

**GREAT COXWELL PARISH COUNCIL
ANNUAL MEETING 2023**

Reading Room, Great Coxwell, Oxfordshire, SN7 7NG
Clerk: Joanna Farrant (clerk@greatcoxwell.com)

Minutes of Great Coxwell Parish Council Meeting held on Monday 15th May, 7pm.

Present	Cllr Jacqui Russell (Chairman) (JR) Cllr Richard Hankinson (RH) Cllr Rory Gilmour (RG) Cllr Kym MacDonald (KM) Joanna Farrant, Parish Clerk (JF)
In Attendance	0 members of the public District Cllr Viral Patel (VP) County Cllr Bethia Thomas (BT)

Item	Minute	Action
1.	Election of Chairman It was proposed, seconded and resolved that Cllr Jacqui Russell be appointed Chairman of the Parish Council.	
2.	Declaration of Acceptance of Office by Chairman and Members of the Parish Council. Cllr Russell completed and signed a declaration of acceptance of office as Chairman. All other members completed and signed a declaration of acceptance of office.	
3.	Election of Vice Chairman It was proposed, seconded and resolved that Cllr Richard Hankinson be appointed Vice-Chairman of the Parish Council.	
4.	Apologies for Absence Apologies had been received from District Cllr Kat Foxhall (KF).	
5.	Declarations of Interest There were no declarations of interest relating to items on the agenda.	
6.	Representations by Members of the Public on Agenda Items or Matters to be Added to the Next Agenda There were no representations made.	
7.	Register of Interests of Members Members were in the process of completing up to date Register of Interests for submission to the District Council by 5 th June.	
8.	Approval and Signing of Minutes of Last Meeting Minutes of 17.04.2023 were approved and signed by the Chairman.	
9.	County Councillor's Report In order to progress matters raised in relation to drainage, visibility on the bend at the bottom of the village and verge damage in the same area, BT would like to attend a site visit with Gordan Kelman and members of the Parish Council. JF to liaise with all on dates. KF and VP would also be invited to attend. BT will also forward details for JF to liaise with Mark Francis, OCC, in relation to feasibility and costs of white gates, in order for the Parish Council to consider the matter further. BT would chase the speed survey at the top of Holloway Road on the B4019.	JF JF

10.	<p>District Councillor's Report</p> <p>VP introduced himself. KF was attending a different Council meeting. VP would look into whether the bin mapping project had been completed, so that the query as to whether it was possible to have a litter bin outside the Park could now be considered. JF to liaise.</p>	JF
11.	<p>Correspondence:</p> <p>A parishioner had complimented BIFFA on the footpath clearing work carried out and asked whether requests could be made for specific areas to be cleared where verges had encroached on footpaths (eg near the post-box). The PC were aware this was carried out on an annual basis, so before the next occasion would ask what work BIFFA could carry out and ask parishioners if they had any specific requests within those remits.</p> <p>It was noted that the phone-box needed painting. JR believed a parishioner painted it on the last occasion. JR would investigate if that was the case, otherwise quotes would be required for consideration, probably alongside the Reading Room railings as part of the maintenance budget for next year.</p>	JF JR
12.	<p>New Business:</p> <p>A concern had been raised about the use of 'double-banger' crow-scarers on or very near the footpath on Siberia. The PC had not been made aware of this issue directly and was not aware of it as a recurring issue, but the concern was noted for future reference.</p>	
13.	<p>Ongoing Business:</p> <ul style="list-style-type: none"> i. Traffic Management: discussed at Item 9 for further action. ii. Social/Welfare: Coronation – the village event had taken place s.137 donation to be made on receipt of form. iii. Verges & footpaths: RH had been able to speak to the landowner about the style on the unofficial path between Puddleduck Lane and the Great Barn. The landowner had confirmed he would fix when he had the opportunity. iv. Verge management: BGG had carried out the first verge cut of the season and the PC was supporting the No Mow May campaign again this year. It was proposed, seconded and resolved to accept the BGG 2023/4 quote for the continuation of the contract to manage garden care of village assets. v. Welcome information link for new villagers: no further progress. JR to liaise. vi. Dog-mess signs: KM had costed some options using the Annabelle's winning design and generic designs. It was agreed to proceed at this stage with A5 metal signs of a generic design, because it was cheaper and had more visual impact. Two customised signs could be ordered at a later date. KM would order one test sign to check it could be drilled, with a view to placing up to 10 signs on gates or footpath signs around the village. It was resolved that KM could spend up to £70 to order dog-mess signs. JF would liaise with Countryside Officer to ask if the PC could affix to footpath signs. vii. Neighbourhood Plan Update 2025 – RH to speak with Peter Gale to better understand the policy changes required and whether a referendum merited the risk of losing the Neighbourhood Plan altogether if not passed. KM queried how the consultation in relation to the Conservation Area Appraisal worked and why the delineation had been drawn where it had. 	KM/JF

	viii. Access to the Park: JF had written to ask if any s.106 monies were still available to improve disabled access to the Park. Response awaited.																																																																							
14.	<p>Finance:</p> <p>The AGAR Accounting statement had been prepared and signed by the RFO. The PC received and noted the Internal Audit Report of 05/05/2023. It was proposed, seconded and resolved to approve the Annual Governance Statement and the Chairman and Clerk signed section 1 AGAR. It was proposed, seconded and resolved to approve the AGAR Accounting Statements 2022/3 and the Chairman signed section 2 AGAR.</p> <p>The PC noted that the publication of notice of the period of public rights of inspection will take place this year from 4th June 2023, for 30 consecutive working days, including first 10 days of July, to Friday 14th July 2023.</p> <p>The PC approved all payments since 01.04.2023:</p> <table border="1"> <tr> <td>Parish Council</td> <td>01/04/2023</td> <td>Oxfordshire Association of Local Councils</td> <td>£130</td> <td>£26.00</td> <td>£156.00</td> </tr> <tr> <td>Parish Council</td> <td>05/04/2023</td> <td>Anderson IT Consulting</td> <td>£36.98</td> <td>£7.40</td> <td>£44.38</td> </tr> <tr> <td>Parish Council</td> <td>17/04/2023</td> <td>Hiscox Insurance Company Limited</td> <td></td> <td></td> <td>£270.20</td> </tr> <tr> <td>Parish council</td> <td>Due</td> <td>SLCC Annual Membership</td> <td></td> <td></td> <td>£80.00</td> </tr> </table> <table border="1"> <tr> <td>Reading Room</td> <td>19/04/2023</td> <td>Vale of White Horse Refuse & Waste Coll.</td> <td>£103.50</td> <td>£0.00</td> <td>£103.50</td> </tr> <tr> <td>Reading Room</td> <td>12/04/2023</td> <td>Everflow Limited - Water</td> <td>£16.43</td> <td>£0.00</td> <td>£16.43</td> </tr> <tr> <td>Reading Room</td> <td>17/04/2023</td> <td>British Gas - Electricity</td> <td>£22.57</td> <td>£1.13</td> <td>£23.70</td> </tr> <tr> <td>Reading Room</td> <td>18/04/2023</td> <td>Octopus Energy</td> <td>£2.31</td> <td>£0.12</td> <td>£2.43</td> </tr> <tr> <td>Reading Room</td> <td>21/04/2023</td> <td>Purple Plumbing</td> <td>£70</td> <td>£14.00</td> <td>£84.00</td> </tr> <tr> <td>Reading Room</td> <td>21/04/2023</td> <td>Purple Plumbing</td> <td>£75</td> <td>£15.00</td> <td>£90.00</td> </tr> <tr> <td>Reading Room</td> <td>01/05/2023</td> <td>British Gas - Electricity</td> <td>£19.59</td> <td>£0.98</td> <td>£20.57</td> </tr> </table>					Parish Council	01/04/2023	Oxfordshire Association of Local Councils	£130	£26.00	£156.00	Parish Council	05/04/2023	Anderson IT Consulting	£36.98	£7.40	£44.38	Parish Council	17/04/2023	Hiscox Insurance Company Limited			£270.20	Parish council	Due	SLCC Annual Membership			£80.00	Reading Room	19/04/2023	Vale of White Horse Refuse & Waste Coll.	£103.50	£0.00	£103.50	Reading Room	12/04/2023	Everflow Limited - Water	£16.43	£0.00	£16.43	Reading Room	17/04/2023	British Gas - Electricity	£22.57	£1.13	£23.70	Reading Room	18/04/2023	Octopus Energy	£2.31	£0.12	£2.43	Reading Room	21/04/2023	Purple Plumbing	£70	£14.00	£84.00	Reading Room	21/04/2023	Purple Plumbing	£75	£15.00	£90.00	Reading Room	01/05/2023	British Gas - Electricity	£19.59	£0.98	£20.57	JF
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	<p>The PC noted the following Receipts since 01.04.23:</p> <table border="1"> <tr> <td>Parish Council</td> <td>05/04/2023</td> <td>Precept</td> <td>£8,356.50</td> </tr> <tr> <td>Parish Council</td> <td>21/04/2023</td> <td>HMRC VAT Refund</td> <td>£544.75</td> </tr> <tr> <td>Parish Council</td> <td>02/05/2023</td> <td>OCC grass cutting</td> <td>£508.24</td> </tr> <tr> <td>Reading Room</td> <td>04/05/2023</td> <td>VWHDC Reading Room Hire – elections</td> <td>£300</td> </tr> <tr> <td>Reading Room</td> <td>04/05/2023</td> <td>Reading Room Wedding Hire</td> <td>£350</td> </tr> <tr> <td>Reading Room</td> <td>09/05/2023</td> <td>Opus Energy Refund</td> <td>£76.21</td> </tr> </table> <p>It was proposed, seconded and resolved to transfer the sum of £2,650 from the Parish Council to the Parish Room Charity in order to fund the cost of window repairs and painting and woodwork to the cellar door in the Reading Room. It was noted that new quotes would need to be obtained to make an application for s.106 monies to insulate and board the cellar area.</p>			Parish Council	05/04/2023	Precept	£8,356.50	Parish Council	21/04/2023	HMRC VAT Refund	£544.75	Parish Council	02/05/2023	OCC grass cutting	£508.24	Reading Room	04/05/2023	VWHDC Reading Room Hire – elections	£300	Reading Room	04/05/2023	Reading Room Wedding Hire	£350	Reading Room	09/05/2023	Opus Energy Refund	£76.21	
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15.	<p>Renewal of Council Insurance Policy: It was proposed, seconded and resolved to approve the payment of £898.36 for a 3-year Parish Council insurance policy with BHIB and further the sum of £109 for trustee indemnity insurance for one year.</p>																											
16.	<p>Planning: P22/VO996/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). P23/VO284/FUL: land to south of Steeds Farm: drainage. (comments submitted 27.02.23). Amendments to landscaping/layout/scale. Discharge of conditions 28.02.23: objection submitted (23.03.23). Decision: discharge of conditions refused.</p>																											
17.	<p>Any other business to be added to the next Agenda:</p>																											
18.	<p>Date of Next Meeting: Monday 3rd July 2023, 6:30pm</p>																											

Meeting Closed: 8.50pm

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Date:.....