

## GREAT COXWELL PARISH COUNCIL

## Minutes of the Annual Great Coxwell Parish Council meeting

Held in the Parish Reading Room on Monday 10<sup>th</sup> June 2019 at 7:30pm

**PRESENT:** Richard May, Jacqui Russell, Lauren Gale, Annabelle Zinovieff and RFO Ian Mason. C/Cllr Heathcoat  
Parishioners 1

1. **APOLOGIES:** - Parish Clerk Jo King, D/Cllr E. Ware and S. Howell
2. **DECLARATION OF INTEREST** - none
3. **MINUTES OF THE LAST ANNUAL MEETING MONDAY 13th May 2019** – agreed/signed
4. **MATTERS ARISING FROM THE MINUTES** - none
5. **Co-opt Parish Councillor**  
*The Declaration of Acceptance of Office together with Register of interests has been completed by Michael Gooch and witnessed by the Parish Clerk*  
*Michael Gooch is duly Coopted as a member of this Parish Council*
6. **Special appointments for Councillors**

*The following are Leads to be taken by various councillors together with 'back up, these appointments were agreed at meeting.*

Lead	Item	Back up
Cllr Gale	Planning Responses	Cllr- Russell (for large apps)
	Neighbourhood Plan Liaison	Cllr-Gooch
Cllr Russell	Park	Cllr Gooch Grounds Lead
	Grants (Sifting Paperwork)	Lauren (Writing)
Cllr Gooch	NAG	Cllr-Gale
	Verges and BCG Liaison	Cllr-May to Handover
	War Memorial	
Cllr-May	Reading Room	Trustees (sub groups)
	Liaison with National Trust	
	Footpath 231/10	Cllr-Gooch
The following tasks remain outstanding		
Planning Conditions Enforcement		
Reading Room	Reading Room Utilities	Liaison with Groups
	Insurance	
	Booking	

*With the resignation of Cllr- Zinovieff we will be short of one Councillor.*  
*All councillors add their assistance as required.*

#### 7. Footpath231/10 – Path behind riding stables – S106 monies

*Cllr May proposed Resolution to accept sum of 18,010 in respect of the Improvement to footpath 231/10 as itemised below under 106 agreement 15V02 and furthermore to receive £16,662 the sum expected from OCC under 106 agreement 16V44.*

*With this Parish Councillors accept conditions associated with this funding.*

***On receipt of both monies the Parish Council will place an order with Drayton Construction to carry out works as detailed in their Quotation for £36,340.12 excl. VAT Dated 30<sup>th</sup> May 2019.***

Cllr Gale seconded this resolution and Cllr Russell and Zinovieff agreed. Cllr May signed the contract.

***ACTION: - To move the resolution and C/Cllr Heathcoat will chase OCC again on behalf of GC PC.***

## **8. County Councillors fund Grant**

*Received new contract with dates revised, Cllr- Gale signed and returned contract. Basically, same as previous contract and monies to be spent by March 2020.*

## **9. Finance**

### 1/ Report items

- Annual audit for 2018-9 is complete and relevant documents and spread-sheets have been posted on village website.
- VAT claim for 2018-9 has been made (with correction for errors in preparing 2017-8 claim). Thanks to Cllr May for his assistance with this.
- The format of the income and expenditure spreadsheet for the Reading Room must be restructured to show both cash-flows and invoices for utilities. This will be completed shortly.
- Parish Room audit reports and figures for 2018-9 have been prepared – to go to internal auditor shortly

### 2/ Payments for approval

<u>Ref</u>	<u>Date</u>	<u>Details</u>	<u>Amount</u>
<u>Parish Council &amp; Park</u>			
PCExp04/19	04/06/2019	Came & Co - insurance	1223.82
PKExp03/19	25/05/2019	BGG Garden & Tree Care	96

**10. To allow members of the public to make representation, answer questions and give evidence in respect of any item of business**

**11. To receive a report from the County Councillor** – received, NB OVO womens cycle race will arrive in Faringdon at 1:00 12/06

**12. To receive a report from the District Councillor** - recieved

**13. Chairman's Announcements**

Village Fete 29<sup>th</sup> June 12-4 Great Coxwell Barn

**14. To receive and consider urgent reports and minutes of committees and working groups**

### **a. War Memorial Report**

Councillors prior to the meeting agreed to install an exterior Tap to the Reading Room to water memorial hedge. Hosepipe and dribbler pipe installed around yew trees. Use of timer to be agreed by "user" group.

Action: - Timer to be installed and set by Cllr May, timings will be agreed by all. Cllr Russell to check water meter to ensure usage is OK. Ian Mason to check system regularly.

### **b. Reading Room Report**

#### ***Water Leak***

*The issue of the invoice from Castle Water (CW) for £16,836.93 covered both actual water consumed above that unexpected due to the leak (around ~3,750m3) and cost of projected use based on assumption of the high use continuing.*

Cllr. Russel is taking the matter up with CW

CW have put a new credit hold on which should stop the debt collection process.

A leak allowance request to CW (submitted 09/04/2019) had now been forwarded to their "bi-lateral team", having previously (16/04/2019) been notified that it was forwarded to their "specialist team",

Cllr Russel has now submitted a 'FORMAL complaint' regarding CW delaying for nearly a year before they notified us of the extreme increase in our water consumption. This is the first step in the process of getting the water consumer council to support any complaints we have.

No insurance claim can be entertained until the above have be resolved

**c. Subsidence Claim and repairs to Reading Room**

Until such time that we receive the Insurance Companies report (soil analyses) all actions are in abeyance.

**c. Grass Verge Cutting Report**

Next cut before Faringdon Schools sponsored walk 18<sup>th</sup> July **Action RM**

Seek to get the dead tree outside Toban removed by BCG. **Action RM**

**d. Park report**

The replacement sign for the park rules including 'open dawn to dusk' and 'please do not obstruct the gate' has been put up.

Vote of thanks to Cllr-Russell

**15. AOB**

a. Resignation of Parish Councillor Annabelle Zinovieff

Cllr Zinovieff statement "Thank you for putting your faith in me as your Chairman for so long. Great team. I have loved it all"

b. Appointment of New Parish Councillor and advertise for new Finance Officer

Following the resignation of Councillor Zinovieff. In accordance with procedure notices to be posted advising of a vacancy for a Parish Councillor on Great Coxwell Parish Council.

Ian Mason informed the Parish Council he will be finishing his role after this financial year ends, this gives the Parish Council a good length of time to find a replacement.

c. Parish Council Email Addresses.

As the role of Chair is a temporary appointment, albeit normally a minimum of one year, the Email address of "[Chair@greatcoxwell.com](mailto:Chair@greatcoxwell.com)" will cease. Parish Councillors will continue to have their own email addresses.

d. Emergency response plan – Cllr May to update and put in folder in Reading Room.

**16. Letters Received**

Letter received from O Fox in respect of Verge Cutting.

Action: - Cllr May to reply

**17. Date of next meeting 8<sup>th</sup> July 2019**

