

**Minutes of the Annual Meeting of Little Coxwell Parish Council
Held by video conference on Tuesday 15th June 2021**

1. Present in person: G Yarwood (Chairman), Fra Woodd, N J Mattingley, A Whiteford, Dave New (Councillors), C Weston (Clerk). Attending via Zoom link: A Benford (PPW), Cllr Bethia Thomas (OCC), Cllr Elaine Ware (VWHDC)
2. Apologies for absence were received from Cllr Simon Howell (VWHDC).
3. Declarations of interest. Dave New declared an interest in the Footpath Improvement/Roadside Gullies items.
4. Annual meeting - Roles: it was unanimously agreed that Glen Yarwood will continue as chairman. It was also agreed there is no requirement for a vice chairman role or any other specific role to be taken by councillors at this time.
5. The minutes of the meeting held on Wednesday 10th March 2020 were approved.
6. Matters arising from the minutes of the last meetings.

6.1. Village Notice Board. After unsuccessfully investigating ways to repair the existing notice board it was decided to buy a new one. Glen to search for options to buy online.

Action: Glen

6.2. Footpath Gullies. Dave New explained that extending the work on the footpath gullies along the Fernham Road would cost approximately £550 - £600. This includes materials (approx £210), 2 days digger hire (approx £150) and 2 days labour (approx £200). Dave New has already discussed with the closest landowner who is very happy for the work to be carried out as it will make his hedge cutting easier. It was unanimously agreed to go ahead with this work.

Action: Dave

6.3. Playing Field – covered below.

7. County & District Councillors' reports

District Council: The DC monthly report was circulated in advance of the meeting. The following items were highlighted.

- Work at the White Hart roundabout is creating long tailbacks. It is recommended people avoid the area and travel via Highworth or Bishopstone.
- Boundary Review. This will result in 3 Vale MPs, Witney, Didcot/Wantage and Abingdon. This Parish would be within the Witney constituency. Elaine said she doesn't have any big concerns about these changes but provided a link to further details and feedback any comments (deadline 2nd August).

County Council: Bethia Thomas's report was circulated in advance of the meeting. Bethia explained her focus is on very local issues and is hoping to have a very good working relationship with the Council, just like Elaine. The main item highlighted and discussed was the upcoming FATAC meeting at which A420 issues are expected to dominate. Glen explained we have long term issues with turning right onto the A420 from Fernham Road and the need for safe pedestrian crossing(s). LC Parish Council views a roundabout or traffic lights at the Great or Little Coxwell turns as essential for safety. A continuation of the 50mph speed limit from Swindon up to the Faringdon Park

Road roundabout would also help. Bethia will include our concerns but said the Great Coxwell traffic lights are still a long way off.

8. Planning

8.1. The following applications have been completed and approved since the last meeting:

- Little Coxwell House – P21/V0080/DIS Discharge of tree protection on Planning
- Jacinta – P21/V0359/LB Demolition of internal wall etc

8.2. The following applications have been received and reviewed. The PC has not made any formal objections but submitted several comments as below.

- Land at Gorse House – P21/V0681/FUL New self build dwelling. PC commented on modern design and materials would not be acceptable if within the village
- Johann – P21/V0807/HH Extensions and 2nd storey. PC commented on potential parking issues during build.
- Gorse Farm – P21/V0904/DIS Discharge of conditions related to conversion of barns into 2 dwellings. PC commented re excessive lighting
- Baccarat – P21/V1433/HH Loft conversion with additional windows. PC all OK with this.

8.3. Cement Processing Plant at Faringdon Quarry. Appeal ref APP/U3100/W/20/3250471 re limit on truck movements MW0068/19. Grundon has withdrawn the appeal which means that the large cement trucks are NOT permitted to turn right onto the A420. However, there have been several sightings of trucks turning right although to our knowledge these have not been reported. Glen agreed to draft a note for circulation to the village on what to do if a truck is seen contravening these regulations.

Action: Glen

9. Finance

9.1. Internal Audit Report. The following documents were circulated in advance of the meeting:

- From Internal Auditor
 - ◆ Internal Audit Report Letter
 - ◆ Annual Internal Audit Report from AGAR
 - ◆ No/Not Covered Explanation
- Formal Audit Documents
 - ◆ Notice of Public Rights etc with proposed dates
 - ◆ AGAR Forms
- Audit Detail Documents
 - ◆ Actual vs Budget for 2020/21
 - ◆ Bank Reconciliation
 - ◆ Reserves List
 - ◆ Variances
 - ◆ Asset Register
 - ◆ Transaction List

Caroline explained the key issues in the Audit report being 1) minuting the formal approval of the annual Risk Assessment and 2) ensuring all the required audit documentation is displayed correctly on the website.

9.2. Sign off of the 2020/21 Accounts and Audit. It was agreed that:

- 9.2.1. The Certificate of Exemption is approved
- 9.2.2. The AGAR Annual Governance Statement is approved
- 9.2.3. The AGAR Accounting Statement is approved
- 9.2.4. The Period of the Exercise of Public Rights will run from Wednesday 30th June to Wednesday 11th August. The date of the announcement is Tuesday 29th June.
- 9.2.5. The various forms will be given to Glen for signature and return to Caroline for submission and publication. The Certificate of Exemption will be forwarded to the Auditors.

9.2. Account Status

- Total bank balance stands at £10,387. Note: £2,500 reserved for the Playing Field costs.
- Income since last meeting was £650 precept in April
- Expenditure since last meeting was in line with that agreed:
 - £36 Annual CPRE membership
- Income due before next meeting - £650 precept in September
- Expected expenditure before next meeting:
 - £120 Annual Audit Fee for 20/21
 - £260 annual insurance renewal
 - £35 ICO Data Protection
 - £110 Annual Website Hosting
 - Up to £600 further footpath costs, e.g material, hire and labour for gullies
- Above expenditure pre-approved. All costs and income are in line with the budget.

10. CCTV. Dave will continue to trim the vegetation around the camera but there is nothing to report.

11. Footpaths

- 11.1. Andy Benford (PPW) reported that he hadn't heard from Arthur McEwan James about the 'low' beam at the end of the church to Fernham Road footpath. There are thistles growing along this path which Andy said look like they are growing through the membrane and are hard to pull out. The path is still fully passable. Dave will take a look at the thistles growth.

Action: Dave

12. Village Playing Field. Elaine has continued to chase this and there has been some progress. The necessary adverts were placed, by the Council, in the Oxford Mail from 19th May. After 4 weeks from this date the Council can proceed to the next stage and instruct their legal team. Elaine will request an update from the council on Friday 18th to determine progress. This item has been ongoing since 2014.

Action: Elaine

13. Any other business

- 13.1. Website Hosting. The annual contract with Wix expires on 25th August. It was agreed that while it may be possible to save a small amount of money by moving elsewhere it is not worth the work involved at this time. Hence the contract will be renewed for another year at an expected cost of just over £100 excl VAT.
- 13.2. ACV (Asset of Community Value). Caroline attended a council run zoom call on this topic as nominating The Eagle Tavern has been mentioned previously. The

main benefit of ACV is to give time for the community to respond. For example, in the case of a property sale the community is given 6 weeks to decide if they want to bid and 6 months to raise funds. If granted, ACV status lasts for 5 years only and then a re-application needs to be made. The property needs to be an essential local asset, e.g. used for village events and more than just 'the village pub'. There is a lot of information on the VWHDC website, together with lists of successful and failed bids. Caroline to send out a link. (*Post Meeting Note: Caroline forwarded a timely council follow-up email which contained the necessary link*).

13.3. Birthday Party on Village Playing Field. A recent Village Neighbours whatsapp message queried the option of using the playing field for a child birthday party which was no longer able to be held indoors due to Covid rules. It was unanimously agreed that this would be a good use of the Playing Field provided all Covid rules are adhered to.

13.4. Glass dropped from bin lorry. Following the waste collection on Monday 7th June a large number of discrete piles of broken glass were found along the road. It is assumed these were dropped by the bin lorry each time it stopped to empty a bin. Various villagers cleared up the glass but there are some small fragments remaining. It was agreed no further action is required.

14. Date of next meeting.

The next meeting will be on Tuesday 21st September at 6pm and held in the Village Hall.