

## 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 Wednesday 8<sup>th</sup> July 2020, via video conferencing

Parish Councillors Present:	Richard May (Chair) Michael Gooch Michael Harris Jacqui Russell
Officers in attendance	Joanne King, Parish Clerk Daryoush Shariffi, RFO
	Chaired by Richard May. Councillor May welcomed everyone to the Parish Council's first virtual Parish Council meeting utilising Zoom Video Conferencing to overcome the current Coronavirus restrictions. He reminded everyone that the meeting will be recorded.
1/2/20	<b>Apologies for Absence</b> None
2/2/20	<b>Minutes of last meeting 27<sup>th</sup> Jan 2020</b> Signed as correct minutes
3/2/20	<b>Declarations of interest</b> Cllr Gooch in respect of item 8, non-pecuniary interest
4/2/20	<b>Park Working Party</b> – actions and reports from 01/07/20 and 03/07/20, please see attached Appendix B
5/2/20	<b>Appointment of Parish Councillor</b> , Great Coxwell PC are in position to co-opt.
6/2/20	<b>Financial Matters</b> 1/ Report items, report sent to Councillors and Parish Clerk in advance of meeting containing all financial information for below. <ul style="list-style-type: none"> <li>• Income and expenditure spreadsheets</li> <li>• Q1 bank reconciliation and Q1 budget vs actual performance</li> <li>• Balance Sheet</li> <li>• Cheque management</li> <li>• VAT report</li> <li>• Signatories to Parish and Park bank accounts.</li> </ul> Note: RFO asked Councillors in respect of invoices, when approving, to provide information that can be entered into memo field. 2/ Actions arising from minutes 27 <sup>th</sup> Jan 2020 <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. Action: Cllr Gooch to re-send review, Completed.</li> <li>• Cllr Russell to revise Park Risk Assessment before next Parish Council meeting and send to RFO. Completed</li> <li>• RFO to add date of review and next review date to the documents and post them on parish website. Completed</li> </ul> 3/ Payments for approval, see attached appendix A

	<p>Cllr May PROPOSED that payments from 01<sup>st</sup> April 2020 up to and including the 08<sup>th</sup> July 2020 be APPROVED. This was SECONDED by Cllr Harris and RESOLVED</p> <p>4/ End of year sign off/AGAR</p> <p>Action: Cllr May and RFO to contact previous RFO to set up a meeting for Councillors to sign off year end, preferably this month.</p>
7/2/20	<p><b>7. Planning matters</b></p> <p>a. Steeds Farm South, financial assessment amendment, correspondence regarding traffic lights. NOTED</p> <p>b. Oakfield/Annabelles. NOTED</p> <p>c. Faringdon Golf Course. NOTED</p>
8/2/20	<p><b>8. Speeding/road layout and parking,</b> Action: Cllr May, Harris, and Gooch to review and produce document, highlighting issues. Action: document to be sent to all Councillors and Clerk for approval. Action: Arrange meeting with Cllr Heathcoat/OCC to discuss issue raised.</p>
9/2/20	<p><b>9. Chowle Farm estate</b> - recent events NOTED</p>
10/2/20	<p><b>10. Neighbourhood Team Conservation review and listing of Great Coxwell PC assets.</b></p> <p>Action: Cllr Gooch to contact Neighbourhood team for an update/information on the process and investigation.</p> <p>Action: Memorial statue potential grade 2 listed status, add to next meeting's agenda</p>
11/2/20	<p><b>11. Memorial Hedge</b> - Yew tree watering update NOTED</p>
12/2/20	<p><b>12. To approve the minutes of the Reading Room meeting held on 27th Jan 2020</b> <b>APPROVED</b></p>
13/2/20	<p><b>13. Reading Room -Update on Reading Room</b></p> <p>a. <b>Ramp</b> – NOTED progression of build is going well, awaiting materials.</p> <p>b. <b>Guttering/pipework</b> – NOTE date for works in July has been agreed.</p> <p>c. <b>Insurance, subsistence update and water leakage update</b> – NOTED survey team has carried out laser levelling and installed data points around Reading Room. Action: Cllr May to clarify position with insurers regarding status water leakage claim. NOTED insurers applied tree works to Vale of White Horse District Council for works within the Reading Room and neighbouring properties.</p> <p>d. <b>Castle Water leakage bill</b>, it was PROPOSED to delegate to Cllr Russell to contact Castle Water with authority to agree up to a Standing Order of £250 per month until the end of the financial year; this was SECONDED and RESOLVED</p>
14/2/20	<p><b>Correspondence</b></p> <p>a. Three letters received regarding Park closure. NOTED</p>
15/2/20	<p><b>Items to be added to next month's agenda</b></p> <p>S106 application for MUGA and park lease</p>
16/2/20	<p><b>Date of next meeting</b> <b>Proposed 20<sup>th</sup> July 7:30</b></p>

Meeting finished 9:12pm

## Appendix A

### Account: Parish Council

Invoice No.	Service Description	Invoice Number Date	Total	Invoice Approval Sheet Date – for details
1588581	Came and Company - Insurance	13/05/2020	£1274.72	19/05/2020 01/06/2020
202023	Anderson IT	02/04/2020	£57.90	19/05/2020 01/06/2020
SO	Castle Water	01/05/2020	£100.00	19/05/2020 01/06/2020
Cheque	Clerk		£500	16/06/2020
1277/20	BCG Garden and Tree Care	31/05/2020	£60	16/06/2020
G00144/2020	OALC	09/06/2020	£134.57	16/06/2020
1382/20	BCG Garden and Tree Care	30/06/2020	£288.00	16/06/2020 07/07/2020

### Account: Parish Park

Invoice No.	Service Description	Invoice Number Date	Total	Invoice Approval Sheet Date- for details
1190/20	BCG Garden and Tree Care	01/05/2020	£660.00	19/05/2020 01/06/2020
1276/20	BCG Garden and Tree Care	31/05/2020	£96.00	16/06/2020
1383/20	BCG Garden and Tree Care	30/06/2020	£96.00	07/07/2020

### Account: Reading Room

Invoice No.	Service Description	Invoice Number Date	Total	Invoice Approval Sheet Date – for details
DD	Opus Energy - Gas	16/05/2020	£14.46	19/05/2020 01/06/2020
DD	Opus Energy - Electricity	15/05/2020	£23.08	19/05/2020 01/06/2020
1192/20	BCG Garden and Tree Care	02/05/2020	£30.00	19/05/2020 01/06/2020
102	Prestige Fire Protection	23/03/2020	£42.00	19/05/2020 01/06/2020
90163289	VoWHDC	02/05/2020	£73.07	16/06/2020
1275/20	BCG Garden and Tree Care	31/05/2020	£30.00	16/06/2020
7116	RJ Harrison	01/06/2020	£90.00	16/06/2020
1384/20	BCG Garden and Tree Care	30/06/2020	£60.00	07/07/2020

## **Appendix B**

### **Actions from Park Working Party meeting 01/07/2020 7:30**

Attendees: -

Parish Clerk

Cllr May [limited]

Cllr Russell

Cllr Gooch

Cllr Harris

Report from Cllr Russell was circulated prior to meeting and Clerk (with additions from Cllr Harris) circulated two signs containing "rules/guidelines" for using the Park along with the government risk assessment

#### **Agreed Actions towards Park opening**

- Cllr Russell and Cllr Harris carried out litter pick and partial interim inspection 27/07, **Action 1, Cllr Russell to carry out operational check, prior to 4<sup>th</sup> July**
- **Action 2, Cllr Harris to complete risk assessment form and circulate to all Councillors and Clerk; COMPLETED.**
- **Action 3, Cllr Harris to update signs and circulate to all Councillors and Clerk; COMPLETED.**
- **Action 4, Cllr Harris to produce large letter signs for individual play equipment; COMPLETED.**
- **Action 5, Only open front gate**
- **Action 6, Cllr May to contact insurers to inform them intention to open park and Action 7 will send risk assessment and signage once approved by all Councillors**
- **Action 7, Cllr Russell to laminate signs and risk assessment; COMPLETED**
- **It was noted that the North end of the Muga is rotten and to be kept an eye on**
- **Action 8, Clerk to send signs and notification of park opening to web administrator for website and newsletter; COMPLETED.**
- **Action 9, Brief meeting 03/07 at 8:00 establish all Councillors are satisfied all actions have been carried out and agree to open Park; COMPLETED.**

#### **Other items discussed**

- Date of Council meeting Wednesday 8<sup>th</sup> July
- Cllr Gooch Deputy Chair for COV-19 period and remote video meetings
- **Action 10 All Councillors to update Clerk with their phone numbers, which will only be circulated to Councillors and Officers (Clerk and RFO)**
- **Action 11, Clerk to contact Beth 106 Officer regarding MUGA**

**Meeting ended 8:30**

### **Meeting 03/07/2020 8:00 to review actions from Park Working Party meeting 01/07/2020 and agree opening of Park**

Attendees: -

Parish Clerk

Cllr May, Cllr Russell, Cllr Gooch, and Cllr Harris

Actions 1-9 had been completed, Action 6, insurers did not require risk assessment sending to them. Members PROPOSED to open the park on the 4<sup>th</sup> July 2020 this was SECONDED and RESOLVED. It was FURTHER PROPOSED to undertake regular reviews of the park opening to ensure all users safety this was SECONDED and RESOLVED

Meeting ended 8:25

DRAFT