Minutes of the Meeting of Caversfield Parish Council held on Wednesday 16 September 2020 at 7.30pm online via Zoom as permitted in the The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") due to the COVID19 Coronavirus crisis

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

In attendance: Cllr Nicholas Mawer (CDC) (from 7.30pm to 7.45pm); Ms Laura Haddy, RAF Croughton Liaison Officer and Col J Hannah USAF (until 8.25pm); 2 members of the public; Stuart Boughtflower (participated as a Councillor after Item 11. a.) Mrs Jane Olds (Parish Clerk)

Apologies: Cllr Terry Williams, Cllr Lynn Pratt (CDC), Cllr Jason Slaymaker (CDC) and Cllr Lawrie Stratford (OCC)

1. **Election of Chairman**
   The Council accepted Cllr Booth-Davey's resignation as Chairman of the Parish Council. Cllr Astley proposed, and Cllr Hitchcock seconded the proposal that Cllr Glenice Sutcliffe be elected as Chairman. The Council **RESOLVED** unanimously to elect Cllr Sutcliffe as Chairman.

2. **Election of Vice Chairman**
   Cllr Hitchcock proposed, and Cllr Astley seconded the proposal that Cllr Booth-Davey be elected as Vice Chairman. The Council **RESOLVED** unanimously to elect Cllr Booth-Davey as Vice Chairman.

3. **Apologies for absence** – to receive apologies
   The Council accepted Cllr Williams' apologies.

4. **Requests for Dispensations, Declarations of interest, gifts and hospitality**
   Nothing was declared.

5. **Public Participation**
   Two members of the public attended the meeting. Nothing was raised.

6. **To welcome RAF Croughton Liaison Officer** – to provide an update on MoD issues concerning the village
   The Chairman welcomed Ms Haddy and Col John Hannah (USAF) to the meeting.

   Col Hannah had recently taken over the position of USAF Commander of RAF Croughton and introduced himself. He reported that the Defence Infrastructure Organisation had taken on responsibility for the CCTV and it was working with Stratton Fields Management Company regarding the ownership of the street lamps. The park repairs were due to be tackled shortly.

Regarding Halloween, Col Hannah had taken the decision that the USAF staff living in the village would not participate in Trick or Treat this Halloween and the USAF staff would be working with the UK team (see Item 15.c) to co-ordinate the support on the night.

7. **Reports from District and County Councillors** – for information only
Cllr Mawer (CDC) gave an update to the Council. Regarding the Oxford Unmet Housing Need part of the Local Plan, the Planning Inspector had agreed that it would be possible to build on the Green Belt in Kidlington / Yarnton, but this would protect other parishes from speculative development.

The District Council's spending on COVID had been significant. Income had been reduced in terms of income from car parking, sports and leisure and rentals, but there had been small savings on the staff working from home; there was also a recruitment freeze on staff. There had been some central government funding, but there would have to be budget adjustments.

The Local Government reorganisation raised questions on how this could be achieved in Oxfordshire.

Cllr Stratford (OCC) sent a written report. Of note was that the preparation works for the new bridge under the railway by Ten Ten Bridge had been started with the railway scheduled to be closed at Easter 2021.

Cllr Mawer left the meeting at 7.45pm.

8. **Reports from the Village Management Companies**
No reports had been received.

9. **To receive and approve the Minutes of the Parish Council Meeting held on 15 July**
It was **RESOLVED** the minutes be accepted as a true record and would be signed by the Chairman in due course.

10. **Update on progress from the Minutes**
    a. **Insurance**
    The insurance had been confirmed with Zurich.

    b. **Policies**
    The dates on the Communication Policy and the Recording of Meetings Policy had been updated and re-published.

11. **Governance**
    a. **Councillor Co-options** – to consider any applications received
    The Council considered Stewart Boughtflower's application for co-option to the Council. Cllr Sutcliffe proposed the nomination and Cllr Booth-Davey seconded the proposal. The Council unanimously **RESOLVED** that Mr Boughtflower's nomination

be accepted and welcomed him as a Councillor. Mr Boughtflower signed his Acceptance of Office form in camera and would complete the Register of Members' Interests form within 28 days. He then joined the Council for the remainder of the meeting having received the papers prior to the meeting.

b. **Meeting Venue** – to consider the future venue for Parish Council meetings
The Council noted that it would not be possible to meet at Gagle Brook School for the foreseeable future, but that in-person meetings would be looked at further when conditions allowed. However, the current provision to meet virtually continued until May 2021.

c. **Review and Adoption of Policies** – to consider the following policies
   i. **Website Accessibility Statement**
   The Council considered the Statement and **RESOLVED** to adopt it.

   ii. **Document Retention and Disposal Policy** (deferred from March)
   The Council considered the Document Retention policy and **RESOLVED** to adopt it.

   iii. **Privacy Notice** (deferred from March)
   The Council considered the notice and **RESOLVED** to re-adopt it.

   iv. **Training and Development Policy**
   The Council considered the Training and Development Policy and **RESOLVED** to re-adopt it without changes.

d. **Cherwell District Council Local Plan Review 2040** (closes 14 September with Parish Council extension until 28 September) – to consider the consultation
The Council **RESOLVED** to agree that the Clerk would formulate a response based on the discussion.

e. **Changes to the Current Planning System** (closes 1 October with responses to NALC by 17 September) – to consider a response to the MHCLG consultation
The Council considered the consultation and **RESOLVED** that it was beyond the experience of the Parish Council and that was not possible to formulate a response.

f. **Planning for the Future** (closes 29 October with responses to NALC by 15 October) – to consider a response to the MHCLG / NALC consultation on complete reform of the planning system
The Council considered the consultation and **RESOLVED** that it was beyond the experience of the Parish Council and that was not possible to formulate a response.

g. **Transparency and competition: a call for evidence on data on land control** (closes 29 October with responses to NALC by 16 October) – to consider the NALC consultation
The Council considered the consultation and **RESOLVED** that it was beyond the experience of the Parish Council and that was not possible to formulate a response.

12. Finance

a. **Financial Report** – to receive the report
As at 8 September, the Accounts stood at:

Co-op Current Account	£9,366.08
NS&I Account	£2,398.64

Outstanding Payments	**None**

Standing Orders		**Date Cleared**
Clerk's Salary17 June - 16 July	£161.85	17/7/20
Clerk's Salary 17 July - 16 August	£161.85	17/8/20

Income	**None**

The Budget Monitoring Report to the end of July had been published.

b. **Internal Auditor** – to appoint the Parish Internal Auditor for the year 20/21
The Clerk had received two quotations for the internal audit work. The Council considered the quotations and **RESOLVED** to appoint Elaine Anstee as Internal Auditor at a cost of £50 plus mileage.

The Clerk would confirm the details.

c. **Fixed Assets** – to consider a review of the Parish's assets.
The Clerk listed the assets and asked the Councillors to assist with checking them. A full report would be made to the November meeting.

d. **Salary Scales** – to note the NALC revised salary scales for the Clerk and the cost of living pay increase
The Council noted the NALC revised salary scales and **RESOLVED** to agree to the cost of living increase on Scale Point 10 to £11.08 per hour. This would make the monthly expense £166.20 and a difference of the May to September backdated pay of £17.40.

e. **Invoices** - to consider invoices for payment itemised on the payment schedule
The Council **RESOLVED** to approve the following invoices for payment which Cllr Sutcliffe would authorise online.

Cheque no:	Payee and reason	Budget	Amount
Bank transfer	Oxfordshire Association of Local Councils for Councillor Fundamentals Course for Cllr Hitchcock on 20/8 (Invoice number W-1285)	Training	£42.00
Bank transfer	Countrywide Grounds Maintenance August Grass Cutting (Invoice number 130515)	Verge Cutting	£109.99
	Countrywide Grounds Maintenance September Grass Cutting (Invoice number 135864)	Verge Cutting	£109.99
	Total		£219.98
Bank transfer	Navitas Design Ltd for SSL Certificate for website (Invoice number Inv 28980)	Website + training	£59.99
Bank transfer	CPRE for annual membership	Subscriptions	£36.00

8.00pm Ms Haddy and Col Hannah left the meeting

13. 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
No planning applications had been received.

b. **Notices of Decision** – to note

i. **20/01315/F** at Kimberley House, Fringford Road, OX27 8TJ for "Demolition of existing garage and erection of one and a half storey side extension"
Permission for development (16 July)

ii. **19/02075/F** at The Old Vicarage, Fringford Road, OX27 8TH for Erection of 4 No dwelling houses with associated garages, access and landscaping.
Appeal dismissed by the Planning Inspector (30 July)

14. Training

a. **OALC Training** – to consider any further training offered by OALC
The Council **RESOLVED** to agree that the Clerk should book any of the relevant online training for Councillors and the Clerk offered by OALC, in agreement with the attendee, in order that places could be reserved between meetings.

b. **SLCC Training** – to consider a contribution to the Clerk's SLCC virtual conference
The Council **RESOLVED** to agree to make a contribution of £10 to the Clerk's conference attendance.

15. Parish Matters

a. **Winter Preparedness** – to consider whether any further salt bags or grit bins are needed
The Council **RESOLVED** to agree that no further salt or grit bins were currently required.

b. **Remembrance Wreath** – to consider a donation to the Royal British Legion for a poppy wreath for Remembrance Day
The Council **RESOLVED** to agree to make a donation of £50 to the Royal British Legion for a wreath.

c. **Halloween**
The Clerk would be attending a multi-agency meeting on 17 September to discuss the best way forward, but in the light of the latest guidance, the feeling was that there should be a clear message that visitors should be discouraged from coming to the village on 31 October.

More information would be published in due course.

16. Reports from Meetings

a. **Parish Liaison Meeting** – 30 July (6pm – 8pm) via Teams
The Clerk had attended the meeting which had about 25 parishes joining via Teams. It covered an overview from the Leader, Councillor Barry Wood, a report from Ansaf Azhar, OCC Director of Public Health & Wellbeing about the response to COVID-19 and the next steps, together with a presentation of the CDC Local Plan Review 2040; many objections were voiced on the timing of the consultation over the summer holidays and an extension was requested.

b. **Oxfordshire SLCC Meetings**
The Clerk had been continuing to host regular Oxfordshire SLCC Zoom meetings.

17. Attendance at Meetings

a. **Community First Oxfordshire** AGM – 24 September
No one was available to attend.

18. Correspondence received

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

a. **OCC** – Your Oxfordshire updates
b. **Healthwatch** - updates
c. **Deputy Lieutenants in Cherwell** – thank you letter for support during COVID
d. **NALC** - updates
e. **CDC** – bulletins
f. **OALC** – July and August updates
g. **Rural Services Network** – updates
h. **Open Spaces Society** - bulletin

i. **Thames Valley Police** – bulletins
j. **CPRE** – re CDC Local Plan

19. 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 November 2020.

b. **Dog Bags**
The Clerk had requested more bags for the village, but unfortunately, the supply had been held up due to the Pandemic.

c. **Electric Blanket testing**
The Fire Service had announced that they would be doing the usual testing, but it would be a collection and delivery service this year with booking essential.

d. **Great Wolf Water Park**
The Clerk had received notification that an appeal had been lodged with the Planning Inspector for the planning application for the Great Wolf Water Park in Chesterton.

20. Date of Next Meeting

The Council **RESOLVED** to agree that the next Meeting of the Parish Council would take place on Wednesday 18 November 2020 at 7.30pm online via Zoom at https://us02web.zoom.us/j/83851304160 (meeting code: 838 5130 4160) or in Gagle Brook School if possible. It would also be possible for members of the public to dial in with a telephone.

The meeting closed at 9.12pm

Signed ……………………………………… Dated …………………………….