief Executive
- c.** OCC – Highways Open Days
- d.** CDC – Members' Allowances confirmation
- e.** OCC – October Oxfordshire Matters
- f.** Oxford to Cambridge Expressway – Oxfordshire Parish Engagement Event 23 November
- g.** OCC Oxfordshire Resilience Group – Communities Evening 15 January 6 - 8pm
- h.** Rural Services Network – newsletters
- i.** CDC – Deddington Neighbourhood Development Plan
- j.** 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 2 January 2019.

b. Water Tower

Following reports about children trespassing and climbing on the water tower behind Woodcote Road, the Clerk had asked the Street Warden team for help. The Street Warden and the Clerk looked around and were pleased to see that there was no evidence of either drug taking paraphernalia or alcohol consumption in the area, but there was concern with how the children got into the area (through a hole in the fence behind the Woodcote Road garages) and the safety of the children up the tower. The matter had been referred to the CDC Legal team to find out the best way to get the land owner to fix the whole to prevent access.

c. Bridleway at bottom of Fringford Road

The bridleway had been cleared. The next thing to do would be to create a gap in the fence to the side of the main gate to allow progress through.

d. Website accessibility

OALC mentioned in their last update about website accessibility and the Clerk had checked through the site. She believed that the site was about 90% compliant at the moment, but Navitas Design hoped to be able to give further advice in due course.

21. Date of Next Meeting

The Council **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 16 January 2019 at 7.30pm at Gagle Brook School.

The meeting closed at 9.10pm

Signed

Dated