

Great Coxwell Parish Council

Reading Room, Great Coxwell, Oxfordshire, SN7 7NG

Clerk: David Hatton (clerk@greatcoxwell.com)

Minutes of the Great Coxwell Parish Council Meeting held on Monday 31st March 2025, 6.30pm.

Present	Cllr Jacqui Russell (Chairman) (JR) Cllr Rory Gilmour (RG) Cllr Nick Hawkes (NH) Joanna Farrant (Clerk/RFO) (JF) District Cllr Kat Foxhall (KF)
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In attendance	Members of the public -2 David Hatton (DH)
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Apologies	Cllr Richard Hankinson (Vice-Chairman) (RH) County Cllr Bethia Thomas (BT) District Cllr Viral Patel (VT)
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Reference	Item	Action
1	To receive and accept any apologies for absence. Apologies were received and accepted for RH. Apologies were received from BT and VT.	
2	To approve and sign the minutes of the Great Coxwell Parish Council Meeting held on 10th February 2025. Approved and signed JR. RESOLVED.	
3	To receive any declarations of interest relating to items on the agenda. NH advised on an interest relating to the refurbishment of the telephone box. Due to this item requiring further investigation it was agreed to defer until the next PC meeting. DH to include in next agenda.	DH
4	Representation by members of the public. A representation was made with regards to any PC involvement in VE Day celebrations. It was noted that any involvement would be subject to the availability of individuals and that no decision could be taken relating to the provision of a wreath due to the Standing Orders governing meeting procedure. DH to include in next agenda.	DH
5	County Councillors Report BT had circulated a report. JR provided a summary. Primarily this focused on current known items such as the traffic light installation as speed limit reduction on the A420. No definitive dates for either are currently available.	
6	District Councillors Report. KF confirmed many of the County Councillors report details. Additionally, the current proposals relating to 'Unitary Councils' were discussed, and it was advised that both the Vale of White Horse and South Oxfordshire District Councils were implementing a 2 year delivery plan for current aims/goals.	

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7	<p>Correspondence</p> <p>It was noted that the fly-tipping reported had been swiftly dealt with and KF confirmed that this issue was being dealt with as a priority. A further issue of 'unknown' rubbish had resolved itself.</p> <p>The hole reported on Puddleduck Lane was discussed. Discussions are being held with the National Trust (NT) wardens and other parties and will be reported on at the next meeting. DH to include on agenda.</p>	DH
8	<p>New Business</p> <p>There were no new matters to consider.</p>	
9	<p>Ongoing Business</p> <p>9.1 Verges and Footpaths: Contractor quote for 2025/6. – JR/DH to issue invitation to quote.</p> <p>9.2 Dog-mess signs – Deferred to next meeting. Clerk to include in agenda.</p> <p>9.3 Neighbour Plan Update 2025 – Deferred to next meeting. DH to include in agenda.</p> <p>9.4 Consider approval of increased quote to include removal of debris from ditches in front of Park to £725 + vat. Proposed JR. Seconded NH. Approved. Resolved. DH to authorise contractor.</p> <p>9.5 Contact to be made with the owner of the adjacent paddock regarding the clearing of their section. DH to contact.</p> <p>9.6 Update on progress with OCC regarding ownership/maintenance responsibility of culverts – ongoing.</p> <p>9.7 Update on progress with NT regarding Puddleduck Lane and drainage – ongoing.</p> <p>9.8 Telephone Box, update on refurbishment – further investigations required to assess full level of works required. JR to advise.</p> <p>9.9 Bus-stop sign update – no update.</p> <p>9.10 Bus-stop shelter update – no update, KF suggested the additional provision of bicycle storage to be included if feasible.</p> <p>9.11 Waste Bin – no further discussion required (PC 121, 8.2)</p>	JR/DH DH DH DH DH DH JR
10	<p>The Park/Reading Room</p> <p>10.1 Repairs/maintenance – no current items to consider.</p> <p>10.2 Path to Muga – deferred to future meeting.</p> <p>10.3 Park Lease – deferred to future meeting. KF advised speaking to VP who has experience in this matter.</p>	
11	<p>Finance</p> <p>11.1 To consider approval of the bank reconciliation and budget variance report – Proposed JR. Seconded RG. Approved. Resolved.</p> <p>11.2 To consider approval of payments made since 10/02/2025. Proposed JR. Seconded RG. Approved. Resolved. Authorising councillors to confirmation validation of invoices.</p> <p>11.3 Consider approval of S.137 expenditure to the Reading Room for hire to accommodate Drop-In facility. Proposed JR. Seconded RG. Approved. Resolved.</p>	
12	<p>Planning</p> <p>12.1 Applications received since the last meeting.</p>	

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	<p>a. P25/V0241/O, The Ranch, Coxwell Road, Great Coxwell, SN7 7LU (Annabelle's Nursery). Erection of 5 nursery classrooms. Comment made. Under Consideration.</p> <p>12.2 Applications awaiting decisions.</p> <p>a. P24/V0389/NM, Land south of Steeds Farm, Coxwell Road. Non-material amendment to existing application. Not for public consultation.</p> <p>b. P25/V0084/FUL, Faringdon Grange Holiday Park. Retrospective planning application for retention wall/fencing around pond and ancillary drain works. Under Consideration.</p> <p>12.3 Applications made since the publication of the agenda</p> <p>a. None.</p> <p>Comments made of behalf of Great Coxwell Parish Council can be viewed on the Vale of White Horse District Council Planning Portal.</p>	
13	<p>Policies/Administration</p> <p>13.1 Consider appointment on Mr D Hatton as Clerk/RFO with effect from 1st April 2025. Proposed JR. Seconded NH. Approved. Resolved. JR to sign contract of employment. JF to liaise with DH regarding handover procedure.</p> <p>13.2 Consider approval of amendment to salary payment frequency for the Clerk from quarterly to monthly. Payroll services to be handled by Clerk using HMRC software instead of external payroll services provider. Proposed JR. Seconded RG. Approved. Resolved. Consider approval for payment of Clerks membership to SLCC. Proposed JR. Seconded RG. Approved. Resolved.</p> <p>13.3 Review the GCPC 'Assets, Facilities, Activities and Responsibilities' document – deferred to the next meeting. DH to include in agenda.</p> <p>13.4 Review the GCPC 'Financial Risk Management Record', 'Statement of Internal Control' and 'Park Risk Assessment' – deferred to next meeting. DH to include in agenda.</p> <p>13.5 Website and email facilities – deferred to next meeting. DH to include in agenda.</p> <p>It was noted that a letter of resignation had been received from Cllr Kim MacDonald. Democratic Services have been provided with a Notice of Casual Vacancy and will advise if an election is required or GCPC is able to co-opt. The council thanked Cllr MacDonald for her service to the council.</p> <p>It was noted that this was the final meeting of the current Clerk Jo Farrant. The council thanked Jo for all her contributions during her service and wished her well in her new endeavours.</p>	
14	<p>Items for consideration for the next agenda. Items should be received by the Clerk no later than 4th May 2025.</p> <p>Financial Matters - Consider approval of amendment to current bank instructions following change of Clerk/RFO.</p>	

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15	Date of next meeting. 15.1 Great Coxwell Parish Council Meeting 19 th May 2025. 15.2 Great Coxwell Parish Annual Meeting – tbc.	
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Meeting closed at 7.45pm

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Local Government Transparency Code 2015

Great Coxwell Parish Council Finance Report 10/02/2025 to 31/03/2025

Bank Balances	
Opening Balance 10/02/2025 (A)	£26,529.10
Closing Balance 31/03/2025 (B)	£23,498.70

Receipts			
Date	Received from	Reason	Amount £
14/02/2025	HMRC	VAT Refund	823.45
Total receipts (C)			823.45

Payments				
Date	Payee	Reason	Authorised by	Amount £
12/02/2025	Playdale Playgrounds Ltd	Playground repairs	JR/RH	892.91
14/02/2025	Playdale Playgrounds Ltd	Playground repairs	JR/RH	1,493.28
28/02/2025	Reading Room	PC Room Hire	TFR	126.00
28/02/2025	Reading Room	Drop-in group Room Hire	TFR	350.00
06/03/2025	J Farrant	Salary Dec/Jan/Feb	JR/RH	808.20
06/03/2025	J Farrant	Annual expenses	JR/RH	98.33
06/03/2025	Carrington Blake	Payroll services	JR/RH	26.88
06/03/2025	Prestige Fire Protection Ltd	Fire Extinguisher check (RR)	RH/NH	54.00
18/03/2025	Lloyds Bank	Service charge	n/a	4.25
Total payments (D)				3,853.85

Bank validation A + C – D = B	Correct
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Legal Powers exercised:

LG & Rating Act 1997, s.31

Local Government Act 1972, s.133

Local Government (Misc Prov) Act 1976, s.19

Local Government Act 1948, s.133