

**Minutes of the Meeting of Caversfield Parish Council held on  
Wednesday 16 March 2022 at 7.00pm in the Community Room of Gagle Brook School**

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

**In attendance:** Cllr Lynn Pratt (CDC), Cllr Jason Slaymaker (CDC); Cllr Donna Ford (OCC); Nick Griffith (Mewslade Eastern Ltd) and Mike Robinson (Oxford and Country Poanning); Joel Merris (Vistry Group) and Roger Smith (Savills); 25 members of the public (19 left after Item 5 at 7.46pm); Mrs Jane Olds (Parish Clerk)

**Apologies:** None

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

There were no Parish Councillor apologies.

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

Cllr Sutcliffe declared a pecuniary interest in item 13. c. and agreed to leave the meeting during discussion.

**3. Public Participation**

The majority of the members of the public attended to hear the presentations from Mewslade Ltd and the Vistry Group. In order to generate discussion, the Council **RESOLVED** to agree to allow members of the public to participate in items 4 and 5.

**4. Mewslade Ltd – to receive a presentation about proposals for the vacant plots of land off Rau Court and Springfield Road**

Mr Griffith and Mr Robinson introduced Mewslade Ltd as the land owner of the vacant land to be discussed and the current Rowans Estate (apart from 1-10 Springfield Road). The areas of land, which included the large vacant plots off Rau Court and Springfield Road, together with some derelict garages on Woodfield Road, had been submitted to Cherwell District Council under the latest call for sites for the review of the Local Plan.

The developer proposed up to 85 ‘high quality’ houses with some affordable homes on the plot behind Rau Court and between 15 and 20 houses on the Springfield Road site with the addition of a village green and play area or other amenities which the village may help define. It was suggested that access to the site behind Rau Court could be via Rau Court or the private roads of the Rowans estate as these roads were owned by the company.

It was acknowledged that the project would not be able to go ahead unless CDC changed the village categorisation from the current Category C (which allowed minor development, infilling and conversions to individual properties).

The developer had not yet had discussions with CDC and no planning application had been submitted.

- 5. Vistry Group** – to receive a presentation about proposals for the land at Dymocks Farm Mr Smith and Mr Merris introduced the Vistry Group (formed from an amalgamation of Bovis Homes and Linden Homes). The area of land to the north of the village (beyond Springfield Road) had been submitted to Cherwell District Council under their latest call for sites for the review of the Local Plan.

The developer suggested that 1,000 homes, including affordable, were proposed for the land with associated amenities (community centre, school, shops, green space, etc.).

It was acknowledged that the project would not be able to go ahead unless CDC changed the village categorisation from the current Category C (which allowed minor development, infilling and conversions to individual properties).

The Vistry Group was also awaiting the outcome of the Oxfordshire 2050 wider infrastructure plan.

Furthermore, the developer acknowledged that there were currently no facilities in the village and believed that it would be good to provide these amenities. However, many of the members of the public were keen to point out that they were happy with the lack of facilities.

The developer had not yet had discussions with CDC and no planning application had been submitted.

7.46pm: meeting suspended in order for Mewslade and Vistry Group representatives together with 19 members of the public to leave the meeting

7.51pm: meeting recommenced.

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

Neither Col Hannah nor Ms Haddy were able to attend the meeting. No report had been received.

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

Cllr Ford (OCC) reported that OCC had agreed a budget increase of 4.99%. The split between OCC and CDC was under way and a new interim OCC Chief Executive had been appointed. The Howes Lane realignment had been put on hold following the removal of the funding for the project to one in the south of the county. The County Councillors were working with CDC for alternative funds. The Banbury Road junction scheme had also been put on hold following a large escalation of costs.

Cllr Ford had also chased up the pedestrian lights outside Bicester Heritage and had been informed that the Street Works Order had been sent in the previous day.

Cllr Slaymaker (CDC) reported that the bin collection changes had taken place at the beginning of March. On the first day of food waste collections, 26 tonnes of food waste had been collected, 61,000 caddies had been delivered and 31,000 garden waste licences had been issued. Comments were made on the need for the refuse operatives to take care of the food waste caddies – any broken caddies should be reported.

The CDC Council Tax portion had been agreed at £5 per Band D house per year.

The CDC Local Plan was still under review.

Cllr Pratt (CDC) reported that as a current member of the CDC Planning Committee she would not be able to comment on agenda items 4 and 5, but would note the public's concerns. CDC Executive had agreed to a Parish grant scheme for Jubilee projects but that this fund would exclude commemorative items or food and drink.

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

No reports had been received.

**9. To receive and approve the Minutes of the Parish Council Meeting held on 19 January**

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

**10. Update on progress from the Minutes**

**a. Register of Member's Interests form**

Cllr MacKay's form had been sent to CDC.

**b. Scheme of Delegation**

The scheme had been published on the website.

**c. Marking the Death of a Senior National Figure**

It had not been possible to complete the work on this.

**d. Meeting Dates**

The meeting dates had been published on the website and on the noticeboards.

**e. Precept**

The Precept request had been sent to CDC and confirmation had been received.

**f. Grass Cutting Contract**

The Contract had been confirmed with Calber. They should start in April.

**g. 20s Plenty application**

The application would be submitted following approval of January's Minutes.

## 11. 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 Eleanor Booth-Davey

No applications had been received.

### c. Policy Review – to review the following policies

#### i. Online Payment Procedure – to update the policy

The Council considered the updated policy and **RESOLVED** to agree the revisions.

#### ii. Standing Orders – to consider slight revisions to Section 5

The Council considered the slight changes to accommodate the setting of meeting dates and regular consideration of policies and **RESOLVED** to agree to adopt the document.

#### iii. Health and Safety Policy – to consider the policy

The Council considered the new policy taken from the SLCC and **RESOLVED** to agree to adopt it.

### d. Letter to request support in raising the profile of the national Civility and Respect project – to consider sending a letter to Victoria Prentis MP

The Council **RESOLVED** to agree to send the drafted letter to Mrs Prentis.

## 12. Finance

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

As at 28 February, the accounts stood at:

Co-op Current Account	£10,216.17
NS&I Account	£2,416.15

#### Outstanding Payments

None

#### Standing Orders

		Date Cleared
Clerk's Salary 17 December – 16 January	£166.20	17/1/22
Information Commissioner for annual renewal	£35.00	27/1/22
Clerk's Salary 17 January – 16 February	£166.20	17/2/22

#### Income

NS&I Account annual interest	£0.24	1/1/22
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The Clerk had met with the Internal Auditor to start the year end review process.

### b. Grant Awards – to consider any requests received

The Council **RESOLVED** to agree to award a grant of £150 each to

- Enrych for supporting adults with physical disabilities;
- Clean Slate for supporting survivors of abuse in Oxfordshire; and
- St Laurence’s Church for support with the churchyard grass cutting.

**c. Staff Salary and Working from Home Allowance**

**i. To note the NALC revised cost of living salary scale for the Clerk for 2021/22 together with the backdated amount**

The Council **RESOLVED** to note the NALC revised salary scales cost of living increase on Scale Point 10 to £11.28 per hour. This would make the monthly expense £169.20 and a difference of the April to March backdated pay of £36.00 incurring a small amount of income tax to HMRC.

The Clerk would amend the Standing Order accordingly.

**ii. To agree continuing the payment of the staff salary by Standing Order**

The Council **RESOLVED** to continue to make the payment by Standing Order.

**iii. To consider offering the full allowance of £6 per week for the year 2021/22, to be paid annually, following HMRC regulations**

The Council **RESOLVED** to agree to pay the Clerk the full Working from Home Allowance of £312 agreed by HMRC.

**d. Invoices - to consider invoices for payment itemised on the payment schedule**

The Council **RESOLVED** to approve the following invoices for payment which Cllr Astley would authorise online.

<b>Payment method</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Minute Ref</b>	<b>Net Payment</b>	<b>Payment inc VAT</b>
Bank Transfer	Countrywide Grounds Maintenance August Grass Cutting (Invoice number 189528)	Verge Cutting	20/1/21 13. a.	£91.66	£109.99
	Countrywide Grounds Maintenance September Grass Cutting (Invoice number 194202)			£91.66	£109.99
	Total				£219.98
Bank Transfer	Oxfordshire Association of Local Councils for Roles and Responsibilities training for Cllr MacKay (Invoice number W-2055)	Training	19/1/22 13. a.	£110.00	£132.00

<b>Payment method</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Minute Ref</b>	<b>Net Payment</b>	<b>Payment inc VAT</b>
Bank Transfer	Launton Parish Council for use of Data Projector	Hall Hire	15/9/21 10. d.	£30.00	£30.00
Bank Transfer	Community First Oxfordshire for Annual Subscription	Subscriptions	5/5/21 12. i.	£70.00	£70.00
Bank Transfer	Oxfordshire Association of Local Councils for Annual Subscription (Invoice number: C00016/2022/4)	Subscriptions	5/5/21 12. i.	£278.51	£334.21
Bank Transfer	JMC Olds for Back Pay from 1/4/21 to 31/3/22	Clerk's Salary	16/9/20 12. d.	£31.80	£31.80
Bank Transfer	HMRC for tax on back pay	Clerk's Salary	16/9/20 12. d.	£4.20	£4.20
Bank Transfer	JMC Olds for admin expenses (Printing £29.49, Postage £2.70)	Admin Costs	5/5/21 12. j.	£32.19	£32.19
	Mileage	Mileage Expenses	5/5/21 12. j.	£9.54	£9.54
	Total				£41.73

The Council noted the following debit card payment which had been increased from the amount agreed at the January meeting to extend the duration of the hall hire for the March meeting.

<b>Date Cleared</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Minute Ref</b>	<b>Amount</b>
16/2/22	The White Horse Federation for Gagle Brook Community Room Hire on 16 March 2022	Hall Hire	15/9/21 9. e.	£33.00

### 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. **21/04275/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 to consider the application further following a meeting to be arranged with the Planning Officers, Bicester Town Council and Bucknell Parish Council.

- b. Notices of Decision** – to note any notices of decision received  
No notices of decision had been received.

8.48pm: Cllr Sutcliffe left the meeting while Item 13. c. was discussed.

The Council **RESOLVED** to agree that Cllr Nisbet would be Chairman for the item.

- c. Footpath Diversion** – to consider a consultation to divert Footpath number 1 at Cuckoo Cottage, Springfield Road (reference ABS/DIV/03655) under s119 of the Highways Act 1980  
The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.

8.51pm: Cllr Sutcliffe re-joined the meeting and took over as Chairman.

#### 14. Consultations

- a. OCC Local Transport and Connectivity Plan** – to note the response  
The Council **RESOLVED** to note the response which was sent on 16 March.
- b. Boundary Commission Consultation** – to consider a response to the consultation on Parliamentary Boundaries (22 February to 4 April)  
The Council **RESOLVED** to agree that no further response was necessary.

#### 15. Training

- a. OALC Training** – to consider any further training offered by OALC  
The Council noted that the Roles and Responsibilities course (27 July) had been booked for Cllr MacKay, but that the Managing Difficult People course for Cllr Sutcliffe on 23 March was fully booked. Further courses were available for later in the year.

## 16. Parish Matters

- a. **Skimmingdish Lane Noticeboard** – to consider the options for removal, replacement or repair of the board

The noticeboard had fallen over during Storm Eunice in February. It had been collected for safe keeping by Mr Thompson who had also provided a quotation of £175 to repair it.

The Council **RESOLVED** to agree that a noticeboard should be reinstated on Skimmingdish Lane.

The Clerk provided the meeting with three quotations for replacement noticeboards.

On further consideration, the Council **RESOLVED** to agree to apply to the SSEN Community Resilience fund, when it opened, for a grant for a new 'man made timber' board of similar size to the current board, from the supplier Greenbarnes at a cost of £2,072 plus fitting.

The Council **RESOLVED** that if the grant application was not successful, the Council would ask Mr Thompson to repair the current board.

The Clerk would inform Mr Thompson.

- b. **Village Spring Clean** – to arrange the date for the Spring Clean

The Council **RESOLVED** to agree to hold the Spring Clean on Saturday 30 April. The Clerk would arrange the equipment request and the publicity.

- c. **Queen's Platinum Jubilee** – to receive a report

The Clerk had attended a meeting at Bicester Town Council about the plans for the Jubilee. BTC had agreed to produce an information sheet to include as many events as possible from the wider area.

A Beacon Lighting would take place on the evening on 2 June at Bicester Heritage.

No further news had been received from RAF Croughton or the British American Committee.

## 17. Reports from Meetings

- a. **SLCC Practitioners' Conference** – 15 – 17 February

The Clerk reported that the conference commenced with a very eloquent and humbling talk from Shahin Sadafi, the founding Chairman of Grenfell United, and finished with a talk from Andy Pain about how to make critical decisions when the stakes are high.

The conference covered a wide range of topics from how to use technology for hybrid meetings, an update on the Civility and Respect project, GDPR, Open Space



Management, Risk Assessments, Contracts and Employment and the past present and future of Audits.

**b. Bicester Police Rural Resilience Group – 2 March**

Cllr Sutcliffe was unable to attend the meeting. The minutes had been circulated.

**c. Healthy Bicester – stakeholder meeting – 9 March**

Cllr Sutcliffe attended the meeting. An information pack would be circulated.

**18. Attendance at Meetings**

No meetings were currently scheduled.

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

The correspondence was noted.

**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 4 May.

**b. Bicester Road – Launton**

The road over the railway bridge from Charbridge Lane to Launton was scheduled for closure from 28 March to 27 May.

Station Road (from the crossroads by the Bull in Launton) was opened on 11 March. The road from the crossroads north of the new bridge would be closed to Marsh Gibbon from 14 March until 17 June for the rebuilding of another railway bridge.

**21. Date of Next Meeting**

The Council **RESOLVED** to agree that the Annual Meeting of the Parish Council would take place on Wednesday 18 March in the Community Room of Gagle Brook School following the Annual Parish Meeting which would commence at 7.30pm.

The meeting closed at 9.30pm

Signed .....

Dated .....