Minutes of the Meeting of Caversfield Parish Council held on Wednesday 20 March 2024 at 7.30pm in the Chinnery Room of Fringford Village Hall

Present: Cllr Fiona Hitchcock, Cllr June Nisbet, Cllr Roger Shipway, Cllr Glenice Sutcliffe (Chairman), Cllr Alan Tennant, Cllr Janet Zanin
In attendance: 2 members of the public; Mrs Jane Olds (Parish Clerk); Cllr Simon Lytton (CDC) (from 8.15pm); Cllr Nick Mawer (CDC) (from 7.40pm); Cllr Donna Ford (OCC) (from 8.15pm)
Apologies: None

1. **Apologies for absence** – to receive apologies
   There were no Councillor 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**
   Two members of the public attended the meeting. One member of the public wished to raise concerns about the number of car accidents (including one that day) which had occurred following the commencement of the roadworks at Banbury Road roundabout.

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 Mawer reported that CDC had set a balanced budget. A Planning Inspector had ruled that CDC did not have a five-year housing land supply, however, CDC was contesting the judgement. The Council offices would be moving from Bodicote House to the centre of Banbury by before the end of the calendar year. Graven Hill had been allocated for industrial use and sold which had generated £8m. The refuse depot which was currently in the Highfield area of Bicester would be moving to Graven Hill in due course.

   Cllr Lytton also attended and added to Cllr Mawer's report. During the budget process CDC had agreed to keep open the public toilets by the bus stops in Bicester and there would not be a charge for replacement wheely bins.

   Cllr Ford reported that OCC had objected to the 'Richborough' planning application – reference 24/00245/OUT. OCC budget had been agreed.

   Cllr Ford's further update on the Banbury Road roundabout scheme was included under item 14. d.

6. **Reports from the Village Management Companies**
   No reports had been received.

7. **Minutes** – to confirm the Minutes of the meeting held on 17 January and the planning meeting held on 21 February
   It was **RESOLVED** that both sets of the minutes be accepted as a true record and were signed by the Chairman.

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 Marking the Death of a Senior National Figure and the Biodiversity Policy had been updated and published.

   b. **OCC Grass Cutting Agreement**
      The Clerk had returned the agreement.

   c. **Meeting Dates**
      The meeting dates had been published on the website and the noticeboards.

   d. **Precept**
      The Precept request had been returned and the Clerk had received confirmation of the amount.

9. **Governance**
   a. **Councillor Co-option** – to consider any applications received
      The Council noted Stewart Boughtflower's resignation and thanked him for his time serving the Council.

      The formal vacancy notice had been published and the date for the electorate to request an election for the vacant seat had passed. The co-option had been advertised.

   b. **Policy Review** – to review the following policies
      i. **Standing Orders**
         The Council considered the Standing Orders and **RESOLVED** to agree to re-adopt them without any changes.

      ii. **Health and Safety Policy**
         The Council considered the policy and **RESOLVED** that no update was necessary and agreed to adopt it.

      iii. **Online Payment Procedure**
         The Council considered the procedure and **RESOLVED** that no update was necessary and agreed to adopt it.

c. **Website** – to receive a report from the Councillors responsible for reviewing the website
The Council **RESOLVED** to agree to defer consideration until the May meeting.

10. Finance

a. **Financial Report and Budget Monitoring Report** – to receive the reports for information
As at 29 February, the accounts stood at:

Co-op Current Account	£11,023.81	
NS&I Account	£2,418.40	
Standing Orders		**Date Cleared**
Clerk's Salary 17 December – 16 January	£199.20	17/1/24
Clerk's Salary 17 January – 16 February	£199.20	19/2/24
Direct Debit Payments		
Three – December mobile contract	£7.01	11/1/24
Three – January mobile contract	£7.01	12/2/24

Debit Card Payments
None

Income
None

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

c. **Mobile Telephone** – to note the increase in the monthly charge
The Council **RESOLVED** to note that there would be an increase in the monthly charge. The amount would be confirmed in due course.

d. **Internal Financial Control** – to receive a report from the Councillor responsible for internal financial control
Cllr Hitchcock examined the books on Monday 18 March and reported that all was in order.

e. **Grants** – to consider any requests received
One grant application for Oxfordshire Mind had been received.

The Council **RESOLVED** to agree to make a grant of £284 to Oxfordshire Mind.

f. **Staff Salary and Home Working Allowance**

i. **Staff Salary** – to agree to continue to pay the staff salary by bankers Standing Order
The Council **RESOLVED** 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
The Council **RESOLVED** to agree to pay the full allowance of £6 per week to be paid three times a year (£104) to cover heating, broadband and electricity.

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	Fringford Village Hall for January meeting hall hire (invoice no: FVH-20221342)	Hall Hire	20/9/23 10. c.	£28.13	£28.13
Bank transfer	Launton Parish Hall for February Planning Meeting hall hire	Hall Hire	20/9/23 10. c.	£18.00	£18.00
Bank transfer	Community First Oxfordshire for annual membership subscription	Subscriptions	17/5/23 13. j.	£70.00	£70.00
Bank transfer	Oxfordshire Association of Local Councils for annual membership subscription (invoice no: C00016/2024/1)	Subscriptions	17/5/23 13. j.	£295.75	£354.90
Bank transfer	Launton Parish Council for contribution to data projector provision	Hall Hire	17/5/23 13. j.	£30.00	£30.00

Payment method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank transfer	SLCC 24/25 membership subscription (shared with Launton) (invoice no: Mem248654-1)	Subscriptions	17/5/23 13. j.	£39.21	£39.21
Bank transfer	J Olds: For Admin Expenses (printing £58.41)	Admin costs	17/5/23 13. k.	£58.41	£58.41
	Mileage Expenses	Mileage Expenses		£11.70	£11.70
	Home Working Allowance to cover broadband, electricity and energy	Home Working Allowance		£104.00	£104.00
	Total				£174.11
Bank transfer	Fringford Village Hall for March meeting hall hire (invoice no: FVH-20221367)	Hall Hire	20/9/23 10. c.	£28.13	£28.13

11. Training

a. **NALC, OALC and SLCC** – to consider any further training offered by NALC, OALC and SLCC
No further training was currently required.

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."
   The Council considered the application and **RESOLVED** to respond that while there were no objections to the proposal, the Council would request that CDC required conditions regarding the hours of operation and the flight paths.

b. **Notices of Decision** – to note any notices of decision received
None had been received.

13. Parish Matters – to consider any parish matters

a. Village Spring Clean – to note the date
The Council **RESOLVED** to note the date of the spring clean as 20 April between 9.30 and 11.30am. The Clerk would provide posters and had ordered the equipment.

b. Defibrillator – to receive a progress report
The Council noted that the application to London Hearts had been successful and that Cllr Ford had approved the Council's application of £900 to the OCC Localities fund; the Council was awaiting final confirmation.

The Council **RESOLVED** to agree to the donation of £750 to the London Hearts organisation for the matched funding for a defibrillator which would be installed on the MoD Police House at 14 Davis Gardens by the RAF Croughton electricians.

c. Dog Waste Collection – to note the new arrangements for the collection service
The Council **RESOLVED** to note that as no update had been received from CDC that the charges for emptying the bins would continue at £1.95 per bin per empty (for parishes with fewer than five bins).

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

a. CDC Climate Networking Event – 24 January
Cllr Tennant attended the event and had circulated the slides for information. It was suggested that the stiles on the public right of way towards Bainton could be exchanged for accessible gates, but this would require funding. Wild Oxfordshire were able to undertake environmental audits.

b. OALC Roles and Responsibilities Course – 18 January
Cllr Tennant attended the course which he found very useful.

c. OALC Finance for Councillors – 6 February
Cllrs Hitchcock and Tennant attended the course.

d. Banbury Road Roundabout updates
Cllr Ford and the Clerk had attended a recent meeting.

Cllr Ford shared the slides which had been provided by OCC and outlined the meeting which she and the Clerk had attended. There was much concern regarding the mitigation of the consequences of the construction work. A Speed Indicator Device had been installed on Aunt Em's Lane and it had been requested that a further device be installed on Skimmingdish Lane. It was clear that the bridle way was not suitable for pushchairs, particularly double width and it was therefore inaccessible – Cllr Ford would be taking this further.

It was noted that crossing Skimmingdish Lane near the entrance to the Buckingham Road was extremely difficult, particularly for parents taking their children to school in the mornings when there was standing traffic waiting to turn out from the Lane onto the main road, and traffic moving much more quickly turning into the Lane; a temporary pedestrian crossing had been requested.

e. **OALC / OCC Day** – 20 March
Cllr Tennant and the Clerk attended the meeting. It commenced with an update from the CEO, Martin Reeves, then Sean Rooney gave a presentation about highways issues. Following a break there was a presentation about nature recovery and after lunch a presentation by the Gypsy and Traveller Service. The final presentation was about the Local Transport Connectivity Plan and active transport.

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

a. **Bicester Heritage**
Bicester Heritage had suggested that they would like to instigate regular meetings with the Parish Council to give updates. It was suggested that they were invited to the May Annual Parish Meeting.

b. **OALC Councillor Forum** – online – 9 April 7pm, 14 May 9.30am and 4 June 12 noon
The Council noted the dates of the next three meetings.

c. **CDC Parish Liaison Meeting** – 12 June
The Council noted the date.

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 May 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 15 May following the Annual Parish Meeting which would commence at 7.30pm.

The meeting closed at 9.18pm

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