

**Minutes of the Meeting of Caversfield Parish Council held on Wednesday 5 May 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 Eleanor Booth-Davey (from 8.22pm), Cllr Stewart Boughtflower, Cllr Fiona Hitchcock, Cllr June Nisbet (until 9.24pm), Cllr Glenice Sutcliffe (Chairman)

**In attendance:** Cllr Lynn Pratt (CDC) (until 8.36pm); 3 members of the public; Mrs Jane Olds (Parish Clerk)

**1. To elect the Chairman for the year 2021/22**

Cllr Boughtflower proposed, and Cllr Nisbet seconded the proposal, that Cllr Glenice Sutcliffe be elected as Chairman. The Council **RESOLVED** unanimously to elect Cllr Sutcliffe as Chairman.

Cllr Sutcliffe would sign the Acceptance of Office form when possible.

**2. To elect the Vice Chairman for the year 2021/22**

Cllr Sutcliffe proposed, and Cllr Boughtflower seconded the proposal, that Cllr Booth-Davey be elected as Vice Chairman. The Council **RESOLVED** unanimously to elect Cllr Booth-Davey as Vice Chairman.

Cllr Booth-Davey would sign the Acceptance of Office form when possible.

**3. Apologies for absence – to receive apologies**

No Councillor apologies had been received.

**4. Requests for Dispensations, Declarations of interest, gifts and hospitality**

Nothing was declared.

**5. Public Participation**

Nothing was raised.

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

A report was made to the Annual Parish Meeting.

**7. Reports from District and County Councillors – for information only**

A report was made to the Annual Parish Meeting.

**8. Reports from the Village Management Companies**

No management companies had submitted anything to report.

**9. To receive and approve the Minutes of the Parish Council Meeting held on 17 March and the Planning Meeting held on 7 April**

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. Policies**

The Freedom of Information publication scheme; Gifts and Hospitality Policy and the Social Media Policy had all been updated and published.

**b. Local Transport and Connectivity Plan**

The response had been completed and sent to OCC.

**c. 21/22 Remuneration Report**

The report had been posted on the noticeboard and website.

**d. CDC Planning Village Services Questionnaire**

The response had been completed and sent to CDC.

**e. Banbury Road (A4095 / B4100) Roundabout Consultation**

The response had been completed and sent to OCC. It had also been published on the website.

**11. Governance**

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

No applications had been received.

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

**i. Internal Financial Control Policy**

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

**ii. Staffing Committee**

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

**c. Risk Assessment** – to review and agree the Risk Assessment for 2021/22

The Council considered the Clerk's recommended amendments and **RESOLVED** to agree the updated Risk Assessment.

**d. Councillor responsible for internal financial control** – to consider and agree the appointment

The Council **RESOLVED** to agree to appoint Cllr Boughtflower as the Councillor responsible for internal financial control.

**e. Information Logs** – to review and note:

The Council **RESOLVED** to review and note the following logs:

- i. Freedom of Information Disclosure Log
- ii. Gifts and Hospitality Log
- iii. Training and CPD Log

The Clerk would publish them in the 2020 / 21 Finance section of the website.

## 12. Finance

### a. Financial Report – to receive the report

As at 26 April, the Accounts stood at:

Co-op Current Account	£14,523.61
NS&I Account	£2,415.91

Standing Orders and Direct Debits		Date Cleared
Clerk's Salary 17 February - 16 March	£166.20	17/3/21
Clerk's Salary 17 March – 16 April	£166.20	19/4/21

### Income

Precept	£3,193.00	19/4/21
COMF Grant (for re-allocation)	£3,102.00	20/4/21

The budget monitoring report for the Year End was published on the website.

The Clerk had received confirmation that Cllr Astley had been added and that Messrs Williams and Gilmore had been removed.

CDC had agreed to the COMF Grant application and the funding had been received ready for reallocation.

### b. Budget – to confirm the 2021/22 budget

The Council **RESOLVED** to agree the revised budget.

### c. Reserves – to consider and agree the Policy and confirm the Reserves for 2021/22

The Council **RESOLVED** to agree the Reserves Policy which included the following reserves:

3 months' running costs	£1,550.00
Election expenses	£1,600.00
Noticeboard repair / renewal	£780.00
Clerk laptop, printer and scanner	£1,000.00
Bus shelter repairs	£700.00
Bus shelter lighting	£400.00
White gate refurbishment	£550.00
Street furniture repair / renewal	£400.00
Insurance excess	£250.00
Audit reserve	£200.00
General fund	£700.00

- d. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year end 31 March 2021

The Council **RESOLVED** to agree to the Statement of Accounts which had been circulated. The Chairman would sign the document in due course.

- e. **Asset Register** – to update the Asset Register

The Council **RESOLVED** to agree to update the Asset Register with the value of £31.86 for a solid state hard drive for the donated computer.

The level was revised to £11,126. The full Asset Register was published on the website.

- f. **Internal Audit** – to receive the report from the Internal Auditor

The Council **RESOLVED** to agree to accept and receive the report.

- g. **AGAR Signature Redaction** – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from ‘specific and identifiable threats’ of identity theft and GDPR concerns

The Council **RESOLVED** to agree to redact the signatures on the web version of the AGAR acknowledging that this was against the Accounts and Audit Regulations, but that it was to protect the signatories from the specific and identifiable threats of identity theft. There was no issue with the full documents being viewed in person once it was possible to do so.

- h. **2020 / 21 External Audit**

- i. **Certificate of Exemption** – to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold or to have a Limited Assurance Review

The Council **RESOLVED** to agree to complete a Certificate of Exemption from submission to the External Audit and agreed the figures of £7,215 for the annual gross income and £6,250 for the annual gross expenditure as stated in the Statement of Accounts.

- ii. **Annual Governance Statement** – to consider the questions and respond accordingly  
The Clerk read out all the Governance questions to the meeting which the Council **RESOLVED** to agree. The Chairman and Clerk would sign the form as soon as possible.

- iii. **Audit Accounting Statements** – to consider and agree the accounting statement figures

The Clerk provided the meeting with the figures and the Council **RESOLVED** to agree the Accounting Statements. The Clerk / RFO had already signed the form, the Chairman would sign the form as soon as possible.

- iv. **Electors' Rights** – to note the dates of the Exercise of Public Rights as Thursday 3 June to Wednesday 14 July 2021  
The Council **RESOLVED** to note the dates which would be published on the noticeboard and website.
- v. **Statement of Variance** – to consider the draft Statement of Variance  
The Council **RESOLVED** to agree the Statement of Variance.
- i. **Annual Subscriptions and Regular Payments** – to consider and agree the list  
Subscriptions (annual):  
The Council **RESOLVED** to agree the following list:  
Subscriptions (annual):
  - Oxfordshire Association of Local Councils
  - Community First Oxfordshire
  - Society of Local Council Clerks
  - Council for the Protection of Rural England
  - Open Spaces SocietyClerk salary: monthly by Standing Order  
Hall hire: bi-monthly  
Dog bin emptying: twice yearly – March / April and September / October  
Information Commissioner: annual - £35 by direct debit in January  
Internal Auditor: annual  
Old School Close grass cutting: annual  
Skimmingdish Lane grass cutting and Fringford Road weed spraying  
Office 365 Annual Subscription (one quarter): annual  
Web hosting and domain name renewal: annual  
Bus shelter cleaning
- j. **Clerk Expenses** – to confirm the rates for Clerk expenses  
The Council **RESOLVED** to agree to confirm the Clerk's expenses. Printing: Double sided A4 – 11p per sheet; single sided A4 – 6p; single sided A4 colour – 10p; single sided A3 colour – 20p. Postage: standard advertised cost of stamps. Envelopes: DL envelope – 7p; C6 envelope – 5p; C5 envelope – 6p; C4 envelope – 11p. Telephone: mobile calls from landline at cost of call. Mileage at 45p per mile as per HMRC guidelines.
- k. **Banking Signatories** – to review the bank signatories and appoint a further signatory  
The Council reviewed the Bank signatories and confirmed that Cllrs Sutcliffe and Astley would continue to have provision to make electronic payments and that Cllrs Nisbet and Booth-Davey would be cheque signatories.
- l. **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.

<b>Payment method</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Amount</b>
Bank transfer	Cherwell District Council for winter dog bin emptying (Invoice number 20001234)	Dog bin emptying	£240.56
Bank transfer	Countrywide Grounds for Maintenance April Grass Cutting (Invoice number 169053)	Verge cutting and weed spraying	£109.99
Bank transfer	Elaine Anstee for Internal Audit (Invoice number EA/2021/004)	Audit	£50.00
Bank transfer	Society of Local Council Clerks for proportion of Clerk Membership subscription	Subscriptions	£36.00
	<b>COMF Grants</b>		
Bank transfer	2507 (Bicester) Squadron ATC for COMF Grant	COMF Grant	£1,000.00
Bank transfer	Launton Community Café for COMF Grant	COMF Grant	£2,102.00

Further, the Council **RESOLVED** to agree to pay the May Countrywide Grass Cutting invoice when it had been received provided it was for the usual amount.

### 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
  - i. **21/01135/F** at 4 Woodcote Road, OX27 8TZ for “Two storey side extension and single storey rear extensions”  
The Council considered the application and **RESOLVED** that there were no objections or comments to the proposal.
  - ii. **21/01224/OUT** at Bicester Motion, Land at former RAF Bicester, OX26 5HA for “Outline planning application for Automotive Experience Quarter comprising Commercial, Business and Services uses (Class E), Light Industrial (Class B2), Local Community and Learning Uses (Class F) and vehicle circuits (Sui Generis) with all matters reserved aside from that of access).”  
Due to the complexity of the application the Council **RESOLVED** to agree to form a delegated committee to make a full response.
- b. **Notices of Decision** – to note  
None had been received.

### 14. Training

- a. **OALC Training** – to consider any further training offered by OALC  
The Council noted the training.

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

## 15. Parish Matters

- a. Traffic Calming** – to consider action

The Council noted that there was currently very little which could be achieved without spending many thousands of pounds from the Parish Precept as OCC was not able to implement schemes without funding. A vehicle activated sign had been suggested by a villager, but volunteers would be needed to help with the management of it and saving for such a device would take a number of years unless a grant could be obtained.

The Council **RESOLVED** to ask the OCC Highways team whether painted 'tiger teeth' on the Fringford Road at the white gates would be a cost-effective option.

- b. Spring Clean** – to consider arranging a date for the Spring Clean

The Council **RESOLVED** to agree to the date of 5 June for the Spring Clean. The equipment would be available from 1 Springfield Road. The Clerk would order the equipment.

9.24pm: Councillor Nisbet left the meeting

## 16. Reports from Meetings

- a. Bicester Police Rural Community Resilience Group – 24 March**

Cllr Sutcliffe attended the meeting. A number of villages raised the issue of speeding and flytipping. Scrap metal collectors and cold callers were on the increase.

- b. Healthy Bicester Stakeholder Event – 22 April**

Cllr Hitchcock joined the virtual event which was well attended.

## 17. Attendance at Meetings

- a. CDC Parish Liaison Meeting – 16 June**

The agenda for the meeting would be sent out in due course. The Clerk hoped to attend.

## 18. Correspondence received

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

- a. NALC** – Chief Executive's bulletins
- b. Volunteer Driver Service** – thank you for donation
- c. CDC** – Parish bulletins
- d. Rural Services Network** - updates
- e. OCC** – Your Oxfordshire newsletters
- f. Healthwatch** - Newsletters
- g. OALC** – March and April updates together with various others re virtual meetings and death of Duke of Edinburgh
- h. CPRE** - updates

- i. **Wild Oxfordshire** – updates
- j. **Open Spaces Society** – updates and Grant a Green campaign
- k. **Villager** – re public rights of way and traffic issues of Fringford Road
- l. **CDC Drainage Team** – re locating landowners
- m. **Home Start** – thank you for donation

**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 7 July 2021.

**b. Meeting after 7 May**

The Clerk informed the meeting that the Government had declined to extend the provision to hold meetings virtually. The Clerk would investigate venues for the July meeting.

**20. Date of Next Meeting**

The Council **RESOLVED** to agree that the Meeting of the Parish Council would take place on Wednesday 21 July 2021. The venue would be confirmed in due course.

The meeting closed at 9.43pm

Signed .....

Dated .....