

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 9th September 2024, 6:30pm.

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| Present | Cllr Richard Hankinson (RH) Cllr Rory Gilmour (RG) Cllr Nick Hawkes (NH) Joanna Farrant, Parish Clerk (JF) |
| In Attendance | 1 member of the public County Cllr Bethia Thomas (BT) District Cllr Viral Patel (VP). |
| Apologies | Cllr Jacqui Russell (Chairman) (JR) Cllr Kym MacDonald (KM) District Cllr Kat Foxhall (KF); |

| Item | Minute | Action |
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| 1. | Apologies for Absence Apologies had been received from JR. Apologies were noted and absence authorised by the PC for JR, on the grounds of a work trip preventing attendance. KF had sent apologies. | |
| 2. | Approval and signing of minutes of last meeting: 01.07.2024 Minutes of 01.07.2024 were approved and signed by the Chair. | |
| 3. | Declarations of Interest RG declared an interest in relation to planning (P24/V1734/LB) at item 12, and it was noted that RG had not participated in PC decision to make no comment on that planning matter. NH declared an indirect family interest in relation to one quote given on cellar work and gate to Park and would not participate in any decision to accept any particular quote, when relevant. | |
| 4. | Representations by Members of the Public on Agenda Items or Matters to be Added to the Next Agenda A member of the public asked that pavements should be kept clear and unobstructed by hedges. The member of the public was willing to speak to the house on Cherry Orchard where the pavement was currently obstructed. PC agreed. It was raised that there was a verge on Cherry Orchard that had had bricks placed on it and this was in fact an OCC verge. Member of public thought that the hedges leading from the Park to The Paddocks needed to be cut back. PC advised that it had been liaising with the landowner and this was in hand from the end of October. Member of the public also asked that hedges around Oakfields should be cut back to expose ditches. PC confirmed JR has spoken with owners some time ago, but RH would follow this up further. BT advised Lee Travers can assist with liaising with OCC if required. | RH |
| 5. | County Councillor's Report BT provided a verbal update. FATAC today: A420 speed consultation has taken place and a meeting on 10 th October will decide the issue. BT supports the reduction in speed. RH confirmed | |

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| | <p>that parishioners had been notified of the consultation. BT advised the refuge crossing the A420 should be started imminently; there were no further developments on Wicklesham Quarry application at present; crooked signage on B4019 at top of the Hollway are still to be fixed upright.</p> <p>Thames Valley Flood Scheme does not affect Great Coxwell directly.</p> <p>BT will circulate her report containing links to current consultations.</p> <p>Abingdon Reservoir has been approved by Secretary of State; OCC are objecting and BT has asked to meet Secretary of State.</p> | |
| 6. | <p>District Councillor's Report</p> <p>District Councillors' reports had been circulated and were noted. Dog-mess stickers had not been received from the District Council, but the PC has bought signs. VP noted parishioners concerns in relation to The Steeds South construction: installation of traffic lights on the A420 and the risk of mud etc on the road/footpath blockage.</p> <p>VP advised that the Electoral Commission had consulted on boundary changes, which was ongoing; that the Joint Local Plan is being accelerated, with the final version due soon. VP is not aware of any additions.</p> <p>VP noted that Wicklesham Quarry application remains with OCC planning. There had been few changes, save for reduction in some building heights.</p> <p>District Council has written to oppose Abingdon Reservoir.</p> | |
| 7. | <p>Correspondence:</p> <p>A parishioner had reported blocked drains on Puddleduck Lane continuing despite a report on Fix my Street, made by the PC in May. JF had notified the OCC Drainage Officer of the continuing problem in August. The resident had recently cleared the drain and RH had updated Fix my Street. RH will confirm if any further action needed in relation to that drain at present.</p> <p>A parishioner had reported damage to a drain-pipe during the last verge cut by the contractor. JF reported that the contractor had agreed to liaise with the homeowner and remedy the damage.</p> <p>Fencing adjacent to the cobbled path. RH has met with owners in relation to replacement fencing plans. Agreed that RH would pass details to VP, for VP to consider who best to approach about discussion on fence post placement.</p> | <p>RH</p> <p>RH/VP</p> |
| 8. | <p>New Business:</p> <p>8.1 Salt Bins: NH had confirmed that salt bin on bend below the Church is still full and did not need refilling before winter. NH will check entrance to village.</p> | NH |
| 9. | <p>Ongoing Business:</p> <p>9.1 Verges & Footpaths : Grass cutting survey wording. PC agreed amended wording as circulated. JF will ask for survey link to be sent to parishioners.</p> <p>9.2 Dog-mess signs: KM to liaise with RH on location of signs. Action: next meeting.</p> <p>9.3 Neighbourhood Plan Update 2025: action next meeting. Membership of ONPA would be £50. PC agreed not to subscribe unless necessary.</p> <p>9.4 Drainage/Ditches: update –</p> <p>BGG has been asked to quote for the area in front of the Park. The landowner of the ditches around The Paddock does not recall ever clearing the ditches and this had possibly historically been done by OCC. JF has liaised with OCC, who are double-checking records, but have advised that ditches lying in front of adjoining land are normally the responsibility of the landowner. RG will ask a contractor to quote for both ditches. JF to chase BGG for a quote.</p> | <p>JF</p> <p>RG/JF</p> |

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| | <p>Blockage caused by hazels: JF has contacted OCC to ask for OCC to confirm hazels would be cleared as part of maintenance of underground drainage pipes.</p> <p>9.5 Hedges: Owner of hedges in front of The Paddocks has confirmed that cutting cannot be done until the end of October.</p> <p>9.6 Power-Cuts: RH had sent a letter to SSE and numerous phone calls to follow up. Escalated to executive team and awaiting information from technical team. VP will forward information he has.</p> <p>9.7 Bus-stop Sign: JF had reported the sign states Swindon in both directions to Stagecoach. The report had been acknowledged and Stagecoach had reported back that it would not say Oxford, because the service only runs to Faringdon. JF has asked them to update to Faringdon. A parishioner has reported that it is still hanging by one bolt and has reported on Fix my Street again, as this had previously been identified as fixed by OCC.</p> <p>9.8 Telephone Box – JR to purchase paint and materials required. JR cannot get the same paint as last time, but can get the correct BS recommended colour of the same make as last time. It was agreed that JR should purchase this paint as appropriate for the telephone box. Action next meeting.</p> | JR |
| 10. | <p>The Park/Reading Room</p> <p>10.1 Repairs/maintenance for 2024: JR to action quote for repairs. Action: next meeting.</p> <p>10.2. It was proposed, seconded and resolved to approve work to replace the pedestrian access gate into the Park, within the budgeted sum of up to £800. This was to improve inclusive access into the Park. JF has two quotes and is chasing a further one.</p> <p>10.2.1 PC agreed that gate widening should proceed separately from any s.106 grant application in relation to a path in the Park. JF advised that a £46k pot for ‘provision or enhancement of MUGA’ within 10miles of Fernham Fields expires in February 2025, with District Council asking for paperwork by end of this month. Faringdon Town Council (FTC) had proposed to apply for these funds in Faringdon, but now needed to seek an extension from the developer. PC agreed the September time-scale did not sit with the PC applying for funding, as consultation with the village required, as well as permission from the landowner of the Park. If District Council would allow more time for an application, progress might be possible. JF advised that there is a further pot of circa £18k ‘towards a MUGA’ within 800m of The Steeds and is available until 2030. PC had previously not progressed any application in relation to this pot until it was clear what monies FTC could access for a MUGA in Faringdon.</p> <p>It was agreed that JF would action a consultation survey and that a quote in relation to recycled wet-pour rubber would be sought, given that edging was not required and it had a long life-span.</p> <p>10.2.2 It was proposed, seconded and resolved that subject to a consultation with parishioners, and subject to liaising with FTC so that the PC was not applying for funds FTC intended to access:</p> <p>10.2.2.1 PC was authorised to make a s.106 application for a path in The Park to the MUGA and replace current track, if captured by funding requirements.</p> <p>10.2.2.2 For the PC to accept s.106 funding for that purpose.</p> | JR |

| | <p>10.2.2.3 To endorse use of s.106 funding by the PC for that purpose.</p> <p>10.3. Reading Room: deep clean/sink plumbing/thermostat to be addressed at meeting of Trustee.</p> <p>10.4 Cellar insulation and hand-rail quotes: JF reported that there is £1635 in a s.106 pot expiring in February 2025 earmarked for GCPC 'for provision or improvements to community facilities'. It was proposed, seconded and resolved to authorise the PC to make a s.106 funding application towards the cost of renovating the cellar under The Reading Room, and for a hand-rail next to the footpath leading to the cellar. It was further proposed, seconded and resolved:</p> <p>10.4.1 To delegate signature of the funding application form to the Clerk.</p> <p>10.4.2 For the PC to accept funding for that purpose.</p> <p>10.4.3 To endorse use of s.106 funding by the PC for that purpose.</p> <p>RH to ask contractor to update his original quote. NH to try and obtain further quote. It was noted that current quotes are not like-for-like as original quote include damp-proof paint on walls and screeding to floor. JF to liaise with JR and update current quote as necessary.</p> | <p>RH NH JF</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>11.</p> | <p>11.1. Financial update: JF reported current bank balances and the PC noted the bank reconciliations of records with bank statements, as well as budget variance report, as circulated.</p> <p>11.2. It was proposed, seconded and resolved to approve all payments since 01.07.2024 (inclusive of VAT), and those councillors who had authorized payments were duly noted:</p> <p>11.3. <i>Parish Council</i></p> <table border="1" data-bbox="316 1211 1262 2018"> <thead> <tr> <th><i>Inv Date</i></th> <th><i>Payee</i></th> <th><i>Sum</i></th> <th><i>Bank Recon</i></th> <th><i>Payment Details</i></th> <th><i>Cllr Auth</i></th> </tr> </thead> <tbody> <tr> <td>30/06/2024</td> <td>BGG Garden & Tree Care Ltd</td> <td>£60.00</td> <td>£23,70 1.96</td> <td>Church Lane Verge cut 14/06 & 27/06</td> <td>NH/R H</td> </tr> <tr> <td>30/06/2024</td> <td>BGG Garden & Tree Care Ltd</td> <td>£36.00</td> <td>£23,66 5.96</td> <td>Reading Room Grass Cut 14/06/204</td> <td>NH/R H</td> </tr> <tr> <td>30/06/2024</td> <td>BGG Garden & Tree Care Ltd</td> <td>£120.00</td> <td>£23,54 5.96</td> <td>Park Cutting on 27/06/2024</td> <td>NH/R H</td> </tr> <tr> <td>30/07/2024</td> <td>Ms LJ Wilkinson</td> <td>£100.00</td> <td>£23,44 5.96</td> <td>Internal examination Parish Room account</td> <td>NH/R H</td> </tr> <tr> <td>02/07/2024</td> <td>R Gilmour</td> <td>£11.80</td> <td>£23,43 4.16</td> <td>R Gilmour - Reading Room cleaning supplies</td> <td></td> </tr> <tr> <td>12/07/2024</td> <td>Playsafety Limited</td> <td>£112.80</td> <td>£23,32 1.36</td> <td>Annual safety inspection of play park</td> <td>RH/N H</td> </tr> <tr> <td></td> <td>To Reserve Account</td> <td>£800.00</td> <td>£22,52 1.36</td> <td>Budgeted increase to earmarked reserves</td> <td></td> </tr> <tr> <td>09/07/2024</td> <td>HMRC VAT Refund</td> <td>-£537.84</td> <td>£23,05 9.20</td> <td>VAT Refund 01.12.23 to 30.06.24</td> <td></td> </tr> <tr> <td></td> <td>ICO ZB150635</td> <td>£35.00</td> <td>£23,02 4.20</td> <td>Data Protection Registration 05/08/24-25</td> <td></td> </tr> <tr> <td>31/07/2024</td> <td>BGG Garden & Tree Care Ltd</td> <td>£120.00</td> <td>£22,90 4.20</td> <td>Park Cutting 05/07/2024</td> <td>RH/J R</td> </tr> <tr> <td>31/07/2024</td> <td>BGG Garden & Tree Care Ltd</td> <td>£36.00</td> <td>£22,86 8.20</td> <td>Reading Room Grass Cut 26/07/2024</td> <td>RH/J R</td> </tr> <tr> <td>31/07/2024</td> <td>BGG Garden &</td> <td>£30.00</td> <td>£22,83</td> <td>Church Lane Verge Grass</td> <td>RH/J</td> </tr> </tbody> </table> | <i>Inv Date</i> | <i>Payee</i> | <i>Sum</i> | <i>Bank Recon</i> | <i>Payment Details</i> | <i>Cllr Auth</i> | 30/06/2024 | BGG Garden & Tree Care Ltd | £60.00 | £23,70 1.96 | Church Lane Verge cut 14/06 & 27/06 | NH/R H | 30/06/2024 | BGG Garden & Tree Care Ltd | £36.00 | £23,66 5.96 | Reading Room Grass Cut 14/06/204 | NH/R H | 30/06/2024 | BGG Garden & Tree Care Ltd | £120.00 | £23,54 5.96 | Park Cutting on 27/06/2024 | NH/R H | 30/07/2024 | Ms LJ Wilkinson | £100.00 | £23,44 5.96 | Internal examination Parish Room account | NH/R H | 02/07/2024 | R Gilmour | £11.80 | £23,43 4.16 | R Gilmour - Reading Room cleaning supplies | | 12/07/2024 | Playsafety Limited | £112.80 | £23,32 1.36 | Annual safety inspection of play park | RH/N H | | To Reserve Account | £800.00 | £22,52 1.36 | Budgeted increase to earmarked reserves | | 09/07/2024 | HMRC VAT Refund | -£537.84 | £23,05 9.20 | VAT Refund 01.12.23 to 30.06.24 | | | ICO ZB150635 | £35.00 | £23,02 4.20 | Data Protection Registration 05/08/24-25 | | 31/07/2024 | BGG Garden & Tree Care Ltd | £120.00 | £22,90 4.20 | Park Cutting 05/07/2024 | RH/J R | 31/07/2024 | BGG Garden & Tree Care Ltd | £36.00 | £22,86 8.20 | Reading Room Grass Cut 26/07/2024 | RH/J R | 31/07/2024 | BGG Garden & | £30.00 | £22,83 | Church Lane Verge Grass | RH/J | |
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| 09/07/2024 | HMRC VAT Refund | -£537.84 | £23,05 9.20 | VAT Refund 01.12.23 to 30.06.24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 31/07/2024 | BGG Garden & | £30.00 | £22,83 | Church Lane Verge Grass | RH/J | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | <p>024 Tree Care Ltd 8.20 Cut 26/07/2024 R</p> <p>31/08/2 £22,06 Payroll Quarter</p> <p>024 Clerk's Payroll £770.40 7.80 Jun/Jul/Aug 2023</p> <p>21/08/2 Carrington Blake £22,04</p> <p>024 Ltd 26.88 0.92 Payroll Provider</p> <p>The PC noted its spending powers for the above payments: Park maintenance: LG (Misc Prov) Act 1976, s.19; Verges/Footpaths maintenance: HA 1980, s.43, 50, 196 Reading Room provision and expenses: LGA 1972, s.133; LG (Misc Prov) Act 1976, s.19</p> <p>11.4. Reading Room</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Sum</th> <th>Bank Recon</th> <th>Payment Detail</th> </tr> </thead> <tbody> <tr> <td>13/06/2024</td> <td>Vale of White Horse</td> <td>-£325.00</td> <td>29</td> <td>Room Hire 04/07/2024</td> </tr> <tr> <td>10/06/2024</td> <td>Room Hire</td> <td>-£16.00</td> <td>29</td> <td>Room Hire 20/08/2024</td> </tr> <tr> <td>01/07/2024</td> <td>British Gas</td> <td>£21.78</td> <td>51</td> <td>Electricity Supply 29 May to 28 Jun 24</td> </tr> <tr> <td>12/07/2024</td> <td>Everflow</td> <td>£11.71</td> <td>80</td> <td>Water/Waste Supply 12/08 to 11/09/2024</td> </tr> <tr> <td>28/06/2024</td> <td>EDF</td> <td>£12.90</td> <td>90</td> <td>Gas supply 30 May to 27 June</td> </tr> <tr> <td>01/08/2024</td> <td>British Gas</td> <td>£22.11</td> <td>79</td> <td>Electricity Supply 28 Jun to 29 Jul 2024</td> </tr> <tr> <td>12/08/2024</td> <td>Everflow</td> <td>£32.81</td> <td>98</td> <td>Water/WasteSupply</td> </tr> <tr> <td>21/08/2024</td> <td>EDF</td> <td>£25.88</td> <td>10</td> <td>Electricity Supply</td> </tr> </tbody> </table> <p>11.5 Resolution for any VAT shortfall from s.106 Funding Applications for insulation of cellar/installation of hand-rail and/or to widen pedestrian access gate into the Park to be met from general reserves pending reimbursement of VAT for said works: adjourned to next meeting.</p> | Date | Payee | Sum | Bank Recon | Payment Detail | 13/06/2024 | Vale of White Horse | -£325.00 | 29 | Room Hire 04/07/2024 | 10/06/2024 | Room Hire | -£16.00 | 29 | Room Hire 20/08/2024 | 01/07/2024 | British Gas | £21.78 | 51 | Electricity Supply 29 May to 28 Jun 24 | 12/07/2024 | Everflow | £11.71 | 80 | Water/Waste Supply 12/08 to 11/09/2024 | 28/06/2024 | EDF | £12.90 | 90 | Gas supply 30 May to 27 June | 01/08/2024 | British Gas | £22.11 | 79 | Electricity Supply 28 Jun to 29 Jul 2024 | 12/08/2024 | Everflow | £32.81 | 98 | Water/WasteSupply | 21/08/2024 | EDF | £25.88 | 10 | Electricity Supply | |
|------------|--|----------|------------|--|------------|----------------|------------|---------------------|----------|----|----------------------|------------|-----------|---------|----|----------------------|------------|-------------|--------|----|--|------------|----------|--------|----|--|------------|-----|--------|----|------------------------------|------------|-------------|--------|----|--|------------|----------|--------|----|-------------------|------------|-----|--------|----|--------------------|--|
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| 10/06/2024 | Room Hire | -£16.00 | 29 | Room Hire 20/08/2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 01/07/2024 | British Gas | £21.78 | 51 | Electricity Supply 29 May to 28 Jun 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 12/08/2024 | Everflow | £32.81 | 98 | Water/WasteSupply | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21/08/2024 | EDF | £25.88 | 10 | Electricity Supply | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. | <p>Planning:</p> <p>Planning since last meeting:</p> <p>New matters:</p> <ul style="list-style-type: none"> - P24/V1734/LB: Pear Tree Cottage – replace timber/tiles (no comments submitted 02/09/2024) <p>Decided since last meeting:</p> <p>No further developments since last meeting:</p> <ul style="list-style-type: none"> - MW.0151.23: Wicklesham Quarry: objection submitted (11.06.24) - P22/V0996/RM: Appeal to Secretary of State against refusal of an application for reserved matters (comments/modification/withdrawal of previous representation by 21.11.23). Appeal allowed save in relation to discharge of conditions 7 (biodiversity enhancement plant) and 10 (lighting scheme). <p>11.5. Any further outstanding applications arising at the time of meeting.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 13. | Policies/Administration: 13.1 Policies for review: JF reported none due. 13.2 CWAG statement: adjourned to next meeting. 13.3 It was proposed, seconded and resolved to appoint Lisa Wilkinson as Internal Auditor for 2024/5 financial year and to carry out examination of Parish Room Charitable Trust accounts. Vice-Chairman signed letter of engagement. | JF |
| 14. | Any other business/announcements to be added to the next Agenda. JF reported that there had been a flier for a community engagement day in relation to a solar farm and battery storage facility in the area. JF would circulate via village newsletter in the meantime. | |
| 15. | Date of Next Meeting: Monday 25th November 2024, 6:30pm | |

Meeting Closed: 8.10pm