

GREAT COXWELL PARISH COUNCIL

Minutes of the Annual Great Coxwell Parish Council meeting

Held in the Parish Reading Room on Monday 21st Oct 2019 at 8:00pm

PRESENT: Parish Councillors: - Richard May, Jacqui Russell, Lauren Gale, Michael Gooch, Michael Harris

Parish Clerk J King, RFO Ian Mason. C/Cllr Heathcoat and D/Cllr Howell

Parishioners - 4

1. APOLOGIES: D/Cllr Ware

2. DECLARATION OF INTEREST - none

3. MINUTES OF THE LAST ANNUAL MEETING MONDAY 16th September 2019 agreed/signed
Change "minutes for approval" to "minutes approved"

4. Any matters arising from the last meeting and not itemised on this agenda:

- RFO to set up standing orders for Oct/Nov/Dec to Castle water - actioned
- Stop watering the memorial hedge - actioned
- Cllr May to ask B Gristwood to remove dead hedging and weed, as a one-off job before Remembrance Sunday - ongoing
- Publish approved Parish Room audit reports and figures on Gt C Parish website - actioned

5. To allow members of the public to make representation, answer questions and give evidence in respect of any item of business None

6. To receive a report from the County Councillor: Received, distributed, on noticeboard

7. To receive a report from the District Councillor: Received and distributed

8. Chairman's Announcements

Chairman is liaising with Parishioner to take over RFO's position. Received e-mail regarding status of traffic lights on A420/Coxwell Road. Archiving, Cllr Gale had sent an extensive list of archiving, Cllr Gale has collated information/documents from lots of boxes stored over time and filed within the cupboards of the Reading Room. Chairman congratulated Cllr Gale on this enormous task that has been carried out in a very professional manner and the results are excellent.

9. Planning Matters

a. Applications since last meeting

P19/V1342/AG New Barns

Parish Council submitted response to the Vale on 11th October, after reviewing several neighbours concerns/petition, sent a further detailed response on 15th October. It was NOTED that the Parish Council were only permitted to comment on siting and appearance.

b. Developments awaiting decisions/Decisions

P19/V1342/HH Church Lees – revised plans

10. To receive and consider reports and minutes of committees and working groups

a. Park report –

- ROSPA repairs, report circulated to Councillors prior to meeting
- Instruct Ben Gristwood to schedule the agreed annual hedge cut for the winter months and add an additional job of removing the dead tree identified in the ROSPA report, this was PROPOSED, SECONDED and RESOLVED.
- S106 application for MUGA, this was circulated to Councillors prior to meeting
- Ground lease: It was PROPOSED that the Parish Council ask District Councillors Elaine & Simon to enquire again about extending the lease or buying the land as previously discussed (Feb 2016) this was SECONDED and RESOLVED.

b. Neighbourhood plan

Councillors NOTED a report from Cllr Gale, please see attached appendix A

c. Reading Room

- RFO has set up Standing Order set up for Castle Water
- Cllr May prior to meeting distributed a list of post boxes for Reading Room with associated costs, it was PROPOSED that letter box A £22.49 be purchased and installed, this was SECONDED and RESOLVED

11. Footpath 231/10 – Path behind riding stables

Councillors NOTED update from Cllr May, including Pavement between, 231/7 -Gypsy Lane and FP 231/10 Oakfield

Councillors were given update on history of drainage reports for Great Coxwell village produced by the Parish Council in previous years.

Members NOTED correspondence between Cllr May and County Council regarding flooding Footpath231/1

Members NOTED correspondence between Cllr May and County Council regarding roads and paths into village

Cllr May expressed his thanks to Andrew Liddiard [landowner] for all his help whilst the works on the footpath had taken place, Andrew was hugely accommodating of both the works and equipment on his land.

Clerk NOTED that an official opening event needs to take place, Parish Councillors to suggest some dates, then liaise with invitees to confirm a date.

12. Memorial Hedge

- Cllr May to ask Ben Gristwood to remove dead yew hedges and weed before Remembrance weekend
- RFO reminded Councillors about the wreath for Remembrance Service, it is normally delivered to RFO.
- RFO informed Councillors of offer he'd received for yew hedging; Cllr Gale also offered a couple of yews. Both offers were greatly received by the Council.

13. Financial Matters –

Gt C PC RFO Report for Council meeting – 21st Oct 2019

1/ Councillors NOTED Report items

- Income and expenditure spreadsheets to date and Q2 bank reconciliation have been sent to Councillors and parish clerk.
- Gas and electricity meter readings made (10th Oct 2019) and submitted to Scottish Power.)
- Parish Room audit reports and figures for 2018-9 have been uploaded to Parish website.
- Advertisement for replacement RFO drafted but not yet posted on Parish website.

2/ Councillors reviewed items for decisions/action

- Budgeting process for 2020-21 for discussion. This can be largely based on the figures for 2019-20, but Councillors may feel that it would be prudent to increase the Precept to partially ameliorate the impact of the possible large amount of money owed to Castle Water. Councillors are requested to notify the RFO of any extraordinary income or expenditure items that are likely to fall due in 2020-21.

ACTION RFO to provide Councillors with timelines for budgeting for Precept applications 2020-21

- Forms from Lloyds Bank for adding new signatories (Cllr Russell and Cllr Gooch) to the PC bank accounts have been obtained and partially completed. It appears that Lloyds Bank have failed to change signatures to the Parish Room bank account to remove retired Councillors and replace them with Cllr May (This may possibly apply to other accounts) and we must remedy this ASAP.
- A resolution was passed to remove retired Councillors and add missing current and incoming Councillors to the list of signatories for the Reading Room. This was necessary, according to Bank rules as currently there is only one valid signatory for this account.

ACTION: RFO and Councillors to complete forms and submit them to Lloyds Bank

- Appointment of internal auditor for 2019-20

It was PROPOSED that Mr Phil Hood be appointed internal auditors for the 2019-20 audit this was SECONDED and RESOLVED

- No payments for approval
- RFO proposed that his report was accepted. This was seconded by Cllr May and approved unanimously.

14 Correspondence

- Engagement with community: opportunities for meeting with Parishioners. It was agreed that the Parish Council hold an informal “meet your Councillors” event.
- To NOTE letter received regarding path and road conditions into village
- To NOTE letter received regarding the recent hedge cutting along Coxwell Road and that the felled vegetation had fallen into the culverts/watercourses, which could cause blockages.
- Councillors NOTED correspondence from the working party of the Christmas Family Carol Service and Procession, it was great to see all the people/work involved in this event and be kept informed

15. Any other business to be added to next month’s agenda

16. Date of next meeting – December [date to be agreed].

Appendix A

Cllr Gale report on work of Neighbourhood Plan Team: Summary and Secretary's Report

The GC NP team has been assigned two new Neighbourhood Planning officers by the Vale, who will see us through to adoption of a revised Plan, which can be printed. As a first stage they advised making all the non-material changes (updates, corrections, factual and photographic changes). These have been submitted to the planning authority for early approval, so as to create an updated GC NP online for developer and parish council use quickly.

Material changes (for example enhanced support for environmental as well as heritage assets and for the Conservation Area) can be further discussed, progressed (for example by finishing the GC Conservation Area Character Appraisal) and consulted on, following which a printed version will be created.

Secretary's Report on Neighbourhood Plan meeting 23 September 2019

The Team had documented a series of proposed changes to the wording of the updated GCNP and following scrutiny by District Council Neighbourhood Planning officers, Ricardo Rios and Deborah Bryson of Vale of White Horse District Council Neighbourhood Planning attended our meeting on 23 September at which it was resolved to:

1. Agree, format and publish a new document containing factual, non-material changes alone, which would have value and be a significant improvement in terms of presentation (combining Plan, Design Statement and Community issues into one document); and could be done soon.
2. Introduce material change, eg to policies, in a further review (with the benefit, for example, of a Conservation Area Character Appraisal), this to take place over a longer period.

Under stage 1, a revised schedule is to be submitted right away, containing only those changes that had been considered non-material. The schedule will include a list of the photographs to be removed and detail of mapping changes. On receipt of confirmation from the District Council, a suitably revised text (material changes removed) is to be submitted for scrutiny, incorporating new photographs and maps. Publication and adoption will follow shortly thereafter.

A conversation about policy revision will then commence, in tandem with work on the Conservation Area Character Appraisal, which, when in place, will be to everyone's benefit. By adopting a staged approach, the urgency to resolve some outstanding issues was removed and they will be carried to a separate stage 2 schedule.

Core Policy 44 of the Local Plan Part 1 offers a designation: Important Views. In stage 2, it will be possible to use this to enhance the GCNP, for example adding strength to policies that seek to protect views to and from heritage assets and designated sites such as the Great Barn, the church and Badbury Hill. The key is justification and assessment (perhaps by way of the Conservation Area Character Appraisal for inward views), used sparingly to emphasise the views that are 'really special'. Conservation Area Character Appraisals tended to focus on heritage assets – perhaps someone famous enjoyed the view.

In stage 1, the existing area designation is to be retained but the boundary change is to be reflected in our mapping. The area designation is likely to be subject to change when Faringdon updates its neighbourhood plan, which may coincide with implementation of our stage 2 changes. *Meanwhile, the GCNP remains the statutory document covering the area ceded to Faringdon parish.*

It is important *not* to change the protection offered by our green buffer at stage 1. It is *not* in our interest at this point to give up any residual protection at the allocated sites, eg in the event of a speculative planning application.

A lead officer is to be appointed to be our main contact at the District Council. The District Council will offer a service level agreement involving workshops and community engagement for support at stage 2.