

**Minutes of a Meeting of Caversfield Parish Council held on
Wednesday 18 September 2019 at Gagle Brook School, Elmsbrook at 7.30pm**

- Present:** Cllr Tom Astley, Cllr Eleanor Booth-Davey (Chairman), Cllr Fiona Hitchcock, Cllr June Nisbet
- In attendance:** Cllr Nicholas Mawer (CDC) and Cllr Lynn Pratt (CDC) (to 8.20pm), and Mrs Jane Olds (Parish Clerk)
- Apologies:** Cllr Glenice Sutcliffe and Cllr Terry Williams; Cllr Jason Slaymaker (CDC), Cllr Lawrie Stratford (OCC)

- 1. Apologies for absence** – to receive apologies
The Council received Cllrs Sutcliffe 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 Mawer reported that he had attended a meeting with the Gliding Club. He also raised the Great Wolf Resorts proposed planning application at Chesterton Golf Club and that the bin by the tennis courts on Skimmingdish Lane was not being emptied regularly.
- 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 17 July 2019 and the Minutes of the Planning Meeting held on 28 August 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 Vacancy Procedure, Complaints Procedure, Equality and Diversity Procedure and the Protocol on pre-application meetings for major developments had been published on the website.
 - b. Insurance**
The insurance had been confirmed
- 8. Governance**
 - a. Councillor Co-options** – to consider any applications received
No applications had been received.

- b. Meeting Attendance Policy** – to consider adoption of the policy
The Council considered the policy and **RESOLVED** to adopt it.
- c. Dispensations Procedure and Form** – to consider adoption of the procedure and form
The Council considered the policy and **RESOLVED** to adopt it.
- d. Financial Regulations** – to consider the revised document
NALC had recently revised the Regulations to take account of very minor changes and limits under Public Contract Regulations. The Council considered the Financial Regulations and **RESOLVED** to adopt the document including an additional change to point 6.21 from quarterly to three times a year.
- e. CPRE Membership** – to consider whether to join as a Parish Council
The Council **RESOLVED** to join the CPRE at the Parish Council rate of £36 per year.

9. Finance

- a. Financial Report** – to receive the report
As at 5 September, the Accounts stood at:

Co-op Current Account	£8,435.97
NS&I Account	£2,379.60

There was one outstanding cheque totalling £88.79.

The Standing Order of £155.55 to pay the Clerk cleared on 17 July and 19 August.

The end of July Budget Monitoring sheet is available separately.

Following the fraudulent activity on Wendlebury Parochial Church Council's bank account where a standing order was set up using the signatories from the Parish Council, the Clerk had asked Co-op to set up a form of two factor authentication so if a DD or SO were set up, the bank must contact one of the other signatories to authorise it.

- b. Internal Audit** – to consider the Internal Auditor's Terms of Engagement
The Council **RESOLVED** to agree to Arrow Accounting's Terms of Engagement at the cost of £175 (excluding mileage) to include a visit.
- c. AGAR Signature Redaction** – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from 'specific and identifiable threats' of identity theft and GDPR concerns
The Council **RESOLVED** to agree that, to protect the signatories from identity theft, all the signatures on the web version of the AGAR should be redacted. The hard copy of the document would be available for inspection, but not duplication.

d. Invoices - to consider invoices for payment itemised on the payment schedule

The Clerk informed the meeting that the cheque for Navitas Design agreed at the July meeting had not cleared the bank account and must have got lost in the post. In order to avoid a bank charge of £5 for a stopped cheque, the Council **RESOLVED** to re-write the cheque (cheque no 200194) with the understanding that if the original payment cleared, Navitas Design would repay the amount in full.

The Council **RESOLVED** to approve the following invoices for payment.

Cheque no:	Payee and reason	Budget	Amount
200188	The White Horse Federation for Gagle Brook Community Room Hire on 20 November (invoice no GB 184)	Hall Hire	£25.00
200189	The Ground Care Company for July (invoice 1339) grass cutting	Verge cutting	£120.00
200190	Oxfordshire Association of Local Councils for Planning course for Eleanor Booth-Davey and Glenice Sutcliffe (invoice no W-913)	Training	£108.00
200191	Navitas Design Ltd – SSL Certificate (invoice no 28233)	Website + training	£59.99
200192	The White Horse Federation for additional 15 minutes of Community Room Hire on 18 September (invoice no: GB186)	Hall Hire	£3.13
200193	Campaign to Protect Rural England Subscription	Subscriptions	£36.00
200194 (previous cheque 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

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

The OALC Planning Course on 21 November had been booked for Cllrs Booth Davey and Sutcliffe.

The new course list would be available shortly.

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. **19/01503/F** at 13 Manzel Road, OX27 8US for Ground floor extension to provide level access toilet and bathing facilities
The Council had no comments or objections to the proposal.
- b. **Notices of Decision** – to note
 - i. **18/01333/F** at Bicester Heritage, Buckingham Road, OX26 5HA for “Extension to existing Technical Site to provide new employment units comprising flexible B1(c) light industrial, B2 (general industrial), B8 (storage or distribution) uses with ancillary offices, storage, display and sales, together with associated access, parking and landscaping”
Permission for development subject to conditions and subject to a S106 planning agreement
 - ii. **19/01271/F** at The Bothy, Brashfield House, Buckingham Road, OX27 8RE for “Sub-division of existing dwelling into 2no. 4 bedroom houses including new ground & first floor extensions. Demolition of existing garden wall. Erection of 2no. double garages with ancillary spaces. Creation of a new vehicular access to serve both houses. New hard and soft landscaping proposals.”
Permission for development

12. Review of Cherwell Polling Districts and Polling Places – to consider a response to the review

The Council **RESOLVED** to agree that the only suitable place in the village currently available was the temporary building in the MoD Park.

13. Parish Matters

- a. **Crossing the A4421** – to receive a progress report
The Clerk reported that the crossing was included in the S106 agreement for the Bicester Heritage planning application (ref Minute 11. b. i. above) and also in the hotel development (still to be finalised). The S106 agreement had made provision that the crossing must be complete before first occupation of the first development (either the hotel or the extension to the technical site).
- b. **Old School Close Village Green Registration** – to receive a progress report
The new register entry had been drafted and the OCC Officer was hoping to be able to complete the formalities of adding it into the Register shortly. The Parish would then receive an electronic copy of the register entry for the records.

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

The Clerk had asked the District Councillors if they could find out if it would be possible for CDC to contribute to a dual rubbish and recycling bin for the bus stop as CDC is responsible for the cycle racks next to the shelter.

8.20pm – Councillors Mawer and Pratt left the meeting.

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

The Clerk had produced a Facebook Poll asking whether villagers wanted a two-bay or single bay board or whether one was necessary at all. The overwhelming majority asked for a two-bay board.

The Council **RESOLED** to agree to form a small working party of Cllrs Booth-Davey and Sutcliffe (if available) and the Clerk to look at the bin for Springfield Road and the noticeboard.

In the meantime, the Clerk requested that the old noticeboard be removed for safety reasons.

- e. **Village Facilities** – to consider how to encourage more indoor facilities for wider village use

The Council **RESOLVED** to agree to ask the MoD whether it would be possible to use one of the vacant MoD properties as a community meeting place.

14. Reports from Meetings

- a. **Joint Parishes Meeting** – 16 September

The Clerk attended the meeting which was primarily about the concerns regarding the proposals for the *Great Wolf Water Park* in Chesterton. Particularly the traffic implications for the surrounding villages.

15. Attendance at Meetings

- a. **Police Liaison Meeting** – 2 October

The Clerk hoped to attend.

- b. **Parish Liaison Meeting** – 13 November

The Clerk hoped to attend. Cllr Nisbet would let the Clerk know whether she could attend.

16. Correspondence received

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

- a. **Rural Services Network** – Bulletins and invitation to Rural Convergence
- b. **Wild Oxfordshire** – updates
- c. **NALC** – Chief Executive's bulletins

- d. **OALC** – NALC Survey about May elections
- e. **Chesterton Parish Council** – various updates about the Great Wolf proposals
- f. **Healthwatch** – updates
- g. **Oxfordshire Association for the Blind** – request for support
- h. **OALC** – July and August updates
- i. **TVP** – Police and Crime bulletins
- j. **Age UK** – Loneliness workshop 8 October
- k. **CDC** – re responsibility of tennis court bins
- l. **Clerks and Councils Direct**

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 6 November 2019.

b. Expressway meeting.

19 September at Launton Parish Hall at 7.30pm

c. Skimmingdish Lane resurfacing.

It took place at the end of August; unfortunately, there was one part which wasn't completed because the car (despite notices requesting no parking) was left there and work be worked around. OCC hopes to go back shortly.

d. Parking on Skimmingdish Lane.

Complaints have been received about a particular car which had been habitually parked opposite the Trenchard Lane entrance. This had been reported to the Police.

e. Woods by B4100 layby.

The Clerk had been contacted by concerned villagers who had noticed that the woods by the layby had been offered for sale. These concerns were passed to the CDC Arboricultural Officer who inspected the area. Initially he thought it was worthy of a general TPO on the whole area, but following further investigation, it was discovered that many of the trees (which were Ash) were showing the initial signs of Ash Dieback and so he changed his advice. It was also discovered that this woodland was being used for anti-social behaviour which the Police had been alerted to. On the advice of the Police, the owners with CDC cut back and cleared much of the area which, it's hoped will reduce the anti-social behaviour.

f. Electric Blanket Checks.

OCC is organising the annual free Electric blanket checks at the Fire Station on 22 October. An appointment is necessary.

g. Minutes in Archives.

The clerk had deposited the Minutes from 1976 to July 2017 with the County Archives at Temple Cowley.

18. Date of Next Meeting

The Council **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 20 November 2019 at 7.30pm at Gagle Brook School.

The meeting closed at 8.40pm

Signed

Dated