

**Minutes of a Meeting of Caversfield Parish Council held on Wednesday 18 March 2020
at Launton Parish Hall, Launton at 7.30pm**

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

In attendance: Mrs Jane Olds (Parish Clerk)

Apologies: Cllr Tom Astley, Cllr Fiona Hitchcock, Cllr Nicholas Mawer (CDC), Cllr Lynn Pratt (CDC), Cllr Jason Slaymaker (CDC) and Cllr Lawrie Stratford (OCC)

1. Apologies for absence – to receive apologies

The Council received Cllrs Astley and Hithcock's 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. To welcome RAF Croughton Liaison Officer – to provide an update on MoD issues concerning the village

Unfortunately, the Liaison Officer was unable to attend.

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

No reports had been received.

6. Reports from the Village Management Companies

No reports had been received.

7. To receive and approve the Minutes of the Parish Council Meeting held on 15 January

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

8. Update on progress from the Minutes

a. Precept

The Precept request had been submitted to CDC.

b. Meeting Dates

The dates had been published on the website and the noticeboards.

c. Bottle Banks

The Clerk had met with an Officer from CDC to show them the village.

9. Governance

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

No applications had been received.

b. Review and Adoption of Policies

The Council **RESOLVED** to agree to defer consideration of the following policies until a later date.

i. Document Retention and Disposal Policy

ii. Privacy Notice

iii. Website Accessibility Statement

c. Temporary delegation scheme in response to Covid-19 – to consider a recommended interim measure

The Council **RESOLVED** to agree to the following delegation scheme:

The Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman (or other Councillors if the Chairman and / or Vice Chairman are indisposed) to take any actions necessary with associated expenditure to protect the interests of the community and ensure Council business continuity during the period of the pandemic Covid-19 coronavirus, informed by consultation with the members of the Council. This delegated authority ceases upon the first meeting of the Council after the Council meeting at which the delegation was put in place.

10. Finance

a. Financial Report – to receive the report

As at 4 March, the Accounts stood at:

Co-op Current Account	£10,084.87
NS&I Account	£2,398.64

There were no outstanding cheques.

The Standing Order of £155.55 to pay the Clerk cleared on 17 January and 17 February.

The Localities Grant of £1,651.00 to assist with the purchase of the noticeboard and rubbish bin for Springfield Road was received on 30 January.

The NS&I Account had received £19.04 in interest. However, notification had been received that the interest rate for the account was being reduced from 0.80% gross to 0.60% gross AER.

The re-declaration to the Pensions Regulator has been completed.

The Clerk had submitted all requested information to the Internal Auditor for his inspection.

b. Grant Awards – to consider any requests received

The Council **RESOLVED** to agree to award a grant of £200 to the Bicester Good Neighbour Scheme, £75 to Clean Slate, £75 to North Oxon and South Northants Citizens Advice and £50 to the Open Spaces Society for a contribution to a legal fund for defence of commons, green spaces and rights of way.

c. Staff Salary – to agree continuing the payment of the staff salary by Standing Order
The Council **RESOLVED** to agree to continuing to pay the Clerk by Standing Order.

The Council requested that the Clerk's pay be discussed at the May meeting.

d. 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
200203	The White Horse Federation for Gagle Brook Community Room Hire on 20 May (longer booking) (invoice no: GB225)		Invoice cancelled
200204	Community First Oxfordshire for annual subscription	Subscriptions	£70.00
200205	Oxfordshire Association of Local Councils for annual subscription (invoice no: C00016/2020)	Subscriptions	£321.44
200206	Oxfordshire Association of Local Councils for Roles and Responsibilities Course for Cllr Hitchcock (invoice no W-1142)		Invoice cancelled
200207	JMC Olds for Clerk Expenses (printing £30.21, postage £4.76, telephone £0.41)	Admin Costs	£35.38
	JMC Olds for Mileage Expenses	Mileage Expenses	£41.69
	Total		£77.07
200208	Greenbarnes Ltd for Springfield Road noticeboard (invoice no: 15362)	Noticeboard and Repair	£1,613.68
200209	Bicester Good Neighbour Scheme grant	S137 Grants	£200.00
200210	North Oxon and South Northants Citizens Advice Grant	S137 Grants	£75.00
200211	Clean Slate Grant	S137 Grants	£75.00
200212	Open Spaces Society for Commons, Green Spaces and paths fund	S137 Grants	£50.00

11. Training

- a. **OALC Training** – to consider attendance of any of the 2020 courses
The Council **RESOLVED** to agree to discuss training at a later meeting.

12. 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. **20/00214/F** at Dymocks Farm, Buckingham Road, OX27 8RG for Extension to existing barn to form store; replace existing barn roof structure
The Council considered the application and **RESOLVED** that there were no comments or objections.
 - ii. **20/00475/F** at Bicester Heritage, Buckingham Road, Bicester for Variation of conditions 1 (approved plans) & 3 (use of buildings) of 19/02275/F - to allow the B1(a) (Business) use at the New Technical Site
The Council considered the application and **RESOLVED** that there were no comments or objections.
 - iii. **20/00575/F** at Bicester Motion, Land West Of Building 138 And 139 Bicester Heritage Adjacent to Skimmingdish Lane Launton for An area of permeable surfacing and associated landscaping for the provision of car parking associated with the employment uses on the New Technical Site within the Bicester Heritage development parcel
The Council considered the application and **RESOLVED** to object to the application on the grounds that justification for the need for the additional car park had not been provided, particularly as the Technical Site application reference 18/01333/F was supposed to make adequate provision for car parking for the new area. However, if the Planning Officer were minded to approve the application, the Parish Council requested that, for safety purposes, all traffic must turn left out of the site onto Skimmingdish Lane. As the village of Caversfield was already being adversely affected by the additional traffic from the site, S106 funding was also requested to aid traffic management.
- b. **Appeal** – to consider whether a further response to the Planning Inspector is necessary for application reference 19/02075/F at The Old Vicarage, Fringford Road, OX27 8TH for “Erection of 4 No dwelling houses with associated garages, access and landscaping”
The Council considered whether a further response was necessary, and **RESOLVED** that all the relevant information had been covered in the original response.
- c. **Notices of Decision** – to note
The Council noted the following notice of Decision.
 - i. **20/00175/TCA** at 3 Skimmingdish Lane Caversfield OX27 8UF for “T1 x small Cherry Plum - Remove due to storm damage. Recent application gained for a light

reduction to the tree. Before starting work noticed a large split in the base.” Notice of intent to undertake works to tree(s) in a conservation area

13. Parish Matters

- a. **Village Spring Clean** – to arrange a date for the Spring Clean
Following advice from the Keep Britain Tidy Campaign, it was **RESOLVED** to defer the village clean until the autumn.
- b. **Springfield Road Litter Bin and Notice board** – to receive a progress report
The Council had received the funding from Councillor Stratford’s Priority Fund and the Clerk had ordered the noticeboard.

The Council wished to thank Cllr Sutcliffe’s family for volunteering to install the board and the bin.

14. Reports from Meetings

- a. **Rural Resilience Group** – 22 January
Cllr Sutcliffe attended the meeting.
- b. **Bicester Health New Town** – Stakeholder Event (12 March)
Cllr Sutcliffe attended the meeting which was useful. It was good to be able to bring all the different groups together to help and co-ordinate information.
- c. **CCTV at MoD Police House**
Cllr Booth-Davey and the Clerk attended a brief meeting and demonstration of the recently installed CCTV apparatus on the lamp posts on Thompson Drive with the MoD Liaison Officer, US Security Staff, US State Department and the UK MoD Police at the Police House. The Council was assured that none of the cameras along Thompson Drive were currently operational and Cllr Booth-Davey asked for the MoD / USAF’s Data Protection and GDPR Policies regarding CCTV.

The camera masking was demonstrated and showed that the cameras had privacy settings to ensure that they would not be looking into private dwellings.

The Clerk was awaiting ‘screen dumps’ of captured images to demonstrate to any concerned villagers what could, and could not, be seen.

There was still a query about the ownership of the lampposts.

15. Attendance at Meetings

All meetings were likely to be suspended due to the current COVID19 Coronavirus crisis.

16. Correspondence received

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

- a. **NALC** – updates

- b. Rural Services Network** – bulletins
- c. Healthwatch Oxfordshire** – briefings
- d. OALC** – January and February Updates
- e. Villager** – re siting of the kebab van on A4421
- f. CPRE** – newsletter
- g. Community Transport Newsletter**
- h. Chesterton Parish Council** – re Great Wolf planning
- i. OALC** – re rural isolation programme
- j. Oxfordshire Youth Awards** – nominations
- k. AGE UK** – petition on social care
- l. OCC** – supported bus services fund
- m. Highways England** – re roadworks on Ardley M40 J10 roundabout (would you like me to publicise this?)
- n. 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 May 2020.

b. A4421 Layby

The Clerk reported that she had asked the Highways team and CDC about how to make good the verge by the bus stop. She also confirmed that the Kebab Van was parking in the layby rather than on the verge.

c. Old School Close

The Clerk reported that she had written to all the houses in Old School Close to let them know that the grass area was formally recognised as a Village Green.

d. Bicester Heritage Scramble

The April Scramble had been cancelled.

18. Date of Next Meeting

The Council **RESOLVED** to agree that the Annual Meeting of the Parish Council would take place on Wednesday 20 May 2020 at 7.30pm at Gagle Brook School or possibly via remote working depending on the circumstances.

The meeting closed at 9.00pm

Signed

Dated