

## GREAT COXWELL PARISH COUNCIL

**Minutes of the Great Coxwell Parish Council held  
In the Parish Reading Room on Monday 11<sup>th</sup> June 2018 at 7:30pm**

- 1 Attendees –Annabelle Zinovieff, Steve McNally, Richard May, Lauren Gale, Jacqui Russell, Parish Clerk. Apologies RFO, D/Cllr Howell, C/Cllr Heathcoat D/Cllr Ware  
3 Parishioners**
- 2. Declaration of Interest - none**
- 3. Minutes of the Parish Council Meeting held on Monday 19th March 2018 signed**

### **Malcolm Gee – defibrillator talk**

Malcolm gave the Parish Council a very detailed/informative talk, also bringing equipment to show the PC.

Summarise – Three “guardians” to oversee the defibrillator (battery replacement, ensuring unit is collected/returned after use, upgrading hardware), team to complete weekly checks.

The Parish Council found this extremely useful and thanked Malcolm for his time, if, as a community we were to purchase one, Malcolm offered to hold a first aid training session for 10 people.

### **4. Public question time**

#### **a. Concern about certain users of Park**

It has been brought to the Parish Councils attention that the Park was being used on a regular basis by the same group of people and sometimes this was at night. The police have been informed by residents and they have been involved. The group have appeared not to return. Also some people that are using the park are not parking thoughtfully.

Action:- Cllr Russell/May - Increase visibility to play area – Advise from B. Gristwood

Produce sign stating “Park open dawn till dusk” “Please park respectfully to residents”

Cllr Gale to inform NAG at next meeting

Residents - to report any further incidents to both PC and police

#### **b. Verge missed in cutting**

An area that should be cut as it contains the water hydrant and grit box has not been strimmed, unfortunately this area wasn't on the original cut as agreed/transferred from the OCC. It will be included in the future. The PC will try and get this cut separately.

Action - RM

#### **c. Cobble path**

Parishioner is going to cut back their side of the path.

Action – RM/ANZ obtain quote to spray path

### **5. Planning Applications**

#### **P18/V0259/OThe Steeds South – application for 125 houses**

- a. Great Coxwell Parish Council updated response – including visual views information

Action – Cllr Russell to contact Penny Silverwood for response to our latest response and for update

- b. EIA - take off agenda

- c. Section 106 monies request – take off agenda

**P16/V2751/DIS Fernham Fields 89 houses P17/V0043/DIS Fernham Fields 111 houses**  
Still waiting to agree conditions 11 (surface and foul drainage), 13 (SUDS) 19 & 20 (contamination).

S106 application from Buscot Park Cricket Club £3,800 and Faringdon Cricket Club £3,900  
Action – FTC meeting 13/06 to discuss these applications, Parish Clerk to arrange meeting with FTC to discuss. Great Coxwell Parish Council have the responsibility of agreeing all Section 106 applications that weren't in original list.

**P17/V0118/RM The Steeds**

Still waiting to agree conditions  
Section 106 monies – take off agenda

**P16/V0775/O Land South of Highworth Road**

No update

Great Coxwell Parish Council were thanked for their attendance to the planning meeting.

**P16/V1285/FUL Badbury Hill**

Venue Shrivenham Memorial Hall date 30<sup>th</sup> May 10:00 am – Cllr Gale attended

The inspectorate asked Cllr Gale to produce further heritage information with GPS readings for a site visit.

On site meeting confirmed 13<sup>th</sup> June 14:00

Action – Cllr Gale to meet the inspectorate at site

**P18/V0887/FUL The Steeds – barn conversion**

Parish Council responded – no objections

**P18/V0552/O Fernham Road – 5 houses**

Application withdrawn

**6. Boundary Change/Governance Review**

Meeting 21<sup>st</sup> June

Cllr Russell to attend meeting and represent the Parish Council with their approval, Parish Clerk and Cllr -May will also attend.

Parish Council previously agreed that the approved developments of Fernham Fields and The Steeds should be included. The Steeds South proposed development caused concern.

The Parish Council agreed by voting 5/5 to the following approach.

First choice is an appendix stating that if planning is approved then the strategic site/Steeds South should be incorporated in the boundary change but if application is refused then the land stay within Great Coxwell.

Second choice, draw new boundary line around strategic site. To keep the development within Great Coxwell would not be sensible from administrative, further development or character of village.

**7. County Councillor's Report**

Received, on noticeboard

**8. District Councillor's Report**

Received

N.B. Parish Clerk to send both reports to Gavin to put on website

**9. Finance**

**RFO Report meeting 03 Jun – please see attached as an appendix**

RFO was not in attendance but sent a report, read out by Chair

1/ Report items:

\* Year-end documents for 2017-8 for audit have been approved and signed off by Councillors (Minute PC73/2018)

\* Audit documents have been sent to external auditor

\* Audit documents (plus some supporting documentation) have been posted on parish website.

\* The 'Notice of Public Rights – is displayed in the parish notice board and on the website.

2/ Items for discussion/decision:

\* Last year an excellent job was done of matching our precept almost exactly to the anticipated net operational costs. Our total cash balances increased by c. £2.5k which can be attributed to fund-raising by parishioners. Consideration should be given to ring-fencing this money in the Park and Reading Room accounts. Could the PC consider this in principle? If this is agreed, I will do some analysis of which fundraising activities contributed to this surplus to provide a basis for any decision as to how much money to transfer to each of the two accounts.

Action – PC considered this and agreed to make clear fundraising money for both Reading Room and Park.

\* Continued payment of Ox. Rural Community Council – what benefits do we get for this membership? (We have discussed this in previous years; the money has already been transferred as there is a standing order on our PC bank account)

3/ Payments for approval and cheques for signature:

**COUNCIL & PARK**

16/04/18 PCExp01/18 Email hosting 57.91

11/05/18 PCExp02/18 Internal audit fee 199.88

14/05/18 PCExp03/18 Insurance 1048.26

09/06/18 PCExp04/18 Insurance admin fee 50.00

## **10. Neighbourhood Plan update**

Cllr – Gale to meet with NP officers 13<sup>th</sup> June 10:00

## **11. Grass verges/footpaths/maintenance of village**

### **a. Footpath behind stables**

Update on FP 231/10 Upgrade

Now in receipt of 3 quotations having approached 6 companies.

Largest Companies which included the contractors for the 3 large developments in Great Coxwell responded that the task was too small and or too difficult.

Of the quotes received – one was too high, the other two were not poles apart and could be within the scope of 106 monies supposedly coming from the Steeds and Fernham Fields developments.

106 monies - At present Cllr Russell is seeking clarification and agreement from OCC and VWHDC in order for us to proceed. With a fair wind work could start earliest September this year or March April next year.

OCC S106 portion: Cllr- Russell emailed OCC several times about this speaking to Karen Howe. Responses have been positive but slow. The last communication received was in April when she said she was in the process of appointing a responsible officer to put together a business case for the proposal. JR contacted her again last week to see if there is any update on this but have not at present had a reply.

### **b. Grass cutting, boundary with Faringdon – urban/rural clarification**

Action – RM to clarify cutting 30mph urban

### **c. Request to cut Gypsy Lane from OCC**

Action – RM respond that there are no funds available, all grass cutting monies have been allocated within budget

### **d. Landowners clear recent hedge work**

Action – RM to liase with landowners

**e. FCC sponsored walk**

Action – Cllr May to ask B. Gristwood for extra cut £50, as the footpaths will be overgrown.  
Parish Clerk to contact Head FCC to confirm dates

**12. Park**

ROSPA visit due

**S106**

MUGA: Asked for costs from HAGs for replacement of MUGA fencing also for the cost of a full MUGA built on flat ground –

- Idea to look to see if S106 money can cover new MUGA close to new developments / in Faringdon and repair of our MUGA. Will report back next meeting and also plan to discuss with FTC when I have prices and options.

Both basket ball boards in need of repair and propose removing the S end one as it is hanging at an angle and needs re-securing. End fence needs repair and there is less severe rot on the side fences. Look at options on removing the hanging board / remedial repair but full work will await determination of if S106 application will be made.

Cllr Russell asked Playdale about replacement of several rotting pieces of timber in the trim trail and awaiting final price on this.

Plan to ask for a quote on topping up and re-tramping the path after the summer, but need to spray off weeds this year, weed spray £35/£40 per spray, will return to council with information on the path repair cost when this is available.

Ask for some minor additional strimming work to be carried out which we expect to be ~< £100.

The wildflower area will be strimmed in expected to be ~£50

Speak to Ben Gristwood regarding the hedges:

1. Need and cost of trimming hedges at the end of this growing season that were renovated Feb last year (2 growing seasons ago). Original advice was every 2/3 years, current growth beside MUGA stopping this area being mowed.
2. Options and cost for lowering parts of the front hedge to improve visibility of the park from outside.

**13. Traffic survey**

£200 survey, date to be confirmed (not in school holidays), One week speed and number.

Proposed by Cllr- May and agreed 5/5

Action – Cllr- May to put in order, identify two suitable lamp posts (Court House and Bay tree cottage)

**14. Matters arising from minutes****a. OCC drainage meeting**

Parish Council/C/Cllr Heathcoat several months ago requested meeting with OCC to discuss the drainage survey carried out by the PC

**b. Correspondence received from OCC regarding culvert works, this will involve complete closure of main road into village and residents using the Holloway for access.**

PC have two main concerns

1. The drainage survey identified several problems all interlinked, this would only solve part of the problem – hence the necessity for site meeting.
2. The Holloway isn't suitable for sole access to the village, even placing traffic lights will cause problems with queuing traffic at the top.

Action – RM to push for meeting with C/Cllr Heathcoat, OCC drainage and highways (if road is to be shut)

**PC0236**

**15. Correspondence**

**a. Memorial hedge – landlord/tenant of adjoining property**

Parish Council removed hedge and is planting new hedge in November.

Parish Council are also frustrated with the site looking unmanaged as Cllr – Zinovieff produced a specification for the interim management and planting of new hedge, several contractors have been invited to quote and the PC are awaiting these.

Action – Neighbour adjacent to the memorial has offered assistance, Cllr Zinovieff to follow up and chase quotes.

RM – look at newly erected fence with landlord

**b. Parishioner regarding grass cutting – discussed in public questions**

**c. Parishioner concerns about Park – discussed in public questions**

**d. Little Coxwell Parish Council – footpath advice**

**16. Any other business**

**17. Date of next meeting 16<sup>th</sup> July**

Distribution: All Parish Councillors, C/Cllr, D/Cllr, PCSO, Notice Board  
Joanne King, Clerk to Great Coxwell Parish Council  
pc\_gtcoxwell@hotmail.co.uk

**PC73/2018**

Date: Sunday 3<sup>rd</sup> June 2018

Attended by: Annabelle Zinovieff (Chari), Ian Mason (RFO) and Councillors Jacqui Russell Steve McNally and Richard May

This was an extraordinary Parish council meeting to review, approve and sign off the documents required by the external auditor for the financial year 2017-8. The meeting was held in order to ensure that the Council meets the strict deadlines for approving and publishing these documents. (The RFO will not be available for the next Parish Council meeting to be held on Monday 11<sup>th</sup> June and the subsequent public meeting would be too late for us to meet these requirements.)

The following documents were reviewed, and after discussion and questions, approved and signed:

1. Great Coxwell Parish Council Annual Governance and Acceptability Return which includes:
  - Certificate of Exemption
  - Annual Internal Audit Report 2017/18
  - Section 1 – Annual Governance Statement 2017/18
  - Section 2 – Accounting Statements 2017/18
2. Analysis of variances from previous year
3. Analysis of variance from budget
4. Bank reconciliation
5. Summary of Receipts and Payments

ACTIONS:

- RFO to submit the required documents to the external auditor
- RFO to arrange publication of the relevant documents on the parish website - Done
- RFO to display the 'Notice of the period for the exercise of public rights' on the village notice board and publish on website - Done -