

**Minutes of the Meeting of Caversfield Parish Council held on Wednesday 15 July 2020 at 7.30pm online via Zoom as permitted in the The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) due to the COVID19 Coronavirus crisis**

- Present:** Cllr Tom Astley, Cllr Eleanor Booth-Davey (Chairman), Cllr Fiona Hitchcock, Cllr June Nisbet, Cllr Glenice Sutcliffe and Cllr Terry Williams
- In attendance:** Cllr Lynn Pratt (CDC) (from 8.40pm to 8.50pm); Ms Laura Haddy, RAF Croughton Liaison Officer (until 8.25); Ms Sarah-Jane Curtis and Mr Charlie Morgan Representatives from Bicester Motion; 3 members of the public; Mrs Jane Olds (Parish Clerk)
- Apologies:** Cllr Nicholas Mawer (CDC), Cllr Jason Slaymaker (CDC) and Cllr Lawrie Stratford (OCC)

**1. Apologies for absence – to receive apologies**

There were no Councillor apologies.

**2. Requests for Dispensations, Declarations of interest, gifts and hospitality**

Nothing was declared.

**3. Public Participation**

3 members of the public attended the meeting.

The Council **RESOLVED** to agree to move the discussion on item 12. a. to the Public Participation.

The Chairman welcomed Ms Curtis and Mr Morgan to the meeting.

Ms Curtis explained that the time frame for the Toucan crossing across the A4421 Buckingham Road, together with the works on the cycle way on the Bicester Heritage side of the road, had had to be revised due to the COVID19 issues and the Bicester Motion team were working with OCC Highways Officers to progress the work. They hoped that it would be completed by March 2021.

Mr Morgan explained that he was responsible for the Bicester Aerodrome Company which was now responsible for the operation of the unlicensed airfield at Bicester Motion.

It was intended that this would ensure that the green airfield space would be kept intact, but that it was likely that building and activity would take place around the margins of the airfield. They intended to foster the historic and general aviation together with future technology including battery and low noise aircraft.

The departure of the Gliding Club would mean that there were fewer gliders operating from the airfield (although there would still be some) but a wider range of aircraft would be admitted including the Bicester model aircraft club.

Two specified runways would be operated rather than the three which the Gliding Club operated which, it was understood, would be better for predictability and safety management. The two routes would be West / Northwest and Southwest; a map of the runways would be provided.

It was anticipated that there would be fewer aircraft movements in the current year than previous years. There were currently 12 aircraft based at the airfield, but that there would be the potential for between 40 and 45 aircraft to be housed in the hangars. However, the quantity and size of aircraft would be naturally limited by the grass runway.

Flying would be restricted to daylight hours and any visiting aircraft would have to arrange a landing prior to their departure from home. Any aircraft based at the airfield would have priority over visitors.

Concern was raised over noisy helicopters which could have a more flexible landing area. However, the company had not been approached to receive helicopters.

Clarification was given on the difference between licenced and unlicenced. The need for changing to a licenced airfield would be if passengers were being transported from “a to b” in a managed way. They were not intending to turn the airfield into a terminal.

Mr Morgan extended an invitation to anyone within the village to see the operation.

**4. To welcome RAF Croughton Liaison Officer** – to provide an update on MoD issues concerning the village

The Chairman welcomed Ms Haddy to the meeting. Ms Haddy reported that there was limited opening of the play equipment in the park due to maintenance issues. Some of the apparatus was fenced off awaiting repair.

A new US Base Commander (Col Jon Hannah) had been appointed and was in post.

The security team were still working with Stratton Fields Management Ltd on the CCTV, but the Management company had agreed in principle to leave the units where they were so that they could be activated.

8.25pm Ms Haddy left the meeting.

**5. Reports from District and County Councillors** – for information only

Cllr Lynn Pratt (CDC) gave an update to the Council. CDC had carried on working throughout the COVID crisis and she paid tribute to the staff.

September would be budget planning, but due to the crisis, the finances had been depleted and the Government grants had not covered all the additional expenditure.

**6. Reports from the Village Management Companies**

No reports had been received.

**7. To receive and approve the Minutes of the Parish Council Meeting held on 20 May**

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

**8. Update on progress from the Minutes**

**a. Virtual Meeting and Online Banking Procedures**

The procedures had been published on the website.

**9. Governance**

**a. Councillor Co-options** – to consider any applications received

One member of the public expressed an interest in putting themselves forward for co-option. The Clerk would send the villager information and a form for completion. The Council looked forward to welcoming the villager to the next meeting.

**b. Insurance** – to consider and agree the Insurance policy renewal

Following the expiry of the Came and Company three-year long-term agreement, the Clerk provided the Council with three quotations. The Council considered the quotations and **RESOLVED** to accept Zurich Municipal’s quotation of £323.08 per annum with a three-year long-term agreement. There was likely to be a slight index-linked increase in the next two renewals.

**c. NALC Code of Conduct Consultation** – to consider a response to the consultation

The Clerk had provided information from OALC about the consultation. The Council **RESOLVED** to agree to make their own personal responses.

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

**i. Communication Policy**

The Council considered the Communication Policy and **RESOLVED** to re-adopt it without changes.

**ii. Recording of Meetings Policy**

The Council considered the Recording of Meetings Policy and **RESOLVED** to re-adopt it without changes.

**10. Finance**

**a. Financial Report** – to receive the report

As at 30 June, the Accounts stood at:

Co-op Current Account	£10,389.03
NS&I Account	£2,398.64

**Outstanding Payments – None**

<b>Standing Orders</b>		<b>Date Cleared</b>
Clerk’s Salary 17 April - 16 May	£155.55	18/05/20
Clerk’s Salary 17 May - 16 June	£161.85	17/06/20

**Income – Nothing received**

The AGAR Exemption Certificate had been sent to the External Auditors – Moore Stephens – and all the necessary documents had been published on the website at <https://www.caversfieldpc.org.uk/parish-council/accounts/accounts-2019-20/>. The dates for the period for the exercise of public rights under the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 were from Monday 15 June to Friday 24 July 2020. However, due to the current circumstances, if anyone would like to view the accounts after that date, it would be possible.

**b. Effectiveness of Internal Auditor** – to review the effectiveness of the Internal Auditor  
The Council considered the effectiveness of the Internal Auditor for 19/20 using the form provided and **RESOLVED** to agree that it reflected the work undertaken.

**c. Internal Auditor** – to appoint the Parish Internal Auditor for the year 20/21  
The Council **RESOLVED** to defer the appointment until the current Internal Auditor had been able to provide a quotation for the work and, as it was good practice to review the Internal Auditor every few years, that it would be appropriate to consider alternative provision for the forthcoming year.

The Clerk would send the Internal Audit Terms of Reference to two other auditors to request quotations for consideration at the September meeting.

**d. Invoices** - to consider invoices for payment itemised on the payment schedule  
The Council **RESOLVED** to approve the following invoices for payment which either Cllr Sutcliffe or Williams would authorise online.

<b>Cheque no:</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Amount</b>
Bank transfer	Countrywide Grounds Maintenance June Grass Cutting (Invoice number 121378)	Verge Cutting	£109.99
	Countrywide Grounds Maintenance July Grass Cutting (Invoice number 126011)	Verge Cutting	£109.99
	Total		£219.98
Bank transfer	Navitas Design Limited for web hosting and domain name renewal for caversfieldpc.org.uk (invoice number 28809)	Website + training	£64.79
Bank transfer	JMC Olds for SSD hard disk for donated computer	Admin costs	£38.23

<b>Cheque no:</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Amount</b>
	JMC Olds for Admin Expenses (Printing: £28.57, Postage: £4.69, Telephone £10.10)	Admin costs	£43.36
	JMC Olds for Mileage expenses	Mileage expenses	£9.81
	Total		£91.40
Bank transfer	Zurich Municipal for Insurance Renewal (invoice no 500875719)	Insurance	£323.08

## 11. 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. **20/01315/F** Kimberley House, Fringford Road, OX27 8TJ for “Demolition of existing garage and erection of one and a half storey side extension”  
The Council considered the application and **RESOLVED** that there were no comments or objections.
- b. **Notices of Decision** – to note  
No Notices of Decision had been received.

## 12. Parish Matters

- a. **Bicester Heritage / Motion** – to consider concerns from villagers about aircraft noise  
This item was discussed under Public Participation.

## 13. Reports from Meetings

The Clerk had been continuing to host regular Oxfordshire SLCC Zoom meetings.

## 14. Attendance at Meetings

- a. **Parish Liaison Meeting** – 30 July (6pm – 8pm) via Teams  
The Council **RESOLVED** to agree that Councillor Booth-Davey would attend the meeting if possible. There would be an opportunity for anyone interested to watch the live stream of the meeting.

## 15. Correspondence received

The Clerk presented the meeting with a list of correspondence received which included:

- a. NALC – Bulletins and updates
- b. Healthwatch – updates
- c. Rural Services Network – updates
- d. OCC – updates
- e. CDC – updates
- f. OALC – updates

- g. **TVP** – Police & Crime Bulletins
- h. **OALC** – updates
- i. **Villager** – re smell on Skimmingdish Lane (forwarded to CDC Environmental Health)
- j. **CPRE** – members’ survey

**16. Items for information or next Agenda only**

**a. Agenda items**

The Clerk requested that all items for the next agenda should be submitted by Wednesday 2 September 2020.

**b. OALC Training**

The Clerk presented the Council with a list of online training opportunities. The Council agreed that due to the cancellation of the March Roles and Responsibilities course, Councillor Hitchcock could attend the Councillor Fundamentals Course on 20 August at a cost of £35 (previous Minute reference 15/1/20 10. a.).

**17. Date of Next Meeting**

The Council **RESOLVED** to agree that the next Meeting of the Parish Council would take place on Wednesday 16 September 2020 at 7.30pm online via Zoom at <https://us02web.zoom.us/j/83851304160> (meeting code: 838 5130 4160) or in Gagle Brook School if possible. It would also be possible for members of the public to dial in with a telephone.

The meeting closed at 9.05pm

Signed .....

Dated .....