

**Minutes of the Little Coxwell Annual Parish Council Meeting  
Held in Little Coxwell Village Hall on Tuesday 21<sup>st</sup> June 2022**

1. Present: G Yarwood (Chairman), Fra Woodd, Dave New, N J Mattingley (Councillors), C Weston (Clerk), Cllr Elaine Ware (VWHDC), Cllr Bethia Thomas (OCC)
2. Apologies for absence were received from A Whiteford, A Benford (PPW), Cllr Simon Howell(VWHDC)
3. Declarations of interest. Dave New re Orchard House planning application. Dave New and Glen Yarwood re bollard replacements.
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.
5. The minutes of the meeting held on Tuesday 8<sup>th</sup> March 2022 were approved.
6. Matters arising from the minutes of the last meeting.
  - 6.1. Grundon Quarry planning application MW.0142/21 December 2021. Bethia sent a letter of complaint about the lack of communication around this application going to committee. No response has been received.
  - 6.2. Power cables by the Village Hall Car Park. Some temporary tree/shrub clearance was carried out however Dallas Law remains concerned the branches could impact the power cables.
7. County & District Councillors' reports  
**County Council:** Bethia Thomas's May/June report was circulated in advance of the meeting.

Bethia attended a meeting in the village between the Parish Council and Mark Francis, Senior Engineer for Traffic and Road Safety. As a result of this meeting the council has done a really good job of cutting back the vegetation by the turning onto the A420. Caroline has sent a letter of thanks to Mark Francis. Also some new tarmac has been laid to restore the broken road edges near a drain at the entrance to the village which should help stop the drain getting blocked. The council are expected to return soon and extend the tarmac strip. Bethia has agreed to fund a speed survey to determine if the speed limit can be reduced to 40mph on Fernham Road (see more detail below under 9 & 15.6).

It was confirmed at the last FATAc meeting that a pedestrian safe haven is planned for the A420 by the Fernham Road junction, however there is no date set. Traffic lights will be installed at the Great Coxwell junction before first occupation at the new housing development on Coxwell Road, Faringdon. Speed limits leading up to the lights will need to be reduced and it is anticipated this will include the area by the proposed pedestrian safe haven.

**District Council.** The June DC report was circulated in advance of the meeting. Elaine was pleased to report that the Vale refused a planning application for another 90 homes on Townsend Road although there are several other applications in progress in the area.

The Electric Vehicle charging points in Faringdon Southampton Street car park, and elsewhere in the Vale, are now fully operational. Their usage will be monitored.

The Vale is going to have a Food and Farming Champion. This will be a sitting Councillor who will help promote food production, distribution, healthy eating and the environment.

The White Hart roundabout works have now been completed, after 2 years of work.

8. Village Playing Field. In early March we were told a new officer, James Carpenter, had been assigned and instructed to review our case asap. Nothing has been heard back despite Elaine chasing. The officer has recently been on holiday so Elaine will chase again on Friday and raise the issue to senior management if nothing is heard by then.

*Action: Elaine*

Our new auditor has recommended a solicitor who is a specialist in this area. It was agreed that the Parish Council would make contact, seek his advice and obtain a quote.

*Action: Glen/Caroline*

It was decided to progress an ACV (asset of Community Value) application for the Playing Field. Elaine and Caroline will work on this together. There is plenty of evidence available of it being in very frequent use and essential for the village community. Photos of the many events held there over the years could be included. Once the application has been submitted we should inform Bethia who has some responsibility in this area. It was felt this action would show strong backup for the efforts of Elaine and Bethia.

*Action: Elaine/Caroline*

(This item has been ongoing since 2014).

9. Wall protection from Vehicles. This was discussed at the on site meeting with Mark Francis where three areas were highlighted: wall at Woodbine Cottage, wall at Spring Barn, corner of thatch at Pound Cottage. Mark suggested renewing the bollards at Spring Barn and Pound Cottage as they are very old and could be more in keeping with the village. An option of signposting "Through Traffic" was considered for West Green opposite Woodbine cottage. Further investigation has determined that this would be very costly (around £2,000) and may only be partially effective. The Parish Council preferred option is for bollards to be purchased, 2 for Woodbine Cottage, 3 for Spring Barn and 1 for Pound Cottage. These could be the same as those outside the village hall for consistency. Each bollard costs approx £72+VAT. Caroline to check with Mark Francis if he will install the bollards and confirm with Fra, Nick and Andy Whiteford that they are happy to proceed on the basis that the PC will fund the bollard purchase. Dallas has previously offered to pay for bollards outside her cottage, however it is felt the PC should fund bollards in the village where the PC deem them necessary.

*Action: Caroline*

10. **Grundon Quarry.** Two applications have been received in quick succession. MW.0063/22 and MW.0064/22. These relate to conditions for Phase 3 re clauses 16, 36 and 37. These cover landscape mitigation, a badger survey and screening along the Fernham Road. A badger survey has been submitted which states there are no badger setts presents but there is evidence of activity. Landscape mitigation is similar to Wicklesham. It was agreed to submit a comment re ensuring the footpath and bridleway are kept clear and the land kept very stable as there is a concern the excavations may come very close to the path.

*Action: Caroline*

We were initially contacted on 12th January by Jolyon Fallon to set up a local liaison group with Grundon Quarry. This group was referred to in the planning application at that time to extend the quarry operational lifetime which may have helped the approval decision. However, they have so far been unable to get the necessary people together on a suitable date. In their last email, dated 22<sup>nd</sup> April, Jolyon suggested a July meeting. Caroline to chase.

*Action: Caroline*

*Bethia left the meeting*

## 11. Planning

11.1. The following applications have been completed since the last meeting:

11.1.1. Walnut Cottage - P21/V3482/FUL New 2 storey dwelling to replace existing – APPROVED

11.1.2. The Ridings – P22/V0757/HH Change garage to mixed use outbuilding - APPROVED

11.2. The following applications are still in progress.

11.2.1. Fir Tree Cottage – P22/V1009/HH Re-cladding of garage roof. No objections from PC

11.2.2. Orchard House – P22/V1146/HH Demolition of garage and extension to house. PC asked council to consider light impact on neighbour

## 12. Finance

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

- From Internal Auditor
  - ◆ Internal Audit Report
- 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) chairman to initial every page of minutes and sign last page, 2) initial cheque stubs, 3) consider high level of reserves, 4) add 3 years of historic documents to web site, 5) publish

agendas. It was agreed the web site should indicate the agenda is available from the clerk due to the time and effort required to publish the agenda online.

The internal audit report was approved.

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

12.2.1. The Certificate of Exemption is approved

12.2.2. The AGAR Annual Governance Statement is approved

12.2.3. The AGAR Accounting Statement is approved

12.2.4. The Period of the Exercise of Public Rights will run from Friday 1st July to Friday 12th August 2022. The date of the announcement is Thursday 30th June.

12.2.5. 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.

12.3. The Councillors passed on their thanks to Caroline for all her recent hard work.

*Elaine left the meeting*

12.4. Account Status. The Actual vs Budget YTD detail was distributed in advance of the meeting.

- Total bank balance stands at £10,600.95. Note: £2,500 reserved for the Playing Field costs. A number of items, listed below, have been paid by cheque in the last week since sending out the meeting papers. These additional costs are not included in the above figure

- Income since last meeting £650 Precept

- Expenditure since last meeting was in line with that agreed:

- ◆ £36 CPRE

- ◆ A number of items have been paid by cheque in the last week

- Jubilee food (by Rachel), cups, plates £148.97

- Zurich Insurance renewal £257.60

- Posts and rails for Jubilee tree £26.07

- TVAA charity donation re defibrillator training session £75

- Income due before next meeting - £650 Precept

- The following expected expenditure before next meeting was approved:

- ◆ £120 Audit Fee

- ◆ £35 ICO Data Protection

- ◆ £190 estimate for additional Jubilee food supplied by Eagle Tavern

- ◆ £400 Bollards

- ◆ £120 WIX website hosting

- ◆ £tbd Playing field solicitor – quote being obtained

All known and estimated costs are approved. Any quote from the solicitor would be approved separately. Purchase of the bollards is subject to additional approval as in Section 9 above.

12.5. Electronic Banking – currently all payments are made by cheque with 2 approvals or by pre approved direct debit. It was agreed at the last meeting to work towards being able to use electronic payments. Lloyds Bank has the capability of electronic payments ensuring 2 separate approvers. Caroline circulated a revised set of financial procedures in advance of the meeting which were unanimously approved. Caroline and Glen to make the changes to the Lloyds bank account to enable the electronic payments

*Action: Caroline/Glen*

13. CCTV. There was an incident where a car was damaged by some kids on bikes. Dave said that previously it had been easy to contact the local Police Community Officer who would review the photos and may even have identified the children involved and visited their school etc. This time he was unable to contact them. It was agreed to ask Bethia if this role still exists and how to contact the appropriate organisation.

*Action: Caroline*

14. Footpaths. Nothing to report.

#### 15. Sundry Items

15.1. 20mph application. This application has been submitted. Little Coxwell was not selected for the first tranche of implementation but may be for the second which is likely to be 2023.

15.2. Jubilee Celebrations. 3 events were run in the village. A beacon and tree planting on the Thursday evening, games afternoon on the Saturday and hog roast on the Sunday. All events were attended by over 100 people. The Parish Council sponsored the beacon events and supplied canapés, one glass of pimm's or soft drink and the railings to protect to jubilee tree. The total cost to the PC is expected to be approx £370.

15.3. A CPR/Defibrillator training session was held in the village hall on Saturday 11<sup>th</sup> June. It was attended by 22 adults and 4 children. It was run by Malcolm Gee, our local first responder. Malcolm did not charge for the session but encouraged donations to SCAS and TVAA. A total of £77 was raised on the day and £75 donated by the Parish Council. Note that previous training by CHT was charged at £100. Money was split equally between the 2 charities.

15.4. Defibrillator Checks. Richard Kaira-Cresswell has joined the defibrillator checking team. This now composes of Richard, Andy Benford and Caroline.

15.5. Website Hosting. The annual renewal is due in August. Although it may be possible to save a small amount of money by moving to a new provider the renewal was agreed.

15.6. 40mph speed limit proposal on Fernham Road. The council will shortly be undertaking a speed survey to assess if the stretch of Fernham Road from the A420 to just beyond Gorse Farm could be reduced to 40mph limit. The PC would like to reduce the speed limit due to increasing traffic volume along this road, the bend outside Gorse House entrance and the new property entrance close by. Bethia has agreed to fund the speed survey however there will be cost associated with implementing a speed limit change.

15.7. Jubilee Tree Plaques. It was agreed to ask Jeanette to design plaques for the 4 Jubilee trees in the village ranging from the Queen Victoria jubilee tree at the village entrance to the latest Platinum Jubilee Tree.

*Action: Caroline*

15.8. South and Vale Local Plan 2041. Glen to review the Garsington comments and decide whether to submit something a similar.

*Action: Glen*

15.9. Parish Forum Meeting. Faringdon Town Council has set up this group so that all parishes in the area can meet together to share knowledge and collaborate on projects. Glen and Caroline attended the initial meeting on 15<sup>th</sup> June. The aim is to hold these sessions quarterly. Stanford in the Vale is trying to build a cycle way to run all the way to Faringdon as 95% of their children attend school in Faringdon. They are also looking to link up local footpaths and cycle ways as most of their footpaths run as 'spokes' out from the village.

15.10. It was agreed to send a Round Robin prior to the next PC meeting reminding parishioners that they are welcome to attend the meeting and details can be found on the website.

*Action: Caroline*

16. Date of next meeting.

The provisional date for the next meeting is Tuesday 20<sup>th</sup> September at 6pm and held in the Village Hall