Minutes of the Meeting Caversfield Parish Council
held on Wednesday 19 July2017 at Fringford Village Hall at 7.30pm

Present:	Cllr Eleanor Booth-Davey, Cllr John Gilmore (Chairman), Cllr June Nisbet (Vice-Chairman)
In attendance:	Cllr Lynn Pratt (CDC), Cllr Lawrie Stratford (OCC), Mrs Jane Olds (Parish Clerk)
Apologies:	Cllr Esther Bannister, Cllr Roger Shipway, Cllr Glenice Sutcliffe, Cllrs Nicholas Mawer and Jason Slaymaker (CDC)

1. **Apologies for absence** – to receive apologies
The Councillors accepted Cllr Bannister's apologies due to ill health, but noted that as she had been unable to attend for six months that her term of office had expired.

2. **Requests for Dispensations, Declarations of interest, gifts and hospitality**
There were no declarations of interest or requests for dispensations.

3. **Public Participation**
Two members of the public attended the meeting, but had nothing to raise.

4. **To receive and approve the Minutes of the Parish Council Meeting held on 17 May 2017**
It was **RESOLVED** that the minutes be accepted as a true record and were signed by the Chairman.

5. **Update on progress from the Minutes**
   a. **Risk Assessment** – the Clerk had finalised the Risk Assessment and published it on the website.
   b. **Reserves Policy** – the Clerk had published the Reserves policy on the website.
   c. **Neighbourhood Planning Policy** – the Clerk not had the opportunity to devise a policy.

6. **Reports from District and County Councillors and Police**
County Councillor
Cllr Stratford thanked the village for their support at the recent County Council election.

Unfortunately, due to the two periods of Purdah for the County and General elections, the business of the Council had been delayed.

Cllr Stratford had been appointed as Cabinet Member responsible for Adult Social Care.

Two Unitary proposals, one from County and one from the District had been submitted to the Secretary of State, but it was understood that it may be some time before any decision was made due to the current political climate.

A Victims of Crime website had been set up which would focus particularly on the victims of domestic violence.

Consultation on the East/West Rail project was starting. Of primary importance to the town was the London Road crossing where the road could be closed for 34 minutes of every hour (currently 14 minutes) once all the trains were running. While the Council is putting pressure on, it is a national, not a local project, but the impact on the town is great.

There had been a major re-structure of the Environment and Economy team at County (responsible for Highways) and a new Highway Steward had been appointed.

There was no news on the road crossing issues that the Parish had raised but the speed and weight limit consultation taking place shortly would cover the village.

District Councillor
Cllr Pratt reported the new Chief Executive for Cherwell and South Northamptonshire, Yvonne Rees, had just started and was currently meeting all Councillors individually.

The Local Plan Review had been published for consultation. The Clerk asked that the District Councillors could feed back the Parish concern about the period of consultation which covered the entire summer holiday.

The Albion Land application at the bottom of Howes Lane had been approved at District Council, but had been voted against by the local Councillors and Bicester Town Council.

The Town Council burial ground was still an issue and the District were looking at alternatives on the NW Bicester site area.

The planning application for the Business Centre at Elmsbrook had recently received consent.

A planning application for a 60+ bed nursing home was anticipated on the Bicester side of Skimmingdish Lane opposite the Air Field (so not in the Parish) which the Parish would be consulted on.

7. **Reports from the Village Management Companies**
Cllr Booth-Davey reported that Stratton Fields Management Company would be holding their AGM as soon as the Finance Director had completed the accounts.

No other reports had been received.

8. **Insurance** – to consider and agree the Insurance policy renewal
The Clerk had obtained three quotations for the renewal.

Following consideration of the Clerk's report, the Council **RESOLVED** to agree to the quotation from Came and Company using Axa Inspire Insurance at a cost of £280 per annum for a three-year binding agreement (until 30 July 2020). This included Public

Liability Insurance and Employers' Liability Insurance of £10,000,000, a Fidelity Guarantee of £150,000 and cover of all the street furniture.

The saving on the insurance from the current insurer was over £100 per annum.

9. **Finance**

   a. **To receive the monthly financial report – for information**

   As at 6 July, the Accounts stood at:

Co-op Current Account	£7,418.56
NS&I Account	£2,351.39

   There were no outstanding cheques.

   The Current Account had received the Grass Cutting Grant from OCC for £264.04.

   The External Audit documents were completed and sent to BDO on 29 May.

   The VAT reclaim of £273.38 for the year 2016/17 had been completed and was sent to HMRC on 19 June.

   Regarding the Clerk as a signatory on the bank account, following further investigation, the Clerk confirmed that the Financial Regulations were satisfactory and would not need to be amended. While the Clerk being a signatory on the bank account is not specifically mentioned in the Regulations, the Clerk is, as RFO, the Service Administrator for the account and that is mentioned under point 6.15.

   The Standing Order of £110.84 to pay the Clerk cleared on 17 May and 19 June.

   b. **To consider a review of the effectiveness of the Internal Auditor**

   The Clerk had circulated the draft document to review the Internal Auditor's effectiveness which the Council considered and **RESOLVED** to agree. The Chairman and Clerk (as RFO) signed the document.

   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**
200116	Fringford Village Hall for hire of hall on 19 July	Hall Hire	£18.00
200117	Navitas Design Ltd for annual web hosting and domain name renewal	Website + training	£64.79
200118	JMC Olds for Admin expenses (printing £50.08, stationery £0.43, postage £7.09)	Admin costs	£57.60
	JMC Olds for Mileage expenses	Mileage expenses	£18.78

Cheque no:	Payee and reason	Budget	Amount
	Total		£76.38
200119	Came and Company for Insurance	Insurance	£280.00

The Council also agreed to the payment of the bus shelter repair if the invoice arrived outside the timescale for the September meeting.

10. Planning Applications

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. **17/01090/OUT**, Albion Land Two Limited, OS Parcel 4200 Adjoining And North East Of A4095 And Adjoining And South West Of Howes Lane Bicester for 'Development of B1, B2 and B8 (Use Classes) employment buildings, including landscaping; parking and service areas; balancing ponds and swales; and associated utilities and infrastructure. Construction of a new access off Middleton Stoney Road (B4030); temporary access off Howes Lane; internal roads, footways and cycleways.'.

The Clerk had asked for an extension so that the development could be discussed at the meeting, but unfortunately this was not possible as it had been to Committee the previous week.

ii. **17/01178/LB**, Ms Natalie Maule, at 19 The Officers Mess, Orchard Lane, OX27 8AH for 'Removal of internal wall between dining room and kitchen'. The Council considered the application and had no comments or objections.

iii. **17/01372/F**, Mrs E Chown at 45 Elderfield Road, OX27 8UE for 'Two storey gable and extension'. The Council considered the application and had no comments or objections.

iv. **17/01195/F**, 24 Manzel Road, OX27 8US for 'Single storey rear and side extension'. The Council considered the application and had no comments or objections.

b. To note Notices of Decision

The Councillors noted the following Notice of Decision:

i. **17/00741/F**, Doclos Hall, 34 The Parade, OX27 8AD for 'Variation of Conditions 2 (Plans condition), 3 (Parking and manoeuvring), 4 (Landscaping), 6 (AMS), 7 (Tree protection), 8 (Tree pits) of 15/02201/F- Conditions to tie up with new entrance as approved by planning application 17/00242/F'. Permission for development subject to conditions

11. **Partial Review of the Cherwell Local Plan (Oxford's Unmet Housing Need)** – to consider a response to the consultation starting on 17 July
The Council considered the review and **RESOLVED** to respond that the areas selected were appropriate for Oxford's Unmet housing need.

12. **Data Protection Policy** – to consider and agree to adopt a Data Protection Policy
The Clerk had circulated the draft Policy which was required in the Freedom of Information Publication Scheme. It covered how the Parish should handle data appertaining to the Data Protection Act, the Freedom of Information Act and the Environmental Information Regulations.

    Following consideration, the Council **RESOLVED** to agree to adopt the policy.

13. **Equality and Diversity Policy** – to consider and agree to adopt an Equality and Diversity Policy
The Clerk had circulated the draft Policy which was required under the Equality Act 2010. Guidance on the draft had been received from OALC and their adviser Bethan Osborne.

    Following consideration, the Council **RESOLVED** to agree to adopt the policy.

14. **Staffing Committee** – to consider the formation of a Staffing Committee and to review the draft terms of reference
In order to comply with the recommendations from OALC's Dispute Resolution Guide, the Clerk had prepared the terms of reference.

    Following consideration, the Council **RESOLVED** to agree to adopt the terms of reference for the Staffing Committee.

15. **Co-option of Councillor** – to consider nominations for the Vacant Councillor seat
No nominations had been received, but the Council would actively search for a new Councillor.

16. **Parish Matters**
    a. **Defibrillator** – to consider applying for funding for a defibrillator and cabinet.
    The Clerk had received a request from the Theodore Lodge of Freemasons in Bicester asking for estimates and costings of a defibrillator.

        The Clerk had contacted Ian Jones from South Central Ambulance Service who had given some links to machines and cabinets and their costs together with a funding source from SSE.

        The Council **RESOLVED** to agree to the purchase and installation of a defibrillator on the MoD Police House in Davis Gardens subject to MoD approval and receipt of a grant and to apply for a grant from SSE Resilience Fund to pay for the project.

If it was not possible to install it on the Police House, Cllr Booth-Davey informed the meeting that a villager may be prepared to accommodate it.

b. **To note a letter of support for St Laurence's Church to assist in their application for funding**
The Council noted the letter which the Clerk had written supporting the Church in their application for funding for a project to repair the fabric of the building and give better access to the Church.

17. **Clerk CiLCA Course** – to receive an update
The Clerk had attended seven sessions of the course. Three of the five units had been covered which included 19 learning objectives. She was ready to submit the first Unit (LOs 1 to 5) and much of Units 2 and 3 were complete.

The Clerk would register with SLCC during the holidays and would start submitting once she had received the registration documents.

18. **Reports from Meetings**
a. **CDC Parish Liaison meeting**
The meeting was primarily to introduce the consultation and plans for the Partial Review of the Local Plan, but there were also presentations from Emily Lewis-Edwards from CFO about Community Transport and from Meryl Smith from the Oxfordshire Playing Fields Association.

19. **Correspondence received**
The Clerk presented the meeting with a list of correspondence received which included:
a. **Bicester Freemasons** – re defibrillator
b. **CFO Newsletter**
c. **OALC** – re AGM
d. **Build-it Live** – re event
e. **CDC** – Parish Liaison Meeting agenda
f. **Julie Scott** – re invitation to Councillors for Independence Day Celebrations
g. **Villager** – re softball pitches (forwarded to Julie Scott)
h. **CDC** – re Empty Homes Project
i. **OALC** – May and June updates
j. **OCC** – re Gypsy and Traveller Services
k. **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 September.

b. **Dog bags**
The Clerk informed the meeting that she had a further supply of dog bags and was happy to distribute them.

b. **Fringford Road / Skimmingdish Lane Junction Fingerpost**
The Clerk had reported the damaged fingerpost and asked for it to be restored

c. **VAS**
The Clerk had been in touch with Finmere Parish Council and hoped to borrow the VAS after the summer holidays.

d. **The Rowans Estate**
Cllr Gilmore reported that residents in the Rowans area would like to investigate taking over the management of their part of the estate from the current company.

21. Date of Next Meeting
The Council **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 20 September 2017 in the Chinnery Room of Fringford Village Hall at 7.30pm.

The meeting closed at 9.00pm

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