Minutes of the Meeting of Caversfield Parish Council held on Wednesday 16 July 2025 at 7.30pm in Fringford Village Hall

Present: Cllr Natalie Cross, Cllr Fiona Hitchcock, Cllr June Nisbet, Cllr Roger Shipway, Cllr Glenice Sutcliffe (Chairman)
In attendance: 20 members of the public (left various times); 2 representatives from Gladman Homes (until 8.30pm); Col Ged Hennigan (UK MoD) (to 7.50pm); Mrs Jane Olds (Parish Clerk); Cllr Will Boucher-Giles (OCC) (to 8.35pm); Cllr Nick Mawer (CDC) (from 8.15pm)
Apologies: Cllr Alan Tennant

1. **Apologies for absence** – to receive apologies
   Apologies were received from Cllr Tennant.

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
   The Clerk reminded the Council that it was the responsibility of individual Councillors to adhere to the Code of Conduct and to ensure that their Register of Members' Interests forms were kept up to date.

   Cllr Shipway declared a pecuniary interest in item 13. a. ii. and agreed to leave the meeting during consideration of the item.

The Council **RESOLVED** to agree to change the order of the presentations, public participation and report from the County Councillor.

3. **To welcome RAF Croughton Commander and UK MoD Officer** – to receive an update on MoD issues
   Col Hennigan (UK MoD) reported that the vacant houses were now under UK MoD control and £42m had been allocated to their refurbishment for the families of a new UK MoD regiment / battalion which was to be deployed to the area.

   Col Hennigan noted the complaints about the dog waste bins, but assured the meeting that the park would be maintained as a community facility.

4. **Reports from District and County Councillors** – for information only
   Cllr Boucher-Giles (OCC) reported that the vegetation along the Buckingham Road footpath, which was the responsibility of OCC, would be cut back shortly.

   Cllr Boucher-Giles further suggested that Caversfield be included in a pilot scheme for a 'transport hub'.

Cllr Mawer (CDC) reported (after 8.30pm) that the Local Plan would be presented to the next full Council with the proposal that it be sent the Planning Inspector for examination.

CDC had concern that the Government's proposal on business rates would have a severe impact on CDC's finances if it came to fruition.

5. **To receive a presentation from developers for the Dymock's Farm proposals**
   The Council received a brief presentation from the Gladman representatives who explained that the proposal was a speculative development for 800 houses, a school, medical surgery, amenity land (including allotments), sports provision and community hall to the north of the village. It was acknowledged that it was outside the provision of the Local Plan as Cherwell District Council was not able to provide a five-year housing land supply. However, the developers believed that it was a sustainable proposal.

   The representatives answered questions from the members of the public.

6. **Public participation** – to receive questions from members of the public relating to items on the Agenda, in accordance with the Council's code of conduct and standing orders
   Twenty members of the public attended the meeting. Questions were asked during the Dymock's Farm developer presentation.

7. **Reports from the Village Management Companies and Residents' Groups** – for information only
   No reports had been received.

8.30pm: 2 developers and 10 members of the public left the meeting

8. **Minutes** – to confirm the Minutes of the meetings held on 21 May
   It was **RESOLVED** that the minutes be accepted as a true record and were signed by the Chairman.

9. **Update on progress from the previous Minutes** – the Clerk / Chair will report on progress of outstanding items which do not require further decision
   a. **Fringford Road Rubbish Bin**
      The Clerk had ordered the bin but it had not been delivered. The order had been chased and it was hoped that it would be delivered shortly.

   b. **Policy Review**
      The Dispensations Procedure and Form, Internal Financial Control Policy, Scheme of Delegation, Reserves Policy and Risk Assessment had all been updated and published.

c. Internal Audit

Mrs du Bois had confirmed that she would be happy to continue as the Council's internal auditor. The charges would be confirmed in due course, but were not thought to be markedly different from 2024/25.

10. Governance

a. Councillor Co-options – to consider any applications received for the vacant seat

The position had been advertised.

b. Policy Review – to consider the following policies

i. Complaints Procedure and form

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

ii. Internal Audit Terms of Reference

The Council considered the terms of reference and **RESOLVED** to agree to adopt the document.

iii. Staffing Committee Terms of Reference

The Council considered the terms of reference and **RESOLVED** to agree to adopt it the document.

iv. Councillor Vacancy Procedure and Co-option form

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

c. Mapping Software – to consider a subscription to Parish Online

The Council considered the proposal to subscribe to the Parish Online mapping software and **RESOLVED** to agree to take out a subscription at a cost of £126 per year.

d. Oxfordshire Governance Reorganisation – to note the current proposals and engagement events

The Council received a report.

There were three separate Unitary proposals from:

- Cherwell, West and City (City and Shires) / South and Vale and West Berkshire (Ridgeway)
- Oxford (Greater Oxford)
- County Council (Oxfordshire)

The City and Shires proposal, which would work in partnership with the Ridgeway, was known as 'Two Councils' whereas the other two were 'stand alone' proposals.

Cherwell had made presentations to the CDC Parish Liaison Meeting and had also facilitated public engagement events to explain the proposals.

Further dates for the Greater Oxford engagement had been circulated but the closest venue was Kidlington.

All the proposers would be attending the OALC Talking Tables event on 18 July.

e. **Insurance** – to consider and agree the insurance policy renewal
The Council acknowledged that the three-year long-term agreement had finished.

The Council considered the renewal quotation of £346.35 (an increase from £344.07 the previous year) and **RESOLVED** to agree to accept the quotation.

11. Finance

a. **Financial Report** – to receive the report for information
As at 30 June, the accounts stood at:

Co-op Current Account	£14,092.70
Co-op 35-day Deposit Account	£8,110.94

Income		**Received**
VAT Refund	£639.32	1/5/25

Outstanding Payments
None

Debit Card Payments
None

The AGAR had been published, the Exemption Certificate sent to the External Auditor and the Electors' Rights Notice posted on the noticeboards and website. No requests to view the accounts had been received.

Standing Orders and Direct Debits

Date cleared	SO / DD	Payee and reason	Budget	Minute ref	Amount
12/5/25	DD	Three – April mobile contract	Admin costs	19/3/25 10. d.	£8.04
19/5/25	SO	JMC Olds Clerk's Salary 17 April – 16 May	Clerk's salary	15/1/25 5. b.	£292.00
16/6/25	DD	Three – May mobile contract	Admin costs	19/3/25 10. d.	£8.04
17/6/25	SO	JMC Olds Clerk's Salary 17 May – 16 June	Clerk's salary	15/1/25 5. b.	£292.00

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

The Council received the bank statements.

c. **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.

Payee and reason	**Budget**	**Minute ref**	**Net payment**	**Payment inc VAT***
RJ Groundcare Ltd for May grass cutting (invoice no: 2987)	Grass cutting and weed spraying	15/1/25 10. d.	£230.00	£276.00
H du Bois for 2024/25 Internal Audit	Audit	20/11/24 10. d.	£230.00	£230.00
Navitas Design Ltd for Web hosting for gov.uk and org.uk sites and domain mapping for org.uk	Website	21/5/25 12. i.	£65.00	£78.00
Volunteer Driver Service CIC for grant	S137 Grants	19/3/25 10. f.	£100.00	£100.00
Zurich Insurance for insurance renewal	Insurance		£346.35	£346.35
J Olds for Admin expenses (printing £86.25; stationery etc £8.42; laminating £2.80)	Admin costs	21/5/25 12. j.	£97.47	£97.47
Mileage expenses	Mileage expenses		£21.11	£21.11
Working from home expenses	Home Working Allowance	19/3/25 10. g. ii.	£104.00	£104.00
Total				£222.58

*Statutory Power used for all payments: General Power of Competence, Localism Act 2011 s.1

12. 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 and agreed that Councillors should attend any appropriate training if available.

The Council **RESOLVED** to agree to book a place on the Councillor Fundamentals training at a cost of £65 plus VAT on 9 October online at 6.30pm for Cllr Cross.

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. **25/01551/F** at Cornucopia, 1 Horne Close, OX27 8FE for "Single storey detached garage/workshop and creation of additional off-road parking space"

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

8.55pm: Cllr Shipway left the meeting for the following item

ii. **25/01726/TPO** at Aries, Fringford Road, OX27 8TH for T1 - Corsican Pine - Overall crown reduction and rebalance by 1-2m. Works are to manage the size of the canopy in its location to the house and rebalance the canopy. Subject to TPO 4/86 – received 10 July

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

8.59pm: Cllr Shipway re-joined the meeting

b. **Notices of Decision** – to note any notices of decision received
The Council noted the following notices of decision

i. **25/00476/F** at 5 Skimmingdish Lane, OX27 8UN for "Two storey side extension and single storey rear extension, glazed canopy and new access"
Permission for development – 20 May

ii. **25/00736/F** at 12 Montgomery Road, OX27 8FG for "Two storey side extension"
Permission for development – 5 June

14. Climate Emergency – to receive a report
There was nothing further to report.

15. Parish Matters – to consider any parish matters

a. **Parish Councils' Coalition of Objection** – to consider a proposal from Bucknell and Stoke Lyne Parish Councils
The Council considered the proposal and **RESOLVED** to maintain independence rather than enter into a coalition of objection due to the negative connotations.

b. **White Gates** – to note the damage to the white gate on the southbound side of the Fringford Road nearest Southwold Lane and consider a replacement

A response from the OCC Highways team was still awaited. The Clerk would chase the team again.

c. **Village Autumn Clean** – to consider a date for an autumn clean
The Council considered the suggestion and **RESOLVED** to agree to hold an additional event on 4 October.

d. **Verge Litter** – to consider action following the increase in litter on Fringford Road
The Council noted the increase in litter and **RESOLVED** to agree to monitor the situation.

e. **Winter Preparedness** – to consider salt and grit bin provision
The Council considered the proposal and **RESOLVED** to agree that no additional bins or salt was required.

f. **Bicester Motion Airfield noise** – to note concerns and complaints
The Council noted the concerns from villagers about the noise from the airfield and asked the District Councillors for support. The Clerk had produced a page for the website which gave information about how to notify the District Council.

g. **Speed Indicator Devices** – to receive an update
The Clerk reported that she had received confirmation that the solar panel from the device on Skimmingdish Lane had been stolen but that a County Highways Officer had removed the actual device for safekeeping. A further proposal would be developed.

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

a. **Puy du Fou Development** – 4 June
Councillors attended an online meeting with the developers and the presentation was circulated following the meeting.

The Council would maintain a neutral position.

b. **CDC Parish Liaison Meeting** – 11 June
Cllrs Cross and Sutcliffe, and the Clerk, attended the Parish Liaison Meeting which was about the Local Government Reorganisation and Devolution. The slides had been circulated.

c. **SLCC Branch Meeting** – 17 June
The Clerk chaired the Oxfordshire Branch meeting which focused on resilience.

Matt Ranger from the OCC Community Resilience Team gave a presentation about community resilience and emergency plans together with some basic scenarios.

The Clerk gave a short presentation about Council resilience and the Clerk to Banbury Town Council gave a presentation on personal resilience.

17. Attendance at Meetings – to consider attendance

a. OALC AGM – 18 July 1.30pm Wootton and Dry Sandford Community Centre
The Clerk would be attending the Talking Tables event; the AGM could be attended virtually. No Councillors were available to attend.

b. Bicester Together Networking Event – 30 September 10.30am – 12.30pm (Kingsmere Community Centre, Whitelands)
The Council noted that Cllr Hitchcock would be attending.

c. Bicester Motion – update meeting on the masterplan – revised proposed September dates
The Council **RESOLVED** to agree to meet on 24 September. However, the Clerk would ask if it could be later than 4pm.

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 September 2025

a. Firefighter Martyn Sadler Funeral
The Council noted that Firefighter Sadler's funeral would take place on Thursday 31 July.

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 September at 7.30pm.

The meeting closed at 9.36pm

Signed …… Dated …….