

**Holton Parish Council meeting was held on Monday 8<sup>th</sup> April 2024 starting at 7.00 pm in Holton Village Hall Committee Room**

**Present:**

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

**Also in attendance:**

1. **Apologies:** Tim Bearder – District and County Councillor.
2. To confirm the minutes of the meeting of the council held on Monday 11<sup>th</sup> March. The Minutes were confirmed. Proposed by Robert Barter and seconded by Andy Murray. **All agreed**
3. **Declarations of Interest** – none
4. **District and County Councillor Reports** – Tim Bearder was unable to attend the meeting and sent his apologies.

**OPEN FORUM**

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

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

Village Litter Blitz – Held on Sunday 24<sup>th</sup> March with 13 villagers turning out to help and filling 13 bags plus other large items which were picked up by the SODC team the next day.

Road Safety Group – Two villagers have responded with interest and it is hoped that there will be more interested parties coming forward at the Parish Meeting. Then a group will be formed with the Parish Clerk arranging a meeting venue and if necessary taking the minutes to report back to the Parish Council. Allan East to put together a format and Terms of Reference for the road safety group

Super Users – Progress with potholes and Gigaclear Contractor making good in areas of the village. Work to start on the repairs to the Highways portion of the track up to the start of The Hay Barn, Pond Farm.

20 mph speed limit extension outside Wheatley Park School – To start just before the start of the bend where the cycle path joins the Highway. The School has met with Highways and the road changes have been agreed.

Litter clearing on the A40 verges – As the A40 westbound to be closed from 05.00 – 18.00 from 11 May to 14 May 2024 there would be an opportunity for Highways to carry out a litter pick along the stretch of road from Sandhills to the junction with the A418 and remove the infamous arm chair which has been sitting on the side of the road for years. The Clerk to contact Highways and also SODC to ask that a deep clean be undertaken along the closed route.

**7. W P School Access Gate:**

All the residents of the private road leading to the access gate on the school boundary have met and discussed their various points of view on access to the school. Three residents will be meeting with the School Head Teacher when the School resumes after the Easter break.

**8. Financial Matters**

| <b>a. Accounts submitted for payment</b> | <b>Total inc. VAT</b> |
|--|-----------------------|
| Clerk's salary -                         | 515.00                |
| OALC Membership                          | 168.00                |
| Richard Taylor Orchard                   | 196.80                |
| Richard Taylor Churchyard                | 211.20                |
| Richard Taylor Village                   | 90.00                 |

**VAT reclaim £901.84 received 14<sup>th</sup> March 2024**

**Precept received 1<sup>st</sup> Half 6<sup>th</sup> April 2024 - £10,164.00.**

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

**Deposit £16,801.88 Current: £827.49**

**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. Holton Parish Council Annual Accounts y/e 31/03/2024.**

The Annual Accounts had been circulated to all Councillors. The Accounts were approved and will be put forward for the Internal and External Audit and the Annual Governance Statement completed.

**e. Future CIL funds:**

Due end of April 2024 - £4,507.20 from the development at Church Farm House.

**f. Quarterly Expenditure Comparison with Budget.**

The next report on budget comparison with expenditure will be prepared for the July 2024 meeting.

**It was proposed by Allan East and seconded by Andy Murray that the Clerk's report and Accounts be accepted, cash balances reconciled and all accounts paid. All agreed.**

**9. Contract of Employment**

The Clerk has commented and amended the draft contract of Employment put forwarded by the Personnel Committee based on the 2011 model contract. The Clerk has completed and put forward a Job Description based on her duties as Holton Parish Clerk for consideration by the Personnel Committee.

It was accepted that this job description was a comprehensive account of the work carried out on behalf of Holton Parish Council and the Clerk was thanked for her input.

The Contract of Employment to be considered by the Personnel Committee and forwarded to the Clerk before the next meeting and if agreed then forwarded to all Parish Councillors for their consideration also before the next meeting.

**10. Churchyard extension land.**

Richard and Paul Hunt have signed the Transfer Document and this has been returned to their Solicitors. Awaiting an update from the Church Solicitors despite numerous emails and phone calls an update has not been forthcoming.

**11. Brookes Liaison Group.**

Savills and Crest Nicholson to be invited to the Parish Meeting on 23<sup>rd</sup> May to give an update on progress.

No further meetings of the Liaison Group have been arranged as yet. The Planning Application for the western access has been submitted and Holton PC will be sending a comment of support for approval of the application.

Charles Bulmer has been contacted regarding the possibility of a footpath along the field boundary to link the new development with Holton Village. Awaiting a response.

The Clerk has completed the Expression of Interest form to apply for the SODC Community Infrastructure Levy Pilot Grant Fund for funding towards the costs of the Holton Footpath project.

**12. Planning Applications:**

P24/S1030/FUL. Land west of Oxford Brookes University Wheatley Campus off Holton Park Drive to Wheatley Campus. Access and associated works from Holloway Road and Holton Park Drive to Wheatley Campus.

The Parish Council support the application.

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

P23/S1723/FUL Site at the entrance to Warren Farm, Holton.

Construction of three-bedroom house.

**Granted**

P22/S3975/O. Oxford Brookes University, Waterperry Road, Holton. OX33 1HX Outline planning application with all matters reserved for subsequent approval, dwellings and associated works. Construction of vehicular, pedestrian and cycle accesses onto the Waterperry Road, including associated engineering works, and construction of pedestrian and cycle way to Holloway Road.

**Refused**

**14. Annual Parish Meeting – Thursday 23<sup>rd</sup> May 2024**

Parish Council Chairman's Report (Brian Pridmore). Agenda to be prepared and village groups invited to present their reports. Crest Nicholson representatives and Savills to be invited to give a presentation on the Brookes site development. Allan East to prepare a report on the Play Equipment project.

Place a progress report on the Brookes development in the May HWW News setting out the position as regards the development. Charli Keely volunteered to write a Campus Update for the magazine (deadline 20<sup>th</sup> April for May magazine).

**15. Annual Parish Council Meeting – Monday 13<sup>th</sup> May 2024.**

Election of Chairman and appointment to Committees.

**16. Reports:**

**Holton Village Hall** – Andy Murray reported on the Hall Committee Meeting held in April. Afternoon Teas held fortnightly and very popular with villagers. The Village Hall Annual Meeting will be held on Thursday 9<sup>th</sup> May when the Hall Trustees will be elected. Two sessions of First Aid and Defibrillator Training were held in the hall. The Games Night held on Sunday March 24<sup>th</sup> was not as well attended as the previous one and a re-think is needed on the timing and format of any future event. Village walk and tea on Sunday 21<sup>st</sup> April. Trivia Quiz on Friday 26<sup>th</sup> April and Hall Spring Clean on Saturday 27<sup>th</sup> April in the morning. Film Night on Friday 7<sup>th</sup> June and Summer Barbecue in the Orchard on Friday 2<sup>nd</sup> August.

Special Event to be planned to celebrate the 50<sup>th</sup> Anniversary of the Hall in October 2025.

Potential major expenditure in the next 5 years would be the Hall Floor replacement and Boiler replacement, neither imminent but need to be considered in the next few years.

**Orchard Committee** – The new teak bench was put in position in the Orchard before the meeting (set in the top rh corner of the Orchard looking down on the Play Equipment). Richard Taylor to lay some concrete slabs and fix the bench to the ground.

The Clerk has details of ROSPA Play Equipment Annual Inspections. The cost of an outdoor annual inspection is £260 plus VAT. However, the Inspectors visit Oxfordshire annually every July/August and inspect play equipment at a special discounted rate of £78 plus Vat for up to 5 items of play equipment. The Clerk to book the Holton Orchard Play Equipment in for inspection in July/August.

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

Recommendation for all Parish Councils to adopt the gov.uk domain. There is government funding of £100 at present to facilitate this change. The Parish Council would consider this move in the future when the time comes to change to a new updated website.

**18. Items for discussion and /or referral to a future meeting.**

Allan East will be forwarding the Invoices to the Parish Council for the Bus Shelter Bring and Take storage boxes. Grant received of £271.00 from the District Councillor's Fund SODC.

**17. Date of the Next Meeting.** The next Parish Council meeting will be held on Monday 13<sup>th</sup> May 2024 starting at 7.00 pm. The meeting closed at 9.00 pm.