CAVERSFIELD PARISH COUNCIL

To Members of the Council: you are summoned to attend the Meeting of Caversfield Parish Council on Wednesday 19 November 2025 in the **Main Hall** at Fringford Village Hall, OX27 8DY commencing at 7.30pm.

Members of the Public: you are invited to attend. Any members of the public wishing to address the Council during the formal meeting must make the Chair aware of their intention before the meeting starts. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Members of the public wishing to record the meeting are asked to notify the Chair of their intentions so that appropriate arrangements can be made for the recording, in accordance with the Council's Standing Orders and Recording of Meetings Policy.

AGENDA

1. **Apologies for absence** – to receive apologies
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
3. **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
4. **To welcome RAF Croughton Commander and UK MoD Officer** – to receive an update on MoD issues
5. **Reports from District and County Councillors** – for information only
6. **Reports from the Village Management Companies and Residents' Groups** – for information only
7. **Minutes** – to confirm the Minutes of the meeting held on 17 September
8. **Update on progress from the previous Minutes** – the Clerk / Chair will report on progress of outstanding items which do not require further decision
9. **Governance**
    a. **Councillor Co-option** – to consider any applications received for the vacant seat
    b. **Policy Review** – to consider the following policies
        i. **Debit Card Use Policy**
        ii. **IT Policy**
        iii. **Website Policy**
    c. **Local Government Reorganisation** – to receive a report
    d. **Local Council Award Scheme** – to consider applying for the Bronze level NALC Local Council Award Scheme
    e. **OCC Consultation: Bicester and Mid Cherwell Movement and Place Plan** https://letstalk.oxfordshire.gov.uk/bicester-and-mid-cherwell-map (consultation closes 1 December)
10. **Finance**
    a. **Financial Report** – to receive the report for information

b. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
c. **Fixed Assets Review** – to receive an update on the condition of the fixed assets
d. **Internal Financial Control** – to receive a report from the Councillor Responsible for Internal Financial Controls
e. **Draft Budget** – to consider holding an informal briefing session
f. **Invoices for Payment** – to consider invoices for payment itemised on the payment schedule

11. Training

a. **NALC, OALC and SLCC** – to consider any further training offered by NALC, OALC and SLCC
b. **Community Governance Qualification** – to receive a report from the Clerk's first year

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
None received
b. **Notices of Decision** – to note any notices of decision received
    i. **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"
    Consent under tree preservation order(s) subject to conditions 23 September

13. Climate Emergency – to receive a report

14. Parish Matters – to consider any parish matters

a. **Hallowe'en** – to receive a report
b. **Battle of Britain 85th Anniversary Commemoration** – to receive a report
c. **Remembrance Service** – to receive a report
d. **White Gates** – to consider replacement white gates for the southern end of Fringford Road
e. **Village Autumn Clean** – to receive a report from 4 October event
f. **Additional Rubbish Bin** – to consider the purchase of an additional rubbish bin for the corner of Thompson Drive and Fringford Road
g. **Snow Clearance** – to consider the snow clearance agreement for the winter 2025/26

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

a. **OALC Councillor Forum** – 7 October 10.00am and 10 November 6.30pm
b. **Bicester Together Networking Event** – 30 September 10.30am – 12.30pm (Kingsmere Community Centre, Whitelands)
c. **Bicester Motion** – update meeting on the masterplan – 24 September 5pm
d. **OCC Highways Open Day** – 27 September 9.30am – 11.30am at Drayton Depot
e. **SLCC National Conference** – 14 – 15 October
f. **CDC Parish Liaison Meeting** – 12 November (online via Teams)

16. **Attendance at future Meetings** – to consider attendance
    a. **OALC Councillor Forum** – 15 December, 10.00am, 12 January 6.30pm
17. **Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required
18. **Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Wednesday 7 January 2025
19. **Date of next meeting:** to confirm the date of the next meeting as Wednesday 21 January (third Wednesday of alternate month) at 7.30pm

Jane Olds

Dated: 12 November 2025

Jane Olds, Clerk to the Council	clerk@caversfield-pc.gov.uk
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