

GREAT COXWELL PARISH COUNCIL

Reading Room, Great Coxwell, Oxfordshire, SN7 7NG

Clerk: Joanna Farrant (clerk@greatcoxwell.com)

Minutes of Great Coxwell Parish Council Meeting held on Monday 17th April 2023, 6:30pm.

Present	Cllr Jacqui Russell (Chairman) (JR) Cllr Richard Hankinson (RH) Cllr Rory Gilmour (RG) Joanna Farrant, Parish Clerk (JF)
In Attendance	2 members of the public District Cllr Elaine Weare (19:00 to 19:45) County Cllr Bethia Thomas (19:00 to 19:30)
Apologies	Cllr Kym MacDonald (KM) District Cllr Simon Howell

Item	Minute	Action
1.	Apologies for Absence Apologies had been received from Cllr Kym MacDonald.	
2.	Approval and Signing of Minutes of Last Meeting Minutes of 16.02.2023 were approved and signed by the Chairman.	
3.	Declarations of Interest There were no declarations of interest relating to items on the agenda.	
4.	Representations by Members of the Public on Agenda Items or Matters to be Added to the Next Agenda Representations were received as follows: <ul style="list-style-type: none">- The issue of water runoff on the unrestricted speed portion of Holloway leaving the village (towards B4019), causing passing places to be filled with debris and therefore making them difficult to use;- The inadequacy of the drainage taking water flowing off Gypsy Lane means water flows across the road during heavy rain;- The lack of any drainage, ditches or gullies to take rain run-off from Church Lane, down the Holloway Road, leading to water flowing across the road and undermining the road surface;- Visibility on the bend/chichane on the Holloway Road below the Church. HGVs are forced to take the corner widely, which is damaging verges. Stakes in the verges might offer a solution. Cars are forced to move to the centre of the road and a collision is likely. Could OCC consider installing a mirror or an alternative solution.- The pedestrian gate into the Park is too narrow for wheelchair access. JR advised that this would be added to the next agenda. In the meantime, JF would ask whether there is any funding available for a wider pedestrian gate/access path from s.106 monies from The Steeds. The main gate could not be left unlocked for safety reasons.- JR thanked members of the public for their contribution and further responses were discussed at Item 12 below, with the advice of County Cllr Thomas.- Members of the public were encouraged to continue to use Fix My Street to report potholes in the village requiring repair.	JF

<p>5.</p>	<p>Correspondence:</p> <ul style="list-style-type: none"> i Hedgerow removal alongside Land South of Steeds Farm – the PC had written to Planning to ask if this had been permitted prior to full permission being granted. The Vale responded that it had been permitted under outline planning permission. ii Cherry Tree siting by OCC Highways – OCC had now moved the cherry tree onto Cherry Orchard, near the Park to a position agreed with the Parish Council. iii Dog-mess/litter bins – correspondence had been received about dog-mess bags being left in the church-yard. JR advised that dog-mess bins are now the same as regular litter bins. The Vale had previously refused a request to install a litter bin near the Park due to lack of litter. The PC has been advised that the matter could be reviewed after a litter-bin mapping project was complete. JF to ask BT if this survey was now complete. The National Trust had offered some years past to install a litter bin at the Great Barn in the past, but this had been declined previously due to concerns about urbanisation and overuse. iv Drains – discussed at Items 4 and 12. 	<p>JF</p>
<p>6.</p>	<p>New Business: Neighbourhood Plan (NP) update 2025</p> <p>Peter Gale (PG) had kindly prepared a report for the PC outlining matters to consider in an update to the NP. An updated NP would give the village an opportunity to add new policies in line with the Vale updated plan, as well as to reflect likely future planning issues, for example based around sustainability. Any substantive update, e.g. a change or addition of <i>policies</i> would require a consultation period and a referendum. The last non-material changes update had been in 2020, but had not updated any policies. JR would investigate the likely cost of such an exercise and noted that if a referendum failed to pass, there would be no valid NP at all, which might present a risk to be aware of, particularly in light of the importance of the green buffer in planning matters. RH would investigate if there was a group willing to undertake this exercise, noting that the PC could support, but did not have capacity at present to lead an NP Update.</p>	<p>JR/RH</p>
<p>7.</p>	<p>Ongoing Business:</p> <ul style="list-style-type: none"> i Traffic Management: <ul style="list-style-type: none"> - Speed survey B4019 at junction with Holloway: BT confirmed that this had been requested from the Councillor’s Priority Fund 2023/4 budget. - Discuss speed management in village: the village survey response had been 57 Yes: 8 No. Correspondence had been received both for and against the installation of white gates. Arguments against the white gates included: unnecessary urbanisation; cost; impact on visibility around the bend and the footpath at the corner on Coxwell Road; urbanisation near the Great Barn and whether there was sufficient space on the verge given the ditch. Arguments made in favour included a clear delineation from an expanding Faringdon and to promote speed reduction. - BT had circulated a report from OCC Highways who had looked at viability and made suggestions for white gates or posts that would be 	

	<p>compliant from a Highways' perspective. JF to contact Highways for costings to allow the Parish Council to consider further.</p> <p>ii Social/Welfare: Coronation – for the community event to be covered under PC insurance, the PC would have to be the main or sole organisers of the event, or formally accept responsibility for the group organising the event and the event itself. Alternatively, the PC could make a donation for the community organising group to take out specific event insurance. The National Trust had indicated that it normally asks hirers to have Public Liability Insurance (PLI) in the sum of £5m. PLI through the 'Big Lunch' recommended insurer is £62.</p> <p>It was proposed, seconded and resolved to make a section 137 LGA 1972 donation for the community event to celebrate the King's Coronation in the sum of £150, the PC resolving that the donation is for the benefit of the inhabitants and the benefit to the community is commensurate with the expense.</p> <p>iii Verges & footpaths: there had been no further progress relating to access to the unofficial path between Puddleduck Lane and the Great Barn the standard contact route via the NT having received no response from the tenant farmer. RH to try and contact landowner via alternative means.</p> <p>iv Large verge management: BGG had not yet carried out first cut on verges or nettles. JF to liaise. It was agreed that the PC would support the No Mow May campaign again this year, with BGG being asked to get the first cut done in April, as visibility on some bends had been difficult last year.</p> <p>v. Welcome information link for new villagers: no further progress. JR to liaise.</p> <p>vi. Dog-mess signs: no further progress. JR will look at cost for stickers and more permanent signs for further discussion at the next meeting.</p> <p>vii. Emergency Plan: RH had finalised, obtained the necessary consents and filed with OCC.</p>	<p>JF</p> <p>RH</p> <p>JF</p> <p>JR</p> <p>JR/KM</p>
8.	<p>The Park:</p> <p>i Update on tree planting: JR has planted and watered in 5 trees.</p> <p>ii General repairs in Park: repairs identified in 2022 are now completed.</p>	
9.	<p>Finance</p> <p>i. JF had circulated annual council insurance renewal quotes: BHIB £884.63, plus an additional £109 for Trustee indemnity; Gallagher was now recommending only one insurer and the renewal price would be £3,012; CAS Ltd had refused cover on the basis of the previous subsidence claim. All insurers refused subsidence cover for the Reading Room. It was proposed, seconded and resolved to accept the renewal quote with BHIB.</p> <p>ii. RFO Report on current accounts: JF reported current account balances as follows: Parish Council £21,589 following receipt of half of the annual precept in the sum of £8,356.50; Parish Room £1509; Parish Park £2,124. The end of year 2022/3 finance report had been circulated for consideration prior to the next meeting.</p>	<p>JF</p>

	<p>iii. It was proposed, seconded and resolved to approve the following payments made since 06.02.2023:</p> <ul style="list-style-type: none"> - Annual Honorarium RFO £440 (16.03.23) - Honorarium, including annual overtime/backpay Clerk £1,044.64 (16.03.23) - Happie Group payroll services £96 (11.03.23) - HMRC P30 £100 - -Prestige Fire Protection annual service £48 (28.01.23) - Reading Room supplies £6.63 (02.02.23) - Purple Plumbing People Ltd, Reading Room plumbing repairs £613.40 (09.03.23) - BGG Garden & Tree Care, wild flower meadow cut: £300 (21.03.23) - BGG Garden & Tree Care, cutting park hedges: £720 (21.03.23) - Playdale repairs to playground £1295.54 (14.03.23) - Chris Lewis Electricals for Reading Room to isolate electrical issue: £96 (26.03.23) <p><i>2023-24 Financial Year</i></p> <ul style="list-style-type: none"> - OALC Membership £156 (01.04.23) - Anderson IT Consulting Fasthosts email accounts £44.38 (05.04.23) <p>iv. JF reported the following transfers between accounts:</p> <ol style="list-style-type: none"> a. Parish Council Account to Parish Park Account: £2,500 (24.03.23) b. Parish Council Account to Reading Room Account: £1,000 (24.03.23) <p>v. It was proposed, seconded and resolved to approve a transfer of up to £3,000 from the Parish Council to the Reading Room Account for repairs to the Reading Room including to the windows, cellar door and electrical repair works.</p> <p>vi. JF confirmed that the arrangement for an internal audit of account for 2022/23 would be carried out by Christopher Lethbridge.</p>	
10.	<p>Planning:</p> <ol style="list-style-type: none"> i P22/V0996/RM: Reserved Matters relating to outline planning for 125 dwellings on land to south of Steeds Farm: objection submitted (23.05.22). Amendment thereto: 18.10.22 (objection submitted 12.11.2022). P23/VO284/FUL: land to south of Steeds Farm: drainage. (comments submitted 27.02.23). Amendments to landscaping 28.02.23: objection submitted (23.03.23). ii P23/V0110/HH: Roseland, Great Coxwell: extension to side, rear and front. Comments by 23.02.23. Planning approved, with conditions. iii P23/VO139HH: Greens Farmhouse: solar panels, EV charging point. Comments by 02.03.23. Planning approved. iv P/23/VO353/HH: Hind Cross: extension. No comments. Planning approved. v P21/VO576/0: Fernham Road, 25 houses. Application withdrawn. 	
11.	<p>Policies/Administration</p> <ol style="list-style-type: none"> i It was proposed, seconded and resolved to approve the updated Statement of Internal Control circulated, subject to deletion of petty cash and long-term loans; Parish Council Financial Risk Assessment, with insertion of “or online payment approvals” at box 4 and updated Asset Register 2023-4, subject to amendment of 4x Coxes benches and 2x Iroko benches. 	

	<p>ii It was proposed, seconded and resolved to approve the risk assessment of the Park as circulated.</p> <p>iii Resolution to update Standing Orders: this was put over to the next meeting.</p> <p>iv It was proposed, seconded and resolved to approve the review of the Freedom of Information Policy and Publication Scheme.</p> <p>v Consider adoption of Complaints Policy: this was put over to the next meeting for amendments.</p> <p>vi Teams/Cloud storage: all PC documents had now been stored on One Drive as Teams Classic had now been withdrawn. JF had shared the meeting folder and it was agreed that this online storage solution was adequate for now at nil cost.</p>	
12.	<p>County Councillor's Report March and April's reports had been circulated. BT noted the state of potholes and asked that she be contacted if there was no response to particular potholes reported on Fix my Street. BT advised that the PC request a site visit from OCC to discuss the drainage problems and visibility problems raised under Item 4. BT confirmed that OCC no longer fit mirrors where visibility is poor, but alternative signs might be considered by OCC. JF to email BT to put the PC in contact with OCC.</p> <p>JR recalled that a lot of drain work had been carried out in 2018 and since then rain run-off had been improved near Oakfield. JR asked members of the public to take photos of issues and flooding caused surface water run-off on the next occasion.</p>	JF
13.	<p>District Councillor's Report EW advised that there would be no Annual Report due to pre-election period. EW noted the following: the roll out of 20mph zones in the ward to 3 villages to date; heavy traffic on the Shrivenham B4000; the Southern Connector Road is due to open in September; voter ID will be required for May elections; support by the Vale for No Mow May initiative.</p>	
14.	Any other business to be added to the next Agenda: access to the Park	
15.	Date of Next Meeting: Annual Meeting of the Council and Annual Parish Meeting: Monday 15th May 2023, 6:30pm	

Meeting Closed: 8.35pm