

**Minutes of a Meeting of Caversfield Parish Council held on Wednesday 17 July 2019  
at Gagle Brook School, Elmsbrook at 7.30pm**

- Present:** Cllr Eleanor Booth-Davey (Chairman), Cllr June Nisbet, Cllr Glenice Sutcliffe, Cllr Terry Williams (left 8.30pm)
- In attendance:** Cllr Nicholas Mawer (CDC) and Cllr Jason Slaymaker (CDC) (to 9.00pm), Cllr Lawrie Stratford (OCC) (to 9.10pm), Ms Laura Haddy (RAF Croughton), Ms Julie Scott (RAF Croughton) (from 7.45) (both left 8.10), Fiona Hitchcock (participated as a Councillor after Item 9a) and Mrs Jane Olds (Parish Clerk)
- Apologies:** Cllr Tom Astley and Cllr Lynn Pratt (CDC)

- 1. Apologies for absence** – to receive apologies  
The Council received Cllr Astley's apologies.
- 2. Requests for Dispensations, Declarations of interest, gifts and hospitality**  
Nothing was declared.
- 3. Public Participation**  
members of the public attended the meeting.
- 4. Reports from District and County Councillors** – for information only  
Cllr Stratford reported that the year end accounts came in almost on budget, but that there were financial challenges in Children's Services. Consultation on Local Transport Plan 5 would be starting shortly. The County was neutral on the current state of the Expressway. A2 Dominion was pulling out of further development of the North West Bicester Eco Town which would have implications on the funding of the realignment of the route under the railway bridge at Howes Lane / Bucknell Road, however, in order for the project to progress, the county had agreed to step in with funding.

Cllr Mawer reported that the Planning Inspector had made his preliminary report on the revised Local Plan Part 1 including Oxford's unmet housing need and had agreed with the majority of the proposals; one site near Woodstock was deemed unacceptable, so the planners would be looking at alternative ways of including the additional housing into the other areas already included in the plan.

Cllr Mawer indicated that A2 Dominion's departure would have an impact on Bicester and the burial ground provision which had been negotiated with A2 Dominion. Further negotiations were now in progress.

Cllr Mawer informed the meeting that the CTRS grant was likely to be reduced by half in the next financial year and removed altogether the following year, but the Council had already budgeted for this loss.

**5. RAF Croughton** – to receive an update

Julie Scott and Laura Haddy attended the meeting to update the village on issues at RAF Croughton.

Laura Haddy would be taking over the day-to-day liaison work from Julie Scott, but Ms Scott would remain at Croughton, working on other projects within the MoD.

Ms Scott reported that the base would remain operational but that the US proposals to bring the Joint Intelligence Analysis Centre (JIAC) and the NATO Intelligence Fusion Centre (NIFC) had been withdrawn. However, that the SATCOM project would be going ahead once tenders had been updated and agreed. The main gate was due for renewal to make it fit for purpose for the 21<sup>st</sup> century and new plans were being drawn up.

Following the withdrawal of the JIAC and the NIFC, the base housing needs had changed and a full review was being undertaken; this would include the MoD houses within Caversfield.

It had been noted by residents, that the grass in the Park had not been cut, nor the dog bins emptied for some time; this was following a change of contractors from Interserve to Greenacres. The contract was now in place and the new contractors had started. One request was made that villagers did not put used nappies in the dog waste bins.

A review of the facilities in the Park and surrounding area would be undertaken shortly which would include the tennis court. The broken net at the tennis court was in hand.

Ms Scott informed the meeting that Squadron Leader Atherton would be leaving RAF Croughton in September to take over as CEO of the RAF Charitable Trust Enterprises which manages the Fairford International Air Tattoo. The Wing Commander at Mildenhall would be managing both bases for the time being.

8.10pm Julie Scott and Laura Haddy left the meeting.

**6. Reports from the Village Management Companies**

Springfield Management Company had nothing to report.

Stratton Fields Management Limited reported that there had been a report of car vandalism on Thompson Drive in May; weed spraying had been undertaken in the cul de sacs off Thompson Drive and the northern side of Thompson Drive; the area of land off Buckingham Road had been cleared and a management plan put in place; some minor road repairs had been undertaken in the unadopted roads and some street lighting had been repaired.

No other reports had been received.

**7. To receive and approve the Minutes of the Parish Council Meeting held on 15 May 2019**

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

**8. Update on progress from the Minutes**

**a. Policies**

The Risk Assessment, Staffing Committee Terms of Reference and Reserves Policy had been published on the website.

**b. Meet the Police Event 1 June**

PC Mark Keightley reported that the event on 1 June was a success with about 25 – 30 people attending (high compared with similar initiatives elsewhere). The locals welcomed the opportunity to meet the Officers face to face and have time to chat with them.

**9. Governance**

**a. Councillor Co-options** – to consider any applications received

The Council considered Fiona Hitchcock's application for co-option to the Council. Cllr Booth-Davey proposed the nomination and Cllr Nisbet seconded the proposal. The Council unanimously **RESOLVED** that Mrs Hitchcock's nomination be accepted and welcomed her as a Councillor. Mrs Hitchcock signed her Acceptance of Office form and was given a Register of Member's Interests form to complete and return to the Clerk; she then joined the Councillors for the remainder of the meeting.

**b. Councillor Vacancy Procedure** – to review and consider re-adoption of the procedure

The Council considered the procedure and **RESOLVED** to adopt it.

**c. Complaints Procedure** – to review and consider re-adoption of the procedure

The Council **RESOLVED** to agree the revisions and adopt the procedure.

**d. Equality and Diversity Policy** – to consider re-adoption of the procedure

The Council considered the policy and **RESOLVED** to re-adopt it without any revisions.

**e. Protocol on pre-application meetings for major developments** – to review and consider re-adoption of the procedure

The Council considered the policy and **RESOLVED** to re-adopt it with the addition that Councillors should declare any private discussions they have had with developers.

**f. Internal Audit** – to consider the Terms of Reference for appointment of the Internal Auditor

The Council **RESOLVED** to agree the reviewed Terms of Reference.

**g. Insurance** – to consider and agree the insurance policy renewal

The Council agreed to a three-year contract with Came and Company in 2017. The Council considered the renewal and **RESOLVED** to agree that no change or update was necessary and the cover was adequate for the Council's needs.

8.30pm Terry Williams left the meeting

**10. Finance**

**a. Financial Report** – to receive the report

As at 2 July, the Accounts stood at:

Co-op Current Account	£9,671.05
NS&I Account	£2,379.60

There were no outstanding cheques.

The Standing Order of £155.55 to pay the Clerk cleared on 17 May and 17 June. The Clerk had received confirmation of the change of signatories on the NS&I Account.

The 2018/19 Certificate of Exemption had been sent to the External Auditor and all the required documents published on the website. The Electors' Rights notice had been published and was available on the website.

**b. Invoices** - 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
200181	The White Horse Federation for Gagle Brook Community Room Hire on 18 September (invoice no: GB167)	Hall Hire	£25.00
200182	Navitas Design for accessibility setting and checking (invoice no 27849)	Website + training	£24.00
	Navitas Design for 1 year's web hosting and domain name (invoice no 28043)	Website + training	£64.79
	Total		£88.79
200183	OALC for Chairmanship Course for Cllrs Booth-Davey and Sutcliffe (invoice no W-774)	Training	£204.00
200184	Came and Company for Insurance Renewal	Insurance	£294.17
200185	The Groundcare Company for May (invoice no 1293) and June (invoice no 1323) grass cutting	Verge cutting	£240.00

<b>Cheque no:</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Amount</b>
200186	Cherwell District Council for Uncontested election charge	Election charges	£39.00
200187	JMC Olds for Clerk Admin Expenses (Printing £54.31; stationery £0.96; laminating £12.00; postage £7.69; telephone £0.15)	Admin Costs	£75.11
	Mileage expenses	Mileage expenses	£46.70
	Total		£121.81

## 11. Training

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

The Council **RESOLVED** to agree to Cllrs Booth-Davey and Sutcliffe attending the Planning Training on 21 November at a cost of £45 per person and to Cllr Hitchcock attending the Roles and Responsibilities training (at a cost of £85) on 18 September if she was available.

## 12. 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. **Notices of Decision** – to note

- i. 19/00497/F at Land Adj To 22 Elderfield Road for Erection of new dwelling attached to No 22 Elderfield Road  
Permission for development
- ii. 19/00526/F at Former DLO Caversfield, Skimmingdish Lane, OX27 8UW for RETROSPECTIVE - retention of 2 x metal fences  
Permission for development
- iii. 19/00674/F at Watagate Lodge Street Through Bainton, OX27 8RP for Demolition of single storey side extension, proposed rear and side extensions with pitched roofing  
Permission for development

## 13. Parish Matters

- a. **Crossing the A4421** – to receive a progress report

Cllr Stratford reported that he had received a design for the crossing that morning, but had not had an opportunity to look at it.

Cllr Stratford was still campaigning for a speed reduction on the road between the Stratton Audley turn and the roundabout.

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

The Clerk had received notification of an informal consultation which had been sent to all interested parties. Provided no one objected, it was hoped that the registration could progress swiftly.

9.00pm Cllrs Mawer and Slaymaker left the meeting.

**c. Litter bins** – consider the purchase of litter bins for the corner of Springfield Road and the A4421 bus stop

The Council considered some suggestions for litter bins and **RESOLVED** to agree to purchase a Wybone Never Rust Again Bin at a cost of £252.99, plus ground fixings at £87 for Springfield Road, but to reconsider suggestions to include a recycling section for the bin by the bus stop. The Clerk would source further suggestions and would not purchase the Springfield Road bin until it had all been confirmed.

**d. Noticeboard** – to consider the purchase of a replacement noticeboard for the corner of Springfield Road

The Clerk informed the meeting that the Springfield Road noticeboard had decayed beyond repair. The Clerk had obtained a quotation for a comparable replacement. The Council considered the quotation but requested that a quotation for a double noticeboard, similar to the ones on Thompson Drive, be obtained before making a decision.

**e. Localities Fund Application** – to consider applying to Cllr Stratford for funding to assist with the purchase of litter bins and the noticeboard

The Council **RESOLVED** to agree to apply to Cllr Stratford's fund once firm costings had been obtained and agreed.

9.10pm Cllr Stratford left the meeting.

## **14. Reports from Meetings**

**a. CDC Parish Liaison Meeting** – 12 June

The Clerk attended the meeting and had circulated the notes published by CDC. The main focus of the meeting was to introduce the new Planning team.

The Clerk also raised a question (prompted by the BBC1 *War on Plastic* television programme) about plastic recycling and whether Cherwell was able to guarantee how residential recycling was being disposed of. Cllr Wood was not able to give a full answer and had asked for more information which had been circulated subsequently.

**b. Bicester Rural Police Liaison Meeting – 19 June**

The Clerk and Cllr Sutcliffe attended the meeting. The Clerk had circulated the minutes. It was hoped that the group would be able to have representation on the Bicester Town Council Traffic Advisory Group shortly.

**15. Attendance at Meetings**

No meetings were scheduled.

**16. Correspondence received**

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

- a. **Villager** – re allotment provision (Chesterton PC was happy to take enquiries)
- b. **Healthwatch** – briefings
- c. **Rural Services Network** – updates
- d. **Police and Crime Commissioner** – bulletins
- e. **CDC** – Cherwell Voluntary Forum 27 June
- f. **OCC** – consultation on Traffic Sensitive Streets
- g. **Villager** – re school bus turning on Thompson Drive
- h. **OCC** – Community Transport Newsletter
- i. **Open Spaces Society** – Summer Newsletter
- j. **OALC** – May and June updates
- k. **Clerks and Councils Direct**
- l. **Wild Oxfordshire** – newsletter
- m. **CDC** – Community Link
- n. **Villager** – re uninhabited MoD Properties
- o. **SCAS** – vacancies for SCAS Governors

**17. 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 4 September 2019.

**18. Date of Next Meeting**

The Council **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 18 September 2019 at 7.30pm at Gagle Brook School.

The meeting closed at 9.28pm

Signed .....

Dated .....