

**Minutes of the Meeting of Caversfield Parish Council
held on Wednesday 15 March 2017 at 7.30pm at Fringford Village Hall**

Present: Cllr Eleanor Booth-Davey, Cllr June Nisbet (Vice-Chairman),
Cllr Roger Shipway, Cllr Glenice Sutcliffe
In attendance: Cllrs Nicholas Mawer (until 9pm), Lynn Pratt and Jason Slaymaker (CDC),
Cllr Lawrie Stratford (OCC) (until 9.50pm), Mrs Jane Olds (Parish Clerk)
Apologies: Cllr Esther Bannister, Cllr John Gilmore (Chairman),

1. Apologies

The Councillors accepted Cllr Bannister and Gilmore's apologies due to ill health.

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

There were no declarations of interest or requests for dispensations.

3. Public Participation

No members of the public attended the meeting.

4. To receive and approve the Minutes of the Parish Council Meeting held on 15 January 2017

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

5. Update on progress from the Minutes

- a. Precept** – the Clerk had sent off the Precept request of £5,263 to CDC
- b. Cycle racks by the A4421 Bus Stop** – the Clerk had responded to CDC
- c. Trucks using the Fringford Road** – the Clerk had received information about the trucks using the Fringford Road and had contacted one company which was the contractor for the water works in Stoke Lyne. The representative was very reasonable, but there as there was no weight limit on the road it was not possible, currently, to stop the trucks.

**6. Reports from District and County Councillors and Police
County Councillor**

Cllr Stratford reported that County had set the budget and precept on 14 February. The Council Tax for Oxfordshire would equate to 4.99% - 1.99% for general work and 3% for Adult Social Care as was agreed with Government. However, this increase was not enough to fund the social care budget adequately.

There would be a £1¼m Pilot Communities Fund budget set aside to assist parishes and towns with one off community projects. It would be expected that applicants would obtain matched funding and was not to be used for projects which were highways obligations.

A number of projects and issues were raised including flood defences; the transition for running the children's centres; the upgrade to 'Fix My Street'; and the collaboration

between the Fire and Ambulance services with the reduction in house fires, but an increase in road traffic collisions.

The consultation about the County's proposals for the Unitary Authority had been circulated with a great deal of information available on the County's website.

County's concerns about the North West Bicester development were raised; particularly the additional traffic volumes, the road infrastructure and the railway bridge at Bucknell Road. The school – Gagle Brook – was now not scheduled to open until September 2018 due to low take up.

There would be a review of the speed and weight limits around Bicester after the 4 May elections.

District Councillor

Cllr Pratt reported that the outline application for Himley Village (part of the Eco-Town) was to be considered at the Planning Committee, but with the recommendation that the road infrastructure must be part of the plan and that no more than 500 houses could be built unless the road was also built.

A new Town Clerk for Bicester had been appointed.

The Unitary issue was one for much wider debate as the District Council (together with West Oxfordshire and the City Council) could not agree with OCC's proposals. The major concern was for the child and adult social care, the costs for which would continue to increase.

Cllr Slaymaker reported that there were ongoing issues with the quality of the building work at Elmsbrook and that he had attended residents meetings.

7. Reports from the Village Management Companies

Cllr Booth-Davey reported on behalf of Stratton Fields Management Limited that some of their residents had expressed concern about the reduction in access points into the park by the MoD. It had been explained that the MoD was within their rights to restrict access and that villagers were able to use the park as a privilege not a right.

8. Finance

a. To receive the monthly financial report

As at 2 March, the Accounts stood at:

Co-op Current Account	£6,054.36
NS&I Account	£2,351.39

There were no outstanding cheques.

The Standing Order of £109.44 to pay the Clerk cleared on 17 January and 17 February.

The NS&I Account had received annual interest of £14.04.

The Clerk had registered with the Pensions Regulator and had written to herself using the Pensions Regulator's standard letter. The registration needed to be completed after the 1 April staging date.

b. To consider awarding grants from applications and requests received from external bodies

The Clerk had received three requests.

Following consideration, the Councillors **RESOLVED** to decline the Marie Curie request as it was a standard letter and not specifically about Caversfield, but **RESOLVED** to agree to make a grant of £150 to the Banbury Playbus and £200 to the British American Committee for the Caversfield Fete.

c. To receive the interim Internal Audit Report

The Internal Auditor had made his initial review and was awaiting completion of his checklist after 31 March 2017.

d. To receive a verbal report from the Councillor responsible for Internal Financial Control

Cllr Booth-Davey had made her inspection on 25 January and was content with the management of the Parish finances.

e. To consider invoices for payment itemised on the payment schedule

The Councillors **RESOLVED** to approve the following invoices for payment:

Cheque no:	Payee and reason	Budget	Amount
200105	Fringford Village Hall for hire of hall on 15 March	Hall Hire	£18.00
200106	Quadron Services Limited for weed spraying Fringford Road (invoice no QS100498)	Weed Spraying	£54.00
200107	Oxfordshire Association of Local Councils for annual subscription	Subscriptions	£295.72
200108	J Olds for Admin expenses (printing £34.73, laminating £4.80, postage £1.46, telephone £0.32)	Admin Costs	£41.31
	J Olds	Mileage expenses	£15.06
	Total		£56.37

The Clerk reported that she was still awaiting invoices for the Community First Oxfordshire annual subscription, the dog bin emptying from CDC and the SLCC

Subscription. The Councillors **RESOLVED** to agree to transfer the remaining budget for these three anticipated invoices to next year's budget.

9. 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. 17/00317/F, Mr Lewis Smith, 12 Springfield Road, OX27 8TT for 'Sub-division of existing dwelling into 2 separate dwellings'

The Councillors considered the application and had strong concerns about the over-development of a corner plot which had already been extended. There had been other applications within the area in the last three years where concerns had been raised over the plans for subdivision of a property. Conditions for Development had been included in the planning agreement for those properties that they must be maintained as single dwellings. It was felt that this development could set a precedent for future projects in the village.

OCC Planning refs for Gagle Brook School:

- ii. R3.0026/17 re Condition 19 (Sustainable Water Management) of planning permission R3.0139/14;
- iii. R3.0025/17 re Condition 17 (Waste & Recycling Strategy) of planning permission R3.0139/14;
- iv. R3.00027/17 re Condition 25 (Community Use Scheme) of planning permission R3.0139/14;
- v. R3.0024/17 re Condition 9 (School Travel Plan) of planning permission R3.0139/14

The Councillors considered the applications but **RESOLVED** to agree that no comment was necessary as the applications did not fall under the Parish's remit.

The following applications had been received and responded to:

- vi. 17/00075/F for Mr Norton at 38 Elderfield Road, Caversfield, OX27 8UD for a two storey side extension. Concern was raised at the inclusion of a second stair case in the plans and the Planners were asked to ensure that if permission was granted, conditions should be added so that the property may not be sub-divided into two dwellings at a later date. Conditions such as these were part of the permission for development in a previous application on the same road (reference 14/00341/F).
- vii. 17/00051/TCA for Mrs Margaret Smith at 8 Turnpike Road, Caversfield, OX27 8UP for 'T1 x Leylandii - Fell'. No comments or objections were raised.

b. **To note Notices of Decision**

No notices of decision had been received

10. Street Trading Application – to consider the consultation on an application for ‘Steve’s Snack Shack’

Following clarification that the applicant was in the layby on the B4100 Banbury Road, the Councillors had no comments or objections.

11. Grass Cutting

a. To consider the quotations for the grass cutting for the village

Following consultation with OCC about the areas of ‘urban’ grass which the Parish could be responsible for cutting under the grass cutting agreement, the Clerk had received quotations for the cutting of Skimmingdish Lane.

The Councillors considered the quotations received and **RESOLVED** to contract Quadron / Idverde at a cost of £50 per cut for six cuts a year, which would be reviewed at the end of the year.

The Clerk would write to all the contractors.

b. To consider OCC’s Grass Cutting Agreement with the Parish

The Councillors **RESOLVED** to agree to the Parish entering into a grass cutting agreement with Oxfordshire County Council for the urban, Skimmingdish Lane, area of the village – a total of 2576 square metres which would equate to a grass cutting grant of £264.04

12. Oxfordshire Unitary Proposals – to consider the addition of the Parish Council’s name to the letter OCC wishes to send to the Secretary of State in support of the Unitary proposals
The Councillors considered the letter but **RESOLVED** not to send it believing that more information was needed before making an informed decision.

13. Oxfordshire Clinical Commissioning Group – to consider a response to their consultation

The Clerk informed the meeting that the online consultation appeared to be for individuals rather than Parish Councils and encouraged members to complete the form themselves. The Clerk would also publicise the consultation on the website and on Facebook.

14. Parish Matters

a. Village Spring Clean – to arrange the date for the Spring Clean

The Councillors **RESOLVED** to agree to the date of Saturday 13 May. The Clerk would arrange the equipment, posters and publicity.

b. Elmsbrook Bus – to receive a progress report on the route of the bus and note concerns of a Fringford Road villager

The Clerk had been in contact with the developers A2 Dominion and requested that the Elmsbrook (E1) bus be allowed to continue using Aunt Em’s Lane in order that it would be able to transport a wider number of passengers, but it was understood that when the development was completed the bus would not come through the village.

Cllr Slaymaker was pleased to report that the bus was being used more and that the more paying passengers use the bus, the less A2 Dominion would need to pay and so the funding was likely to be able to be extended. Both the District and County Councillors had been asked to support the request to maintain the current route.

The Parish Council had been copied in on an email to the operator of the E1 about the use of Aunt Em's Lane and the lack of bus stop. The Clerk had not received a response from the operator.

c. Police priorities – to consider and review the current Rural Policing priorities

The current priorities the police had were outlined as:

- Parking, particularly outside and around schools
- Speeding
- Anti-social behaviour

The Councillors considered the list which they agreed. However, they also asked the District and County Councillors to raise their concern over the proposed reduction in the support for rural policing and the reduction in staffing.

d. Bus shelter – to consider a quotation to re-install the broken panels

The Clerk had received a quotation for the repair of the two panels in the bus shelter. The Councillors **RESOLVED** to agree to replace the panel at the rear of the shelter with a solid panel and the front panel with glass at a total cost of £445.00 including installation, but exclusive of VAT.

To reduce the installation costs, the Councillors agreed to accept that the work would be undertaken when the company was in the area rather than making a special journey. The Clerk would arrange for the installation.

e. Weight Limit of Fringford Road – to consider a request for a weight limit on the Fringford Road to reduce the number of heavy vehicles using it

Cllr Stratford informed the meeting that a review and consultation about road speeds and weight limits around Bicester was scheduled to be undertaken following the May elections that it was hoped that the villages around the town would be included; Fringford Road could, therefore, be included in the review.

15. Meeting Dates and Venue for 2017 / 18 – to consider and agree the meeting dates for the forthcoming year

The Councillors **RESOLVED** to agree the following dates:

17 May (Annual Parish Meeting 7.30pm, Annual Meeting of the Parish Council to follow at 8pm)

19 July

20 September

15 November

2018

17 January

21 March

Planning meetings to be convened as required.

The Clerk informed the meeting that there may be the possibility of moving the venue from Fringford to slightly nearer at Gagle Brook School in Elmsbrook in due course, as Caversfield would be in the catchment for the school, which the Councillors welcomed.

16. Reports from Meetings

No meetings had been attended.

17. Correspondence received

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

- a. CDC – re Street Trading Policy
- b. OCVA – Pulse Volunteer newsletter
- c. OALC – December/ January and February updates
- d. **High Sheriff of Oxfordshire** – re chosen charity Carers UK.
- e. CDC – re message from Cllr Barry Wood about the Unitary situation
- f. OCC – re Unitary Proposal Workshop dates
- g. **Plantlife** – requesting volunteers. A Volunteering Opportunities page on the website has been created and the information included together with a post on Facebook
- h. OALC – re S137 amount for 17/18
- i. **Southern Gas Network** – Stakeholder event on 16 March
- j. OALC – re unitary proposals
- k. **Oxfordshire NHS Trust** – re Governor Elections
- l. **Zeta** – re smartscape lighting
- m. **Oxford Science Festival** – publicity
- n. **Clerks and Councils Direct**
- o. **Villager** – asking for update on footpath outside Cuckoo Cottage and the Vehicle Activated Sign which the Clerk has asked Finmere PC about the possibility of borrowing.

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 3 May.

b. Bicester Heritage next Scramble – on 23 April

The link for the local resident discount had been put on the website and the Facebook page.

a. Neighbourhood Watch Groups

Mrs Sutcliffe asked for details of villagers responsible for Neighbourhood Watch Groups.

c. Bicester Heritage – hedging

The Clerk had contacted Bicester Heritage to clarify about cutting back the hedges at the crash gate. The hedging had been trimmed to improve visibility for people exiting the gate but none had been removed and they were intending to plant additional hedging.

19. Date of Next Meeting

The Councillors **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 17 May 2017 in the Chinnery Room of Fringford Village Hall following the Annual Parish meeting which would commence at 7.30pm.

The meeting closed at 10.30pm

Signed

Dated