Minutes of the Meeting of Caversfield Parish Council held on Wednesday 21 January 2026 at 7.30pm in Fringford Village Hall

Present: Cllr Natalie Cross, Cllr Fiona Hitchcock, Cllr June Nisbet, Cllr Roger Shipway, Cllr Glenice Sutcliffe (Chairman), Cllr Alan Tennant
In attendance: 3 members of the public; Mrs Jane Olds (Parish Clerk); Cllr Simon Lytton (CDC) (from 7.40pm)
Apologies: None

1. **Apologies for absence** – to receive apologies
   No Councillor apologies were received.

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
   Cllr Nisbet declared a non-pecuniary interest in items 12. a. ii. and iii. as the applicants were near neighbours.

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
   3 members of the public attended the meeting. One member of the public raised the issue of the dog bins in the MoD Park and particularly the one on MoD Land on the curtilage of Buckingham Road; the council reiterated that all the bins in the park were the responsibility of the MoD.

4. **To welcome RAF Croughton Commander and UK MoD Officer** – to receive an update on MoD issues
   The RAF Liaison Officer was unable to attend.

5. **Reports from District and County Councillors** – for information only
   Cllr Lytton (CDC) reported that the budget had been particularly challenging due to the Government's Business Rates reset which had meant that CDC was the third most affected council and it had been scheduled to lose a great deal of funding; however, the Council had been successful in lobbying for an improved settlement.

   Regarding planning applications, Cllr Lytton confirmed that over 11,000 houses currently had approval in the district, but that many of the developments were not able to be delivered due to extenuating circumstances such as water or power provision which was beyond the control of the District Council. The five-year housing land supply was currently at 3.1 which was deemed not adequate by the Government.

   Implementation of the kerbside glass collection project had been successful and glass could now be deposited in the blue bins for recycling. The bottle banks would be removed in due course.

6. **Reports from the Village Management Companies and Residents' Groups** – for information only

   No reports had been received.

7. **Minutes** – to confirm the Minutes of the meetings held on 19 November

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

8. **Update on progress from the previous Minutes** – the Clerk / Chair will report on progress of outstanding items which do not require further decision

   a. **Policy Review**

      The Debit Card Use Policy, the IT Policy and the Website Policy had been published.

   b. **Additional bin**

      The additional rubbish bin would be ordered in due course.

9. **Governance**

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

      The position had been widely advertised; no applications had been received.

   b. **Meeting Dates** – to consider the meeting dates for the forthcoming year

      The Council noted that the third Wednesday in May (20th) was not convenient for the majority of the Councillors.

      The Council **RESOLVED** to agree the following dates for Parish Council meetings with planning meetings convened as required.

      13 May – Annual Parish Meeting 7.30pm followed by the Annual Meeting of the Parish Council at around 8pm
      15 July
      16 September
      18 November
      2027
      20 January
      17 March

   c. **Archiving of Documentation** – to consider sending the original Minutes from September 2017 to March 2024 to the County Archives for safe keeping

      The Council **RESOLVED** to agree to send two files of Minutes from September 2017 to March 2024 to the County Archives.

   d. **Policy Review** – to consider the following policies

      i. **Disciplinary Policy**

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

ii. Grievance Policy
The Council considered the draft policy and **RESOLVED** to agree to adopt it.

iii. Biodiversity Policy and Action Plan
The Council considered the policy and **RESOLVED** to agree to adopt the document.

iv. Protocol on marking the death of a Senior National Figure
The Council considered the protocol and **RESOLVED** to agree to adopt the document.

e. Defibrillator – to consider additional 'guardians' for the defibrillator
The Council considered the proposal and **RESOLVED** to appoint Cllr Hitchcock as a defibrillator guardian. The Clerk would take Cllr Hitchcock through the responsibilities in due course.

10. Finance

a. Financial Report and Budget Monitoring Report – to receive the reports for information
The Council received the Budget Monitoring Report.

As at 31 December, the accounts stood at:

Co-op Current Account	£13,523.62
Co-op 35-day Deposit Account	£8,184.53

Income
None

Debit Card Payments
None

Standing Orders and Direct Debits

Date cleared	SO / DD	Payee and reason	Budget	Minute ref	Amount
11/11/25	DD	Three – October mobile contract	Admin costs	19/3/25 10. d.	£8.04
17/11/25	SO	JMC Olds Clerk's Salary 17 October – 16 November	Clerk's salary	17/9/25. 10. c.	£301.20
11/12/25	DD	Three – November mobile contract	Admin costs	19/3/25 10. d.	£8.04
17/12/25	SO	JMC Olds Clerk's Salary 17 November – 16 December	Clerk's salary	17/9/25. 10. c.	£301.20

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

c. North Oxfordshire Resident Action (NORA) request for financial assistance – to consider a request from 'NORA'
The Council considered the request for £3,000 of funding and **RESOLVED** that it was not able to provide financial support at the current time.

d. 2026/27 Budget – to consider the draft budget
The Clerk presented the draft budget which the Council considered. Following discussion, the Council **RESOLVED** to agree a budget of £14,622.

The increase in budget was primarily due to the grass cutting responsibilities, a slight increase in staffing costs and the need to increase the reserve set aside for an election which the District Council had recently revised and indicated would cost more than £4,000 due to the requirement of the Portakabin hire.

e. 2026/27 Precept – to consider and agree the setting of the Precept
CDC had informed the Parish that the estimated Tax Base for 2026/27 would be 595.5 (previously 592.5).

Having agreed the budget, the Council considered the Precept and **RESOLVED** to agree to an increase of £1,900 on the previous year to £11,900. The annual cost to a Band D household was calculated to be approximately £19.98 – an increase of £3.14 over the whole year.

The Clerk would inform CDC.

The Council wished to highlight that the cost to a resident of Bicester in a Band D property would be in the region of £139 per year.

f. 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*
Fringford Village Hall for November Hall Hire (invoice no: FVH-20221615)	Hall Hire	21/5/25 12. d.	£37.50	£37.50
CPRE annual subscription renewal	Subscriptions	21/5/25 12. i.	£60.00	£60.00

Payee and reason	Budget	Minute ref	Net payment	Payment inc VAT*
Shawn Curtis for bus shelter cleaning (invoice SC16)	Bus shelter cleaning	19/11/25 10. c.	£150.00	£150.00
Open Spaces Society for annual subscription	Subscriptions	21/5/25 12. i.	£45.00	£45.00

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

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

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

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

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 "

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

b. **Notices of Decision** – to note any notices of decision received
No notices had been 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"

The Council noted that the Planning Inspector had approved the application on appeal on 16 December.

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. **White Gates** – to consider replacement white gates for the southern end of Fringford Road
The Clerk reported that she was still attempting to source some S106 funding for the gates.

b. **Bus shelter**

i. **Cleaning** – to consider a quotation for quarterly cleaning and to confirm the completion of a one-off 'deep' clean
The Council considered two quotations for regular cleaning of the bus shelter and **RESOLVED** to accept Mr Hutton's quotation of £20 per clean to be undertaken on a quarterly basis.

The Clerk reported that she had engaged the services of Shawn Curtis Window Cleaning for the one-off deep clean at £150 which included a full external and internal clean, the emptying of the gutters and disposal of the waste; this had been completed and the shelter was looking well cared-for.

ii. **Lighting** – to note that the lighting was not working and consider further action
The Council noted that the original installers of the lighting had gone out of business.
The Council **RESOLVED** to agree to contact electricians for a quotation to investigate why the lighting was not working.

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

a. OALC Councillor Forum – 15 December and 12 January
No Councillors were able to attend.

b. Bicester Motion – 19 January
Five Councillors and the Clerk attended the meeting. The Bicester Motion representatives provided an update.

The recent January Scramble had been a success and tickets for the April Scramble had already sold out including the Local Residents' Discount.

A rolling three-month events calendar would be provided to the Council for information, but it was confirmed that nothing controversial was scheduled.

The fire investigation was ongoing and may take years to conclude. It was noted that there was likely to be a one-year commemoration in May.

In terms of the site development, Team Sport was scheduled to have practical completion for the indoor Go Karting space at the end of January with fit out likely to take six months. Building 146/147 by the main entrance was waiting for planning consent and a tenant before consideration of further development. There were no further plans for the hotel or the lakeside lodges at present.

YASA was currently fitting out the buildings in The Ranges for occupation in the summer 2026 and were likely to be fully operational by 2027. The rest of The Ranges development was awaiting tenants before starting to build.

A tour for the Councillors would be organised when the weather was more clement.

16. Attendance at Meetings – to consider attendance

a. OALC Councillor Forum – 4 February at 10.00am, 18 March at 6.30pm
The dates were noted.

b. Puy du Fou
The Council suggested meeting the developers once there was more to discuss.

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

Nothing additional had been received.

18. **Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Wednesday 7 January 2026

a. **SLCC Practitioners' Conference** – 27 – 29 January
   The Council noted that the Clerk would be attending.

b. **Community Governance Study Day** – 3/4 February
   The Council noted that the Clerk would be attending.

19. Staffing Committee Meeting – to consider holding a Staffing Committee meeting

The Council **RESOLVED** to agree to hold a staffing committee meeting at 7pm prior to the March Parish Council meeting.

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 18 March at 7.30pm following the Staffing Committee meeting.

The meeting closed at 9.08pm

Signed …… Dated …….