



Great Coxwell Parish Council

GREAT COXWELL PARISH COUNCIL (12/25).

Date	:	15 th December 2025.
Time	:	6.30pm.
Venue	:	Great Coxwell Reading Room.
Present	:	Cllr J Russell (JR), Cllr R Hankinson (RH), Cllr N Hawkes (NH), Cllr S Sutton (SS)
District Councillor	:	Cllr K Foxhall (KF)
Clerk/RFO	:	D Hatton (DH)
Members of the public :		0

Minutes (12/25)

Minute ((12/25))	Item	Action
1	To record attendance and receive apologies of absence. Apologies were received and accepted by Cllr Gilmour, Cllr Thomas (OCC) and Cllr Patel (VoWHDC).	
2	Declarations of Interest. None.	
3	To approve the Minutes of the Great Coxwell Parish Council Meeting held on 7th October 2025 . Proposed RH. Seconded JR. Approved. RESOLVED. DH to publish approved minutes.	DH
5	Public Forum (representation on items included in this agenda or for future consideration). None.	
6	County Councillors Report. DH advised on behalf of Cllr Thomas that a written report would be provided. Cllr Thomas was also pleased to advise that an award of between £1,000.00 and £1,500.00 had been approved following the application to the Councillors Priority Fund for a grant towards the refurbishment of the Reading Room toilet.	
7	District Councillors Report. KF provided a summary of the November District Councillors Report which can be found at https://www.greatcoxwell.com/parish-council-meetings-and-minutes.html .	
8	Clerks Report. 1) Receive and note the Clerks Report. Noted. 2) Receive and note correspondence received by the Clerk. Noted.	

Minute ((12/25))	Item	Action
	3) Items received by the Clerk since the publication of the Clerks Report. None.	
9	Planning. 1) To consider new planning applications received since the publication of this agenda. a) P25/V2658/AG, Land adjoining Field Farm, Faringdon Road, Longcot, Faringdon, SN7 7NG. Two purpose built agricultural livestock buildings. While it was noted that the application was being made under Permitted Development Rights, concern was raised regarding vehicular access to the proposed development. NH to prepare a comment for submission to VoWHDC. 2) Update on existing planning applications. a) P25/V1842/HH, Chowle Barn Great Coxwell Faringdon SN7 7LT. Single storey side extension (retrospective). GRANTED. b) P25/V1672/LB, Wayside Great Coxwell Faringdon SN7 7NB. Replacement of front door, frame and door furniture. GRANTED. c) P25/V1245/HH, Roseland Great Coxwell Faringdon SN7 7LZ. Erection of greenhouse and workshop/shed in rear garden (retrospective). GRANTED. d) P25/V1095/S73. Land South of Steeds Farm Coxwell Road Faringdon. Variation of conditions 4 (approved plans) and 6 (access) on planning application P18/V0259/O. Appeal ref: 3264500 Outline planning application for up to 125 dwellings and associated public open space all matters except access reserved. Amendment to improved access. Reduction in length of plan for associated access lane. Following discussion it was agreed that the council would make no objection to the amendments on the basis that all relevant safety inspections would be conducted by OCC Highways. It would however make comment to the current outstanding highways regarding access control on the A420. GRANTED. e) P25/V0241/O, The Ranch (Annabelle's Nursery), Coxwell Road, Great Coxwell, SN7 7LU. Erection of 5 nursery classrooms. Under Consideration. Target decision date – 16th June 2025. GRANTED. f) P25/V0084/FUL, Faringdon Grange Holiday Park, Coxwell Road, Great Coxwell, SN7 7LU. Retention of the wall and fencing around the pond with ancillary drain works. Under Consideration. Target decision date – 30th May 2025. PENDING. g) MW.0151.23, Wicklesham Quarry. Outline flexible planning application for a total of up to 29, 573 sq. m GIA of commercial floorspace for Use Classes E(g) i (offices); and/or E(g)(ii) (research and development); and/or E(g)(iii) (light industrial); and/ or B2 (general industrial); and/or B8 (storage and distribution); and ancillary uses. All matters reserved for future determination except for access. Consultation Period. Consultation closure date – 30th May 2025. * Please note that details for this application are held on the Oxfordshire County Council Planning website. PENDING. h) P25/V0880/FUL, Faringdon Business Park, Chowle Farm, Great Coxwell. Provision of Biomass Boiler to heat building and dry logs in association with the production of charcoal (Retrospective). PENDING.	NH
10	Financial. 1) Note and approve. a) Payments/Receipts (Oct – Nov). Proposed JR. Seconded RH. Approved. RESOLVED. b) Reserve balances YTD. Proposed JR. Seconded NH. Approved. RESOLVED. c) Bank reconciliation YTD. Proposed JR. Seconded NH. Approved. RESOLVED.	

Minute ((12/25))	Item	Action
	d) Budget analysis YTD. Noted.	
	2) Approve payments to be made.	
	a) BGG Garden and Tree Care Limited - £55.00 + vat. Grass Cutting. Proposed JR. Seconded NH. Approved. RESOLVED . DH to set up payment for authorisation.	DH
	b) Playdale Playgrounds Ltd - £1,019.25 + vat. Playground repairs balance. It was agree to delay payment of this invoice while waiting for a response relating to a damaged item within the repairs. DH to set up payment for authorisation once confirmation of no loss of warranty has been received. Proposed JR. Seconded SS. Approved. RESOLVED .	DH
	c) Invoices received since publication of this agenda.	DH
	i) BGG Garden and Tree Care Limited - £160.00 + vat. Village Maintenance. Proposed JR. Seconded RH. Approved. RESOLVED . DH to set up payment for authorisation.	
	3) Budget 2026-2027.	
	a) Proposals for consideration. A detailed exercise of the current years expenditure was undertaken followed by an examination of the proposed expenditure for the 2026/2027 providing an initial draft budget for the 2026/2027 financial year.	
	4) Consider 2026/2027 Precept. Following examination of the initial budget for 2026/2027, it was agreed that a Precept of £18,000.00 would be set for the year. It was noted that the Precept had not increased since 2023 and with budgeted expenditure of approximately £20,500.00 the General Reserves would support the budget by approximately £2,000.00. Using the tax base figures provided by VoWHDC this will result in an increase of approximately £6.20 for the year based on a Band 'D' property. Proposed JR. Seconded RH. Approved. RESOLVED . DH to complete Precept Demand and present to VoWHDC.	DH
	5) Internal Auditor. Consider appointment of Internal Auditor for 2025-2026. Proposal to appoint J Olds as Internal Auditor for the 2025/2026 audit. Audit Fee £210.00. Proposed JR. Seconded SS. Approved. RESOLVED . DH to complete Letter of engagement.	DH
	6) Consider adoption of Scribe accounting software. Proposal to adopt Scribe Accounting Software. Monthly cost £31.00 + vat. Initial Fee £249.00 + vat. Noting the reduction in administrative requirements as a result of the software it was agreed by DH that this could be funded by a reduction in the Clerks contracted hours by 2 hours per month which would create a cost neutral proposal, excluding the initial fee which covers all training and support services during use of the software. Additional features were discussed providing added benefits to the council. Proposed JR. Seconded SS. Approved. RESOLVED . DH to arrange for transfer from trial to full accounts package.	DH
11	Governance/Policies.	
	1) Standing Orders – Review and adopt. Moved to new meeting. DH to include in next agenda.	DH
	2) Financial Regulations – Review and adopt. Amend 7.7 to show 'a record of minute references for payment approval'. Proposed JR. Seconded NH. Approved. RESOLVED . DH to publish adopted policy.	DH
	3) Bring Your Own Device (BYOD) – Adopt new policy. Moved to next meeting. DH to include in next agenda.	DH
12	Reading Room.	
	1) Maintenance – General.	
	a) Items to be advised. None.	

Minute ((12/25))	Item	Action
	<p>2) Maintenance – Extraordinary.</p> <p>a) Toilet repairs. Consider actions.</p> <p>Proposal to convert to an Accessible Facility. Contractor -Thames Valley Ceilings. Initial Quotation £8,644.00 + vat. Proposal to suspend Financial Regulation 5.7 noting minimal interest from contractors approached (2 quotations obtained). Funding to be via Insurance settlement, Councillors Priority Fund award, existing Reading Room maintenance budget and if required existing Reading Room maintenance EMR. Maximum project expense noting fluctuations in material costs £9,500.00 + vat. Proposed JR. Seconded NH. Approved. RESOLVED. DH to instruct contractor.</p>	DH
13	<p>Village Maintenance.</p> <p>1) Items to be considered.</p> <p>None.</p>	
14	<p>Park/Playground.</p> <p>1) Inspection Report.</p> <p>a) Items requiring attention.</p> <p>Playdale repairs on playhouse roof completed and been invoiced, but installed boards have a small chip to outer coating, have contacted Playdale looking for reassurances on guarantee and longevity or remediation. No new items noted.</p> <p>2) Park Lease. Update.</p> <p>Awaiting details from VoWHDC.</p> <p>3) Path to MUGA. Update.</p> <p>Agreed to defer to 2026/2027.</p> <p>4) Considered Tree works required.</p> <p>Awaiting additional quotations.</p> <p>5) Consider Bench replacement options.</p> <p>Agreed to defer until cleaning exercise has been completed and full condition can be assessed.</p> <p>6) Consider options for border repairs.</p> <p>Agreed to defer to 2026/2027.</p>	
15	<p>General.</p> <p>1) Neighbourhood Plan. Update.</p> <p>No action at this time. Awaiting further progress and agreement to the District Joint Local Plan following proposed changes to consideration by the Inspector.</p>	
16	<p>Items to be considered for the next agenda.</p> <p>Items to be considered for the next agenda should be received by the Clerk no later than 14th February 2026.</p>	ALL
17	<p>Date of next meeting.</p> <p>The next meeting will be held at 6.30pm on Monday 23rd February 2026 in the Reading Room, Great Coxwell.</p>	ALL

Meeting finished at 8.30pm

Supporting documentation can be found at <https://www.greatcoxwell.com/parish-council-meetings-and-minutes.html>