

CAVERSFIELD PARISH COUNCIL

To Members of the Council: you are summoned to attend the Meeting of Caversfield Parish Council on **Wednesday 20 March 2024** 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. **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 January and the planning meeting held on 21 February
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 any applications received
 - b. **Policy Review** – to consider the following policies
 - i. **Standing Orders**
 - ii. **Health and Safety Policy**
 - iii. **Online Payment Procedure**
 - c. **Website** – to receive a report from the Councillors responsible for reviewing the website
10. **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. **Mobile Telephone** – to note the increase in the monthly charge
 - d. **Internal Financial Control** – to receive a report from the Councillor responsible for internal financial control
 - e. **Grants** – to consider any requests received
 - f. **Staff Salary and Home Working Allowance**
 - i. **Staff Salary** – to agree to continue to pay the staff salary by bankers Standing Order
 - ii. **Home Working Allowance** – to consider continuing the full allowance of £6 per week for the year 24/25 following HMRC regulations
 - 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. **24/00514/F** at Land Forming Part Of Airfield, Skimmingdish Lane, OX26 5AD for “Construction of a living lab vertiport for research and development, Final Approach and Take Off (FATO) area / safety area and aircraft stand with associated access and landscape works.”
- b. **Notices of Decision** – to note any notices of decision received

13. Parish Matters – to consider any parish matters

- a. **Village Spring Clean** – to note the date
- b. **Defibrillator** – to receive a progress report
- c. **Dog Waste Collection** – to note the new arrangements for the collection service

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

15. Attendance at Meetings – to consider attendance

- a. **CDC Parish Liaison Meeting**

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 1 May 2024

18. Date of next meeting: to confirm the date of the next meeting as Wednesday 15 May (third Wednesday of alternate month) which will follow the Annual Parish Meeting which commences at 7.30pm

Jane Olds

Dated: 13 March 2024

Jane Olds, Clerk to the Council

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