

**Minutes of the Meeting of Caversfield Parish Council held on Wednesday 19 July 2023
at 7.30pm in the Community Room of Gagle Brook School**

Present: Cllr Fiona Hitchcock, Cllr June Nisbet, Cllr Roger Shipway,
Cllr Glenice Sutcliffe (Chairman) (from 7.53pm) Cllr Janet Zanin
In attendance: 2 members of the public (1 arrived 7.50pm); Mrs Jane Olds (Parish Clerk);
Cllr Donna Ford (OCC), Cllr Simon Lytton (CDC)
Absent: Cllr Stewart Boughtflower

1. Election of Chairman for the meeting

The Council **RESOLVED** to agree to elect Councillor June Nisbet to chair the meeting until Councillor Sutcliffe arrived.

2. Apologies for absence – to receive apologies

No apologies were received.

3. 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
Nothing was declared.

4. Public Participation

Two members of the public attended the meeting. One member of the public requested a mirror be reinstated on Fringford Road opposite Aunt Em’s Lane and that street lighting be implemented on Skimmingdish Lane.

5. To welcome RAF Croughton Commander and Liaison Officer – to receive an update on MoD issues
No report had been received.

6. Reports from District and County Councillors – for information only
Councillor Ford (OCC) reported that the Banbury Road roundabout work costs were increasing and it was now expected to cost in the region of £10.7m; she had been raising concerns about the need for the work.

Councillor Lytton (CDC) reported that he was currently learning the work of CDC, but that he agreed with Councillor Ford that the Banbury Road roundabout works were unnecessary. He further reported that the Chief Executive had resigned.

7. Reports from the Village Management Companies

A report had been received from the owners of the land behind Rau Court / Woodfield Road following concerns about children, again, going onto the land and climbing on the water tower. The owners would be taking action to ensure that the fence is repaired and would be considering removal of the water tower.

7.53pm: Councillor Sutcliffe arrived and took the Chair.

8. To receive and approve the Minutes of the Parish Council Meeting held on 17 May

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 previous Minutes – the Clerk / Chairman will report on progress of outstanding items which do not require further decision

a. Policy Review

The Freedom of Information Policy and Publication Scheme, Gifts and Hospitality Policy, Social Media and Electronic Communication Policy, Dispensations Procedure, Internal Financial Control Policy and the Scheme of Delegation had all been published on the website.

b. Risk Assessment

The Risk Assessment had been updated and published on the website.

c. Fringford Road weed spraying

The majority of the weed spraying had been completed and the weeds had been cleared away. The area beyond the southern white gates had been omitted and the Clerk had asked for this to be rectified.

10. Governance

- a. Councillor Co-option** – to consider the vacancies and any applications received for co-option resulting from the uncontested election
No applications had been received.

b. Policy Review – to review the following policies

i. Complaints Procedure and Form

The Council considered the procedure and **RESOLVED** to agree to adopt the procedure and form.

ii. Internal Audit Terms of Reference

The Council considered the Internal Audit Terms of Reference and **RESOLVED** to agree to adopt it.

iii. Planning protocol on pre-application meetings

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

iv. Staffing Committee terms of reference

The Council considered the Terms of Reference and **RESOLVED** to agree to adopt it.

v. Councillor Vacancy Procedure and co-option form

The Council considered the Vacancy Procedure and **RESOLVED** to agree to adopt the procedure and form.

c. Insurance – to consider and agree the insurance policy renewal

The Council acknowledged that this was the second year of a three-year long term agreement with Zurich and considered the renewal of £330.12 (an increase from £325.03 the previous year) and **RESOLVED** to agree to accept the quotation.

d. Telephone connection for the Clerk – to consider the purchase of a mobile telephone and sim-only connection contract

The Council considered the provision of a mobile telephone which could be used for all Parish Council business including the various verification codes which required a mobile number.

The Council **RESOLVED** to agree to the purchase of a refurbished iPhone SE2020 up to a cost of £150 (excl VAT) together with a sim-only pay monthly 30 day rolling contract with either Giffgaff at £6.00 a month for 2 GB data, unlimited calls and texts or 3 (via SLCC Rewards) at £7.00 for 8GB data, unlimited calls (if Giffgaff did not do WiFi calling).

e. Website Domain Name – to receive a report about updating the website domain to gov.uk

The Clerk reported that she had attended two sessions with the CDDO (Central Digital and Data Office – part of the Cabinet Office). The team was currently analysing the questionnaires / discussions they had had with the participants. SLCC staff were meeting weekly with the team and it was hoped that NALC could be encouraged to join.

11. Finance

a. Financial Report – to receive the reports for information

As at 30 June, the accounts stood at:

Co-op Current Account	£19,936.10
NS&I Account	£2,418.40

Standing Orders		Date Cleared
Clerk's Salary 17 April – 16 May	£184.20	17/5/23
Clerk's Salary 17 May – 16 June	£184.20	19/6/23

Debit Card Payments

White Horse Federation - July Hall Hire	£27.50	10/7/23
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Income

VAT Reclaim 1 April 22 to 31 March 23	£521.76	10/5/23
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The exemption certificate for the Annual Governance and Accountability Return (AGAR) was submitted to the External Auditor (Moore) on 24 May. The public rights inspection dates were from Monday 5 June until Friday 14 July.

The Clerk had received confirmation from the bank on 11 July that the change of signatory form had been received and the request to add Cllr Shipway and remove Mr Astley had been completed. The internet banking provision would be provided in due course.

- b. Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements

The Council received the bank statements.

- c. Internal Financial Control** – to receive a report from the Councillor responsible for internal financial control

Councillor Hitchcock made her inspection on 31 May and reported that all was in order.

- d. Internal Audit Review of Effectiveness** – to review the effectiveness of the 2022/23 internal audit

The Council considered the statements and **RESOLVED** to agree them. The form was signed.

- e. Internal Auditor** – to consider the appointment of the Parish Internal Auditor for the year 2023/24

The Council **RESOLVED** to agree to appoint Elaine Anstee for a further year.

- f. Hall Hire** – to consider the hall hire rates from September

The Council was not able to consider the rates as they had not been received.

- g. 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	Clean Slate – grant agreed in May	S137 grants	17/5/23 13. g.	£100.00	£100.00
Bank transfer	MyVision Oxfordshire	S137 grants	17/5/23 13. g.	£100.00	£100.00
Bank transfer	Calber Facilities Management Ltd for May grass cutting (invoice no: CL464012)	Verge cutting and weed spraying	19/1/22 14. a.	£155.72	£186.86

Payment method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
	Calber Facilities Management Ltd for June grass cutting and weed spraying (invoice no: CL464673)	Verge cutting and weed spraying	19/1/22 14. a.	£270.72	£324.86
	Total				£511.72
Bank transfer	Oxfordshire Association of Local Councils for Councillor Fundamentals for Cllr Shipway (invoice no: W-2601)	Training	17/5/23 14. a.	£50.00	£60.00
Bank transfer	Cherwell District Council for uncontested election fee	Election charges	17/5/23 13. i.	£100.00	£100.00
Bank transfer	Navitas Design Ltd for webhosting (invoice no: Inv-31011)	Website and training	17/5/23 13. j.	£53.99	£64.79
Bank transfer	Zurich for insurance (invoice no: 524285884)	Insurance	19/7/23 10. c.	£330.12	£330.12
Bank transfer	JMC Olds for Admin expenses (printing £57.34; stationery £0.71; postage £1.26)	Admin costs	17/5/23 13. k.	£59.31	£59.31
	Mileage expenses	Mileage expenses		£39.69	£39.69
	Home working expenses	Home working expenses		£104.00	£104.00
	Total				£203.00

12. Training

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

The Council reviewed the list and **RESOLVED** to approve the Clerk's attendance at the SLCC Managing Cyber Security Webinar on 6 September. The Clerk would make the payment with the debit card.

Councillor Shipway had attended the OALC Councillor Fundamentals session on 13 July.

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
 - 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”

The Council considered the application and **RESOLVED** to object to the application as very little had changed following the response sent to the County Council on 9 April 2021 and therefore the same concerns remained. In addition to the previous concerns, the Council wished to highlight the danger of the right turn into Aunt Em’s Lane.

- b. **Planning application reference 23/01085/F** – to note the response
The Council noted the response to the application which had been discussed using the Clerk’s delegated responsibility.
- c. **Notices of Decision** – to note any notices of decision received
 - i. **23/01176/F** at 18 Elderfield Road, OX27 8UD for “Single storey front extension and permeable block paving to parking area.”
Permission for development (27 June)

14. Parish Matters – to consider any parish matters

- a. **OCC Tree Planting** – to receive an update
The Council received the update. Councillor Hitchcock agreed to check the tree and water it when possible.
- b. **Replacement Dog Waste Bins** – to receive an update on the purchase of three dog waste bins
The Clerk had not had the opportunity to place the order. She would liaise with Councillor Sutcliffe regarding installation.

- c. **20mph Zone** – to consider the map for the proposed 20mph Zone
The Council considered the map about the proposed speed limit changes and **RESOLVED** to agree that the signage points were acceptable and to await the consultation.

15. Reports from Meetings – to receive reports from any meetings attended

a. CDC Planning Development Focus Group – 31 May (virtual)

The Clerk attended the meeting. The team gave a brief presentation and wanted feedback on what was working well and what could be improved.

b. CDC Parish Liaison Meeting – 14 June at Bodicote House, Banbury

Councillors Sutcliffe and Nisbet, together with the Clerk attended the meeting.

Cllr Barry Wood gave his usual update about the current situation at CDC. He was concerned about the financial constraints on next year's budget. This year they were having to make £1m of savings, but next year's savings would need to be in the region of £4m which would be a challenge. A review of priorities would take place together with trying to maximise income opportunities.

Ed Potter from Environmental Services gave a presentation about the refuse and recycling, street cleansing, dog bins etc and the challenges of trying to become 'greener' while running an ever-increasing fleet of vehicles and bin lorries.

Jo Miskin gave a presentation about CDC's response to climate change and then the Planning Team gave an update. The Local Plan would not be going to Council until after the summer holidays to take account of the queries which arose from the consideration at Executive earlier in the year.

c. OALC – OCC Day 27 June – Oxford

The Clerk attended the day. It started with an introduction from the new Chief Executive – Martin Reeves, then Mark Priddey from the Oxford History Centre gave a presentation about the county archives, Emergency Planning gave an update. After lunch, the Countryside Access team gave an update and then finally the Highways team.

d. OALC AGM – Monday 3 July at Beckley and Stowood Village Hall

Councillor Sutcliffe and the Clerk attended. Chloe Taylor, the OCC Interim Head of Strategy gave a brief talk about the OCC priorities and that it was an aim to work more closely with parish and town councils. The Clerk made a presentation about how SLCC could help parish clerks and about Local Council Clerk Week (10 – 14 July).

16. Attendance at Meetings – to consider attendance

No meetings were currently planned.

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

a. Enquiry about street lights on Skimmingdish Lane – referred to OCC.

18. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 6 September 2023

a. Howes Lane Closure

Howes Lane was scheduled to be closed from 24 July up to and including 29 October 2023 for the installation of SSE cables and equipment for the next phase of the EcoTown.

19. Date of Next Meeting

The Council **RESOLVED** to agree that the next meeting of the Parish Council would take place on Wednesday 20 September in the Community Room of Gagle Brook School at 7.30pm.

The meeting closed at 9.04pm

Signed

Dated