

**Minutes of a Meeting of Caversfield Parish Council held on Wednesday 15 January 2020  
at Gagle Brook School, Elmsbrook at 7.30pm**

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

**In attendance:** Cllr Jason Slaymaker (CDC), 1 Air Cadets representative and Mrs Jane Olds (Parish Clerk)

**Apologies:** Cllr Nicholas Mawer (CDC), Cllr Lynn Pratt (CDC) and Cllr Lawrie Stratford (OCC)

**1. Apologies for absence – to receive apologies**

There were no Councillor apologies.

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

Nothing was declared.

**3. Public Participation**

One representative of the Air Cadets attended the meeting to discuss the possibility of street lighting on Skimmingdish Lane.

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

Cllr Slaymaker reported that while CDC had balanced the budget there would be an increase on the Precept. A consultation on car parking around the District was currently under way. More work on the Healthy Bicester was being undertaken, including rolling out to the outlying villages and across the District; further leaflets and maps to support walking and cycling were due to be published shortly. It was hoped to move a cycling strategy forward to provide more infrastructure and to look at the 'missing links'.

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

Stratton Fields reported that the CCTV issues along Thompson Drive were being looked into.

No other reports had been received.

**6. To receive and approve the Minutes of the Parish Council Meeting held on 20 November and the Staffing Committee held on 18 September 2019 (omitted from November meeting)**

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. Website Policy**

The Website Policy had been published on the website.

**b. Snow clearance**

The Clerk had written to the contractor, Richard Wise, confirming the arrangements.

**c. Grass Cutting and Weed Spraying**

The Clerk had confirmed the new contract with Countrywide.

**8. Governance**

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

No applications had been received.

**b. Meeting Dates** – to consider and agree the meeting dates from May 2020

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

20 May - Annual Parish Meeting 7.30pm followed by the Annual Meeting of the Parish Council at 8pm

15 July

16 September

18 November

20 January 2021

17 March

Planning meetings to be convened when necessary.

All meetings would take place at Gagle Brook School, unless agreed otherwise.

**9. Finance**

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

As at 7 January, the Accounts stood at:

Co-op Current Account	£9,172.09
NS&I Account	£2,379.60

There were no outstanding cheques.

The Standing Order of £155.55 to pay the Clerk cleared on 18 November and 17 December.

Additionally, the Clerk had completed the re-enrolment and declaration for the Pensions Regulator.

The Clerk had also completed the latest request from Internal Auditor.

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

The Clerk presented the draft budget which the Council considered. The Council **RESOLVED** to agree to the budget of £8,588.00

- c. **20/21 Precept** – to consider and agree the setting of the Precept  
CDC had informed the Parish that the estimated Tax Base for 2020/21 would be 557 (previous year 559.6). The CTRS Grant had been reduced by half to £38.635.

Having agreed the budget, the Council considered the Precept and **RESOLVED** to agree to an increase of £238 on the previous year to £6,200. The annual cost to a Band D household would be £11.13 – an increase of 48p over the whole year. The Clerk would inform CDC of the decision.

- d. **Invoices** - to consider invoices for payment itemised on the payment schedule  
The Council **RESOLVED** to approve the following invoices for payment.

<b>Cheque no:</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Amount</b>
200201	The White Horse Federation for Gagle Brook Community Room Hire on 18 March (invoice no: tbc)	Hall Hire	£25.00
200202	Wybone Ltd for bin for Springfield Road	Grit bin	£367.12

## 10. Training

- a. **OALC Training** – to consider attendance of any of the 2019 courses  
The Council considered the courses and **RESOLVED** to agree that Cllr Hitchcock attend the Roles and Responsibilities Course if a place was available.

## 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. **19/02708/OUT** at Bicester Heritage, Buckingham Road, Bicester for “Outline:- Provide new employment units comprising B1 (Business), B2 (General Industrial), B8 (Storage) and D1 (Education) uses with ancillary offices, storage, display and sales, with all matters reserved except for access”

The Council considered the application and **RESOLVED** to object due to the loss of view and street scene from the A4421 Skimmingdish Lane over the airfield together with concern that it was overdevelopment of the airfield within the context of the historic setting. The mass and scale of the proposal were out of proportion with the existing Conservation area.

There was also concern regarding the site access and the speed of the traffic along the A4421 Skimmingdish Lane.

- b. **Notices of Decision** – to note  
The Council noted the following notice of Decision.

- i. **19/02075/F** at The Old Vicarage, Fringford Road, OX27 8TH for “Erection of 4 No dwelling houses with associated garages, access and landscaping”.  
Application refused (25 November 2019)
- ii. **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”
- iii. **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”
- iv. **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”
- v. **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”
- vi. **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”

All tree applications (items ii. to vi.) approved on 17 December 2019

## **12. Oxfordshire Rural Services Survey** – to consider a response

The Clerk had circulated the survey. The Council responded to the questions and clarified points in order that the Clerk could make a full and accurate response.

## **13. Parish Matters**

### **a. Litter bin** – to receive a progress report

The Clerk had ordered the litter bin and ground fixings. The Council **RESOLVED** to agree to the purchase of some Postcrete in order to set the ground fixings.

### **b. Notice board** – to consider further the purchase of a replacement noticeboard for the corner of Springfield Road

The Council considered three quotations for two bay noticeboards and **RESOLVED** to agree to the purchase of a two bay noticeboard from Greenbarnes at a cost of £1,344.73 plus VAT with the proviso that it would not be ordered until it was known whether the application for support from the County Councillor Priority Fund had been successful.

### **c. Skimmingdish Lane Street Lighting** – to consider a request from the Air Cadets

Following a request from the Air Cadets for street lighting along Skimmingdish Lane an estimated quote had been received for providing 19 street lamps for the length of

the lane within the village at a cost of £35,000. This was not possible to fund so alternative solutions needed to be found.

The Clerk would assist the Air Cadets Welfare Committee with enabling a discussion with the Garden Quarter residents group and with alternative lighting solutions including movable temporary lighting.

#### **14. Reports from Meetings**

##### **a. RAF Croughton Liaison – 25 November**

The Clerk met with the RAF Croughton Liaison Officer to discuss how the Parish Council operated within the village, and how to work together.

#### **15. Attendance at Meetings**

##### **a. Rural Resilience Group – 22 January**

Councillor Sutcliffe agreed to attend.

#### **16. Correspondence received**

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

- a. Healthwatch** - updates
- b. Police and Crime Commissioner** - bulletins
- c. NALC** – Chief Executive's updates
- d. High Sheriff Awards** – requesting nominations
- e. Rural Services Network** – updates
- f. OALC** – November and December updates
- g. Wild Oxfordshire** - update
- h. RAF Croughton** – invitation to Civic Open Day 14 January
- i. CPRE** - newsletter
- j. Cllr Stratford** – budget consultation
- k. Villager** – re Fringford Road speeding
- l. Community Information Network** – Spring events
- m. Open Spaces Society** – request for contribution to a legal fund for defence of commons, green spaces and rights of way
- n. CPRE Newsletter**
- o. Citizen's Advice** – requesting funding help
- p. Clerks and Councils Direct**
- q. Healthy New Town Event** – 12 March

#### **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 March 2020.

**b. CCTV Cameras on Thompson Drive**

There had been complaints from residents about the new cameras which had been fixed to the tops of the street lamps because of safety and security concerns and particularly the vandalism around the vacant Mod Housing. Permission, authority and ownership of the lamps was being determined at RAF Croughton. According to the Liaison team, the cameras had been specifically installed to not be able to peer into residences and there were other safeguards as well. Once the cameras were fully operational, they would be happy to show the Council or other government parties what they were tracking.

**c. Bottle Banks**

It was noted that the bottle banks had been removed from the Brashfield Park area of the village. An Officer from CDC had made a suggestion for a further site on Skimmingdish Lane, but this was unsuitable due to the change of use to residential accommodation in the Garden Quarter.

**18. Date of Next Meeting**

The Council **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 18 March 2020 at 7.30pm at Gagle Brook School.

The meeting closed at 9.30pm

Signed .....

Dated .....