CAVERSFIELD PARISH COUNCIL

To Members of the Council: you are summoned to attend the Meeting of Caversfield Parish Council on Wednesday 21 January 2026 in the **Chinnery Room** 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 19 November
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. **Meeting Dates** – to consider the meeting dates for the forthcoming year
    c. **Archiving of Documentation** – to consider sending the original Minutes from September 2017 to March 2024 to the County Archives for safe keeping
    d. **Policy Review** – to consider the following policies
        i. **Disciplinary Policy (draft)**
        ii. **Grievance Policy (draft)**
        iii. **Biodiversity Policy and Action Plan (review)**
        iv. **Protocol on marking the death of a Senior National Figure (review)**
    e. **Defibrillator** – to consider additional 'guardians' for the defibrillator
10. **Finance**
    a. **Financial Report and Budget Monitoring Report** – to receive the reports for information
    b. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements

c. **North Oxfordshire Resident Action (NORA) request for financial assistance** – to consider a request from 'NORA'
d. **2026/27 Budget** – to consider the draft budget
e. **2026/27 Precept** – to consider and agree the setting of the Precept
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

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. **25/03176/LB** at 7 The Cook House, The Parade, Caversfield, Bicester, OX27 8AF for "Replacement of unauthorised uPVC door with timber door to front elevation" (time extension agreed) https://planningregister.cherwell.gov.uk/Planning/Display/25/03176/LB
   ii. **25/03184/TCA** at Brashfield Lodge, Buckingham Road, Caversfield, OX27 8RE for "1. Walnut, Reduce 1 lateral at 4m s/e by removing up to 2.5m. 2. Elm, DED, a dense stand of semi mature-mature Elm, Fell 12 dead and dying trees with the potential to fall onto the neighbouring residential property. 3. Norway Maple, Extensive squirrel damage to large laterals above the highway, remove or reduce all squirrel damaged laterals with the potential to fall onto the road, as required by the nature and the extent of the defect, not exceeding 30% of the crown. 4. A single standing dead stem, out competed by adjacent trees. Fell. 5. Beech/ Sycamore, Fell 4 trees which have extensive squirrel damage and are all within 0.5m of the car port. 6. Walnut, crown raise to create up to 1.5m clearance from the boundary wall and neighbouring structure. 7. Holly, Growing in close proximity to the boundary wall, inappropriate location for long term retention, Fell. 8. Apple, Dysfunctional timber/necrotic bark and defects within the main stem, Fell." (time extension requested) https://planningregister.cherwell.gov.uk/Planning/Display/25/03184/TCA
   iii. **25/03353/TCA** at Brashfield House, Buckingham Road, Caversfield, OX27 8RE for "T1 Walnut, poor condition, Fell to near ground level; T2 and T3 Ash, Stump regen, Fell; T4 Ash, Fell to permit relandscaping; T5 Walnut, Fell to permit relandscaping; T6,T7,T8 x3 mature but small Laburnum Fell; T9 Holly, in close proximity to the boundary wall and mature Yew, Fell " https://planningregister.cherwell.gov.uk/Planning/Display/25/03353/TCA
b. **Notices of Decision** – to note any notices of decision received
   None received
c. **To note the result of the appeal "24/00057/REF / 24/00245/OUT Appeal ref: APP/C3105/W/24/3355576**"at South Lodge, Fringford Road, OX27 8TH "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"

13. Climate Emergency – to receive a report

14. **Parish Matters** – to consider any parish matters
    a. **White Gates** – to consider replacement white gates for the southern end of Fringford Road
    b. **Bus shelter**
        i. **Cleaning** – to consider a quotation for quarterly cleaning and to confirm the completion of a one-off 'deep' clean
        ii. **Lighting** – to note that the lighting was not working and consider further action
15. **Reports from Meetings** – to receive reports from any meetings attended
    a. **OALC Councillor Forum** – 15 December and 12 January
    b. **Bicester Motion** – 19 January
16. **Attendance at Meetings** – to consider attendance
    a. **OALC Councillor Forum** – 4 February at 10.00am, 18 March at 6.30pm
    b. **Puy du Fou** – date tbc
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 4 March 2026
19. **Staffing Committee Meeting** – to consider holding a Staffing Committee meeting to follow the March Parish Council meeting
20. **Date of next meeting:** to confirm the date of the next meeting as Wednesday 18 March (third Wednesday of alternate month) at 7.30pm

Jane Olds

Dated: 14 January 2026

Jane Olds, Clerk to the Council	clerk@caversfield-pc.gov.uk
13 Oak Close, Bicester, OX26 3XD	07307 381425 www.caversfield-pc.gov.uk