

**Minutes of the Meeting of Caversfield Parish Council held on Wednesday
20 November 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: 5 members of the public; 1 representative from Springfield Road
Management Company; 2 representatives from Stratton Fields Management
Company; 2 members of the Rowans Residents Committee; 3 representatives
from the Firethorn Group (left 7.54pm); Mrs Jane Olds (Parish Clerk);
Cllr Donna Ford (OCC) and Cllr Simon Litton (CDC)

Apologies: None

1. Apologies for absence – to receive apologies

All Councillors were in attendance.

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

a. To welcome representatives from Firethorn Group Developments Limited –
regarding planning application item 12. a. i.

Representatives from the Firethorn Group gave a presentation regarding the planning
application - 24/02782/F. The current proposal was to change the construction access
location to beyond the layby on the B4100 which would minimise disturbance to the
current inhabitants.

The Council heard the presentation and thanked the representatives for their time in
attending.

Five 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 due to the RAF Croughton base
Information evening.

The Park was now the responsibility of the UK MoD. Following the transfer, there had
been issues with the contract for the emptying of the dog bins, but this had been resolved.

5. Reports from District and County Councillors – for information only

Cllr Ford (OCC) reported that the County decision to turn off the street lights between
11.30pm and 6.30am had been challenged, particularly in areas such as stations and bus
routes which operate past 11.30pm.

OCC had made a proposal to set up a booking system for the household waste centres around the county but this had not yet been agreed.

Cllr Ford had continued to meet the Banbury Road roundabout developers.

Cllr Lytton (CDC) reported that the Local Plan would be sent out for consultation shortly. There had been no extra funding for local councils in the latest Budget proposed by Government. The Democratic and Elections team were currently undertaking a review of polling stations, but that the current arrangement of the temporary cabin in the Park would be continued for the foreseeable future.

6. Reports from the Village Management Companies

The Management Companies had been invited to the meeting. Springfield Road Management Committee had nothing to report. Stratton Fields Management Committee reported that they would like to provide the Council with a small grant.

The representatives from the Rowans Residents Committee reported that 100 out of the 159 properties on the estate had agreed to join the Committee. No progress had been made regarding the very high water bills, but they were working with the Management Company and hoping that the MP, Calum Miller, would be able to help.

7. Minutes – to confirm the Minutes of the meeting held on 18 September

It was **RESOLVED** that 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 Dignity at Work Policy, the Data Retention and Disposal Policy and the Training and Development Policy have all been updated and published.

b. Oxfordshire Councils Charter

The Clerk had informed OALC that it had been adopted.

c. OALC Subscription Increase

The Clerk had returned the form for the AGM.

d. Fringford Road bin

The Clerk had not had the opportunity to order the bin.

9. Governance

- a. Councillor Co-option** – to consider any applications received for the two vacant seats
No applications had been received.

b. Policy Review – to review the following policies

i. Grants Policy and Application Form

The Council considered the policy and form and **RESOLVED** to agree to adopt the documents.

ii. Privacy Notice

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

iii. Website Accessibility Statement

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

10. Finance

a. Financial Report – to receive the report for information

As at 31 October, the accounts stood at:

Co-op Current Account	£11,182.28
Co-op 35-day Deposit Account	£8,030.74
NS&I Account	£0.00

Income

Precept	£4,762.00
Deposit Account Interest	£30.74

Standing Orders and Direct Debits

Date Cleared	SO / DD	Payee and reason	Budget	Minute Ref	Amount
11/9/24	DD	Three – August mobile contract	Admin costs	15/5/24 10. c.	£7.56
17/9/24	SO	JMC Olds Clerk's Salary 17 August – 16 September	Clerk's salary	15/11/23 11. f.	£199.20
11/10/24	DD	Three – September mobile contract	Admin costs	15/5/24 10. c.	£7.56
17/10/24	SO	JMC Olds Clerk's Salary 17 September – 16 October	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 Financial Control** – to receive a report from the Councillor responsible for Internal Financial Control
Councillor Hitchcock reported that she had checked the accounts on 20 November and all was in order.
- d. Internal Auditor** – to consider further the appointment of the Parish Internal Auditor for the year 2024/25
The Council considered quotations from three auditors and **RESOLVED** to agree to appoint Helen du Bois at a cost of £230 for the financial year 2024/25.
- e. Draft Budget** – to consider holding an informal briefing session
The Council **RESOLVED** to agree to hold an informal briefing session. A date would be agreed.
- f. Staff Salary** – to note the NJC revised cost of living salary scale for the Clerk for 2024/25 together with the amount backdated from April
The Council noted the NALC revised salary scales and the “cost of living” increase to £13.91 per hour on scale point 10. This would make the total monthly expense £208.65.

The standing order would be updated ready for the payment on 17 December.

The Council also noted the total backdated pay calculated for the year from April to October was £66.15 which would be paid separately.

A staffing committee meeting would be convened following the January meeting.

- 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 Shipway would authorise online.

Payment method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Calber Facilities Management Ltd for September grass cutting and weed spraying (invoice no: CL474542)	Verge cutting and weed spraying	19/1/22 14. a.	£270.72	£324.86
	Calber Facilities Management Ltd for October grass cutting (invoice no: CL475190)	Verge cutting and weed spraying	19/1/22 14. a.	£155.72	£186.86
	Total				£511.72
Bank Transfer	Royal British Legion for Poppy Wreath donation	S137 Grants	18/9/24 14. f.	£50.00	£50.00

Payment method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Fringford Village Hall for September Hall Hire (invoice no FVH-20221443)	Hall Hire	20/9/23 10. c.	£31.25	£31.25
Bank Transfer	Cherwell District Council for summer dog bin emptying (invoice no: 20017292)	Dog bin emptying	15/5/24 10. h.	£223.08	£267.70
Bank Transfer	Launton Parish Council for six months' data projector hire	Hall Hire	15/5/24 10. h.	£15.00	£15.00
Bank Transfer	J Olds – April – October back pay (7 months)	Clerk's salary	20/11/24 10. f.	£66.15	£66.15
Bank Transfer	J Olds - Admin Expenses (Printing £28.21, stationery etc £2.10)	Admin costs	15/5/24 10. i.	£30.31	£30.31
	Mileage Expenses	Mileage expenses		£13.23	£13.23
	Home Working Expenses	Home Working Allowance		£104.00	£104.00
	Total			£147.54	£147.54
Bank Transfer	Fringford Village Hall for November Hall Hire (invoice no FVH-20221466)	Hall Hire	20/9/23 10. c.	£31.25	£31.25
Bank Transfer	Fringford Village Hall for January Hall Hire (invoice no FVH-20221467)	Hall Hire	20/9/23 10. c.	£25.00	£25.00

11. Training

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

The Council **RESOLVED** to note the training courses.

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. **24/02782/F** at Land North And Adjoining Home Farm, Banbury Road B4100, Caversfield for “Change of Use of land for the provision of a temporary construction access, for a period of up to 10 years, to facilitate the construction of outline planning permission ref. 21/01630/OUT”
- Following the presentation from the developers, the Council considered the application and **RESOLVED** that while there were no objections to the proposal, the

conditions should include traffic monitoring to ensure that the vehicles were safely using the junction.

- b. OCC Consultation** – to consider the consultation on the Local List of Information Requirements for validation of planning and related applications
The Council noted the consultation and **RESOLVED** that no response was necessary.

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

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

13. Climate Emergency – to receive a report

The Clerk continued to circulate the information from the Launton Environmental Society.

14. Parish Matters – to consider any parish matters

- a. Banbury Road Roundabout** – to receive an update
The updates from the regular meetings with the site team and Cllr Ford had been circulated. The project was on schedule.

Concern had been raised about the litter which had accumulated from the site workers which the Clerk would request was cleared. The pedestrian access to the bridleway would be a gap between the main gate and the fence. It had been confirmed that there was no need for life preservers on the fences near the attenuation ponds.

- b. Speed Indicator Devices** – to consider a proposal from the Banbury Road development team
The Council **RESOLVED** to agree that the second quotation received from Signway to relocate the existing signs onto new poles was still very expensive and that there were significant concerns regarding the maintenance of the devices.

The Clerk had made an application to Councillor Ford's Councillor Priority Fund for assistance with the SID installation, but that an alternative provision may be investigated.

- c. Hallowe'en** – to receive a report
Councillor Sutcliffe reported that the event had been well attended and was as popular as it had been previously. All had gone well with few complaints apart from parking, particularly on Skimmingdish Lane and Fringford Road.

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

- a. OALC Councillor Forum** – 8 October and 12 November
No Councillors had been able to attend.

b. CDC Digital Infrastructure Webinar – 8 October

Neither the Councillors nor the Clerk were able to attend. However, the Clerk had circulated the recording of the meeting.

c. CDC Parish Liaison Meeting – 6 November online

The Clerk attended the meeting. The three main presentations were from the Monitoring Officer, the Flooding Team (which turned into a question and answer session) and an update on the progress of the Local Plan from the Planning Team. It was scheduled that the Local Plan would go out for consultation from mid December to mid February.

16. Attendance at Meetings – to consider attendance

a. OALC Councillor Forum – 10 December at 7.00pm

The Councillors were encouraged to attend.

b. East Cherwell Rural Community Forum (previously Police rural resilience meeting)

– 13 December at 7pm at Chesterton Community Centre

The Councillors were encouraged to attend.

c. Healthy Bicester Stakeholder Workshop – 19 March 2025 10am – 1pm St John Paul II Centre

Councillor Hitchcock hoped to attend.

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

The Council noted that a Freedom of Information request had been received regarding the Council's provision of Christmas Lighting which the Clerk had responded to.

18. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 1 January 2025

a. Bicester Heritage – a meeting would be arranged

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 15 January 2025 at 7.30pm.

The meeting closed at 9.33pm

Signed

Dated