

**Minutes of the Meeting of Caversfield Parish Council held on Wednesday
16 November 2022 at 7.30pm in the Community Room of Gagle Brook School**

Present: Cllr Tom Astley (from 7.38pm), Cllr Fiona Hitchcock, Cllr Carol MacKay,
Cllr June Nisbet, Cllr Glenice Sutcliffe (Chairman)

In attendance: 1 member of the public; Cllr Lynn Pratt (CDC) (until 8.24pm), Mrs Jane Olds
(Parish Clerk)

Apologies: Cllr Stewart Boughtflower

1. Apologies for absence – to receive apologies

The Council received and accepted apologies from Cllr Boughtflower.

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

Nothing was declared.

3. Public Participation

One member of the public attended the meeting. Nothing was raised.

4. 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 however, Cllr Sutcliffe and the Clerk had attended the Civic Open Day at RAF Croughton on 9 November. The briefing was given by Col Spinelli and his team. The briefing included reiterating that the USAF would be located at RAF Croughton for the foreseeable future and the information that the housing review had been completed and discussions were ongoing between the USAF and the MoD.

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

Cllr Pratt (CDC) reported that CDC was undertaking the annual budget setting but was waiting for the Government Budget Statement (due the following day). The number of planning applications submitted to the District Council was lower than previous years. Presentations about the Local Plan had been made to the Council and Parishes; a public consultation would follow in December.

6. Reports from the Village Management Companies

No reports had been received.

7:38pm Cllr Astley joined the meeting

7. To receive and approve the Minutes of the Parish Council Meeting held on 5 October

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. Code of Conduct

While the Clerk had received a date for training of Clerks (23 November), no date had been given for training of Councillors.

b. Policies

The Document Retention Policy, Training and Development Policy and the Dignity at Work Policy had been published on the website.

c. Civility and Respect Pledge

The Clerk had registered the Pledge and had received certificate number 388. The logo had been added to the Clerk's email footer and would be added to the website in due course.

9. Governance

a. Councillor Co-option – to consider any applications received for the current vacancy

No applications had been received.

b. Policy Review – to review the following policies

i. Data Protection Policy

The Council **RESOLVED** to agree defer consideration of the policy until the SLCC policy had been updated to include the GDPR information.

ii. Grants Policy and Application Form

The Council considered the revised policy and **RESOLVED** to agree to adopt it with the addition of a GDPR statement on the Application Form.

iii. Privacy Notice

The Council **RESOLVED** to agree to adopt the policy.

iv. Website Accessibility Statement

The Council **RESOLVED** to agree to adopt the policy.

10. Finance

a. Financial Report – to receive the report

As at 31 October the accounts stood at:

Co-op Current Account	£11,954.34
NS&I Account	£2,416.15

Outstanding Payments

None

Standing Orders

		Date Cleared
Clerk's Salary 17 August – 16 September	£169.20	20/9/22
Clerk's Salary 17 September– 16 October	£169.20	17/9/22

Income		Date Cleared
Precept (2nd tranche)	£3,480.00	14/9/22

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

The Council received the inspection reports:

- Cllr Sutcliffe reported that three of the dog bins (on Springfield Road, on Skimmingdish Lane and on Fringford Road) were starting to deteriorate and would need replacement in due course. The grit bins were all full and in good condition.
- Cllr Hitchcock reported that the rubbish bins on Skimmingdish Lane and Springfield Road were in good condition, and that the one on Fringford Road was ‘wonky’, but stable and in a reasonable condition. The two benches were in good condition.
- Cllr Boughtflower would report on the bus shelter and lighting at the next meeting.
- The Clerk reported that the Skimmingdish Lane and Springfield Road noticeboards were in good condition (following the recent refurbishment of the Skimmingdish Lane board), but that the post of the Old School Close board was deteriorating; the Clerk had let Stratton Fields Management Company know that the boards on Thompson Drive were in need of a little renovation.
- The Clerk informed the meeting that Windows 10 was currently scheduled to go end of life in October 2025 and after that there would only be limited support, so she recommended that a budget was built up for a new laptop with Windows 11 capability.

c. Staff Salary – to note the NALC revised cost of living salary scale for the Clerk for 2022/23 together with the amount backdated from April

The Council noted the NALC revised salary scales and the “cost of living” increase of £1 per hour to £12.28 on Scale Point 10. This would make the total monthly expense £184.20

The Council also noted the total backdated pay calculated for the year from April to October was £105.00 which would be paid separately with the relevant HMRC deductions.

d. 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	Oxfordshire Association of Local Councils for internal controls training for Cllr Hitchcock (invoice no: W-2272)	Training	5/10/22 15. a.	£55.00	£66.00

Payment method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank transfer	Calber Facilities Management Ltd for October grass cutting and weed spraying (invoice no: CL459567)	Verge cutting and weed spraying	19/1/22 14. a.	£155.72	£186.86
Bank transfer	Royal British Legion for poppy wreath donation	S137 grants	5/10/22 16. c.	£50.00	£50.00
Bank transfer	Launton Parish Council for contribution to Local Council Administration 12 th edition	Admin costs	20/7/22 10. d.	£40.00	£40.00
Bank transfer	Handmade in Bicester (S Thompson) for noticeboard repair (invoice no: HIB208)	Noticeboard and repair	16/3/22 16. a.	£175.00	£175.00
Bank transfer	I Black for Old School Close grass cutting	Grass cutting	18/5/22 12. i.	£240.00	£240.00
Bank transfer	J Olds for Admin Expenses (printing £25.90)	Admin costs	18/5/22 12. j.	£25.90	£25.90
	J Olds for Mileage Expenses	Mileage expenses	18/5/22 12. j.	£13.50	£13.50
	Total				£39.40
Bank transfer	J Olds for back pay from April to October 2022	Clerk's Salary		£94.60	£94.60

The Council noted the following debit card payments.

Date paid	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
7/11/22	The White Horse Federation for Gagle Brook Community Room Hire on 16 November (invoice no: GB296)	Hall Hire	20/7/22 10. e.	£27.50	£27.50

Date paid	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
7/11/22	HMRC PAYE	Clerk's Salary	16/11/22 10. c.	£10.40	£10.40

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

12. Training

- a. **OALC and SLCC** – to consider any further training offered by OALC and SLCC
The Council noted the updated training list which included additional courses from Breakthrough Communications relating to the Civility and Respect project.

The Council **RESOLVED** to agree that Cllr Sutcliffe attend the Dealing with Difficult People Breakthrough Communications course if she was available.

13. Parish Matters

- a. **Additional Benches** – to consider an application to Councillor Ford's Priority Fund for the purchase and installation of additional Glasdon Phoenix benches on Fringford Road and Skimmingdish Lane
Following objections to the suggestion that the Council install a bench on the corner of Thompson Drive and Fringford Road, the Council **RESOLVED** to agree that this should not go ahead and to consider an alternative use of the funds. As noted in the Fixed Asset report 10. b. the dog bins were starting to deteriorate and the Council **RESOLVED** to agree to apply to Councillor Ford's Priority Fund to fund a replacement programme for the dog waste bins instead.

8.24pm Councillor Pratt left the meeting.

- b. **Snow Clearance** – to consider the snow clearance agreement for the winter 2022/23
The Council **RESOLVED** to agree to continue with the arrangement with Richard Wise to clear the snow, in consultation with the Clerk, at a cost of no more than £70 per hour plus VAT. The roads to be cleared were the Fringford Road from the northern white gates, through the village to the Southwold Lane Turn, the whole of Skimmingdish Lane from the Fringford Road to the A4421 Buckingham Road and Aunt Em's Lane from the B4100 to the Fringford Road.

c. Skimmingdish Lane Noticeboard – to receive a progress report

The Clerk reported that Mr Thompson had refurbished and re-installed the noticeboard on Skimmingdish Lane. The Clerk had written to the Management Company at the Garden Quarter to request that the hedge be kept well maintained behind the board in order to ensure that the damage did not occur again.

d. Hallowe'en – to receive a progress report

The Clerk reported that while there were a few negative comments on social media, the event had been well-behaved and with very little disturbance. A parked bus had caused minor traffic disruption.

e. RAF Air Cadets – to consider whether a Councillor or other member of the village may like to join the Civilian Committee

The Council was pleased that Cllr MacKay was prepared to join the Civilian Committee.

14. Reports from Meetings

a. OALC Internal Controls Course – 20 October

Cllr Hitchcock attended the course which she found very helpful. She had already asked the Clerk a number of questions which the Clerk answered fully.

b. Police Rural Resilience Meeting – 26 October

The Clerk attended the meeting. It was very well attended by a wide variety of parishes. The Police Officer responsible for the TVP Speedwatch programme made a presentation followed by the Police and Crime Commissioner – Matthew Barber.

c. SLCC Conference – 1 – 3 November

The Clerk had attended the Conference and provided the Council with a written report.

15. Attendance at Meetings / Events – to consider attendance

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

Councillor Sutcliffe and the Clerk hoped to attend.

b. OCC's Vision Zero Summit – 25 November 9.30am – 4.30pm at The King's Centre, Osney Mead, OX2 0ES

No Councillors were able to attend.

c. CDC LGA Corporate Peer Challenge – 1 December 11.30 – 12.30 at Bodicote House

No Councillors were able to attend.

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

Nothing additional had been received.

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 4 January 2023.

b. Skimmingdish Lane Junction Flooding

It had been noted that there was significant flooding due to a blocked drain at the junction of Skimmingdish Lane and the A4421. This had been escalated to the County Councillor.

c. Bicester Good Neighbour Scheme

It was understood that the Bicester Good Neighbour Scheme was over-subscribed with people needing help, but did not have enough volunteers / befrienders. The group had asked for help publicising the need for helpers.

18. Date of Next Meeting

The Council **RESOLVED** to agree that the next meeting of the Parish Council would take place on Wednesday 18 January in the Community Room of Gagle Brook School at 7.30pm.

The meeting closed at 8.57pm

Signed

Dated