Minutes of the Annual Meeting of Caversfield Parish Council held on Wednesday 18 May 2022 at 7.20pm following the Annual Parish Meeting 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: 1 member of the public; Mrs Jane Olds (Parish Clerk)
Apologies: None

1. **To elect the Chairman for the year 2022/23**
   Cllr Boughtflower proposed, and Cllr Nisbet seconded the proposal, that Cllr Glenice Sutcliffe be elected as Chairman. The Council **RESOLVED** unanimously to elect Cllr Sutcliffe as Chairman.

   Cllr Sutcliffe signed the Declaration of Acceptance of Office.

2. **To elect the Vice Chairman for the year 2022/23**
   The Council **RESOLVED** to agree not to elect a Vice Chairman for the year.

3. **Apologies for absence** – to receive apologies
   There were no Parish Councillor apologies.

4. **Requests for Dispensations, Declarations of interest, gifts and hospitality**
   Nothing was declared.

5. **Public Participation**
   Nothing was raised.

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
   Neither the District nor County Councillors were able to attend.

   Cllr Ford had sent a report to the Annual Parish Meeting. Nothing further was raised.

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

10. Update on progress from the Minutes

a. Online Payment Procedure
The Procedure had been updated and published.

b. Standing Orders
The Standing Orders had been updated and published.

c. Health and Safety Policy – has been published.
The Procedure had been published.

d. Letter to request support in raising the profile of the national Civility and Respect project
The letter had been sent to Mrs Prentis.

e. Staff Salary
The bank standing order had been updated.

f. Skimmingdish Lane Noticeboard –
The application was almost complete. The Clerk thanked Cllr MacKay for her assistance with completing it. It would be sent off shortly.

11. Governance

a. Councillor Co-option – to consider any applications received for replacement of Eleanor Booth-Davey
No applications had been received.

b. Policy Review – to review the following policies

i. **Internal Financial Control Policy**
The Clerk had updated the policy taking into account information provided by OALC following an issue at a Council in the south of the County. The Council **RESOLVED** to agree to the updated policy and the accompanying checklist.

ii. **Scheme of Delegation**
The Council **RESOLVED** to agree to the Scheme of Delegation with one minor amendment.

c. Risk Assessment – to review and agree the Risk Assessment for 2022/23
The Council considered the Clerk's recommended amendments and **RESOLVED** to agree the updated Risk Assessment.

d. Councillor responsible for internal financial control – to consider and agree the appointment
The Council **RESOLVED** to agree to appoint Cllr Fiona Hitchcock as the Councillor responsible for internal financial control.

e. **CDC Parish Remuneration Report for 22/23** – to consider the report and allowances
The Council received the report and **RESOLVED** to agree that members would not claim any of the allowances except for mileage to external meetings where necessary.

f. **Information Logs** – to review and note:
The Council **RESOLVED** to review and note the following logs:
i. Freedom of Information Disclosure Log
ii. Gifts and Hospitality Log
iii. Training and CPD Log

g. **Membership of Wild Oxfordshire** – to consider joining the organisation
The Council **RESOLVED** to agree to join the organisation at a cost of £35 per annum.

12. Finance

a. **Financial Report** – to receive the report
As at 29 April, the accounts stood at:

Co-op Current Account	£11,884.85
NS&I Account	£2,416.15

Outstanding Payments
None

Standing Orders		**Date Cleared**
Clerk's Salary 17 February – 16 March	£166.20	17/3/22
Clerk's Salary 17 March – 16 April	£169.20	19/4/22

Income		
Precept	£3,480.00	13/4/22

The VAT Reclaim of £478.74 was sent to HMRC on 25 April.

b. **Budget** – to confirm the 2022/23 budget and agree a virement of unspent items from 2021/22
The Council **RESOLVED** to agree a virement of the following budget items which had been previously agreed and budgeted for at meetings during 2021/22:

• The grant to Clean Slate	£150.00
• May hall hire	£25.00
• Snow clearance	£250.00

For information, it had not been possible to pay the grant to Clean Slate as the bank details had not been received when the rest of the grant payments were made.

The Council **RESOLVED** to agree the budget expenditure total of £10,684 and income of £7,689 which was broadly in line with the expectations set in January.

c. Reserves – to consider and agree the Policy and confirm the Reserves for 2022/23
The Council **RESOLVED** to agree the Reserves Policy which included the following reserves:

3 months' running costs	£1,550.00
Election expenses	£1,600.00
Noticeboard repair / renewal	£930.00
Clerk laptop, printer and scanner	£1,100.00
Bus shelter repairs	£750.00
Bus shelter lighting	£450.00
White gate refurbishment	£550.00
Street furniture repair / renewal	£600.00
Insurance excess	£250.00
Audit reserve	£200.00
General fund	£800.00

d. Statement of Accounts – to consider and approve the Statement of Accounts for the year end 31 March 2022
The Council **RESOLVED** to agree to the Statement of Accounts which had been circulated.

e. Asset Register – to confirm the Asset Register
The Council **RESOLVED** to confirm the Asset Register value of £11,126 with no changes from the previous year. The full Asset Register would be published on the website.

f. Internal Audit – to receive the report from the Internal Auditor
The Council **RESOLVED** to receive the report.

g. AGAR Signature Redaction – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from 'specific and identifiable threats' of identity theft and GDPR concerns
The Council **RESOLVED** to agree to redact the signatures on the web version of the AGAR acknowledging that this was against the Accounts and Audit Regulations, but that it was to protect the signatories from the specific and identifiable threats of identity theft. There was no issue with the full documents being viewed in person.

h. External Audit

i. Certificate of Exemption – to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold or to have a Limited Assurance Review
The Council **RESOLVED** to agree to complete a Certificate of Exemption from submission to the External Audit and agreed the figures of £10,202 for the annual gross income and £10,023 for the annual gross expenditure as stated in the Statement of Accounts.

ii. **Annual Governance Statement** – to consider the questions and respond accordingly
The Clerk read out all the Governance questions to the meeting which the Council **RESOLVED** to agree. The Chairman and Clerk signed the form.

iii. **Audit Accounting Statements** – to consider and agree the accounting statement figures
The Clerk provided the meeting with the figures and the Council **RESOLVED** to agree the Accounting Statements. The Clerk / RFO had signed the form prior to the meeting, the Chairman signed the form following the agreement.

iv. **Electors' Rights** – to note the dates for the Exercise of Public Rights as Monday 6 June to Friday 15 July 2022
The Council **RESOLVED** to note the dates which would be published on the noticeboard and website.

v. **Statement of Variance** – to consider the draft Statement of Variance
The Council **RESOLVED** to agree the Statement of Variance.

i. Annual Subscriptions and Regular Payments – to consider and agree the list
Subscriptions (annual):
Oxfordshire Association of Local Councils
Community First Oxfordshire
Society of Local Council Clerks
Council for the Protection of Rural England
Open Spaces Society
Clerk salary: monthly by Standing Order
Hall hire: bi-monthly
Dog bin emptying: twice yearly – March / April and September / October
Information Commissioner: annual - £35 by direct debit in January
Internal Auditor: annual
Old School Close grass cutting: annual
Skimmingdish Lane grass cutting and Fringford Road weed spraying
Office 365 Annual Subscription (one quarter): annual
Web hosting and domain name renewal: annual
Bus shelter cleaning

j. Clerk Expenses – to confirm the rates for Clerk expenses
The Council **RESOLVED** to agree to confirm the Clerk's expenses. Printing: Double sided A4 – 11p per sheet; single sided A4 – 6p; single sided A4 colour – 10p; single sided A3 colour – 20p; laminating: A3 – 70p per sheet, A4 – 40p per sheet; postage: standard advertised cost of stamps; envelopes: DL envelope – 7p; C6 envelope – 5p; C5 envelope – 6p; C4 envelope – 11p; telephone: mobile calls from landline at cost of call; mileage at 45p per mile as per HMRC guidelines.

k. Bank Signatories – to review and agree the bank signatories
The Council reviewed the bank signatories and **RESOLVED** that the current signatories were satisfactory.

l. 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.

Payment Method	Payee and Reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Clean Slate for grant – unpaid from 21/22	S137 grants	16/3/22 12. b.	£150.00	£150.00
Bank Transfer	Cherwell District Council for winter dog bin emptying (invoice no: 20005672)	Dog bin emptying	5/5/21 12. i.	£200.20	£240.24
Bank Transfer	Elaine Anstee for Internal Audit (invoice no: EA2022/004)	Audit	3/7/21 10. c.	£60.66	£60.66
Bank Transfer	Society of Local Council Clerks for share of annual subscription (invoice no: Mem239080-1)	Subscriptions	5/5/21 12. i.	£36.00	£36.00
Bank Transfer	Calber Facilities Management Ltd for April grass cutting and weed spraying (invoice no: CL456379)	Verge cutting and weed spraying	19/1/22 14. a.	£155.72	£186.86

The Council noted the following debit card payment; this had been increased from the amount agreed to extend the duration of the hall hire for the May meeting for the inclusion of the Annual Parish Meeting.

Date Cleared	Payee and reason	Budget	Minute Ref	Amount
12/5/22	The White Horse Federation for Gagle Brook Community Room Hire on 18 May 2022	Hall Hire	15/9/21 9. e.	£29.00

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. **22/01235/TPO** at Land Adjoining And North Of, Rau Court, Caversfield for "T1, Ash - Coppice to near ground level - Reasons - Large cavity at base of tree and associated Fungal fruiting body resulting in increased potential for tree failure - Subject to TPO 12/2003"
The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.

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

14. Consultations

a. **OCC Proposed 40mph Speed Limit** – to consider the consultation (closes 27 May)
The Council considered the proposal to extend the existing 40mph speed limit within Caversfield for road safety reasons.

The roads involved were:

- Fringford Road southwards from the existing 40mph speed limit, to its junction with the A4095 for an approximate distance of 320 metres, and
- Aunt Ems Lane north-westwards from the existing 40mph speed limit, to its junction with the B4100 for an approximate distance of 390 metres.

The Council **RESOLVED** to welcome the proposals and to respond accordingly.

15. Training

a. **OALC and SLCC** – to consider any further training offered by OALC and SLCC
The Council noted the updated training list.

16. Parish Matters

a. **Village Spring Clean (30 April)** – to receive a report
While not many villagers took the equipment borrowed from CDC, Cllr Sutcliffe reported that the village did look cleaner and tidier and assumed that villagers had been out litter picking under their own steam. The Council thanked all those who had helped.

b. **Queen's Platinum Jubilee** – to receive a report
Bicester Heritage had invited Council members to the Beacon Lighting on the evening on 2 June at Bicester Heritage. Cllr Sutcliffe and the Clerk hoped to attend.

No news had been received from RAF Croughton or the British American Committee about any event in the Park.

c. **Park and Charge Project** – to consider whether there is any interest in the installation of EV charging hubs
The Council considered the suggestion but **RESOLVED** that there was nowhere suitable for an EV charging hub to be installed in the village.

17. Reports from Meetings
No meetings had been attended.

18. Attendance at Meetings / Events – to consider attendance

a. **CDC Parish Liaison Meeting** – 8 June at Bodicote House 7pm
Cllr Sutcliffe hoped to attend with the Clerk.

b. **Bicester Rural Resilience Meeting** – 29 June
Cllr Boughtflower indicated he may be able to attend. The Clerk would also attend.

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 6 July.

b. **Damaged fence on Southwold Lane**
The Clerk had enlisted the help of Cllr Ford to try to get the broken fence surrounding the vacant land at the end of Fringford Road on the boundary of Southwold Lane mended.

c. **Pedestrian crossing lights on A4421, Buckingham Road**
OCC was still waiting for the lights to be commissioned.

d. **Emergency Plan**
Cllr MacKay suggested that she would be able to help the Council to write an Emergency Plan for the village.

21. Date of Next Meeting
The Council **RESOLVED** to agree that the next meeting of the Parish Council would take place on Wednesday 20 July in the Community Room of Gagle Brook School at 7.30pm.

The meeting closed at 8.56pm

Signed ……………………………………… Dated …………………………….