

**Minutes of the Little Coxwell Parish Council Meeting  
Held in Little Coxwell Village Hall on Tuesday 20<sup>th</sup> September 2022**

1. Present: G Yarwood (Chairman), Dave New, N J Mattingley, A Whiteford (Councillors), C Weston (Clerk), A Benford (PPW)
2. Apologies for absence were received from Fra Woodd, Cllr Elaine Ware (VWHDC), Cllr Bethia Thomas (OCC), Cllr Simon Howell(VWHDC)
3. Declarations of interest. None
4. The minutes of the meeting held on Tuesday 21<sup>st</sup> June 2022 were approved.
5. Matters arising from the minutes of the last meeting.
  - 5.1. It had been agreed to send a Round Robin prior to this PC meeting reminding parishioners that they are welcome to attend the meeting and details can be found on the website. Action carried forward to December meeting.

*Action: Caroline*
  - 5.2. Installation of new bollards. The OCC Roads officer, Mark Francis, has been asked if OCC will install the bollards as discussed at the recent site meeting. No response has been received. Caroline to follow up with Mark Francis and Bethia. The new bollards are planned to be similar to the ones outside the Village Hall, i.e. recycled plastic. It was agreed that if the occupants of the properties where the bollards are to be located would prefer cast iron bollards the occupants would need to fund the extra bollard costs but the installation would be provided.

*Action: Caroline*
  - 5.3. Application for 20mph and 40mph limits. The council will contact us when they are ready to proceed.
  - 5.4. Access to local PCO. 2 Officers have now viewed the CCTV footage following the recent vehicle damage. The officers reported that they will be able to trace the offenders and take appropriate action.
  - 5.5. Jubilee Tree Plaques. Jeanette has agreed to do the plaques. Caroline will obtain an update prior to the next meeting.

*Action: Caroline*
6. County & District Councillors' reports. Both Elaine and Bethia were unwell and unable to attend the meeting.
7. Planning
  - 7.1. The following applications have been completed since the last meeting:
    - 7.1.1. Fir Tree Cottage – P22/V1009/HH Re-cladding of garage roof. APPROVED
    - 7.1.2. Orchard House – P22/V1146/HH Demolition of garage and extension to house. REFUSED
  - 7.2. The following applications are still in progress.
    - 7.2.1. The Homestead – P22/V1978/HH Single story extension between main house and outbuilding. No comments from the PC.
8. Grundon Quarry. A meeting was held with representatives from Faringdon Quarry on Monday 12<sup>th</sup> September. Glen Yarwood will be writing up notes from the meeting with the various actions agreed. The intention is to set up a more formal liaison group to meet on a regular basis. Attendees (Glen, Andy, Nick) were unsure if Faringdon Quarry

requires this liaison group to be limited to PC members only or if it can be widened to include other villagers. There was a strong feeling that other villagers should be able to attend although the scope of what can be discussed should be made clear in advance. Glen to check the understanding with Faringdon Quarry. If the restriction is PC only then need to check with the village they agree.

*Action: Glen*

There was a discussion about whether villagers should report issues, such as vehicles turning right onto the A420, to the Parish Council prior to liaison meetings so Faringdon Quarry can be asked to respond. There are problems with this approach as it puts the onus on someone in the PC to collate the data and the situation is more complex as only trucks associated with the concrete batching plant are restricted in this way.

## 9. Finance

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

- Total bank balance stands at £9,559. Note: £2,500 reserved for the Playing Field costs.
- Income since last meeting £650 Precept
- Expenditure since last meeting was in line with that agreed:
  - ◆ Jubilee £333.37
  - ◆ Zurich Insurance renewal £257.60
  - ◆ TVAA charity donation re defibrillator training session £75
  - ◆ Annual Internal Audit £120
  - ◆ ICO Data Protection £35
  - ◆ Annual website hosting £122.40
  - ◆ Surrey Hills Solicitors re Playing Field £559
  - ◆ Defibrillator Battery £130
- Income due before next meeting - None
- The following expected expenditure before next meeting was approved:
  - ◆ £450 Bollards

All known and estimated costs are approved. There will be significant cost associated with the 20mph and 40mph speed limit changes. Approval will be sought when the costs are known.

9.2. Electronic Banking – this has been set up so payments can be made by bank transfer. Payments still require 2 approvals.

9.3. External Audit. It was agreed to remain 'Opted In' to the central procurement of external auditors by SAAA.

10. Annual Reviews. Existing documents were circulated in advance of the meeting.

10.1. Risk Assessment. It was agreed the current Risk Assessment is appropriate for the next year.

10.2. Financial Procedures – these were reviewed and agreed at the June meeting.

10.3. Standing Orders. It was agreed the current Standing Orders are appropriate for the next year.

11. CCTV. Nothing to report.

12. Footpaths. Andy B reported that all footpaths are in good condition. On the footpath beyond the church the grass is growing through the gravel at the edges of the path but Dave New is keeping this mown and reported he has seen pushchairs able to navigate the path without problem. Dave also regularly mows the 'path' alongside Fernham Road.

13. Village Playing Field. We contacted the specialist solicitor, Ian Davison of Surry Hills Solicitors, recommended by the internal auditor and commissioned a short review. Douglas helped interpret the response which states the District Council should be able to proceed with either a sale or long term lease although it is understood why the Council may prefer the lease option. Glen to draft a note to the District Council.

*Action: Glen*

(This item has been ongoing since 2014).

14. Sundry Items

- 14.1. Code of Conduct. It was agreed to adopt the new Oxfordshire Code of Conduct as provided by Steven Corrigan. New Register of Members Interests forms need to be completed by all Parish Councillors. Caroline to send round the forms.

*Action: Caroline/All*

- 14.2. Tree Maintenance. Residents of West Green are concerned the tree on the Green is growing too large and could be an obstacle to vehicles. Andy Benford asked the Parish Council if they could carry out maintenance of the tree as it is a village benefit. Glen added that other trees such as the Jubilee tree by Pond House and the one by the bus stop are in a similar position that they will require maintenance from time to time. As none of these trees are on Parish Council land it was not seen as an appropriate use of Parish Council funds. It was suggested a 'FixMyStreet' report could be made as the trees are on Highways land. Glen to inform Pond House of this position.

*Action: Glen*

- 14.3. Power Cables impacted by trees in Village Hall Car Park. The Councillors went to view the trees and cables. Power companies have recently dealt with trees and other vegetation impacting cables elsewhere in the village. Glen to ask the power company to assess the situation and carry out maintenance if required.

*Action: Glen*

15. Date of next meeting.

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