

GREAT COXWELL PARISH COUNCIL

Minutes of the Annual Great Coxwell Parish Council meeting

Held in the Parish Reading Room on Monday 9th Dec 2019 at 7:30pm

PRESENT: Parish Councillors: - Richard May, Jacqui Russell, Lauren Gale, Michael Gooch, Michael Harris. Parish Clerk J King, RFO Ian Mason.

Parishioners - 2

- 1. APOLOGIES:** C/Cllr Heathcoat, D/Cllr Howell and D/Cllr Ware
- 2. DECLARATION OF INTEREST - none**
- 3. MINUTES OF THE LAST ANNUAL MEETING MONDAY 21st September 2019 agreed/signed**
- 4. Any matters arising from the last meeting and not itemised on this agenda:**

Actions from last meeting:

- Cllr May to appoint contractor to remove dead hedging and weed at Memorial, as a one-off job before Remembrance Sunday - completed
- Lloyds Bank for adding new signatories and removing retired signatories – still ongoing, despite Cllr May and I. Mason continual chasing. Action RFO
- Yew hedges offered - ongoing
- Post box for Reading Room - installed
- Date for official opening of Footpath 231/1 - ongoing
- Puddleduck Lane damage – ongoing, correspondence received Councillors were updated
- Siberia footpath/field – reported at NAG

- 5. To allow members of the public to make representation, answer questions and give evidence in respect of any item of business**

None

- 6. To receive a report from the County Councillor**

Received and distributed

- 7. To receive a report from the District Councillor**

Received and distributed

- 8. Chairman's Announcements**

Noticeboards, designs and costings circulated to Councillors prior to meeting

Chairman and Parish Clerk delegated to spend up to £970 on three new noticeboards, colour chosen black. Action – Cllr May to finalise sizes and re-circulate to Councillors prior to purchasing.

Insurance review it was PROPOSED to set up a working party to review insurance cover/risk assessments and Reading Room procedures for hirers and Mike Harris to take lead this was SECONDED and RESOLVED.

Claims, review Castle Water leakage claim and position with insurance and next steps, Action – Cllr Russell, Cllr Harris and Cllr May. Insurance subsidence claim Action: - Cllr May

- 9. Planning Matters**

- a. Developments awaiting decisions/Decisions**

P19/V2317/AG New Barns - granted

P19/V1342/HH Church Lees - granted

10. To receive and consider reports and minutes of committees and working groups

a. Park report – Cllr Russell

- ROSPA repairs – no update
- S106 application for MUGA – Action Cllr May and Cllr Russell contact D/Cllr Ware regarding lease – see next point
- Ground lease: Proposal: Council to ask D/Cllr Ware and Howell to enquire again about extending the lease or buying the land as previously discussed. Cllr May to distribute e-mail sent to D/Cllr Ware

b. Neighbourhood plan

Cllr Gale report – see appendix A

c. NAG/Neighbourhood updates – Cllr Gooch

Cllr Gooch updated Councillors on latest meetings/incidents

11. Footpath 231/10 - Path behind riding stables

Take off agenda as job completed

12. Memorial Hedge/statue - update Cllr May

It was PROPOSED to register with the War Memorial Trust membership this was SECONDED and RESOLVED. Action – Cllr May

Parish Council meeting to adjourn for Reading Room meeting for precept setting

GREAT COXWELL PARISH ROOM

**Minutes of the Great Coxwell Parish Room meeting held in the Parish Reading Room
within the Parish Council meeting held on Monday 9th Dec 2019.**

PRESENT: Parish Councillors: - Richard May, Jacqui Russell, Lauren Gale, Michael Gooch, Michael Harris. Parish Clerk J King, RFO Ian Mason.

Parishioners - 2

1. APOLOGIES: C/Cllr Heathcoat, D/Cllr Howell and D/Cllr Ware

2. Declaration of Interest – None

3. Minutes of the Annual Parish Reading Room Meeting 16th Sep

4.

i. **Power Supplies** - Cllr May updated Councillors, agreements with OPUS and OCTOPUS (electricity and gas) signed, change over March 1st, 2020.

ii. **Water suppliers** – no action

iii. **Cllr May meeting NT Mr Watson leylandii hedge**

Cllr May updated Councillors and also discussed public footpath Hillside

iv. **Insurance Reading Room**

As discussed in Parish Council meeting, Insurance review it was PROPOSED to set up a working party to review insurance cover/risk assessments and Reading Room procedures for hirers, Mike Harris to take lead this was SECONDED and RESOLVED.

v. **Insurance claim – subsidence kitchen**

Subsidence claim Action: - Cllr May

vi. **Water leak –claim and insurance**

Claims, SO set up for 16th December, review Castle Water leakage claim and position with insurance and next steps, Action – Cllr Russell, Cllr Harris and Cllr May.

vii. **Ramp**

Councillors agreed that a permanent ramp would be appropriate. Action Cllr May to obtain quotes on suitable designs.

viii. **Schedule repairs**

On going

ix. **Outside maintenance**

Cllr May updated Councillors on updating gutters/fascia's and downpipes Noticeboards, designs and costings circulated to Councillors prior to meeting Chairman and Parish Clerk delegated to spend up to £970 on three new noticeboards, colour chosen black. Action – Cllr May to finalise sizes and re-circulate to Councillors prior to purchasing.

x. **Land registry and garden**

On hold

5. a. Finance - Payments approved

<u>Ref</u>	<u>Date</u>	<u>Details</u>	<u>Amount</u>
RRExp32/19	30/09/2019	Scot Power - electricity	20.00
RRExp33/19	30/09/2019	Scot Power - gas	40.00
RRExp34/19	21/10/2019	Cleaner	99.00
RRExp35/19	21/10/2019	Community First Oxon	20.00
RRExp36/19	08/11/2019	Thermostat part	24.00
RRExp37/19	08/11/2019	First Aid kit	16.68
RRExp38/19	28/10/2019	Scot Power - electricity	20.00
RRExp39/19	28/10/2019	Scot Power - gas	40.00

b. Charity Commission Annual return sent off**Date of Next Meeting – January 2020**

Distribution: All Trustees, Notice Board

Joanne King Clerk to Great Coxwell Parish Council

clerk@greatcoxwell.com

Parish Council meeting resumed

13. Financial Matters

a. RFO Report

1/ Report items

- Income and expenditure spreadsheets and financial status report sent to Councillors and parish clerk in advance of meeting.
- VAT for first 6 month of year reclaimed (c. £8.1k) – received in bank account
- Payment for footpath made (£43.6k)
- It was NOTED for January 2020 meeting the following documents are to be reviewed.
 - * Effectiveness of internal audit
 - * Financial Regulations
 - * Risk Assessment
 - * Governance documents
 - * Asset register

2/ Items for decisions/action

- Budgeting process for 2020-21 for discussion. Draft budget (with no allowance for fund-raising income) circulated separately
- Timelines: last year we agreed the budget and precept for this current year on 23/11/18 – the deadline set by the VWHDC was 23/01/19

3/ Payments for approval

<u>Ref</u>	<u>Date</u>	<u>Details</u>	<u>Amount</u>
PCExp11/19	24/10/2019	Drayton Construction Ltd	43,608.14
PCExp12/19	01/11/2019	Gardener (War Memorial)	80.00
PCExp13/19	15/11/2019	Royal British Legion wreath	30
PCExp14/19	15/11/2019	Clerk's remuneration	500
PCExp15/19	16/10/2019	Castle Water	100

Precept 2019/20

Report from Chair on precept setting

b. Parish Council

- Current Financial report received
- Considered budget/capital expenditure
£5,630 outgoings, income £540
- Items for capital expenditure – None

c. Parish Room

- Current Financial report received
- Considered budget/capital expenditure
£3,540 outgoings, income £350
- Items for capital expenditure Parish Council - None

d. Park

- Current Financial report received

- Considered budget/capital expenditure
£1,642 basic grass/hedge cutting and insurance.
- Items for capital expenditure – None

e. Precept Request

Total Precept request £9,922

14. Correspondence

- a. Confirmation Vale of White Horse Cllr Harris appointment
- b. S106 monies correspondence regarding traffic lights on A420

15. Any other business/announcements to be added to next month's agenda

None

16. Date of next meeting

January 27th 2020

APPENDIX A

Cllr Gale report on Neighbourhood Plan progress 19.12.19

The Neighbourhood Plan

Members of the team met with two new Vale Neighbourhood Planning officers in November and were advised to progress towards a revised Plan quickly by rewriting only those portions of the 2014 Plan that had become out of date and/or inaccurate. The team Secretary forwarded a list of such revisions to the officers. A meeting with them is awaited.

In view of developments locally since 2014, it might be desirable to improve the Plan as a planning tool by adding some fresh material. The team hopes to consult the parish as a whole concerning these issues. Some changes might or might not be progressed, following which a printed version of the Plan would be produced.

The Conservation Area Character Appraisal

In 2013, in talks with the Vale Neighbourhood Planning officers, the parish council was advised to draft a Neighbourhood Plan, a Neighbourhood Design Statement, a Community Plan, and a Conservation Area Character Appraisal (CACA) and these were all prepared by the team. Because the CACA is the responsibility of Vale Planning's Conservation section, and because conservation officers had no time to work with us at that time, we were advised to produce the CACA later to avoid holding up the publication of the Plan.

In 2018 we learned that Vale Conservation was encouraging parishes to hire consultants to produce CACAs within an agreed format. Using this format, we have completed a draft CACA, submitted it to the Vale, and will be working with conservation officers to complete it in the new year. It will add strength to the revised Neighbourhood Plan.

Reportage

As Chair of the NP team Cllr Gale will continue to report and consult concerning the work of the NP team and would find it helpful to receive notices and Agendas for parish council meetings, so that reports can be sent and discussed in council.

PC0275