

CAVERSFIELD PARISH COUNCIL

To Members of the Council: you are summoned to attend the Meeting of Caversfield Parish Council on **Wednesday 19 July 2023** in the Community Room at Gagle Brook School, Elmsbrook at 7.30pm

Members of the Public: you are invited to attend.

AGENDA

1. **Apologies for absence** – to receive apologies
2. **Requests for Dispensations, Declarations of interest, gifts and hospitality** – to receive any requests for Dispensations, Declarations of Interest from Councillors relating to items on the Agenda, in accordance with the Council's code of conduct
3. **Public participation** – to receive questions from members of the public relating to items on the Agenda, in accordance with the Council's code of conduct and standing orders
4. **To welcome RAF Croughton Commander and Liaison Officer** – to receive an update on MoD issues
5. **Reports from District and County Councillors** – for information only
6. **Reports from the Village Management Companies** – for information only
7. **Minutes** – to confirm the Minutes of the meeting held on 17 May
8. **Update on progress from the previous Minutes** – the Clerk / Chairman will report on progress of outstanding items which do not require further decision
9. **Governance**
 - a. **Councillor Co-option** – to consider the vacancy and any applications received for co-option resulting from the uncontested election
 - b. **Insurance** – to consider and agree the insurance policy renewal
 - c. **Policy Review** – to review the following policies
 - i. Complaints Procedure and Form
 - ii. Internal Audit Terms of Reference
 - iii. Planning protocol on pre-application meetings
 - iv. Staffing Committee terms of reference
 - v. Councillor Vacancy Procedure and co-option form
 - d. **Telephone connection for the Clerk** – to consider the purchase of a mobile telephone and sim-only connection contract
 - e. **Website Domain Name** – to receive a report about updating the website domain to gov.uk
10. **Finance**
 - a. **Financial Report** – to receive the report for information
 - b. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
 - c. **Internal Financial Control** – to receive a report from the Councillor responsible for internal financial control
 - d. **Internal Audit Review of Effectiveness** – to review the effectiveness of the 2022/23 internal audit
 - e. **Internal Auditor** – to consider the appointment of the Parish Internal Auditor for the year 2023/24

- f. **Hall Hire** – to consider the hall hire rates from September
- g. **Invoices for Payment** – to consider invoices for payment itemised on the payment schedule
- 11. **Training**
 - a. **NALC, OALC and SLCC** – to consider any further training offered by NALC, OALC and SLCC
- 12. **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. R3.0083/23 (Oxfordshire County Council) Land at existing roundabout junction of the B4100 Banbury Road and the A4095 Southwold Lane and the agricultural/open space adjacent to it, Bicester, Oxfordshire for “Application to continue the development permitted by R3.0094/21 (the redevelopment of the existing Banbury Road roundabout at the junction of the B4100 and the A4095. The revised junction will comprise a signalised four arm crossroad junction with three- and two-lane entries and improved cycle and pedestrian facilities) without complying with conditions 1, 5 and 8 to make minor material amendments to the footway/cycleway design and to provide an arboricultural method statement and ecological enhancement method statement at Land at existing roundabout junction of the B4100 Banbury Road and the A4095 Southwold Lane and the agricultural/open space adjacent to it, Bicester, Oxfordshire”
<https://myeplanning2.oxfordshire.gov.uk/Planning/Display/R3.0083/23/>
 - b. **Planning application reference 23/01085/F** – to note the response
 - c. **Notices of Decision** – to note any notices of decision received
- 13. **Parish Matters** – to consider any parish matters
 - a. **OCC Tree Planting** – to receive an update
 - b. **Replacement Dog Waste Bins** – to receive an update on the purchase of three dog waste bins
 - c. **20mph Zone** – to consider the map for the proposed 20mph Zone
- 14. **Reports from Meetings** – to receive reports from any meetings attended
- 15. **Attendance at Meetings** – to consider attendance
- 16. **Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required
- 17. **Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Wednesday 6 September 2023
- 18. **Date of next meeting:** to confirm the date of the next meeting as Wednesday 20 September 2023 (third Wednesday of alternate month) at 7.30pm

Jane Olds

Jane Olds, Clerk to the Council
13 Oak Close, Bicester, OX26 3XD

Dated: 12 July 2023

clerk@caversfieldpc.org.uk
01869 247171 www.caversfieldpc.org.uk