

**Holton Parish Council meeting was held on Monday 13<sup>th</sup> November 2023  
starting at 7.00 pm in Holton Village Hall Committee Room**

**Present:**

Chairman – Brian Pridmore  
Councillor – Allan East  
Councillor – Robert Barter  
Councillor – Andy Murray  
Parish Clerk - Sonja Barter

1. **Apologies:** Charli Keely. Tim Bearder
2. To confirm the minutes of the meeting of the council held on Monday 9th October 2023 which had been circulated to all councillors before the meeting.

The Minutes were confirmed. Proposed by Robert Barter and seconded by Andy Murray. **All agreed**

3. **Declarations of Interest** – none

**OPEN FORUM**

No members of the public in attendance

4. **District and County Councillor Reports** – Tim Bearder was unable to attend and sent his apologies.

5. **Matters Arising from the Minutes:**  
None

6. **Traffic, Road and Highway Matters**

A site meeting was held on 2<sup>nd</sup> November with Jon Beale OCC Highways, Senior Officer Traffic Road and Safety outside WPS entrance to discuss placing verge posts along the zig zag lines leading up to the zebra crossing outside WPS lodge. Motorists park on the verge and obscure the crossing and entrance. Highways would place 8 timber posts on the verge at a cost of £1,7776.69 (inc. VAT) however as discussed Highways will cover 50% of the costs of the installation as well as all of the admin costs leaving a contribution from the Parish Council of £673.07 (ex VAT). Wheatley Park School have agreed to make a contribution of £350.00 towards the Parish Council's costs leaving the total payable by the Parish Council of £323.07 (ex VAT).

It was agreed to go ahead and instruct Oxfordshire Highways to install the verge posts as referred to in their email of 9<sup>th</sup> November 2023.

Proposed by Andy Murray and seconded by Robert Barter.

**All agreed**

## **7. Financial Matters**

<b>a. Accounts submitted for payment</b>	<b>VAT</b>	<b>Total inc. VAT</b>
Clerk's salary - November		485.00
R. Taylor Orchard –October		tba
R. Taylor Village – October		tba
R.Taylor Church – October		tba
Microsoft 365 Basic OneDrive Backup Ann.	3.33	16.66
PC Printer Inks Black and Colour	11.34	68.01
BGG October urban and rural cut	85.00	510.00

### **b. Bank balances after paying above amounts and monies received**

**Deposit £12,891.93 Current: £1145.07**

(Note the payment to BGG £510 was not included in the agreed cash balance above but agreed at the meeting).

### **c. Monthly Cash Reconciliation with Bank Statement**

Andy Murray checked the cash balances with the bank statement, agreed the figures and signed the cash reconciliation.

### **d. Parish Council Debit card**

The Clerk to look at obtaining a Parish Council debit card to use for online purchases to avoid using her personal debit card.

### **e. Precept 2024/2025**

A draft precept for 2024/2025 has been prepared and this was discussed and amended and will be updated for further discussion at the December meeting.

### **f. New PC Laptop**

The HP PC laptop broke down (Failed motherboard) which would be expensive and Oxford IT considered that a replacement would be more cost effective. The laptop was over 5 years old and out of warranty. On the recommendation of Oxford IT a Lenovo laptop was purchased – Total cost being £460. + VAT which included the labour costs involved in transferring information from the old laptop. Information was accessed in the meantime via the Microsoft One Drive and all files were preserved.

Discussion on future back-up systems and storage systems and an up-to-date version of Microsoft to be investigated.

**It was proposed by Brian Pridmore and seconded by Allan East that the Clerk's report be accepted, cash balances reconciled and all accounts paid. All Agreed**

**8. Contract of Employment**

Contract of Employment and various policies in progress. Holton Parish Clerk/Responsible Financial Officer job description to be completed by the Clerk and sent to the independent OALC Evaluator.

The National Payscale Rates for Council Clerks has been agreed 6 November 2023 Rates of Pay applicable from 1 April 2023 to 31 March 2024, the hourly rate for Scale 24 is now £17.16 (previous rate £16.16) back dated to 1 April 2023.

It was proposed by Brian Pridmore and seconded by Allan East that the Clerk's hourly rate be increased to £17.16 back paid to April 1 2023. **All agreed**

**9. Standing Orders:**

The updated Standing Orders 2022 have been circulated and it was decided to clarify with the Monitoring Officer on the dispensation regulations relating to the Code of Conduct 2022 and the Standing Orders 2022.

**10. Financial Regulations:**

The Financial Regulations 2019 had been circulated for councillors to review and agree on the items highlighted for discussion. However, the Financial Regulations are at present being updated by NALC and it was agreed to await the new update before adopting.

**11. Churchyard extension land.**

Progress report – Richard Goodlad of Winckworth Sherwood (Church Solicitors) has received the draft transfer from Richard Hunt's solicitors, these include a reservation of a right of access onto the property transferred, for the purposes of maintenance of the retained land. This was agreed as not unreasonable and practical for future maintenance of the landowner's retained land. The Parish Council to request a copy of the transfer document and hopefully matters will now proceed to the final transfer document and the transfer of the land.

**12 Planning Applications**

P23/S3417/HH. Oak Close Cottage, Holton. OX33 1PR.

Full refurbishment of and new two storey rear extension to the existing dwelling together with a new build garage and link. Amended plans drainage information. No strong views.

**13 Planning Decisions: South Oxfordshire District Council:**

P23/S3002/HH. Willow House, Holton. OX33 1PS

Proposed single storey rear and first floor side extension with associated internal and external works. **Granted**

P23/S2384/O. Waterstock Golf Course. Land east of Junction 8a M40 Waterstock OX33 1HT.

The demolition and clearance of existing buildings and structures to allow for the construction of up to 120,000 sqm of Class E employment floorspace. **Refused**

A card has been received from Waterstock Parish Council thanking everyone for their support in objecting to this application. However, this may not be the end and more applications and appeals may be ahead and call for our continued support in the future.

#### **14. Reports**

Holton Village Hall Management Meeting. Andy Murray reported on recent events at the Hall, the Trivia Quiz night and the Family Games Night. Afternoon teas are still well supported and will continue on Thursdays twice a month. The Living Advent Windows throughout the village is being co-ordinated by Clare Wright and the VH/WI Window will be unveiled at the hall on Friday December 8<sup>th</sup> with mulled wine and mince pies. Film Night on Friday 24<sup>th</sup> January 2024. The County Council BT broadband project has been completed to the village hall and a speed of up to 400 mgb is being received at the hall. The main hall flooring will need replacing next year and quotes and options are being sourced and grant applications are being considered.

Orchard Committee – A Orchard committee meeting was held on 19<sup>th</sup> October. Pruning workshop on Saturday 13<sup>th</sup> January 2024. Allan East has applied for a grant to purchase another teak bench and the existing bench will be anchored to the ground on two new concrete slabs. Richard Taylor will carry out the work.

Brookes Liaison Group – There will be a meeting with Savills and Crest Nicholson on Monday 20<sup>th</sup> November 5.30 pm in Wheatley Parish Office.

#### **15. Publications/Letters and forthcoming events.**

Neighbourhood Plan Referendum on 23<sup>rd</sup> November and Information sessions on Thursday 16<sup>th</sup> November 5,6 and 7 pm in the Merry Bells and on Saturday `18<sup>th</sup> November 9, 10 and 11 am in the Merry Bells. Leaflets have been delivered to all the houses in Holton.

Gigaclear will be holding a information evening in Holton Village Hall on Friday 12<sup>th</sup> January at 7.00 pm. Gigaclear intend to be carrying out the broadband build in Holton next year.

#### **16. Items for referral to a future meeting:**

St Andrews Field enforcement and planning appeal refusal. An update on the situation to be requested from the Enforcement Officer Anne Wilkinson. Other enforcement issues being raised.

**17. Date of next meeting. The next Parish Council Meeting will be held on Monday 11<sup>th</sup> December 2023 starting at 7.00 pm. The meeting closed at 9.00 pm.**