

**Holton Parish Council meeting was held on Monday 13 February 2023 starting at 7.30 pm in Holton Village Hall Committee Room**

**Present:**

Councillor – Andy Murray

Councillor – Roger Farrow

Councillor – Brian Pridmore

1. **Apologies** Councillor Robert Barter, Councillor Allan East, Time Bearder (County and District Councillor, Sonja Barter (Clerk).  
As apologies had been received from the Chair, Vice Chair and Clerk it was agreed that Councillor Roger Farrow would Chair the meeting and Councillor Brian Pridmore would stand in for the Clerk. It was noted that the meeting was quorate.
2. **To confirm the Minutes of the Meeting** of the Council held on Monday 9<sup>th</sup> January 2023 which had been circulated to all Councillors prior to the meeting.

**The Minutes were confirmed. Proposed by Andy Murray and seconded by Roger Farrow.  
All Agreed**

3. **Declarations of Interest** - None

**OPEN FORUM**

4. **District and County Councillor Reports** - None
5. **Matters arising from the Minutes** None
6. **Wheatley Park School Access** – A grant bid from Tim Bearder for £1145 towards a lock and self-close spring has been submitted. Email received from the Head Teacher stating that he is happy to wait for the outcome of our grant bid.
7. **The Definitive Map Modification Order Application** - No action at this time as the councillors present wished to await the outcome of further discussions with the headteacher about the gated access.
8. **Traffic, Road and Highway Matters** - No matters to discuss

## 9. Financial Matters

	VAT	Total incl. VAT
a. Clerk's Salary February		455.00
HWW News annual contribution		450.00

### b. Bank balances after paying above cheques and monies received

**Deposit £29,603.81                  Current £1,708.12**

### 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.

**It was proposed by Roger Farrow and seconded by Andy Murray that the Clerk's Report be accepted, cash balances reconciled and the accounts be paid.**

**All Agreed**

### d. Appointment of Internal Auditor 2022/2023

**It was proposed by Brian Pridmore and Seconded by Andy Murray to appoint Eugenia Skelly as the Internal auditor again this year**

**All Agreed**

**e. Internal Controls Policy Check** – Andy Murray has completed an internal control policy check with the Clerk on 31 January 2023. There were no issues apparent. No further action required this year.

**All Agreed**

**f. Precept changes/Allocations** - It has previously been agreed by email that the precept would be amended to remove Councillor's Allowances of £400, then reallocate this amount, the Village Community Fund of £300 and then allocate £500 of the Contingency to the Play Equipment Fund.

**It was proposed by Andy Murray and seconded by Roger Farrow that the these changes should be approved**

**All Agreed**

**g. Bank Mandate Forms** - Forms have been signed by Councillors and submitted by the Clerk appointing Brian Pridmore and Roger Farrow as bank signatories. Information is now awaited from Lloyds for Councillors to complete the process.

10. **Risk Assessment** - Deferred until next meeting
11. **Churchyard Extension Land** - No updates.
12. **Playground Proposals** - Allan East reported that the SODC Community Grants Panel have approved our request for 100% of our bid (£23.6k). This needs to be ratified by the Council before any money is released (probably May/June). We will need to confirm the spec and get an updated quote before proceeding. Work on this will begin in March. The Equalities Officer at SODC also requested, as part of her support for the bid, that we add some sensory equipment. A separate bid to Tim Bearder has been made for £1,425 for this. Further Updates at the next meeting.
13. **Planning Applications** - No applications.

Correspondence has been received from Demarcation Architecture and Planning the developers of the Aviary. The application has been changed and they sought the views of the Parish Council on the changes. It was agreed that Councillor Brian Pridmore would write to Demarcation referring them to the original comments of the Parish Council and specifically that the building they wish to demolish is much older than stated and that 2 houses on the site is still overdevelopment in our view.

14. **Planning Decisions - South Oxfordshire District Council**

P22.S3047/HH. Hawthorn, Holton. OX33 1PS.

Demolition of garage and conservatory. Construction of two storey double and single rear extension.

**Granted**

15. **Reports**

**Holton Village Hall Management Meetings** - Holton Village Hall Management Meeting had convened, revenue is down against pre-covid levels but the hall is still in a good financial position after completing a number of capital projects. The heating system is still under consideration as the boiler is thought to have limited life remaining.

**Brookes Liaison** – No further meetings held awaiting outcome of the formal planning application.

**Brookes Residents Association Meeting** – Roger Farrow to attend on Tuesday 21<sup>st</sup> February 6.00 – 7.00 pm via Zoom.

**Holton Orchard Committee** – The Orchard Tidy/Pruning morning Saturday 4th February 2023 was a great success and a follow on summer pruning session is planned to be held in Jul/August.

**Wheatley Neighbourhood Plan** - Wheatley Neighbourhood Plan Review is out for Consultation 19 Jan – 2 March 2023. It was reported by Roger Farrow that the changes to the plan had very little direct effect on Holton Parish but comments are requested from parishioners.

#### **16. Publications/Letters and forthcoming events**

Parish Council Elections are to be held on 4<sup>th</sup> May 2023. The Notice of Election commencing 13 March should be placed on notice boards and confirmation is required from the Clerk whether notice are available to ensure that they are posted by the deadline. We should also confirm if there is a requirement to advertise the election in the Parish Magazine. The final date and time for the receipt of nominations is 4 pm on Tuesday 4 April. Nominations must be delivered by hand to Abbey House, Abingdon and all interested parishioners are invited to apply.

The Annual Meeting of Holton Parish Council shall be held Monday 15<sup>th</sup> May 2023.

The Annual Parish Meeting would be held on 25<sup>th</sup> May 2023.

**It was proposed by Andy Murray and seconded by Roger Farrow that the annual meeting of the Parish Council meeting should be held on 15th May 23 and the Annual Parish Meeting should be held on 25th May 2023**

**All Agreed**

Brookes Students. Letter received from Jerry Woods, Director of Estates - **NFA**

Letter from Jan Marlowe thanking PC for grant towards the Holton Archives. – **Noted**

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

Dog Waste Bins – deferred until next meeting

Risk Assessment - Deferred until next meeting

**18. Date of next meeting** - It was decided that given the current situation and availability of Councillors and the Clerk that the PC meetings for March and April would be combined and held on **Monday 27 March 23**