

**Minutes of the Little Coxwell Parish Council Annual Meeting  
Held in Little Coxwell Village Hall on Monday 3<sup>rd</sup> June 2024**

1. Present: G Yarwood (Chairman), Fra Woodd, N J Mattingley, A Whiteford (Councillors), C Weston (Clerk), Cllr Katherine Foxhall(VWHDC), Cllr Bethia Thomas (OCC), A Benford (PPW)
2. Apologies for absence were received from Dave New, Cllr Viral Patel (VWHDC)
3. Declarations of interest. None
4. Annual Meeting Roles: it was unanimously agreed that Glen Yarwood will continue as chairman and no other specific roles are required at this time. Caroline Weston will continue as Clerk.
5. The minutes of the meeting held on Monday 11<sup>th</sup> March 2024 were approved.
6. Matters arising from the minutes of the last meeting.
  - 6.1. Replacement Village Map at entrance. Fra has passed a hard copy of the proposed map to Glen who will contact Charlotte re getting it laminated and weather proofed. Action Carried Forward.

*Action: Glen*
  - 6.2. Gate onto A420 from closed road. We understand the gate was ordered by Mark Francis in January, but we are still awaiting a timescale for installation from OCC.
  - 6.3. Jubilee Tree Plaques. Andy ordered and received all the plaques. Dave has installed the plaques except for the one by the white roses planted for Queen Elizabeth diamond Jubilee in 2012. It was agreed these roses need to be moved (or replaced) to a more suitable location. Glen to ask Irene/Lizzie for advice. Action Carried Forward.

*Action: Glen*
  - 6.4. Bunting. New bunting has been bought and put onto the reel ready for use. Half the old bunting was considered unusable and has been discarded. The remaining old bunting is in shorter lengths and could be used for smaller events in private gardens or playing field. This will be stored in the shed.
  - 6.5. Marquee. Caroline confirmed that Clare from the Village Hall committee has submitted the funding application to Bethia's Community Priority Fund. Bethia confirmed the Marquee cost will be covered and will check for the application.

*Action: Bethia*
  - 6.6. Holiday Barns Disruption. At least one of the barns is up for sale and possibly sold STC. It is unknown what happens to the open enforcement case, change of use from residential to holiday let, when a property is sold. In addition, the councillors would like to know if searches made by solicitors for the purchaser would uncover the open enforcement case. Kat to ask Viral if he can follow up these questions.

*Action: Kat*
  - 6.7. Litter Bin. The District Council has provided a litter bin/dog waste bin as requested. Initially the bin had not been put on the emptying rota but Biffa responded very quickly to a request to empty it and it has now been emptied a second time without prompting. Nick will let Caroline know if the bin requires emptying as it may take a month or two for Biffa to work out the required frequency.

7. County & District Councillors reports. The latest reports were circulated in advance of the meeting.

7.1. Katherine reported that there has been an increase in fly tipping. On several occasions there have been names and addresses within the rubbish which suggests that householders have paid for rubbish to be removed and are unaware it would be fly tipped. Any instances should be reported.

It was noted that it is easy for a private household to register a trailer such that it can be taken 12 times a year to the local recycling site for free.

7.2. A420/FATAC.

**Pedestrian Refuge** on A420. The design has been circulated. Comments were made by the PC about reducing the speed limit to 50mph and extending the No Overtaking zone in the direction of Park Road roundabout. A speed survey has recently been carried out but no result available yet. Timescale for installation may be September. Bethia to follow up the speed survey outcome and No Overtaking zone.

*Action: Bethia*

8. Planning

8.1. Completed

8.1.1.P24/V0165/HH Well Barn single storey extension APPROVED

8.2. The following applications are still in progress:

8.2.1.P24/V0611/S73 Holiday Let Barns Retrospective Planning for Parking.  
OBJECTED. Target date was 15th May but no decision as of 4<sup>th</sup> June

8.2.2.**MW.0151/23 Wicklesham Quarry**. The applicant has submitted revised plans. Bethia outlined her initial thoughts which include that the changes do not go far enough, in particular the road junction/access and lack of footbridge across the A420.

Glen reiterated that the PC is against the development as a whole and nothing in the new documents changes that view. There is a concern that allowing this development to go ahead would set a precedent for other quarry sites, when exhausted, to be developed in this way. It was noted that new comments submitted on the application should be focused on the submitted changes and not the overall development. Previous comments will be taken into account by the planning authority when making their decision. Glen will draft a response and circulate to the PC for comment.

*Action: Glen*

Katherine reported that together with Viral they will be submitting a response.

9. Finance

9.1. Internal Audit Report. This was distributed in advance of the meeting. The key points arising were discussed

9.1.1.Round Robin email list. As this is sent from the Parish Council email account, we need to ensure we are GDPR compliant. A suggestion was made to use the free mailchimp software but this has a too restrictive limit on the number of emails for this software to be used. The PC agreed to continue with the current approach.

9.1.2. Level of reserves. These are higher than the 12 month guidance but the small values should be taken into account. There may be some larger spend once the playing field acquisition proceeds.

The internal audit report was approved.

9.2. Sign off of the 2023/24 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 Monday 1<sup>st</sup> July to Friday 9<sup>th</sup> August 2024. The date of the announcement is Friday 28<sup>th</sup> 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 External Auditors.

9.3. Account Status. The Actual vs Budget YTD detail was distributed in advance of the meeting. Total bank balance stands at £9,777. Note: £2,500 reserved for the Playing Field costs.

- Income since last meeting- £650 Precept
- Expenditure since last meeting - £956.69 excl VAT
  - ◆ CPRE membership - £36
  - ◆ Internal Audit Fee - £120
  - ◆ Jubilee Tree Plaques £112
  - ◆ Bunting £689
- Income due before next meeting – Nil (£650 Precept Sept)
- The following expenditure is expected before next meeting (excl VAT):
  - ◆ Annual Insurance £196
  - ◆ ICO Data Protection £35
  - ◆ Wix website hosting £150
  - ◆ Replacement Village Map £tbd

All known and estimated costs above are approved.

## 10. Playing Field

The District Council Property review has concluded that the playing field is inappropriate for housing and so should be able to be transferred to Little Coxwell Parish Council on a long term lease or freehold transfer. The legal team have been asked to determine if secretary of state approval is required for such a lease or transfer. We are now again waiting for legal to get back.

## 11. Faringdon Quarry

Glen reported that Great Coxwell has issues with Quarry lorry spillage at the small roundabout at the entrance to the village. Lorries are supposed to go to Watchfield and turn there to head back towards Oxford but some turn off the A420 at Great Coxwell junction and either go through Faringdon or go all the way round the roundabout and back onto the A420. Bethia noted this and will bring it up at the next Great Coxwell meeting. Great Coxwell residents are encouraged to report any spillage directly to the quarry who usually respond quickly.

*Action: Bethia*

## 12. CCTV

Nothing to report.

## 13. Parish Path Warden

No issues to report. Andy reported that a Fernham resident praised the state of the footpaths near Little Coxwell.

#### 14. Sundry Items

14.1. Oxford County Council has recently formed a Highways Engagement Team. This team is “dedicated to enhancing the quality of our highways and ensuring a smoother, safer journey for all”. The team is offering the opportunity for face-to-face site visits to better understand concerns, assess the situation and find best solutions. It was agreed that we should request a meeting with the team.

*Action: Caroline*

14.2. The next Deep Cleanse (litter picking, sweeping, weeding pavements) is scheduled for 4<sup>th</sup> September. Any priority areas should be forwarded to Caroline by early August.

14.3. Weed clearance. It was noted that Charlotte and Dan’s gardener did an excellent job of clearing the weeds along the narrow entrance into the village leaving the flowers and plants for us all to enjoy. Thanks to Charlotte and Dan Greaves.

Date of next meeting.

The next meeting is:

- Monday 2<sup>nd</sup> September at 6.00pm in the Village Hall.