

**Minutes of the Little Coxwell Parish Council Annual Meeting
Held in Little Coxwell Village Hall on Tuesday 20th June 2023**

1. Present: G Yarwood (Chairman), Dave New, N J Mattingley, A Whiteford (Councillors), C Weston (Clerk), Cllr Viral Patel (VWHDC)
2. Apologies for absence were received from Fra Woodd, Cllr Katherine Foxhall (VWHDC), Cllr Bethia Thomas (OCC), A Benford (PPW)
3. Declarations of interest. None
4. The minutes of the meeting held on Monday 15th May 2023 were approved.
5. Matters arising from the minutes of the last meeting.
 - 5.1. One of the older plastic bollards removed from outside Spring Barn will be placed at the corner of Woodbine Cottage. Action Carried Forward.

Action: Dave
 - 5.2. Village Entrance Gateway. Glen to check with Mark Francis the best solution to put Little Coxwell village signs onto the Fernham Road. Action Carried Forward.

Action: Glen
 - 5.3. Legality of 20mph limit. Glen to check with Mark Francis that we have sufficient signage to make the 20mph legal. Maybe ask Bethia to ask Mark so we have the position confirmed in writing.

Action: Glen
 - 5.4. Jubilee Tree Plaques. Glen to investigate engraved brass plaques with Snob and Lock. Action Carried Forward.

Action: Glen
 - 5.5. Holiday Barns Disruption. Viral followed up with Environmental Health but they need a list of dates when the disruption has incurred. This list to be sent FAO Tim Williams at Environmental Health (env.health@southvale.gov.uk) by the people impacted. This needs to be driven by Matthew and Sonia and not by the Parish Council. The planning officer will liaise with the various parties. Glen to contact Matthew and Sonia to explain the process.

Action: Glen
 - 5.6. Replacement Village Map at entrance. Action Carried Forward.

Action: Fra
6. District Councillors report. The monthly report format was briefly discussed. Viral noted that we would prefer a combined report of work across all the parishes.
7. Planning
 - 7.1. The following applications have been completed since the last meeting:
 - 7.1.1.P23/V0538/HH – Yew Tree House extension and new garage WITHDRAWN
 - 7.2. The following applications are still in progress:
 - 7.2.1.P23/V1000/HH & P23/V1001/LB – Jacinta – Conservatory replacement
8. Finance
 - 8.1. Internal Audit Report. This was distributed in advance of the meeting. The key points arising were discussed:
 - 8.1.1.It is a legal requirement to hold 4 meetings a year. Unfortunately, the March 2023 meeting had to be cancelled so this requirement was not met.

8.1.2.Round Robin email list. As this is sent from the Parish Council email account, we need to ensure we are GDPR compliant. Caroline explained that everyone on the list has confirmed by email that they want to be included. The only data involved is email addresses. Use of software such as mailchimp would ensure GDPR compliance. This will be investigated.

Action: Caroline

8.1.3.Reserves. The level of reserves is higher than the guidance however overall amounts are small. The level of precept will be reviewed at the next budget round in December.

8.1.4.Playing Field. The auditor questioned if the offered 3 year lease is “Value for Money” for the Parish Council given that £1,500 will be paid to the District Council in surveyor and legal fees and additional costs may also be incurred. It is unclear what happens at the end of the 3 year term and whether further fees will need to be paid to the District Council for an extension/new lease. Viral to investigate the latest hold up, why only a 3 year term and what happens at the end of the term.

Action: Viral

8.1.5.DPI forms. There is already a link from the PC website directly to the District Council Registers of Interest page for Little Coxwell.

The internal audit report was approved.

8.2. Sign off of the 2022/23 Accounts and Audit. It was agreed that:

8.2.1.The Certificate of Exemption is approved.

8.2.2.The AGAR Annual Governance Statement is approved.

8.2.3.The AGAR Accounting Statement is approved.

8.2.4.The Period of the Exercise of Public Rights will run from Friday 30th June to Friday 11th August 2023. The date of the announcement is Thursday 29th June.

8.2.5.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 External Auditors.

8.3. Account Status. The Actual vs Budget YTD detail was distributed in advance of the meeting. Total bank balance stands at £10,124. Note: £2,500 reserved for the Playing Field costs. There may be some legal costs related to the new 40mph speed limits.

- Income since last meeting

- ◆ None

- Expenditure since last meeting was £740.91 excl VAT, in line with that agreed:

- ◆ Materials for Coronation Bench (Webbs) £212.42

- ◆ Paint for ducking bar £12.49

- ◆ Election Fee £200

- Including 2 additional items were paid for after distribution of the papers for the meeting:

- ◆ Internal Audit Fee £120

- ◆ Zurich Insurance renewal £196 – note this is using a new online product from Zurich which saves us £61 for the year.

- Income due before next meeting - None

- The following expected expenditure before next meeting was approved (excl VAT):

- ◆ Remainder of the £400 budget for Coronation Event (ie £180 approx)

- ◆ Materials for village clean up –phone box, pump

- ◆ £35 ICO Data Protection
- ◆ £150 WIX annual website hosting
- Andy Whiteford is obtaining quotes for new bunting and replacement marquees - cost to be shared 50/50 with the village hall.
- Expected Income due before next meeting - £650 precept in September.

All known and estimated costs above are approved.

9. Village Playing Field.

We await receipt of the lease from VWHDC and continue to chase. Also see item 8.1.4 in relation to the audit report.

10. Wicklesham Quarry Screening Application. It was confirmed the quarry is not in our Parish but wholly within Faringdon. As an adjacent Parish we can comment but it was agreed this would be after the outline planning application has been submitted. Viral offered to send us a response Shrivenham has made previously which was well structured.

Action: Viral

11. Sundry Items

11.1. The wall alongside the footpath at Church House is in a bad state of repair and could be a hazard, however the owners are in the process of obtaining quotes for repair.

11.2. Faringdon Quarry. There have been recent spills of concrete from lorries as they leave the quarry and turn left onto the A420. Spills have also been noted at the A420 Great Coxwell turn as lorries use this as a way to turn back onto the A420 to travel towards Oxford instead of continuing to the Watchfield roundabout. Viral noted the spills and will bring this up at the next Great Coxwell meeting. No invite has yet been received for the next liaison group meeting which is due in July.

12. Date of next meeting.

The next meetings are:

- Monday 25th September at 6pm in the Village Hall.
- Monday 11th December at 6pm in the Village Hall.

As the hall need to be vacated by 7.15 the start time may be brought forward if it appears there is a long agenda.