Minutes of the Meeting of Caversfield Parish Council held on Wednesday 18 September 2024 at 7.30pm in the Chinnery Room of Fringford Village Hall

Present: 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; 2 members of the Rowans Residents Committee; Mrs Jane Olds (Parish Clerk); Cllrs Donna Ford (OCC) and Nick Mawer (CDC)
Apologies: Cllr Fiona Hitchcock and Cllr June Nisbet

1. **Apologies for absence** – to receive apologies
Apologies were received from Cllrs Hitchcock and Nisbet.

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. Nothing further was raised.

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 Civil Service recruitment freeze had thwarted the ability to recruit into the Community Relations Advisor post at RAF Croughton. It was hoped that authority will be given in the next round, but nothing was certain.

The hand-back of housing to the UK MoD had progressed and was awaiting the final signoff from Defence Infrastructure Organisation. Once this had taken place, the first phase of properties (including the playing field, play equipment and teen centre) would be transferred from the USAF and the housing available for habitation by UK MOD personnel. The second (and final) phase was expected to take place towards the end of October.

5. **Reports from District and County Councillors** – for information only
Cllr Ford (OCC) reported that the Banbury Road roundabout development continued. It was understood that a further £1.3m had been required to be allocated to the project and Cllr Ford had asked for a breakdown of where the funding would come from. It was apparent that HGVs may have issues turning at the junction and this needed to be reviewed as a matter of urgency.

Cllr Ford further reported that the County Council had agreed to move from the current County Hall to Speedwell House.

Cllr Mawer (CDC) reported that with the General Election and then the summer recess there was little to report.

6. **Reports from the Village Management Companies**
The Management Companies had been invited to the meeting. Neither Springfield Road Management Committee, nor Stratton Fields Management Committee, had anything to report.

The representatives from the Rowans Residents Committee were pleased to report that over 60% of the properties on the estate had agreed to join. They were in communication with Mr Radley from the Management Company and hoped to formalise the committee in December. Concern had been raised over the street lamp which had been 'felled' together with the attempted felling of another street lamp using an angle grinder; this had been reported to the police.

7. **Minutes** – to confirm the Minutes of the meeting held on 17 July
It was **RESOLVED** that the minutes be accepted as a true record and were signed by the Chairman with the addition of noting that Cllr Shipway attended the Puy du Fou event under item 13. d.

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 Communication Policy, Recording of Meetings Policy and the Member / Officer protocol had all been updated and published.

   b. **Insurance**
   The Insurance had been confirmed.

9. **Governance**
   a. **Councillor Co-option** – to note Janet Zanin's resignation and consider any applications received for the two vacant seats
   The Council acknowledged Janet Zanin's resignation and thanked her for her contribution to the Council.

   No applications had been received.

   b. **Policy Review** – to review the following policies
      i. **Dignity at Work / Bullying and Harassment Policy**
      The Council considered the policy and **RESOLVED** to agree to adopt it.

      ii. **Document Retention and Disposal Policy**
      The Council considered the policy and **RESOLVED** to adopt it including the minor alterations.

iii. **Training and Development Policy**
The Council considered the policy and **RESOLVED** to adopt it.

c. **Oxfordshire Councils Charter** – to consider adoption of the Oxfordshire Councils Charter
The Council considered the Charter and **RESOLVED** to agree to adopt it.

d. **OALC Subscription Increase**

i. **Proposal** – to consider the proposal and make a response
The Council considered the proposal and **RESOLVED** to agree to accept the 7% increase in subscriptions for next year.

ii. **7 October Meeting** – to consider whether to submit the response in person at the meeting or via a postal vote
The Council **RESOLVED** to agree to submit a postal vote.

e. **Parish Remuneration Report** – to note that the report and figures from CDC for 2024/25 were yet to be announced
The Council noted that the CDC Democratic and Elections team were awaiting the results of the NJC pay settlement before compiling the report. Due to the complexities with the Unions, it was unlikely to be announced soon.

f. **Campaign for the safety of lithium-ion batteries** – to consider supporting the campaign
The Council considered the campaign and **RESOLVED** to agree to support the campaign.

g. **OCC Mobility Hub Plan** – to consider a response to the consultation
The Council noted the consultation.

10. Finance

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

Co-op Current Account	£7,382.77
Co-op 35-day Deposit Account	£8,000.00
NS&I Account	£0.00

Income

NS&I Interest (prior to closure)	£12.75

Debit Card Payments

Date paid	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
31/7/24	DefibWorld for additional defib pads (invoice no 11355)	Defibrillator	17/7/24 15. b.	£62.99*	£74.59

*note change in price due to cost of delivery

Standing Orders and Direct Debits

Date Cleared	SO / DD	Payee and reason	Budget	Minute Ref	Amount
11/7/24	DD	Three – June mobile contract	Admin costs	15/5/24 10. c.	£7.56
17/7/24	SO	JMC Olds Clerk's Salary 17 June – 16 July	Clerk's salary	15/11/23 11. f.	£199.20
12/8/24	DD	Three – July mobile contract	Admin costs	15/5/24 10. c.	£7.56
19/8/24	SO	JMC Olds Clerk's Salary 17 July – 16 August	Clerk's salary	15/11/23 11. f.	£199.20

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

c. **Internal Auditor** – to consider further the appointment of the Parish Internal Auditor for the year 2024/25
The Council **RESOLVED** to agree to defer consideration.

d. **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 (invoice no: CL473187)	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: CL473870)	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 July Hall Hire (invoice no FVH-20221420)	Hall Hire	20/9/23 10. c.	£31.25	£31.25
Bank Transfer	Oxfordshire Association of Local Councils for Planning training for Cllrs Tennant and Shipway (invoice no W-3445)	Training	17/7/24 12. a.	£120.00	£144.00

11. 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 the Clerk would attend the NALC Legal Update on 20 November.

The Council noted that the Clerk had hosted and presented the SLCC Finance Summit on 11 September and would be attending the SLCC National Conference on 8 and 9 October.

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. 24/02393/F at 2 Horne Close, OX27 8FE for "Proposed garage"

The application had been received on 17 September. The Council **RESOLVED** to agree to make individual comments to the Clerk in order that she could respond using her delegated authority.

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

i. 24/00245/OUT at South Lodge, Fringford Road, OX27 8TH for "Outline application for demolition of existing structures and erection of up to 99 dwellings, access, open space and associated works with all matters reserved except for access". Application refused 15 August.

ii. 24/01311/F at 55 Montgomery Road, OX27 8FG for "Removal of conservatory. Erection of single storey rear extension." Application permitted 16 August.

c. Puy du Fou Consultation Event – to receive an update
No further information had been received.

13. Climate Emergency – to receive a report
No further information had been received. However, it was anticipated that CDC would be organising a follow-up meeting shortly.

14. Parish Matters – to consider any parish matters

a. Banbury Road Roundabout – to receive an update
Cllr Ford had given an update earlier in the meeting. The Clerk had circulated the slides from meetings with the development team to the Council.

b. **Speed Indicator Devices** – to consider a proposal from the Banbury Road development team
The Council **RESOLVED** to agree that the quotation received from Signway to relocate the existing signs onto new poles was extremely expensive and to ask for clarification and a further quotation. Cllr Ford confirmed that an application to her Councillor Priority Fund would be welcomed.

The Council **RESOLVED** to agree to make an application to the Councillor Priority Fund for assistance with the SID installation.

c. Parish Path Warden – to consider the appointment of a Parish Path Warden
The Council **RESOLVED** to agree to appoint Cllr Sutcliffe as Parish Path Warden.

The Clerk would introduce Cllr Sutcliffe to the Path Warden team.

d. **Fringford Road rubbish bin** – to consider a replacement
The Council considered the options for a replacement rubbish bin on Fringford Road and **RESOLVED** to agree to purchase the Wybone Never Rust Again bin at a cost of £304.99 plus fixings, delivery and VAT.

e. Hallowe'en – to receive a progress report
The Clerk reported that no meeting was necessary, but that the usual traffic order had been organised and the MoD / UK police would be doing the general co-ordination.

The Clerk would generate the usual publicity nearer the time.

f. Remembrance

i. Poppy Wreath – to consider the contribution to the Royal British Legion for the poppy wreath
The Council **RESOLVED** to agree to contribute £50 to the Royal British Legion Poppy Appeal.

ii. Remembrance Service – to consider attendance at the annual Service of Remembrance
The Council **RESOLVED** to agree that Cllr Sutcliffe would represent the Council at the Service of Remembrance on 11 November.

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

a. OALC Councillor Forum –13 August and 10 September
No Councillors had been able to attend.

b. **OALC Appraisal Training** – 16 September
Cllr Sutcliffe attended the training. She noted that appraisals were not mandatory.

16. Attendance at Meetings – to consider attendance

a. OALC Councillor Forum – 8 October at 12noon and 12 November at 2.30pm
The Councillors were encouraged to attend.

a. CDC Digital Infrastructure Webinar – 8 October 7pm – 8pm online
Neither the Councillors nor the Clerk were able to attend.

b. CDC Parish Liaison Meeting – 6 November online
The Council noted the date of the meeting. The Councillors would confirm attendance nearer the time. The Clerk would attend.

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

18. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 6 November 2024

19. 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 November at 7.30pm.

The meeting closed at 8.58pm

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