

## GREAT COXWELL PARISH COUNCIL

Reading Room, Great Coxwell, Oxfordshire, SN7 7NB

Clerk: Joanne King clerk@greatcoxwell.com

### Minutes of Great Coxwell Parish Council meeting held on Monday 27<sup>th</sup> Jan 2020 in Reading Room, Great Coxwell

Parish Councillors Present:	Richard May (Chair) Michael Gooch Michael Harris Jacqui Russell
In attendance:	Joanne King, Parish Clerk Ian Mason, RFO County Councillor Judith Heathcoat District Councillor Elaine Ware 1 member of public
1/1/20	<b>Apologies for Absence</b> Parish Councillor Lauren Gale District Councillor Simon Ware
2/1/20	<b>Minutes of last meeting 9<sup>th</sup> Dec 2019</b> Signed as correct minutes
3/1/20	<b>Declarations of interest</b> None
4/1/20	<b>Resignation of Parish Councillor</b> Councillor Lauren Gale submitted prior to the meeting letter of resignation. Clerk to inform VoWHDC
5/1/20	<b>Matters arising from last meeting and not itemised on this agenda</b> <ul style="list-style-type: none"> <li>• Lloyds Bank signatories – see finance section</li> <li>• Yew tree hedges – ongoing</li> <li>• Puddleduck Lane damage – members were updated on recent developments and discussion between OCC and NT still ongoing</li> <li>• Noticeboards – it was PROPOSED to place immediate purchase on hold but to raise payment when required this was SECONDED and RESOLVED</li> <li>• Insurance review group, Cllr May updated members on group and will report at next meeting</li> </ul>
6/1/20	<b>To allow members of the public to make representation, answer questions and give evidence in respect of any item of business</b> Member public raised that Parish Council meeting date wasn't in "dates for diary" within village newsletter this month.
7/1/20	<b>To receive report from County Councillor</b> Report received and placed on noticeboard
8/1/20	<b>To receive report from District Councillor</b> Report received, D/Cllr Ware inquired about the progress regarding the Great Coxwell Park Lease, Jacqui Russell to forward all recent correspondence with VoWHDC solicitor and to be included in all future correspondence.
	<b>It was agreed to bring item 15 and 16 forward</b>
15/1/20	<b>Update on pavement improvement from footpath 231/1 to Cherry Orchard</b>

	Cllr Heathcoat informed members that works to improve this pavement was in OCC system of works.
16/1/20	<b>Traffic lights on A420/Coxwell Road and S106 monies</b> Meeting was informed that there had been correspondence between Cllr Heathcoat/OCC officers and the Parish Council on this matter. Parish Council thanked Cllr Heathcoat and OCC officers for their efficient response to questions raised by the Parish Council. Cllr Heathcoat raised possibility of meeting between OCC Officers and Great Coxwell Parish Council. Members agreed to liaise with C/Cllr Heathcoat on this suggestion.
	<b>C/Cllr Heathcoat and D/Cllr Ware left meeting and normal agenda resumed</b>
9/1/20	<b>Chairman's Announcements</b> <ul style="list-style-type: none"> <li>• <b>Discuss potential new RFO</b>, members arranged meeting 24<sup>th</sup> Feb to interview/discuss role</li> <li>• <b>Closure e-mail accounts and signatories</b> Lauren Gale e-mail and signatory need removing following resignation. Clerk to inform website manager and RFO to contact Lloyds Bank</li> <li>• <b>Purchase QuickBooks accounting package</b> It was PROPOSED to purchase QuickBooks accounting package £360 per annum, this was SECONDED and RESOLVED</li> <li>• <b>Christmas barn service and crib scene working party</b> The Chairman and Parish Council agreed to minute their thanks to the working party that refurbished/installed the crib scene at the Great Barn and to recognise the hard work involved with making the Christmas Eve Barn service a great village event with special mention to Sylvia Athawes who headed this group. It was also minuted to thank John Rounce on behalf of the Council for his hard work in previous years</li> <li>• <b>Dog Poo initiative</b> Parish Council to contact NT to see what their policies are.</li> <li>• <b>Landscape Contractor meeting</b> Richard May and Michael Gooch to meet BG, Jacqui Russell to send previous quotes prior to meeting</li> </ul>
10/1/20	<b>Planning matters</b> None
11/1/20	<b>To receive and consider reports and minutes of committees and working groups</b> <ol style="list-style-type: none"> <li>a) <b>Park Report</b> <ul style="list-style-type: none"> <li>• <b>ROSPA repair</b> – no update</li> <li>• <b>S106 application for MUGA</b> – no update</li> <li>• <b>Ground Lease update</b> - under review legal team, VoWHDC (see minute 8/1/20)</li> </ul> </li> </ol>
12/1/20	<b>Neighbourhood Plan</b> Michael Gooch updated members on progress Members informed of a new group "Oxfordshire Neighbourhood Plan Alliance", It was PROPOSED that Great Coxwell NP team join this group [Lauren Gale, Peter Gale and Michael Gooch], this was SECONDED and RESOLVED. It was FURTHER PROPOSED to reimburse Lauren Gale £50 affiliation costs, this was SECONDED and RESOLVED.
13/1/20	<b>NAG/ Neighbourhood updates</b> Members informed NAG meeting 7 <sup>th</sup> Feb Minor incident reported in village involving young people
14/1/20	<b>Financial Matters</b> <u>1/ Report items</u>

	<ul style="list-style-type: none"><li>Income and expenditure spreadsheets, Q3 bank reconciliation and Q3 budget vs actual performance report sent to Councillors and Parish Clerk in advance of meeting.</li><li>Precept request form completed and submitted to VWHDC</li><li>'Declaration of Compliance' and subsequently 'Re-declaration of Compliance' sent to The Pensions Regulator. (Apparently this process will not need to be repeated until 3 years' time)</li><li>Signatories to Parish and Park bank accounts still unchanged. Letter sent to Lloyds Bank on 10<sup>th</sup> Jan clearly indicating our instructions as advised by bank. However, we have now been informed by the bank that they need additional signature(s) from Councillors on the letter before they can action!. A re-drafted, appropriately signed letter will be sent to them urgently.</li></ul> <p>The RFO's report was approved by the meeting</p> <p><u>2/ Items for decisions/action</u></p> <ul style="list-style-type: none"><li>'Governance documents' (emailed separately to Councillors and Parish Clerk) to be reviewed and approved. These are: Statement of Internal Controls; Financial Regulations; Great Coxwell Parish Council: Assets, Facilities, Activities and Responsibilities; Risk Assessment (General); Risk Assessment (Parish Park) and Review of Internal audit 2018-9</li></ul> <p>Cllr Gooch informed the meeting that there had been changes to the legislation concerning local authorities and this may invalidate some of the provisions of the Financial Regulations. He will review the document against these changes and advise the Council of any required revisions at the next Parish Council meeting. Cllr Russell wishes to make some minor revisions to the Park Risk assessment. The remaining documents were approved.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"><li>Cllr Gooch review and advise the Council of any required changes to the Financial Regulations at the next Parish Council meeting</li><li>Cllr Russell to revise Park Risk Assessment before next Parish Council meeting and send to RFO</li><li>RFO to add date of review and next review date to the documents and post them on parish website</li></ul> <p><u>3/ Payments for approval</u></p> <p>The following payments were approved by the meeting:</p> <table><tr><th><u>Ref</u></th><th><u>Date</u></th><th><u>Details</u></th><th><u>Amount</u></th></tr><tr><td>PCExp16/19</td><td>15/11/2019</td><td>Castle Water</td><td>100</td></tr><tr><td>PCExp17/19</td><td>16/12/2019</td><td>Castle Water</td><td>100</td></tr><tr><td>PCExp18/19</td><td>20/01/20</td><td>123 Reg</td><td>191.88</td></tr><tr><td></td><td></td><td></td><td></td></tr></table>	<u>Ref</u>	<u>Date</u>	<u>Details</u>	<u>Amount</u>	PCExp16/19	15/11/2019	Castle Water	100	PCExp17/19	16/12/2019	Castle Water	100	PCExp18/19	20/01/20	123 Reg	191.88				
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17/1/20	<p><b>Correspondence</b></p> <ul style="list-style-type: none"><li>Clerk had contacted Democratic Services VoWHDC with updated/correct contact details for Councillors. Great Coxwell Parish Council address is now "The Reading Room" Great Coxwell SN7 7NB</li><li>Meeting to discuss safety on A420 with local member of parliament and other Parish Councils 6<sup>th</sup> March 10:00 at Pharmagenisis, Cllr May agreed to attend</li><li>S106 Officer contacted Parish Clerk regarding S106 monies from Fernham Fields/The Steeds for footpath, finalisation documents. Clerk/Chairman to collate and send relevant documents</li></ul>																				

	<ul style="list-style-type: none"> <li>• Parish Council notified event at the Great Barn, "Barn Festival" on the 6<sup>th</sup>/7<sup>th</sup> June</li> <li>• Parish Council notified of "Health fest Day" in Faringdon on the 13<sup>th</sup> June</li> </ul>
18/1/20	<b>Items to be added to next month's agenda</b> <b>None</b>
19/1/20	<b>Date of next meeting</b> <b>Proposed 16<sup>th</sup> March</b>

**Meeting finished 8:45**

DRAFT