

**Minutes of the Meeting of Caversfield Parish Council held on Tuesday 3 August 2021
at 7.35pm at Launton Parish Hall, Launton (deferred from 21 July)**

Present: Cllr Fiona Hitchcock, Cllr June Nisbet, Cllr Glenice Sutcliffe (Chairman)

In attendance: 1 member of the public (until 8pm); Cllr Lynn Pratt (CDC), Cllr Nick Mawer (CDC), Cllr Donna Ford (OCC) (all until 8.54pm); Cllr Sandy Dallimore (CDC); Mrs Jane Olds (Parish Clerk)

Apologies: Cllr Tom Astley and Cllr Stewart Boughtflower

1. Apologies for absence – to receive apologies

The Council received and approved Cllrs Astley and Boughtflower's apologies.

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

Nothing was declared.

3. Public Participation

A member of the public wished to raise concerns regarding planning application 21/01630/OUT (agenda item 11. a. i.). Particularly the impact of the traffic implications of the proposed development on the school. The Council listened to his concerns and would take them into account in the response.

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

Col Hannah sent his apologies following a requirement to self-isolate.

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

Cllr Ford reported that the new regime at County was now starting to settle down but that little of note had happened since the changes after the May election.

Cllr Pratt reported that the application for the changes to the Banbury Road roundabout scheme had been submitted to CDC. She had also been liaising with the MoD about some anti-social behaviour at the tennis courts which had also been reported to the police; the MoD was considering installing coded locks on the tennis court gates.

Cllr Mawer mentioned the proposed changes to the brown bin collection which had just been publicised. CDC would be rolling out a programme of providing kitchen waste caddys which would be collected weekly with the brown bin changing to a paid-for service.

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 5 May

It was **RESOLVED** the minutes be accepted as a true record and were signed by the Chairman.

8. Update on progress from the Minutes

a. Risk Assessment

The Risk Assessment had been published.

b. Information Logs

The logs for Freedom of Information, Gifts and Hospitality and Councillor Training had been published on the 2020/21 Accounts section of the website.

c. Budget

The finalised budget had been published in the 2021/22 Accounts section of the website.

d. Grass Cutting and Weed Spraying

The Clerk had received confirmation that the weed spraying along Fringford Road was done in April and was to be done again week commencing 19 July. The Clerk was still not satisfied that the whole length of the road (from the white gates to the Southwold Lane Junction) had also been done as required in the brief. The Clerk was also still waiting for the schedule of dates for the grass cutting.

9. Governance

a. Vice Chairman – to consider election of a Vice Chairman

The Council **RESOLVED** to agree to defer consideration to a future meeting in order that all the current members were able to be present.

b. Councillor Co-option – to consider any applications received for replacement of Terry Williams

No applications had been received.

c. Councillor Resignation – to note the resignation of Eleanor Booth-Davey

The Council noted the resignation of Eleanor Booth-Davey and thanked her for her valued contributions since January 2014.

d. Insurance

The three-year long-term agreement was confirmed in 2020. The Council **RESOLVED** to agree to the slight increase in cost from £323.08 to £324.05.

e. Policy Review – to consider the following policies

i. Complaints Procedure and Form

The Council considered the procedure and form and **RESOLVED** to agree to adopt them.

ii. Equality and Diversity Policy

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

iii. Internal Audit Terms of Reference

The Council considered the terms of reference and **RESOLVED** to agree to adopt them.

iv. Planning protocol on pre-application meetings

The Council considered the protocol with minor changes and **RESOLVED** to agree to adopt it.

v. Councillor vacancy procedure and casual vacancy form

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

f. Oxfordshire Playing Fields Association Membership – to consider joining the OPFA

The Council considered a flyer from the OPFA but **RESOLVED** that as the Parish was not responsible for any play areas that it would not be appropriate or necessary.

10. Finance

a. Financial Report – to receive the report

As at 30 June, the accounts stood at:

Co-op Current Account	£10,916.70
NS&I Account	£2,415.91

Outstanding Payments

None

Standing Orders

		Date Cleared
Clerk's Salary 17 April – 16 May	£166.20	17/5/21
Clerk's Salary 17 May – 16 June	£166.20	17/6/21

Income

OCC Grass Cutting Grant	£264.04	24/5/21
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The Annual Governance and Accountability Report (AGAR) Exemption Certificate was sent to the External Auditors on 31 May and all the necessary documents were published on the website at <https://www.caversfieldpc.org.uk/parish-council/accounts/accounts-2020-21/>

The VAT reclaim of £449.94 for 1 April 2020 to 31 March 2021 was submitted to HMRC on 29 June.

b. Internal Audit Review of Effectiveness – to review the effectiveness of the internal audit

The Council considered the statements and **RESOLVED** to agree them.

c. Internal Auditor – to appoint the Parish Internal Auditor for the year 2021/22

The Council **RESOLVED** to agree to appoint Elaine Anstee as internal auditor for the year 2021/22.

d. 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	Minute Ref	Amount
Bank transfer	Countrywide Grounds Maintenance May Grass Cutting (Invoice number 174078)	Verge Cutting	20/1/21 13. a.	£109.99
	Countrywide Grounds Maintenance June Grass Cutting (Invoice number 178623)	Verge Cutting	20/1/21 13. a.	£109.99
	Countrywide Grounds Maintenance July Grass Cutting (Invoice number 184437)	Verge Cutting	20/1/21 13. a.	£109.99
	Total			£329.97
Bank transfer	Navitas Design Limited for 1 year web hosting and domain name registration for caversfieldpc.org.uk	Website + training	5/5/21 12. i.	£64.79
Bank transfer	Zurich Municipal for annual insurance renewal	Insurance	15/7/20 9. b.	£324.05
Bank transfer	JMC Olds for Admin Costs (printing £35.94, stationery £0.50, laminating £2.00, postage £0.99, telephone £3.11)	Admin Costs	5/5/21 12. j.	£42.54
	JMC Olds for Mileage Expenses	Mileage Expenses	5/5/21 12. j.	£8.10
	JMC Olds for ¼ of Office 365 subscription	Admin Costs	5/5/21 12. i.	£20.00
	Total			£70.64

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. **21/01630/OUT** at Land at North West Bicester, Home Farm, Lower Farm and SGR2, Caversfield for “Outline planning application for residential development (within Use Class C3), open space provision, access, drainage and all associated works and operations including but not limited to demolition, earthworks, and engineering operations, with the details of appearance, landscaping, layout and scale reserved for later determination”

The Council considered the application and **RESOLVED** that while there was no objection to the application there were the following concerns:

- the erosion of the ‘green buffer zone’ between the Eco-town and Caversfield;
- the harm the development would do to the setting of the Grade II* listed church (including the Commonwealth War Graves) and Grade II listed farmhouse would be greatly affected by the development;
- the general impact of the traffic on the wider area and
- the impact of the traffic issues around the school.

- ii. **R3.0094/21 for Oxfordshire County Council** at Land at existing roundabout junction of the B4100 Banbury Road and the A4095 Southwold Lane and the agricultural/open space adjacent to it, Bicester, Oxfordshire for “The redevelopment of the existing Banbury Road roundabout at the junction of the B4100 and the A4095. The revised junction will comprise a signalised four arm crossroad junction with three and two lane entries and improved cycle and pedestrian facilities”

The Council considered the application and **RESOLVED** to object to the proposals on the following grounds:

- access to the Fringford Road from the local centre in Southwold for villagers and those travelling to the villages beyond;
- traffic volumes
- the wider northern Bicester traffic infrastructure
- the impact of the proposals on the surrounding roads.

- b. **Planning Applications received between meetings** – to note

- i. **21/01886/F** at The Bothy, Brashfield House, Buckingham Road, OX27 8RE for “Single storey extension, oak framed pergola with decking and new glazed doors at first floor level, oak framed car port and timber clad outbuilding”
- ii. **21/01227/F** at Bicester Eco Town Exemplar Site, Banbury Road, Bicester for “A full planning application for 57 dwellings and associated infrastructure” (increase in houses from 54 to 57 – permission already granted for the 54).

- c. Notices of Decision** – to note any notices of decision received
- i. **21/00654/F** at 13 Old School Close, OX27 8TW for “Extension and enclosing front entrance porch to dwelling” – permitted 6 May
 - ii. **21/00837/F** at Cornucopia, 1 Horne Close, OX27 8FE for “Two storey side extension including conversion of conservatory to sun room” – permitted 17 May
 - iii. **21/01135/F** at 4 Woodcote Road, OX27 8TZ for “Two storey side extension and single storey rear extensions” – permitted 10 June
 - iv. **21/01346/F** at 1 Montgomery Road, OX27 8FG for “Two storey side extension and single storey rear extension.” – refused 8 June
 - v. **21/01399/F** at 8 Rau Court, OX27 8FF for “Retrospective - Erection of a child's climbing frame” – permitted 6 July
 - vi. **21/01662/TCA** at Bloomfield House Trenchard Lane, OX27 8AE for “T1 x Walnut - Crown reduce by 2.5m and re-balance crown to form a balanced tree.” – permitted 21 June
 - vii. **21/01736/F** at 1 Springfield Road, OX27 8TT for “Erection of a clear glass veranda to the rear of dwelling, open at the front and one side, abutting the conservatory” – permitted 21 July
 - viii. **21/01806/F** at 20 Fairhaven Road, OX27 8TX for “Garage conversion” - permitted 21 July

- d. To note response to 21/01224/OUT** - Land at former RAF Bicester, OX26 5HA 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).

The Council noted the response submitted on 17 June.

- e. CDC Statement of Community Involvement** – to consider the consultation
- The Council considered the five questions.

The Council **RESOLVED** to respond that there was no opinion regarding the first three (engaging and consulting on planning policy documents, Neighbourhood Planning advice and large-scale development), but that it did not agree with question 4 regarding the proposal to use site notices, rather than neighbour notification letters, when publicising planning applications. It was felt that neighbour notification letters were of significant benefit in the planning process.

Regarding question 5, the Council welcomed the approach of Planning Officers accepting representations on planning applications submitted after the formal consultation period had ended. It had enabled a good working relationship between Parish Councils and District Officers.

- f. Developer approach**

To note the Vistry Group approach regarding land at Dymock’s Farm and to consider appropriate action

The Council considered the approach and **RESOLVED** that as this was a speculative development in a Category C village where no large-scale development was permitted, it would not be appropriate to meet with the developers.

12. Oxfordshire Strategic Rail Freight Interchange – to note the proposal

The Council noted the news about the Strategic Rail Freight Interchange and acknowledged that no consultations about the proposals were currently available.

13. Consultations

- a. **Parliamentary Boundary Commission** – to respond to the Boundary Commission's consultation (closes 2 August) (<https://www.bcereviews.org.uk/>)

Unfortunately, due to the deferment of the meeting it was not possible to respond to the Consultation. However, the Council welcomed the proposals to include all of Bicester and the surrounding villages in one constituency rather than splitting it as had been previously proposed.

8.54pm Councillors Ford, Mawer and Pratt left the meeting.

14. Training

- a. **OALC Training** – to consider any further training offered by OALC

The Council noted the training and **RESOLVED** to agree that Councillors Hitchcock, Astley and Boughtflower would attend the in-person Planning course on 1 November and the virtual Roles and Responsibilities course on 25 November if available.

- b. **SLCC Training** – to consider making a contribution towards the Clerk's attendance at the SLCC Annual conference

The Council **RESOLVED** to agree to make a contribution of £150 towards the Clerk's attendance at the conference.

15. Community First Oxfordshire – to consider inviting the CFO Community Development worker to a future meeting

The Council **RESOLVED** to agree that this was not necessary.

16. Parish Matters

- a. **Traffic Calming** – to receive a report

The Clerk had investigated the suggestion that 'dragon's teeth' could be painted on the road at the entrance to the village by the white gates at the northern end of Fringford Road. The Clerk had been advised that while the markings did have a slight effect in some situations, they were generally used within 30pmh gateways and it was unlikely to be effective or appropriate at that location due to the 40mph limit.

The Council **RESOLVED** to ask the Clerk to find out from Councillor Ford about the progress of the speed and weight limit review which was supposed to take place prior to the pandemic.

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

Councillor Sutcliffe reported that she had received the equipment but had no callers for it at her house. However, the Parish Council should like to thank the US Service Personnel for their time and efforts.

17. Reports from Meetings

a. CDC Parish Liaison Meeting – 16 June

The Clerk attended the meeting. Barry Wood gave his usual update. The health team made a presentation, then two villages made presentations about what they had done to help their residents over the year and finally the planning team gave a brief update. The notes of the meeting had been circulated

b. OALC AGM – 5 July

Jackie Weaver was the keynote speaker and talked about the impact that infamous meeting has had on her over the last few months.

c. PTR Meeting – 6 July

The Clerk was not aware of whether Cllr Boughtflower had been able to attend.

18. Attendance at Meetings

a. Bicester Police Rural Resilience Group – 8 September at 7pm in Piddington Village Hall. Councillor Sutcliffe and the Clerk hoped to be able to attend.

b. CDC Parish Liaison Meeting – 10 November

Advanced notice.

19. Correspondence received

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

a. Wild Oxfordshire – bulletin

b. Rural Services Network – updates and bulletins

c. NALC – updates and Chief Executive bulletins

d. Parishes Against Wolf – updates

e. OCC – Your Oxfordshire Newsletters

f. CDC – Parish Bulletins

g. Healthwatch Oxfordshire – updates

h. Healthy Bicester – updates

i. CPRE - updates

j. OALC – May, June and July Updates

k. OALC – AGM

l. Community First Oxfordshire – news roundup

m. Clean Slate – grant request

n. Villager – unacceptable noise from Bicester Heritage – forwarded to CDC Councillors

o. CPRE – hedgerow mailing

20. 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 1 September 2021.

b. Tennis Courts

The MoD Skimmingdish Lane tennis courts had been used by footballers in the lighter evenings and there had been some antisocial behaviour including damaging the nets and footballs in neighbour gardens. This had been reported, and the DIO were looking at additional security measures to enable only authorised personnel to use them.

c. A4421 – Newton Purcell

The road would be closed again from 8pm on Friday 6 until 6am on Monday 9 August for further works on the new temporary bridge for the HS2 haul road.

21. Date of Next Meeting

The Council **RESOLVED** to agree that the Meeting of the Parish Council would take place on Wednesday 15 September 2021. The venue would be confirmed in due course.

The meeting closed at 9.21pm

Signed

Dated