

**Minutes of the Meeting of Caversfield Parish Council held on Wednesday 5 October 2022 at 7.40pm in the Community Room of Gagle Brook School**

- Present:** Cllr Tom Astley, Cllr Stewart Boughtflower, Cllr Fiona Hitchcock, Cllr June Nisbet, Cllr Glenice Sutcliffe (Chairman)
- In attendance:** Cllr Lynn Pratt (CDC), Cllr Jason Slaymaker (CDC), Cllr Donna Ford (OCC) (until 8.15pm); Mrs Jane Olds (Parish Clerk)
- Apologies:** Cllr Carol MacKay

1. **Reflection** – to hold a minute’s silence in recognition of HM The Queen’s life  
A minute of reflection was observed in recognition of the life of the Queen following her death on 8 September.
2. **Apologies for absence** – to receive apologies  
The Council received and accepted apologies from Cllr MacKay.
3. **Requests for Dispensations, Declarations of interest, gifts and hospitality**  
Nothing was declared.
4. **Public Participation**  
No members of the public attended the meeting.
5. **To welcome USAF Croughton Commander and RAF Liaison Officer** – to provide an update on MoD issues  
Neither Col Spinelli nor Ms Haddy were able to attend the meeting. No report had been received.
6. **Reports from District and County Councillors** – for information only  
Cllr Ford (OCC) reported that there was no update on the Banbury Road junction plans; that anyone who visits Oxford should complete the Oxford Traffic Filters Consultation and that there was some funding available as part of her Councillor priority locality fund.

The Clerk wished to feed back to Cllr Ford about the County’s extremely limited response and lack of assistance to the Parishes following the death of HM The Queen.

Cllr Pratt (CDC) reported that there was no news on the Howes Lane realignment; some of the unused funds distributed by the Government for the COVID pandemic had been put to the cost of living crisis and would be redistributed to families on Universal Credit, CDC had also created a webpage which consolidated all the support information. Bicester Village was running a second consultation on their plans for the redevelopment of Oxford Road Sports Ground area.

7. **Reports from the Village Management Companies**  
No reports had been received.

**8. To receive and approve the Minutes of the Parish Council Meeting held on 20 July**

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

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

**a. Insurance**

The insurance payment had been received and the policy renewed.

**b. Policies**

The Communication Policy and the Recording of Meetings Policy had been published on the website.

**10. Code of Conduct** – to note that the training scheduled for September had been postponed

The Council noted that the training had been postponed until 23 November and that the Clerk had recommended not adopting the new Code of Conduct until training had been undertaken due to the changes in the non-pecuniary interests requirements. The current Code of Conduct adopted by the Council in 2012 would remain for the time being.

**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. Document Retention and Disposal Policy and List**

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

**ii. Training and Development Policy**

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

**iii. Dignity at Work / Bullying and Harassment Policy** – to consider the draft policy to complement the Civility and Respect pledge

The Council **RESOLVED** to agree to adopt the policy based on the SLCC model.

**12. Civility and Respect Pledge** – to consider signing up to the civility and respect pledge

The Council considered the Pledge and **RESOLVED** to agree to sign up to the principles within the document.

**13. Finance**

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

As at 31 August, the accounts stood at:

|                       |            |
|-----------------------|------------|
| Co-op Current Account | £10,256.75 |
| NS&I Account          | £2,416.15  |

| <b>Standing Orders</b>             |         | <b>Date Cleared</b> |
|------------------------------------|---------|---------------------|
| Clerk's Salary 17 June – 16 July   | £169.20 | 18/7/22             |
| Clerk's Salary 17 July – 16 August | £169.20 | 17/8/22             |

The notification that the second tranche of Precept £3,480.00 was due had been received.

**b. Fixed Assets** – to review the condition of the fixed assets

The Council **RESOLVED** to allocate responsibilities for inspection of the assets:

- Cllr Sutcliffe would have responsibility for checking the four dog bins and the four grit bins;
- Cllr Hitchcock would have responsibility for checking the two rubbish bins and the two benches;
- Cllr Boughtflower would have responsibility for checking the bus shelter and lighting;
- The Clerk would check the noticeboards and the laptop.

The Councillors would make their reports to the next meeting.

**c. Internal Financial Control** – to receive a report from the Councillor Responsible for Internal Financial Control

Councillor Hitchcock reviewed the accounts on 11 August and reported that all was in order.

**d. External Auditor** – to consider the option to opt out of the SAAA central external auditor appointment arrangements

The Council considered the External Auditor provision for the next five years and **RESOLVED** to agree to remain within the current system.

**e. 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         | Calber Facilities Management Ltd for July grass cutting (invoice no: CL457723)   | Verge cutting and weed spraying | 19/1/22<br>14. a. | £155.72            | £186.86                |
|                       | Calber Facilities Management Ltd for August grass cutting (invoice no: CL458336) | Verge cutting and weed spraying | 19/1/22<br>14. a. | £155.72            | £186.86                |

| Payment method | Payee and reason                                                                                      | Budget                          | Minute Ref        | Net Payment | Payment inc VAT |
|----------------|-------------------------------------------------------------------------------------------------------|---------------------------------|-------------------|-------------|-----------------|
|                | Calber Facilities Management Ltd for September grass cutting and weed spraying (invoice no: CL458942) | Verge cutting and weed spraying | 19/1/22<br>14. a. | £270.72     | £324.86         |
|                | Total                                                                                                 |                                 |                   |             | £698.58         |
| Bank Transfer  | Launton Parish Council for contribution to SLCC Conference                                            | Training                        | 20/7/22<br>12. b. | £150.00     | £150.00         |
| Bank Transfer  | Navitas Design Ltd for website SSL certificate (invoice no: 30480)                                    | Website + training              | 18/5/22<br>12. i. | £49.99      | £59.99          |
| Bank Transfer  | Cherwell District Council for summer dog bin emptying (invoice no: 20007896)                          | Dog bin emptying                | 18/5/22<br>12. i. | £423.28     | £507.94         |

The Council noted the following debit card payment.

| Date paid | Payee and reason                                                            | Budget    | Minute Ref        | Net Payment | Payment inc VAT |
|-----------|-----------------------------------------------------------------------------|-----------|-------------------|-------------|-----------------|
| 26/9/22   | The White Horse Federation for Gagle Brook Community Room Hire on 5 October | Hall Hire | 20/7/22 10.<br>e. | £27.50      | £27.50          |

#### 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.”  
The Council considered the application and **RESOLVED** to respond that if the Council was minded to approve the application, a condition of the approval should be that the annexe should be considered part of the main building and not be able to be separated at a future date.
- b. **Notices of Decision** – to note any notices of decision received  
No notices of decision had been received.

## 15. Training

- a. **OALC and SLCC** – to consider any further training offered by OALC and SLCC

The Council noted the updated training list and **RESOLVED** to agree that Councillor Hitchcock would attend the Internal Controls course on 20 October.

### b. Reports from Courses

- i. **Roles and Responsibilities Course (27 July)** – to receive a report from Cllr MacKay  
Cllr MacKay was unable to send a report.

- ii. **SLCC Finance Summit (7 September)** – to receive a report from the Clerk  
The Clerk attended the online SLCC Finance Summit. She had been invited to make a presentation about Internal Audit in the afternoon and so was able to attend the whole day session free of charge.

Presentations from a tax expert about VAT, from Rialtas accounting systems about preparing budgets, from the Town Clerk to Banbury about forward and medium term financial plans and the Town Clerk to Sevenoaks about CIL funding and the Public Works and Loans Board.

- iii. **SLCC Regional Training Seminar (21 September)** – to receive a report from the Clerk

The Clerk represented the Oxfordshire SLCC Branch at the Regional Training Seminar at the DoubleTree by Hilton in Coventry.

The primary presentation was from Carlton Brand about local government organisation and how unitary authority working can impact on Parish Councils. Presentations were also given by Naomi Bibi – SLCC Head of Member Services; the SLCC National Planning Advisor about the Government's reforms of the planning system and from Philip Peacock (SLCC President and Huntingdon Town Clerk) about why he was a Clerk (although this should have been about Operation London Bridge which was not necessary).

There should also have been a presentation from Shrewsbury Town Clerk, but she was unable to attend and so the Clerk gave her Internal Audit presentation again.

## 16. Parish Matters

- a. **Bench on Fringford Road** – to consider the location, purchase and installation of an additional bench on Fringford Road

The Council considered the suggestion and **RESOLVED** to ask the Stratton Fields Management Company if it would be possible to install a bench on their land at the corner of Fringford Road and Thompson Drive by the grit bin and noticeboard. The Clerk would investigate costs of benches similar to the one installed further down Fringford Road. The Council would make an application to the County Councillor for her priority fund.

**b. Skimmingdish Lane Noticeboard – to receive a progress report**

The Council's application to the SSEN Community Resilience Fund had not been successful and so the Clerk had asked Mr Thompson to refurbish the original board as agreed at the March meeting (Minute reference 16/3/22 16. a.) at a cost of £175.

**c. Remembrance Wreath – to consider a donation to the Royal British Legion for a poppy wreath for Remembrance Day**

The Council **RESOLVED** to agree to contribute £50 for the poppy wreath. The wreath would be ordered. Councillor Sutcliffe agreed to attend the Remembrance Service on 11 November at St Laurence's Church.

**d. Hallowe'en – to receive a progress report**

The Clerk attended a multi-disciplinary meeting with Emergency Planning / Fire Service, Highways, the USAF, the MoD Police and the UK Police on 12 September at the MoD Police House.

The Clerk confirmed that the plans had been put in place as far as possible. However, she wished to highlight that there were fewer houses occupied by Americans and it was unlikely to be as much of a spectacle in the American sector as previously.

**17. Reports from Meetings**

**a. SLCC Branch meeting – 13 September**

The SLCC branch meeting was held in Chinnor. Philip Peacock, the SLCC President, joined the meeting and spoke on the Civility and Respect project. Alex Bond from architects, PCMS Design, also gave a presentation on some of the parish and town council projects he had been involved in. Further discussions included the membership subscription structure and the HMRC thresholds on the home working allowance and mileage rates.

**18. Attendance at Meetings / Events – to consider attendance**

**a. Community First Oxfordshire AGM – 17 October**

No one was available to attend.

**b. Parish Transport Representatives' Meeting – 19 October**

No one was available to attend.

**c. CDC Local Plan workshop – 19 October (7pm – 8.30pm) (rescheduled)**

The workshop had been rearranged from September. Councillor Boughtflower hoped to be able to attend.

**d. Police Rural Resilience Meeting – 26 October, Chesterton**

Councillor Sutcliffe and the Clerk hoped to attend.

**e. CDC Parish Liaison Meeting – Thursday 17 November (online, 6pm – 8pm)**

Councillor Sutcliffe and the Clerk hoped to attend.

- f. CDC Code of Conduct training** – Wednesday 23 November (rescheduled)  
The Clerk would give further details in due course, but emphasised that all Councillors should attend the training if at all possible.

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

- a. A villager** – regarding street lighting in the village: the Clerk would pass the concern on to the County Councillor.

**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 2 November.

**b. Bicester Heritage Sunday Brunch Scramble**

The next Scramble would be on Sunday 8 January. Information and a discount code would be published on the website.

**c. Sign Cleaning Kit**

The Clerk would arrange for the sign cleaning kit to be delivered.

**21. Date of Next Meeting**

The Council **RESOLVED** to agree that the next meeting of the Parish Council would take place on Wednesday 16 November in the Community Room of Gagle Brook School at 7.30pm.

The meeting closed at 9.00pm

Signed .....

Dated .....