

# CAVERSFIELD PARISH COUNCIL

**To Members of the Council:** you are summoned to attend a Parish Meeting of Caversfield Parish Council on **Wednesday 20 July 2022** in the Community Room of Gagle Brook School, Elmsbrook at 7.30pm

**Members of the Public:** you are invited to attend.

## AGENDA

1. **Apologies for absence** – to receive apologies
2. **Requests for Dispensations, Declarations of interest, gifts and hospitality** – to receive any requests for Dispensations, Declarations of Interest, gifts and hospitality from Councillors relating to items on the Agenda, in accordance with the Council's code of conduct
3. **Public participation** – to receive questions from members of the public relating to items on the Agenda, in accordance with the Council's code of conduct and standing orders
4. **To welcome RAF Croughton Commander and Liaison Officer** – to receive an update on MoD issues
5. **Reports from District and County Councillors** – for information only
6. **Reports from the Village Management Companies** – for information only
7. **Minutes** – to confirm the Minutes of the meeting held on 18 May
8. **Update on progress from the previous Minutes** – the Clerk / Chairman will report on progress of outstanding items which do not require further decision
9. **Governance**
  - a. **Councillor Co-option** – to consider any applications received for replacement of Eleanor Booth-Davey
  - b. **Insurance** – to consider and agree the insurance policy renewal
  - c. **Policy Review** – to consider and review the following policies
    - i. Communication Policy
    - ii. Recording of Meetings Policy
  - d. **Code of Conduct** – to note that the new Code of Conduct and Register of Members' Interest forms have been circulated and will be adopted following training
10. **Finance**
  - a. **Financial Report** – to receive the report for information
  - b. **Internal Audit Review of Effectiveness** – to review the effectiveness of the 2021/22 internal audit
  - c. **Internal Auditor** – to appoint the Parish Internal Auditor for the year 2022/23
  - d. **Local Council Administration** – to consider the purchase of the 12<sup>th</sup> Edition of *Local Council Administration* from Launton Parish Council following the publication of the 13<sup>th</sup> Edition
  - e. **Hall Hire** – to consider the Hall Hire rate from September
  - f. **Invoices for Payment** – to consider invoices for payment itemised on the payment schedule

## 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. None received
- b. **Notices of Decision** – to note any notices of decision received
- c. **Footpath Diversion** – to note the Notice of Making of Order - Caversfield Footpath No. 1 (part) - Public Path Diversion and Definitive Map and Statement Modification Order 2022

## 12. Training

- a. **OALC and SLCC** – to consider any further training offered by OALC and SLCC
- b. **SLCC Conference** – to consider making a contribution to the Clerk's attendance at the SLCC Conference on 2 and 3 November

## 13. Parish Matters – to consider any parish matters

- a. **Outer village speed limits** – to note the recommendation of Oxfordshire County Council
- b. **Skimmingdish Lane Noticeboard** – to receive a progress report

## 14. Reports from Meetings – to receive reports from any meetings attended

- a. **CDC Parish Liaison Meeting** – 8 June
- b. **Bicester Rural Resilience Meeting** – 29 June
- c. **OALC AGM** – 4 July
- d. **Rural Transport Representative's Meeting** – 5 July

## 15. Attendance at Meetings – to consider attendance at any forthcoming meetings

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

## 17. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 7 September 2022

## 18. Date of next meeting: to confirm the date of the next meeting as Wednesday 21 September (third Wednesday of alternate month) at 7.30pm

*Jane Olds*

**Dated: 13 July 2022**

Jane Olds, Clerk to the Council

[clerk@caversfieldpc.org.uk](mailto:clerk@caversfieldpc.org.uk)

13 Oak Close, Bicester, OX26 3XD

01869 247171 [www.caversfieldpc.org.uk](http://www.caversfieldpc.org.uk)