

**Minutes of a Meeting of Little Coxwell Parish Council
Held by video conference on Wednesday 1st April 2020**

1. Present: G Yarwood (Chairman), F Woodd , Dave New, N J Mattingley, A Whiteford (Councillors), C Weston (Clerk), A Benford (PPW) ,
2. Apologies for absence were received from Cllr Judith Heathcoat (OCC), Cllr Simon Howell (VWHDC) and Cllr Elaine Ware (VWHDC)
3. Declarations of interest. Glen Yarwood stores his camper van at Gorse Farm. (Ref. Item 8.2 below)
4. The minutes of the meeting held on Wednesday 4th December 2019 were approved.
5. Matters arising from the minutes of the last meeting:
 - 5.1. The action to circulate a notice re loan sharks acting in the area was cancelled.
Action: Glen/Caroline
6. County & District Councillors' reports
Judith Heathcoat's report was circulated in advance of the meeting. No additional points were raised.
7. CCTV. The annual service has recently taken place. Dave New is keeping the trees trimmed to ensure they don't obscure the camera. Nothing else to Report
8. Planning
 - 8.1. Faringdon Quarry Concrete Batching Plant – P19/V1857/CM MW.0068/19.
Discharge of conditions relating to Screening and Planting Scheme, and Dust Monitoring and Mitigation. Grundons position re dust is that the existing plan and actions for the quarry are adequate and no additional monitoring or mitigation is necessary for the concrete batching plant operation. The Parish Council is concerned how a plan made 7 years ago before the concrete batching plant was considered can be sufficient and up to date. Glen to draft a response. Fra also reminded the group that the main area of concern is the increase in truck movements.

The Parish Council has no objections to the Screening and Planting scheme.
Action: Glen
 - 8.2. Gorse Farm – P19/V0122/FUL. Amended location layout for barn conversions into 4 and 5 bedroom dwellings. On initial inspection of the amended document the parish council members could not see what has been amended. Dave New asked for a hardcopy of the new document to be able to easier view the detail. Glen to initially send Dave the document as an attachment rather than following a link. Note that the council no longer send out hard copies of any planning documents.
Action: Glen
 - 8.3. VWHDC asked if we are still able to respond to planning applications during Coronavirus Lockdowns. It was agreed that we can and would use video conference to discuss if necessary. Caroline to respond to VWHC.
Action: Caroline
9. Finance
 - 9.1. Statement of Accounts and Actual vs Budget spend were circulated in advance of the meeting.
 - Total bank balance stands at £10,191. Note: £872 is reserved for footpath related cost and £2,500 reserved for the Playing Field costs.

- Income since last meeting was nil
 - Expenditure since last meeting was in line with that agreed:
 - £84 + £17 VAT for wood for the Village bench, £102 + £20 VAT CCTV annual maintenance, £36 CPRE annual renewal
 - £650 precept income due before next meeting
 - Expected expenditure before next meeting:
 - i. £118 Annual Auditor Fee
 - ii. £260 annual insurance renewal
 - iii. Further footpath costs, e.g strimmer, matting, sprayer, pipe and other material for gullies
 - Above expenditure pre-approved. All costs and income are in line with the budget.
- 9.2. New cheque signatories. Current PC cheque signatories are just Nick and Caroline. As 2 signatures are required for all payments it was agreed to add Andy W and Glen. Caroline to find the forms and start the process.

Action: Caroline

- 9.3. Internal Audit Report was circulated in advance of the meeting. It was approved.

10. Footpaths

- 10.1. PPW (Parish Path Warden) Report. Andy Benford confirmed he sent the photos of Path 278/1 to Arthur McEwan James as requested last meeting.
- 10.2. Dave New reported that this footpath and the grass verge towards the quarry entrance are being used a lot more since the lockdown. He has mown the footpath this spring. Adding a sign in the village towards this footpath was discussed. Andy Benford will investigate with Arthur McEwan James while Fra suggested the estate could, at least temporarily, provide a simple "Footpath" sign to be placed by the church notice board.

Actions: Andy B and Fra

11. Playing Field Purchase

Nothing has been heard from the VWHDC and no contact has been made.

12. Any other business

- 12.1. Dangerous tree in Village Hall Car Park. A tree at the far right end of the Village Hall Car Park split and partly fell in the car park. Dave New partly cleared this at the time but it needs properly making safe which may require felling the tree. Whilst the tree is in the Village Hall car park area sectioned off from the main playing field, it was decided responsibility for this tree is under the remit of the Parish Council. Caroline to email Dave formally asking him to take the necessary action to make the tree safe and if necessary remove it completely.

Action: Caroline

- 12.2. Village Pond Restoration and Maintenance. Dave has discussed with Anthony Symington and confirmed he is interested in restoration but would like to delay work until well into spring. The meeting agreed Dave can start work at a date agreed with Anthony but get prior approval from the Parish Council if there will be any cost incurred.

Action: Dave New

- 12.3. Grove Road. The worst potholes have been filled. The council has also said it will make larger scale repairs to this road after the start of the 20/21 financial year. The road has already been marked up for these repairs.

12.4. Bench on Village Field. Dave New has made a bench which is just in front of the large shed. Dave was thanked for his great work.

12.5. Village Sign. Nothing to report.

12.6. VWHDC Waste Collection. The garden waste was collected a day late this week but several people assumed the brown bins had stopped being emptied and took them back in. VWHDC guidance is to leave bins out for 3 days and they will aim to get back and empty them. After 3 days bring them back in and they should be emptied on the next scheduled date. Caroline to send a round robin with this information.

Action: Caroline

12.7. FixMyStreet Superuser. The council has asked if we can nominate someone willing to report potholes and similar issues with the roads. This person would attend a short training session to ensure only appropriate issues are reported. This person will be able to schedule repairs directly with the council's subcontractor. It was agreed Andy Benford would take this on as it complements the PPW role. Caroline to inform the council.

Action: Caroline

12.8. Bonfires. There is an ongoing issue over the last couple of weeks with smoke from bonfires during the day. Glen has already spoken to the property owner but reportedly the problem has continued. Glen will follow up with the property owner directly.

Action: Glen

12.9. Notice Board. The front door of the notice board has broken off. It may not be possible to obtain wood and Perspex to repair it at this time but Glen offered to look at it.

Action: Glen

12.10. Little Coxwell Grapevine facebook page. Douglas Lines has proposed creating a facebook page where villagers can post content of a lighter/positive nature during this social distancing period. The Parish Council agreed they have no objections to this page but that it should have no association with the Parish Council. Caroline to feedback to Douglas.

Action: Caroline

12.11. Electric Vehicle Charging Point. Andy Whiteford suggested looking into an electric vehicle charging point for the village as there are numerous properties with only roadside parking. One potential location could be beside the phone box outside the pub. Andy W to investigate.

Action: Andy W

13. Next Meeting

The meetings are usually scheduled every 3 months; however the annual audit signoff is due in June. It was agreed to hold the next session in 6 weeks – **Wednesday 13th May at 6pm**. A decision will be taken closer to the date whether this is in the Village Hall or by video/audio conference.