

**Holton Parish Council meeting was held on Monday 12th February 2024
starting at 7.00 pm in Holton Village Hall Committee Room**

Present:

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

Also in attendance were: Clive Ganczarski (Holton Highways Super User), Adrian Henderson (Barns Close), Tim Bearder (County and District Councillor)

1. **Apologies:** Allan East
2. To confirm the minutes of the meeting of the council held on Monday 8th January 2024 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
4. **District and County Councillor Reports** – Tim Bearder gave a report on County Council and District Council matters. Oxford City aiming for immense growth and looking to satisfy its housing needs by building outside the city. Tim was asked to request that litter is picked up from the A40 and surrounding areas and to urge Highways to support a 20mph limit outside both entrances to WP School and beyond to the flyover bridge.

OPEN FORUM

Clive Ganczarski presented a pie chart and maps identifying the potholes, blocked drains and verge issues which he and Mel Ault had identified throughout the village and reported via their Super Users links to Highway. Some pot holes have been repaired and a date is scheduled for him and Mel to walk through the village with the Gigaclear contractor and identify the damaged areas where Gigaclear has to make good. Clive and Mel were thanked for their excellent work on behalf of the village.

Adrian Henderson of 1 Barns Close, who moved to Holton in August 2023 requested clarification on the involvement of the Parish Council with the school's decision to close the access to the school from the lane serving Home Farm House, Bethcote and

Barns Close. Adrian requested that the Parish Council write to all the above residents explaining the Parish Council's position. This was agreed.

5. Matters Arising from the Minutes:

The 20mph restriction request from Wheatley Park School to extend the limit to at least the second entrance to WPS and if possible beyond to the A40 Bridge has been made to Highways. The response from Highways was promising in that an extension of the speed limit past the car park/sixth form entrance would be considered but in their opinion the road beyond would not be suitable for any speed restriction. Allan East to be copied in as he was in negotiation with the school.

6. Traffic, Road and Highway Matters

Road closure for water connection work at The Studio, Slaymaker 4 March-7 March 2024.

Ian Beach had raised road safety concerns about the bend at Church Farm and parking on zig zag lines near the school on which he had raised an incident number with the Police. Ian asked that the Road Safety Committee be re-formed to attend to road safety matters in the village. A notice to go in the HWW News asking for volunteers to re-form the road safety committee and report back to the Parish Council.

Village Litter Blitz – SODC Keep Britain Tidy Great British Spring Clean from 15 March to 31 March. A Village Litter Blitz date was agreed for Sunday 24th March starting at 11.00 am outside Holton Village Hall. Litter pickers and bags will be provided and Charli kindly offered to provide a van for transportation of full bags and large items of litter. Parish Councillors agreed to take part.

7. Wheatley Park School Access Gate

a. Repairs to gate handle - It was agreed that, in this instance, the Parish Council would pay for the repairs but would not wish to be responsible for all future repair costs which might be caused due to a lack of maintenance or supervision of the gate. There is still £200 + held over from the original Councillor Grant.

b. All residents of the private lane leading to the School access gate had been invited to attend the Parish Council meeting. The only resident to attend was Adrian Henderson a resident of Barns Close and Parish Councillor Robert Barter and the Clerk Sonja Barter both of whom were present due to their roles on the council. Mr Henderson asked for clarification on the Parish Council's role concerning the gate closure and the role of the school. His comments were considered and it was suggested by him that a letter should be sent to all residents of the private lane setting out the position of the Parish Council.

8. Financial Matters

| a. Accounts submitted for payment | Total inc. VAT |
|--|-----------------------|
| Clerk's salary - Jan .(£515 + £60 backpay) | 575.00 |
| Cyan Teak Bench | 410.37 |
| Oxford IT (software issue) | 48.00 |
| WPS Gate handle repairs | 166.54 |
| Richard Taylor village maintenance | 108.00 |

Amounts received:

Councillor Grants received – Orchard Bench £515.00 and Bus Shelter Brings and Take storage boxes £271.00

Orchard use donation from Holton Village Hall for 2023 £25.00

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

Deposit £9,216.09 Current: £945.48

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 Debit Card

The Clerk has received a Holton PC debit card and used it in the transaction to purchase the teak bench.

e. Annual Risk Assessment 2023/24

A updated annual risk assessment was circulated to Councillors prior to the meeting. The risk assessment was considered and agreed.

Proposed by Brian Pridmore and seconded by Robert Barter.

All agreed

f. Envelope with laptop login and bank login

The Clerk handed a sealed envelope to the Chairman Brian Pridmore.

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

9. Contract of Employment

The Clerk had received a draft contract of Employment based on the new 2024 model contract. The Clerk had been advised by SLCC that the appropriate contract of employment for an existing clerk should be the 2011 model contract and requested that the Personnel Committee redraft a contract based on the 2011 model and take into account her comments raised in a letter to the Personnel Committee dated 9th February 2024.

It was noted that the Clerk started her employment on 1 April 1993.

The Personnel Committee to redraft a contract based on the 2011 model for consideration and comment.

10. Churchyard extension land.

Reverend Nigel Hawkes the holder of the Benefice of Holton has signed the transfer document and it is now with the solicitors for Richard and Paul Hunt to complete the transfer. The Church solicitors have been asked for a progress report. No further report to date.

11. Brookes Liaison Group.

A meeting will be held with members of the Liaison Group and Crest Nicholson and Savills on Monday 26th February 2024.

12. Planning Applications

P24/SO215/HH. Leaffield House, Holton. OX33 1PZ

Part single and part two storey extension.

Support

A villager has informed the Council that building work is being undertaken at St. Andrews Field, Holton.

This to be reported to the Planners and Enforcement.

13 Planning Decisions: South Oxfordshire District Council:

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

Full refurbishment of and new two storey rear extension to the existing dwelling together with an increase in height of the roof of the dwelling and a new build garage with link.

Granted

14. Reports

Holton Village Hall Management Meeting. Andy Murray attended the Village Hall February Meeting. CPR classes have been organised and are open to all in the village and will be held on the 19th and 28th of March. Details on the Notice Boards and in the March magazine. The afternoon teas continue to be popular and will continue at least twice a month. Genealogy Talk on Friday 16th February. Future plans for a Quiz Night, Games Night and Village walk with tea afterwards in the village hall.

The Annual Meeting of Holton Village Hall will be held on Thursday 9th May 2024 starting at 7.30 pm.

Orchard Committee – Pruning workshop on Saturday 20th January 2024 was well attended and enjoyable. A further summer pruning workshop will be arranged for early July. The bench grant has been received and the bench ordered for delivery on 19th February. The bench to be fixed in place near the play equipment. Weekly orchard and play equipment checks being carried out by Andy Murray in the absence of Allan East.

OCC Super Users – Mel Ault and Clive Ganczarski reported earlier in the meeting.

New Sports Facility Focus Group – Brian Pridmore – no contact or meetings as yet.

15. Publications/Letters and forthcoming events.

The Annual Parish Meeting has been organised for **Thursday 23rd May 2024** and the Village Hall booked.

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

All Parish Councils have been offered a framed portrait of the King. This to be accepted and the Clerk will make the application to OALC. A suitable position for the portrait will be discussed with the Holton Village Hall Committee.

17. Date of the Next Meeting.

The next Parish Council Meeting will be held on Monday 11th March 2024 starting at 7.00 pm. The meeting closed at 9.20 pm.