Minutes of the Meeting of Caversfield Parish Council held on Wednesday 20 September 2023 at 7.30pm in the Chinnery Room of Fringford Village Hall

Present: Cllr Stewart Boughtflower, Cllr June Nisbet, Cllr Roger Shipway, Cllr Glenice Sutcliffe (Chairman), Cllr Janet Zanin (from 7.35pm)
In attendance: 3 members of the public; Mr Alan Tennant (participated as a Councillor from Item 9. a.) Mrs Jane Olds (Parish Clerk); Cllr Donna Ford (OCC), Cllr Simon Lytton (CDC)
Apologies: Cllr Fiona Hitchcock

1. **Apologies for absence** – to receive apologies
The Council received Cllr Hitchcock's 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
Nothing was declared.

3. **Public Participation**
Three members of the public attended the meeting. One member of the public raised the issue of speeding vehicles travelling along Skimmingdish Lane which were attending events at Bicester Heritage; the member of the public had also raised the issue with the Police and it was hoped that the Traffic team patrol more during events.

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

5. **Reports from District and County Councillors** – for information only
Cllr Ford (OCC) reported that there would be a public engagement event on 4 October at Weyland Hall in North Street, Bicester, between 11am and 2pm and then between 4pm and 6pm for the Banbury Road roundabout proposals.

There was a proposal for a rural bus service which would run through Caversfield. Unfortunately, the Parish Council had been omitted from the consultation.

The SSE work on Southwold Lane had been extremely unsatisfactory and the management poor. Cllr Ford had raised her concerns with OCC.

OCC SEND provision had recently been inspected by OFSTED. The published report which criticised OCC had been received.

Cllr Lytton (CDC) reported that the two planning sites including the Firethorn development by the Eco Town were moving forward. The local plan consultation was scheduled for 22 September to 3 November. Next year's budget was likely to be very very tough following a review of the Council's finances.

6. Reports from the Village Management Companies

Stratton Fields Management Company reported that they had replaced the estate street lamps with new LED heads and were hopeful they would last many years. The company would be happy to make a contribution to a 'party in the park'.

No other reports had been received.

7. To receive and approve the Minutes of the Parish Council Meeting held on 19 July

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

8. 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 Complaints Procedure and Form, Internal Audit Terms of Reference, Planning Protocol on pre-application meetings, Staffing Committee Terms of Reference and Councillor Vacancy Procedure had all been published on the website.

b. Insurance

Zurich had confirmed receipt of the insurance renewal.

c. Telephone

The telephone had been received and the contract set up. Unfortunately, Giffgaff was unable to provide wifi calling so Three was chosen via SLCC Rewards. The telephone number was 07307 381425 which had been published on the website and noticeboards.

9. Governance

a. Councillor Co-option – to consider the vacancies and any applications received for co-option resulting from the uncontested election

The position had been advertised. The Council had received one application from Alan Tennant. Following consideration, Cllr Sutcliffe proposed, Cllr Zanin seconded the proposal and the Council **RESOLVED** to agree to co-opt Alan Tennant to the Council.

Alan Tennant completed his Declaration of Acceptance of Office form and joined the Councillors.

b. Policy Review – to review the following policies

i. Financial Regulations

The Council considered the Financial Regulations and noted that NALC was currently reviewing the model document. The Council **RESOLVED** to agree to adopt the Financial Regulations and to review once the new model had been published.

ii. Equality and Diversity Policy

The Council considered the Equality and Diversity Policy and **RESOLVED** to agree to adopt it.

iii. **Meeting Attendance Policy**
The Council considered the Meeting Attendance Policy and **RESOLVED** to agree to adopt it.

c. **Website Domain Name** – to receive a report about updating the website domain to gov.uk
The Clerk reported that she had ordered the domain name via Fasthosts through JISC (Joint Information Systems Committee) and it had been confirmed as Caversfield-pc.gov.uk. It was paid for using the debit card, but the full cost of £109 would be reclaimed from the Central Digital and Data Office (CDDO) as part of the Clerk's participation in the initial gov.uk study for the Smaller Organisation Helper Service.

There would be some costs associated with the new gov.uk setup for the webhosting, but this was already allowed for in the budget.

The Councillors would be provided with gov.uk email addresses which the Clerk would help set up.

The Clerk was scheduled to facilitate a session run by CDDO at the SLCC National Conference.

10. Finance

a. **Financial Report and Budget Monitoring Report** – to receive the reports for information
As at 31 August, the accounts stood at:

Co-op Current Account	£11,908.77	
NS&I Account	£2,418.40	
Standing Orders		**Date Cleared**
Clerk's Salary 17 June – 16 July	£184.20	17/7/23
Clerk's Salary 17 July – 16 August	£184.20	17/8/23
Direct Debit Payments		
Three – July mobile contract	£8.82	11/8/23

Income
None

The Precept remittance advice from CDC had been received.

The Budget Monitoring Report was provided and published.

b. Bank Statements – to acknowledge scrutiny and acceptance of the previously circulated bank statements
The Council received the bank statements.

c. Hall Hire – to consider the venue for Parish Council meetings and the hall hire rates
Following the need for Gagle Brook School to take the Community Room out of use for community groups, the Council considered the options and **RESOLVED** to agree to meet in the Chinnery Room of Fringford Village Hall, Fringford, at a cost of £12.50 per hour.

d. Fixed Assets – to review the condition of the fixed assets
The Council **RESOLVED** to allocate responsibilities for inspection of the assets:

- Cllr Sutcliffe would have responsibility for checking the four dog bins, the two rubbish bins and the four grit bins;
- Cllr Zanin would have responsibility for checking the benches and the bus shelter;
- Cllr Boughtflower would have responsibility for checking the open space in Old School Close
- The Clerk would check the noticeboards, laptop and mobile 'phone.

The Councillors would make their reports to the next meeting.

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 Shipway would authorise online.

Payment method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Calber Facilities Management Ltd for July grass cutting and weed spraying (invoice no: CL465315)	Verge cutting and weed spraying	19/1/22 14. a.	£155.72	£186.86
	Calber Facilities Management Ltd for August grass cutting and weed spraying (invoice no: CL466007)	Verge cutting and weed spraying	19/1/22 14. a.	£155.72	£186.86
	Total				£373.72

Payment method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Fringford Village Hall for September meeting hall hire (invoice no: FVH-20221264)	Hall Hire	20/9/23 10. c.	£28.13	£28.13

Debit Card Payments
The Council noted the following debit card payments:

Date paid	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
21/7/23	SLCC Cyber Security webinar	Training	19/7/23 12. a.	£10.00	£12.00
23/7/23	Amazon for refurbished iPhone SE2020	Contingencies	19/7/23 10. d.	£129.00	£129.00
23/7/23	Amazon for iPhone case and shipping	Contingencies	19/7/23 10. d.	£9.98	£11.98

11. 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 agree to the Clerk booking training for Cllr Tennant when required.

The Council **RESOLVED** to agree to book one place on the OALC Planning training for Cllr Nisbet on 13 November at £55 plus VAT.

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. **23/02091/F** at The Gatehouse, South Lodge, Fringford Road, OX27 8TH for "Alterations and roofing works"
   The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.

b. **Notices of Decision** – to note any notices of decision received
   i. **23/02048/F** at 3 Skimmingdish Lane, OX27 8UF for "Replacement garage"
   Application received between meetings and responded to under Clerk's delegated authority.
   Permission for development (4 September)

c. **CDC Local Plan** – to consider the consultation
The consultation was scheduled to be published on 22 September and run until 3 November. As the consultation would not be able to be discussed at the November meeting, the Council **RESOLVED** to hold an informal online meeting to discuss a response which the Clerk could then submit using her delegated responsibility.

13. **Parish Matters** – to consider any parish matters

a. **Replacement Dog Waste Bins** – to receive an update on the purchase of the dog waste bins and consider siting the additional one on Springfield Road
The Clerk had placed the order and was waiting for confirmation of delivery.

The Council **RESOLVED** to agree to place the fourth bin by the waste bin and noticeboard on Springfield Road and for the Clerk to order postcrete for the installation.

The Council **RESOLVED** to agree to authorise payment of the invoice for the order when it arrived rather than waiting until the November meeting.

b. **20mph Zone** – to receive an update
The Clerk reported that the consultation was scheduled for October and would be widely publicised.

In conjunction with the 20mph Zone, the Clerk had asked the OCC Officer responsible for signage for assistance with suggested placement for Speed Indicator Devices on Skimmingdish Lane and on Buckingham Road – to remind all drivers, but particularly those attending events at Bicester Heritage, of the speed limits. Funding would need to be obtained.

c. **Autumn Cleanup** – to receive an update
The equipment had been received on time. Only one member of the public asked for equipment from Cllr Sutcliffe, but it was thought that others may have used their own equipment.

d. **Hallowe'en** – to receive a progress report
The Clerk was scheduled to meet with the multi-disciplinary team including the MoD Police, the USAF, Oxfordshire Fire and Rescue and the Emergency Planning Team, to discuss the event on 4 October.

The Traffic Order had been arranged.

14. **Reports from Meetings – to receive reports from any meetings attended**

a. **Bicester Heritage**
Cllrs Sutcliffe and Nisbet, together with the Clerk attended the meeting on 6 September.

Bicester Heritage outlined the progress which had been made over the last 10 years. All the original buildings apart from the Command Office had been refurbished and were now in use with 50 businesses on site; nine new buildings in the Command Works had been built and were occupied.

The hotel which had received planning consent was currently on hold because of the economic climate. The Innovation Quarter planning application had been submitted and the Experience Quarter had received consent. The Wilderness Quarter was due to be considered shortly.

The Vegan Campout which took place earlier in the summer was a great success, but the Bicester Heritage team wanted feedback in order that they could discuss next year's event with the organisers.

15. Attendance at Meetings – to consider attendance

a. OCC Town and Parish Charter Conference – 26 October
The Councillors would let the Clerk know their availability as soon as possible. The Clerk hoped to be able to attend either in person or online.

b. CDC Parish Liaison Meeting – 8 November
The Councillors would decide who would attend nearer the time. It would be a virtual meeting.

16. Correspondence – to note correspondence received not otherwise on the agenda where decisions are not required
Nothing additional had been received.

17. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 1 November 2023

a. Remembrance Day
The poppy wreath had been omitted from the agenda. However, the Council agreed in principle that the Clerk could order the wreath in order that it would be received in time. Cllr Sutcliffe would attend the Remembrance Service at St Laurence's Church, but any Councillors would be welcome to attend.

18. Date of Next Meeting
The Council **RESOLVED** to agree that the next meeting of the Parish Council would take place in the Chinnery Room of Fringford Village Hall on Wednesday 15 November at 7.30pm.

The meeting closed at 9.05pm

Signed ……………………………………… Dated …………………………….