

CAVERSFIELD PARISH COUNCIL

To Members of the Council: you are summoned to attend the Meeting of Caversfield Parish Council on **Wednesday 15 November 2023** in the Chinnery Room at Fringford Village Hall 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. **Richborough Estates** – to receive a presentation about proposals for the potential development of land to the west of Fringford Road, and north of Aunt Ems Lane, just to the west of Caversfield
5. **To welcome RAF Croughton Commander and Liaison Officer** – to receive an update on MoD issues
6. **Reports from District and County Councillors** – for information only
7. **Reports from the Village Management Companies** – for information only
8. **Minutes** – to confirm the Minutes of the meeting held on 20 September
9. **Update on progress from the previous Minutes** – the Clerk / Chairman will report on progress of outstanding items which do not require further decision
10. **Governance**
 - a. **Policy Review** – to review the following policies
 - i. Debit Card Use Policy
 - ii. Website Policy
 - b. **Website**
 - i. **Domain Name** – to receive a report about updating the website domain to gov.uk
 - ii. **Review of website** – to appoint two Councillors to review the content (as per the Website Policy)
 - c. **Oxfordshire County Council Grass Cutting Agreement** – to consider the revised agreement
 - d. **OCC / OALC Councils' Charter** – to consider a response to the survey
11. **Finance**
 - a. **Financial Report** – to receive the reports 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. **Draft Budget** – to consider holding an informal briefing session
 - e. **Remembrance Wreath** – to consider the contribution to the Royal British Legion for the poppy wreath for Remembrance Day

- f. **Staff Salary** – to note the NALC revised cost of living salary scale for the Clerk for 2023/24 together with the amount backdated from April
- g. **Invoices for Payment** – to consider invoices for payment itemised on the payment schedule
- 12. **Training**
 - a. **NALC, OALC and SLCC** – to consider any further training offered by NALC, OALC and SLCC
- 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
None received
 - b. **Responses between meetings** – to note responses made using the Clerk’s delegation
 - i. **23/02580/F** at 9 Fairhaven Road, OX27 8TX for “Single storey front extension and pitched roof porch canopy” – no comment or objection
 - ii. **23/01951/LB** at 4 Building, 32 The Parade, OX27 8AD for “Replacement of Conservation style skylights with Velux Conservation style skylights” – no comment or objection
 - c. **Notices of Decision** – to note any notices of decision received
 - d. **CDC Local Plan** – to note the Parish Council response to the consultation
- 14. **Climate Emergency**
 - a. **Declaration** – to consider declaring a Climate Emergency and a Biodiversity Emergency acknowledging that humanity is currently in a state of climate and biodiversity crisis
 - b. **Biodiversity Policy** – to consider a biodiversity policy
- 15. **Parish Matters** – to consider any parish matters
 - a. **Replacement Dog Waste Bins** – to receive an update on the installation of the dog waste bins
 - b. **20 / 30mph Zone** – to receive an update
 - c. **Hallowe’en** – to receive an update
- 16. **Reports from Meetings** – to receive reports from any meetings attended
- 17. **Attendance at Meetings** – to consider attendance
- 18. **Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required
- 19. **Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Wednesday 3 January 2024
- 20. **Date of next meeting:** to confirm the date of the next meeting as Wednesday 17 January 2024 (third Wednesday of alternate month) at 7.30pm

Jane Olds

Dated: 8 November 2023

Jane Olds, Clerk to the Council

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