

Minutes of the Meeting of Caversfield Parish Council held on Wednesday 17 March 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 Fiona Hitchcock, Cllr June Nisbet, Cllr Glenice Sutcliffe (Chairman)
- In attendance:** Col Jon Hannah USAF, Ms Laura Haddy, RAF Croughton Liaison Officer and SqnLdr Jayne Robertson, RAF Croughton Commander; John Cowen, Chairman of 2507 Air Cadets Squadron; Cllr Lynn Pratt (CDC) (from 7.35 to 8.15pm); 1 member of the public; Mrs Jane Olds (Parish Clerk)
- Apologies:** Cllr Eleanor Booth-Davey

1. Apologies for absence – to receive apologies

The Council accepted Cllr Booth-Davey’s apologies.

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

Nothing was declared.

3. Public Participation

The Chairman of 2507 Air Cadets Squadron attended the meeting to answer any questions on the submitted COMF grant application, but departed shortly afterwards.

4. To welcome USAF Croughton Commander and RAF Liaison Officer – to provide an update on MoD issues

Col Hannah introduced Squadron Leader Jayne Robertson who had been appointed the new RAF Commander for RAF Croughton, Fairford and Welford. He reported that there was no progress on the housing issue as they were still awaiting a report; this had been delayed due to the pandemic, but it was hoped that the next stage of this would be completed during August when a team from the US would be visiting.

The CCTV licence had been submitted to Stratton Fields Management Company Limited for confirmation.

It had been agreed that the Polling Station for the elections on 6 May would be located in the Park. The Council thanked Col Hannah for enabling this.

7.44pm: Col Hannah, SqnLdr Robertson and Ms Haddy left the meeting.

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

Cllr Pratt (CDC) reported that the Banbury Road roundabout consultation would take place shortly.

Due to the works at Howes Lane, no trains would be running over the Easter weekend in order for the tunnelling work under the railway to take place. However, no traffic disruption was expected.

The Council thanked Cllr Stratford for his support of the Parish over the last few years and wished him a happy retirement following his decision not to stand for re-election as a County Councillor.

6. Reports from the Village Management Companies

No management companies had submitted anything to report.

7. To receive and approve the Minutes of the Parish Council Meeting held on 20 January

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. Policy

The Expenses policy had been updated and re-published.

b. Meeting Dates

The dates had been published on the website and noticeboards.

c. Precept

The Clerk had confirmed the precept amount with CDC.

9. Governance

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

The Council was sorry to receive Terry Williams' resignation and wished to thank him for his time and dedication to the village as a Councillor.

The vacancy had been through due process and was now available for co-option.

Social media would be used to advertise the Councillor vacancy as widely as possible.

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

i. Freedom of Information Introduction and Publication Scheme

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

ii. Gifts and Hospitality Policy

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

iii. Social Media Policy

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

c. Census – to receive a progress report

The Clerk reported that the Census would be taking place on 21 March and would be a 'digital first' survey. However, anyone wishing to complete a paper copy could request one via telephone.

All residents should have received a postcard giving brief information together with a letter with login details and how to obtain paper copies.

d. Local Transport and Connectivity Plan – to consider the OCC Consultation

The Council considered the vision document and **RESOLVED** to agree that the Clerk would co-ordinate the response and submit it online.

e. CDC Containing Outbreak Management Fund – to consider suggestions of projects received from village groups appropriate for application

The Council considered three applications for the fund of £4,553. One of which did not conform to the brief or criteria supplied by CDC.

The Council **RESOLVED** to agree to apply for £1,000.00 for the Air Cadet Squadron to enable the group to resume face to face meetings and £2,102.00 for the Launton Community Café which covered the Caversfield area, to enable the employment of a support worker to help run the parent and baby support group and the older people's group, both of which had been greatly affected by the loss of the service over the last year.

f. CDC Parish Remuneration Report for 21/22 – 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.

g. CDC Planning Village Services Questionnaire – to consider completion of the questionnaire (response by 31 March)

The Council considered the draft, partially completed, questionnaire and **RESOLVED** that the Clerk would co-ordinate the final response and submit it to the Planning Policy team at CDC.

h. Banbury Road (A4095 / B4100) Roundabout Consultation – to consider the OCC consultation

It was not possible for the Council to consider the consultation as the proposals had not been published. The Council noted the consultation and the virtual stakeholder meeting on 24 March at 9.30am.

10. Finance

a. Financial Report – to receive the report

As at 8 March, the Accounts stood at:

Co-op Current Account	£9,647.53
NS&I Account	£2,415.91

Outstanding Payments

None

Standing Orders and Direct Debits		Date Cleared
Clerk's Salary 17 December - 16 January	£166.20	18/1/21
Clerk's Salary 17 January - 16 February	£166.20	17/2/21
Information Commissioner Fee	£35.00	27/1/21

Income

NS&I Interest £17.27

- b. Banking arrangements** – to review the bank signatories and appoint a further signatory

The Council **RESOLVED** to agree to remove Cllr Terry Williams as a signatory and add Cllr Tom Astley to the mandate with electronic banking access. The Clerk would organise completion of the form.

- c. Grant Awards** – to consider any requests received

The Council **RESOLVED** to agree to award a grant of £300 to the Volunteer Driver Service and £100 to Home-Start Banbury and Chipping Norton which covered the Caversfield area.

The Council considered a further grant to the CPRE for a contribution to their Planning for the Countryside campaign but **RESOLVED** to agree not to contribute at this time.

- d. 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.

- 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.

Payment method	Payee and reason	Budget	Amount
Bank transfer	Countrywide Grounds Maintenance February Grass Cutting (Invoice number 159751)	Verge Cutting	£109.99
	Countrywide Grounds Maintenance March Grass Cutting (Invoice number 164622)		£109.99
	Total		£219.98
Bank transfer	Launton Parish Council for 12 months' use of Zoom	Hall Hire	£36.00

Payment method	Payee and reason	Budget	Amount
Bank transfer	Oxfordshire Association of Local Councils for annual subscription (Invoice number C00016/2021/1)	Subscriptions	£334.11
Bank transfer	JMC Olds for Admin Costs (printing: £17.83; postage £0.72; telephone £1.13)	Admin costs	£19.68
	JMC Olds for Mileage Expenses	Mileage expenses	£6.75
	Total		£26.43
Bank transfer	Community First Oxfordshire	Subscriptions	£70.00

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. **19/01036/HYBRID** at Bicester Eco Town Exemplar Site Phase 2, Charlotte Avenue, Bicester for “Full permission is sought for Local Centre Community Floorspace (Use Class D1), Cafe (Use Class A1/A3), with a total GIA of 552 sqm, and 16 residential units (Use Class C3) with associated access, servicing, landscaping and parking. Outline consent is sought for Local Centre Retail, Community or Commercial Floorspace (flexible Use Class A1/A2/A3/A4/A5/B1/D1).”
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
 - i. **20/03077/TCA** at Street Record 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).”
Approved 8 December 2020

12. Training

- a. **OALC Training** – to consider any further training offered by OALC
The Council noted the Employing Staff course on 24 June, the Experienced Councillor Course on 13 July (which Cllr Sutcliffe expressed an interest in) and the Roles and Responsibilities Course on 14 September.

- b. SLCC Training** – to consider any training for the Clerk
No further training had been suggested.

13. Parish Matters

- a. Traffic Calming** – to consider action
Councillor Sutcliffe would ask the Rural Police Community Resilience Group for thoughts and ideas on 24 March.
- b. Fringford Road / Springfield pavement** – to receive a progress report
The work had been completed, but it had been noted that the path had been used to park cars on. The Clerk had alerted the Police and Highways to the issue.

9.30pm: the Council **RESOLVED** to agree to extend the meeting until 9.40pm

14. Reports from Meetings

- a. Parish Transport Representative Meeting** – 23 February
Cllr Boughtflower was unable to attend. The notes had been circulated.
- b. OALC GDPR Course** – 9 February
The Clerk had attended the course which was a useful refresher.
- c. NW Bicester Developers** – 1 March
Cllrs Sutcliffe and Hitchcock together with the Clerk attended a briefing. A consultation about the development was due to be publicised shortly.
- d. SLCC Branch Meetings and International Women's Day talk** – 8 March
The weekly SLCC branch meetings had been continuing via Zoom every Thursday with a variety of speakers presenting including the Census, Street Naming conventions and how to manage a play area construction project.

The Clerk had also attended an SLCC International Women's Day event at which the guest speakers were Becky Walsh, Jackie Weaver from Cheshire Association of Local Councils and Deborah Frances-White.

15. Attendance at Meetings

- a. Bicester Police Rural Community Resilience Group** – 24 March
Cllr Sutcliffe agreed to attend.
- b. Healthy Bicester Stakeholder Event** – 22 April
Cllr Sutcliffe would represent the Parish Council.

16. Correspondence received

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

- a. CDC** – regular Parish Bulletins
- b. NALC** – Chief Executive updates
- c. Open Spaces Society** – updates

- d. Healthwatch** – updates
- e. OALC** – January and February updates
- f. Rural Services Network** - bulletins
- g. CPRE** – updates
- h. SCAS** – update
- i. OCC** – they will now be making the grass cutting grant payments by bank transfer
- j. Clerks and Councils Direct**
- k. OCC** – superfast broadband completion

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 5 May 2021.

b. Roadworks outside Bicester Heritage – starting 15 March

Bicester Heritage had received all the relevant permissions to start the works on the A4421 as agreed in the planning permission for the Command Works development. The works included the new Toucan Crossing, a resurfaced carriageway, uncontrolled road crossing points at the roundabout, new section of footpath and enhancements to the street lighting, signage and carriageway drainage. The works were scheduled to take 12 weeks.

c. Elections

The Clerk confirmed that the elections would be taking place on 6 May and would include the County Council seat, one District Council seat and the Police and Crime Commissioner.

d. Road Closures

The East West Rail development around Launton had necessitated a number of road closures. The bridge over the railway was scheduled to re-open on 1 April, but from 3 May, Station Road from north of Grange Mews to the Poundon crossroads would be closed until April 2022.

From 19 – 23 April, the B4100 would be closed between 5:00am–7:30am, 9:30am–3:30pm and 6:00pm–8:00pm from Bicester to the Baynards Green roundabout.

However, the road would be open from 7.30am to 9.30am for the morning rush hour and from 3.30pm to 6pm for the evening rush hour.

e. Meeting after 7 May

The Clerk informed the meeting that the virtual meeting regulations had yet to be extended to give Parish Councils provision to meet virtually after 7 May; but under the current rules, it would not be possible for Parish Councils to meet in person until 21 June.

It was hoped that this would be clarified before the next meeting.

18. Date of Next Meeting

The Council **RESOLVED** to agree that the Annual Meeting of the Parish Council would take place on Wednesday 19 May 2021 following the Annual Parish Meeting which would commence at 7.30pm. It was hoped that this would be 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 9.40pm

Signed

Dated