

## GREAT COXWELL PARISH COUNCIL

### Minutes of the Great Coxwell Parish Council held In the Parish Reading Room on Monday 15<sup>th</sup> January 2018 at 7:30pm

**Present** Annabelle Zinovieff, Steve McNally, Richard May, Lauren Gale, Ian Mason (RFO), Jo King (Parish Clerk). C/Cllr Judith Heathcoat, D/Cllr Simon Howell  
Members of public (4)

- 1 **Apologies** D/Cllr Elaine Ware
2. **Declaration of Interest**
3. **Minutes of the Parish Council Meeting held on Monday 13th Nov 2017**
4. **Planning Applications**

#### **P16/V2751/DIS Fernham Fields 89 houses P17/V0043/DIS Fernham Fields 111 houses**

Still waiting to agree conditions 11 (surface and foul drainage), 13 (SUDS) 19 & 20 (contamination).  
Drainage:

- some information received will need to be revised on request from our Drainage consultant
- could impact upon the levels in the Public Open Space (awaiting revised drawings)
- all revised information will be re-consulted on.

Parish Council note: - the SUDs pond is nearly full and other channels that have been dug are also full, the public footpath is close to both the pond and the extra storage created, in this area playground needs to also be created. – Landscape Officer for the Vale raised concerns over the proximity of these.

Occupation:

Condition 12 of the original planning approval stated:

*'None of the dwellings hereby approved shall be occupied until the completion of the upgrade works to the Faringdon Sewage Treatment Works (STW) or it is confirmed in writing by the sewerage undertaker that sufficient sewage capacity exists to accommodate the Development'.*

Coxwell Road, state of mud on road from both developments – Great Coxwell Parish Council and Faringdon Town council were both concerned over the amount of mud on road. This was escalated by both to C/Cllr Heathcoat who asked OCC to step in, wheel cleaning equipment and better road maintenance schedule has now been put in place. OCC Officer will continue to oversee the conditions. Faringdon Town Council thanked C/Cllr Heathcoat for resolving this dangerous situation.

#### **P17/V0118/RM The Steeds**

Correspondence to resite Bus Stop at the Steeds as it's proximity to the entrance was too close

#### **P17/V1886/FUL The Plough, Little Coxwell**

Two-storey extension to provide ten letting rooms

Target decision date: 31.8.17

#### **P17/V2634/HH 1 The Laurels**

Permitted, Conditions on protection of trees and increasing parking spaces.

**P17/Clover House**

Conditions permitted

**P16/V0775/O Land South of Highworth Road**

No update

**Welbeck invitation, 14<sup>th</sup> November to review plans for 150 houses south of The Steeds**

Councillor May, Zinovieff and Clerk attended meeting on November 14<sup>th</sup>, awaiting application

**P17/V1020/FUL Land Adjacent to Chowle Cottage**

Description of development: Construction of detached four-bedroom dwelling, detached double garage and driveway on infill plot between Chowle Cottage and Walnut Cottage.

Appeal reference: APP/V3120/W/17/3189211

Appeal start date: 14th December 2017 Deadline 18<sup>th</sup> Jan 2018 – Parish Council to reply

**5. Community Governance and Electoral Issues Committee 23/10/2017**

No update, take off agenda till receive further correspondence.

**6. County Councillor's Report**

Received, on noticeboard

**7. District Councillor's Report**

**8. Finance – RFO Report**

**a) Report:**

Income and expenditure spread-sheets for 2017-8 have been circulated to the Parish Council.

Current bank balances are approximately:

Council £15,600

Parish Room £1,950

Park £4,850

TOTAL: £22,400

Anticipated capital expenditure items for this financial year are:

Parish Room survey £500

Parish Room guttering replacement £4000

Defibrillator £1500

Repairs to Park equipment £2000

War Memorial £1500

Tree surgery, footpaths, verges £2000

Honoraria £2400

TOTAL: £13,900

This leave us with reserves of c. £8.5k in total split across the Council, Park and Parish Room. Although these reserves appear to be reasonable, it is possible, or even likely that there may be the need to provide matched-funding for successful grant applications and for repairs/maintenance of the Parish Room and Park.

**b) Precept 2018-9:**

1. A decision regarding the amount of next year's precept must be decided at the Parish council meeting on 15<sup>th</sup> January '18 and notified to the VWDC by 22<sup>nd</sup> Jan '18.
2. Based on current and anticipated levels of expenditure and data from Councillors with specific areas of responsibility such as the Park and Parish Room, over the past 2-3 months two budgets have been prepared. For convenience, these are referred to as the OpEx budget and the Full budget.
3. As might be expected, the 'Full' budget includes all predicted income and expenditure. However, due to the uncertainty of some large capital projects taking place (e.g. refurbishment of footpath 231/10 behind the stables) and of potential income from grants and S106 receipts from Fernham Fields/Steeds these have been excluded from the calculations.
4. The OpEx budget represents the overall costs for maintaining the fabric and smooth-running of the parish. This includes the running and routine maintenance of the Parish Room and the Park. Also included are the costs of hedge and verge trimming, maintenance of the war memorial and the honoraria for the Parish Clerk and RFO. (By definition, one-off costs or receipts are excluded from this spreadsheet.)
5. The spreadsheets have been circulated to and agreed by the Councillors. (They will be posted on the parish web-site after the meeting on 15th January along with these minutes).
6. During last year's deliberations regarding the setting of the precept, it was agreed that the deficit shown in the OpEx budget should be the amount of the precept. The OpEx deficit for the year in question is predicted to be £9071. (Transferring the OpEx deficit to the Full budget as 'precept income' leads to an almost balanced budget for the year (a deficit of £200).)
7. Last year's precept was set at £7225. The RFO's recommendation for the coming year would be to apply the rule that was agreed last year and set the figure at £9070. In round terms this would increase the precept from £48 per band D household to around £60). In absolute terms this is a modest increase and fully justifiable (a figure of c. £9k pa set towards the running costs and routine maintenance of the Parish Room, Park and war memorial; hedge and verge trimming, and funding the expertise, commitment and professionalism of the Parish Council officials appears to represent exceptionally good value.)
8. However, this will be the second consecutive year in which the precept has been raised substantially. For 2016-7 it was only £4635 and if the Council should decide to increase it again by the recommended amount, then this must be carefully explained and justified to parishioners via the parish newsletter, website and published meeting minutes.
9. Setting the precept is a decision for by the Councillors. The options are to either apply the policy agreed last year and set the amount at £9070, or revert to last year's figure adjusted by the annual RPI or CPI increase. This would lead to a short-fall of some £1845. However, The Parish does have sufficient reserves (discussed above) to fund any short-fall if the Council should decide to base the precept on last year's amount (inflation-adjusted). However, this might lead to the delay or even cancellation of some of the proposed projects and maintenance work.

c) **Payments for approval:**

<u>Ref</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Details</u>
PCExp05/17	27/11/2017	Gavin Anderson	£20.00	Website fee
PCExp06/17	27/11/2017	OALC	£66.54	Subs
PCExp07/17	18/12/2017	BGG Garden & Tree Care	£204.00	Grass cut

d) **Honoraria:**

As a result of increasing workloads, mainly because of the unprecedented development in the parish, the honoraria for the two Parish Council officials have fallen to unacceptably low levels in absolute and real terms - currently this is approximately £1.28 per hour. It was therefore decided by the Council to increase this to approximately £4 per hour with immediate effect (the total annual cost will increase from £834 to £2400). This sum will be split unevenly between the Clerk and RFO due to their different workloads.'

The RFO's report was accepted. The payments made since the last PC meeting were approved. It was agreed to set the Precept at £9070. The proposed increase to the Honoraria was approved.

**9. Public question**

Parishioner asked how the Parish Council decide on a contractor to carry out works, Parish Council has a policy on this and this was explained at meeting

**10. PROJECTS/FUNDING (Cllr Lauren Gale)****Defibrillator for Reading Room**

Unfortunately this project, which will cost about £1500, is ineligible for District Council funding because (1) it is under £2000, and (2) we cannot demonstrate ownership of the Reading Room through deeds, documents or written Minutes contemporary with it coming into our ownership. Our options are (a) wait for another anticipated expenditure on the Reading Room of £500 and re-apply, assuming the Vale's relevant fund is renewed in 2018 (although we will still require some written proof of ownership), (b) cover the expenditure ourselves via the 2017/18 or 2018/19 parish council budget, or (c) await 106/CIL from the next development site to be approved.

**Action:-** Parish Council agreed that although we missed out on funding this was still an important project for the village. Before going forward a quote from an electrician is needed, so the total job can be costed and confirmed where the defibrillator could be fitted on the building. Also to liaise with the community group who also agreed to support this project.

### **Footpath refurbishment 'Behind the Stables'**

Initial clearance work to precede repaving will cost about £2000. The County Communities Fund will consider our application for this sum on the 29th January. If successful, this work must be done in February in time for repayment before the end of the financial year. It is not essential to submit two quotes.

Repaving the 300m path will cost about £33,000 for a good-quality long-life tarmac path which would be a realistic surface for child and adult pedestrians to Faringdon who need to arrive at school, shops, or appointments in a tidy state. This sum will become available shortly from Fernham Fields and Steeds 106 monies. We are advised to apply now by the County 106 Implementation Officer, if the parish council agrees. We are also advised (although it is not obligatory) to obtain at least two firm quotes, to ensure that we achieve the best price for a quality job.

### **11. Neighbourhood Plan**

This year the Plan needs to be edited and probably reprinted to take account of the Vale's new Local Plan parts 1 and 2, otherwise it becomes invalid. The parish council holds the necessary funds. If it is agreed to go ahead, we'll need to pull together a team to consult and write. Members of the original team and new recruits would all be welcome. Given the pace of change, it should be quite an interesting and creative process.

### **12. Grass verges/footpaths/maintenance of village**

#### **a. War Memorial**

The leylandii Hedge has grown out of proportion and cannot be saved with a full cut back due to the nature of the hedge and the war memorials condition is suffering from the overbearing hedge. The costs seem to be approx. £1200 for removal of hedge. The homeowner who adjoins the memorial has been consulted and is happy with the removal but would like a fence installed whilst the new hedge grows. Cost of fence (to be supplied/erected by homeowner) This is an approx. figure and awaiting quotes.

**Action** – Parish Council voted/agreed (5/5) that the Leylandii should be removed, Permission to remove has been sought, Parish Council to review quotes once received, then instruct a contractor so that felling can be completed before the March deadline (bird nesting). Once hedge is removed Parish Council to agree boundary with adjoining property owner and Parish Council to purchase suitable replacement hedge.

#### **b. Verges (Urban) under steward ship of OCC and to be managed by PC and cut by PC contractor.**

There have been several observations from residents along the lines of leaving the verges for wild flowers and people being able to manage the OCC verges outside their properties.

The Parish Council contract is for grass cutting only it simplifies management and reduces the cost of the job. Parish Council thank those people that cut the verges in front of their properties, this saves time and money

**Policy implemented voted in by Parish Council (5/5)** - PC to have the verges cut at least once a year, and would seek to do it 3 times pa funding permitting but welcome householders maintaining it themselves.

#### **c. Footpaths ROW**

Report from Councillor May: As a result of a visit from OCC highways officer much of which has been discussed at previous meetings of the PC e.g. the gist of which: -

All pavements to be kept clear of weeds and have a clear headroom of 2.5m.

Trees and shrubs should not encroach onto the Highway (including verges) and of course no dumping.

Public Highway or ROW – No planting of trees or shrubs or erection of fencing.

FP ROW Clear Headroom of 2.5m, trees or shrubs should not encroach onto the ROW.

**Meeting with National Trust** see notes – State of ivy, trees and walls raised in village plus ROW FP8 Hillside.

**ACTION Residents to note their responsibilities e.g. ivy and hedges to be cut back and pavements cleared.**

**d. ROADS.** Report from Councillor May

Roads – Headroom of 5.2 metres and should not obstruct wing mirrors.

Following works in hand by owners of adjoining properties cutting back hedges

A Liddeard – FP between 231/10 and Gipsy Lane

M Farrow- Oakfield estate having cut back FP

A Twine next to Bay Tree. A Blackwell plus Annabelle's nursery – outstanding

**e. Trees on verges (OCC highway)** Most are self-seeded now unmanageable

1 Court House -Hawthorn, Over Rd Damaging wall

2 Manor Cottage - Hawthorn Spoke to Homeowner

3 Flowering Cherry Tree – needs trimming or felling -spoke to Wi

5 & 6 Church Rd; - Two Hawthorns on Church Land Fell and clear area of bramble etc – In Correspondence with Diocese who will fund.

PC agreed that they would take the advice of the VWHDC tree officer and see whether they agreed to remove or not and would support removal/allocate monies if OCC agree as 1, 2 and 3 are on the OCC grass verge.

**ACTION** Councillor May to liaise with those responsible then report back to Parish Council if there any costs arising. Planning permission has been sought on all trees involved. Parish Council contribute £100 to tidy up/improve area 5 and 6 once trees have been removed.

**f. Cobble path** by Churchyard – Councillor May met with P & R Martin, John Gould

Report Councillor May

The original complaint, slippery surface and overhanging vegetation

Cllr Gale and Mrs Martin raised issue of surface of path.

Cllr May – relaying of the cobbles is without our capacity and remit.

The lay of the cobbles is regarded as adequate by OCC.

The cutting back can be achieved and will assist in reducing the slipperiness.

**ACTION:**

- Overhanging vegetation and encroaching vegetation to be cleared by adjoining properties.
- The Parish Council to clear path of all other vegetation. Parish Council to obtain quotes for works. Once works carried out Parish Council to contact people who are willing to assist in helping maintain it once cleared.

**12f. Footpath 231/10** – Footpath behind riding stables

History Footpath 232/10 was some 30 years ago asphalted. In the meantime, adjoining hedge has grown up and overshadows the path. The existing path has been maintained to comply with minimum legal requirements. However, if the path is to be improved a hard-cut back is required to enable ground works.

Great Coxwell Parish Council are seeking quotations for COPPICING and clearing some 220 meters of overgrown hedging.

The Parish Council with the support of Oxfordshire County Council and landowners have decided to upgrade the path, (Parish Council is actively seeking 106 monies) and the preliminary part of the project will be to cut back the hedgerow ready for ground works and making it easier to maintain in the future.

The Parish Council feels this is an important action for the village as it is the primary pedestrian access to Faringdon/Schools/Bus Stops etc for school children and those without cars.

The Parish Council is awaiting news on an OCC grant application (will be informed on 29<sup>th</sup> Jan) which could assist the Parish Council in this matter.

The Parish Council agreed (voted 5/5) to support the project (approx. £2,000) but hope to be assisted by the grant.

**Action – Parish Council to review the quotes and hopefully instruct a contractor to carry out this job before the March deadline (nesting bird's deadline)**

**13. Park**

No update

**14. Matters arising from minutes**

- a. OALC membership – joined
- b. Speeding in village – C/Cllr Heathcoat approached area operations and they can commission a new survey costing £100 + VAT - Action:- Parish Clerk to request further details of survey

**15. Any other business**

**16. Correspondence**

- a. **Closed Churchyard notice** – Parish Council has been requested to send section 215 notice regarding closed churchyard status – Parish Council and Church have both replied that no copies can be found both in the Church or Parish Council files
- b. **Grit Bins** – Request has been sent to refill grit bins
- c. **Brize Norton** – Air space review, Peter Gale has condensed the long report both can be read on Parish Website

**17. Date of next meeting 19<sup>th</sup> March**

Distribution: All Parish Councillors, C/Cllr, D/Cllr, PCSO, Notice Board

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