Minutes of a Meeting of Caversfield Parish Council
held on Wednesday 16 January 2019 at Gagle Brook School, Elmsbrook at 7.30pm

Present: Cllr Tom Astley, Cllr Eleanor Booth-Davey (Chairman), Cllr June Nisbet, Cllr Glenice Sutcliffe, Cllr Terry Williams

In attendance: Two members of the public, Cllr Lynn Pratt (CDC), Cllr Lawrie Stratford (OCC), Mrs Jane Olds (Parish Clerk)

Apologies: Cllr Roger Shipway, Cllr Nicholas Mawer (CDC), Cllr Jason Slaymaker (CDC)

1. **To elect a Chairman until May 2019**
   Cllr Nisbet proposed, and Cllr Sutcliffe seconded the proposal that Cllr Eleanor Booth-Davey be elected as Chairman. The Council **RESOLVED** unanimously to elect Ms Booth-Davey as Chairman. Cllr Booth-Davey signed her Acceptance of Office form.

2. **Apologies for absence** – to receive apologies
   The Council received Cllr Shipway's apologies.

3. **To note the resignation of Councillor John Gilmore**
   Councillor Gilmore had been a Parish Councillor since May 2000 and had participated in numerous Parish Council meetings and debates on a wide range of subjects. He was elected Chairman in May 2012.

   His perspective and historical knowledge of his area of the village would be greatly missed and the Parish Council thanked him for his time and dedication to the work of the Parish.

4. **Requests for Dispensations, Declarations of interest, gifts and hospitality**
   Nothing was declared.

5. **Public Participation**
   No members of the public were in attendance.

6. **Reports from District and County Councillors and Police**
   Councillor Pratt reported that the new CDC management structure was put in place for 3 January and that Yvonne Rees was Chief Executive of both CDC and OCC. CDC was currently going through the budget process.

   Councillor Stratford reported that OCC was also going through the budget process ready for consideration at full Council in early February. The County had consulted on potential cuts to mental health funding but had then been awarded funding from Central Government which meant that, together with some changes to priorities, the cuts were not necessary. However, the Council Tax was still likely to go up by 3.99% in order to fund adult social care and the other responsibilities.

The issue of the level crossing by Bicester 'Village' station was also of concern to the County and District Councillors and they were trying to pursue a solution with Victoria Prentis MP and Network Rail.

7. **Reports from the Village Management Companies**
Stratton Fields Management Company Ltd reported that they had received three complaints due to the loss of water the previous week which was a wider issue. Supply had been reinstated quickly, but the repair to the road at Ten Ten Bridge, Bucknell Road had taken longer and affected travel to the village.

The Company had agreed to give advice to the Springfield Road Management Company.

Following a meeting with the Rowans Management Company, Cllrs Stratford and Pratt asked for further details of the issues in the area.

8. **Report from the British American Committee**
No report had been received.

9. **To receive and approve the Minutes of the Parish Council Meeting held on 21 November 2018**
It was **RESOLVED** that the minutes be accepted as a true record and were signed by the Chairman.

10. **Update on progress from the Minutes**
   a. **Standing Orders, Grants Policy and Data Protection Policy** – have been updated and published on the website
   b. **Carers' Allowance** – the Clerk had not had the opportunity to write to OALC yet
   c. **Archiving of Documentation** – the Clerk had not had the opportunity to complete this
   d. **Office Continuity Planning** – The Clerk had not had a chance to order the SSD yet
   e. **Snow Clearance** – The Clerk had written to Richard Wise confirming the arrangements

11. **Finance**
   a. **To receive the bi-monthly financial report – for information**
   As at 3 January, the Accounts stood at:

Co-op Current Account	£8,910.12
NS&I Account	£2,362.47

There were no outstanding cheques.

The Standing Order of £121.28 to pay the Clerk cleared on 19 November and 17 December.

Following the news that it appeared that the Co-op had lost the two cheques for Navitas Design and Launton PC due to a transfer of cheque administration, the Clerk stopped the cheques and paid them by bank transfer (as agreed by email). The Clerk was assured that there would not be a charge for the stops as it was their issue. However, a £10 charge was made which the Clerk disputed and had been refunded.

The budget monitoring sheet was also made available.

b. To consider and agree a further cheque signatory for the bank account
The Council **RESOLVED** to agree to add Cllr Eleanor Booth-Davey and Cllr Terry Williams as signatories to the Co-op bank Account and to remove Mr John Gilmore. Cllrs Nisbet and Sutcliffe signed the declaration as specified on the form.

The Council also **RESOLVED** to agree to changing the signatories on the NS&I account. The Clerk would write to NS&I to start the procedure.

c. To consider the draft budget for 2019/20
The Clerk presented a detailed draft budget which the Council considered. The predominant increase in expenditure had been from the necessity of increasing the Clerk's hours from 12 to 15 a month due to the additional workload which the Parish had experienced over the previous 18 months. The Council **RESOLVED** to agree to the budget of £8,576.

d. To consider and agree the setting of the Precept level for 2019/20
CDC had informed the Parish that the estimated Tax Base for 2019/20 would be 559.6 (previous year 556.3). The CTRS Grant would be £77.27 provided that CDC resolved to agree the grants for all parishes, but this had not been taken into account in the budget process because it had not been clear whether it would be awarded for the year 19/20.

Having agreed the budget, the Council considered the Precept request and **RESOLVED** to agree to an increase of £542 on the previous year to £5,962. The annual cost to a Band D household would be £10.65; while this was a 10% increase on the previous year, it equated to an increase of 91p per household over the whole year. The Clerk would inform CDC of the decision.

e. To consider NALC's revised salary scales and agree the cost of living pay increase for the Clerk from April 2019
The Council considered the NALC revised salary scales, noted that the revision changed the Clerk's Scale Point from SCP19 to the revised Point 8 and **RESOLVED** to agree to the cost of living increase for Point 8 at £10.37 per hour from April. This would make the monthly expense £155.55. The Clerk would notify the bank of the change to amend the Standing Order at the end of March.

f. 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
200164	The White Horse Federation for Gagle Brook Community Room Hire on 20 March (invoice no: GB107)	Hall Hire	£25.00
200165	Open Spaces Society for Annual Membership	Subscriptions	£45.00

12. Governance

a. To consider and agree the meeting dates for the forthcoming year from May 2019

The Council **RESOLVED** to agree the following dates:
15 May – Annual Parish Meeting 7.30pm, followed by the Annual Meeting of the Parish Council at 8pm
17 July
18 September
20 November
2020
15 January
18 March

All meetings would take place at Gagle Brook School.

b. To note OALC's guidance on Dispute Resolution and consider further action

The Council noted the guidance and **RESOLVED** to ask the Clerk to update the policies ready for the March meeting.

c. To consider annual membership of the Open Spaces Society

The Council **RESOLVED** to agree to joining the Open Spaces Society at a cost of £45 per year.

13. Training

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

The Council **RESOLVED** to agree to pay for the Clerk to attend the Risk Management and Strategic Planning Courses on Wednesday 17 April at a cost of £90 plus VAT.

The Chairmanship Course on 17 July would be reviewed after the elections.

14. 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.

No planning applications had been received

b. To note Notices of Decision

The Council noted the following Notice of Decision:

i. **18/01484/F** at 36 Fairhaven Road, OX27 8TX for "Proposed front porch and side single storey extension"
   Permission for development subject to conditions

15. RAF Croughton update – to note the revised plans for the US service personnel deployment in the UK and the implications to RAF Croughton
The Council noted the update which had halted the developments and additional staff at RAF Croughton, apart from a new main gate, and asked Cllr Pratt to find out about the implications for the MoD housing which would have been put back into use had the project progressed.

16. Parish Matters

a. Crossing the A4421 – to receive a progress report
No further progress had been made. The S106 Agreement and the Decision Notices were still being finalised for the Hotel development at Bicester Heritage. However, it was noted that the crossing was even more important with the potential of 400 HGV movements a day to the HS2 works up the Buckingham Road.

b. Bicester Heritage Events – to request further traffic management assistance
There were a number of complaints from villagers during the January Sunday Brunch Scramble with visitors choosing to park in the village rather than queuing to park on site. The Council **RESOLVED** to ask the Clerk to contact Bicester Heritage to ask for further assistance on deterring their visitors from parking in the village during events and to ask their visitors to be considerate while driving through the village.

c. Clothing Bank siting – to consider locations suitable for a clothing bank.
The Clerk had received two requests for the siting of a clothing bank in the village. It would not be possible to site this on the MoD land, but it was suggested that the operators might approach the Caversfield Management Company as there were already bottle banks off Turnpike Road.

d. Village Green Registration – to receive a progress report
No progress had been made.

e. VAS – to receive a progress report
The Clerk had not had an opportunity to progress this further.

17. Reports from Meetings

a. SLCC Meeting – 22 November
The Clerk had attended the meeting. The two speakers were Paul Clayden, the editor of *Local Council Administration*, and Kate Ashbrook from the Open Spaces Society.

b. **OCC Town and Parish Event** – 28 November
The Clerk attended the meeting which was helpful, although poorly attended by other Parish Councils. Key OCC Officers, including members from Highways, Emergency Planning, Health and Volunteers, listened, in round table discussions, to understand the issues from a Parish perspective.

c. **Rowans Management Company** – 3 December
Cllr Sutcliffe and the Clerk attended the meeting together with Nathan Crockford from the OCC Emergency Planning Team, Alan Radley from the Rowans Management Company and Carol Spencer who had been nominated by the Management Company to act on their behalf.

Mr Radley was asked to find out whose responsibility it was to ensure that the supply of water to the estate was maintained. There was much discussion about this and the general maintenance within the estate.

Financial reserves were also mentioned so that the company could ensure financial security and be able to manage emergency situations, but the meeting was informed by Mr Radley that the company was not allowed to hold reserves and that the villagers – who were non-voting share holders – did not want them to hold reserves.

A further meeting had been requested for January, but the date had not been arranged.

d. **Thames Water** – 5 December
Following the water loss in the village, the Clerk had contacted Thames Water about the Priority Service and had met with Tania Christie about the service.

More information about the Priority Service which covers both SSE and Thames water would be available on the website in due course.

18. Attendance at Meetings

a. **Bicester Police Rural Community Resilience Group** - 20 February 2019 at 7pm at Fringford Village Hall
The Clerk hoped to attend.

19. Correspondence received

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

a. **Bicester Rural Policing Team** – update (posted on website)
b. **Bicester Healthy New Town** – workshop 28 February
c. **OALC Updates** – November and December
d. **Reunite Foundation** – Executive board members needed
e. **CDC** – Wellbeing Activity map (to be added to website)
f. **CDC** – Local Plan Examination start 5 February
g. **Office of Police and Crime Commissioner** – survey on increase in Council Tax to fund policing and newsletter

- **h. Arrow Accounting** – Internal Audit process almost complete
- **i. OCC** – December Newsletter
- **j. TVP** – December Police and crime bulletin
- **k. OALC** – S137 Allowance for 19/20
- **l. 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 6 March 2019.

b. Facebook

The Parish Council Facebook page had increased to 300 likes in the past two weeks.

21. Date of Next Meeting

The Council **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 20 March 2019 at 7.30pm at Gagle Brook School.

The meeting closed at 9.08pm

Signed ……………………………………… Dated …………………………….