

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 10th February 2025, 6:30pm.

Present	Cllr Jacqui Russell (Chairman) (JR) Cllr Richard Hankinson (Vice-Chairman) (RH) Cllr Rory Gilmour (RG) Cllr Nick Hawkins (NH) Joanna Farrant, Parish Clerk (JF)
In Attendance	2 members of the public
Apologies	Cllr Kym MacDonald (KM) County Cllr Bethia Thomas (BT) District Cllr Viral Patel (VP) District Cllr Kat Foxhall (KF)

	Minute	
1.	Apologies for Absence Apologies for absence had been received from KF and BT.	
2.	Approval and Signing of Minutes of Last Meeting Minutes of 25.11.2024 were approved and signed by the Chairman.	
3.	Declarations of Interest There were no declarations of interest relating to items on the agenda.	
4.	Representations by Members of the Public on Agenda Items or Matters to be Added to the Next Agenda A member of the public thanked the owner for cutting back the hedge around the Oakfields bend. A member of the public noted that parishioners want to work with OCC in relation to clearing ditches, for example next to the Holloway. JR noted that OCC's response is that ditches adjacent to land is the land-owner's responsibility. In relation to the ditch/culvert leading to the golf course, JR confirmed that OCC have not accepted it is their responsibility, saying it is the adjacent landowner's responsibility. PC will raise this with Highways Engagement during the meeting arranged later in February. PC had reported blocked culverts on Coxwell Road on Fix my Street again, but OCC had cancelled the report again and referred it onto Cherwell DC. This will also be raised with Highways Engagement, as it appears the culvert leading to the golf course has a drain with 3 adjoining pipes.	
5.	County Councillor's Report To be confirmed later in the month.	
6.	District Councillor's Report VP and KF had circulated a January report. JR summarized the contents, noting the Wicklesham Quarry planning application is being kept under review and that local garden waste bin collection will bring in a sticker system later in the year.	
7.	Correspondence:	

	<p>7.1. A query had been raised as to when the traffic lights on the A420 would be installed. The PC noted the lights have to be installed before first occupation (not sale) and that planning for the traffic lights went through during the initial application. JR noted that trucks waiting to access the construction site are on a slight bend, which leads to some difficulty going around and that it appears there will be no right turn filter lane from the opposite side installed in contrast to the other two estates on the Coxwell Road.</p>	
<p>8.</p>	<p>New Business:</p> <p>8.1 Bus-Shelter: JR had looked into guideline cost of bus-shelters. £5,000 including installation, but excluding the cost of road closure/traffic measures, so probably in the region of £11,000 with road closure. Anti-vandal shelter is available although not costed and will be more expensive. JF had looked into potential s.106 funding. OCC had confirmed there is a bus infrastructure pot that becomes available on first occupation of the development on the Steeds South, most likely next summer. The PC would have an option whether to take over ownership of the shelters, with a ring-fenced pot for some ongoing maintenance, or leave ownership with OCC. RTP1 screens might also be available. JF to follow up on amount of money available and ongoing ownership and whether a parishioner survey would be required.</p> <p>8.2 Waste-Bin: VP had confirmed that the PC would need to show a demonstrable need if to be paid/maintained by the District Council, eg. photos/map of where litter found with dates and times. The National Trust had confirmed it was not now in a position to pay for/maintain a dog waste bin at the Great Barn, but had indicated it would consent to the Council placing one in the lay-by if requested. JR noted that bins and thus any evidenced litter/dog waste has to be within the Great Coxwell urban area. Other litter eg tyres outside the urban area can be reported on the Vale website using their waste and fly tipping form.</p>	<p>JF</p>
<p>9.</p>	<p>Ongoing Business:</p> <p>9.1. Verges & footpaths: grass cutting survey had elicited 18 responses. 10 were in favour of cutting only along all footpaths and entrance splays into the village in May with a full cut of everything in late July and also if required in September. There had been 8 in favour of a cut of everything in May, with a further one or two cuts as required. JF will ask contractor for annual contract quote on the basis of the favoured approach.</p> <p>9.2. Dog-mess signs – action next meeting. RH proposes to put them up next to footpath entrances around the village.</p> <p>9.3. Neighbourhood Plan(NP) Update 2025: questionnaire. Action next meeting.</p> <p>9.4. Drains/Ditches: It was noted that a meeting with Highways Engagement has been scheduled later in February to raise again the outstanding drain/culvert issues around the village. Highways Engagement has been asked to provide guidance on clearing a ditch where it creates a blockage of the road. JF reported that no maintenance schedule in relation to drains and culverts had been provided, but that the dates a drain was last cleared is available on Fix my Street, albeit indirectly when reporting a problem. A request had been made to add Puddleduck Lane to any routine clearance schedule. OCC had confirmed that grips will not be cut between Cherry Tree Orchard and the ditches, until the ditches are cleared. There had not been a reply in relation to the blocked culvert running towards the golf course. This had also been logged on Fix my Street, but cancelled by OCC. The blocked drains at the bottom of the Holloway had also been logged on Fix my Street. A query had been sent to the National Trust regarding the water discharging onto the Holloway Road and the National Trust was investigating. JR noted that that is causing bad potholes on the Holloway and the drains are blocked. JR has some photos and the Parish Council will forward to the National Trust.</p>	

	<p>It was proposed, seconded and resolved to approve the PC's grounds contractor clearing the ditches in front of the Park, to be paid from current Grounds & Verges budget line. Quoted priced £375 & VAT, with additional sum of up to £200 to remove the material dug-out if required.</p> <p>9.5 Hedging: JF contacted landowner bordering the Paddocks (Park side) in relation to hedging and cost of having ditches dug out. The owner had confirmed the hedging will be done by the end of the month and will liaise further about ditch clearance. OCC had confirmed that records are not available showing whether OCC has previously cleared the ditches, but said that whilst OCC may have done so in the past in response to a drainage improvements nearby, or a flooding event and it has the power to do such clearance, it is the responsibility of the adjacent landowner.</p> <p>9.6 Powercuts: RH reported that the number of power cuts seem to have reduced. Responses had been received including sharing the criteria for compensation. RH will share this information via the village newsletter.</p> <p>9.7 Telephone box – JF to obtain quotes for work to be carried forward into next financial year.</p> <p>9.8 Bus-stop sign: JF had followed up and been assured it would be put in place. JF to follow up again.</p>	<p>JR /J F</p> <p>JF</p>
<p>10</p>	<p>The Park/Reading Room:</p> <p>10.1. Repairs/maintenance: JR reported that Playdale had attended and carried out repairs requested. JF to chase final invoice.</p> <p>10.2. Path to MUGA/path in Park: the PC had carried out an online survey distributed via the village newsletter. There had been 15 responses of which 13 supported applying for funding for a recycled bound rubber path upgrade to run from the Park entrance gate to the MUGA, 2 negative responses and 1 blank. Timing of s.106 application to be determined.</p> <p>10.3. Widen gate access: this work has been completed with a wider access gate now installed. The entrance had been partially flattened, but further consideration could be given to a smoother entrance in the context of a path to the MUGA.</p> <p>10.4. Cellar work: JR reported that the cellar works have been completed in the Reading Room with installation of insulation, a central light and a handrail down the side of the building and s.106 evidence forwarded to the District Council, who had now closed the file.</p>	<p>JF</p>
<p>11</p>	<p>11.1 JF reported current bank balances of £27,216.39 (Parish Council) and £2,262.79 (Reading Room) and the PC noted the bank reconciliations circulated with bank statements, as well as budget variance report circulated.</p> <p>11.2 It was proposed, seconded and resolved to approve payments since 25.11.2024 (shown inclusive of VAT), and those councillors who had authorized payments were duly noted:</p> <p><i>Parish Council</i></p>	

Invoice	Payee	s.137	Amount	Bank Reconciliation £29,961.42	Description	Cllrs authorising
03/11/24	British Legion Poppy Appeal	£20.00		£29,941.42	British Legion Poppy Appeal - wreath	RH/JR
20/11/24	Cotswold Cleaning Solutions		£160.00	£29,781.42	Deep Clean of Reading Room	JR/NH
26/11/24	Internal Transfer from- 20750468		- £2,800.00	£32,581.42	Internal Transfer - closing Reserves Account	Internal Transfer
26/11/24	Anderson IT Consulting Ltd		£55.92	£32,525.50	Fasthosts Email Box 5GB Clerk	JR/NH
03/11/24	Joanna Farrant		£871.20	£31,654.30	Payroll Quarter Sep/Oct/Nov 24 & backpay	JR/NH
02/12/24	Carrington Blake Ltd		£26.88	£31,627.42	Payroll Provider	JR/NH
03/12/24	Playdale Playgrounds Ltd		£2,386.18	£29,241.24	Playground repairs 50% deposit on order	JR/NH
06/12/24	VWHDC Accounts		- £1,635.15	£30,876.39	s.106 grant for Parish Room cellar/handrail	s.106 Grant
18/07/24	Homescape Property Renovations Ltd		£900.00	£29,976.39	50% deposit QU022 parish room cellar work	NH/JR
31/12/24	BGG Garden & Tree Care Ltd		£864.00	£29,112.39	Verges x2and War Memorial Tidy	NH/JR
31/12/24	BGG Garden & Tree Care Ltd		£930.00	£28,182.39	Park cut, hedges cut, wildflower meadow cut	NH/JR
31/12/24	BGG Garden & Tree Care Ltd		£36.00	£28,146.39	Reading Room grass cut	NH/JR
31/12/24	BGG Garden & Tree Care Ltd		£30.00	£28,116.39	Church Lane verge cut	NH/JR
31/01/20 25	Homescape Property Renovations Ltd		£900.00	£27,216.39	Balance for Reading Room cellar work	JR/NH
03/02/20 25	Carter's Fencing & Gates Ltd		£687.29	To be paid	New gate to Park	

Noted powers: LG & Rating Act 1997, s.31 and Reading Room provision and expenses: LGA 1972, s.133; Park: LG (Misc Prov) Act 1976, s.19; War Memorial: LGA 1948, s.133

Reading Room

Date	Payee	Amount	Bank Reconciliation	Description	Pay Method
01/11/2024	British Gas	£21.64	£2,563.04	Electricity Supply 28 Sep to 29 Oct 24	DD
12/11/2024	Everflow	£11.71	£2,551.33	Water/Waste Supply	DD
04/11/2024	EDF	£66.33	£2,485.00	Gas supply 01 Oct to 31 Oct 24	DD
06/01/2025	Room Hire	-£16.00	£2,501.00	Room Hire 29/11/2024	TFR
02/12/2024	British Gas	£29.15	£2,471.85	Electricity supply 29 Oct to 2 Dec 24	DD
10/12/2024	Everflow	£20.92	£2,450.93	Water/Waste Supply	DD
16/12/2024	Room Hire	-£126.00	£2,576.93	Room Hire Art Club	TFR
02/12/2024	EDF	£119.79	£2,457.14	Gas Supply	DD
12/01/2025	Everflow	£25.92	£2,431.22	Water/Waste supply	DD
02/01/2025	EDF	£148.30	£2,282.92	Gas supply 01.12 - 31.12.2024	DD
01/01/2025	British Gas	£20.13	£2,262.79	Electricity supply 29 Oct to 29 Dec 24	DD

11.5 It was **proposed, seconded and resolved to approve** the payment to the British Legion of £20 (invoice 03/11/2024) to pay for the wreath laid at the war memorial as a s.137 benefit to the community, commensurate with the expenditure incurred.

11.6 It was **proposed, seconded and resolved to approve** the transfer of £2,800 from Earmarked Reserves account (formerly Parish Park account) to Parish Council account, due to closure of Earmarked Reserves account. Noting that it remain earmarked within the accounts.

11.7 It was **proposed, seconded and resolved to approve** to continue use of variable Direct Debit arrangements for ICO for next two financial years.

12

Planning

12.1.

New matters:

- **P24/V2499/NM** – non material amendment to existing application. Not for public consultation.
- **P25/V0084/FUL** – retrospective planning application for retention of wall/fencing around pond and ancillary drainage works, Faringdon Grange Holiday Park. JF to submit no comment from PC.

12.2

Decided: P24/V2555/AG – whether permitted development agricultural building. No PC submission made. Decision: within permitted development rights.

12.3

No further developments since last meeting:

-MW.0151.23: Wicklesham Quarry: objection submitted (11.06.24)

	<p>- 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 plan) and 10 (lighting scheme). Conditions are being discharged piecemeal.</p> <p>12.4 Any further outstanding applications arising at the time of meeting: there were none further.</p>	
13	<p>Policies/Administration:</p> <p>13.1 The PC confirmed a review of its Assets Register and approved the amendments.</p> <p>13.2 It was proposed, seconded and resolved to adopt the Website Accessibility Statement, noting that the PC had budgeted for a transfer to a fully compliant website host in the next financial year.</p> <p>13.3 It was proposed, seconded and resolved to amend 14b of the Standing Orders to 'estimated to be over £30,000 inclusive of VAT', to reflect the wording of 5.6 of the Financial Regulations 'estimated to be over £30,000 inclusive of VAT'.</p>	
14	<p>Any other business to be added to the next Agenda:</p> <p>Clerk will be standing down on 31st March. Vacancy notice to be put in newsletter/on notice board and circulated to local clerks.</p>	JF
15	<p>Date of Next Meeting and Annual Meeting (May) and Annual Parish Meeting (1st March to 1st June): 31st March 2025, 6:30pm.</p>	

Meeting Closed: 19:55