

**Minutes of the Meeting of Caversfield Parish Council held on  
Wednesday 17 January 2024 at 7.30pm in the Chinnery Room of Fringford Village Hall**

**Present:** Cllr Stewart Boughtflower, Cllr Fiona Hitchcock, Cllr June Nisbet, Cllr Roger Shipway, Cllr Glenice Sutcliffe (Chairman), Cllr Alan Tennant  
**In attendance:** 4 members of the public; Mrs Jane Olds (Parish Clerk); Cllr Simon Lytton (CDC) (from 7.50pm); Cllr Donna Ford (OCC) (from 8.15pm)  
**Apologies:** Cllr Janet Zanin

1. **Apologies for absence** – to receive apologies  
The Council received Cllr Zanin'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**  
Four members of the public attended the meeting; nothing was raised.
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 Lytton (CDC) joined the meeting at item 9. d. and reported that the new CEO, Gordon Stewart had started. The current focus of the Council was to deliver the 24/25 budget with a 3½% increase currently proposed. It was recognised that staff pay increases and delivery of services must continue, but that savings in software licences and contracts could be found.

The first application for the NW Bicester extension near the Police Traffic HQ at Howes Lane was due to be submitted shortly; this would provide housing together with a primary and secondary school together with the realignment of Howes Lane under the railway bridge (re-named the 'strategic link road').

Cllr Ford (OCC) joined the meeting at item 10. b. and updated the meeting on the plans for the Banbury Road roundabout. Despite OCC holding a consultation exercise in November, none of the comments from residents appeared to have been taken into account by OCC. Cllr Ford had requested that she be provided with a list of the changes which had been made following the consultation.

Concerns had been raised about the pedestrian access and the required walking route to both Gagle Brook and Southwold Schools, particularly as it had been suggested that the bridleway from Fringford Road across to Banbury Road could be used to access Gagle Brook School. However, Cllr Ford had raised concerns about children using an unlit and

unpaved alternative route, particularly as that area of land was also to be used as the works compound.

A further consultation exercise had been proposed and Cllr Ford had requested that the Cabinet Member attend.

Cllr Ford had also requested that traffic counters be installed on Aunt Em's Lane which must be reviewed after a week as it was inevitable that there would be a significant increase in traffic levels along the lane, however this was not anticipated by OCC.

The bus route was also being diverted which would have an impact on all those who used the stops on Banbury Road.

OCC would be considering the County budget shortly.

#### **6. Reports from the Village Management Companies**

Stratton Fields Management Company attended the meeting but had nothing to report.

No other reports had been received.

#### **7. To receive and approve the Minutes of the Parish Council Meeting held on 15 November**

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 Debit Card Use Policy and the Website Policy had been updated and published.

##### **b. Staff Salary**

The bank standing order had been updated.

#### **9. Governance**

##### **a. Meeting Dates – to consider the meeting dates for the forthcoming year**

The Council **RESOLVED** to agree the following dates for Parish Council meetings, with planning meetings convened as required.

15 May – Annual Parish Meeting 7.30pm followed by the Annual Meeting of the Parish Council

17 July

18 September

20 November

2025

15 January

19 March

**b. Policy Review** – to review the following policies

**i. Marking the Death of a Senior National Figure Procedure**

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

**ii. Biodiversity Policy**

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

**c. OCC Lane Rental Scheme Proposal Consultation and Meeting** – to consider the proposal, respond to the consultation and attend the meeting on 17 January

The Council considered the consultation and **RESOLVED** to agree that no response was necessary.

**d. Campaign to Protect Rural England Subscription** – to consider the amount of annual contribution

The Council **RESOLVED** to agree to maintain the annual subscription amount at £36 and to make an additional contribution of £66 from the Grants budget towards helping to protect green spaces, helping to train volunteers in tree and hedgerow surveying and helping to maintain footpaths and signposts.

**e. Website** – to receive a report from the Councillors responsible for reviewing the website

The Council **RESOLVED** to agree to defer consideration until the March meeting.

**f. Oxfordshire County Council Grass Cutting Agreement** – to consider the revised agreement

The Council **RESOLVED** to agree the grass cutting agreement with the revised price for the verge on Fringford Road. The total payment would be £390.83 (increased from £264.04). The Clerk would complete and return the form.

**g. OCC / OALC Councils' Charter** – to consider a response to the consultation (closes 11 February)

The Council considered the Charter and **RESOLVED** to welcome it.

**10. Finance**

**a. Financial Report and Budget Monitoring Report** – to receive the reports for information

As at 31 December, the accounts stood at:

|                       |            |
|-----------------------|------------|
| Co-op Current Account | £12,167.23 |
| NS&I Account          | £2,418.40  |

| Standing Orders                          |         | Date Cleared |
|------------------------------------------|---------|--------------|
| Clerk's Salary 17 October – 16 November  | £184.20 | 17/11/23     |
| Clerk's Salary 17 November – 16 December | £199.20 | 18/12/23     |

### Direct Debit Payments

|                                  |       |          |
|----------------------------------|-------|----------|
| Three – October mobile contract  | £7.01 | 13/11/23 |
| Three – November mobile contract | £7.01 | 11/12/23 |

### Debit Card Payments

None

### Income

|                     |        |          |
|---------------------|--------|----------|
| Voice Mobile Refund | £12.00 | 13/11/23 |
|---------------------|--------|----------|

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

The Council received the bank statements.

- c. 24/25 Budget** – to consider the draft budget

The Clerk presented the draft budget which the Council considered. Following discussion, the Council **RESOLVED** to agree to a budget of £11,734. The increase in the budget was primarily due to the potential requirement to increase the Clerk's hours together with the additional responsibility of taking over the grass cutting on Fringford Road.

- d. 24/25 Precept** – to consider and agree the setting of the Precept

CDC had informed the Parish that the estimated Tax Base for 2024/25 would be 565.4 (previous year 561.7).

Having agreed the budget, the Council considered the Precept and **RESOLVED** to agree to an increase of £1,520 on the previous year to £9,524. The annual cost to a Band D household would be £16.85 - an increase of £2.60 over the whole year.

- e. Fixed Assets** – to receive reports on the condition of the fixed assets

The Council received the inspection reports:

- Cllr Sutcliffe reported that having been recently installed the dog bins were all in good condition, the rubbish bin on Fringford Road was at an angle, but was in good condition and the four grit bins were all full and in good condition.
- Cllr Boughtflower reported that a swing had been erected on one of the trees on the Green in Old School Close. Cllr Boughtflower would remove the object and if necessary, the Clerk would write to the residents of Old School Close.
- The Clerk reported that the Skimmingdish Lane and Springfield Road noticeboards were in good condition, but that the post of the Old School Close board was deteriorating. The laptop was in need of replacement. The mobile 'phone was working well.
- Cllr Zanin would report on the benches and the bus shelter at the next meeting.

- f. 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.

| <b>Payment method</b> | <b>Payee and reason</b>                                                                       | <b>Budget</b>  | <b>Minute Ref</b>  | <b>Net Payment</b> | <b>Payment inc VAT</b> |
|-----------------------|-----------------------------------------------------------------------------------------------|----------------|--------------------|--------------------|------------------------|
| Bank transfer         | OALC for Roles and Responsibilities course (18 Jan) for Cllr Tennant (Invoice no: W-3055)     | Training       | 15/11/23 12.<br>a. | £110.00            | £132.00                |
| Bank transfer         | OALC for Finance for Councillors (6 Feb) for Cllrs Hitchcock and Tennant (Invoice no: W-3057) | Training       | 15/11/23 12.<br>a. | £60.00             | £72.00                 |
| Bank transfer         | I Black for Old School Close Green grass cutting                                              | Grass cutting  | 17/5/23 13.<br>j.  | £240.00            | £240.00                |
| Bank transfer         | Open Spaces Society for membership subscription                                               | Subscriptions  | 17/5/23 13.<br>j.  | £45.00             | £45.00                 |
| Bank transfer         | Campaign to Protect Rural England for membership subscription (£36 + £66 donation)            | Subscriptions  | 17/1/24. 9.<br>d.  | £102.00            | £102.00                |
| Bank transfer         | J Olds for back pay                                                                           | Clerk's Salary | 15/11/23 11.<br>f. | £94.60             | £94.60                 |
| Bank transfer         | HMRC tax                                                                                      | Clerk's Salary | Statutory          | £10.40             | £10.40                 |

## 11. Training

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

The Clerk confirmed that Cllr Tennant was booked on the OALC Roles and Responsibilities course on 18 January and two places had been booked on the Finance for Councillors course on 6 February for Cllrs Tennant and Hitchcock.

## 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

None had been received.

**b. Notices of Decision** – to note any notices of decision received

- i. **23/02091/F** at The Gatehouse, South Lodge, Fringford Road, OX27 8TH for “Alterations and roofing works”. Application permitted 25 September
- ii. **23/02580/F** at 9 Fairhaven Road, OX27 8TX for “Single storey front extension and pitched roof porch canopy”. Application permitted 13 November
- iii. **23/01951/LB** at 4 Building, 32 The Parade, Caversfield, Bicester, OX27 8AD for “Replacement of Conservation style skylights with Velux Conservation style skylights”. Listed Building consent granted 27 November

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

**a. 20 / 30mph Zone** – to receive an update

OCC confirmed that the TRO to make the order enforceable would be sealed shortly. Once the Order had been finalised, the signage would be cleaned by the contractor and the new limits would be enforceable.

**b. Speed Indicator Devices** – to receive an update

The Officer responsible for the potential project had been retired from OCC. However, they had asked OCC if there was any S106 funding which could be used. Stratton Fields Management Company may be prepared to help with funding.

**c. Grass Cutting** – to receive a revised quotation for the additional grass cutting on Fringford Road

The Clerk had provided the contractor with a revised brief which included the work on Fringford Road. The Council considered the revised quotation of £1,560 plus VAT (7 equal payments of £222.86 + VAT) and **RESOLVED** to accept the quotation.

**d. Village Spring Clean** – to arrange the date for the Spring Clean

The Council **RESOLVED** to agree to hold a spring clean on Saturday 20 April. The Clerk would arrange the publicity and the equipment.

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

**a. Banbury Road Roundabout discussion** – 16 January

Cllr Shipway attended the meeting. Cllr Ford gave a full briefing of the meeting under her County Council report.

**15. Attendance at Meetings** – to consider attendance

**a. CDC Climate Networking Event** – 24 January

The Council **RESOLVED** to agree that Cllr Tennant would attend to represent the Council.

**b. OALC Councillor Forum** – online – 13 February 12noon, 12 March 2.30pm and 9 April 7pm

The Council noted the dates of the next three meetings.

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 6 March 2024

**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 20 March at 7.30pm.

The meeting closed at 9.08pm

Signed .....

Dated .....