

**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 19<sup>th</sup> February 2024, 6:30pm.**

<b>Present</b>	Cllr Jacqui Russell (Chairman) (JR) Cllr Richard Hankinson (RH) Cllr Rory Gilmour (RG) Cllr Kym MacDonald (KM) Joanna Farrant, Parish Clerk (JF)
<b>In Attendance</b>	County Cllr Bethia Thomas (BT) District Cllr Kat Foxhall (KF) 2 members of the public

Item	Minute	
1.	<b>Apologies for Absence</b> Apologies had been received from District Cllr Viral Patel.	
2.	<b>Approval and Signing of Minutes of Last Meeting</b> Minutes of 20.11.2023 were approved and signed by the Chairman.	
3.	<b>Declarations of Interest</b> There was one declaration of interest relating to items on the agenda – RH on a new planning matter at item 12.4, due to being a direct neighbour. It was agreed that RH would not make representations or vote on that item.	
4.	<b>Representations by Members of the Public on Agenda Items or Matters to be Added to the Next Agenda</b> A member of the public noted that in recent heavy rain ditches were overflowing from Gypsy Lane, down past Bay Tree Cottage and Oakfield to Annabelle's Nursery. The hedges were in need of cutting back all along that section, so that ditches could be properly maintained. A clump of hazels was blocking the ditch between Hills and Annabelle's Nursery meaning water was flowing down the road, rather than away down that ditch. The member of the public reported that this had been cleared by OCC in the past. Agreed to action a Fix my Street report in relation to this ditch. JR to try and contact landowners for The Paddocks and JF to contact Gordon Kelman for an update on clearance/grips to date.	JF/JR
5.	<b>County Councillor's Report</b> BT had circulated a recent report. Signs have been installed on B4019 to slow traffic. The speed survey has been postponed until the impact of the new signs is seen. South Steeds appeal has been allowed. Traffic lights will be installed at the junction with the A420 before occupation of the first house, noting that Coleshill PC are not supportive of the lights. BT thanked RH for his work on the village Emergency Plan. BT encouraged any issues in relation to flooding to be reported. The potential developer at Wicklesham Quarry is reassessing its position after community feedback. BT was asked about safety on the A420 around the Great Coxwell junction. BT noted that consideration of the speed limit and work around traffic lights may impact this, with the next FATAC meeting in March.	
6.	<b>District Councillor's Report</b>	

	<p>VP and KF had circulated a recent report. Bin mapping: VP had received the same response – a bin within the Park would be for the Parish Council to fund and maintain and there was insufficient litter on the verge for the District Council to install a bin.</p> <p>KF encouraged responses to the Joint Local Plan. KF confirmed that no particular sites for development had been identified in the vicinity of Great Coxwell, but noted the exceptions for homes for rural workers, affordable housing and first time buyers. Great Coxwell is Tier 4, but Faringdon is a centre, so there could be future impact on Great Coxwell.</p> <p>KF had attended the Steeds Farm appeal, noting the technical nature of much of the argument. PC's were encouraged to attend such hearings to make local representation. KF advised that the next step will be to keep a look out that the conditions and landscaping is carried out.</p> <p>KF advised that the Climate Action Fund will be available soon – groups can apply for money up to £10k.</p> <p>The Church Yard wall has been surveyed and suggested repair is now with the diocese.</p> <p>KF noted that the District budget is imminent and there are unlikely to be any service cuts from the Vale.</p>	
7.	<p><b>Correspondence:</b></p> <p>7.1. Hedges on Cherry Orchard – see item 9.8 below.</p>	
8.	<p><b>New Business:</b></p> <p>8.1. Neighbourhood Watch – KM had raised following an individual behaving suspiciously. It was noted that there had previously been a forum with local police constables attending, but that it was not known if this forum continued post Covid. JF to contact neighbourhood policing team.</p> <p>8.2. Telephone Box – a parishioner had kindly offered to re-paint. JF to contact parishioner to ask if she still wishes to carry out this work, given the budget allowance for it in 2024/5 budget. If so, the Parish Council will pay for paint. Risk assessment to be carried out.</p>	<p>JF</p> <p>JF</p>
9.	<p><b>Ongoing Business:</b></p> <p>9.1. Traffic Management: see item 5.</p> <p>9.2. Verges &amp; footpaths: JF to action BGG quote for 2024/5.</p> <p>9.3. Welcome information for new villagers. JR to action, as certain data needs to be removed.</p> <p>9.4. Dog-mess signs and litter bin update – see item 6. Dog mess signs have been purchased and RH to distribute. KM to use map previously drawn up of where to locate.</p> <p>9.5. Neighbourhood Plan(NP) Update 2025: questionnaire. KM to action.</p> <p>9.6. Joint Local Plan Consultation: deadline extended. It was agreed that PC would submit a limited response noting that building south of Steeds South was not desired and that boundaries should not be redrawn.</p> <p>9.7. Drains: Gordon Kelman had visited in the summer of 2023. Work was to be carried out to install grips and clear some drains/pipes RH believed this had been done on Holloway Road below the Church. Action in relation to this item and item 4: JF to contact Gordon Kelman for update on progress of drain survey, grips, and drain clearance, copying in BT. It was noted that there was landowner responsibility for clearing ditches. BT advised that where a report was made on Fix My Street in respect of uncleared ditches, the District Council will write to individual landowners.</p>	<p>JF</p> <p>JR</p> <p>RH/ KM KM</p> <p>JF</p>

	9.8. Hedges: JR had spoken with the landowners in respect of the hedge bordering Oakfield. Action was to be taken to trim the hedge. It was noted that the landowner of the Paddock needed to cut back the hedge. JR would endeavour to speak with the landowner, as well as to Annabelle’s regarding hedges on footpath 231/10. JF to confirm if contract with OCC had included hedges.	JR JF																																																																						
10.	<b>The Park:</b>  10.1. Repairs/maintenance: no further action at present. 10.2. Repairs 2024/5: no further action at present.	JR																																																																						
11.	<p>11.1. JF reported current balances of Parish Council accounts: £21, 527; £1,561 in ear-marked reserves and Reading Room £1,518. A budget variance report had been provided and no questions were raised.</p> <p>11.2. It was proposed, seconded and resolved to approve payments since 20.11.2023 (shown inclusive of VAT):</p> <p style="text-align: center;"><i>Parish Council</i></p> <table><tr><td>31/10/2023</td><td>Royal British Legion</td><td>20.00</td><td>22,979.68</td><td>RBL Wreath</td></tr><tr><td>21/11/2023</td><td>Anderson IT Consulting</td><td>43.02</td><td>22,936.66</td><td>Email 5GB Fasthosts</td></tr><tr><td>14/12/2023</td><td>HMRC VAT REFUND INCOME</td><td>-452.37</td><td>23,389.03</td><td>INCOME</td></tr><tr><td>15/12/2023</td><td>Parish Reading Room</td><td>300.00</td><td>23,089.03</td><td>Transfer to Parish Room Account re utility bills</td></tr><tr><td>30/11/2023</td><td>Joanna Farrant Payroll</td><td>1,258.90</td><td>21,830.13</td><td>60 hrs 1 Sep to 30 Nov &amp; Overtime and back pay</td></tr><tr><td>01/12/2023</td><td>Biel Consultancy Ltd re Carrington Blake Ltd</td><td>24.00</td><td>21,806.13</td><td>Happie Payroll Services</td></tr><tr><td>08/01/2024</td><td>Chris Lewis Electrical</td><td>240.00</td><td>21,566.13</td><td>Electrical testing: EICR and PAT testing Reading Room</td></tr><tr><td>10/01/2024</td><td>Joanna Farrant reimbursement</td><td>38.47</td><td>21,527.66</td><td>Expenditure for dog mess signs</td></tr><tr><td>05/02/2024</td><td>Anderson IT Consulting</td><td>93.60</td><td>21,434.06</td><td>Weebly Internet Service</td></tr></table> <p>The PC noted its spending powers: Dog Mess signs: Litter Act 1983; LG &amp; Rating Act 1997, s.31 and Reading Room provision and expenses: LGA 1972, s.133; LG (Misc Prov) Act 1976, s.19.</p> <p>11.3 <i>Reading Room</i></p> <table><tr><td>28/09/2023</td><td>EDF - Gas</td><td>14.31</td><td>£1,110.08</td><td>Gas Supply 30 Aug to 27 Sep</td></tr><tr><td>12/11/2023</td><td>Everflow Limited</td><td>2.44</td><td>£1,107.64</td><td>Water supply</td></tr><tr><td>27/10/2023</td><td>EDF - Gas</td><td>28.67</td><td>£1,078.97</td><td>Gas supply 28 Sep to 26 Oct 2023</td></tr><tr><td>01/11/2023</td><td>British Gas - Electricity</td><td>22.85</td><td>£1,056.12</td><td>Electricity supply 28 Sep to 30 Oct 2023</td></tr><tr><td>12/12/2023</td><td>Room Hire Income</td><td>-90.00</td><td>£1,146.12</td><td>Room Hire - INCOME</td></tr></table>	31/10/2023	Royal British Legion	20.00	22,979.68	RBL Wreath	21/11/2023	Anderson IT Consulting	43.02	22,936.66	Email 5GB Fasthosts	14/12/2023	HMRC VAT REFUND INCOME	-452.37	23,389.03	INCOME	15/12/2023	Parish Reading Room	300.00	23,089.03	Transfer to Parish Room Account re utility bills	30/11/2023	Joanna Farrant Payroll	1,258.90	21,830.13	60 hrs 1 Sep to 30 Nov & Overtime and back pay	01/12/2023	Biel Consultancy Ltd re Carrington Blake Ltd	24.00	21,806.13	Happie Payroll Services	08/01/2024	Chris Lewis Electrical	240.00	21,566.13	Electrical testing: EICR and PAT testing Reading Room	10/01/2024	Joanna Farrant reimbursement	38.47	21,527.66	Expenditure for dog mess signs	05/02/2024	Anderson IT Consulting	93.60	21,434.06	Weebly Internet Service	28/09/2023	EDF - Gas	14.31	£1,110.08	Gas Supply 30 Aug to 27 Sep	12/11/2023	Everflow Limited	2.44	£1,107.64	Water supply	27/10/2023	EDF - Gas	28.67	£1,078.97	Gas supply 28 Sep to 26 Oct 2023	01/11/2023	British Gas - Electricity	22.85	£1,056.12	Electricity supply 28 Sep to 30 Oct 2023	12/12/2023	Room Hire Income	-90.00	£1,146.12	Room Hire - INCOME	
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	01/01/2024	British Gas - Electricity	21.60	£1,319.55	Electricity supply 28 Nov to 28 Dec 23
	29/12/2023	EDF - Gas	128.76	£1,190.79	Gas supply 25 Nov to 28 Dec 23
	12/01/2023	Everflow Limited	15.82	£1,174.97	
	09/01/2024	Room Hire Income	-49.00	£1,223.97	Room Hire - INCOME
	22/01/2024	Room Hire Income	-18.00	£1,241.97	Room Hire - INCOME
	06/02/2024	Room Hire Income	-14.00	£1,255.97	Room Hire - INCOME
	01/02/2024	British Gas - Electricity	24.10	£1,231.87	Electricity Supply 28 Dec to 29 Jan 24
	<p>11.4. It was proposed, seconded and resolved to approve a transfer from the Parish Council account to the Earmarked Reserves account (formerly Parish Park account) to bring the balance to £2000. This sum is ear-marked reserves from the 2023/4 budget of: £500 for future playground repairs; £1500 for unanticipated repairs. The PC noted unspent playground repair funds for 2023/4 remain in the Parish Council account.</p> <p>11.5. Report Income received: Reading Room rental £171 to Reading Room; VAT refund £452.37 to Parish Council.</p> <p>11.6. It was proposed, seconded and resolved to make the following transfers between budget heads: to payroll from staff costs contingency £12; to dog mess signs £50 from memberships; EICR/PAT Testing £140 from Reading Room essential repairs/improvements.</p> <p>11.7. It was proposed, seconded and resolved to continue use of variable Direct Debit arrangements for gas, electricity and water and ICO for next two financial years</p>				
<b>12.</b>	<p><b>Planning since last meeting:</b></p> <p>12.1. <b>New matters:</b> It was noted that the Steeds South appeal had been allowed.</p> <p>12.2. <b>Decided:</b></p> <ul style="list-style-type: none"> <li>- <b>P23/V2515/HH:</b> Roseland porch, side and rear extension and roof coverings (response by 07.12). Approved.</li> <li>- <b>P23/V1853/S73:</b> application to omit island from highway authority approved scheme on application P18/V2396/FUL (response by 30.11). Approved.</li> </ul> <p>12.3. <b>No further developments since last meeting:</b></p> <ul style="list-style-type: none"> <li>- <b>P22/V0996/RM:</b> 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).</li> <li>- <b>P23/VO284/FUL:</b> land to south of Steeds Farm: drainage. (comments submitted 27.02.23).</li> <li>- Amendments to landscaping/layout/scale. Discharge of conditions 28.02.23: objection submitted (23.03.23). Decision: discharge of conditions refused.</li> </ul>				

	<ul style="list-style-type: none"> <li>- <b>P23/V1809/DIS:</b> discharge of condition 8 on P20/V0658/RM reserved matters planning application 190 residential dwellings land south of Highworth Road, Faringdon. Not for public consultation.</li> <li>- <b>P22/V0996/RM:</b> Appeal to Secretary of State against refusal of an application for reserved matters (comments/modification/withdrawal of previous representation by 21.11.23)</li> <li>- <b>P23/V2162/RM:</b> for development work at Land South of Steeds Farm, application for reserved matters (objection submitted 13.10.23)</li> </ul> <p>12.4. Any further outstanding applications arising at the time of meeting:</p> <ul style="list-style-type: none"> <li>- <b>P24/V0375/HH:</b> first floor extension Pieman's Thatch. RH noted his interest and retired from discussion. It was agreed there was no comment from the Parish Council.</li> <li>-</li> </ul>	JF
<b>13.</b>	<p><b>Policies/Administration:</b></p> <p>13.1 Councillor vacancy / co-option. Nick Hawkes (NH) confirmed that he was eligible to stand as a parish councillor and was not disqualified from standing. It was proposed, seconded and resolved to co-opt NH as a Parish Councillor. NH signed the declaration of acceptance of office with register of interests to be completed after the meeting.</p> <p>13.2 Fire Risk Assessment – The Parish Council proposed, seconded and resolved to approve the drafted updated fire risk assessment, which was completed in line with government guidance, with the responsible person being the Parish Council via the Chairman and Clerk for the time-being. The Parish Council approved an amendment to the Reading Room risk assessment to include the fire safety section as the Parish Council's Fire Safety Policy.</p> <p>13.3 Biodiversity Duty – the PC considered the actions it takes and could take to conserve and enhance biodiversity in the village in line with the Environment Act 2021: it was noted that the PC maintains a wildflower meadow in the Park; that the species of trees recently planted in the Park were native species and that JR had taken steps to maintain those trees; that the use of weedkiller was avoided in the Park and its use minimised elsewhere; that the PC has previously supported no mow May, although a balance is needed with safety and visibility at corners and junctions; that nettle management on the large verge had been carried out last year in consultation with Greener Great Coxwell, village group; the PC would consider biodiversity when considering maintenance of the Park, hedges and verges in future and when considering planning applications, where relevant to do so.</p> <p>13.4 Emergency Plan – RH has updated and checked consent for GDPR purposes. RH reported that the plan would be electronically stored and logged with OCC. Cllrs confirmed consent for their personal details to be included. The PC adopted the updated plan, subject to amendment of NH's details. It was noted that wells could be marked and a map of the village houses might be a useful inclusion.</p> <p>13.5 The PC confirmed a review of the Assets Register and that no further updates were required.</p>	
<b>14.</b>	<b>Any other business to be added to the next Agenda:</b> updating of standing orders to be considered at the next meeting.	
<b>15.</b>	<b>Date of next meeting: Annual Meeting of the Parish Council &amp; Annual Parish Meeting: Monday 20<sup>th</sup> May 2024, 6:30pm.</b>	