

GREAT COXWELL PARISH COUNCIL

Reading Room, Great Coxwell, Oxfordshire, SN7 7NG
Clerk: Joanna Farrant (clerk@greatcoxwell.com)

Minutes of Great Coxwell Parish Council Meeting held on Monday 1st July 2024, 6:30pm.

Present	Cllr Jacqui Russell (Chairman) (JR) Cllr Rory Gilmour (RG) Cllr Nick Hawkes (NH) Joanna Farrant, Parish Clerk (JF)
In Attendance	0 members of the public District Cllr Kat Foxhall (KF);
Apologies	Cllr Richard Hankinson (RH) Cllr Kym MacDonald (KM) County Cllr Bethia Thomas (BT) District Cllr Viral Patel (VP).

Item	Minute	Action
1.	Apologies for Absence Apologies had been received from BT and VP. Apologies were noted and absence authorised by the PC for both KM and RH, on the grounds of personal family reasons preventing attendance.	
2.	Approval and signing of minutes of last meeting: 20.05.2024 Minutes of 20.05.2024 were approved and signed by the Chair.	
3.	Declarations of Interest There were no declarations of interest relating to items on the agenda.	
4.	Representations by Members of the Public on Agenda Items or Matters to be Added to the Next Agenda There were none.	
5.	County Councillor BT had been unable to submit a report due to illness.	
6.	District Councillor District Councillors' reports had been circulated and were noted, as well as the response to Wicklesham Quarry. KF noted some reduction in height of some buildings, but no other significant variations to the original application. KF advised that an emergency proxy vote is still possible before 4 th July election. There had been an increase in fly-tipping locally. Parishioners are advised to take the registration number of any offender and call 101. When employing a contractor, parishioners are advised to ensure contractors have correct waste licences, as the owner of waste remains responsible until properly disposed of.	
7.	Correspondence: A parishioner had reported that there were teazels on the large verge between Church Lane and Holloway Road which had not been cut in the first strim. These have now been cut down, although it was noted that teazels encourage some wild birds. There had been some informal complaints about grass cutting around footpaths in the village. This would be addressed at Item 9.1 below. It was noted that the	

	village green had not been cut during the recent general verge cut. JF will ask the contractor to rectify when they are next in the village.	JF
8.	<p>New Business:</p> <p>8.1 National Trust – JR and KM will be attending a meeting on 23.07.2024 and there is a consultation about the future planning on the Coleshill Estate, which has been circulated via the village newsletter and posted to the noticeboard.</p>	
9.	<p>Ongoing Business:</p> <p>9.1 Verges & Footpaths : Problems have arisen this year following participation in No Mow May, particularly on Footpath 231/10 and on the Coxwell Road. JR noted this had been issue for the last 2 years and that there is a delay cutting in June due to volume of work at the end of No Mow May. JR suggested two possible solutions: cut footpaths, Coxwell Road and verges on the entrances into the village and leave the remainder until late July, with a full cut in late July and late September; alternatively, carry out a full cut in May, with one or two more cuts depending on the weather. JR noted that the contract with OCC for £508 originally covered 3 cuts, but the same sum now barely covers two cuts, so there is some cost implication to the Parish of a three cut regime.</p> <p>It was agreed that a google survey of parishioners would be appropriate. The need for the PC to consider its biodiversity duty was noted and it was agreed that the wildflower meadow in the Park and managed by the Church in the Churchyard contribute to biodiversity where verges are cut, but that there is a likely to be differing views in the village.</p> <p>It was agreed that a weed spray of the cobbled path should be instructed when the contractor next thinks suitable.</p> <p>9.2 Welcome information link for new villagers: JR has updated and confirmed consent of personal contacts for GDPR purposes. Clerk to arrange for it to be posted on the village section of the website.</p> <p>9.3 Dog-mess signs: KM to liaise with RH on location of signs. Action: next meeting.</p> <p>9.4 Neighbourhood Plan Update 2025: It was observed that a survey is required this year. JR will speak with NH. The NP update would need to be compatible with the District Emerging Plan and will need a questionnaire to support the update. JR noted that there is an outline survey from last time and some additional matters could be added, for example, to designate Special Places eg. village green or Park as environmental areas. KF agreed to pass on details of the District Neighbourhood Planning Team Officer, Ricardo Rios. KM to confirm whether Neighbourhood Planning Alliance membership would assist.</p> <p>9.5 Drainage/Ditches: update – JF had liaised with the drainage officer for OCC, as to which ditches in particular, are in need of clearing. A map had been provided of ditches in front of the Park and the Paddock. JF has now contacted the landowner and asked about ditch clearance. BGG has been asked to quote for the area in front of the Park.</p> <p>RH had reported clearance of drains required on Puddleduck Road on Fix my Street.</p> <p>Blockage caused by hazels, which had been reported on Fix my Street has now been cancelled as part of an OCC blanket cancellation of all winter complaints. Action: NH to photo area for JF to contact OCC for confirmation of ownership of the relevant strip of land.</p>	JF JF KM/ RH KM JR/ NH NH/ JF

	<p>9.6 Hedges: Owner of hedges around The Paddock has now been identified – the cutting is managed on a 3-year cycle. JF to confirm how far through the cutting cycle the hedge now is.</p> <p>9.7 Power-Cuts: RH had sent a letter to SSE. Parishioners had been notified that a faulty cable has now been fixed and there should not be such frequent power-cuts.</p> <p>9.8 Bus-stop Sign: JF had reported the sign states Swindon in both directions to Stagecoach. The report had been acknowledged and the Stagecoach service team was looking into it.</p> <p>9.9 Telephone Box – JR to purchase paint and materials required. JR cannot get the same paint as last time, but can get the correct BS recommended colour of the same make as last time. It was agreed that JR should purchase this paint as appropriate for the telephone box.</p>	JF JR																																																						
10.	<p>The Park/Reading Room</p> <p>10.1 Repairs/maintenance for 2024: JR to action following ROSPA inspection due in July. It was agreed that quotes should be obtained for a wider pedestrian gate access. JF to investigate.</p> <p>10.2 Reading Room: Deep Cleaning – to be addressed at meeting of Trustee. Plumbing under sink – to be addressed at meeting of Trustee. Thermostat – to be addressed at meeting of Trustee.</p>																																																							
11.	<p>Finance: Financial update; including budget variance report and bank reconciliations for authorisation. JF reported current bank balances and the PC noted the bank reconciliations of records with bank statements on all accounts, as well as the budget variance report as circulated.</p> <p>11.2 It was proposed, seconded and resolved to approve all payments since 20.05.2024 (inclusive of VAT), and the councillors authorizing payments were duly noted.</p> <p>11.3 <i>Parish Council</i></p> <table border="1" data-bbox="298 1327 1251 1987"> <thead> <tr> <th data-bbox="298 1327 393 1432">Invoice Date</th> <th data-bbox="393 1327 632 1432">Payee</th> <th data-bbox="632 1327 727 1432">Invoice Sum</th> <th data-bbox="727 1327 822 1432">Bank Reconcili</th> <th data-bbox="822 1327 1140 1432">Payment Detail</th> <th data-bbox="1140 1327 1251 1432">Cllr Authorising</th> </tr> </thead> <tbody> <tr> <td data-bbox="298 1432 393 1507">01/05/2024</td><td data-bbox="393 1432 632 1507">Clear Insurance Management Ltd</td><td data-bbox="632 1432 727 1507">£853.93</td><td data-bbox="727 1432 822 1507">£24,955.04</td><td data-bbox="822 1432 1140 1507">Council insurance policy</td><td data-bbox="1140 1432 1251 1507">NH/RH</td></tr> <tr> <td data-bbox="298 1507 393 1581">01/05/2024</td><td data-bbox="393 1507 632 1581">Clear Insurance Management Ltd</td><td data-bbox="632 1507 727 1581">£144.00</td><td data-bbox="727 1507 822 1581">£24,811.04</td><td data-bbox="822 1507 1140 1581">Trustee indemnity insurance</td><td data-bbox="1140 1507 1251 1581">NH/RH</td></tr> <tr> <td data-bbox="298 1581 393 1655">31/05/2024</td><td data-bbox="393 1581 632 1655">Joanna Farrant</td><td data-bbox="632 1581 727 1655">£766.20</td><td data-bbox="727 1581 822 1655">£24,044.84</td><td data-bbox="822 1581 1140 1655">Payroll Quarter Mar/Apr/May 25</td><td data-bbox="1140 1581 1251 1655">NH/RH</td></tr> <tr> <td data-bbox="298 1655 393 1729">31/05/2024</td><td data-bbox="393 1655 632 1729">Joanna Farrant</td><td data-bbox="632 1655 727 1729">£70.00</td><td data-bbox="727 1655 822 1729">£23,974.84</td><td data-bbox="822 1655 1140 1729">Annual Clerk's Expenses May 24 to May 25</td><td data-bbox="1140 1655 1251 1729">NH/RH</td></tr> <tr> <td data-bbox="298 1729 393 1803">23/05/2024</td><td data-bbox="393 1729 632 1803">Biel Consultancy Ltd</td><td data-bbox="632 1729 727 1803">£26.88</td><td data-bbox="727 1729 822 1803">£23,947.96</td><td data-bbox="822 1729 1140 1803">Payroll Provider</td><td data-bbox="1140 1729 1251 1803">NH/RH</td></tr> <tr> <td data-bbox="298 1803 393 1877">31/05/2024</td><td data-bbox="393 1803 632 1877">BGG Garden & Tree Care Ltd</td><td data-bbox="632 1803 727 1877">£36.00</td><td data-bbox="727 1803 822 1877">£23,911.96</td><td data-bbox="822 1803 1140 1877">Reading Room Grass Cut 24/05/2024</td><td data-bbox="1140 1803 1251 1877">NH/RH</td></tr> <tr> <td data-bbox="298 1877 393 1951">31/05/2024</td><td data-bbox="393 1877 632 1951">BGG Garden & Tree Care Ltd</td><td data-bbox="632 1877 727 1951">£30.00</td><td data-bbox="727 1877 822 1951">£23,881.96</td><td data-bbox="822 1877 1140 1951">Church Lane Verge cut 24/05/2024</td><td data-bbox="1140 1877 1251 1951">NH/RH</td></tr> <tr> <td data-bbox="298 1951 393 2025">31/05/2024</td><td data-bbox="393 1951 632 2025">BGG Garden & Tree Care Ltd</td><td data-bbox="632 1951 727 2025">£120.00</td><td data-bbox="727 1951 822 2025">£23,761.96</td><td data-bbox="822 1951 1140 2025">Park Cutting on 28/05/2024</td><td data-bbox="1140 1951 1251 2025">NH/RH</td></tr> </tbody> </table>	Invoice Date	Payee	Invoice Sum	Bank Reconcili	Payment Detail	Cllr Authorising	01/05/2024	Clear Insurance Management Ltd	£853.93	£24,955.04	Council insurance policy	NH/RH	01/05/2024	Clear Insurance Management Ltd	£144.00	£24,811.04	Trustee indemnity insurance	NH/RH	31/05/2024	Joanna Farrant	£766.20	£24,044.84	Payroll Quarter Mar/Apr/May 25	NH/RH	31/05/2024	Joanna Farrant	£70.00	£23,974.84	Annual Clerk's Expenses May 24 to May 25	NH/RH	23/05/2024	Biel Consultancy Ltd	£26.88	£23,947.96	Payroll Provider	NH/RH	31/05/2024	BGG Garden & Tree Care Ltd	£36.00	£23,911.96	Reading Room Grass Cut 24/05/2024	NH/RH	31/05/2024	BGG Garden & Tree Care Ltd	£30.00	£23,881.96	Church Lane Verge cut 24/05/2024	NH/RH	31/05/2024	BGG Garden & Tree Care Ltd	£120.00	£23,761.96	Park Cutting on 28/05/2024	NH/RH	
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	<p>The PC noted its spending powers for the above payments: Park maintenance: LG (Misc Prov) Act 1976, s.19; Verges/Footpaths maintenance: HA 1980, s.43, 50, 196 Reading Room provision and expenses: LGA 1972, s.133; LG (Misc Prov) Act 1976, s.19</p> <p>11.4 Reading Room</p> <table border="1"> <thead> <tr> <th>Invoice Date</th><th>Payee</th><th>Invoice sum</th><th>Bank Recon</th><th>Payment Detail</th></tr> </thead> <tbody> <tr> <td>30/04/2024</td><td>EDF</td><td>£76.38</td><td>£1,690.4 0</td><td>Gas Supply 29 Mar to 29 Apr 24</td></tr> <tr> <td>12/05/2024</td><td>Everflow</td><td>£14.40</td><td>£1,676.0 0</td><td>Water/Waste Supply</td></tr> <tr> <td>01/06/2024</td><td>British Gas</td><td>£40.33</td><td>£1,635.6 7</td><td>Electricity Supply 27 Apr to 29 May 24</td></tr> <tr> <td>30/05/2024</td><td>EDF</td><td>£32.80</td><td>£1,602.8 7</td><td>Gas Supply 30 Apr - 29 May 24</td></tr> <tr> <td>12/06/2024</td><td>Everflow</td><td>£5.58</td><td>£1,597.2 9</td><td>Water/WasteSupply</td></tr> </tbody> </table> <p>11.5 Approve transfer to Earmarked Reserves account (formerly Parish Park account): £800 for budgeted ear-marked reserve level (£2,800). This was duly authorised and approved by the PC.</p>	Invoice Date	Payee	Invoice sum	Bank Recon	Payment Detail	30/04/2024	EDF	£76.38	£1,690.4 0	Gas Supply 29 Mar to 29 Apr 24	12/05/2024	Everflow	£14.40	£1,676.0 0	Water/Waste Supply	01/06/2024	British Gas	£40.33	£1,635.6 7	Electricity Supply 27 Apr to 29 May 24	30/05/2024	EDF	£32.80	£1,602.8 7	Gas Supply 30 Apr - 29 May 24	12/06/2024	Everflow	£5.58	£1,597.2 9	Water/WasteSupply	
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12.	<p>Planning: Planning since last meeting: MW.0151.23: Wicklesham Quarry: objection submitted (11.06.24) Decided since last meeting: No further developments since last meeting:</p> <ul style="list-style-type: none"> - P22/V0996/RM: Appeal to Secretary of State against refusal of an application for reserved matters (comments/modification/withdrawal of previous representation by 21.11.23). Appeal allowed save in relation to discharge of conditions 7 (biodiversity enhancement plant) and 10 (lighting scheme). <p>Any further outstanding applications arising at the time of meeting: there was nothing further.</p>																															
13.	<p>Policies/Administration:</p> <p>13.1 Resolution to adopt updated Financial Regulations – it was proposed, seconded and resolved to adopt the amended Financial Regulations as circulated, following discussion in relation to paragraphs 12.5 and 14.2.</p> <p>13.2 Web content – statement of accessibility. It was agreed that JF would update the current web content statement pending further discussion on this topic.</p> <p>13.3 Councillors' area of responsibility – this had been amended for the year 2024/5 and were duly agreed as circulated.</p>	JF																														
14.	Any other business/announcements to be added to the next Agenda. None.																															
15.	Date of Next Meeting: Monday 9 th September 2024, 6:30pm.																															