

Holton Parish Council meeting was held on Monday 11th March 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: Tim Bearder (County and District Councillor)

1. **Apologies:** Allan East
2. To confirm the minutes of the meeting of the council held on Monday 12th February 2024 which had been circulated to all councillors before the meeting.

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

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. Concerns over the District Call for Land and two major green belt sites being put forward in the Woodeaton and Elsfeld areas adjoining the Bayswater Brook developments.
Tim Bearder was asked if he could use his influence with the Planners to speed up the negotiations between the Planning Department and the Brookes site developers as matters seem to be held up over various reserved matters.

OPEN FORUM

5. **Matters Arising from the Minutes:**
The portrait of the King has been ordered and will be delivered shortly.
6. **Traffic, Road and Highway Matters**
Village Litter Blitz – SODC Keep Britain Tidy Great British Spring Clean. A village Litter Blitz is organised on Sunday 24th March starting at 11.00 am outside Holton Village Hall. Risk Assessment and Insurances in place.

Road Safety Group – awaiting responses from villagers.

7. Wheatley Park School Access Gate and 20mph Limit

To date no further developments regarding the access gate. The application to extend the 20 mph limit outside the school appears to be accepted by Highways.

8. Financial Matters

a. Accounts submitted for payment	Total inc. VAT
Clerk's salary - March .(£515 + £60 backpay)	575.00
Printer Ink black	34.89
Public Works Loan Repayment 22 March	879.21
Office Expenses Jan – Mar y/e 31 March 2024	27.35
Holton, Waterperry & Waterstock News	450.00
Annual Clerk working from home allowance	152.00
Holton Village Hall rent (invoice r'cd on 12/03/24)	
Rent Jan – March 2024	44.00

b. VAT reclaim to 28/02/2024 submitted £901.84**c. Bank balances after paying the above amounts and monies received**
Deposit £7,226.71 Current: £508.49**d. Monthly Cash Reconciliation with Bank Statement**

Andy Murray checked the cash balances with the bank statement, agreed the figures and signed the cash reconciliation.

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 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 before the next meeting and any queries discussed between the parties.

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.

11. Brookes Liaison Group.

A meeting was held with members of the Liaison Group, Crest Nicholson and Savills on Monday 26th February 2024. Progress is slow over the Reserved Matters negotiations with the Planners regarding noise abatement issues and local sport provision. See Item 4 District Councillor Tim Bearder.

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

It was agreed that the Clerk would complete the Expression of Interest form and apply to new SODC Community Infrastructure Levy Pilot Grant Fund for funding for the Holton Footpath project.

12. Planning Applications

Planning Committee Notification – P23/S1723/FUL site at the entrance to Warren Farm, Holton. Planners recommendation to grant planning consent. Meeting at SODC from 6.00 pm on Wednesday 13th March. Brian Pridmore to attend the meeting via Teams to object to the granting of planning permission on this green belt agricultural field.

13 Planning Decisions: South Oxfordshire District Council:

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

Part single and part two storey extension.

Granted

P23/S4253/FUL. St Andrews Field, Holton. OX33 1PZ.

Erection of agricultural building (retrospective)

Refused

14. Reports

Holton Village Hall Management 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. Games Event 4.00 – 7.00 pm on Sunday 24th March. Trivia Quiz Friday 26th April, Village Walk and Tea Sunday 21 April. Future events Film Night, Hall Spring Clean involving village volunteers, Summer BBQ. Ideas to celebrate the 50th Anniversary of the Hall opening in October 1975 to be arranged in 2025.

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

Orchard Committee – Agree position of the new bench to be set on concrete slabs in the Orchard.

15. Publications/Letters and forthcoming events.

Funding for Community Infrastructure SODC – Expression of Interest form to be completed in respect of the funds required to provide a new footpath to the Brookes site development.

OALC and Oxfordshire County Council holding a Training Day for Councillors/Clerks on Wednesday 20th March 9.00 – 4.00 pm

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

Communication protocol for correspondence to and from the Parish Council. The protocol advised is that Official correspondence on behalf of the Council should normally be sent in the name of the Clerk, rather than in the name of a Councillor. Correspondence that, for example, create obligations or give instructions on behalf of the Council should never be sent out in the name of a Councillor. The Point of contact for the Parish Council is the Clerk and it is to the Clerk that all correspondence to the Parish Council should be addressed.

17. Date of the Next Meeting. The next Parish Council meeting will be held on Monday 8th April 2024 starting at 7.00 pm. The meeting closed at 8.15 pm.