

GREAT COXWELL PARISH COUNCIL

Minutes of the Annual Great Coxwell Parish Council meeting

Held in the Parish Reading Room on Monday 13th May 2019 at 7:30pm

**PRESENT: Richard May, Jacqui Russell, Lauren Gale RFO Ian Mason and the Clerk in attendance. C/Cllr Heathcoat
Parishioners 4**

1. **ELECTION OF CHAIRMAN**
Cllr Richard May nominated by Cllr Russell and seconded by Cllr Gale
Note: - Cllr May chaired the meeting from this point
2. **APOLOGIES** Cllr Zinovieff, D/Cllr Simon Howell and D/Cllr Elaine Ware
3. **DECLARATION OF INTEREST**
None
4. **MINUTES OF THE LAST ANNUAL MEETING MONDAY 16th April 2018**
Approved and signed
5. **MATTERS ARISING FROM THE MINUTES**
6. **a. Elect Vice Chairman election**
Cllr Lauren Gale nominated by Cllr May and nominated by Cllr Russell
b. Sign declarations
Declarations were signed by Clerk for Cllr May, Cllr Gale, Cllr Russell and Cllr Zinovieff, Cllr Zinovieff had lodged declaration with clerk prior to meeting.
c. Special appointments for Councillors
Reading Room, Planning, Park, Highways, Verges and Footpaths, Newsletter, Social, Grants Adviser, Neighbourhood Watch, Infrastructure and Social Welfare, Relationship with Faringdon Town Council, NT, Community Led Plan
Action – Due to only three Parish Councillors attendance, special appointments were delayed
7. **Positions**
Parish Clerk: Jo King
RFO: Ian Mason
Website/Newsletter: Gavin Anderson
8. **Any matters arising from the last meeting and not itemised on this agenda:**
 - a. **FP 231/ Cobbled Path and verge in front of Toban**
works completed
Action- Parish Council to encourage residents and others to help maintain and care for the path.
 - b. **Bus Stop**
works completed, noted that there is some damage to the roof tiles and guttering.
 - c. **Faringdon Golf Course. Area between entrance to the A420 including FP 231/23**
Failure to cut back hedges and vegetation which obscures footpath and verges.
Works completed
 - d. **Chowle Farm Industrial Estate Fires**
Parish Council informed that several parties are working together to resolve this issue
 - e. **FP 231/16 Issues ROW**
OCC are investigating
 - f. **Dogs fouling pavements**
Action - Remove from agenda

g. Speeding

Signs have been delivered

h. Footpath231/10 – Path behind riding stables – S106 monies, Cllr May

We have the agreement of the Landowner to widen the path (even when there is crops in field) and have accepted a quotation from Drayton Construction to do the work. It was hoped that we would be able to start work two months ago when the 49th house on the Fernham Gardens development was occupied when the 106 monies would have been available. However, these monies have not yet been released to us and one can only hope they are received in time before there is an escalation in costs.

Action – Parish Council to liaise with the Vale and OCC

9. To allow members of the public to make representation, answer questions and give evidence in respect of any item of business

a. Neighbourhood Plan question

“Notwithstanding the roles of the county and district councils in planning matters, given the statutory nature of the Neighbourhood Plans that have been established across the county, what role the Neighbourhood Planning parishes in Oxfordshire will have in the joint strategic special plan, Oxfordshire 2050, already well under way, under the auspices of the Oxfordshire Growth Board. Among the Neighbourhood Planning authorities, there may be some concern that there is to be no representation or involvement at our level of the statutory planning system. The formal consultation stages are not a substitute for involvement.”

C/Cllr Heathcoat informed the parishioner and the Parish Council that due to elections there will be a period of time before the roles/depts will be decided, this question will best be addressed once this has happened.

10. To receive a report from the County Councillor

Received monthly and Annual report – noticeboard

C/Cllr Heathcoat asked Parish Council to send recent correspondence (annual return) between Cllr Gale and Policy Officer (OCC). Also, the agreement as clarity was needed about dates within the document.

11. To receive a report from the District Councillor

Monthly report received

12. Chairman’s Announcements

13. To receive and consider reports and minutes of committees and working groups

a. Park

Annual report on the Park, Cllr Russell

The Parish Council are legally responsible for the safety and maintenance of the Great Coxwell Parish Park grounds and play equipment. However, donations for its upkeep from monthly village teas and from arts week and the village fete have to date covered all the maintenance and repair costs.

Weekly checks and litter picks are made by the Parish council and during the growing season grass is cut every 2-3 weeks. The wildflower meadow is mown annually. We have also recently decided that hedge trimming, which had become neglected, and was addressed for the first time in several years in 2017 will be addressed annually for the Northern and Eastern borders and behind the multi-use games area. Grass cutting and annual wildflower and hedge cut costs around £2000 (ex. Vat) depending on how often the grass needs to be cut during the year.

A yearly check on the play equipment safety is carried out by ROSPA at a cost of around £90, this is supplemented by operational checks though the year by the Parish Council. Where these indicate safety issues these are attended to as appropriate and represent a varying cost. This last year there has been several components of the wooden adventure trail replaced as well as replacement of one of the junior swing legs and the top support of the scramble net on the slide, parts have been

provided under guarantee by Playdale but installation and delivery costs were required at a total cost of £1343 (ex. Vat). We have also identified the need to refurbish the multi-use games area surround and basketball posts. We are looking to outside funding to enable us to carry out this work and have discussed this with Faringdon to enable both Great Coxwell and Faringdon to benefit from S106 money for MUGA and are putting together an application to replace the surround and line markings in Great Coxwell. We are also aware that the gravel park in the path is out of condition and we are looking at the options for improving the situation.

b. Neighbourhood plan, Cllr Gale

A new edition of the Great Coxwell Neighbourhood Plan is required, to remain in line with the Vale's Local Plan which is expected to be adopted shortly.

A community group of nine, including two parish councillors, was convened, welcoming three new members. The group has met monthly since September 2018. Cllr Gale reports to monthly parish council meetings.

With plans and copies of advisory notes from the Vale as well as notes of an initial meeting with Vale Planning officers to guide us, it was agreed

- to complete the input of the updated text by May
- to source updated photographs
- to update maps and other information as required
- to merge the existing documents (Plan, Design Statement and Community Policies) into one Plan
- to avoid material changes

The community will shortly be consulted, and the revised text will be forwarded to the Vale Neighbourhood Plan and Local Plan officers to check for 'materiality', and their suggestions, if any, acted upon, so as to have the revised Plan up and running by the summer.

c. Highways, verges and Footpaths, Annual Report, Cllr May

The parish were at last able to benefit from the hard cutting back of the hedges last year and our thanks go to those land owners who had undertaken this task last year.

Owing to the OCC funding of the verge cutting we were able to maintain the verges in reasonable order and cut back the cobbled footpath up to the church, keep the footpath clear along Coxwell Road and clear around the Bus Shelter on the A420.

I am pleased to note that more people are maintaining the verges in front of their houses, this is appreciated, it does not commit them, but I hope this will enable us to carry out improvements to the verges for the general good.

Ditch to Oakfield bend to A420 culvert repairs.

Culvert from Oakfield to Hills repaired

d. Reading Room

Reading Room Ownership Cllr Gale

Absolute Title has now been established for the Reading Room property (land and building) and is vested in the parish council as represented by the Reading Room Trust. Ownership has been registered with the Land Registry. This work has been completed for us by Scott Robinson, Crowdy and Rose Solicitors, Faringdon. The cost of the work was just over £500 despite the unexpected complication of the National Trust having mistakenly registered the property as their own, being adjacent to other properties of the former Radnor estate.

Cllr Richard May is thanked for spotting the problem and defining the plot and its boundaries, Cllr Gale and Peter Gale for archive research establishing tenure and management history, our Clerk and

Finance Officer for locating the original deed, Christian Walker, Area Manager for NT, for taking up the issue with NT and helping to progress our case, and Scott Robinson of Crowdy and Rose, our solicitor, for his successful work.

Fund-raising: Reading Room Kitchen Subsidence project Cllr Gale

In 2018 three engineers informally advised us that while there is no immediate danger, the gradual subsidence of the kitchen block which is pulling away from the main building, will need to be addressed. Forge Engineering, Abingdon was contracted to examine the building, provide a Schedule of Works, and suggest three appropriate contractors.

Meanwhile we await a report from our insurers before progressing the work. We are in receipt of a generous grant from Oxfordshire County Council's Councillors' Priority Fund spread over two years; this remains untouched pending our insurers' response.

Castle water – water leakage, application to Castle Water for leak charge waiver sent 2nd May.

e. Memorial Hedge

War Memorial

With the help of a generous grant from Oxfordshire County Council (Councillors' Priority Fund) plus Parish funds, a visually appealing garden area, strongly fenced, was achieved in time for a record attendance at the 2018 Centenary service. The parish council will endeavour to maintain this now-attractive area to the same standard and would be grateful for the assistance of villagers especially those living nearby, as the young yews must be watered daily this year over the summer months. Outside water tap on Reading Room was raised.

14. To receive such communication as the person presiding may wish to lay before the Council

15. Financial Matters

Gt C PC RFO Report for Council meeting

1/ Audit

- Preparation for Annual audit is complete. Documents and spread-sheets have been circulated to Councillors and will be posted on website once external audit is complete.
- Annual return and reports for signature today.
- Internal audit successfully completed.
- **Parish Room audit reports and figures to be completed** **ACTION RFO**

2/ All Bank accounts

Councillors have been made aware of Parish/Reading Room and Park accounts and these have been compared to in-hand/future projects. Parish Councillors and RFO will keep close eye on budgets over the next few months. £5000 in bank account held from County Councillors priority fund.

3/ Payments for approval

<u>Ref</u>	<u>Date</u>	<u>Details</u>	<u>Amount</u>
<u>Parish Council & Park</u>			
PCExp16/18	25/03/2019	Legal fees (Reading Room deeds)	506
PCExp17/18	29/03/2019	OCC - radar traffic survey	240
PCExp01/19	01/04/2019	IT/Web fees	67.1
PCExp02/19	27/04/2019	BGG Garden& Tree Care	240
PCExp03/19	27/04/2019	Internal Audit fee	194
PKExp07/18	26/03/2019	Park repairs & maintenance	363.41
PKExp01/19	01/04/2019	OPFA	42
PKExp02/19	27/04/2019	Park repairs & maintenance	1020

4/ Clerk received cheque from OCC £508.24 from OCC for verge cutting – RFO

Action – Clerk to put notice “Notice of public rights and publication of unaudited annual governance and accountability return” on noticeboard.

5/ Aviva insurance renewal 3rd June

Action – Parish Councillors to review and agree

16. Planning Matters

a. New Applications to consider None

b. Developments awaiting decisions/Decisions

P18/V14443 - Chowle Lorry Park

P18/V0259/O – South of the Steeds

Parish Council responded to ammendment

17. Neighbourhood Action Group, Faringdon and Western Villages (NAG 2)

This useful meeting between police officers covering our area, local county, district and parish councillors and other important local landowners and bodies e.g. the National Trust, is hosted by Faringdon College about four times yearly. The police continue to support it strongly and are helpful in addressing the cuts and redeployment in the police force which have particularly affected neighbourhood policing again this year. The new smaller local force based at Wantage can no longer take the ‘bobby on the beat’ approach. But officers have been finding new ways of working, mostly involving better communication between police and community.

The western Vale is considered to be one of the most law-abiding districts in the country.

Nevertheless burglaries, anti-social behaviour, drug-taking and vehicle crime and misdemeanours are rising. Criminal activity continues at Chowle Farm industrial estate, with members of the local police team being called to the site approximately once a week.

Our officer advises local vigilance including locking doors at all times, reporting of illegitimate pedlars, and continues vigilance at the Park, using online reporting or 101, and referring suspect car registration numbers to the police. Messages on www.thamesvalleypolice reach them quickly.

18. Any other business to be added to next month’s agenda

a. Village Fete 29th June – Action RFO to check insurance coverage.

19. Date of next meeting 10th June 2019