

**Minutes of the Annual Meeting of Caversfield Parish Council held on Wednesday
15 May 2024 at 8.25pm 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: 3 members of the public; Mrs Jane Olds (Parish Clerk); Cllrs Simon Lytton,
Nick Mawer and John Willett (CDC)

Apologies: None

1. To elect the Chairman for the year 2024/25

Cllr Nisbet proposed, and Cllr Shipway seconded the proposal that Cllr Sutcliffe be elected as Chairman. The Council **RESOLVED** unanimously to elect Cllr Glenice Sutcliffe as Chairman.

Cllr Sutcliffe signed the Declaration of Acceptance of Office.

2. Apologies for absence – to receive apologies

There were no Councillor apologies.

3. To elect the Vice Chairman for the year 2024/25

The Council **RESOLVED** to agree not to elect a Vice Chairman.

4. 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.

5. Public Participation

3 members of the public attended the meeting.

6. To welcome RAF Croughton Commander and Liaison Officer – to receive an update on MoD issues

Squadron Leader Tina Sheeran (UK) and Lt Col Gary Morton (US) had reported to the Annual Parish Meeting.

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

The District and County Councillors had reported to the Annual Parish Meeting.

8. Reports from the Village Management Companies

One report had been received from the Springfield Road Residents Company (numbers 1-10) regarding the change of company secretary.

9. Minutes – to confirm the Minutes of the meeting held on 20 March

It was **RESOLVED** that the minutes be accepted as a true record and were signed by the Chairman.

10. 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 Standing Orders, Health and Safety Policy and Online Payment Procedure had all been updated and published.

11. Governance

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

No applications had been received.

b. Policy Review – to review the following policies

i. Data Protection Policy

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

ii. Internal Financial Control Policy

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

iii. Scheme of Delegation

The Council considered the policy and **RESOLVED** that no update was necessary and to adopt it.

c. Risk Assessment – to review and agree the Risk Assessment for 2024/25

The Council considered the Risk Assessment and **RESOLVED** to agree to adopt it with the suggested changes.

d. Councillor responsible for internal financial control – to consider and agree the appointment

The Council **RESOLVED** to agree to appoint Cllr Fiona Hitchcock as Councillor Responsible for Internal Financial Control.

e. Information Logs – to review and note:

The Council **RESOLVED** to review and note the following logs:

i. Freedom of Information Disclosure Log

ii. Gifts and Hospitality Log

iii. Training and CPD Log

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

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

12. Finance

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

As at 30 April, the accounts stood at:

Co-op Current Account £14,780.36

NS&I Account £2,437.11

Standing Orders		Date Cleared
Clerk's Salary 17 February – 16 March	£199.20	18/3/24
Clerk's Salary 17 March – 16 April	£199.20	17/4/24

Direct Debit Payments		
Three – February mobile contract	£7.56	11/3/24
Three – March mobile contract	£7.56	11/4/24

Debit Card Payments

None

Income

NS&I Interest	£18.71	Jan 24
OCC Localities Grant for Defibrillator	£900.00	27/3/24
CDC Precept (1st tranche)	£4,762.00	10/4/24

The VAT reclaim of £ 727.59 for 1 April 23 to 31 March 24 was submitted on 1 May.

- 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 agree to note the increase of the monthly charge to £6.30 (£7.56 inc VAT).

d. Banking

- i. To consider the bank mandate and confirm signatories**

The Council considered the bank mandate and **RESOLVED** to agree that Cllr Alan Tennant would be added to the bank mandate and that former Cllr Boughtflower would be removed.

- ii. To consider the suitability of the NS&I account and alternative arrangements**

The Council considered the suitability of the NS&I account and **RESOLVED** to close the NS&I account and open a 35-day notice interest account with the Co-operative Bank with £4,000 from the current account and the funds from the NS&I closed account.

- e. 2023/24 Unspent Budget Items** – to consider a virement of items budgeted to the new financial year

The Council considered the unspent budget items and **RESOLVED** to agree to vire the following to the new financial year:

Snow Clearance – to reserves	£250.00
Grants	£284.00

Training	£285.00
Defibrillator (from Localities Grant)	£900.00

f. Budget – to agree the budget for 2024/25

The Council considered the budget, taking into account the virements and Reserves, and **RESOLVED** to accept it.

g. Reserves – to confirm the Reserves for 2024/25 and consider the Policy

The Council **RESOLVED** to agree to the policy and the following Reserves:

3 months' running costs	£1,600.00
Election Expenses	£1,600.00
Noticeboard Repair / renewal	£980.00
Clerk Laptop, Printer and scanner	£1,400.00
Bus shelter repairs	£800.00
Bus Shelter Lighting	£800.00
White Gate Refurbishment	£550.00
Street furniture renewal	£1,100.00
Insurance Excess	£250.00
Audit Reserve	£200.00
Snow Clearance Reserve	£600.00
Road Safety	£100.00
Staff Sickness	£200.00
General Fund	£900.00

h. Annual Subscriptions and Regular Payments – to consider and agree the list

The Council **RESOLVED** to agree to approve the list of regular payments:

Subscriptions:

- Oxfordshire Association of Local Councils
- Community First Oxfordshire
- Society of Local Council Clerks
- Council for the Protection of Rural England
- Open Spaces Society

Clerk salary: monthly by Standing Order

Hall hire: bi-monthly

Data projector hire from Launton Parish Council: £30 annual

Dog bin emptying: twice yearly – March / April and September / October

Information Commissioner: annual - £35 by direct debit in January

Internal Auditor: annual

Old School Close grass cutting: annual

Skimmingdish Lane and Fringford Road grass cutting and Fringford Road weed spraying

Office 365 Annual Subscription (one quarter): annual

Web hosting and domain name renewal: annual

Bus shelter cleaning

i. Staff Expenses – to confirm the rates for the Clerk's expenses

The Council **RESOLVED** to confirm the Clerk's expenses

- Printing: Double sided A4 – 11p per sheet; single sided A4 – 6p; single sided A4 colour – 10p; single sided A3 colour – 20p
- Laminating: A3 – 70p per sheet, A4 – 40p per sheet
- Postage: standard advertised cost of stamps
- Envelopes: DL envelope – 8p; C6 envelope – 5p; C5 envelope – 6p; C4 envelope – 13p
- Mileage at 45p per mile as per HMRC guidelines.

j. Statement of Accounts – to consider and approve the Statement of Accounts for the year end 31 March 2024

The Council **RESOLVED** to agree to the Statement of Accounts which had been circulated.

k. Asset Register – to confirm the Asset Register for the year 2023/24 and set an appropriate minimum value of assets for the asset register

The Assets List could be found within the Statement of Accounts document.

The Council **RESOLVED** to confirm the Asset Register value of £11,915.84 the addition of the four dog waste bins and the mobile 'phone. A correction of the location of one of the benches to Fringford Road near Southwold Lane was made. The full Asset Register would be published on the website.

The Council **RESOLVED** to agree that the appropriate minimum value of assets purchased by the Parish Council for the register would be £100, with the proviso that other items, which were of value, but which had not been purchased by the Council generally be included at a value of £1.

l. Internal Audit

i. To receive and review the report from the Internal Auditor

The Council **RESOLVED** to receive the report. The Council noted the suggestion regarding the page numbering of the minutes but **RESOLVED** to maintain the current arrangement. A further suggestion regarding the Clerk's appraisal was noted and would be acted upon.

ii. To consider the appointment of the Internal Auditor for 24/25

The Council **RESOLVED** to agree to defer the appointment and for the Clerk to seek alternative auditors as the current auditor had completed three years.

m. AGAR Signature Redaction – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from 'specific and identifiable threats' of identity theft and GDPR concerns

The Council **RESOLVED** to agree to redact the signatures on the web version of the AGAR acknowledging that this was against the Accounts and Audit Regulations, but

that it was to protect the signatories from the specific and identifiable threats of identity theft. There was no issue with the full documents being viewed in person.

n. External Audit

- i. Certificate of Exemption** – to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold or to have a Limited Assurance Review

The Council **RESOLVED** to agree to complete a Certificate of Exemption from submission to the External Audit and agreed the figures of £9,721 for the annual gross income and £8,889 for the annual gross expenditure as stated in the Statement of Accounts. Both figures were below the £25,000 threshold.

- ii. Section 1: Annual Governance Statement** – to consider the questions and respond accordingly

All the Governance questions were read out to the meeting which the Council **RESOLVED** to agree. The Chairman and Clerk signed the form.

- iii. Section 2: Annual Accounting Statements** – to consider and agree the accounting statement figures

The Clerk provided the meeting with the figures and the Council **RESOLVED** to agree the Accounting Statements. The Clerk / RFO had signed the form prior to the meeting, the Chairman signed the form following the agreement.

- iv. Electors' Rights** – to note the dates for the Exercise of Public Rights as Monday 3 June to Friday 12 July 2024

The Council **RESOLVED** to note the dates which would be published on the noticeboard and website.

- v. Statement of Variance** – to consider the draft Statement of Variance

The Council **RESOLVED** to agree the Statement of Variance.

- o. 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	Fringford Village Hall – Chinnery Room Hire May (FVH-20221367)	Hall Hire	20/9/23 10. c.	£28.13	£28.13
Bank Transfer	Elaine Anstee - Internal Audit 23/24	Audit	19/7/23 11. e.	£150.00	£150.00
Bank Transfer	Calber Facilities Management Ltd for	Verge cutting and	19/1/22 14. a.	£155.72	£186.86

Payment method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
	April grass cutting (invoice no: CL471254)	weed spraying			
Bank Transfer	Cherwell District Council for winter dog bin emptying (invoice no: 20014877)	Dog bin emptying	20/3/24 13. c.	£167.31	£200.77
Bank Transfer	Oxfordshire Mind	S137 grants	20/3/24 10. e.	£284.00	£284.00
Bank Transfer	Oxfordshire Association of Local Councils for Essentials of Employing People training (Invoice no: W-3303)	Training	15/5/23 11. a.	£30.00	£36.00

Payments made between meetings

The Council noted the following payment which had been approved by Cllr Sutcliffe

Date paid	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
10/5/24	London Hearts for defibrillator and cabinet	Defibrillator	20/3/24 13. b.	£750.00	£750.00

13. Training

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

The Council **RESOLVED** retrospectively to agree to Cllr Sutcliffe attending the Essentials of Employing People on 13 May at a cost of £30 excluding VAT.

The Council **RESOLVED** to agree to book one place on the OALC Cyber Security and Awareness for Parish Councils course on 5 August at a cost of £25 and one place for Cllr Sutcliffe on OALC Appraisals for Parish and Town Council Staff on 16 September at a cost of £30 excluding VAT.

14. 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. **24/01202/F** at The Barn, Fringford Lodge, Buckingham Road, OX27 8RG for
“Conversion of outbuildings to form granny annexe with carer's bedroom and home office. Link extension at ground floor between existing barn. Loft conversion. New windows, doors & roof lights. Solar panels to South elevation of outbuildings.”

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.

15. Parish Matters – to consider any parish matters

- a. **Village Spring Clean** – to note the date

The Chair reported that no one had come to borrow the equipment.

- b. **Defibrillator** – to receive a progress report

The Clerk reported that the Council had received final confirmation and the £900 contribution from Cllr Ford's Localities Fund. Due to the time constraints, the order was placed for the defibrillator and cabinet with London Hearts and Councillor Sutcliffe had approved the payment. As soon as the delivery had been received, the MoD Police had collected the cabinet and the RAF Croughton team had installed it on the front of the MoD Police House at 14 Davis Gardens.

The Clerk had registered the equipment with The Circuit, had labelled it with the Council name and telephone number, and had put it into service on 14 May. The remaining £150 from Cllr Ford's fund would be allocated to the Defibrillator budget and a further set of pads purchased in due course.

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

- a. **Banbury Road Roundabout updates**

Cllr Ford and the Clerk had attended recent meetings.

The meeting had been informed that the Fringford Road would be open to pedestrian traffic from the end of May. Further discussions had taken place regarding the bus access.

The Clerk and Councillor Ford had requested that Speed Indicator Devices be installed in Skimmingdish Lane and these had been provided. However, the one by the entrance from the Buckingham Road had been queried due to its position.

The Clerk had further requested that temporary traffic lights be installed on Skimmingdish Lane at the junction with the Buckingham Road. This had been rejected as the team informed the Council that it was not possible to have suitable lights. However, on further investigation the Clerk had discovered that the HS2 project had

used lights on the A41 which would be suitable for the current situation; the Clerk had raised this further with the implementation team.

17. Attendance at Meetings – to consider attendance

- a. **Bicester Rural Police Liaison Meeting** – 28 May at Chesterton Community Centre.
The Council noted the date and **RESOLVED** that Councillor Sutcliffe would attend.
- b. **OALC Councillor Forum** – 4 June 12noon, 9 July 2.30pm and 13 August 7pm
The Councillors were encouraged to attend.
- c. **CDC Parish Liaison Meeting** – 12 June
The Council **RESOLVED** to agree that Councillors Sutcliffe and Nisbet would attend together with the Clerk.
- d. **OALC AGM** – 1 July
The Council noted the date and that it would be a hybrid meeting. The Clerk would attend.
- e. **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 3 July 2024

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 17 July at 7.30pm.

The meeting closed at 9.44pm

Signed

Dated