

GREAT COXWELL PARISH COUNCIL

Reading Room, Great Coxwell, Oxfordshire, SN7 7NB

Clerk: Joanna Farrant clerk@greatcoxwell.com

Minutes of Great Coxwell Parish Council Meeting held on Thursday 16th February 2023, 6:30pm.

Present	Cllr Jacqui Russell (Chairman) (JR) Cllr Richard Hankinson (RH) Cllr Rory Gilmour (RG) Cllr Kym MacDonald (KM) Joanna Farrant, Parish Clerk (JF) Daryoush Sharifi, RFO (DS)
In Attendance	5 members of the public
Apologies	County Cllr Bethia Thomas District Cllr Simon Howell District Cllr Elaine Weare

Item	Minute	Action
1.	Apologies for Absence Apologies had been received from Cllr Bethia Thomas and the change of meeting night was noted.	
2.	Approval and Signing of Minutes of Last Meeting Minutes of 28.11.2022 were approved and signed by the Chairman.	
3.	Declarations of Interest KM declared an interest for Item 9(ii) of this Agenda. JR noted in relation to Item 14(v) that her property was close to the Roselands, but she had not been notified as an adjoining property and as such was not obliged to recuse herself from discussion. No other interests were declared.	
4.	Representations by Members of the Public on Agenda Items or Matters to be Added to the Next Agenda Representations were received in relation to Item 9(i) and 9(ii) of this Agenda (see further below).	
5.	County Councillor's Report January and February's Reports had been circulated. Items to note: <ul style="list-style-type: none">- The installation of traffic lights on the A420/Great Coxwell junction is anticipated by the end of 2023.- BT has requested a speed survey of traffic on the B4019 where it meets traffic turning out of The Holloway.	
6.	District Councillor's Report No new reports.	
7.	Report on Conservation Area Appraisal (CAA) Results Peter Gale (PG) kindly attended to present the CAA Results to the Parish Councillor and explain any impact on planning. PG explained that there are 52 CAs in the Vale and Great Coxwell's dates from the 1970s. It was agreed in 2013 that a CAA would support the Neighbourhood Plan (NP) and give added weight to it. The NP dates from 2015, with an update in 2020. Further updates to the NP will be needed by 2025. The aim of a CA is both to preserve and enhance the area, which Historic England says leads to 'good	

	<p>understanding and active management’ of the CA. The Parish Council’s job is to support the District Council in implementing that aim.</p> <p>PG noted that in the next few years new technologies would be likely, which might pose a risk to the CA eg heat pumps/solar panels, but that a balance will need to be struck between modernisation and conserving the past. PG noted the CA included the National Trust permissive circular path and the importance of the vista looking both in to and outwards.</p> <p>JR asked PG to clarify whether the CA was supplementary to the NP in respect of planning applications. PG explained it could be used as a manual. The CAA’s map shows the importance of nearby buildings and features that are listed that might be relevant to a particular planning matter.</p> <p>PG noted that the NP sets out what the Council will accept, whereas the CA is the District Council telling the Council what it must preserve from the past.</p> <p>JR asked if a revision of the NP by 2025 would require another referendum. PG confirmed that a referendum would only be required if there was a change or addition to policy. PG anticipated an update would reflect enhanced environmental sustainability to reflect the sort of changes that will be covered in the 2041 Draft Local Plan.</p> <p>Update of NP to be added to the next agenda.</p>	JF
<p>8.</p>	<p>Report Resignation of Councillor Cllr Mike Harris resigned on 29.11.2022. A vacancy has been advertised, but no volunteers have yet come forward.</p>	
<p>9.</p>	<p>Correspondence:</p> <ul style="list-style-type: none"> i. Horse manure pile within 10m of water course on track at bottom of village: A query had been raised by a member of the public. District Council Environmental Health had been emailed, but no response received. The landowner has since confirmed the pile is 11.5m from a watercourse, but will be moved shortly in any event and was being temporarily stored before being spread on the fields. ii. Access Greens Lane: correspondence received relating to a vehicle, on occasion, parked on Greens Lane potentially affecting access for farm vehicles. JR confirmed that the Parish Council had contacted OCC in 2019 (Minutes 18.03.2019) because footpath 231/16 had been blocked by a gate and fence, but since the footpath was not obstructed here, the matter was a private one between landowners. Nevertheless, all members of the public involved were content that there was no intent to block the track. Personal circumstances had meant a vehicle had temporarily blocked the track for vehicle access. It was agreed that contact could be made with the owner, if access was impeded, but that there was no intention to do so. iii. Access to permissive path from Puddleduck Lane towards the Barn: the National Trust had contacted the landowner about fixing the style, but noted the tenant farmer could decide if access was granted. It was noted that the National Trust had agreed for this permissive path to appear in the CAA, subject to the tenant farmer’s agreement on access. JR to raise with Richard Watson or Christian Walker. 	<p>BT</p> <p>JR/JF</p>

	<p>iv. National Trust to place boardwalk on path between Barn/Badbury: JR reported the National Trust would place a boardwalk on this muddy section of path.</p> <p>v. Recent correspondence had been received in relation to street-lighting on The Laurels, which no longer went off from midnight to 6am. This had been reported via Fix-my-Street and OCC have confirmed they will investigate and re-program as previously.</p> <p>vi. Recent correspondence had been received in relation to a tree planted by OCC, Highways, on the area of grass outside Manor Cottage. Vale Planning had confirmed that no s.211 Notice was required in relation to planting a tree on this spot. Councillors were agreed that this was an open area of green used by parishioners and referred to within the CAA; that no notice had been received by OCC and that the Parish Council would write to OCC to asking them to move the tree. Matter to be added to the Agenda at the next meeting.</p>	JF
10.	<p>New Business:</p> <p>i. Welcome pack for new residents: The Parish Council were agreed that it was appropriate now have this information online, with a card and/or notice pointing new villagers to the sources of online information: website, newsletter and Whatsapp group. It was agreed that an offer could be included to provide a paper copy if required. The previous paper version had been funded by the NP group, but that funding no longer existed.</p>	
11.	<p>Ongoing Business:</p> <p>i Traffic Management:</p> <ul style="list-style-type: none"> - Speed survey B4019 at junction with Holloway: see Item 5 above; - Discuss speed management in village: KM proposed that white gates at the entrance to the village near 30mph sign be considered to help reduce the speed of vehicles travelling into the village, increase speed awareness and to help delineate the start of the village. It was not yet known when the Road Safety Fund budget would be open for applications, or what the application would require eg consultation etc. JF to ask BT if she has been able to find out this information. Parish Councillors were agreed it would be sensible to consult the village by means of an informal survey in the first instance in any event. The Webb family kindly volunteered to donate some unpainted gates if the village does want gates. - It was proposed, seconded and resolved to investigate the viability and funding options for white gates at the entrance to the village. - It was agreed that consideration of a speed indicator device would be left until after the 20mph consultation had taken place. - JF to action an informal survey of the village. <p>ii Social/Welfare: Coronation – JR is not aware of any plans as yet by any group in the village. It was proposed, seconded and resolved to make £200 available towards a village event if one was organised, with funds allocated in the budget for community events.</p> <p>iii Verges & footpaths:</p>	JF

	<ul style="list-style-type: none"> - Elm Trees: OCC has investigated and concluded the dead elms are on private land. OCC to write to landowner. - BGG remaining works for 2022: wildflower strim not yet carried out. JF to chase. - Pedestrians on road walking to Annabelle's: this had been raised with Annabelle's and parents had been reminded/encouraged to use the safe access route via The Ranch. - Salt bins supplies: were refilled in July and supplies are sufficient for winter. <p>iv Large verge management: Quotes were obtained from BGG: £25 per cut (approx. x8) or £47.50 per spray (x2) / Oxfordshire Garden Contractors quoted £45 per cut / Richard Smith: no response. The Parish Council proposed, seconded and resolved to accept the BGG quote for up to 8 cuts next season with funding initially to be taken from the Reading Room grounds budget. It was noted that nettles would need to be aggressively strimmed early in the season. JF to notify BGG.</p>	JF
12.	<p>The Park:</p> <ul style="list-style-type: none"> i Update on MUGA installation: this was now complete and payment made. Funding had been received from s.106 monies, including an additional sum of £263.48 for the additional spend by the Parish Council from the sum originally bid for. ii Update on tree planting: JR now has the trees and will plant shortly in the Park. iii General repairs in Park: were delayed until March, but Playdale anticipates it will cost approximately £400 less than originally quoted. 	
13.	<p>Finance: Report resignation of RFO and appointment of clerk: DS will resign at the end of the financial year as RFO and JF will take over.</p> <p>Confirmation of transfer of funds between accounts: the Council approved transfers of £4,500 from the Parish Council account into the Reading Room account for ongoing maintenance and £1,500 from the Parish Council account into the Park account for ongoing maintenance.</p> <p>The Council approved the following payments made since 28.11.2022:</p> <ul style="list-style-type: none"> -HAGS £48,830.22 (06.01.23) re: MUGA installation -Anderson IT Consulting (29.11.22) re: Fasthosts email -HAGS £324 (10.11.22) re: vegetation removal for MUGA installation -Cotswold Rainwater Services £1438.50 (30.11.22) re: 25% deposit for installation guttering and repair to soffits & £3,596.25 re: balance for guttering/soffits replace and repair (13.01.22) -Honorarium (09.12.22) -OALC £36 (09.12.23) re: training financial year end -Playdale Playgrounds £1,207.69 (08.01.23) re: Playground repairs 	

	<p>The Council noted the remittance from Vale of White District Council £4,042.37 (last 10% of s.106 monies for MUGA refurbishment)</p> <p>The Council noted that the VAT refund claim on (01.02.23): £9,772.06 has been received.</p> <p>The Council noted and approved Direct Debit payments from 1st April 2022 to the following recipients: Parish Park Account – Everflow Ltd (water); Opus Energy (gas); Octopus Energy (Electricity) Parish Council Account – Hiscox Insurance (Insurance); ICO (yearly GDPR); HMRC NDDS</p> <p>It was proposed, seconded and resolved to reconfirm use of variable Direct Debit arrangements for gas, electricity and water for next two financial years from 1st April 2023</p> <p>Payroll arrangement –it was reported that a payroll company had been set up to process payroll arrangements with effect from 1st March 2023. The Council noted and approved the Clerk’s overtime from 16.09.21 to 16.09.22 (32 hours); the Council noted and approved increase in hourly wage in accordance with LGA National Salary Award with effect from 1st April 2022.</p> <p>Arrangements for internal audit 2023 – Christopher Lethbridge has agreed to carry out an internal audit in early May of the Parish Council accounts. Peter Gale has agreed to carry out an internal audit of the Reading Room account.</p>	
<p>14.</p>	<p>Planning:</p> <ul style="list-style-type: none"> i P22/V0996/RM: Reserved Matters relating to outline planning for 125 dwellings on land to south of Steeds Farm: objection submitted (23.05.22). Amendment thereto: 18.10.22 (objection submitted 12.11.2022)]. Nothing further heard. ii P22/V2803/HH: High View property modernisation. No comments submitted. Planning granted. iii P22/V0998/DIS: The Steeds discharge of certain conditions. Not for public consultation. iv P22/V2646/DIS: Walnut Cottage discharge of condition. Not for public consultation. v P23/V0110/HH: Roseland, Great Coxwell: extension to side, rear and front. Comments by 23.02.23. The Council noted the extension would be mostly to the rear. It was agreed that no objection would be made, but planning would be asked to consider the NP style guidelines in relation to the colour of cladding. vi P23/V0139HH: Greens Farmhouse: solar panels, EV charging point. Comments by 02.03.23. It was agreed that no objection would be made. vii P23/V0284/FUL: Land South of Steeds Farm. Move existing drainage channel. Comments by 28.02.23. Councillors were agreed that this does not impact Great Coxwell directly, but it was worth bearing in mind that 	

	<p>the path behind the Stable floods regularly. It was felt that existing baffle ponds were not adequate but it stood up to the rain this winter. JR to draft comments for circulation.</p>	
15.	<p>Policies</p> <ul style="list-style-type: none">i Resolution to review and update Financial Regulations: it was proposed, seconded and resolved to approve the amendments to the Financial Regulations as circulated.ii Update Assets, Facilities, Activities and Responsibilities document: updates were approved.iii Resolution to update Standing Orders: it was agreed to put this matter back to the next agenda for further consideration.iv Consider adoption of Complaints Policy: it was agreed to circulate a draft policy for consideration at the next meeting.	
14.	<p>Any other business/announcements to be added to next agenda KM asked that consideration of costs for dog poo signs be added to the next agenda. Laminate signs had not lasted.</p>	
15.	<p>Date of Next Meeting: Monday 17th April 2023, 6:30pm Annual Meeting of the Council and Annual Parish Meeting: Monday 15th May 2023, 6:30pm</p>	

Meeting Closed: 8.15pm