

**Minutes of the Meeting of Caversfield Parish Council held on Wednesday 20 July 2022
at 7.40pm in the Community Room of Gagle Brook School**

- Present:** Cllr Tom Astley, Cllr Stewart Boughtflower, Cllr Carol MacKay,
Cllr Glenice Sutcliffe (Chairman)
- In attendance:** 1 member of the public (until 7.55pm); Cllr Donna Ford (OCC); Mrs Jane Olds
(Parish Clerk)
- Apologies:** Cllr Fiona Hitchcock, Cllr June Nisbet

1. Apologies for absence – to receive apologies

The Council received and approved apologies from Cllrs Hitchcock and Nisbet.

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

Nothing was declared.

3. Public Participation

One member of the public attended the meeting to highlight his concern about the speed of traffic on Fringford Road. It was suggested that the Parish Council would invite the Police lead on Speedwatch to the next meeting to make a presentation.

The member of the public also raised concern about the fire risk of the unmaintained ground south of Springfield Road. It was recommended that it was the responsibility of the land owner to maintain the land, but that the Fire Service was not able to require the land owner to keep it maintained.

4. 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.

However, Cllr Boughtflower attended the Change of Command Ceremony at RAF Croughton that morning.

The Council looked forward to welcoming Col Spinelli to future meetings.

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

Cllr Ford (OCC) reported that the 40mph speed limits in the village (see 13. a.) had been approved, but that they would not be implemented until more developer funding had been received. Caversfield had been entered on the 20mph Zone list. Following concerns about the water bills in the privately managed Rowans Estate, Cllr Ford had investigated the issue, but believed that the residents needed to form a collective group to obtain legal advice.

The costs of the Banbury Road roundabout scheme had been increasing and it was not clear whether the project would be able to be implemented.

Cllr Pratt (CDC) sent her apologies.

6. Reports from the Village Management Companies

No reports had been received.

7. To receive and approve the Minutes of the Parish Council Meeting held on 18 May

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

8. Update on progress from the Minutes

a. Policies

The Internal Financial Control Policy, the Scheme of Delegation and the Risk Assessment had all been published on the website.

9. Governance

a. Councillor Co-option – to consider any applications received for replacement of Eleanor Booth-Davey

No applications had been received.

b. Insurance – to consider and agree the insurance policy renewal

The Council considered the insurance renewal of £325.03 (an increase from £324.05) the previous year) and **RESOLVED** to agree to accept the quotation.

c. Policy Review – to review the following policies

i. Communication Policy

The Council considered the revised policy and **RESOLVED** to agree to adopt it.

ii. Recording of Meetings Policy

The Council considered the revised policy and **RESOLVED** to agree to adopt it.

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

The Council **RESOLVED** to note the new Code of Conduct and associated Register of Members' Interest form and agreed to wait to adopt the document until training had been provided by CDC.

10. Finance

a. Financial Report – to receive the report

As at 30 June, the accounts stood at:

Co-op Current Account	£11,586.47
NS&I Account	£2,416.15

Outstanding Payments

None

Standing Orders

Date Cleared

Clerk's Salary 17 April – 16 May	£169.20	17/5/22
Clerk's Salary 17 May – 16 June	£169.20	17/6/22

Income

HMRC VAT Refund	£478.74	12/5/22
OCC Grass Cutting Grant	£264.04	1/6/22

The Exemption Certificate and the Electors' Rights dates were sent to the External Auditor on 24 May. The AGAR (Annual Governance and Accountability Report) together with the accompanying documents were published on the website.

- b. Internal Audit Review of Effectiveness** – to review the effectiveness of the 2021/22 internal audit
The Council considered the statements and **RESOLVED** to agree them.
- c. Internal Auditor** – to appoint the Parish Internal Auditor for the year 2022/23
The Council **RESOLVED** to agree to appoint Elaine Anstee as Internal Auditor for the year 2022/23.
- d. Local Council Administration** – to consider the purchase of the 12th Edition of *Local Council Administration* from Launton Parish Council following the publication of the 13th Edition
The Council **RESOLVED** to agree to buy the 12th Edition from Launton Parish Council at a cost of £40.
- e. Hall Hire** – to consider the Hall Hire rate from September
The Council noted the slight increase in hire rate and **RESOLVED** to agree to the increase to £13.75 per hour which would make the two hour booking £27.50.
- f. Invoices** - to consider invoices for payment itemised on the payment schedule
The Council **RESOLVED** to approve the following invoices for payment which Cllr Sutcliffe would authorise online.

Payment method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Calber Facilities Management Ltd for May grass cutting (invoice no: CL456517)	Verge cutting and weed spraying	19/1/22 14. a.	£155.72	£186.86
	Calber Facilities Management Ltd for June grass cutting and weed spraying (invoice no: CL457115)			£270.72	£324.86

Payment method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
	Total				£511.72
Bank Transfer	Navitas Design for webhosting and domain name renewal	Website + training	18/5/22 12. i.	£53.99	£64.79
Bank Transfer	Zurich Municipal for insurance (invoice no: 515493209)	Insurance	20/7/22 9. b.	£325.03	£325.03
Bank Transfer	J Olds for Administration expenses (printing £45.90; laminating £2.00)	Admin costs	18/5/22 12. j.	£47.90	£47.90
	J Olds for Mileage Expenses	Mileage expenses		£16.88	£16.88
	Total				£64.78

The Council noted the following debit card payment.

Date paid	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
6/7/22	The White Horse Federation for Gagle Brook Community Room Hire on 20 July	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
None had been received.
- b. **Notices of Decision** – to note any notices of decision received
22/01235/TPO, 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” – consent under Tree Preservation order subject to conditions.
- 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
The Council noted the order and had confirmed at the 16 March meeting that it had no comments or objections to the proposal (minute reference 16/3/22 13. c.).

12. Training

- a. **OALC and SLCC** – to consider any further training offered by OALC and SLCC
The Council noted the updated training list.
- b. **SLCC Conference** – to consider making a contribution to the Clerk's attendance at the SLCC Conference on 2 and 3 November
The Council **RESOLVED** to agree to make a contribution of £150 towards the Clerk's attendance at the conference.

13. Parish Matters

- a. **Outer village speed limits** – to note the recommendation of Oxfordshire County Council
The Council noted the recommendations that Aunt Em's Lane and Fringford Road south of the white gates to the Southwold Lane junction change from the National Speed Limit to 40 on the entrance to the village.
- b. **Skimmingdish Lane Noticeboard** – to receive a progress report
The Clerk had submitted the application to the SSEN Community Resilience Fund and had received an acknowledgement of receipt.

14. Reports from Meetings

- a. **CDC Parish Liaison Meeting** – 8 June
Cllrs Sutcliffe, Nisbet and the Clerk attended the meeting. The Leader's overview covered the ending of OCC and CDC's formal partnership; concern regarding the economic outlook; the possible re-introduction of the new homes bonus and the continuance of 'healthy place shaping' within the District.

There were further presentations about the refugee and asylum seeker situation within the District, an update on the implementation of the new Code of Conduct, and a planning policy update (which was basically that there was no firm date as yet for the next draft of the plan and no news on the Villages section).

- b. **Bicester Rural Resilience Meeting** – 29 June
No one was able to attend.

- c. **OALC AGM** – 4 July
The Clerk attended the online meeting.

The three presentations included one from the OCC representative, Jenny Figueiredo, about the OCC's EV Charging Project. Secondly from Jamie Hartzell at the Oxford Treescapes Project (<https://www.oxtrees.uk/>) and thirdly from Nick White from Didcot Town Council who was doing an MBA in Sustainability and Climate Emergency in the town and Parish sector.

- d. **Rural Transport Representative's Meeting** – 5 July
No one was able to attend.

15. Attendance at Meetings / Events – to consider attendance

No meetings were scheduled.

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

The correspondence was noted.

The Clerk had received a small number of messages via Facebook despite having an automatic response asking people to send an email instead. As the messenger facility was not working satisfactorily, the Clerk had removed the function.

17. 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 7 September.

b. Bicester Litter Pickers voluntary group

The Council thanked the group for doing some litter picking around the village. However, the Council noted with concern that the group had also tried to help by 'sorting out' the dog waste bins. The Clerk had requested that, rather than doing anything to the bins in the future, they should let her know so that she could ensure that the right authority/contractor was informed, particularly as the volunteers may not be insured if anything went wrong.

As the land ownership around the area was not straight forward, the Clerk had indicated that she would be happy to have a meeting with the group to explain things.

c. Pedestrian Lights

The Clerk had asked about the progress of the pedestrian lights across the Buckingham Road. Unfortunately, this had been delayed due to the failings of a contractor to fulfil their obligations. However, it was hoped that the crossing would be made live following the relevant inspections and approvals from OCC.

d. Winter Salt

The Council agreed that there was nowhere suitable to locate a one tonne bag of salt. However, the grit bins would be filled as usual.

e. Emergency Plan

Cllr MacKay would look at producing an Emergency Plan for the September meeting.

18. Date of Next Meeting

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

The meeting closed at 9.10pm

Signed

Dated