

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

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

In attendance: Cllr Lawrie Stratford (OCC), 1 member of the public and Mrs Jane Olds (Parish Clerk)

Apologies: Cllr Fiona Hitchcock and Cllr Terry Williams; Cllr Nicholas Mawer (CDC), Cllr Lynn Pratt (CDC) and Cllr Jason Slaymaker (CDC),

1. Apologies for absence – to receive apologies

The Council received Cllrs Hitchcock and Williams' apologies.

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

Nothing was declared.

3. Public Participation

No members of the public attended the meeting.

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

Cllr Stratford reported that as a result of the General Election Purdah, the County Council was unable to make any decisions. They were also awaiting the Financial Settlement as the Government announcement had been delayed and so, the consideration of the budget had been postponed until January.

The County Council and CDC had negotiated funding for the work under the 'Ten Ten' railway bridge at Howes Lane which was currently scheduled for Easter 2021.

The County Council had raised concern about the South Oxfordshire District Council's decision to reject the draft local plan which could put some significant funding for the whole County in jeopardy.

5. Reports from the Village Management Companies

No reports had been received.

6. To receive and approve the Minutes of the Parish Council Meeting held on 18 September 2019 and the Minutes of the Planning Meeting held on 6 November 2019

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

7. Update on progress from the Minutes

a. Policies

The Attendance Policy, Dispensations Policy and Financial Regulations had been published on the website.

b. CPRE Membership

The membership pack had been received

8. Governance

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

No applications had been received.

b. Website Policy – to review and re-adopt the policy

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

The Council **RESOLVED** to agree that Cllrs Astley and Booth-Davey would review the website as per the Policy.

9. Finance

a. Financial Report – to receive the report

As at 5 November, the Accounts stood at:

Co-op Current Account	£10,664.96
NS&I Account	£2,379.60

There were no outstanding cheques.

The Standing Order of £155.55 to pay the Clerk cleared on 17 September and 17 October.

The second tranche of the Precept of £2,981.00 was received on 6 September.

b. 20/21 Budget – to consider the draft budget

The draft budget was supplied for consideration further at the January meeting once the Tax Base figure had been supplied by CDC.

c. 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
200195	The White Horse Federation for Gagle Brook Community Room Hire on 20 November	Hall Hire	£25.00
200196	The Ground Care Company Skimmingdish Lane Grass Cutting (22/8 and 11/9) (Invoice no 1397)	Verge Cutting	£240.00
	Weed Spraying (23/9)	Weed Spraying	£102.00
	Total		£342.00

Cheque no:	Payee and reason	Budget	Amount
200197	Cherwell District Council for summer Dog Bin Emptying (Invoice no 7011443)	Dog Bin Emptying	£480.48
200198	Launton Parish Council for 1/3 rd contribution towards Clerk SLCC Webinar	Training	£10.00
200199	Ian Black for Old School Close Grass Cutting	Grass Cutting	£240.00
200200	JMC Olds for Admin Expenses (Printing £41.64; Stationery etc £5.00; Laminating £3.60; Postage £6.80; Telephone £0.37)	Admin Costs	£57.41
	Mileage Expenses	Mileage Expenses	£26.88
	Total		£84.29

10. Training

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

The Council considered the courses and agreed to look at suitability and availability at later meetings.

- b. **Clerk Training** – to agree to a contribution to the Clerk’s Digital Clerk Webinar

The Council **RESOLVED** to agree to contribute £10 Launton Parish Council for a third of the SLCC Digital Clerk Webinar.

11. Planning

- a. **Planning Applications** – 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. **19/02480/TCA** at 8 Skimmingdish Lane, OX27 8UF for “T32 x Horse Chestnut - Overall crown reduction by approx. 3-4m, crown lift lower canopy by approx. 2-3m. T33 x Hawthorn - Overall reduction by 1-2m. T34 x Sycamore - Overall crown reduction by 1-2m”
- ii. **19/02481/TCA** at 3 Skimmingdish Lane, OX27 8UF for “T20, T21 x Sycamore - Re reduce two Sycamores at the front of the property approx. 2-3m growth T22 - T26 x Cherry Plums - Light reduction on five Cherry plums at the front of the property approx. 1-2 m growth. T27 - T30 x Silver Birch - Reduce four Silver birch by approx. 3-4m growth in the rear garden. T31 x Sycamore - Re reduce Large Sycamore in rear garden to previous points approx. 3-4m of growth”
- iii. **19/02482/TCA** at 5 Barnfield Close, OX27 8UG for “T19 x Cotoneaster - Crown lift Cotoneaster in rear garden to allow mower to pass under approx. 2-3 from the ground”

- iv. **19/02483/TCA** at Street Record, Barnfield Close for “T18 x Thuja - Crown lift Thuja hedge to allow vehicles to drive past by 3-4m from the ground”
- v. **19/02484/TCA** at 1 Barnfield Close, OX27 8UG for “T4 - T17 x Sycamore + Norway Maple - Re- reduce twelve Sycamore to previous points approx. 2-3m growth. Re- reduce two Norway Maples to previous points approx. 2-3m growth”

The Council considered all the applications en-bloc and had no comments or objections to the proposals.

vi. Weston-on-the-Green Neighbourhood Development Plan 2018-2031 Public Consultation

The Council considered the consultation and **RESOLVED** that no response was necessary.

b. Notices of Decision – to note

The Council noted the following notice of Decision.

- i. **19/01503/F at 13 Manzel Road, OX27 8US for “Ground floor extension to provide level access toilet and bathing facilities.”.**

Permission for development subject to conditions.

c. CDC consultation on Partial Review of the Local Plan – to consider a response to the consultation (ends 20 December)

The Council considered the consultation and **RESOLVED** that no comment was necessary as it was focussed on the provision and re-allocation of the houses for Oxford’s unmet housing need.

12. Review of Cherwell Polling Districts and Polling Places – to note the report from the Acting Returning Officer

The Council noted the report and the Clerk’s correction to the report that the Caversfield entry should read ‘No change proposed - continue to use a Mobile Station in the MoD Park as the polling station’ rather than ‘No change proposed – continue to use a Mobile Station at Morrisons Car Park as the polling station’.

13. Parish Matters

a. Snow Clearance – to consider the snow clearance agreement for the winter 2019/20

The Council **RESOLVED** to agree to continue with the arrangement with Richard Wise to clear the snow, in consultation with the Clerk, at a cost of £50 per hour plus VAT. The roads to be cleared were the Fringford Road from the northern white gates, through the village to the Southwold Lane Turn, the whole of Skimmingdish Lane from the Fringford Road to the A4421 Buckingham Road and Aunt Em’s Lane from the B4100 to the Fringford Road.

b. Grass cutting and weed spraying contract – to review the contract

The Council **RESOLVED** to agree to Countrywide undertaking next year's contract at £120 per cut at six cuts of both sides of Skimmindish Lane a year and £190 per weed spray treatment of the whole of the pavement side of Fringford Road.

The payment terms would be that the work would be invoiced in 12 equal monthly payments which would be paid bi-monthly.

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

The Council was pleased to note that the Registration was complete. The Registration reference was VG135.

d. Halloween – update on the parking initiative

The Council noted the poor parking on the roads without the parking restrictions - Fringford Road, Springfield Road, Old School Close and Skimmingdish Lane and would discuss further modifications to the arrangements for next year.

The Parish Council wished to thank the Police (both civilian and MoD), Fire Service, US Service Personnel and the Emergency Planning team for their help in ensuring that it was a successful evening.

e. Litter bin – consider the purchase of litter bins for the corner of Springfield Road

The Council **RESOLVED** to agree to purchase a Wybone 'Never Rust Again' bin at £252.99 plus the suitable ground fixings.

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

The Council **RESOLVED** to agree that further research work was needed on this.

14. Reports from Meetings

a. Highways Open Day, Deddington – 5 October

The Clerk attended the open day which was very informative. She encouraged any Councillors available next year to attend.

b. Bicester Rural Resilience Meeting – 2 October

The Clerk attended the meeting and had circulated the minutes.

c. Parish Liaison Meeting – 13 November

Councillor Nisbet and the Clerk attended the meeting. The primary presentation focussed on an update from the Planning Department but there were also presentations from the Good Neighbour Scheme organisers and a briefing about Operation London Bridge – the plan for how Councils would handle the death of a Senior National Figure.

15. Attendance at Meetings

No further meetings had been arranged.

16. Correspondence received

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

- a. **Rural Services Network** – bulletins
- a. **Healthwatch** – updates
- b. **NALC** – Chief Executive's bulletins
- c. **Rural Services Network** – updates
- d. **OALC** – September and October updates
- e. **Chesterton Parish Council** – Great Wolf concerns
- f. **TVP** – Police & Crime bulletins
- g. **OALC** – VE Day 75th Anniversary – forwarded to RAF Croughton
- h. **Villager** – Skimmingdish Lane speed and white lines to prevent parking opposite Garden Quarter entrances and the continued parking over the white line
- i. **What Three Words** – asking for help promoting the initiative (now on the website as a news item)
- j. **Wild Oxfordshire** – newsletters
- k. **CPRE Membership Pack**
- l. **Clerks and Councils Direct**
- m. **High Sheriff Award nominations**
- n. **Oxfordshire Growth Board** – update

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 1 January 2020.

18. Date of Next Meeting

The Council **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 15 January 2020 at 7.30pm at Gagle Brook School.

The meeting closed at 8.55pm

Signed

Dated