

CAVERSFIELD PARISH COUNCIL

To Members of the Council: you are summoned to attend a Meeting of Caversfield Parish Council on **Wednesday 5 October 2022** in the Community Room of Gagle Brook School, Elmsbrook at 7.30pm (Meeting rescheduled from 21 September)

Members of the Public: you are invited to attend.

AGENDA

1. **Reflection** – to hold a minute’s silence in recognition of HM The Queen’s life
2. **Apologies for absence** – to receive apologies
3. **Requests for Dispensations, Declarations of interest, gifts and hospitality** – to receive any requests for Dispensations, Declarations of Interest from Councillors relating to items on the Agenda, in accordance with the Council’s code of conduct
4. **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
5. **To welcome RAF Croughton Commander and Liaison Officer** – to receive an update on MoD issues
6. **Reports from District and County Councillors** – for information only
7. **Reports from the Village Management Companies** – for information only
8. **Minutes** – to confirm the Minutes of the meeting held on 20 July
9. **Update on progress from the previous Minutes** – the Clerk / Chairman will report on progress of outstanding items which do not require further decision
10. **Code of Conduct** – to note that the training scheduled for September had been postponed
11. **Governance**
 - a. **Councillor Co-option** – to consider any applications received for replacement of Eleanor Booth-Davey
 - b. **Policy Review** – to review the following policies
 - i. Document Retention and Disposal Policy and List
 - ii. Training and Development Policy
 - iii. Dignity at Work / Bullying and Harassment Policy – to consider the draft policy to complement the Civility and Respect pledge
12. **Civility and Respect Pledge** – to consider signing up to the civility and respect pledge
13. **Finance**
 - a. **Financial Report** – to receive the Report and Budget Monitoring Report for information
 - b. **Fixed Assets** – to review the condition of the fixed assets
 - c. **Internal Financial Control** – to receive a report from the Councillor Responsible for Internal Financial Control
 - d. **External Auditor** – to consider the option to opt out of the SAAA central external auditor appointment arrangements
 - e. **Invoices for Payment** – to consider invoices for payment itemised on the payment schedule

14. 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. **22/02677/F** at 35 Woodcote Road, OX27 8UB for “Side extension above existing with internal alterations for proposed granny annexe for ancillary residential use associated with the dwelling.”

URL: <https://planningregister.cherwell.gov.uk/Planning/Display/22/02677/F>

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

15. Training

- a. **OALC and SLCC** – to consider any further training offered by OALC and SLCC
- b. **Reports from courses**
 - i. Roles and Responsibilities Course – to receive a report from Cllr MacKay
 - ii. SLCC Finance Summit – to receive a report from the Clerk
 - iii. SLCC Regional Training Seminar – to receive a report from the Clerk

16. Parish Matters – to consider any parish matters

- a. **Bench on Fringford Road** – to consider the location, purchase and installation of an additional bench on Fringford Road
- b. **Skimmingdish Lane Noticeboard** – to receive a progress report
- c. **Remembrance Wreath** – to consider a donation to the Royal British Legion for a poppy wreath for Remembrance Day
- d. **Hallowe'en** – to receive a progress report

17. Reports from Meetings – to receive reports from any meetings attended

- a. **SLCC meeting** – 13 September

18. Attendance at Meetings – to consider attendance

- a. **Community First Oxfordshire AGM** – 17 October
- b. **Parish Transport Representatives' Meeting** – 19 October
- c. **CDC Local Plan workshop** – 19 October (7pm – 8.30pm) (rescheduled)
- d. **Police Rural Resilience Meeting** – 26 October, Chesterton
- e. **CDC Parish Liaison Meeting** – Thursday 17 November (online, 6pm – 8pm)
- f. **CDC Code of Conduct training** – Wednesday 23 November (rescheduled)

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

20. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 2 November 2022

21. Date of next meeting: to confirm the date of the next meeting as Wednesday 16 November (third Wednesday of alternate month) at 7.30pm

Jane Olds

Dated: 28 September 2022

Jane Olds, Clerk to the Council

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