

**GREAT COXWELL PARISH COUNCIL
ANNUAL MEETING 2024**

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

Minutes of Great Coxwell Parish Council Annual Meeting held on Monday 20th May 2023, 6:45pm.

Present	Cllr Jacqui Russell (Chairman) (JR) Cllr Richard Hankinson (RH) Cllr Rory Gilmour (RG) Cllr Kym MacDonald (KM) Cllr Nick Hawkes (NH) Joanna Farrant, Parish Clerk (JF)
In Attendance	2 members of the public 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 Cllr Russell completed and signed a declaration of acceptance of office as Chairman.	
3.	Election of Vice Chairman It was proposed, seconded and resolved that Cllr Richard Hankinson be appointed Vice-Chairman of the Parish Council.	
4.	Confirmation of accuracy of registers of interests by Councillors Councillors confirmed that registers of interests published by the District Council remains up to date.	
5.	Apologies for Absence Apologies had been received from District Cllr Kat Foxhall (KF); District Cllr Viral Patel (VP).	
6.	Declarations of Interest There were no declarations of interest relating to items on the agenda.	
7.	Representations by Members of the Public on Agenda Items or Matters to be Added to the Next Agenda A member of the public asked if the PC would respond about Wicklesham Quarry, as planning has been resubmitted. It was noted that the original planning application was all matters reserved, except for access, to which the PC had drafted an objection. Correspondence from a parishioner objecting to the application had been passed on to the PC noting the volume of traffic and number of accidents on the A420 in that area. JR noted safety is considered, but volume seems not to be taken into account as long as the road system can cope with it. It was observed that it is hard to see how cycling and walking can take place on current plans and that the existing three junctions are likely to be over capacity; that the A420 will get busier anyway due to the Swindon developments, but that does not fall within the Vale infrastructure plan. BT believed the number of recent fatalities would not be a consideration as they involved driver error.	

8.	<p>Approval and Signing of Minutes of Last Meeting Minutes of 19.02.24 and 04.03.24 were approved and signed by the Chairman.</p>	
9.	<p>County Councillor's Report BT noted that once Wicklesham Quarry land had been regenerated it falls out of OCC control and back to District planning, which depends on passage of time and expires in June. BT noted that a pedestrian fly-over is not in Faringdon TC Neighbourhood Plan; that there is a balance struck between infrastructure/ development/ green space; that warehousing looks unlikely, as buildings have been designed to a certain specification. BT noted there has been a reduction in the height of buildings; that Faringdon TC is largely in favour of some development. JR confirmed the PC will look at previous objections drafted and update to outline the concerns. JR observed that the signs recently put up on the B4019 seem to be falling over. BT will report. KM asked if any bids for development had been made in the recent call for land. It was discussed that nothing had been identified for development in this area, but JR noted the exceptions policy eg rural or affordable housing that could in theory allow for future schemes.</p>	
10.	<p>District Councillor's Report District Cllr's reports had been circulated and were noted.</p>	
11.	<p>Correspondence: A parishioner had reported that there was damage to the bus stop sign. JF had made a report via Fix my Street. JR observed that villagers have noted that there is an incorrect Swindon direction sign on the Oxford direction stop. JR to liaise with JF to contact Stagecoach. A parishioner had asked whether there was a Neighbourhood Watch scheme in the village in light of some suspicious behaviour in the village eg taking photos for an unknown purpose and whether the Neighbourhood Alert system could be advertised. BT had previously followed up on whether a NAG still exists, with Chris Hulme of TVP and been advised that he was not aware of any active NAG, or none were attended by TVP. KM advised Neighbourhood Alert is not local, but it was noted that individuals could sign up on https://members.thamesvalleyalert.co.uk. A parishioner had raised the drains on Puddleduck Lane being covered by grass. RH has looked at it and has reported on Fix my Street as they appear completely blocked. It is believed the drains are next to 'no cut' areas on the village map.</p>	JR/JF
12.	<p>New Business: 12.1 A concern had been raised about the frequency of power cuts. RH has drafted a letter to SSE to find out more information. The PC agreed to send the letter, as drafted, in its capacity as PC. It was noted that compensation is payable to householders in certain circumstances. 12.2 Biffa are due to carry out a deep clean in July. The pavement from Dane's House to Post Box had previously been raised by a parishioner. PC agreed to ask Biffa to start work this year from Coxfield House down to the corner, as in previous years Biffa has commenced work at the top end of the village., if those areas of the village are still in need of clearing at the time.</p>	RH JF
13.	<p>Ongoing Business:</p>	

	<p>13.1 Verges/Large verge management: It was proposed, seconded and resolved to approve BGG's quote for 2024. JF to ask for first cut in June and for contractor to start strimming large verge every 2 weeks after that until September. KM to forward updated map to JF.</p> <p>13.2 Welcome information link for new villagers: JR to action.</p> <p>13.3 Dog-mess signs: KM to liaise with RH on location of signs.</p> <p>13.4 Neighbourhood Plan Update 2025: Observed survey required this year. JR will speak with NH. JR noted that there is an outline survey from last time and some additional matters could be added, for example, to designate Special Places eg. village green or Park as environmental areas. KM to speak with Neighbourhood Planning Alliance to see what membership would provide.</p> <p>13.5 Drainage/Ditches: update – JF had liaised with drainage officer for latest update – survey not yet complete, as there had been some conflicting survey results and crew not available during this winter; gullies near Oakfield have been cleared, but other visits were part of the surveying; grips not yet done, pending ditch clearance by adjacent landowners. JF to ask OCC which ditches in particular are in need of clearing. JR observed that during the walk around the village the OCC officer had discussed grips, possibly an extra drain in the vicinity of the village pump and other work near Bay Tree Cottage to get water off the road and into the ditch earlier.</p> <p>13.6 Hedges: JR to speak to landowners about hedges around Paddock next to Park and to Annabelle's Nursery in regard to cutting them after September.</p> <p>13.7 Neighbourhood Watch – see item 11 above.</p> <p>13.8 Telephone Box – JR to purchase paint and materials required.</p>	<p>JF</p> <p>JR</p> <p>KMRH</p> <p>KM</p> <p>JR/NH</p> <p>JF</p> <p>JR</p>
14.	The Park: repairs/maintenance: RoSPA inspection has been notified for July. JR to consider thereafter.	
15.	<p>Finance:</p> <p>15.1 The PC received and noted the Internal Audit Report of 23/04/2024 by internal auditor Lisa Wilkinson.</p> <p>15.2 It was proposed, seconded and resolved to approve the Annual Governance Statement and the Chairman and Clerk signed section 1 AGAR.</p> <p>15.3 The AGAR Accounting statement had been prepared and signed by the RFO on 01/05/2024.</p> <p>It was proposed, seconded and resolved to approve the AGAR Accounting Statements 2023/4 and the Chairman signed section 2 AGAR.</p> <p>15.4 The Parish Council approved a declaration that it is exempt from sending the completed AGAR to the External Auditor for a limited assurance review and proposed, seconded and resolved to approve the signature of certificate of exemption Form 2, which was signed by the Chairman and RFO.</p> <p>15.5 The PC noted that the publication of notice of the period of public rights of inspection will take place this year from 3rd June 2024, for 30 consecutive working days, including first 10 days of July, to Friday 12th July 2024.</p> <p>15.6 The PC resolved to approve all payments since 19.02.2024, noting payments were authorised by JR and RH, and noted income received by the PC:</p>	

<i>Parish Council:</i>				
19/02/2024	Ear-Marked Reserves Transfer	£438.52	£20,995.54	Transfer to PC Ear-Marked Reserves see Minutes 2024(PC)115
23/02/2024	Parish Reading Room	£108.00	£20,887.54	Room Hire PC Meetings x6
23/02/2024	Parish Reading Room	£300.00	£20,587.54	s.137 payment re Drop-In Group room hire
27/02/2024	Prestige Fire Protection Ltd	£126.00	£20,461.54	Fire Extinguisher service & replacement – Reading Room
04/03/2024	Biel Consultancy Ltd re Carrington Blake Ltd	£24.00	£20,437.54	Happie Payroll Services
15/03/2024	Payroll	£797.80	£19,639.74	60 hr 1 Dec to 29 Feb & £40 expenses
15/03/2024	BGG Garden and Tree Care Ltd	£72.00	19,567.74	War Memorial Hedge Cutting
15/03/2024	BGG Garden & Tree Care	£1,020.00	18,547.74	Park Hedge Cutting and Wildflower Meadow Cut
15/03/2024	BGG Garden & Tree Care	£30.00	18,517.74	Church Lane cutting area
	Opening Balance		£18,517.74	
26/03/2024	The Electrical Compliance Collective Ltd	£781.65	£17,736.09	Tecc Electrical work to Reading Room
28/03/2024	The Electrical Compliance Collective Ltd	£99.99	£17,636.10	Tecc Electrical work to Reading Room
03/04/2024	Anderson IT Consulting Ltd	£46.87	£17,589.23	Fasthosts Email Boxes
04/04/2024	SLCC	£105.00	£17,484.23	Membership Fee 2024-5
01/03/2024	OALC	£168.00	£17,316.23	Membership Fee 2024-5
INCOME	Vale of White Horse	£8,206.50	£25,522.73	Precept - 1st Half
24/04/2024	Ms LJ Wilkinson	£150.00	£25,372.73	Internal audit fee PC
INCOME	Vale of White Horse	508.24	£25,880.97	OCC Grass Cutting Payment
07/05/2024	OALC	£72	£25,808.97	OALC Training – New Cllr
The PC noted the following payments and income received in relation to The Reading Room:				
12/02/2024	Everflow Limited	£2.44	£1,229.43	Water supply
12/02/2024	EDF - Gas	£172.92	£1,056.51	Gas supply 29 Dec 23 to 11 Feb 24
19/02/2024	Coffee Morning Donation	- £300.00	£1,356.51	Coffee Mornings - INCOME DONATION
23/02/2024	Room Hire Income	-£12.00	£1,368.51	Room Hire - INCOME

	23/02/2024	Room Hire Income	- £108.00	£1,476.51	Room Hire - INCOME
	23/02/2024	Room Hire Income	- £300.00	£1,776.51	Room Hire - INCOME
	01/03/2024	British Gas - Electricity	£23.33	£1,753.18	Electricity Supply 29Jan to 27 Feb 24
	14/03/2024	Everflow Limited	16.10	£1,737.08	Water supply
	27/02/2024	EDF - Gas	45.33	£1,691.75	Gas supply 12 Feb to 26 Feb 24
	15/03/2024	BGG Garden and Tree Care Ltd	36.00	£1,655.75	Grass Cutting
		Opening Balance		£1,655.75	
	03/04/2024	Everflow	£1.17	£1,654.58	Water/Waste Supply inclu credit -£10.30
	02/04/2024	British Gas	£25.14	£1,629.44	Electricity Supply 27 Feb to 30 Mar 24
	29/03/2024	EDF	£86.70	£1,542.74	Gas Supply 27 Feb to 28 Mar 24
	12/04/2024	Everflow	£17.85	£1,524.89	Water/Waste Supply
	19/04/2024	Room Hire	-£48.00	£1,572.89	Income Room Hire 29/04/2024
	15/03/2024	Vale of White Horse	£109.84	£1,463.05	Refuse/waste collections Apr 23 to Mar 24
	01/05/2024	British Gas	£21.27	£1,441.78	Electricity supply 30 Mar to 27 Apr
	22/02/2024	Vale of White Horse	-£325	£1,766.78	Room Hire 02/05/24
	<p>15.7 PC noted its spending powers: Reading Room provision and expenses (LGB 1972, s.133; LG (Misc Prov) Act 1976, s.19) & park maintenance; verge cutting (Highways Act 1980,s.196); war memorial (War Memorials Act 1923 s.1/LGA 1948 s.133); memberships (LGA 1972, s.143); training (LGA 1972, s.175)</p> <p>15.8 The Clerk reported bank balances and presented bank reconciliations, which the PC authorized.</p> <p>15.9 The PC proposed, seconded and resolved that payment of £300 for the annual room hire for the Community Drop-In group was a s.137 benefit to the community, commensurate with the expenditure incurred.</p>				
16.	<p>Administration & Policy</p> <p>16.1 It was proposed, seconded and resolved to approve the payment of £853.93 under a 3 year insurance undertaking for a Parish Council insurance policy and a further sum of £144 for trustee indemnity insurance for one year.</p> <p>16.2 The PC had reviewed the Parish Council's 'Assets, Facilities, Activities & Responsibilities' document and confirmed the same as being up to date.</p> <p>16.3 The PC had reviewed the Parish Council's 'Financial Risk Management Record' and confirmed the same as being up to date, as well as Statement of</p>				

	<p>Internal Control and Park Risk Assessment. JF to notify if any park playground training becomes available.</p> <p>16.4 It was proposed, seconded and resolved to accept the updated Standing Orders circulated.</p> <p>16.5 Actions to adopt updated Statement of Accessibility for compliance with Web Content Accessibility Guidelines version 2.1 AA standard was adjourned to the next meeting to allow for JR to discuss whether installation of a widget to allow for change in colour/format size is feasible and then compare with quotes for change to website.</p> <p>16.6 Councillors' areas of responsibility adjourned to the next meeting for document to be updated.</p>	
16.	<p>Planning:</p> <p>New matters since last meeting:</p> <ul style="list-style-type: none"> - P24/V0375/HH: amendment to reduce first floor extension Pieman's Thatch. No further comment from the Parish Council submitted 07/05/24. Amendment refused. <p>No further developments since last meeting:</p> <ul style="list-style-type: none"> - 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). - 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. - P23/V1809/DIS: 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. - 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 has been allowed. - P23/V2162/RM: for development work at Land South of Steeds Farm, application for reserved matters (objection submitted 13.10.23) <p>Any further application arising at the time of the meeting:</p> <p>MW.0151.23: Wicklesham Quarry: discussed above.</p>	
18.	<p>Any other business or business to be added to the next Agenda: The PC noted its thanks to parishioners for grass cutting outside the Reading Room prior to Arts Week; to Malcom for weeding the War Memorial; to the Community Group for painting the Reading Room railings and planting new bushes.</p>	
19.	<p>Date of Next Meeting: Monday 01 July 2024, 6:30pm</p>	

Meeting Closed: 8.35pm