

**Minutes of the Little Coxwell Parish Council Annual Meeting
Held in Little Coxwell Village Hall on Monday 25th September 2023**

1. Present: G Yarwood (Chairman), Fra Woodd, N J Mattingley, A Whiteford (Councillors), C Weston (Clerk), Cllr Viral Patel (VWHDC), Cllr Katherine Foxhall (VWHDC), A Benford (PPW)
2. Apologies for absence were received from Dave New, Cllr Bethia Thomas (OCC)
3. Declarations of interest. Glen Yarwood declared the planning application at Jacinta
4. The minutes of the meeting held on Tuesday 20th June 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 has been placed at the corner of Woodbine Cottage.
 - 5.2. Village Entrance Gateway. Mark Francis has agreed the request to put Little Coxwell village signs on the Fernham Road close to the 40mph limit. Caroline to ask Mark when this is likely to be implemented. Caroline to also request on-road markings for the start of the 40mph limit.

Action: Caroline

(Post Meeting Note: Signs have been ordered but no date yet. OCC have no budget left this financial year to do the on-road markings)
 - 5.3. Legality of 20mph limit. OCC confirmed that the 20mph limit is legally enforceable even though signs are not placed on both sides of the carriageway. The on-road signage is sufficient.
 - 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. An enforcement case has been raised by VWHDC regarding planning violation and local impact. Glen to check with Matthew and Sonia that they have sent in a log of unreasonable noise issues so that environmental health can work on this case. Note the Parish Council is not the lead but assisting Matthew Eyre-Brook and Sonia Spencer. VWHDC do not issue updates once an enforcement case is raised.

Action: Glen
 - 5.6. Replacement Village Map at entrance. Fra has obtained a recent map and will take this to Charlotte to get a quote for it to be weather proofed and placed near the entrance to the village where the road is widest.

Action: Fra
 - 5.7. Round Robin Mailing List. The free mailchimp software for control of mailings has a limit of 1000 mails a month. The round robin distribution list contains just under 100 email addresses resulting in a maximum of 10 mailings a month. Whilst this limit may usually be OK there are times it may be exceeded. It isn't practical for the clerk to manage to this limit. To increase the limit would cost about £130 per year. The Round Robins are always emails from other villagers, one of the councils or other official body and are simply forwarded on. The only information held by the clerk is the list of email addresses which are on a password protected device. Everyone on the list has requested to be on it and given clear instruction how to unsubscribe (i.e. reply to the email). Both the risk and impact of a data breach is

assessed as very low. It was agreed to continue as is for now. Katherine said the ICO website is usually very helpful and also offered to look into the GDPR legal requirements.

Action: Katherine

6. County & District Councillors reports.

- 6.1. Wicklesham Quarry Planning Application. It has been indicated that the Planning Application may be submitted to County Planning shortly however Viral thinks this is unlikely. We will all continue to watch for this happening.
- 6.2. Faringdon Quarry. Viral and Katherine are to join the Faringdon Quarry liaison group. We are waiting for the date of the next meeting.
- 6.3. Gate onto A420 from closed road through village. Mark Francis has approved the installation of a gate at the end of the closed road but has said that this needs to be installed by OCC, not by the village. No estimate of timescale has been given. There was another incident of a horse escaping from their field and walking down the lane onto the A420. Fortunately the horse was recovered before any harm was done but this has reinforced the urgency for the proper gate. There was a discussion whether the gate should allow access for emergency vehicles however it was decided to keep the large blocker stones in position as this route has previously been used by criminals as a fast exit after stealing equipment/vehicles from the village. It should also be possible to keep the existing 'chicane' as a double deterrent to the horses.
- 6.4. A420/FATAC. Following the recent accident at the A420/Fernham Road junction Kath Townsend and Nicky Harris were keen to help with any safety conversations about the A420. Bethia is arranging for them to attend the FATAC meetings in place of Glen.

It was agreed that once the traffic lights are installed at the Great Coxwell junction the breaks in traffic should make it easier to turn at the Fernham Road junction. A suggestion was made to request a No Overtaking zone from the Park Road roundabout past the Fernham Road junction. Several instances have been reported of vehicles which are overtaking coming head on to cars waiting to turn right into Fernham Road.

- 6.5. Vale Community Impact. The Wantage Independent Advice Centre changed its name in April 2021 to better reflect the geographical spread of its services. It was re-named Vale Community Impact (VCI). They are currently seeking to recruit volunteer Advisors, Drivers and 'Good Neighbours' as well as wanting to further advertise their services. Leaflets will be added to the Village Notice Board.
- 6.6. Planning Consultations and Training. The landscape consultation notice was distributed on the Round Robin and is open until 29th September. A Joint local plan consultation will be available soon. VWHDC is running Planning training sessions for Councillors; places to be booked by 29th September.
- 6.7. Leisure Centres and Car Parks. Performance reports have recently been produced for these facilities which show a very positive position. However, the District Councillors have a different perception based on comments they have received from the public. Any feedback on the performance of Leisure Centres or the Car Park facilities would be gratefully received by Katherine Foxhall.

7. Planning

- 7.1. The following applications have been completed since the last meeting:
- 7.1.1.P23/V1446/S73 – The Ridings, various amendments – APPROVED
 - 7.1.2.P23/V1563/HH – Fir Tree Cottage replacement windows – APPROVED
 - 7.1.3.P23/V1476/O – Wicklesham Quarry screening application - WITHDRAWN

7.2. The following applications are still in progress:

- 7.2.1.P23/V1827/HH – The Villa solar panels – no objections
- 7.2.2.P23/V1968/LB – Jacinta replacement conservatory – no objections

8. Finance

8.1. Account Status. The Actual vs Budget YTD detail was distributed in advance of the meeting. Total bank balance stands at £10,362.87. Note: £2,500 reserved for the Playing Field costs.

- Income since last meeting
 - ◆ £650 Precept
- Expenditure since last meeting was £692 excl VAT, in line with that agreed:
 - ◆ Zurich Insurance £196
 - ◆ ICO Data Protection £35
 - ◆ Annual Website Hosting £132
 - ◆ Audit Fee £120
 - ◆ Coronation Event £99.98
 - ◆ Website Domain Renewal £15
 - ◆ CCTV Callout Fee £93.87
- Income due before next meeting - None
- The following expenditure is expected before next meeting (excl VAT):
 - ◆ Replacement Bunting approx. £250
 - ◆ Replacement CCTV system £460-£600
 - ◆ Xmas Tree £100
 - ◆ Replacement Village Map £tbd
 - ◆ Jubilee Tree Plaques £tbd
 - ◆ Marquees £tbd
- Expected Income due before next meeting - None

All known and estimated costs above are approved.

9. Annual Reviews

9.1. Risk Assessment. A risk will be added relating to any GDPR issues of holding email addresses for the Round Robin distribution. The insurance indemnity etc values will be updated inline with the latest insurance policy.

Action: Caroline

9.2. Financial Procedures. The procedures were agreed as appropriate for the coming year.

9.3. Standing Orders. The Standing Orders were agreed as appropriate for the coming year.

10. Village Playing Field.

The draft 3-year lease was provided by VWHDC on 17th August 2023. The Parish Council and District Councillors continue to believe a 3-year lease is inadequate as it does not provide value for money for the Parish and does not fulfil the requirements of the original request. It remains unclear what steps, and importantly what costs, would be required at the end of the 3-year period. A note has been drafted by Viral to request this 3-year term be reviewed by the District Council. The note will be sent to Andy Crawford (Cabinet member for Finance and Property) and Bethia Thomas (Leader of the Council).

Village residents have recently asked whether any children's play equipment could be installed on the field. Without a longer-term lease this cannot even begin to be considered.

11. CCTV

Following the recent failure of the hard drive for the village entrance CCTV an engineer visited the site and has now provided a quote with 2 options. Option 1 is to simply replace the hard drive (£157 + labour), Option 2 is to provide a new recorder (£319 + labour). Given the age of the current system and potential lack of compatibility of a new hard drive it was decided to go with a new recorder. Glen agreed to review the system being proposed to ensure that it is the most appropriate technology for our needs.

Action: Glen

(Post Meeting Note: Following the review by Glen and agreement of the PC, an order has been placed for Option 2 with a request to install asap)

12. Parish Path Warden Report

Andy reported that the ducking bar on the path beyond the church has now been highlighted as requested. Photos have been sent to Arthur McEwan-James but no response received as yet.

13. Sundry Items

13.1. Village Hall Car Park Vegetation. It was agreed the vegetation by the Car Park will be addressed by a small working party on Sunday 8th October (Dave, Nick, Glen, Andy). Fra to ask if there is somewhere the waste can be put as the previous location is now unavailable.

Action: Fra

13.2. Xmas Tree. It was agreed the Parish Council will fund the purchase of a Xmas Tree this year, (approx. £100) and the Village Hall will fund refreshments and the decoration.

13.3. Bunting. Andy brought along 2 samples of bunting, one plastic with union jack design, the other a nylon material in solid colours (red, white and blue). It was agreed to go with the nylon material option. Experience with the plastic version has been they get very twisted and creased. The nylon version is also slightly cheaper at £0.80/metre instead of £1/metre for the plastic. A length of 500m is required. Andy was given the go ahead to purchase with the Village Hall contributing 50% of the cost.

14. Date of next meeting.

The next meeting is:

- 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.