

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 11th September 2023, 6:30pm.

Present	Cllr Jacqui Russell (Chairman) (JR) Cllr Richard Hankinson (RH) Cllr Rory Gilmour (RG) Cllr Kym MacDonald (KM) Joanna Farrant, Parish Clerk (JF)
In Attendance	County Cllr Bethia Thomas (BT) District Cllr Viral Patel (VP) 1 member of the public

Item	Minute	Action
1.	Apologies for Absence Apologies had been received from District Cllr Kat Foxhall.	
2.	Approval and Signing of Minutes of Last Meeting Minutes of 03.07.2023 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 made in relation to the state of the cobbled path with reference to the verges either side of the cobbled path with vegetation encroaching into neighbouring gardens. JR advised that BGG have been asked to carry out an annual weed of the cobbled path. The verge trimming map will be checked to ascertain whether the cobbled path verges should be cut twice yearly under the current agreement and follow up with BGG if appropriate. JR confirmed that the upper section of the verge below Church Lane and between the two upper telegraph poles has been vigorously strimmed this summer. Some parts have been missed on occasion, but BGG has rectified those areas each time. The Parish Council will ask BGG to resume cutting the verge below the salt bin at the request of the householder. If this is not carried out in this September's cut, it will be added to next year's plan. BT confirmed that she has contacted OCC officers again in relation to the surface of the cobbled path, but OCC has previously indicated no work is required. Representation was made about the impact of vehicles moving from a 20mph zone to a 60mph limit between leaving the village urban area and the roundabout on the Coxwell Road. This was discussed further at item 5.	JF
5.	County Councillor's Report BT had circulated a July and September report. BT confirmed the following: <ul style="list-style-type: none"> White gates had been put in in August. BT has received communication about the gap between the post and the kerb potentially encouraging pedestrians onto the road. The Parish Council noted it had asked for the gates to be placed further from the roadside preserving the informal path around that bend. BT advised that officers would likely not approve 	

	<p>any actions such as moving the gate that would encourage foot traffic on that verge. A discussion in FATAAC considering these points had concluded that pedestrians going to Annabelle's should be encouraged to use the tarmac footpath and cross through The Ranch. The Parish Council had previously asked Annabelle to reiterate this safer route to parents and will do so again, asking her to make this a frequent communication. It was suggested that Annabelle could be asked to put a sign on the footpath post indicating the route to Annabelle's.</p> <ul style="list-style-type: none"> – RH confirmed that when he had viewed the area the gate was encouraging pedestrians onto the road earlier than they might otherwise have done so, but that the bank after the white gates forced pedestrians onto the road in any event. – BT advised that OCC would not support a footpath along the verge and that users should be encouraged to use the existing Footpath 231/10. This would address any concerns about the national speed limit in that area, albeit that 60mph would not be an appropriate speed for that section of road. This area of national speed limit may be impacted by changes to the A420 turning when traffic lights are installed. – BT reported a delay in development of The Steeds and the developer was appealing the rejection of their reserved matters application. The developer's plans for the A420 intersection had also been rejected as no traffic lights had been included. – BT reported that the Little Coxwell/Grundon liaison group will meet to discuss the concrete spills from the Quarry onto local roads. – BT was bringing up the lack of local NHS dental provision at a full OCC meeting tomorrow. – B4019 signs and speed survey: ongoing. – RH indicated that vegetation was likely to be impacting visibility on the corner below the Church, when original planning conditions had required the wall to be lowered. RH to report the pavement vegetation on Fix My Street. VP asked for a photo in order to look into planning conditions. 	RH
6.	<p>District Councillor's Report</p> <p>VP had circulated a July report since the last meeting. The August report was to be included within the next report. VP highlighted the following:</p> <ul style="list-style-type: none"> – The position in relation to the waste bin mapping project is confused. VP will meet with officers to discuss progress and is aware that the Parish Council would like a bin outside the park, as well as dog fouling signs. – Wicklesham Quarry application was withdrawn at present. – A Landscape Survey is currently being carried out. Survey responses may be taken into account in writing the 2041 Vale Plan. JR asked if the Vale can provide any guidance in relation to what is being asked for in the survey, as the current website lacks detailed information. – VP to confirm the PCN lead for this area for KM's Neighbourhood Planning questionnaire. – The Vale Community Scheme – VP asked for leaflets to be posted on the notice-board to advertise community transport available to hospital appointments etc; a good neighbour scheme; financial advice; and administration of an energy scheme. Volunteers are also required. PC to place leaflets on the noticeboard. 	<p>VP</p> <p>VP</p> <p>VP</p> <p>JF</p>

	<ul style="list-style-type: none"> – JR reported that existing community buses do not have capacity to increase pick up in Great Coxwell. VP advised JR to speak to BT. 	JR
7.	<p>Correspondence:</p> <ul style="list-style-type: none"> i Large verge management and cobbled path: addressed in item 4 above. ii Grass cutting Puddleduck Lane: BGG had cut the wrong section of verge on Puddleduck Lane, possibly at the request of the National Trust. JF to highlight the existing red section on the verge map to BGG. iii Prior Notification to Household of Event Noise: several people had complained about an event in the village in July that was noisy and carried on past 11pm. The Parish Council would remind villagers to be considerate to neighbours by notifying them of likely noise and checking regulations about timings and licences for events. iv Positioning of white gates and footpath extension to FP231/10: discussed at item 5 above. 	JF
8.	<p>New Business:</p> <ul style="list-style-type: none"> i. Salt Bins readiness for winter – RH has checked and salt bins are sufficiently full. JF will communicate the same to OCC. ii. OCC request for Electric Vehicle charging points – after discussion it was agreed that there are not any suitable places in the village for a public parking space in order to answer OCC's request for suitable sites to place a public charging points. 	JF
9.	<p>Ongoing Business:</p> <ul style="list-style-type: none"> i Traffic Management: discussed at item 5 above. ii Verges & footpaths: discussed above. v. Welcome information link for new villagers: JR is editing this document. Ongoing. vi. Dog-mess signs and litter bins update: ongoing . KM will action dog-mess signs. vii. Neighbourhood Plan Update 2025: questionnaire ongoing. KM to action. viii. Painting Quotes: for the phone-box. One initial quote obtained: £590 inside and £590 outside. JR confirmed painting inside the box is not required and outside is required but not urgently. Cost will be considered as part of next year's budget, unless there is capacity later in the year within this year's budget. 	<p>JR</p> <p>KM</p> <p>KM</p>
8.	<p>The Park:</p> <p>ROSPA safety inspection had only highlighted low risk items save for the following:</p> <p>Medium risk - filling in gaps around the edges of surface matting. JR to remedy with soil.</p> <p>Low risk holes require filling at entrance to MUGA. It was proposed, seconded and resolved for JR to spend up to £30 on postcrete to fill the existing post holes.</p> <p>JR had identified some areas of potential rot, but these had not been highlighted in the ROSPA report. JR and KM to carry out an inspection to ascertain whether action required this year and obtain a quote for a replacement part for the 'spring-equipment'.</p>	<p>JR</p> <p>JR/KM</p>
9.	<p>Finance:</p> <ul style="list-style-type: none"> i. JF provided Cllrs with an update of cash at the bank and presented a budget variance report. It was proposed, seconded and resolved to 	

	<p>transfer £200 from the insurance budget line to 'professional fees' to cover election fees and to transfer the unused balance of £520.24 to Parish Council Verges/Trees/Hedges/Grass.</p> <p>ii. It was proposed, seconded and resolved to approve all payments since 03.07.2023 (inclusive of VAT)</p> <p><i>Parish Council</i></p> <table> <tr> <td>30/06/2023</td><td>BGG Garden & Tree Care</td><td>£60.00</td></tr> <tr> <td>01/06/2023</td><td>Blake Consultancy Ltd re Payroll Services</td><td>£24.00</td></tr> <tr> <td>02/08/2023</td><td>ICO re GDPR Fee</td><td>£35.00</td></tr> <tr> <td>31/07/2023</td><td>BGG Garden & Tree Care</td><td>£30.00</td></tr> <tr> <td>31/07/2023</td><td>BGG Garden & Tree Care</td><td>£360.00</td></tr> <tr> <td>05/08/2023</td><td>Oxfordshire Association of Local Councils</td><td>£36.00</td></tr> </table> <p><i>Park</i></p> <table> <tr> <td>30/06/2023</td><td>BCG Garden & Tree Care Ltd</td><td>£114</td></tr> <tr> <td>24/07/2023</td><td>Play Safety Ltd</td><td>£106.80</td></tr> </table> <p><i>Reading Room</i></p> <table> <tr> <td>01/07/2023</td><td>British Gas - Electricity</td><td>£23.40</td></tr> <tr> <td>30/06/2023</td><td>EDF - Gas</td><td>£19.16</td></tr> <tr> <td>30/06/2023</td><td>BGG Garden and Tree Care Ltd</td><td>£72.00</td></tr> <tr> <td>12/07/2023</td><td>Everflow Limited</td><td>£20.31</td></tr> <tr> <td>26/07/2023</td><td>A New re painting & carpentry</td><td>£2,380.00</td></tr> <tr> <td>10/07/2023</td><td>K MacDonald re reimburse cleaner expenses</td><td>£90.00</td></tr> <tr> <td>01/8/2023</td><td>British Gas - Electricity</td><td>£25.39</td></tr> <tr> <td>31/07/2023</td><td>BGG Garden and Tree Care Ltd</td><td>£36.00</td></tr> <tr> <td>31/07/2023</td><td>EDF - Gas</td><td>£14.20</td></tr> <tr> <td>12/08/2023</td><td>Everflow Limited</td><td>£15.42</td></tr> </table> <p>iii. Cllrs noted income received: Reading Room rental £42.50 (16.08.2023) and second half of precept £8,356.50 (08.09.2023)</p> <p>iv. It was proposed, seconded and resolved to approve the amendment to page 3 of the 2022/3 AGAR, appended to these minutes. Cllrs noted auditors' queries and responses thereto in relation to the budget variance analysis and MUGA tendering, budget and spending.</p>	30/06/2023	BGG Garden & Tree Care	£60.00	01/06/2023	Blake Consultancy Ltd re Payroll Services	£24.00	02/08/2023	ICO re GDPR Fee	£35.00	31/07/2023	BGG Garden & Tree Care	£30.00	31/07/2023	BGG Garden & Tree Care	£360.00	05/08/2023	Oxfordshire Association of Local Councils	£36.00	30/06/2023	BCG Garden & Tree Care Ltd	£114	24/07/2023	Play Safety Ltd	£106.80	01/07/2023	British Gas - Electricity	£23.40	30/06/2023	EDF - Gas	£19.16	30/06/2023	BGG Garden and Tree Care Ltd	£72.00	12/07/2023	Everflow Limited	£20.31	26/07/2023	A New re painting & carpentry	£2,380.00	10/07/2023	K MacDonald re reimburse cleaner expenses	£90.00	01/8/2023	British Gas - Electricity	£25.39	31/07/2023	BGG Garden and Tree Care Ltd	£36.00	31/07/2023	EDF - Gas	£14.20	12/08/2023	Everflow Limited	£15.42	
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10.	<p>Planning</p> <p>New matters:</p> <p>P/23/V1476/O: Wicklesham Quarry – application withdrawn</p> <p>P23/V1579/HH: Fletcher's Cottage, single storey extension work (no comments submitted 04.08.2023). Cllrs were agreed that further no comments to the amended application should be submitted.</p> <p>P23/V1839/LB & P23/V1838/HH: Green's Farmhouse – airsource heat pump, tank and plumbing (no comments submitted 31.08.2023)</p>																																																							

	<p>P23/V1809/DIS: discharge of condition 8 on P20/V0658/RM reserved matters planning application 190 residential dwellings land south of Highworth Road, Faringdon. Not for public consultation.</p> <p>Decided: P/23/V1026/LDP: application for lawful development The Old Post Office – solar panels (No comment submitted 20.06.23). Application granted.</p> <p>No further developments since last meeting: v 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/layout/scale. Discharge of conditions 28.02.23: objection submitted (23.03.23). Decision: discharge of conditions refused.</p> <p>Any further outstanding applications arising at the time of meeting.</p>	
13.	<p>Policies/Administration:</p> <ul style="list-style-type: none"> i Progress on updating Standing Orders - ongoing; Cllrs confirmed that no changes were required to the Data Protection and Privacy Notice. Next review in 2 years. ii Overtime RFO/Clerk 2022-23: Cllrs approved overtime of 33hours between 17.09.2022 and 31.08.2023. iii Councillor vacancy / co-option – no further communication had been received. JF to advertise in the newsletter again. iv Councillor lead roles – JF to circulate an updated list on the basis that KM will lead the Neighbourhood Plan, RH Verges, JR planning, but with KM as first contact. v Training courses for members/officers – JF to attend VAT training. KM unable to attend planning training in November. JF to check the next available date. 	<p>JF</p> <p>JF</p> <p>JF</p>
14.	<p>Any other business to be added to the next Agenda: The PC wished to formally thank the Defibrillator Group and Ian Mason in particular, for their work in sorting out the recent faults on and replacement of the defibrillator. The PC noted this had taken considerable time and effort.</p> <p>Branches touching electricity wires. JR to forward communication to JF to enquire if action possible from electricity company.</p>	JF
15.	Date of Next Meeting: Monday 20th November 2023, 6:30pm	

Meeting Closed: 8.30pm

Section 2 – Accounting Statements 2022/23 for


Great Coxwell Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	17,264	15,153	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. RESTATED - ROUNDING ERROR
2. (+) Precept or Rates and Levies	9,587	13,096	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,844	52,961	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2,400	3,085	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	12,142	62,709	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	15,153	15,416	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	15,153	15,416	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	39,819	54,792	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval


Date 15/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

15/05/2023
as recorded in minute reference:

(2023)PC/111 REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

