

Minutes of the Meeting of Caversfield Parish Council held on Wednesday 18 January 2023 at 7.30pm in the Community Room of Gagle Brook School

- Present:** Cllr Tom Astley, Cllr Stewart Boughtflower, Cllr Fiona Hitchcock, Cllr June Nisbet (Chairman of the meeting)
- In attendance:** RAF Croughton representatives: Col Spinelli (USAF), Sqn Ldr Sheeran (RAF) and Ms Haddy (until 8pm); Cllr Nick Mawer (CDC) (until 8.13pm), Cllr Donna Ford (OCC), Mrs Jane Olds (Parish Clerk)
- Apologies:** Cllr Carol MacKay, Cllr Glenice Sutcliffe (Chairman)

1. Election of Chairman for the meeting

Due to Councillor Sutcliffe's absence, the Council **RESOLVED** to agree to elect Councillor Nisbet to chair the meeting.

2. Apologies for absence – to receive apologies

The Council received and accepted apologies from Cllrs MacKay and Sutcliffe.

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

The Chairman welcomed Colonel Spinelli, Squadron Leader Sheeran and Ms Haddy to the meeting. Col Spinelli reported that it had been agreed that 96 of the houses currently maintained by the USAF for the use of American personnel working at RAF Croughton would be divested back to the MoD with the Defence Infrastructure Organisation being responsible for the handover. The handover was likely to take between 18 and 24 months, but it was not known what the MoD plan was for the houses. However, the US would still have a strong presence in the village as they would still be maintaining about 100 houses.

It was hoped that the newly re-formed British American Committee would help to run a fete to celebrate the King's Coronation on 6 May. More information would be available after a meeting on 14 February.

Ms Haddy confirmed that she had arranged to host an employment week at RAF Croughton to support the families of service personnel who may wish to seek employment in the area. She had invited organisations to the base to advertise their vacancies on 3 February.

Col Spinelli also informed the meeting that there were vacancies for locally engaged staff on the base.

Ms Haddy, Sqn Ldr Sheeran and the Clerk had started to investigate the possibility of installing a defibrillator at the MoD Police House.

8.00pm: the three representatives left the meeting.

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

Cllr Ford (OCC) reported that the village was still on the list for the 20mph area, but there was no implementation date. A consultation on the budget had taken place.

The OCC exploratory works for the Banbury Road roundabout conversion to a controlled crossroad was going ahead despite opposition.

Clls Pratt and Slaymaker sent their apologies. Cllr Mawer (CDC) reported that the 'Firethorn' application (reference 21/01630/OUT) on vacant land in the Eco Town had gone to the Planning Committee on 12 January but the Committee had requested it be deferred as additional information had been submitted to the Committee shortly before the meeting which could not be fully considered and they did not believe it conformed with the eco credentials of the rest of the site. The draft Local Plan had been considered by the CDC Overview and Scrutiny Committee which had raised some issues. It was due to be considered by the Executive on 19 January but it was understood that consideration may be deferred to enable more time for clarification prior to going to Consultation.

8.13pm: Cllr Mawer left the meeting

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 16 November

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

9. Update on progress from the Minutes

a. Policy Review

The Data Protection Policy, the Grants Policy, the Privacy Notice and the Website Accessibility Statement had all been updated and published.

b. Snow Clearance

The Clerk had written to the contractor to confirm the arrangements.

10. Code of Conduct

- a. Adoption of the revised Code of Conduct** – to consider adopting the Code of Conduct recently adopted by Oxfordshire County Council and Cherwell District Council as the code for members and co-opted members of Caversfield Parish Council. This will replace the current Code of Conduct

The Council noted that under section 7 of the Code it was the responsibility of the District Council Monitoring Officer, not the Proper Officer of the Council (i.e. the Clerk), to receive disclosable pecuniary interests of Councillors and to deal with registration of interests as set out in the Localism Act 2011.

The Council considered the Code of Conduct and **RESOLVED** to agree to adopt it with the appropriate changes.

The Council **RESOLVED** to agree to attend training provided by the District Council when it was arranged.

- b. Monitoring Officer notification** – to note that the Clerk will inform the Monitoring Officer of the adoption
The Council noted that the Clerk would inform the Monitoring Officer of the adoption.
- c. Register of Members' Interests Forms** – to note that new Register of Members' Interests forms will need to be completed in line with the new Code of Conduct
The Council noted the new forms. The Clerk would distribute the forms for Councillors' completion.

11. 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 policy
 - i. Expenses Policy**
The Council **RESOLVED** to agree the policy with minor amendments.
- a. Meeting Dates** – to consider and agree the meeting dates from May 2023
The Council **RESOLVED** to agree the following dates for Parish Council meetings, with planning meetings convened as required.

17 May – Annual Parish Meeting 7.30pm followed by the Annual Meeting of the Parish Council at 8pm

19 July

20 September

15 November

2024

17 January

20 March

12. Training

- a. OALC and SLCC** – to consider any further training offered by OALC and SLCC
The Council noted the new training schedule.

- b. SLCC Practitioners' Conference** – to consider a contribution for the Clerk's attendance
The Council **RESOLVED** to agree to make a contribution of £80 from the training budget towards the Clerk's attendance at the SLCC Practitioners' Conference. Attendance would contribute to the Clerk's Continual Professional Development. The Council **RESOLVED** to agree to pay the invoice in full and the Clerk would also make a contribution of £250 to cover the net payment of £330.00.

13. Finance

- a. Financial Report and Budget Monitoring Report** – to receive the reports for information

As at 30 December, the accounts stood at:

Co-op Current Account	£10,671.18
NS&I Account	£2,416.15

Standing Orders		Date Cleared
Clerk's Salary 17 October – 16 November	£169.20	17/11/22
Clerk's Salary 17 November – 16 December	£184.20	19/12/22

Income

None

The Budget Monitoring Report had been published on the website.

- b. 23/24 Budget** – to consider the draft budget
The Clerk presented the draft budget which the Council considered. Following discussion, the Council **RESOLVED** to agree to a budget of £10,094.
- c. 23/24 Precept** – to consider and agree the setting of the Precept
CDC had informed the Parish that the estimated Tax Base for 2023/24 would be 561.7 (previous year 556.2).

Having agreed the budget, the Council considered the Precept and **RESOLVED** to agree to an increase of £1,044. on the previous year to £8,004. The annual cost to a Band D household would be £14.25 - an increase of £3.12 over the whole year.

The Clerk would inform CDC of the decision.
- d. Fixed Assets** – to review the condition of the fixed assets
The Council **RESOLVED** to agree to defer the report on the bus shelter and lighting to the next meeting.
- 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.

Payment method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank transfer	Society of Local Council Clerks for Practitioners' Conference	Training	18/1/23 12.b.	£330.00	£375.00

The Council noted the following debit card payment.

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 18 January (invoice no: GB306)	Hall Hire	20/7/22 10.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
No planning applications had been received.

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

- 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.”
Permission for development (16 November 22)
- i. 22/03591/TCA** at The Garden Quarter Skimmingdish Lane, OX27 8AD for “T1 x Willow - On boundary fence and overhanging footpath trail. Tree has huge split at base and is likely to calapse over footpath as similar nearby trees have. Recommend a crown reduction of up to 3m to reduce weight and risk of failure. T2 x Maple (tag. 670) - Old Ambulance Station. Overhanging property. Removal of one primary branch, lowest primary branch on tree T4 x Maple (tag. 625) - Building 33. Branch is growing towards and touching neighbouring property. Removal of one primary branch, lowest primary branch on tree. G1 x (4x Maple trees) - Low hanging branches into parking spaces. Recommend Crown lift (tip reduce) to 4m above parking area, removing up to 3m T9 x Maple - Building 46. Purple Plum. Branch over extended, leaning towards and touching corner of the building. Recommend 2m Crown reduction from tips, back to good growth points, to clear building. T10 x Maple - Ration Store. Multiple branches nearly touching roof and gutter. Remove 4x secondary branches and 1x small primary branch, back to forks to clear 2m gap from building. T20 x Horse Chestnut (tag. 71) - Building 25. Tree has branches growing

towards and touching building. Recommend Crown reduction cutting 4x branches, back to previous cut points, removing up to 3m from tips.”

Notice of intent to undertake works to trees in a conservation area (9 January)

15. Parish Matters

- a. **OCC Tree Planting** – to consider an appropriate location for a tree to be planted on OCC Highway land

The Council considered locations but was unable to identify a suitable area.

- b. **Replacement Dog Waste Bins** – to consider an application to Councillor Ford’s Priority Fund for the purchase and installation of dog waste bins for Springfield Road, Skimmingdish Lane and Fringford Road

The Council **RESOLVED** to agree to apply to Councillor Ford’s Priority Fund for the purchase of four red Earth Anchors 45litre steel dog waste bins at a cost of £208.00 each including anchor fixing post; the installation tool and delivery would be an additional £158.00. To replace the bins currently in situ.

The Clerk would complete the application form and submit it to Councillor Ford as soon as possible.

- c. **Village Spring Clean** – to arrange the date for the Spring Clean

The Council **RESOLVED** to agree to defer the item until Councillor Sutcliffe was available.

16. Reports from Meetings

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

The Clerk made a report. Cllr Barry Wood gave his usual overview of the work of CDC which included the completion of the ‘decoupling’ from OCC, a new Annual Delivery Plan which had been produced for the new stand-alone council (the first time in many years), the Local Government Association Peer Review process and the budget. Other topics included a presentation about the UK Shared Prosperity Fund; tax base calculations and precept setting; internal controls and fraud prevention (given by the Clerk in her capacity as Oxfordshire Branch SLCC Chairman) and the Civility and Respect pledge.

17. Attendance at Meetings / Events – to consider attendance

- a. **CPRE** – online discussion regarding CDC Local Plan – 26 January 6-7pm

No Councillors were able to attend.

- b. **PTR Meeting – 21 February 1.30pm via Teams**

No Councillors were able to attend.

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

Nothing additional had been received.

19. 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 1 March 2023.

b. Bicester Heritage April Scramble – 23 April

Details of the date and the local residents' discount were available on the Parish Council website and advertised on social media.

20. Date of Next Meeting

The Council **RESOLVED** to agree that the next meeting of the Parish Council would take place on Wednesday 15 March in the Community Room of Gagle Brook School at 7.30pm.

The meeting closed at 9.30pm

Signed

Dated