

## Great Coxwell Parish Council

Reading Room, Great Coxwell, Oxfordshire, SN7 7NG

Clerk: David Hatton (clerk@greatcoxwell.com)

### Minutes of the Great Coxwell Parish Annual Council Meeting held on Monday 19<sup>th</sup> May 2025, 6.30pm.

<b>Present</b>	Cllr Jacqui Russell (Chairman) (JR) Cllr Richard Hankinson (Vice-Chair) (RH) Cllr Rory Gilmour (RG) Cllr Nick Hawkes (NH)
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<b>In attendance</b>	David Hatton - Clerk/RFO (DH) Cllr Viral Patel – District Councillor (VP)  Members of the public -1
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<b>Apologies</b>	Cllr Bethia Thomas – County Councillor (BT) Cllr Kat Foxhall – District Councillor (KF)
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Reference	Item	Action
1	<b>To receive and accept any apologies for absence.</b> Apologies were received from BT and KF.	
2	<b>Election of Chair.</b> JR proposed by NH, seconded RH. Approved. <b>Resolved.</b>	
3	<b>Election of Vice-Chair.</b> RH proposed by JR, seconded by RG. Approved. <b>Resolved.</b>	
4	<b>Declarations of Interest.</b> NH declared an interest relating to Item 15.a and will abstain from any relevant vote. No other interests were declared.	
5	<b>Approve and sign the Minutes of the Great Coxwell Parish Council Meeting held on Monday 31<sup>st</sup> March 2025.</b> Proposed JR, seconded NH. Approved. <b>Resolved.</b> Clerk to publish.	DH
6	<b>Public Forum.</b> No comments were made relating to items on the agenda. No items were raised as requests for future agendas.	
7	<b>County Councillors Report.</b> JR summarized the April 2025 Report provided by BT. Report attached.	
8	<b>District Councillors Report.</b> VP summarized the 2024-2025 Annual Report prepared by KF and VP. Report attached.	
9	<b>Clerks Report.</b> a) Receive and note Clerks Report April 2025. Noted. b) Note correspondence received by the Clerk. It was noted that the Clerk had received no direct correspondence. Members were requested to forward details of all correspondence received to the Clerk as the Proper Officer of the Great Coxwell Parish Council. c) Note correspondence received since the publication of this agenda.	ALL  RH

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	<ul style="list-style-type: none"> <li>i. Installation of a broadband facility to the Reading Room. RH to investigate costs and options best suited to requirements.</li> <li>ii. Defibrillator Group. The group has advised that there are currently funds held within a private bank account for the maintenance/suppliers required for the defibrillator and if these could be transferred to the Parish Council for management. Proposal to accept these funds as a donation to the Parish Council and allocate to an Ear Marked Reserve. Proposed JR, seconded RH. Approved. <b>Resolved.</b> JR to notify group of relevant bank details. DH to create a Defibrillator EMR within the accounts and allocate upon receipt.</li> <li>iii. Two other items were received relating to facilities available at the Reading Room and it was agreed to transfer these to the Reading Room Meeting Room Meeting.</li> </ul>	JR/DH
10	<p><b>Councillor Vacancy.</b></p> <p>It was noted that there has been no interest related to the council regarding the current vacancy. DH to advertise and confirm eligibility requirements. DH noted that due to the number of current members there was a risk of the council not being quorate at meetings and as such unable to conduct business.</p>	DH
11	<p><b>Planning.</b></p> <ul style="list-style-type: none"> <li>a. Consider new applications received. <ul style="list-style-type: none"> <li>i. <b>P25/V0880/FUL, Faringdon Business Park, Chowle Farm, Great Coxwell.</b> Provision of Biomass Boiler to heat building and dry logs in association with the production of charcoal. <b>Retrospective. Consultation Period.</b> Target decision date – 12<sup>th</sup> June 2025.</li> </ul> </li> <li>b. Consider any applications received since the publication of this agenda. None.</li> <li>c. Updates on existing applications. <ul style="list-style-type: none"> <li>i. <b>P25/V0241/O, The Ranch (Annabelle's Nursery), Coxwell Road, Great Coxwell, SN7 7LU.</b> Erection of 5 nursery classrooms. <b>Under Consideration.</b> Target decision date – 16<sup>th</sup> June 2025.</li> <li>ii. <b>P25/V0084/FUL, Faringdon Grange Holiday Park, Coxwell Road, Great Coxwell, SN7 7LU.</b> Retention of the wall and fencing around the pond with ancillary drain works. <b>Under Consideration.</b> Target decision date – 30<sup>th</sup> May 2025.</li> <li>iii. <b>MW.0151.23, Wicklesham Quarry.</b> 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. <b>Consultation Period.</b> Consultation closure date – 30<sup>th</sup> May 2025. * Please note that details for this application are held on the Oxfordshire County Council Planning website.</li> </ul> </li> </ul>	

Great Coxwell Parish Council

Minutes of the meeting held on Monday 19<sup>th</sup> May 2025 - (2025) PC/123

All associated documents can be found at <https://www.greatcoxwell.com/parish-council.html>

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12	<p><b>Financial.</b></p> <ul style="list-style-type: none"> <li>a. Note April 2025 Finance Report and Statement of Accounts. Noted. It was noted that the internal budget analysis report is in production.</li> <li>b. Approve payments and validate invoices. <ul style="list-style-type: none"> <li>i. Shown in the April Finance Report. Proposed JR, seconded RH. Approved. <b>Resolved.</b> Members to validate invoices.</li> <li>ii. Received since publication of this agenda. <ul style="list-style-type: none"> <li>i. Clear Councils Insurance (£929.85). Proposal to renew policy. Proposed JR, seconded NH. Approved. <b>Resolved.</b> DH to arrange payment for authorisation.</li> </ul> </li> </ul> </li> <li>c. ONPA Membership. Proposal to renew membership for 2025/6. Proposed JR, seconded RH. Approved. <b>Resolved.</b> DH to arrange payment for authorisation.</li> <li>d. Internal Audit/AGAR 2024/5. <ul style="list-style-type: none"> <li>i. Confirm eligibility for completion of Certificate of Exemption. Proposed JR, seconded RH. Approved. <b>Resolved.</b></li> <li>ii. Receive and note the Internal Auditors Report. Noted.</li> <li>iii. Consider and approve the Annual Governance Statement 2024/5. Proposed JR, seconded RH. Approved. <b>Resolved.</b></li> <li>iv. Consider and approve the Annual Accounting Statement 2024/5. Proposed JR, seconded RG. Approved. <b>Resolved.</b></li> <li>v. Consider and approve dates for the publication of the Notice of Electors Rights. Proposal, start date 4<sup>th</sup> June 2025, closing date 15<sup>th</sup> July 2025. Proposed JR, seconded RH. Approved. <b>Resolved.</b> DH to submit annual return and publish required documents.</li> </ul> </li> <li>e. Consider use of S137 allowance to fund hire of the Reading Room for VE Day celebrations held within Great Coxwell Parish. Proposed JR, seconded RG. Approved. <b>Resolved.</b> DH to arrange payment for authorisation.</li> </ul>	<p>ALL</p> <p>DH</p> <p>DH</p> <p>DH</p> <p>DH</p>
13	<p><b>Governance/Policies.</b></p> <ul style="list-style-type: none"> <li>a. Assets, Facilities, Activities and Responsibilities. JR to review and circulate for approval at the August Parish Council Meeting.</li> <li>b. Statement of Internal Control. DH to review and circulate for approval at the August Parish Council Meeting.</li> <li>c. Financial Risk Management. DH to review and circulate for approval at the August Parish Council Meeting.</li> <li>d. Park Risk Management. JR to review and circulate for approval at the August Parish Council Meeting.</li> <li>e. Areas of Responsibility. JR to circulate noting agreed amendments.</li> <li>f. Community Emergency Plan. RH to review and circulate for approval at the August Parish Council Meeting.</li> <li>g. Website/External Email addresses. <ul style="list-style-type: none"> <li>i. Proposal to create a new dedicated Great Coxwell Parish Council website compliant with the current regulations and apply for the greatcoxwellpc.gov.uk domain. Supplier Hugo Fox, monthly cost £9.99+VAT (including domain management).</li> </ul> </li> </ul>	<p>JR</p> <p>DH</p> <p>DH</p> <p>JR</p> <p>JR</p> <p>RH</p> <p>DH</p>

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	<p>Proposed JR, seconded RH. Approved. <b>Resolved.</b> DH to arrange contract and create website.</p> <p>ii. External Email Addresses. It was noted that the use of personal email addresses was no longer permitted (SAPP Practitioners Guide 2025). On receipt of ownership of the greatcoxwellpc.gov.uk domain email accounts will be transferred to this domain, recommended service provider IONOS.</p>	DH
14	<p><b>Reading Room.</b></p> <p>a. Maintenance – general.</p> <ul style="list-style-type: none"> <li>i. Toilet lights. DH to investigate.</li> <li>ii. Any other items. None advised.</li> <li>iii. Front wall. Ongoing due to lack of involvement from contractors.</li> </ul> <p>b. Maintenance – extraordinary.</p> <ul style="list-style-type: none"> <li>i. Toilet floor. JR to meet with contractors and assess requirements. Potential opportunity to increase accessible facilities within the Reading Room. Funding sources will be discussed dependant on repairs/alterations required.</li> </ul>	DH JR
15	<p><b>Village Maintenance.</b></p> <p>a. Refurbishment of the Telephone Box. DH to re-issue tender to ensure accuracy of comparisons and include internal refurbishment.</p> <p>b. Puddleduck Lane. Pothole filled.</p> <p>c. Verges and Footpaths. Completion of historic requirement provided by contractor. Completion of provided form detailing current requirements requested.</p> <p>d. Fix My Street. Super User role available. RH to engage with residents via WhatsApp group to assess any interest.</p>	DH RH
16	<p><b>Park/Playground.</b></p> <p>a. Inspections Report.</p> <ul style="list-style-type: none"> <li>i. Growth by fencing. Proposal to remove. Proposed JR, seconded RG. Approved. <b>Resolved.</b> DH to engage GW Countryside for removal (£50.00+VAT).</li> </ul> <p>b. Path to Muga. Release of S106 funds subject to lease renewal (see 16.c)</p> <p>c. Park Lease. DH to investigate requirements for new lease with Vale of White Horse District Council.</p>	DH DH
17	<p><b>General.</b></p> <p>a. Dog mess signs. RH to install.</p> <p>b. Bus stop sign. DH to follow up with Stagecoach.</p> <p>c. Bus stop shelter. Pending subject to ongoing development activity.</p> <p>d. Neighbourhood Plan. NH to review and update.</p>	RH DH NH
18	<p><b>Items to be considered for the next agenda.</b></p> <p>Items for consideration on the next agenda should be received by the clerk no later than 25<sup>th</sup> July 2025.</p>	ALL
19	<p><b>Date of next meeting.</b></p>	

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	The next meeting of Great Coxwell Parish Council will be held on Monday 4 <sup>th</sup> August 2025 commencing at 6.30pm and held in the Reading Room, Great Coxwell.	
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Meeting closed at 8.20pm

### Clerks Report for the Great Coxwell Parish Council Meeting being On Monday 19<sup>th</sup> May 2025.

#### 1. Residents Correspondence

- a. There were no items of correspondence received by the Clerk since the last meeting

#### 2. Fix My Street – Reports made from 01/04/2025.

- a. Highworth Road – Major Pothole. Awaiting repair
- b. The Holloway Road – pothole. Awaiting repair.
- c. The Holloway Road – pothole. Awaiting repair.

#### 3. General

- a. Bank mandate amendments have been completed. D Hatton now can create payments. Authorisation remains to be required by two councillors.
- b. The transfer of payroll management has been completed to HMRC Basic Tools.
- c. The Internal Audit has been completed with no explanations required.
- d. Cllr Thomas retained her position as Oxfordshire County Councillor for the division of Faringdon.
- e. A monthly Budget Analysis is currently being prepared and an initial report will be circulated to council members prior to the Great Coxwell Parish Council Annual Meeting being held on Monday 19<sup>th</sup> May.
- f. Vale of White Horse District Council Climate Action Fund has been opened for applications for community projects that help to address climate change and nature recovery. Further details can be found at <https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/community-support/grants/climate-action-fund/> .
- g. A new ramp system has been purchased to allow access to the Great Coxwell Parish Reading Room.
- h. Following a reported water leak, emergency repairs have been conducted at the Great Coxwell Parish Reading Room. Further investigations are required to determine the level of final repairs.

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**Local Government Transparency Code 2015**

Great Coxwell Parish Council Finance Report 01/04/2025 – 09/05/2025.

<b>Bank Balances</b>	
<b>Opening Balance 01/04/2025 (A)</b>	<b>£23,498.70</b>
<b>Closing Balance 09/05/2025 (B)</b>	<b>£29,939.22</b>

<b>Receipts</b>			
<b>Date</b>	<b>Received from</b>	<b>Reason</b>	<b>Amount £</b>
03/04/2025	VoWHDC	Precept	8,175.00
24/04/2025	Great Coxwell Reading Room	Cleaning repayment	120.00
<b>Total receipts (C)</b>			<b>8,295.00</b>

<b>Payments</b>				
<b>Date</b>	<b>Payee</b>	<b>Reason</b>	<b>Authorised by</b>	<b>Amount £</b>
03/04/2025	J Farrant	Salary	Contractual	431.04
11/04/2025	Anderson IT	Website/Email	JR/NH	48.80
11/04/2025	D Hatton	Microsoft 365	JR/NH	69.99
11/04/2025	SLCC	Clerks Membership	JR/NH	101.00
16/04/2025	C Humphreys	RR – clean	DH/NH	120.00
16/04/2025	L Wilkinson	Internal Audit	DH/NH	150.00
22/04/2025	Lloyds Bank	Service Charge	Direct Debit	4.25
02/05/2025	D Hatton	Salary	Contractual	265.20
02/05/2025	HMRC	PAYE	Contractual	64.80
06/05/2025	J E Russell	RR Ramps	(DA DH) NH/RH	263.40
06/05/2025	OALC	Membership	JR/RH	216.00
06/05/2025	TD Gas Services	RR repairs	(DA DH) JR/RH	120.00
<b>Total payments (D)</b>				<b>£1,854.48</b>

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

Local Government Finance Act 1992

Local Government (Miscellaneous Provisions) Act 1976, s.19

Local Government Act 1972

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