

**Minutes of the Meeting of Caversfield Parish Council held on Wednesday 17 July 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,
In attendance: 1 member of the public; 1 representative from Springfield Road Management
Company; 1 representative from Stratton Fields Management Company;
Mrs Jane Olds (Parish Clerk); Cllrs Donna Ford (OCC), Nick Mawer and John
Willett (CDC)
Apologies: None
Absent: Cllr Janet Zanin

- 1. Apologies for absence** – to receive apologies
To Councillor apologies were received.
- 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**
3 members of the public attended the meeting.

One member of the public updated the meeting on the transfer of the properties to the MoD which included the houses, the Teen Centre on Skimmingdish Lane and the Park. The tennis courts were also scheduled to be transferred and would only be available to the service personnel and villagers with the proposal of the introduction of a booking system and lockable gates.

- 4. To welcome RAF Croughton Commander and Liaison Officer** – to receive an update on MoD issues
Squadron Leader Tina Sheeran was unable to attend but sent a written report.

The transfer of the properties from the USAF to the MoD would commence on 1 August with the transition of 17 of the properties. The remaining properties together with the Park, Playground and Teen Centre on Skimmingdish Lane, were likely to be transferred in October.

The faulty street lighting reported by the Clerk would be added to the list of works for the DIO's contractor to complete.

Works on the children's play area were due to commence on 16 July and would take approximately three weeks to complete.

- 5. To welcome representatives from Puy du Fou** – to receive a presentation from the developer following their consultation event (representatives invited)
Unfortunately, the developer was unable to attend. However, they would be attending the Bicester Town Council meeting on Tuesday 23 July.

- 6. Reports from District and County Councillors** – for information only
Cllr Ford (OCC) reported that the Banbury Road roundabout development continued. The Banbury Road was due to be closed for three months from Monday 22 July, but the Fringford Road would reopen.

An engagement event was arranged by OCC on 11 July. Among other things, it presented the diversion route; feedback had been given that this route was not sufficient.

The road works at Howes Lane had been postponed. The organisers of the Vegan Campout at the Bicester Heritage site had been advised of the impact of the works.

The OCC Bicester Bee transport initiative had been launched. This comprised three routes, the 81 – Bicester to Bucknell, the 82 – Bicester to Finmere and the 108 – Bicester to Langford Medical Centre. Both the 81 and 82 services would come into the village on Thompson Drive. The Clerk had already put the information on the website and on social media.

Cllr Willett (CDC) reported that he had attended the Puydu Fou consultation.

Cllr Mawer (CDC) reported that the CDC accounts were in good shape. There was no new information on the move to Bodicote House.

7. Reports from the Village Management Companies

The Management Companies had been invited to the meeting. No reports were made. It was understood that The Rowans area hoped to create a residents' group.

- 8. Minutes** – to confirm the Minutes of the meeting held on 15 May
It was **RESOLVED** that the minutes be accepted as a true record and were signed by the Chairman with the amendment of the typographical error 'Parish' in item 10. h.

- 9. 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 Data Protection Policy, the Internal Financial Control Policy and the Scheme of Delegation had all been updated and published.

b. Risk Assessment

The Risk Assessment had been updated and published.

10. Governance

a. Councillor Co-option – to consider any applications received

No applications had been received.

b. Insurance – to consider and agree the insurance policy renewal

The Council acknowledged that this was the final year of a three-year long-term agreement with Zurich Municipal and considered the renewal of £344.07 (an increase from £330.12 the previous year) and **RESOLVED** to agree to accept the quotation.

It was **RESOLVED** that a review of the asset schedule would be undertaken in due course.

c. Policy Review – to review the following policies

i. Communication Policy

The Council considered the policy and **RESOLVED** to agree to adopt the fully revised document.

ii. Recording of Meetings Policy

The Council considered the policy and **RESOLVED** to adopt it.

iii. Member Officer Protocol

The Council considered the policy and **RESOLVED** to adopt it.

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

Cllr Hitchcock reported that she had looked through all pages of the website and had worked with the Clerk to update any out-of-date information.

11. Finance

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

As at 30 June, the accounts stood at:

Co-op Current Account	£14,599.50
NS&I Account	£2,437.11

Standing Orders

		Date Cleared
Clerk's Salary 17 April – 16 May	£199.20	17/5/24
Clerk's Salary 17 May – 16 June	£199.20	17/6/24

Direct Debit Payments

		Date Cleared
Three – April mobile contract	£7.56	13/5/24
Three – May mobile contract	£7.56	11/6/24

Debit Card Payments

None

Income		Date Received
VAT Reclaim for 1 April 2023 – 31 March 2024	£727.59	13/5/24
OCC grass cutting grant	£390.83	22/5/24

The AGAR Exemption Certificate was submitted to the External Auditor on 29 May.

- b. Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
The Council received the bank statements.
- c. Internal Audit Review of Effectiveness** – to review the effectiveness of the 2023/24 internal audit
The Council considered the statements and **RESOLVED** to agree them. The updated form would be signed in due course.
- d. Internal Auditor** – to consider the appointment of the Parish Internal Auditor for the year 2024/25
The Council considered quotations from three Internal Auditors and **RESOLVED** to defer final agreement until references had been received.
- e. Banking** – to receive an update on the banking provision
The Clerk reported that the current account bank mandate had been updated and the 35-day interest deposit account had been approved by the Co-operative Bank.

The NS&I account had been closed and the funds transferred to the current account.

The Council **RESOLVED** to receive the report and to agree to transfer £8,000 from the current account to the new deposit account.
- f. Staff Expenses** – to note an increase in printing costs
Following the Clerk's acquisition of a new printer, the Council **RESOLVED** to agree the change in printing costs to:
 - Black: A4 single sided 6p
 - Black: A4 duplex 11p
 - Colour: A4 single sided 15p
 - Colour: A4 duplex 30p
 (however, this may need revising for posters using a lot of ink).
 - Black: A3 single sided 14p
 - Colour: A3 single sided 30p
- 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	Calber Facilities Management Ltd for May grass cutting (invoice no: CL471882)	Verge cutting and weed spraying	19/1/22 14. a.	£155.72	£186.86
	Calber Facilities Management Ltd for June grass cutting and weed spraying (invoice no: CL472514)	Verge cutting and weed spraying	19/1/22 14. a.	£270.72	£324.86
	Total			£426.44	£511.72
Bank Transfer	Oxfordshire Association of Local Councils for Cyber Security Awareness for Parish Councils (invoice no: W-3318)	Training	15/5/24 11. a.	£25.00	£30.00
Bank Transfer	Oxfordshire Association of Local Councils for Appraisals for parish and town council staff for Cllr Sutcliffe (invoice no: W-3320)	Training	15/5/24 11. a.	£30.00	£36.00
Bank Transfer	Fringford Village Hall – Chinnery Room Hire May – additional half hour (invoice no: FVH-20221393)	Hall Hire	20/9/23 10. c.	£3.12	£3.12
Bank Transfer	Navitas Design Ltd for web hosting and additional domain name www.caversfieldpc.org.uk (invoice no: inv-31739)	Website	15/5/24 10. h.	£65.00	£78.00
Bank Transfer	Zurich Municipal for insurance (invoice no: 534255166)	Insurance		£344.07	£344.07

Payment method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	J Olds for Admin expenses (printing £37.47; stationery etc £11.43; laminating £2.40; postage £2.61)	Admin costs	15/5/24 10. i.	£53.91	£53.91
	Mileage expenses	Mileage expenses		£17.66	£17.66
	Working from home expenses	Home Working Allowance		£104.00	£104.00
	Total				£175.57

12. Training

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

The Council **RESOLVED** considered the courses from OALC and **RESOLVED** to agree that Cllrs Shipway and Tennant would attend the planning training on 11 November at West Oxfordshire District Council's offices at a cost of £60 per person plus VAT.

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

- i. **24/01311/F** at 55 Montgomery Road, OX27 8FG for "Removal of conservatory. Erection of single storey rear extension."

The Council considered the application and **RESOLVED** to respond that there were no comments or objections to the proposal.

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

- c. **24/00245/OUT at South Lodge, Fringford Road, OX27 8TH** – to receive a progress report

The Council noted that the CDC Planning Committee was likely to consider the application on 1 August and **RESOLVED** that Cllrs Shipway and Tennant would make a presentation to the Committee.

- d. **Puy du Fou Consultation Event** – to receive a report from the consultation event and consider a response

Councillors Shipway and Tennant and the Clerk had attended the event. The Council **RESOLVED** to agree to invite the developers to a meeting.

14. Climate Emergency – to receive a report

The Council received a report from Cllr Tennant. The Council **RESOLVED** to agree to contact the Launton Environmental Society to enable collaboration work and join the email distribution list.

15. Parish Matters – to consider any parish matters

a. Banbury Road Roundabout – to receive an update

Cllr Ford had updated the meeting. It was noted that HGVs were using the roads through the village as an alternative route; however, the weight limits should be observed. The Clerk would write a post for the website and social media about reporting unwelcome HGVs.

b. Defibrillator Pads – to consider the purchase of additional pads for the defibrillator
The Council **RESOLVED** to agree to purchase an additional set of pads for the defibrillator from DefibWorld.org at a cost of £58.00.

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

a. CDC Parish Liaison Meeting – 12 June

Cllrs Nisbet and Sutcliffe attended the meeting with the Clerk. The new Chair (Cllr Chukwudi Okeke) and Leader (Cllr David Hingley) attended the meeting.

Cllr Hingley outlined the Council's priorities which included the finalisation of the Local Plan, producing a balanced budget and sound financial management, the regeneration of the town centres and protecting the natural environment of the rural areas.

Gordon Stewart, the new Chief Executive also outlined his background and his priorities for the Council for the future including the office move to Castle Quay.

Nicola Riley and Tom Gubbins then gave a presentation about the CDC well-being strategy including the seven goals.

The final presentation was by Lucy Dalby from OALC and Kevin Larnar from CDC who introduced the Oxfordshire Councils' Charter which would be officially launched at OALC's AGM on 15 July.

b. OALC AGM – 15 July

The date of the meeting had been changed due to the General Election. The Clerk attended the meeting in person at Oxfordshire County Council offices.

The Oxfordshire Charter was presented by Cllr Liz Leffman, Leader of OCC and was accepted at the meeting. The Council will consider adoption of the Charter at a future meeting.

NALC Chair, Jonathan Owen, gave a brief presentation about the work of the Association and took questions from the floor.

The AGM business took place including a discussion about the level of future subscriptions together with a presentation to the outgoing President Malcolm Leeding.

17. Attendance at Meetings – to consider attendance

- a. OALC Councillor Forum** –13 August 7pm, 10 September 9.30am and 8 October 12noon

The Councillors were encouraged to attend.

b. Bicester Heritage

The Clerk would follow up progress on a meeting.

18. Correspondence – to note correspondence received not otherwise on the agenda where decisions are not required

Nothing additional had been received.

19. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 4 September 2024

- a. Fringford Road Rubbish Bin**

The bin had been damaged and would need to be replaced.

20. 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 18 September at 7.30pm.

The meeting closed at 9.39pm

Signed

Dated