

**Holton Parish Council meeting was held on Monday 11th September 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
Councillor – Charli Keely
Parish Clerk - Sonja Barter

1. Apologies: None

2. To confirm the minutes of the meeting of the council held on Monday 10th July 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. Waterstock Golf Club application of concern and a large number of objections from neighbouring parishes and other consultees – to be responded to under planning later in the agenda. District Council - 5 year land supply unlikely to meet the target, which could open up speculative developments In the District

5. Matters Arising from the Minutes:

None

6. Traffic, Road and Highway Matters

Village Verge Cutting Policy and Future Management – The Clerk to respond to Brian and Diane Herd regarding the future management policy for the verges and thanking them for their comments which have been noted. A full cut of all the verges to be done now September/October and next year two full cuts, the first one around June (depending on the growth that year) and a final cut in September/October. Verges to be managed with road safety and access in mind along with encouraging a rich biodiversity of flora and fauna where possible.

The Parish Council 6 monthly Budget Comparison, Estimated Cash Balances at the end of the year (31/03/2024) and Provisions had been circulated before the meeting and updated at the meeting. The estimations on the verge cutting and village maintenance costs show that the budget would be spent by the end of the year. The Churchyard mowing and Orchard maintenance would have an overspend. Richard Taylor who carries out the work on both to be asked to cut back on both the Churchyard work and Orchard from now. The winter months are ahead and the workload decreases naturally at this time.

Regarding the provisions - £300 in the Community Fund to be used in the Play equipment budget.

Verge Posts outside Wheatley Park School – Richard Taylor has provided a quote for 6 posts at a cost of £375.00. Highways to be contacted regarding the Parish Council erecting these posts to deter the parking of cars on the zig zag lines by the pedestrian crossing on a brow of a hill by Wheatley Park School entrance. The obscured sight lines are a major hazard for pedestrians using this busy crossing and motorists approaching the main school entrance. Highways to be asked for advice and assistance in resolving these road safety issues. A utilities ground map plan of the area of verge to be requested. A vote was taken on this action – 4 in favour and 1 abstention – Carried.

Fix My Street reports – ‘Kill your Speed’ sign fallen from Post reported and scheduled to be fixed. ‘Give Way’ sign and post dislodged at corner opposite Fire Station reported and has been fixed back into place.

7. Financial Matters

a.	Accounts submitted for payment	VAT	Total inc. VAT
	Clerk’s salary - August		485.00
	Clerk’s Salary – September		485.00
	R. Taylor Orchard – July	28.80	172.80
	R. Taylor Village – July	15.00	90.00
	R. Taylor Church – July	34.00	204.00
	R. Barter Notice Board Paint	10.48	62.86
	T. Smith Notice Board Painting		60.00
	Public Works Loan 22/09/23		899.10
	R. Taylor Orchard – August	71.20	427.20
	R. Taylor Village – August	22.00	132.00
	R. Taylor Church – August	51.00	306.00

Receipts: Precept (2nd payment) £9,872.00

b. Bank balances after paying above amounts and monies received

Deposit £12,505.28 Current: £439.39

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. VAT Reclaim – Claim made to end of August £3,868.10 to be received by end of September.

e. Financial provision for maintenance and replacement of play equipment and verge maintenance. The half yearly Budget comparisons had been discussed and provision will be made for maintenance and replacement of the play equipment in the 2024/25 Budget which will be set at the December meeting.

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

8. Contract of Employment – Update Standing Orders – Update Financial Regulations.

Contract of Employment progress report at the next meeting in October.

Standing Orders – The existing Standing Orders first adopted in 2004 with various updates have been updated to the 2022 model version and circulated. Parish Councillors to review and if agreed adopt at the next meeting. A check to be made that the current Code of Conduct adopted on 13th June 2022 aligns with areas concerning the Code of Conduct in the Standing Orders 2022.

Financial Regulations – The existing Financial Regulations were also adopted in 2004 with various updates. The updated Financial Regulations 2019 to be circulated before the next meeting for councillors to review and if agreed adopted.

9. Churchyard extension land.

Progress report - Richard Hunt has provided a plan which has been agreed by all parties. The completion of the Transfer can now go ahead.

10 Planning Applications

P23/S2384/O. Waterstock Golf Course, OX33 1HT.

The demolition and clearance of existing buildings and structures to allow the construction of up to 120,000 sqm of Use Class E employment floorspace comprising Research and Development units, Light industrial units etc.

Holton Parish Council object to the proposal and will send in a summary of their objections. Circulated to Parish Councillors.

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

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

Support

11 Planning Decisions: South Oxfordshire District Council: None

12. Reports

Holton Village Hall Management Meeting. Andy Murray reported on events and future events at the village hall. The August Family BBQ was a popular evening, well attended and enjoyed by all. Afternoon teas continue to be popular with an average of around 30 attendees enjoying tea, cake and a chat. Future Events: Friday 15th September Bar open and talk on 'what happens to our rubbish' by a representative of Biffa and South Oxfordshire. Saturday 23 September Apple Pressing and Holton Archive Day. Archives open from 10.00 am and apple pressing at 2.30 pm. Family Games Night and Bar on Friday 6th October, Quiz Night on Friday 4th November. The Living Advent Windows throughout December.

Request from the Hall Booking Secretary for the Orchard Committee and the Parish Council to discuss a future policy regarding access if orchard was to be booked for a villagers only wedding which would include the erection of a marquee. No request as yet for such a booking but has been done twice in the past and provided added income towards orchard maintenance. Orchard usage now changed with the welcome addition of the play equipment but could result in access, safety and security issues whilst constructing marquees etc. The Booking Secretary would appreciate some guidance regarding such a booking. The general opinion was that there would be no problem in closing the orchard to the public for a short time if sufficient notice was given. To be judged case by case and the Parish Council and Orchard Committee informed and given sufficient notice of likely event. The Booking Secretary (D. Holmes) to be advised of this decision.

Orchard Committee – To organise a committee meeting to discuss management and future management including a pruning workshop later in the year. Committee members: Peter Oughton, Joy Green, Julia Dobson, Allan East, Sonja Barter.

Brookes Liaison Group – Further meeting and discussions with Will Sparling (Planning Officer) and comments on community infrastructure relating to sports provision. A meeting with Savills and Crest Nicholson on August 1st and a further meeting arranged for 14th September. Suggestions regarding the design, layout and were taken on board by the developer.

13. Publications/Letters and forthcoming events.

Roles and Responsibilities online course, candidate now unable to attend on October 3rd. Attendance to be cancelled and refund requested if possible.

14. Items for referral to a future meeting:

Councillor Charli Keely has moved to Wheatley but still has ties to Holton and wishes to continue as a councillor.

The Parish Council 'What's App contacts to be updated.

15. Date of next meeting. The next Parish Council Meeting will be held on Monday 9th October 2023 starting at 7.00 pm. The meeting closed at 9.00 pm.