

**Minutes of the Meeting of Caversfield Parish Council held on
Wednesday 15 September 2021 at 7.35pm at Fringford Village Hall**

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

In attendance: Cllr Donna Ford (OCC); Mrs Jane Olds (Parish Clerk)

Apologies: Cllr Tom Astley

1. Apologies for absence – to receive apologies

The Council received and approved Cllr Astley's apologies.

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

Cllr Nisbet declared a pecuniary interest in Item 11. a. ii. and agreed not to take part in any discussion.

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

No representatives attended the meeting.

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

Cllr Ford reported that she had attended the first full County Council meeting in the Oxford Council Chamber the previous day. The main issue raised was how the members should address the Chairman of the Council.

Cllr Ford had attended a meeting to discuss the Banbury Road roundabout and still had concerns that motorised vehicles were not being accommodated adequately in the revised plans.

Cllrs Pratt and Slaymaker sent their apologies.

6. Reports from the Village Management Companies

No management companies had submitted anything to report. However, the owner of Mewslade had asked for a meeting with the Parish Council which the Clerk would arrange via Zoom.

7. To receive and approve the Minutes of the Parish Council Meeting held on 3 August

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. Policies

The Complaints Procedure and form, Equality and Diversity Policy, Internal Audit Terms of Reference, Planning Protocol on Pre-application Meetings and the Councillor Vacancy Procedure had all been updated and published on the website.

b. CDC Statement of Community Involvement

The Clerk had responded to the consultation about the planning process.

c. Developer Approach

The Clerk responded to the developer declining a meeting.

d. Traffic Calming

The Clerk had asked Cllr Ford about the progress of the speed and weight limit review; Cllr Ford was awaiting a response from the Highways team.

9. Governance

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

The Council **RESOLVED** that as it was not a legal requirement, 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 and Eleanor Booth-Davey

No applications had been received.

c. Policy Review – to review the following policies

i. Financial Regulations

The Council considered the Financial Regulations and **RESOLVED** to agree, as no changes were necessary, to adopt the document. It would be reviewed in two years or sooner should legislation dictate.

ii. Dispensations Procedure and Form

The Council considered the procedure and **RESOLVED** to agree to adopt it. It would be reviewed after the next Council election in May 2023.

iii. Meeting Attendance Policy

The Council considered the policy and **RESOLVED** to agree to adopt it. It would be reviewed in two years or sooner should legislation dictate.

d. CDC Community Governance Review – to consider whether to request that the Parish is included in the Review

CDC wanted to ensure that parish governance in the district continued to reflect the identities and interests of local communities and that it was effective and consistent.

As the Parish was struggling to co-opt Councillors, the Governance Review gave the Parish the option to request that the Parish Council be included in the review and to look at the options for boundary changes or merging with another parish.

Council considered the options and **RESOLVED** to agree not to ask for a review but to monitor the situation and look into it further in two years if the situation had not improved.

e. Meeting Venue – to consider the venue for Parish Council meetings

The Council considered the venue and **RESOLVED** to agree to continue to meet at Gagle Brook School. The Clerk would confirm the bookings.

10. Finance

a. Financial Report – to receive the report

As at 31 August, the accounts stood at:

Co-op Current Account	£10,245.71
NS&I Account	£2,415.91

Outstanding Payments

None

Standing Orders

		Date Cleared
Clerk's Salary 17 June – 16 July	£166.20	19/7/21
Clerk's Salary 17 July – 16 August	£166.20	17/8/21

Income

VAT Reclaim from 1 April 2020 to 31 March 2021	£449.94	12/7/21
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b. Banking – to review the bank signatories

The Council reviewed the signatories and **RESOLVED** to remove Eleanor Booth-Davey from the account and agree that Cllr Boughtflower would be added to the bank mandate for both cheques and online authorisation.

c. Fixed Assets – to review the condition of the fixed assets

The Council **RESOLVED** to allocate responsibilities for inspection of the assets:

- Cllr Sutcliffe would have responsibility for checking the four dog bins and the four grit bins
- Cllr Hitchcock would have responsibility for checking the two rubbish bins and the two benches
- Cllr Boughtflower would have responsibility for checking the bus shelter and lighting
- The Clerk would check the noticeboards

The Councillors would make their reports to the next meeting.

- d. Data Projector** – to consider making a contribution to Launton Parish Council for the use of a data projector when required

The Council **RESOLVED** to agree to make a contribution of £30 per year to Launton Parish Council for the use of the data projector.

- 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	Minute Ref	Amount
Bank Transfer	Countrywide Grounds Maintenance August Grass Cutting (Invoice number 189528)	Verge Cutting	20/1/21 13. a.	£109.99
	Countrywide Grounds Maintenance September Grass Cutting (Invoice number 194202)			£109.99
	Countrywide Grounds Maintenance rectification of underpayment from May, June and July			£0.92
	Total			£220.90
Cheque: 200213	Launton Parish Hall for 3 August hall hire	Hall Hire		£24.00
Bank Transfer	Campaign to Protect Rural England for annual subscription	Subscriptions	5/5/21 12. i.	£36.00
Bank Transfer	J Olds for SLCC Conference contribution	Training	3/8/21 14. b.	£150.00
Bank Transfer	Navitas Design Ltd for SSL Certificate renewal (invoice number 29755)	Website and training	5/5/21 12. i.	£59.99
Bank Transfer	Fringford Village Hall for 15 September hall hire	Hall Hire		£29.25
Bank Transfer	Oxfordshire Association of Local Councils for Roles and Responsibilities course 25/11 for Cllr Hitchcock (invoice number W-1828)	Training	3/8/21 14. a.	£120.00

Payment method	Payee and reason	Budget	Minute Ref	Amount
Bank Transfer	Oxfordshire Association of Local Councils for Planning course on 1/11 for Cllr Hitchcock (invoice number W-1829)	Training	3/8/21 14. a.	£60.00
Bank Transfer	Oxfordshire Association of Local Councils for Planning course on 1/11 for Cllr Boughtflower (invoice number W-1836)	Training	3/8/21 14. a.	£60.00

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. **21/02638/F** at 13 Springfield Road, OX27 8TT for “Erection of single storey extension and front porch with the addition of new rooflights.”
The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.
 - ii. **21/02700/F** at The Bothy, Brashfield House, Buckingham Road, OX27 8RE, for “Single storey extension with metal framed double glazed windows and doors, with new flat lead clad roof and glazed lantern/rooflights; new oak framed pergola with decking and new glazed doors at first floor level; new oak framed car port; new timber clad outbuilding to match existing materials (re-submission of 21/01886/F)”

Cllr Nisbet briefly outlined the position of the Brashfield House Management Company to the meeting and then took no further part in the discussion of the item.

The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.

- iii. **21/03040/SCOP** at OS Parcel 0900 South East Of Lower Farm South Of Sewage Works And Bainton Road, Bucknell for “Scoping Opinion - Environmental Assessment of a Proposed Mixed Use Development”
The Council considered the application and **RESOLVED** that it was not possible to make an informed comment on the proposals in their current form.

- b. **Notices of Decision** – to note any notices of decision received
 - i. **21/01886/F** at The Bothy, Brashfield House, Buckingham Road, OX27 8R 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”
Permission for development 4 August

- ii. **19/02708/OUT** at Bicester Heritage, Buckingham Road, Bicester, for “ Outline:- Provide new employment units comprising B1 (Business), B2 (General Industrial), B8 (Storage) and D1 (Education) uses with ancillary offices, storage, display and sales, with all matters reserved except for access”
Outline permission for development subject to conditions 27 August

c. To note responses to planning applications

The Council noted the responses to the following applications which had been made following the August meeting:

- i. **21/01630/OUT** at Land at North West Bicester, Home Farm, Lower Farm and SGR2, Caversfield
- 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

12. Consultations

a. Oxfordshire County Council 2050 Consultation – to consider the consultation

The Consultation did not appear to have any questions or focus associated with the broad 169 page document and it was therefore difficult to respond in any depth.

However, the Council agreed that in order to protect the rural villages from urban sprawl, the current village categorisation status designated by CDC must be acknowledged by OCC, that rural bus services and travel arrangements needed to be reviewed and upgraded and footpaths to give access to local amenities must be maintained.

b. Oxford-Cambridge Arc public consultation – to consider the consultation (closes on 12 October 2021)

The Council considered the consultation but **RESOLVED** to agree that it was more appropriate for the District and County Councils to respond on a more strategic level.

c. CDC Local Plan Review Options Paper – to note that the consultation runs from 29 September – 10 November and to consider delegating consideration of a response to a virtual meeting

The Council noted the dates and **RESOLVED** to agree to delegate consideration of the paper to a virtual meeting.

13. Training

a. OALC Training – to consider any further training offered by OALC
No further training was available.

14. Parish Matters

a. Winter Preparedness – to consider whether any further salt bags or grit bins are needed

The Council **RESOLVED** that no further bins or salt were necessary.

b. Queen's Platinum Jubilee – to consider the event

The Council understood that the British American Committee from RAF Croughton hoped to be able to organise a Village Fete which would tie in with the Jubilee. Co-ordination would also be needed with Bicester and the surrounding villages.

c. Remembrance Wreath – to consider a donation to the Royal British Legion for a poppy wreath for Remembrance Day

The Council **RESOLVED** to agree to make a donation of £50 to the Royal British Legion for a wreath.

A Councillor would attend the service in Caversfield Churchyard.

d. Hallowe'en – to receive a progress report

The Clerk had arranged a multi-disciplinary group to discuss the arrangements for Hallowe'en.

e. Civil Parking Enforcement – to note the changes to parking enforcement

The Council noted the new arrangements to parking enforcement.

15. Reports from Meetings

a. Bicester Police Rural Resilience Group – 8 September

Cllr Sutcliffe and the Clerk attended the meeting. The speeding and fly tipping issues were raised.

16. Attendance at Meetings

a. CDC Parish Liaison Meeting – 10 November

The Clerk would send out the information when known.

17. Correspondence received

The Council **RESOLVED** to agree that it was only necessary to record specific communications rather than all the circulars which had been received over the previous two months.

a. Villager – re Bicester Heritage / Motion disturbance. Passed to District Councillors for action

18. 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 November 2021.

b. Charbridge Lane Closure

Charbridge Lane was due to be closed from 17 October to 17 December between the Launton roundabout and Gavray Drive for East/West Rail works. However, access would be maintained at the southern end from the Rodney House roundabout to the Langford Village entrances and to the businesses / frontages beyond Gavray Drive as

far as Charbridge Way. More information was available on Launton Parish Council's website.

19. Date of Next Meeting

The Council **RESOLVED** to agree that the Meeting of the Parish Council would take place on Wednesday 17 November 2021 at 7.30pm in the Community Room of Gagle Brook School.

The meeting closed at 9.27pm

Signed

Dated