

**Holton Parish Council meeting was held on Monday 12th June 2023 starting at 7.00 pm in Holton Village Hall Committee Room**

**Present:**

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

Also present: County/District Councillor Tim Bearder, Mick Blowfield and later in the evening Charli Keely.

1. **Apologies:** None
2. To confirm the minutes of the meeting of the council held on Monday 15th May 2023 which had been circulated to all councillors before the meeting.

The Minutes were confirmed. Proposed by Brian Pridmore and seconded by Robert Barter. **All agreed**

3. **Declarations of Interest** – none
- 3a. **Completion of Register of Interests.**

**OPEN FORUM**

**Co-option of Parish Councillor.**

Mick Blowfield was invited to expand on his wish to join the Parish Council as a co-opted member. His talents and expertise were appreciated and he would be a useful member of the council. However, there is another candidate for the role who has yet to put forward her credentials.

Mick was thanked for his interest and left the meeting.

4. **District and County Councillor Reports –**

Tim Bearder discussed the funding required for the replacement Sports Pavilion at Holton Playing Fields and how he was engaged in sourcing funds for the project from the County/ District and CIL reserves. Discussion revolved around the need to have a cohesive plan for sport provision in the Holton/Wheatley area blending the proposed sport development at the Brookes site, the school, the Park Sports Centre (in need of major refurbishments) and the proposed replacement Pavilion on the Holton Sports grounds.

Tim is arranging a meeting with Will Sparling the planning officer involved with the Brookes developments and members of the Holton/Wheatley Brookes Liaison Group. To be arranged.

**5. Matters Arising from the Minutes:**

None

**6. Report on the Annual Parish Meeting held on Thursday 25<sup>th</sup> May 2023**

29 in attendance including 2 Parish Councillors and the Clerk.

Robert Barter Chairman of the meeting.

Oxford Brookes University representatives Jerry Woods and Mark Tugwell gave an overview of 'where we are now'. Crest Nicholson now own the site and it is anticipated that Brookes will be vacating the site by July 2024. The east/west access reserved matters are being considered by SODC and they are also considering the latest east/east planning application.

A lively question and answer session was held.

Reports were presented from Holton Parish Council, Holton Village Hall, Dr Rogers Trust, Victoria Reading Room - Discussion on the merits of closing this charity and combining with the Holton Village Hall Trust and a presentation from Holton Archives.

Open Forum followed with issues raised about the locked gate into the school site and the consequent lack of access to the school grounds, the private road access and the cutting of the verges.

**7. Wheatley Park School Access**

The system with the keypad lock appears to be working well for the Holton pupils. The invoice for the lock has been received from Wheatley Park School and as agreed the grant from the District Councillor fund will be passed over to The River Learning Trust to cover the locking device. It was agreed that the Parish Council had set out to ensure that there was access to the school for Holton pupils and this informal but agreed access had been achieved.

**8. The Definitive Map Modification Order application.**

No action at this time, any action or proceeding further with a full application to be shelved for the time being, but revisited if arrangements with the school change and the pupils are denied access.

**9. Co-option of Parish Councillor**

Charli Keely arrived at the meeting having been delayed back from London. Charli provided a summary of her qualifications and experience and the value that she would bring to the role of Parish Councillor. After an informal interview session, Charli was asked to leave the room whilst the Parish Councillors discussed the various merits of the two applicants.

A ballot was held and Charli Keely was the preferred candidate. Charli was invited back into the room and agreed to be co-opted onto the Council.

The Acceptance of Office Form was signed and witnessed and the Register of Interests forms to be completed and returned to the Clerk.

Charli Keely joined the Parish Council and took part in the meeting.

The unsuccessful candidate to be thanked for his interest and informed of the Parish Council decision.

#### **10. Traffic, Road and Highway Matters**

In light of the concerns expressed at the Parish Meeting and some correspondence from villagers, a limited verge cut had been arranged for this week. However, there was some concern about the loss of flora which had been encouraged to grow under the previous years' policy of only cutting once in the Autumn. Allan East to map the verges indicating where to leave off cutting and where to cut and this would be handed over to the grass contractor. This week's cut to be cancelled until the verge map is made available.

WP School has been contacted about the illegal parking of cars on the verge by the main school entrance and both the headteacher and the site manager would be willing to discuss proposals to place wooden posts on the verge to deter parking. The Clerk to contact the school and arrange a quote from Richard Taylor for verge posts. The school is willing to contribute to the costs of such work.

Advance notice of closure of Holton Road running from the lane entrance to Barns Close/Home Farm House and the village green for up to 5 days from 24 July 2023. This is to facilitate the clearance of blockages.

Gravel entrance newly laid at Terence House encroaches on the highway and without any barrier will disperse over the road causing a hazard to other road users.

#### **11. Financial Matters**

| <b>a. Accounts submitted for payment</b> | <b>VAT</b> | <b>Total inc. VAT</b> |
|--|------------|-----------------------|
| District Council Election admin fee      |            | 200.00                |
| Richard Taylor Orchard/Village           | 56.20      | 349.20                |
| Richard Taylor Churchyard                | 43.00      | 258.00                |
| Clerk's salary June                      |            | 485.00                |
| Parish Office expenses                   | 5.29       | 61.32                 |
| River Learning Trust (Key pad)           | 178.92     | 1073.51               |

#### **Received**

VAT repaid 1 March – 30 April £6846.69

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

**Deposit £15,112.46 Current £1,718.46**

**Less the late additional invoice of £1,073.51 bringing the current account balance to £644.95.**

**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. Annual Governance and Accountability Return 2022/23**

Section 1 - Annual Governance Statement was completed and approved

Section 2 - Accounting Statement 2022/23 completed and approved

Annual Internal Audit Report 2022/23 completed by Eugenia Skelly (Independent Internal Auditor) signed 08/06/2023.

**Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return.**

Posted on both notice boards, in the June HWW News and the Holton Parish Council website. Accounts available for inspection from Sunday 4<sup>th</sup> June 2023 – Friday 14 July 2023.

**e. Earth Wrights final invoice of £18,986.40 incl. VAT £3,164.40 dated 30 May 2023.**

Allan East has sent the final invoice and the ROSPA certificate to the Grants at South Oxfordshire District Council who will release the final grant payment to Holton Parish Council within 10 to 20 days which will then enable the final Earth Wrights invoice to be paid. Allan East was thanked for all his work completing the grant applications and overseeing the installation and specification of the excellent play equipment.

**Report be accepted, cash balances reconciled and all accounts paid.**

**Proposed by Andy Murray and seconded by Robert Barter**

**All Agreed**

**12. Clerk's Contract of Employment**

Completion of the Contract has begun and the Clerk to adapt the Word document where appropriate and forward to Parish Councillors for discussion at the next meeting.

**13. Churchyard extension land.**

Progress report - Robert Barter has been in contact with Richard Hunt and the Church solicitors and Richard Hunt will be signing off the transfer documents in week beginning 19<sup>th</sup> June 2023 after which the land transfer will be heading for completion.

**14. Playground Equipment**

The Play Equipment has been installed and checked out by ROSPA. All the equipment is proving an extremely successful and popular addition to the Orchard and is receiving rave reviews locally. The quality of the installation both the aesthetics and play value has exceeded our expectations and Allan East was again thanked for his vision and determination to see this project through to the end. Allan East is carrying out weekly checks on the play equipment along with his Orchard checks on behalf of the Orchard Committee. The question of a Disclaimer notice was discussed and further advice to be taken.

**15 Planning Applications**

P23/S1814/LDP. Holton Park Cottage, Holton. OX33 1PR  
Proposed gym outbuilding .

**No comments.**

P23/S1723/FUL Site at the entrance to the track to Warren Farm, Holton.  
There was much discussion on this plan and it came to a vote among the parish councillors 1 supported. 1 abstention and 3 objections.  
Comments to be forwarded to SODC Planners: Not a case of infilling (Policy H16 South Oxfordshire Local Plan). Inappropriate development in the green belt and no special circumstances. **Objection**

**16. Planning Decisions: South Oxfordshire District Council**

P22/S2407/FUL. APP/Q3115/W/22/3307594.

Appeal at St Andrew's Field. Holton. OX33 1PZ

Decision:

**Appeal Dismissed.**

SODC Planning Enforcement to be contacted and to advise what action they are going to take now that the appeal has been dismissed.

**17. Reports**

Holton Village Hall Management Meeting. Forthcoming events Friday July 4<sup>th</sup> Film Night (Operation Mincemeat). Friday 4<sup>th</sup> August 6pm Family Barbeque in the Orchard and Bar, Saturday 23 September Apple Pressing and Holton Archive Day. The hall floor has been sanded and re-surfaced.

Brookes Liaison Group –Teams meeting with Will Sparling (Planning Officer) being arranged.

Brookes Community Involvement Meeting on 21 June – Not relevant to Holton anymore as students will be vacating the site next year and Brookes will cease to exist in the Holton/Wheatley area.

**18. Publications/Letters and forthcoming events.**

Code of Conduct Training 15 June

Chairman's Training Day – Brian Pridmore (Chairman) expressed an interest.

Playground Inspection Training 15 June. No interest at present.

Community First Membership – not applicable to Holton PC.

**19. Items for referral to a future meeting**

Financial provisions for playground equipment maintenance and replacement

Policy and plan on cutting of village verges.

**20. Date of next meeting. The next Parish Council Meeting will be held on Monday 10th July 2023 starting at 7.00 pm. The meeting closed at 9.55 pm.**