

CAVERSFIELD PARISH COUNCIL

To Members of the Council: you are summoned to attend a Meeting of Caversfield Parish Council on Wednesday 20 March 2019, 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. **Report and update from RAF Croughton**
5. **Reports from District and County Councillors** – for information only
6. **Reports from the Village Management Companies** – for information only
7. **Report from the British American Committee** – for information only
8. **To receive and approve the Minutes of the Parish Council Meeting held on 16 January 2019**
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. **Financial Report** – to receive the bi-monthly report
 - b. **NS&I Account Signatories** – to consider new signatories on the account
 - c. **Grant Awards** – to consider awarding grants from applications and requests received from external bodies
 - d. **Internal Auditor's Report** - to receive the Report for the financial year 18/19
 - e. **Staff Salary** – to approve continuing the payment of the staff salary by Standing Order
 - f. **Staff Overtime** – to consider paying the Clerk overtime accrued over the year
 - g. **Invoices** - to consider invoices for payment itemised on the payment schedule
11. **Governance**
 - a. **Staffing Policies** - to consider the revised document recommended by OALC's Dispute Resolution Guide
 - i. To agree to adopt the Dispute Resolution Guide
 - ii. Draft Dignity at Work Policy
 - b. **Financial Regulations** – to consider and adopt the revised Financial Regulations
 - c. **Freedom of Information Policy** – to review and adopt a revised policy
 - d. **Social Media Policy** – to consider and adopt a Social Media Policy

- e. **Gifts and Hospitality Policy** – to consider the draft Policy and form to comply with the Information Commissioner Office’s recommendations
 - f. **To consider the CDC Parish Remuneration Report for 2019/20 and agree Members’ allowances**
- 12. Training**
- a. **OALC Training** – to consider attendance of any of the 2019 courses
- 13. 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
None have been received
 - b. **Notices of Decision** – to note
- 14. Oxfordshire Plan 2050** – to consider a response to the OCC consultation (closes 12 April)
- 15. Parish Matters:**
- a. **Grass Cutting and Weed Spraying** – to consider and agree the contracts for grass cutting and weed spraying
 - b. **Crossing the A4421** – to receive a progress report
 - c. **Village Spring Clean** – to arrange the date for the Spring Clean
 - d. **Old School Close Village Green Registration** – to receive a progress report
 - e. **VAS** – to receive a progress report
- 16. Reports from Meetings** – to receive reports from any meetings attended
- a. **Rural Police Resilience Liaison Meeting** – 20 February
 - i. To receive a report
 - ii. To consider working with surrounding parishes on the Speedwatch project
 - b. **Bicester Heritage** – 6 March
 - c. **SLCC Branch Meeting** – 19 March
- 17. Attendance at Meetings**
- 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 1 May 2019
- 20. Date of next meeting:** to confirm the date of the next meeting as Wednesday 15 May 2019 (third Wednesday of alternate month) at 7.30pm.

Dated: 13 March 2019