

**Minutes of the Meeting of Caversfield Parish Council held on
Wednesday 15 March 2023 at 7.50pm in the Community Room of Gagle Brook School**

- Present:** Cllr Stewart Boughtflower (from 8.10pm until 8.28pm), Cllr June Nisbet,
Cllr Glenice Sutcliffe (Chairman)
- In attendance:** Cllrs Nick Mawer and Lynn Pratt (CDC); Cllr Donna Ford (OCC); 5 members
of the public; Mrs Jane Olds (Parish Clerk)
- Apologies:** Cllr Fiona Hitchcock

The formal meeting was not able to commence until 8.10pm due to being inquorate. Items before the meeting commenced could be received for information.

1. Public Participation

The meeting commenced with public participation which could be held while the Council was not quorate.

Members of the public requested information about the 'Firethorn' development (reference 21/01630/OUT) in the Eco-town which the District and County Councillors were able to answer. The applicant had referred the application to the Planning Inspector due to non-determination.

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

Cllr Ford (OCC) reported that OCC had considered the budget and Council Tax requirement and it would be increasing by the maximum permitted 5%. No information had been received about the 20mph zone for the village. It was understood that the Parish may be responsible for the tree which OCC were planting on Skimmingdish Lane; further information would be requested from the Arboricultural team at OCC. The E1 bus service was to be stopped shortly and a new route arranged; unfortunately the new route was not likely to cover Caversfield.

Cllrs Pratt and Mawer (CDC) reported that the village was eligible to apply for a Coronation Grant. The budget and Council Tax requirement had been agreed at the end of February. CDC would be increasing the Council Tax demand by £5 per year for a Band D property. It was understood that £42m towards the redevelopment of Bicester Town Centre / Market Square had been awarded by central Government. The Local Plan consultation had been deferred until after the elections.

Cllr Slaymaker (CDC) sent his apologies.

8.10pm Cllr Boughtflower joined the meeting.

The meeting formally commenced.

3. Apologies for absence – to receive apologies

The Council received and accepted apologies from Cllr Hitchcock.

The Council noted the resignations of Tom Astley and Carol MacKay and thanked them for their contributions to the work of the Council.

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

Nothing was declared.

5. To welcome USAF Croughton Commander and RAF Liaison Officer – to provide an update on MoD issues

No report had been received.

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 January

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

8. Governance

a. Councillor Co-option – to consider any applications received for the current vacancy
No applications had been received.

b. Elections – to receive a report about the forthcoming elections (4 May)
The Clerk gave a briefing about the forthcoming elections and had provided the Councillors with some guidance. The CDC briefing was scheduled for 16 March.

c. Policy Review – to review the following policy

i. **Freedom of Information Policy and Publication Scheme**

ii. **Gifts and Hospitality Policy and notification form**

iii. **Social Media and Electronic Communication Policy**

Due to time constraints, the Council **RESOLVED** to agree to defer consideration of the policies until the May meeting.

9. Finance

a. Financial Report – to receive the reports for information

As at 28 February, the accounts stood at:

Co-op Current Account	£10,115.28
NS&I Account	£2,418.40

Standing Orders

Date Cleared

Clerk's Salary 17 December – 16 January	£184.20	17/1/23
Clerk's Salary 17 January – 16 February	£184.20	17/2/23

Income

NS&I - Interest	£2.25	1/1/23
J Olds - Training contribution	£250.00	20/1/23

b. Grants – to consider any requests received

Due to time constraints, the Council **RESOLVED** to agree to defer consideration of the grants until the May meeting and to vire the unspent budget to 2023/24.

c. Fixed Assets – to review the condition of the bus shelter and lighting

Due to time constraints, the Council **RESOLVED** to agree to defer consideration of the condition of the bus shelter and lighting until the May meeting.

d. Staff Salary and Home Working Allowance

i. To agree to continue to pay the staff salary by bankers Standing Order

The Council **RESOLVED** to agree to continue to pay the staff salary by bankers Standing Order.

ii. To consider offering the full allowance of £6 per week for the year 22/23 (paid annually) and 23/24 (paid every four months) following HMRC regulations

The Council **RESOLVED** to agree to pay the full allowance of £6 per week for the year 2022/23 and in 2023/24 to pay £104 every four months, at the same time as the Clerk submitted her expenses.

e. Invoices for Payment – 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	Open Spaces Society for annual membership subscription	Subscriptions	18/5/22 12. i.	£45.00	£45.00
Bank Transfer	Community First Oxfordshire for annual membership subscription	Subscriptions	18/5/22 12. j.	£70.00	£70.00
Bank Transfer	Oxfordshire Association of Local Councils for annual membership subscription (invoice no: C00016/2023/3)	Subscriptions	18/5/22 12. j.	£281.40	£337.68
Bank Transfer	Launton Parish Council for contribution to data projector provision	Hall Hire	18/5/22 12. j.	£30.00	£30.00

Payment method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	J Olds for Admin Expenses (printing £33.70; postage £0.75)	Admin Costs	18/5/22 12. j.	£34.45	£34.45
	J Olds for Mileage Expenses	Mileage Expenses	18/5/22 12. j.	£27.90	£27.90
	J Olds for home working allowance to cover broadband, electricity and energy	Home Working Allowance	15/03/23 9. d. ii.	£312.00	£312.00
	Total				£374.35
Bank Transfer	CPRE for annual membership subscription	Subscriptions	18/5/22 12. j.	£36.00	£36.00
Bank Transfer	SLCC 23/24 membership subscription (shared with Launton) (invoice no: Mem243580-1)	Subscriptions	18/5/22 12. j.	£37.93	£37.93

The Council noted the following debit card payment.

Date paid	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
6/3/23	The White Horse Federation for Gagle Brook Community Room Hire on 15 March (Invoice no: GB313)	Hall Hire	20/7/22 10. e.	£27.50	£27.50

10. Date of Next Meeting

The Council **RESOLVED** to agree that the next meeting of the Parish Council (the Annual Parish Council meeting) would take place on Wednesday 17 May in the Community Room of Gagle Brook School following the Annual Parish Meeting which would commence at 7.30pm.

8.28pm: Cllr Boughtflower left the meeting and the meeting closed due to being inquorate.

The Clerk gave updates on other items on the agenda

11. Update on progress from the Minutes of 18 January

a. Expenses Policy

The Expenses Policy had been updated and published.

b. Precept

The Clerk had notified CDC and received confirmation of receipt.

12. Training

a. NALC, OALC and SLCC – to consider any further training offered by NALC, OALC and SLCC

The Clerk provided the training schedule

b. Financial Introduction to Local Council Administration (FILCA) – to note the Clerk's qualification

The Clerk informed the meeting that she had undertaken, and passed, FILCA (with no financial impact on the Council).

a. SLCC Practitioners' Conference – to consider a contribution for the Clerk's attendance

The Clerk had attended the SLCC Practitioners' Conference on 1 and 2 February. The sessions included Lee Rowley MP, Parliamentary Under Secretary of State in the Department for Levelling Up, Housing and Communities; Self Motivation and Personal Empowerment; Government reforms of the planning system; cyber crime; youth engagement; memorial safety; a keynote session on "When Public Servants say No" and finally how to deal with the media in the event of a crisis.

13. 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.

c. OCC Minerals and Waste Plan – to receive an update

A new Minerals and Waste plan which combined the actual plan and the site allocations was to be progressed.

Public consultation was expected in the summer but OCC was currently undertaking a 'call for sites' exercise which would close on 12 April.

14. Parish Matters

a. OCC Tree Planting – to receive an update

The Clerk informed the meeting that the tree selected by the OCC team was a Sorbus commixta 'Olympic Flame'. It would be planted on the OCC highway verge on the

southern side of Skimmingdish Lane. The Clerk would be following up whose responsibility the maintenance would be.

b. Replacement Dog Waste Bins – to receive an update

The Clerk had submitted the application for grant support and was awaiting news from Cllr Ford.

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

The Village Spring Clean would take place on Saturday 29 April. The Clerk would arrange the equipment.

d. Old School Close Grass Cutting – to consider continuing the current arrangement

The item had to be deferred.

15. Reports from Meetings

a. Police Rural Resilience Meeting – 15 February

The Clerk attended the meeting. A presentation was given by one of TVP's Cyber Protect Officers about cyber crime and what individuals could do to help themselves.

b. SLCC Branch Meeting – 7 March

The Clerk had chaired the in-person meeting at Henley Town Hall. Sadly, the SLCC President, Linda Carter could not attend due to the snow, but Steve Corrigan from South and Vale Democratic and Elections team gave a presentation about elections and the Clerk gave a presentation about Year End, the AGAR and Internal Audit.

16. Attendance at Meetings / Events – to consider attendance

a. TVERC – Spring Recorders Conference – 18 March

No Councillors were able to attend.

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

Nothing additional had been received.

18. 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 3 May 2023.

b. Flywheel at Bicester Heritage on 17 and 18 June

A 30% local residents discount code : BristolBlenheim was available for the event.

c. Bicester 'health hub'

The proposed hub which was to be based at Graven Hill was not going ahead for the time being.

Signed

Dated