

GREAT COXWELL PARISH ROOM

Minutes of the Great Coxwell Parish Room meeting held in the Parish Reading Room immediately after the Parish Council meeting held on Monday 16th Sep 2019.

PRESENT: Richard May, Jacqui Russell, Lauren Gale, Michael Gooch, and the Clerk in attendance.

- 1 Apologies – RFO Ian Mason**
- 2. Declaration of Interest - None**
- 3. Minutes of the Annual Parish Reading Room Meeting 8th July**
- 4. Trustees member update**
 - a. Parish Councillors are looking to co-opt new Parish Councillor 16 Sep PC meeting
- 5. Matters Arising**
 - a. Reading Room ownership/Land registry** – Update Cllr May NOTED on correspondence with solicitors regarding clarification of boundary registered. Correspondence National Trust
 - b. Insurance company update, subsidence** – Update Cllr May NOTED
ABORICULTURAL REPORT received by Questgates Copies of the full report available from the Parish Clerk. Shown below – Recommendations and map. FINDINGS - As a result further bore hole samples will have to be taken to substantiate their findings to date. Noted the need to keep hedges trees cut back to reduce the uptake of water. No action necessary, other than ACTIONS • Remove the Ash sapling at the foot of the fire escape stairs. • Contact NT in respect of “reducing” the trees on our northern boundary
 - c. Water Leak/ Castle water** – Update Cllr Russell, RFO payments made to date. Action RFO to set up standing orders for Oct/Nov/Dec
 - d. Bookings and lettings management**
Cllr May to set up subcommittee. Enquiry from Vale of White Horse to save the date 7th May for Police Commissioner election and possible General Election.
 - e. Memorial Hedge** – update on plants and water usage from Reading Room, see report in PC meeting 16th Sep minutes
 - f. Grass cutting/maintenance** – It was PROPOSED, SECONDED and RESOLVED. to add general tidying of grounds when grass cutting carried out
 - g. Reading Room exterior maintenance program** – It was agreed by the Councillors for Cllr May using report produced to start adding quotes to the work needed
- 6. Correspondence - None**
- 7. Finance**

1/ Report items

- The income and expenditure spreadsheet attached
- Parish Room audit reports and figures for 2018-9 have been approved by internal auditor for review. (To be published on Gt C Parish website) (ACTION RFO)

- Advertisement for RFO's replacement in April 2020 to be posted on parish website shortly (ACTION RFO)

2/ Item for action

Forms from Lloyds Bank for adding new signatories to be actioned (please) (ACTION Councillors)

Community First Oxfordshire, need to set up a new Standing Order for £50 next year but in the meantime need to send £20

3/ Payments for approval

<u>Ref</u>	<u>Date</u>	<u>Details</u>	<u>Amount</u>
<u>Parish Room</u>			
RRExp13/19	25/05/2019	BGG Garden & Tree Care	30.00
RRExp14/19	07/06/2019	Cleaning	33.00
RRExp15/19	29/05/2019	Scot Power - electricity	21.00
RRExp16/19	29/05/2019	Scot Power - gas	29.00
RRExp17/19	27/06/2019	BGG Garden & Tree Care	30.00
RRExp18/19	08/07/2019	RMS	120.00
RRExp19/19	08/07/2019	BGG Garden & Tree Care	30.00
RRExp20/19	28/06/2019	Scot Power - electricity	21.00
RRExp21/19	28/06/2019	Scot Power - gas	29.00
RRExp22/19	30/07/2019	OCC	5000.00
RRExp20/19	29/07/2019	Scot Power - electricity	20.00
RRExp21/19	29/07/2019	Scot Power - gas	40.00
RRExp22/19	10/08/2019	Castle Water	100.00
RRExp23/19	10/08/2019	Cleaning	33.00
RRExp24/19	10/08/2019	BGG Garden & Tree Care	30.00
RRExp25/19	10/09/2019	BGG Garden & Tree Care	60.00
RRExp26/19	10/09/2019	Castle Water	100.00
RRExp27/19	29/08/2019	Scot Power - electricity	20.00
RRExp28/19	29/08/2019	Scot Power - gas	40.00

Date of Next Meeting – 21st Oct

Distribution: All Trustees, Notice Board

Joanne King Clerk to Great Coxwell Parish Council

clerk@greatcoxwell.com

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