

**Minutes of the Annual Meeting of Caversfield Parish Council held on Wednesday
15 May 2019 at Gagle Brook School, Elmsbrook at 8.50pm following the
Annual Parish Meeting**

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

In attendance: Mrs Jane Olds (Parish Clerk)

Apologies: Cllr Nicholas Mawer (CDC), Cllr Lynn Pratt (CDC), Cllr Jason Slaymaker (CDC), Cllr Lawrie Stratford (OCC)

All Councillors signed their Declaration of Acceptance of Office forms which the Clerk witnessed prior to the commencement of the meeting.

1. To elect the Chairman for the year 2019/20

Cllr Nisbet proposed, and Cllr Sutcliffe seconded the proposal, that Cllr Eleanor Booth-Davey be elected as Chairman. The Council **RESOLVED** unanimously to elect Cllr Booth-Davey as Chairman.

Cllr Booth-Davey signed the Acceptance of Office form.

2. To elect the Vice Chairman for the year 2019/20

Cllr Nisbet proposed, and Cllr Williams seconded the proposal, that Cllr Glenice Sutcliffe be elected as Vice Chairman. The Council **RESOLVED** unanimously to elect Cllr Sutcliffe as Vice Chairman.

Cllr Sutcliffe signed the Acceptance of Office form.

3. Apologies for absence – to receive apologies

No Councillors were absent.

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

Nothing was declared.

5. Public Participation

No members of the public attended the meeting.

6. Reports from District and County Councillors – for information only

Councillors Mawer and Slaymaker made a report to the Annual Parish Meeting.

7. Reports from the Village Management Companies

Councillor Stratford made a report to the Annual Parish Meeting.

8. To receive and approve the Minutes of the Parish Council Meeting held on 20 March 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. Policies** – the Staffing Policies, Financial Regulations, Freedom of Information Policy, Social Media Policy and the Gifts and Hospitality Policies had all been published on the website.
- b. Parish Remuneration Report** – had been published on the noticeboard and the website.
- c. Grass Cutting and Weed Spraying** – the current arrangement had been confirmed with the contractor. The grass had been cut and the weeds had been sprayed.
- d. Speedwatch Project** – the Town Council's Traffic Advisory Group referred the request to work together with the surrounding villages to the main Council.

10. Governance

a. General Power of Competence

- i.** To agree that the Parish Council meets the criteria for eligibility (two thirds elected members and CiLCA-qualified Clerk)

The Council **RESOLVED** to agree that the Parish Council met the criteria for eligibility with five elected Councillors and a CiLCA-qualified Clerk.

- ii.** To agree to adopt the General Power of Competence

The Council **RESOLVED** to agree to adopt the General Power of Competence which would be reviewed at the first meeting following the next ordinary election of the Council in 2023.

b. Risk Assessment – to review and agree the Risk Assessment for 2019/20

The Council reviewed the Risk Assessment which had been circulated and **RESOLVED** to agree the revisions. The Clerk would finalise the document and publish it.

c. Councillor Co-options – to consider any applications received

No applications had been received.

d. Casual Vacancy Application Form – to consider and approve the form

The Council considered the application form and **RESOLVED** to adopt and use it for the current vacancies.

e. Parish Councillor responsible for Internal Financial Control – to consider and agree the appointment

The Council **RESOLVED** to appoint Cllr Tom Astley as the Councillor responsible for Internal Financial Control.

- f. OALC Executive Committee** – to consider nominating a Councillor for the OALC Executive

No suggestions for nominations were forthcoming.

- g. Staffing Committee** – to review the terms of reference and membership
The Council **RESOLVED** to agree the reviewed Terms of Reference. A Staffing Committee meeting would be held straight after the September Parish Council meeting.

11. Finance

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

As at 1 May 2019, the Accounts stood at:

Co-op Current Account	£9,894.60
NS&I Account	£2,379.60

There was one outstanding cheque totalling £150.00.

The Standing Order to pay the Clerk of £121.28 cleared on 17 March and the Standing Order of £155.55 cleared on 17 April.

The HMRC Final Submission for the 18/19 year had been completed and the P60 produced.

The Internal Auditor made his inspection on 30 April and had no further comments to make.

The VAT reclaim for the year 18/19 had been submitted to HMRC via the Government Gateway.

The Current Account had received the first tranche of the Precept at £2,981 and the CTRS Grant of £77.27.

- b. Reserves** – to consider and agree the Policy and confirm the Reserves for 2019/20
The Council **RESOLVED** to agree the Reserves Policy which included the following reserves:

3 months' running costs	£1,200.00
Election Expenses	£1,600.00
Noticeboard Repair / Renewal	£680.00
Clerk Laptop, printer and scanner	£1,000.00
Bus shelter repairs	£700.00
Bus shelter lighting	£300.00
White Gate Refurbishment	£550.00
Insurance Excess	£250.00
Audit Reserve	£200.00
General Fund	£500.00

- c. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year ending 31 March 2019

The Council **RESOLVED** to agree to the Statement of Accounts which had been circulated.

The Chairman and the Clerk signed the document.

- d. **Asset Register** – to update the Asset Register

The Council **RESOLVED** to agree to maintaining the Assets at the current level of £9,844 as no material purchases had been made during the year.

- e. **External Audit Certificate of Exemption** – to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold or to have a Limited Assurance Review

The Council **RESOLVED** to agree to complete a Certificate of Exemption from submission to the External Audit and agreed the figures of £6,122 for the annual gross income and £4,906 for the annual gross expenditure as stated in the Statement of Accounts.

The Inspection Period had been set as 10 June – 19 July.

The Chairman and Clerk signed the Certificate of Exemption which would be sent off to the External Auditor.

- f. **External Audit Annual Governance Statement** – to complete the Statement for 2018/19

The Clerk read out all the Governance questions to the meeting which the Council then **RESOLVED** to agree. The Chairman and Clerk signed the form.

- g. **External Audit Accounting Statements** – to complete the Statements for 2018/19

The Clerk provided the meeting with the figures and the Council **RESOLVED** to agree the Accounting Statements. The Chairman and Clerk signed the form.

- h. **Internal Financial Controls** – to review the effectiveness of the Internal Financial Controls using the revised policy

The Council reviewed the revised policy and **RESOLVED** to agree to adopt the policy which confirmed that the Council had effective internal financial controls.

- i. **Effectiveness of Internal Auditor** – to review the effectiveness of the Internal Auditor

The Clerk had circulated the draft document to review the effectiveness of the Internal Auditor which the Council considered and **RESOLVED** to agree.

j. Internal Auditor – to appoint the Parish Internal Auditor for the year 19/20

The Council **RESOLVED** to appoint Arrow Accounting as Internal Auditor for the year 2019/20.

k. Annual Subscriptions and Regular Payments – to consider and agree the list

The Council **RESOLVED** to agree the following list:

Subscriptions (annual):

Oxfordshire Association of Local Councils

Community First Oxfordshire

Society of Local Council Clerks

Open Spaces Society

Clerk salary: monthly by Standing Order

Hall hire: bi-monthly

Dog bin emptying: twice yearly – March / April and September / October

Information Commissioner: annual - £35 by direct debit in January

Internal Auditor: annual

Old School Close grass cutting: annual

Skimmingdish Lane grass cutting and Fringford Road weed spraying

Office 365 Annual Subscription (one quarter): annual

Web hosting and domain name renewal: annual

Bus shelter cleaning

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

The Council **RESOLVED** to agree that Councillors Booth-Davey and Sutcliffe as Chairman and Vice Chairman together with the Clerk in her capacity as Administrator of the account would be the signatories.

The Clerk would complete the form and arrange the signatures.

m. 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
200178	The White Horse Federation for Gagle Brook Community Room Hire on 17 July (invoice no: GB147)	Hall Hire	£25.00
200179	JMC Olds for ¼ of MS Office 365 Subscription (total £79.99)	Admin Costs	£20.00
200180	The Groundcare Company for Skimmingdish Lane grass cutting And Fringford Road Weed Spraying (invoice no 1278)	Grass cutting	£120.00
		Weed Spraying	£102.00

12. 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 Chairmanship Course on 17 July.

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.

Received on 10 May following publication of the Agenda

- i. 19/00674/F at Watergate Lodge, Street Through Bainton, Bainton OX27 8RP for “Demolition of single storey side extension, proposed rear and side extensions with pitched roofing”

The Council **RESOLVED** that there were no comments or objections to the proposal.

- b. **To note applications received between meetings**

- i. 19/00497/F at Land Adj To 22 Elderfield Road for “Erection of new dwelling attached to No 22 Elderfield Road”
- ii. 19/00526/F at Former DLO Caversfield, Skimmingdish Lane, OX27 8UW for RETROSPECTIVE - retention of 2 x metal fences

- c. **To note Notices of Decision**

No Notices of Decision had been received.

14. Parish Matters

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

No further progress had been made.

- b. **Village Spring Clean** – to arrange the date for the Spring Clean

Councillor Sutcliffe thanked the young person who turned up to help. It was also noted that the litter pickers and equipment which the Clerk had ordered did not arrive. The Clerk would check for future years.

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

The Clerk was pleased to inform the meeting that SSE had no objections to the application and had informed OCC. It was hoped that the application could now progress.

- d. Dog Waste Bin** – to consider a request for an additional bin at the corner of Springfield Road

The Council considered the application and **RESOLVED** to agree to buy a standard litter bin to be located by the noticeboard in order that no further dog bin emptying costs were incurred. The Clerk would take a choice of bins to the next meeting.

15. Reports from Meetings

No meetings had been attended.

16. Attendance at Meetings

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

Cllr Nisbet would attend together with the Clerk. The Clerk would remind the other Councillors nearer the time.

- b. Bicester Rural Police Resilience Meeting – 19 June**

Cllr Sutcliffe would attend together with the Clerk.

17. Correspondence received

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

- a. Rural Services Network** – newsletters
- b. Emergency Planning** – annual survey and crowded spaces advice
- c. CDC Dog Bins** – re waste collection price increase
- d. OALC** – March and April updates
- e. Rural Services Network** – updates
- f. CDC** – Caversfield and Cherwell Community Lottery
- g. Healthwatch** – updates
- h. CFO** – re assistance with assets of community value
- i. Villager** – requesting whether the drains and the Springfield Road vacant land could be added to the agenda. Explained that the area was not the Council's responsibility.
- j. Clerks and Councils Direct**

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 July 2019.

- b. Allotments**

The Clerk had received an enquiry about allotment provision. Following a previous enquiry, the Clerk had asked the Bicester Town Council Chief Officer whether it would be possible for villagers to go on the Town waiting list, but it was not possible currently.

- c. A4421 Road Closure at Newton Purcell**

It was noted that the A4421 Bicester to Buckingham Road would be closed for five days from 7 – 11 June for routine surface dressing.

d. Skimmingdish Lane Road Closure

It was noted that Skimmingdish Lane would be closed through the village (except for access) for three days from 17 July for 'micro surfacing'.

e. Water Tower

The Clerk was trying to progress this as a matter of urgency. Unfortunately, time was lost as the CDC Community Safety Officer the Clerk met last autumn had left and did not leave any information about it.

f. Meet the Police event

On Saturday 1 June, between 2 and 4pm, at the MoD Police house (14 Davis Gardens), the UK and MoD Police had arranged a 'Have your Say' event and would also be giving out crime prevention advice.

g. Southwold Lane Pedestrian Crossing

The crossing had been repaired.

h. Bicester Heritage Sunday Brunch Super Scramble – 23 June

Tickets were available for the Sunday Brunch Super Scramble on 23 June. More information was on the PC website, but the local promotional code was LOCAL619J

19. Date of Next Meeting

The Council **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 17 July 2019 at 7.30pm at Gagle Brook School.

The meeting closed at 10.05pm

Signed

Dated