

Minutes of the Meeting of Caversfield Parish Council held on Wednesday 20 January 2021 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: Cllr Lynn Pratt (CDC) (from 7.35 to 8.00pm), Mrs Jane Olds (Parish Clerk)

Apologies: 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 Clerk reported that the Liaison Officer had provided images from the CCTV cameras and that she was awaiting permission to publish them on a separate Parish Council web page. The Clerk had also requested that the Liaison Officer review the RAF Croughton section of the website.

The Council was pleased to receive the Christmas newsletter from Commander Hannah.

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

Cllr Pratt (CDC) reported that budgets were the prime focus for the District Council. The level of COVID cases within the District were also a concern. However, the vaccination centre run jointly by the three Bicester surgeries at Bicester Heritage was working well.

The Chesterton ‘Great Lakes’ appeal Public Inquiry hearing would take place online from 9 February; it could be observed using YouTube.

Cllr Stratford (OCC) sent a written report. The primary focus for the County Council was dealing with the impact of COVID19 on both residents and the ability of OCC to deliver day-to-day services. OCC had tried to maximise all Government grants being offered, but regular changes to the central Government policies had not helped.

6. Reports from the Village Management Companies

Encore Estates, which managed the Garden Quarter, had written to Cllr Hitchcock to ask about the Turkish Delight kebab van which had a legal pitch in the layby on the A4421. The Clerk would reply indicating that this was a matter outside the Parish Council's jurisdiction and that the District Councillors may be able to help.

No other management companies had anything to report.

7. To receive and approve the Minutes of the Parish Council Meeting held on 18 November

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. Policies

The Standing Orders, Data Protection Policy and Grants Policy had been updated and re-published.

b. CDC Parish Remuneration Report for 20/21

The Report had been published on the website and posted on the noticeboards.

c. Snow Clearance

The Clerk had confirmed the agreement with Mr Wise.

d. Skimmingdish Lane grit bin

The grit bin had been replaced with a new one.

9. Governance

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

i. Draft Expenses Policy

The Council considered the policy and **RESOLVED** to agree to adopt the policy.

b. Meeting Dates – to consider and agree the meeting dates from May 2021

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

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

21 July

15 September

17 November

19 January 2022

16 March

Planning meetings to be convened when necessary.

All meetings would take place at Gagle Brook School when permitted. Until such time meetings would be online via Zoom.

10. Finance

a. Financial Report – to receive the report

As at 7 January, the Accounts stood at:

Co-op Current Account	£10,654.16
NS&I Account	£2,398.64

Outstanding Payments **None received**

Standing Orders		Date Cleared
Clerk's Salary 17 October - 16 November	£166.20	17/11/20
Clerk's Salary 17 November - 16 December	£166.20	17/12/20

Income **None received**

b. 21/22 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 £9,700.

c. 21/22 Precept – to consider and agree the setting of the Precept

CDC had informed the Parish that the estimated Tax Base for 2021/22 would be 568.5 (previous year 557).

Having agreed the budget, the Council considered the Precept and **RESOLVED** to agree to an increase of £186 on the previous year to £6,386.00. The annual cost to a Band D household would be £11.23 - an increase of 10p 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 which Cllr Williams would authorise online.

Payment method	Payee and reason	Budget	Amount
Bank transfer	Countrywide Grounds Maintenance December grass cutting instalment (Invoice number 150112)	Verge Cutting	£109.99
	Countrywide Grounds Maintenance January grass cutting instalment (Invoice number 154911)	Verge Cutting	£109.99
	Total		£219.98
Bank transfer	Oxfordshire Association of Local Councils for Councillor Fundamentals course for Cllr Boughtflower (Invoice number W-1457)	Training	£60.00

Payment method	Payee and reason	Budget	Amount
	Oxfordshire Association of Local Councils for GDPR refresher for Clerk (Invoice number W-1468)	Training	£60.00
	Total		£120.00
Bank transfer	I Black for Old School Close grass cutting (awaiting bank details)	Grass Cutting	£240.00
Bank transfer	Open Spaces Society for annual subscription (renewal 1/2/21)	Subscriptions	£45.00
Bank transfer	J Sutcliffe for cement for noticeboard and bin	Noticeboard and repair	£14.25

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
No applications had been received.
- b. **Notices of Decision** – to note
None had been received.
- c. **Appeal to note**
 - i. **19/02550/F** at Great Wolf Resorts, Chesterton – to consider joining other villages in supporting the objection to the Great Wolf / Great Lakes Resort.
The Council **RESOLVED** to agree that the Parish Council could be added to their group.

12. Training

- a. **OALC Training** – to consider any further training offered by OALC
No further training was currently needed.
- b. **SLCC Training** – to consider any training for the Clerk
No further training had been suggested.

13. Parish Matters

- a. **Grass cutting and weed spraying contract** – to review the contract
The Council **RESOLVED** to agree to Countrywide undertaking the 21/22 contract for six grass cuts of Skimmingdish Lane and two weed spraying applications to Fringford Road at a cost of £1,100 plus VAT. Additional cuts would cost £120 per visit.

The Clerk would request that she be notified when the visits would be made.

The payment terms would be that the work would be invoiced in 12 equal monthly payments which would be paid bi-monthly.

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

The Clerk reported that the majority of the work had been completed, but due to staff shortages before Christmas it had not been possible to finish the work. This would be done in due course.

14. Reports from Meetings

a. Bicester Motion (23 November) – to receive a report from the meeting

Bicester Motion had invited Councillors to attend a meeting to give a showing of their 'Experience Quarter' video consultation prior to release to the public on 1 December. The Consultation had been publicised on the Parish Council website and Facebook page.

15. Attendance at Meetings

a. Parish Transport Representative Meeting – 23 February

Cllr Boughtflower indicated he would be able to attend.

16. Correspondence received

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

- a. Rural Services Network - updates**
- b. NALC** – Chief Executive's bulletins
- c. OALC** – November and December updates
- d. CDC** – parish bulletins
- e. Villager** – re accident and speeding on Fringford Road
- f. Oxfordshire Healthwatch** – updates
- g. RAF Croughton** – newsletter
- h. Elmsbrook resident** – requesting help with pavement to Church (passed to Cllr Stratford and The Rev'd P Wright)
- i. CPRE** – updates
- j. 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 3 March 2021.

b. Fire Hydrants

The Council noted that a member of the Fire Service had asked for information about the fire hydrants in the village. The Clerk had produced a rough map to show all the Management Companies and their areas of responsibility.

c. Fringford Road Closure – 8 March

Fringford Road would be closed for one day just north of the village on 8 March for an antenna swap of the telecoms mast.

d. Bicester Road Bridge, Launton Closure – 8 February – 1 April

The Bicester Road into Launton would be closed over the railway bridge from 8 February until 1 April for repair work to the bridge. Pedestrian access would be maintained.

18. Date of Next Meeting

The Council **RESOLVED** to agree that the next Meeting of the Parish Council would take place on Wednesday 17 March 2021 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 8.53pm

Signed

Dated