

Minutes of the Meeting of Caversfield Parish Council held on Wednesday 18 November 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 Stewart Boughtflower, Cllr Eleanor Booth-Davey, Cllr Fiona Hitchcock, Cllr June Nisbet, Cllr Glenice Sutcliffe (Chairman), Cllr Terry Williams
- In attendance:** Ms Laura Haddy, RAF Croughton Liaison Officer and Col J Hannah USAF (until 7.50pm); Mrs Jane Olds (Parish Clerk)
- Apologies:** Cllr Nicholas Mawer (CDC), Cllr Lynn Pratt (CDC), Cllr Jason Slaymaker (CDC) and Cllr Lawrie Stratford (OCC)

- 1. Apologies for absence** – to receive apologies
There were no Parish Councillor 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 USAF Croughton Commander and RAF Liaison Officer** – to provide an update on MoD issues
The Chairman welcomed Col John Hannah (USAF) and Ms Haddy to the meeting.

It was reported that the housing review had been completed on the vacant housing within the village and the report would be published in the spring. There were no indications of the results at present.

Col Hannah thanked the meeting for the village's support at Hallowe'en; there were no issues in the US area.

The Defence Infrastructure Organisation had been working with various agencies on the CCTV for the area and the licence agreement was with the solicitors, so it was hoped that it would be finalised by January.

The children's play area in the Park had received repairs and was now in good order and was well used.

It had been announced that RAF Croughton would share an RAF Commander with RAF Fairford and RAF Welford.

The tactile paving at the entrance to Castle Close was due to be repaired.

7.50pm Ms Haddy and Col Hannah left the meeting

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

No reports had been received.

6. Reports from the Village Management Companies

Stratton Fields Management Company reported that there were issues with the fencing surrounding the curtilage of the SFML land which was the responsibility of the neighbouring (vacant land) owners. The Company was attempting to establish communication in order to have the fencing reinstated.

No other companies had submitted reports.

7. To receive and approve the Minutes of the Parish Council Meeting held on 16 September

It was **RESOLVED** the minutes be accepted as a true record and would be signed by the Chairman in due course.

8. Update on progress from the Minutes

a. Register of Members' Interests

The Clerk had sent Cllr Boughtflower's form to CDC and it had been published on the website.

b. Policies

The Website Accessibility Statement, the Document Retention and Disposal Policy, the Privacy Notice and the Training and Development Policy had been re-published.

c. Local Plan Response

The response was sent to CDC.

d. Internal Auditor

The Clerk had confirmed the appointment with Elaine Anstee.

9. Governance

a. Review and Adoption of Policies – to consider the following policies

i. Standing Orders

The Council considered the Standing Orders and **RESOLVED** that no changes were necessary and to re-adopt it.

ii. Data Protection Policy

The Council considered the Data Protection Policy and **RESOLVED** that no changes were necessary and to re-adopt it.

iii. Grants Policy

The Council considered the Grants Policy and **RESOLVED** that no changes were necessary and to re-adopt it.

- b. CDC Parish Remuneration Report for 20/21** – to consider the report and allowances
The Council received the report and **RESOLVED** to agree that members would not claim any of the allowances except for mileage to external meetings where necessary. A note to this effect would be added to the public notice.

10. Finance

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

As at 10 November, the Accounts stood at:

Co-op Current Account	£11,816.06
NS&I Account	£2,398.64

Outstanding Payments

The payment to CPRE for membership scheduled for the September meeting was not made and so would be arranged for this payment run

Standing Orders		Date Cleared
Clerk's Salary 17 August - 16 September	£161.85	17/9/20
Clerk's Salary 17 September - 16 October	£166.20	19/10/20

Income

Precept	£3,100.00	18/9/20
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- b. Fixed Assets** – to receive reports on the Parish's assets

The Clerk reported that she had made an inspection of the fixed assets. Items of concern included the grit bin at the corner of Skimmingdish Lane and Buckingham Road which the Clerk would ask Highways to replace; the Skimmingdish Lane noticeboard was starting to lean and the posts are starting to soften and the Old School Close noticeboard would also require a new post in due course.

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

Cheque no:	Payee and reason	Budget	Amount
Bank transfer	CPRE for annual membership (missed from September payments)	Subscriptions	£36.00
Bank transfer	Royal British Legion for poppy wreath	S137 grants	£50.00
Bank transfer	Cherwell District Council for summer dog bin emptying (Invoice number 7014692)	Dog bin emptying	£480.48

Cheque no:	Payee and reason	Budget	Amount
Bank transfer	Countrywide Grounds Maintenance October Grass Cutting (Invoice number 141059)	Verge Cutting	£109.99
Bank transfer	Countrywide Grounds Maintenance November Grass Cutting (Invoice number 145678)	Verge Cutting	£109.99
	Total		£219.98
Bank transfer	Mr Sutcliffe for postcrete for Springfield Road bin and noticeboard installation	Noticeboard and Repair	£14.25
Bank transfer	JMC Olds for backdated pay (April – September)	Clerk Salary	£17.40
Bank transfer	JMC Olds for Admin Costs (printing £18.89)	Admin costs	£18.89
	JMC Olds for Mileage Expenses	Mileage expenses	£6.75
	Total		£25.64

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. **20/03077/TCA** on Skimmingdish Lane for “Works To Trees In Conservation Area - T1 x Sycamore - Trim clear of the BT cables and telegraph pole to create a 1m clearance. T2, T3 x Laburnum and Sycamore - Trim clear of the BT cables to create 50cm clearance. T4 x Laburnum; Laetiporus FFB on the main stem at 1m, extensive dieback of a large proportions of the crown - Fell to near ground level. T5 x Spruce - Trim clear of the BT cables to create 50cm clearance. T6 x Malus - Reduce to 4.5m in height and reshape, removing approximately 60% of the canopy. G7 x Pine - Crown raise to provide a 2.5m clearance from ground level and prune away from the adjacent BT cable to create a 30cm clearance. Prune clear of neighbouring residence to create 1m clearance. Remove major deadwood (exempt).”
The Council considered the application and **RESOLVED** to agree that there were no comments or objections to the proposal.
- b. **Notices of Decision** – to note
None had been received.
- c. **Appeal to note**
 - i. **19/02550/F** at Great Wolf Resorts, Chesterton
The Council noted the appeal.

12. 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 any training for the Clerk

No further training had been suggested.

13. Parish Matters

a. **Snow Clearance** – to consider the snow clearance agreement for the winter 2020/21

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 Clerk had been in contact with Countrywide and was awaiting confirmation of the costs.

c. **Bicester Heritage Event Noise** – to hear concerns about the car engine noise at the September event

The Council noted, with concern, the excessive noise which had emanated from the vehicles at the September Classic Car Drive-In Weekend. The noise levels had been reported to CDC Environmental Health. Bicester Motion was keen to point out that this event was a new venture run by a different company and lessons had been learnt.

Bicester Heritage informed the Parish Council that they expected that the noise should be much reduced at future events.

d. **Hallowe'en** – to receive a report

Following discussions with the MoD, USAF, UK Police, Emergency Planning and Fire Service, it was decided that the traffic restriction measures usually in place for the event would not be appropriate as it might have been thought to encourage visitors. Reservations from villagers were expressed, but the night passed peacefully and no issues arose.

The Parish Council wished to thank the various external bodies for their help and support.

e. **Fringford Road / Springfield pavement** – to receive a progress report

The Clerk was pleased to inform the meeting that the work to extend the pavement from Springfield Road, across Fringford Road up to the Bainton Public Right of Way

had been approved by OCC and would take place shortly. The Clerk provided the meeting with a plan of the works which were accepted.

The Council **RESOLVED** to thank Cllr Stratford for his help in arranging the work.

14. Reports from Meetings

a. SLCC Conference (12 – 16 October)

The Clerk attended many of the conference seminars over the week. There were a number of extremely useful sessions and presentations including a talk from Came and Company insurers on risk; hearing from the chief executives of SLCC, NALC the Improvement and Development Board and One Voice Wales; a discussion on devolution, localism and the future of local councils; small council networking; website accessibility; virtual leadership and the final talk from John Volanthen, one of the cave divers who rescued the Thai boys football team from the cave. The Clerk also represented Oxfordshire at the SLCC National Executive Committee and was awarded the Bryan Metcalf Award for Volunteering at the awards ceremony after the SLCC AGM.

b. CDC Parish Liaison Meeting (11 November)

The Clerk attended the meeting and the associated Street Naming Seminar. Cllr Barry Wood gave his usual briefing about the state of CDC. Then there was an update on the COVID situation, a briefing from Paul Mann about Emergency Plans, a briefing about next year's Census and a briefing about elections.

15. Attendance at Meetings

a. Bicester Motion Briefing – 23 November

The Councillors had been invited to attend a presentation by Bicester Motion about their consultation for their proposed Experience Quarter.

16. Correspondence received

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

- a. NALC – Chief Executive's Bulletins**
- b. CDC – Parish bulletins**
- c. Oxfordshire Healthwatch – updates**
- d. OALC – monthly updates and general COVID advice**
- e. Rural Services Network – updates**
- f. Cllr Stratford – OCC update**
- g. CPRE – updates**

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 January 2021.

b. Remembrance

Despite the issue that Armistice Day wasn't approved in the Regulations until very late in the day, it was still marked at St Laurence's with Cllr Sutcliffe representing the Parish Council.

18. Date of Next Meeting

The Council **RESOLVED** to agree that the next Meeting of the Parish Council would take place on Wednesday 20 January 2020 at 7.30pm online via Zoom at <https://us02web.zoom.us/j/83851304160> (meeting code: 838 5130 4160). It would also be possible for members of the public to dial in with a telephone.

The meeting closed at 9.10pm

Signed

Dated