

Holton Parish Council meeting was held on Monday 9th October 2023 starting at 7.00 pm in Holton Village Hall Committee Room

Present:

Chairman – Brian Pridmore
Councillor – Robert Barter
Councillor – Andy Murray
Councillor – Charli Keely
Parish Clerk - Sonja Barter

1. Apologies: Allan East

2. To confirm the minutes of the meeting of the council held on Monday 11th September 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

OPEN FORUM

No members of the public in attendance

4. District and County Councillor Reports –

Tim Bearder arrived later in the meeting after attending Beckley Parish Council. He advised that an agreement had been reached between Oxford Brookes, Oxfordshire County Council and the River Learning Trust concerning the link road crucial to the Brookes development plans.

5. Matters Arising from the Minutes:

None

6. Traffic, Road and Highway Matters

Village Verges scheduled to be cut this week.

Oxfordshire Highways have adopted a verge and vegetation management policy which the parishes have to operate. This requires parishes to undertake a nature led and risk-based approach to verge maintenance with the following minimum levels of service. Cuttings regimes should seek to enhance biodiversity. Minimum requirements 1 cut per year on visibility displays dependant on growth. 1 cut per year metre width on verges, 1 cut at the end of the growing season

Verge Posts outside Wheatley Park School – Jon Beale to meet with Holton Parish Council representatives onsite to discuss options – 2nd or 3rd November. This to be organised with the school representative and the Clerk.

7. Financial Matters

a.	Accounts submitted for payment	VAT	Total inc. VAT
	Clerk's salary - October		485.00
	R. Taylor Orchard – September	43.20	259.20
	R. Taylor Village – September	26.50	159.00
	R. Taylor Church – September	22.00	132.00
	Maple Tree Grant 2023		750.00
	Moore (External Audit)	42.00	252.00
	TEEC Website hosting/Domain	25.20	151.19
	Parish Office exps June – October	16.02	128.93

Received: VAT repayment £3,868.10
OALC Refund Course Fee £96.00

b. Bank balances after paying above amounts and monies received
Deposit £13,878.26 Current: £718.07

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. Budget:

The precepted budget for the Churchyard mowing is £1,300 and to date the mowing costs are £1,260, due to the extended growing season it was agreed to fund one last cut in October. The Orchard mowing/maintenance is over budget but again due to the extended growing season it was agreed that there would be one last cut in October.

Tenders to be advertised for the 2024 Parish Grass Cutting contracts.

e. Precept 2024/2025

A draft precept for 2024/2025 to be prepared for the November meeting . Final precept figure to be decided in December

f. Conclusion of Audit

The External Audit and Certificate 2022/2023, the Annual Governance and Accountability Return were completed on 16/09/2023 by Moore accountants. The Notice of Conclusion of Annual Audit has been posted on the notice boards and on the website and circulated to Parish Councillors.

It was proposed by Brian Pridmore and seconded by Charli Keely 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 evaluation to be carried out by an independent OALC Evaluator - fee £100.00 **All agreed**

9. Standing Orders:

The updated Standing Orders 2022 have been circulated and it was decided that the option for dispensation is to be agreed by the meeting of the Council at which it is an issue and if not able to decide then the Monitoring Officer would be asked for a decision on whether a dispensation could be given. The Standing Orders and the Code of Conduct to be amended to reflect this and adopted at the November meeting.

10. Financial Regulations:

The Financial Regulations 2019 had been circulated for councillors to review and agree on the items highlighted for discussion and adoption at the November meeting

11. Churchyard extension land.

Progress report – Awaiting response from Solicitors on the completion of the transfer.

12 Planning Applications

P23/S3343/HH. Telyn Cottage, Holton. OX33 1PS
Rebuild and extension of existing single-storey front porch and proposed rear-facing first floor bay. **Support**

P23/S3296/FUL. Holton Park Cottage, Holton. OX33 1PR
Replacement dwelling, formation of new access and associated operations **Support**

13 Planning Decisions: South Oxfordshire District Council:

P23/S2144/FUL. Oxford Brookes University, Waterperry Road, Holton. OX33 1HX
Temporary planning permission until 31 July 2025 for the change of use of Blocks hA, D and M as boarding/guest/hotel accommodation, Block WT for ancillary meeting facilities and associated parking (Retrospective Application). **Granted**

14. Reports

Holton Village Hall Management Meeting. Andy Murray reported on the Apple and Archive Day and future events at the village hall. The Games Night on 6 October was

a popular event. Village Quiz Night on 4th November and the Living Advent windows throughout December.

Orchard Committee – Committee meeting organised for Thursday 19th October. Pruning workshop Saturday January 13th. Committee members: Peter Oughton, Joy Green, Julia Dobson, Allan East, Sonja Barter.

Brookes Liaison Group – The meeting with Savills and Crest Nicholson on 14th September was helpful and it is felt that the views of Wheatley and Holton were being taken on board and valued. All buildings to be 2025 compliant in energy terms and a leisure strategy to involve opinions from the two parishes. Further meetings to be arranged.

15. Publications/Letters and forthcoming events.

16. Items for referral to a future meeting:

A request that Planning history at Slaymaker be investigated.

17. Date of next meeting. The next Parish Council Meeting will be held on Monday 13th November 2023 starting at 7.00 pm. The meeting closed at 8.35 pm.