

Minutes of the Annual Meeting of Caversfield Parish Council held on Wednesday 20 May 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:** Ms Laura Haddy RAF Croughton Liaison Officer, 4 members of the public, Mrs Jane Olds (Parish Clerk)
- Apologies:** Cllr Nicholas Mawer (CDC), Cllr Lynn Pratt (CDC), Cllr Jason Slaymaker (CDC) and Cllr Lawrie Stratford (OCC)

1. To elect the Chairman for the year 2020/21

Cllr Nisbet proposed, and Cllr Williams seconded the proposal, that Cllr Eleanor Booth-Davey be elected as Chairman. The Council **RESOLVED** unanimously to elect Cllr Booth-Davey as Chairman.

Cllr Booth-Davey would sign the Acceptance of Office form when possible.

2. To elect the Vice Chairman for the year 2020/21

Cllr Booth-Davey proposed, and Cllr Hitchcock seconded the proposal, that Cllr Glenice Sutcliffe be elected as Vice Chairman. The Council **RESOLVED** unanimously to elect Cllr Sutcliffe as Vice Chairman.

Cllr Sutcliffe would sign the Acceptance of Office form when possible.

3. Apologies for absence – to receive apologies

There were no Councillor apologies.

4. Requests for Dispensations, Declarations of interest, gifts and hospitality

Nothing was declared.

5. Public Participation

4 members of the public attended the meeting.

A number of issues were raised including speeding on Fringford Road and the request to create a footpath from Springfield Road to the Cuckoo Cottage drive which the Clerk had already made a request to the County Councillor and OCC Highways about. The overgrown vegetation over the public footpaths across the farm land to Bainton Copse was also raised and the Clerk would refer the issue to the OCC footpaths team.

6. 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 she had circulated a general information and personnel update to the Councillors.

A housing review was ongoing which would include all the empty MoD properties in the village.

The implementation of the new MoD CCTV system, which had been installed primarily to keep the neighbourhood safe and secure, had caused a number of issues. The MoD acknowledged that the lamp posts which had been used to install the CCTV units were outside the boundaries of the MoD land and that negotiations would need to take place with the owners – which were probably Stratton Fields Management Company. The MoD Police, Base Legal Team, Security Team and the Base Commander were currently working on covering all the rules and regulations.

Ms Haddy gave assurances about the CCTV. There was an operations room within the Police House in Davis Gardens, but there were plans to be able to access the footage from RAF Croughton in due course. Footage would be held for 60 days. Camera masking had been implemented to ensure that the cameras could not ‘see’ into houses on the opposite side of the road and invade privacy. However, the cameras were ANPR (automatic number plate recognition) enabled and this would be turned on in due course to support the UK police.

Stratton Fields Management Company would be approached to open discussions about the best way forward.

7. Reports from District and County Councillors – for information only

No reports had been received.

8. Reports from the Village Management Companies

No reports had been received.

8.00pm: two members of the public and Ms Haddy left the meeting.

9. To receive and approve the Minutes of the Parish Council Meeting held on 15 January

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

10. Update on progress from the Minutes

No updates were necessary.

11. Governance

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

No applications had been received.

b. Virtual Meeting Procedure – to consider adoption of the draft procedure

The Council considered the procedure and **RESOLVED** to adopt it.

- c. Online Banking Procedure** – to consider adoption of the draft procedure
The Council considered the procedure and **RESOLVED** to adopt it.
- d. Zoom Contribution** – to consider making a contribution to Launton Parish Council for the use of the Zoom Pro account
Launton Parish Council had agreed that the Parish could use the Zoom Pro account. Therefore, the Council **RESOLVED** to agree to make a contribution of £3 a month to Launton Parish Council for the use of their Zoom Pro account for the duration of the required need.
- e. Risk Assessment** – to review and agree the Risk Assessment for 2020/21
The Council **RESOLVED** to agree to adopt the revised Risk Assessment.
- f. Councillor responsible for internal financial control** – to consider and agree the appointment
The Council **RESOLVED** to agree to appoint Cllr Tom Astley as the Councillor responsible for internal financial control.

12. Finance

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

As at 11 May, the Accounts stood at:

Co-op Current Account	£11,116.41
NS&I Account	£2,398.64

There were no outstanding cheques.

The Standing Order of £155.55 to pay the Clerk cleared on 17 March and 17 April.

The first tranche of the Precept (£3,100) was received on 17 April, the CTRS Grant (£38.64) was received on 21 April and the VAT Refund for 1 April 2019 to 31 March 2020 (£694.59) was reclaimed on 17 April and received on 22 April.

The Year End Budget Monitoring report was available online.

- b. Budget** – to confirm the 2020/21 budget
The Council **RESOLVED** to agree to the revised budget of £8,993.00 having made a virement of the expected payments outstanding from 19/20. The expected income remained the same at £6,867.64.
- c. Reserves** – to consider and agree the Policy and confirm the Reserves for 2020/21
The Council **RESOLVED** to agree the Reserves Policy which included the following reserves:

3 months' running costs	£1,550.00
Election expenses	£1,600.00
Noticeboard repair / renewal	£730.00

Clerk laptop, printer and scanner	£1,000.00
Bus shelter repairs	£700.00
Bus shelter lighting	£350.00
White gate refurbishment	£550.00
Street furniture repair / renewal	£350.00
Insurance excess	£250.00
Audit reserve	£200.00
General fund	£600.00

- d. Statement of Accounts** – to consider and approve the Statement of Accounts for the year end 31 March 2020
The Council **RESOLVED** to agree to the Statement of Accounts which had been circulated. The Chairman would sign the document in due course.
- e. Asset Register** – to update the Asset Register
The Council **RESOLVED** to agree to update the Asset Register with the value of the new noticeboard and rubbish bin and to remove the old noticeboard.

The level was revised to £11,095. The full Asset Register was published on the website.
- f. AGAR Signature Redaction** – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from ‘specific and identifiable threats’ of identity theft and GDPR concerns
The Council **RESOLVED** to agree to redact the signatures on the web version of the AGAR acknowledging that this was against the Accounts and Audit Regulations, but that it was to protect the signatories from the specific and identifiable threats of identity theft. There was no issue with the full documents being viewed in person once it was possible to do so.
- g. Internal Audit** – to receive the report from the Internal Auditor
The Council **RESOLVED** to agree to accept and receive the report.
- h. Effectiveness of Internal Auditor** – to review the effectiveness of the Internal Auditor
The Council **RESOLVED** to agree to defer consideration of the effectiveness of the Internal Auditor until the July meeting.
- i. Internal Auditor** – to appoint the Parish Internal Auditor for the year 20/21
The Council **RESOLVED** to agree to defer consideration of the appointment until the July meeting.
- j. External Audit Certificate of Exemption** – to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold or to have a Limited Assurance Review
The Council **RESOLVED** to agree to complete a Certificate of Exemption from submission to the External Audit and agreed the figures of £8,214 for the annual gross

income and £7,590 for the annual gross expenditure as stated in the Statement of Accounts.

The Inspection Period would be set shortly.

The Chairman and Clerk would sign the Certificate of Exemption as soon as possible.

k. External Audit – to complete the External Audit Annual Governance Statement for 2019/20

The Clerk read out all the Governance questions to the meeting which the Council **RESOLVED** to agree. The Chairman and Clerk would sign the form as soon as possible.

l. External Audit – to complete the External Audit Accounting Statements for 2019/20

The Clerk provided the meeting with the figures and the Council **RESOLVED** to agree the Accounting Statements. The Clerk / RFO had already signed the form, the Chairman would sign the form as soon as possible.

m. Internal Financial Controls – to review the policy and the effectiveness of the Internal Financial Controls

The Council reviewed the policy and **RESOLVED** to agree to adopt it which confirmed that the Council had effective internal financial controls.

n. Annual Subscriptions and Regular Payments – to consider and agree the list

The Council **RESOLVED** to agree the following list:

Subscriptions (annual):

Oxfordshire Association of Local Councils

Community First Oxfordshire

Society of Local Council Clerks

Council for the Protection of Rural England

Open Spaces Society

Clerk salary: monthly by Standing Order

Hall hire: bi-monthly

Dog bin emptying: twice yearly – March / April and September / October

Information Commissioner: annual - £35 by direct debit in January

Internal Auditor: annual

Old School Close grass cutting: annual

Skimmingdish Lane grass cutting and Fringford Road weed spraying

Office 365 Annual Subscription (one quarter): annual

Web hosting and domain name renewal: annual

Bus shelter cleaning

o. Staff Salary – to consider a spine point increase from 9 to 10 at the 2019/20 level and agree to the cost of living increase when finalised by NALC to be backdated to April
The Council **RESOLVED** to agree to move discussion to a Confidential session at the end of the meeting to exclude the Public and Press.

- p. Clerk Expenses** – to confirm the rates for Clerk expenses and to consider the Working from Home Allowance

The Council **RESOLVED** to confirm the Clerk’s expenses. Printing: Double sided A4 – 11p per sheet; single sided A4 – 6p; single sided A4 colour – 10p; single sided A3 colour – 20p; postage: standard advertised cost of stamps; stationery: DL envelope – 7p; C6 envelope – 5p; C5 envelope – 6p; C4 envelope – 10p; mileage at 45p per mile as per HMRC guidelines.

The Council also considered the ‘Working from Home’ allowance which was payable to the Clerk. This had been increased by the Government from £4 a week to £6 and was to cover the expenses of running the office from the Clerk’s home (such as heating and lighting). The Council **RESOLVED** to agree to the Clerk receiving the allowance which would be split pro-rata on hours worked between the Clerk’s other Councils (on their agreement).

- q. Invoices** - to consider invoices for payment itemised on the payment schedule
The Council **RESOLVED** to approve the following invoices for payment which Cllr Williams would authorise.

Cheque no:	Payee and reason	Budget	Amount
Bank transfer	Countrywide Grounds Maintenance Ltd for April and May verge cutting (invoice nos: 114934 and 117136)	Verge cutting	£219.98
Bank transfer	Arrow Accounting for Internal Audit for 2019/20	Audit	£125.00
Bank transfer	JMC Olds for ¼ of MS Office subscription	Admin costs	£20.00
Bank transfer	Open Spaces Society Subscription renewal	Subscriptions	£45.00

The Council **RESOLVED** to agree to the following transactions which were agreed to be paid in April and authorised by Cllr Sutcliffe.

Cheque no:	Payee and reason	Budget	Amount
Bank transfer	Cherwell District Council for winter dog bin emptying (invoice no: 7013393)	Dog bin emptying	£240.24
Bank transfer	Society of Local Council Clerks for 1/3 of Clerk membership subscription	Subscriptions	£32.20

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. **20/01030/TCA** at 1 Paynes End, OX27 8UQ for G1 x 5 nos Cypress trees located in the rear garden of the above address - Section Fell to as near to ground level as possible due to trees being in decline. Cypress tree stumps grind to 300mm approximately below ground level.
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.

14. Parish Matters

Due to the current COVID19 situation no matters had arisen which required attention.

15. Reports from Meetings

The Clerk had been hosting regular Oxfordshire SLCC Zoom meetings. Attendance had averaged 20 or so Clerks and had included guests such as the SLCC President and the High Sheriff of Oxfordshire.

16. Attendance at Meetings

All meetings suspended due to the current COVID19 crisis.

17. Correspondence received

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

- a. **OALC** – numerous updates
- b. **Rural Services Network** – bulletins
- c. **NALC** – numerous updates
- d. **Thames Valley Police** – bulletins
- e. **Bicester Good Neighbour Scheme** – thank you note for the grant
- f. **Open Spaces Society** – thank you for grant
- g. **CDC** – newsletters and updates
- h. **Clean Slate** – thank you for grant
- i. **Clerks and Councils Direct**

18. 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 1 July 2020.

b. John Gilmore

The Council noted, with sadness, the death of John Gilmore, Councillor for many years and latterly Chairman. The Parish wished to extend their sincere condolences to the family.

c. Travellers on the A4421

The Clerk reported that the OCC Gypsy and Traveller Services Team, the MoD Police and the UK Police worked together to deter the Travellers from staying near the A4421 or getting into the Park on 12 May.

d. Bicester Gliding Club

The Council noted that the Gliding Club had indicated that they would be leaving the airfield during the summer.

The Council was concerned about the future for the airfield, particularly regarding the noise from powered flight. Further investigations would be needed.

19. Date of Next Meeting

The Council **RESOLVED** to agree that the next Meeting of the Parish Council would take place on Wednesday 15 July 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 to the Public at 8.50pm and members of the public left

Confidential Session

20. Staff Salary – to consider a spine point increase at the 2019/20 level and agree to the cost of living increase when finalised by NALC to be backdated to April

The Council **RESOLVED** to agree to increase the Clerk’s spine point to SCP10 from SCP8 at the 2019/20 level. At the current rate this would be increased to £10.79 per hour or £161.85 per month.

The Council **RESOLVED** to agree to the cost of living increase and backdate the difference to April once it had been published by NALC.

The meeting closed at 8.58pm

Signed

Dated