

**Minutes of the Meeting of Caversfield Parish Council held on Wednesday 19 January 2022
at 7.30pm in the Community Room of Gagle Brook School**

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

In attendance: Cllr Jason Slaymaker (CDC); Cllr Donna Ford (OCC);
Col Jon Hannah (USAF) (left 7.40pm); Ms Carol MacKay (participated as a
Councillor from item 9.c.); Mrs Jane Olds (Parish Clerk)

Apologies: Cllr Lynn Pratt (CDC)

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

Nothing was raised.

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

Col Hannah attended the meeting. The Defence Infrastructure Organisation had informed Col Hannah that they were awaiting a response from Stratton Fields Management Company about the CCTV lamppost agreement. The Fete was in preliminary planning and more should be known shortly.

The 'in-person' housing survey was completed by a US team in December and the draft Housing Community Profile would be completed within the next eight weeks ready for review and the final report in June. Col Hannah confirmed that 100 of the houses would be kept for the State Department.

7.40pm Col Hannah left the meeting

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

Cllr Slaymaker (CDC) reported that the food waste programme was being rolled out in February with the delivery of the new food caddies; he reminded the meeting that those who wished to continue to use the garden waste collection should sign up before 1 March to receive a £4 discount (otherwise it would be £40 per year). Next year's Christmas Tree collection was still being considered.

Cllr Ford (OCC) reported that the Howes Lane realignment was currently on hold. The local County Councillors were currently looking at alternative ways of funding the works. There were still many questions about the Banbury Road roundabout scheme. It was proposed that OCC's Council Tax would be increased by 4.99% which included a 3% rise for Adult Social Care.

While Cllr Ford supported the Council's request for assistance with applying for the 20's plenty project, she also raised concerns as it appeared to amount to OCC funding 20mph signs but little else. It did not appear that the Police were able to support the initiative with enforcement. However, if it helped to reduce the speed of local roads it was to be welcomed.

6. Reports from the Village Management Companies

Stratton Fields Management Company reported that the CCTV agreement was almost complete.

7. To receive and approve the Minutes of the Parish Council Meeting held on 17 November

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. Policy Review

The Website Policy had been updated and re-published.

b. Snow Clearance

The Clerk had written to Richard Wise to confirm the agreement.

9. Governance

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

The Council **RESOLVED** to defer consideration until a later meeting.

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

The Council had received one application from Ms Carol MacKay. Following consideration Cllr Hitchcock proposed, and Cllr Astley seconded the proposal, that the Council **RESOLVE** to co-opt Ms MacKay to the Council.

Ms MacKay completed her Declaration of Acceptance of Office form and joined the Councillors.

c. Scheme of Delegation – to consider a scheme of delegation to come into effect in the event that the Parish Council is unable to meet

The Council **RESOLVED** to agree to adopt the following Scheme of Delegation:

In the event that it is not possible to convene a meeting of the Council in a reasonable time due to the continuing COVID-19 outbreak or other national event (such as a period of official mourning), the Clerk shall have delegated authority after discussion with the Chairman and Vice Chairman (or other Councillors if the Chairman and / or Vice Chairman are indisposed), to make decisions on behalf of the Council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.

The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

The delegated authority will cease once it is possible for the Council to meet formally after the event.

The whole scheme will continue to remain in force and will be reviewed annually at the May meeting.

d. Policy Review – to review the following policies

i. Marking the Death of a Senior National Figure – to consider a policy following updated advice from OCC

The Council **RESOLVED** to defer consideration of the policy until the next meeting to allow for further discussion with the MoD / USAF and the Church.

e. Meeting Dates – to consider and agree the meeting dates from May 2022

The Council **RESOLVED** to agree the following dates for Parish Council meetings, with planning meetings convened as required.

18 May – Annual Parish Meeting at 7.30pm followed by the Annual Meeting of the Parish Council at 8pm

20 July

21 September

16 November

2023

18 January

15 March

All meetings would take place at Gagle Brook School unless the Government made provision for virtual meetings.

10. Finance

a. Financial Report – to receive the report

As at 31 December, the accounts stood at:

Co-op Current Account	£11,151.88
NS&I Account	£2,415.91

Outstanding Payments

Cheque 200213	£24.00
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Standing Orders

		Date Cleared
Clerk's Salary 17 October – 16 November	£166.20	17/11/21
Clerk's Salary 17 November – 16 December	£166.20	17/12/21

Income

None

The Clerk had received confirmation that the bank mandate had been updated and the fob for electronic banking for Cllr Boughtflower had been received. Cllr Boughtflower would activate it as soon as possible.

The debit card had also been received.

b. 22/23 Budget – to consider the draft budget

The Clerk presented the draft budget which the Council considered. Following discussion, the Council **RESOLVED** to agree to a budget of £10,259.

c. 22/23 Precept – to consider and agree the setting of the Precept

CDC had informed the Parish that the estimated Tax Base for 2022/23 would be 556.2 (previous year 568.5).

Having agreed the budget, the Council considered the Precept and **RESOLVED** to agree to an increase of £574 on the previous year to £6,960.00. The annual cost to a Band D household would be £12.51 – an increase of 1.38p over the whole year.

The Council also noted that the equivalent Band D cost to a Bicester Town Council resident for 2021/22 was £131.94.

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 Boughtflower would authorise online.

Payment method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Countrywide Grounds Maintenance December Grass Cutting (Invoice number 208707))	Verge Cutting	20/1/21 13. a.	£91.66	£109.99
	Countrywide Grounds Maintenance January Grass Cutting (Invoice number 213369)			£91.66	£109.99
	Total				£219.98
Bank Transfer	Old School Close Grass Cutting	Grass cutting	5/5/21 12. i.		£240.00

Payment method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Launton Parish Council for contribution to SLCC Practitioners' Conference for Clerk	Training	17/11/21 13. a.	£30.00	£30.00
Bank Transfer	Open Spaces Society for Annual Subscription	Subscriptions	5/5/21 12. i.	£45.00	£45.00
Debit Card	The White Horse Federation for Gagle Brook Community Room Hire on 16 March (Invoice number GB252)	Hall Hire	15/9/21 9. e.	£25.00	£25.00

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. **21/04148/F** at 57 Thompson Drive, OX27 8FA for “Proposed new insulated roof with rooflights to replace the existing glazed roof. Proposed tiled roof marginally higher than existing glazing.”

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

- ii. **21/04275/OUT** at Part OS Parcel 8149 Adj Lords Lane And SE Of Hawkwell Farm, Lords Lane, Bicester for “OUTLINE - with all matters reserved except for Access - Mixed Use Development of up to 3,100 dwellings (including extra care); residential and care accommodation(C2); mixed use local centre (comprising commercial, business and service uses, residential uses, C2 uses, local community uses (F2(a) and F2(b)), hot food takeaways, public house, wine bar); employment area (B2, B8, E(g)); learning and non-residential institutions (Class F1) including primary school (plus land to allow extension of existing Gagle Brook primary school); green Infrastructure including formal (including playing fields) and informal open space, allotments, landscape, biodiversity and amenity space; burial ground; play space (including Neaps/Leaps/MUGA); changing facilities; ground mounted photovoltaic arrays; sustainable drainage systems; movement network comprising new highway, cycle and pedestrian routes and access from highway network; car parking; infrastructure (including utilities); engineering works (including ground modelling); demolition”

The Council **RESOLVED** to agree gather further information and to meet with Bucknell Parish before considering a formal response.

b. Notices of Decision – to note any notices of decision received

- i. **21/02806/F** at 58 Fairhaven Road, OX27 8TU for “Demolition of existing shed and erection of new shed” (original application not received)
Permission for development subject to conditions (15 November)
- ii. **21/03586/F** at 1 Montgomery Road, OX27 8FG for “ Single storey side and rear extensions - re-submission of 21/01346/F”
Permission for development subject to conditions (21 December)

12. Consultations

- a. **OCC Local Transport and Connectivity Plan** – to respond to the consultation (ends 16 March) <https://letstalk.oxfordshire.gov.uk/ltcp> and to consider attending a webinar on 24 January or 1 February
The Council **RESOLVED** to agree to Cllr Boughtflower attending the webinar on 24 January and to delegate consideration of the consultation to a virtual meeting.

13. Training

- a. **OALC Training** – to consider any further training offered by OALC
The Council **RESOLVED** to agree to Cllr Sutcliffe attending the online Managing Difficult People and Conversations course on Wednesday 23 March (£55 + VAT), the online Experienced Councillor course on Monday 20 June (£55 + VAT) and Cllr MacKay attending the online Roles and Responsibilities course on Wednesday 27 July (£110 + VAT). The Clerk would book the courses.

14. Parish Matters

- a. **Grass Cutting and Weed Spraying Contract** – to consider quotations
The Clerk reported that she had sent the brief and map to three contractors to request a quotation for the contract.

The Council considered the two quotations received and **RESOLVED** to agree to accept the quotation from Calber Facilities Management Limited. The quote comprised seven cuts of the grass on Skimmingdish Lane between April and October at a total of £1,090 (or seven equal payments of £155.72) together with two weed treatments of the pavement on Fringford Road in June and September at £115 each.

- b. **Grass Mowing, St Laurence’s Church** – to consider a request for financial assistance with the mowing of the grass
The Council considered the request for financial assistance with the mowing of the grass in the churchyard and **RESOLVED** to agree that it should be considered as part of the annual grant awarding process at the March meeting.

c. Traffic Issues

- i. 20's Plenty for Oxfordshire Campaign** – to consider supporting the Oxfordshire campaign and request assistance for the village
The Council considered the suggestion and **RESOLVED** to agree to submit an application for the 20's plenty project which would apply to the OCC adopted roads in the village including Skimmingdish Lane, Thompson Drive, Rau Court, Old School Close and, possibly, Fringford Road. Cllr Ford agreed to support the application.

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

No further news had been received about the British American Committee's plans.

15. Reports from Meetings

a. Oxfordshire SLCC Branch Meeting – 2 December

The Clerk attended the meeting and announced that she had been elected Chairman of the Branch at the AGM. Presentations were given by the Shield Group which offer a range of services including bus shelter cleaning; OCC Councillor Tim Bearder about OCC's 20 is plenty campaign and the Clerk made a presentation about preparing for Operation London Bridge.

16. Attendance at Meetings

a. Healthy Bicester – stakeholder meeting – 9 March at John Paul II Centre

The Council **RESOLVED** to agree to Cllrs Hitchcock and Sutcliffe attending the meeting.

17. Correspondence received – to note correspondence received not otherwise on the agenda where decisions are not required

The correspondence was noted

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 2 March.

b. Charbridge Lane Closure

The second phase of the bridge development had been completed, but the chicane at the top was not permanent; modifications were needed to the current alignment towards the southern side.

The reason for the three-stage highway construction (the temporary roadway to the side of the bridge, the temporary section on the southern elevation of the bridge and the final bridge construction) was that the East West Rail project was unable to acquire land under the Transport and Works Act Order to divert the road around the bridge structure just once.

The final phase of the construction was to complete the permanent southern approach. For this, it was likely that traffic management measures would consist of lane closures, traffic lights and possibly some night closures (for the completion of the 'tie ins'). These works, to allow the road to open on the permanent alignment, were planned to be completed by June 2022. After this, the temporary southern approach would be removed.

c. Vistry Group – Dymmocks Farm

Representatives had requested to make a presentation to the March meeting about their proposals for the land north of the village.

d. Buckingham Road Pedestrian Lights

It had been necessary for Bicester Heritage to seek a new contractor for the completion of the work on the pedestrian lights across the Buckingham Road. Due process had been undertaken and it was hoped that the new contractor would complete the installation shortly.

19. Date of Next Meeting

The Council **RESOLVED** to agree that the Meeting of the Parish Council would take place on Wednesday 16 March at the earlier time of 7.00pm in the Community Room of Gagle Brook School in order to accommodate presentations from Mewslade and the Vistry Group.

The meeting closed at 9.21pm

Signed

Dated