

## GREAT COXWELL PARISH COUNCIL

**Minutes of the Great Coxwell Parish Council held  
In the Parish Reading Room on Monday 17<sup>th</sup> Sep 2018 at 7:30pm**

**PRESENT: Annabelle Zinovieff (Chair), Steve McNally, Richard May, Jacqui Russell, Lauren Gale, Ian Mason (RFO) and the Clerk in attendance. C/Cllr Heathcoat and D/Cllr Howell. 4 Parishioners**

### **1 Apologies D/Cllr Ware**

### **2. Declaration of Interest - None**

### **3. Minutes of the Parish Council Meeting held on Monday 16th July 2018**

### **4. Public question time - None**

### **5. Planning Applications**

**P18/V0259/O The Steeds South – application for 125 houses** awaiting update

Action: Parish Council asked D/Cllr Howell to enquire about the status of this application.

**P16/V2751/Fernham Fields 89 houses P17/V0043/ Fernham Fields 111 houses**

**P17/V0118/RM The Steeds**

Parish Clerk queried The Steeds, the southern corner near Coxwell Road, where the Vale's report had showed this area as a view cone, no sign of single storey or reduced density.

Fernham Fields, the land to the South was built up during initial stages of building, will the land be reduced

Action: Cllr Russell to investigate.

**P18/V1362/O Land North Fernham Gate 65 houses**

Withdrawn

**P18/V1443/O – Lorry Park, Chowle Estate**

Parish Council has submitted response

Action: Parish Council requested D/Cllr Howell bring this application to committee, if the planner officer seeks approval.

**P18/V1503 Oakfield Riding School/Annabelle's Nursery**

Approved

**P18/V2050/HH Conservatory**

Plans were looked at and Councillor's voted 5/5 to approve

Action: Clerk to respond

### **6. Boundary Change/Governance Review**

Meeting 8<sup>th</sup> October, Report has been received by Parish Council, only change to area, strip of land to the south of Fernham Fields, Parish Council agreed this small piece of land to be included for ease of maintenance. The Council felt there was no need to make representation at the meeting.

Action: Cllr Russell to attend if possible

### **7. County Councillor's Report**

Received, on noticeboard

### **8. District Councillor's Report**

### **9. Finance**

#### **RFO Report for September '18.**

##### 1/ Report items:

- Income & Expenditure ytd
- Bank reconciliation (Q1)
- Comparison: actual vs budget (Q1)
- RR 2017-8 audit satisfactorily completed (some payments from end of 2017-8 were not agreed and minuted at the time – must be approved now) [thx Peter G]
- VAT for 2017-8 claimed and payment received (over-claimed for utilities ...)
- Year-end balancing payments made
- RR grant £5k received from OCC with thanks

2/ Discussion items:

- a) Governance docs – must be reviewed within the financial year. It is apposite that Richard raised the issue of approval of spending decisions by majority and by email outside the Council meetings. Maybe we need to revise this part of the Financial Regs as currently they are silent on this issue.

Questions to consider include:

Can spending decisions be made by majority? If so, which ones?

How long is it reasonable to wait for a Councillor to reply before assuming their assent?

Is it reasonable to make spending decisions, especially urgent ones (with our two-monthly cycle of meetings) by email and then report to the Council post hoc?

(I think yes, as it should make no material difference to the decision, only the process, and email provides a perfectly adequate audit trail.) (Is this a question for OALC?)

I propose that we review and accept the other docs unchanged as there have been no indication within the last year that they're not fit-for-purpose.

- b) Reserves policy (discussion doc attached)
- c) Reappointment of internal auditor (and review of 2017-8 audit – doc attached) Action: Agreed 5/5
- d) 2019-10 budget – anticipated changes to OpEx and anticipated capital expenses to RFO by end of Oct, pls. Action: Ian Mason to recirculate OpEx and full budget. Parish Councillors to be ready to discuss budget at October's meeting.

3/ Payments to approve

10/08/2018 PCExp07/18 BGG Garden and Tree Care 204

10/08/2018 PkExp03/18 Playdale 628.74

17/09/2018 PkExp04/18 Barry Barwell 100

**10. S106 Funding**

**MUGA** - Cllr Russell now has several quotes for replacing the MUGA surround and believe it is certainly possible (if neither of us are extravagant) to replace our surround and put in a full new MUGA in Faringdon using the available money. I propose to put together a bid in consultation with Faringdon. Also, to investigate installing a removable tennis net.

**Path**

Parish Council have been given go ahead to submit S106 application.

Action: Cllr/Russell and May to draft an application form

**11. Park****Repairs:**

We agreed at last meeting to go ahead with playdale replacements. Since then a ROSPA report identified one serious and one less serious additional item (swing leg and scramble net respectively).

Playdale was e-mailed about the cost of adding these items on 14<sup>th</sup> August, however because of problems identifying one of the parts at playdale, only got the final quotation last week this had a zero delivery & installation option saving £495 contingent of doing the works with the exiting order, however this week that these works were completed. PC wasn't informed of this.

Replacing the net *and* swing leg as a separate job (£930 of which £417 is for the replacement scramble net and £495 is delivery and labour) Request placed to know how much it will be to just do the swing leg in the hope that it will be less than the £495 delivery and labor but if then consider it more than a half day job this won't be the case).

**Signs:**

Cllr Russell to send something to PC to agree design/wording soon. Spec is 3mm thick 2 sheets of rustproof painted white aluminum over a solid plastic/dibond cord) with corner holes depending on size and company cost for two signs (one for each gate) in the region of £45 - 100 including vat and delivery for 2 signs (size range 60x40 or 80x60cm)

**Ownership of Park**

Action: to be discussed at next meeting.

**12. Neighbourhood Plan 2018 – Report 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 in December/January.

The team of nine was convened for our first meeting on 10<sup>th</sup> September, welcoming three new members. The team is a community group. Notes will be kept by team members in rotation and the meeting place will rotate. Lauren Gale will act as liaison with the parish council and report to monthly pc meetings.

It was decided to meet monthly, aiming to meet the present deadline of December/January. Plans and copies of advisory notes from the Vale as well as notes of an initial meeting with Vale Planning officers were distributed and discussed. There are several routes we can take depending upon the degree of editing required. To determine this, team members will all submit notes on the present Plan in time for October's meeting. Cllr Gale will submit notes on parish council planning responses since the Plan's adoption, in which the Plan has been cited.

Huge Thanks to everyone who is volunteering their time to attend the meetings and take on the many tasks that will be required for a successful outcome!

**13. Matters arising from minutes****a. Traffic Survey**

Cllr May discussed results of the survey.

**b. Culvert repairs**

Cllr May been in contact with OCC, the culvert repairs went well but the ditch just before the A420 hasn't been cleared, it's on the list of jobs to do, C/Cllr Heathcoat to be copied in on correspondence.

**c. Great Coxwell Parish Council - War Memorial Renovation**

The Parish Council has now finalised its plan for renovating the surrounds to the War Memorial and proposes to appoint a contractor to carry out this work.

Proposal to accept and place a Purchase Order for £4,450 with RMS.

Outline of Works

To install a 6' close board fence some 20 meters long around the perimeter of the boundary with the property Hindcross and to plant a yew tree hedge within its perimeter and to gravel the remaining area.

Quotation

A quotation of £4,450 inclusive of VAT from RMS dated 9<sup>th</sup> September 2018 for the supply, installation and/or erection of the above has been received.

Funding

The cost to the Parish is reduced by some £2,500 donated through the offices of Cllr Heathcoat and the "Councillors' Priority Fund". Thanks to Cllr Heathcoat for her assistance in obtaining this grant.

The nett to the Parish Council is therefore £1,950.00.

Parish Councillors discussed the quote, whilst waiting for quotes the site has become overgrown and complaints have been made, the November Remembrance Service is a very important event in the village and the site must be up to standard before then. RMS quote is very detailed, and the Parish Council felt each section represented value for money, the contractor if appointed has agreed to carry out the works before November. The Parish Council agreed to waive its rule to obtain competitive quotations as the need to have the works completed by 11th of November was essential. Parish Council voted 5/5 to appoint contractor.

Action: Cllr McNally to obtain official permission and access to the site from adjoining landowner, agree boundary with landowner and contractor, also a maintenance plan is to be produced between PC and landowner.

**f. Landowners clear hedge cut – cleared in parts****g. Cobbled/Church Path**

Received one quote, awaiting two more.

**14. Correspondence****15. Any other business****16. Date of next meeting 15 Oct 2018**

Distribution: All Parish Councillors, C/Cllr, D/Cllr, PCSO, Notice Board

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