

**Minutes of a Meeting of Caversfield Parish Council
held on Wednesday 20 March 2019 at Gagle Brook School, Elmsbrook at 7.30pm**

- Present:** Cllr Tom Astley, Cllr Eleanor Booth-Davey (Chairman), Cllr June Nisbet, Cllr Roger Shipway, Cllr Glenice Sutcliffe, Cllr Terry Williams
- In attendance:** Lt Colonel Elmore (USAF) (left 8.10pm), Six members of the public (4 left at 8.15pm, 1 left at 8.20pm), Cllr Nicholas Mawer (CDC) (until 8.20pm), Cllr Jason Slaymaker (CDC), Mrs Jane Olds (Parish Clerk)
- Apologies:** Cllr Lynn Pratt (CDC), Cllr Lawrie Stratford (OCC)

1. Apologies for absence – to receive apologies

No Councillors were absent.

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

Nothing was declared.

3. Public Participation

Members of the public wished to raise a number of items:

- the crossing of the A4421;
- the parking close to the junctions with Turnpike Road, Trenchard Lane and the Parade on Skimmingdish Lane (which the Council would follow up with the Police);
- the kebab van by the bus stop on the northbound side of the A4421 which was making it difficult for the X5 to stop at the bus stop with the parked vehicles on both sides of the road (the District Councillors would follow up)
- the Bicester Good Neighbour Scheme and
- the further plans for Bicester Heritage.

The Council listened to the concerns and considered them at the appropriate point of the meeting.

4. Report and update from RAF Croughton

Lt Colonel Elmore attended the meeting and reported that as the news on the changes to the RAF Croughton proposals were still being assimilated, it had not been possible to consider the impact on the MoD housing in the village, but that this would be looked into in due course.

5. Reports from District and County Councillors and Police

Councillors Mawer and Slaymaker reported that CDC had been left with no option but to increase the Council Tax due to the split from South Northamptonshire District Council which was the first increase in 10 years. Phase 2 of the Castle Quay development in Banbury had been started. (Councillor Mawer left the meeting following the report).

Councillor Stratford was unable to attend the meeting.

6. Reports from the Village Management Companies

No reports had been received.

7. Report from the British American Committee

No report had been received.

8. To receive and approve the Minutes of the Parish Council Meeting held on 16 January 2019

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

9. Update on progress from the Minutes

- a. **Precept** – the request had been sent to CDC
- b. **Salary** – the Clerk would inform the bank for the April transaction
- c. **Meeting Dates** – the Clerk had updated the website and the noticeboards

10. Finance

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

As at 4 March 2019, the Accounts stood at:

Co-op Current Account	£8,572.56
NS&I Account	£2,379.60

There were no outstanding cheques.

The bank refund of £10 was received on 3 January

The £35 Direct Debit to the Information Commissioner cleared on 25 January.

The Standing Order of £121.28 to pay the Clerk cleared on 17 January and 18 February.

The Bank confirmed the updated signatories.

b. NS&I Account Signatories – to consider new signatories on the account

The Council **RESOLVED** to agree to defer the decision until after the May elections.

c. Grant Awards – to consider awarding grants from applications and requests received from external bodies

The Council **RESOLVED** to agree to award a grant of £150 to Bicester Good Neighbour scheme, £100 to North Oxfordshire Citizens Advice and £100 to the Oxfordshire Association for the Blind.

d. Internal Auditor's Report - to receive the Report for the financial year 18/19

The Council considered the report which had been previously circulated and **RESOLVED** to accept it with the revision on Page 5 section D that progress was regularly monitored against the budget.

- e. **Staff Salary** – to approve continuing the payment of the staff salary by Standing Order
The Council **RESOLVED** to agree to continuing to pay the Clerk by Standing Order.
- f. **Staff Overtime** – to consider paying the Clerk overtime accrued over the year
The Council **RESOLVED** to agree to pay the Clerk an additional 3 hours per month accrued over the past year at a total of £363.85 (the difference between 12 hours a month and 15 hours a month).
- g. **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
200166	The White Horse Federation for Gagle Brook Community Room Hire on 15 May (invoice no GB123)	Hall Hire	£25.00
200167	Community First Oxfordshire for Annual Subscription	Subscriptions	£70.00
200168	Oxfordshire Association of Local Councils for Annual Subscription (invoice no C00016/2019)	Subscriptions	£303.53
200169	Arrow Accounting for 2018/19 Internal Audit	Audit	£111.74
200170	Oxfordshire Association of Local Councils for 1. Risk Management Course (invoice no W-691: £54) 2. Strategic Planning Course (invoice no W-692: £54)	Training	£108.00
200171	JMC Olds for Administration Expenses (printing £28.30; postage £5.83)	Admin costs	£34.13
	Mileage Expenses	Mileage expenses	£23.76
	Total		£57.89
200172	Society of Local Council Clerks for Annual Subscription (shared with Launton and Wendlebury)	Subscriptions	£27.20
200173	Cherwell District Council for winter dog bin emptying (invoice no 7009694)	Dog bin emptying	£192.19
200174	Bicester Good Neighbour Scheme for grant	S137 Grants	£150.00
200175	Citizens Advice North Oxon and South Northants for grant	S137 Grants	£100.00
200176	Oxfordshire Association for the Blind	S137 Grants	£100.00

Cheque no:	Payee and reason	Budget	Amount
200177	JMC Olds Overtime	Clerk's Salary	£363.85

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**
The Council **RESOLVED** to agree to adopt the OALC Guide.
 - ii. **Draft Dignity at Work Policy**
The Council **RESOLVED** to agree to adopt the Dignity at Work Policy
- b. **Financial Regulations** – to consider and adopt the revised Financial Regulations
The Council **RESOLVED** to agree to adopt the revised Financial Regulations.
- c. **Freedom of Information Policy** – to review and adopt a revised policy
The Council **RESOLVED** to agree to adopt the revised policy.
- d. **Social Media Policy** – to consider and adopt a Social Media Policy
The Council **RESOLVED** to agree to adopt the policy which would be used in conjunction with the Communication Policy.
- e. **Gifts and Hospitality Policy** – to consider the draft Policy and form to comply with the Information Commissioner Office's recommendations
The Council **RESOLVED** to agree to adopt the proposed Gifts and Hospitality Policy.
- f. **To consider the CDC Parish Remuneration Report for 2019/20 and agree Members' allowances**
The Council received the report and **RESOLVED** to agree that members would not claim any of the allowances except for mileage to external meetings where necessary. A note to this effect would be added to the public notice.

12. Training

- a. **OALC Training** – to consider attendance of any of the 2019 courses
The Council **RESOLVED** to consider all further training at the May meeting following the Election.

13. 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. **18/01849/F** at 5 Skimmingdish Lane, OX27 8UN for “Two storey side extension and single storey rear extension and glazed canopy”
Permission for development subject to conditions.
- ii. **19/00136/F** at 2 Skimmingdish Lane, OX27 8UF for “Conversion of garage to habitable accommodation”
Permission for development subject to conditions.

14. Oxfordshire Plan 2050 – to consider a response to the OCC consultation (closes 12 April)

The Council noted that the consultation exercise in the Bicester area was extremely poor, with just one opportunity to look at the proposals on one Friday during half term. The Council **RESOLVED** to agree that Councillors would respond individually.

15. Parish Matters

a. Grass Cutting and Weed Spraying – to consider and agree the contracts for grass cutting and weed spraying

The Council **RESOLVED** to agree to continue with the current arrangement with the Ground Care Company at six cuts per year for £100 per cut along Skimmingdish Lane together with two weed spray treatments along the length of the Fringford Road from Springfield Road to the Southwold Lane Junction at £85 per treatment.

b. Crossing the A4421 – to receive a progress report

No further progress had been made. The Clerk was still awaiting clarification about the time scale and funding for the project.

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

The Council **RESOLVED** to agree to the date of 27 April for the Spring Clean. However, for ease of administration, the equipment would be available from 1 Springfield Close rather than the MoD Police House this year. The Clerk would order the equipment.

d. Old School Close Village Green Registration – to receive a progress report

The OCC Officer had raised an issue with the registration regarding a Charge over the land pertaining to a Wayleave Agreement and Consent for Southern Electricity Board (now SSE) which was recorded in the original Register of Title.

The Clerk had written to the Wayleave office of SSE and was awaiting a reply.

e. VAS – to receive a progress report

Following the Rural Police meeting (reported below), it was hoped that other Parishes would be able to work together to share a VAS and speed gun.

16. Reports from Meetings

a. Rural Police Resilience Liaison Meeting – 20 February

i. To receive a report

Councillor Sutcliffe and the Clerk attended the meeting which was better attended than usual and had circulated the minutes.

ii. To consider working with surrounding parishes on the Speedwatch project

At the meeting it was suggested that villages may be able to work together on Speedwatch so that volunteers were not monitoring own village; it was also suggested to ask for support from the County Councillors' Localities funding for a 'radar gun' and possibly a VAS which could be shared.

Following the meeting the Clerk had written to Bicester Town Council's Chief Officer about the traffic issues surrounding Bicester which had knock-on implications for the surrounding villages and to ask if the Parishes could join the Town Council's Traffic Advisory Group.

b. Halloween follow up – 4 March

The Clerk reported that she had met with the UK Police, the MoD Police and the OCC Emergency Planning Team to review last year's event and to confirm the arrangements for October. The general consensus was that the arrangements worked well last year. Highways would arrange the Traffic Order and cones and the Police (both UK and MoD) would work together on the night. The Clerk had drafted a Halloween Management Plan for future use.

c. Bicester Heritage – 6 March

Councillors Nisbet and Sutcliffe attended the meeting together with the Clerk about the Bicester Heritage plans for the future.

It was proposed that the Technical Site would maintain its Bicester Heritage branding, but that the remainder of the site, including the airfield and the quarry (recently purchased) would be turned into a tourist destination known as Bicester Motion.

Plans included moving the glider hangar to the Buckingham Road side of the airfield, restoring and extending the perimeter track, including additional roadway on the northern side for a driver experience area, adding a road across the protected airfield, a technology hub and more tourist facilities including holiday lodges around the lakes and garaging for cars.

It had been suggested that a display on site be available to the villagers to explain the plans.

The Managing Director had been invited to the Annual Parish Meeting on 15 May.

d. SLCC Meeting – 19 March

The Clerk had attended the meeting the previous day. The topics were Elections and Website Accessibility – which the Clerk had presented.

17. Attendance at Meetings

No further meetings had been arranged.

18. Correspondence received

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

- a. Citizens Advice Volunteer Driver Service** – publicity request: posted on website and shared on Facebook
- b. Rural Services Network** – updates
- c. OALC** – January and February Updates
- d. CFO** – January update
- e. Villager** – abandoned for sale boards
- f. Healthwatch** – briefings
- g. Clerks and Councils Direct**
- h. OCC** – Oxfordshire Matters Briefing
- i. OCC** – review of Parish Liaison events
- j. CPRE** – response to the Oxfordshire Plan 2050
- k. Police and Crime Commissioner** – newsletters
- l. OALC** – OCC Peer Review session on 21 March
- m. Villager** – response to Agenda with various items to chase: the footpath from Springfield Road to Cuckoo Cottage; Speed limit warning sign at north village entrance; residents' speed camera; rationalisation of the weight limit signage and the bushes overgrowing the pavement alongside 1 Thompson Drive.

19. 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 1 May 2019.

- b. Trees on Southwold Lane** – the Clerk had received an enquiry about what was happening with replacing the trees which were cut down for the enabling works for the power cable trench last March. Highways reported that that the trees should be replanted by the contractors by the end of April at the latest.

c. Southwold Lane Pedestrian Crossing

The Clerk reported that the road surface of the crossing nearest Fringford Road had been deteriorating for many months and a couple of 'temporary' fixes had been made. It was scheduled for a full repair across both carriageways and had been marked out, so it should be completed within the next month.

d. Access to the Land behind Rau Court

The Clerk had requested an update from the Community Safety Officers about the access as a matter of urgency.

e. Bicester Heritage Sunday Brunch Scramble – 28 April

Tickets were available for the next Sunday Brunch Scramble on 28 April. More information was on the PC website, but the local promotional code is LOCAL0419

20. Date of Next Meeting

The Council **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 15 May 2019 following the Annual Parish Meeting which would commence at 7.30pm at Gagle Brook School.

The meeting closed at 9.45pm

Signed

Dated