
Filkins & Broughton Poggs Parish Council

Please address all correspondence to the Parish Clerk:
Mrs. Christine Hoad, Wynwood Filkins, Lechlade, Glos. GL7 3JG
Tel: 01367 860388 E mail: clerk@filkins.org.uk

6 December 2023

You are hereby summoned to attend the next meeting of Filkins & Broughton Poggs Parish Council which will be held on Wednesday 13 December 2023 at 7.30pm in Filkins Village Hall Committee Room. Members of the public are invited to attend.

1. Apologies for Absence and to receive Declarations of Pecuniary, personal or prejudicial interest in respect of matters contained in the agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of Officers.
 2. Open Forum
 - 2.1 County & District Councillors report
 - 2.2 Adjournment for Public Participation. Members of the public wishing to speak will each be given the opportunity to 2
 3. Minutes
 - 3.1 To accept minutes of last Parish Council meeting 8 November 2023
 - 3.2 Matters for information only arising from the last minutes address the council for 3 minutes.
 4. Co-option of Councillor
 - 4.1 To ratify proposal from interviews
 - 4.2 Sign Declaration of Interest (if present)
 5. **Parish Transport Representative**
 - 5.1 Report - Kym Ford
 6. **Monthly Working Party updates**
 - 6.1 **Planning & Environment - Cllr Howe, Jones, Robbins**
Applications received after the agenda has been posted but on the WODC website may be discussed at the meeting.
 - 6.1.1 23/00083/FUL Land on A361 Broughton Poggs – awaiting decision – further amendments
 - 6.1.2 23/01323/LBC 1 The Coach House – retrospective – withdrawn
 - 6.1.3 23/02100/S73 Pear Tree Farm – awaiting decision
 - 6.1.4 23/02531/LBC Methodist Chapel retrospective – approved
 - 6.1.5 23/02556/HHD Anstruther – awaiting decision
 - 6.2 **Property, Cemetery & Highways – Cllr Jones/Robbins**
 - 6.2.1 Platinum Garden – progress report Cllr Robbins
 - 6.2.2 Telephone Box/Defibrillator – Update Cllr Howe progress
 - 6.2.3 Speedwatch – monthly report
 - 6.3 Village Hall – Cllr Howe
 - 6.3.1 Update if required
 - 6.4 Village Shop – Cllr Evans
 - 6.4.1 Update if required
 7. Street Lights – update to drivers – if quote received
 8. Finance - **RFO**
 - 8.1 To resolve and approve the payments for November/December 2023 – Parish Council & Village Centre and account balances
 9. Community Emergency Plan – Update **Cllr McIntyre/Howe**
- EXCLUSION OF PUBLIC**
The Committee is asked to consider passing the following resolution: "That under Section 50A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12A of the Act."
10. NALC pay scales – Clerk's wages
 11. Date of next Parish Council meetings 10/01, 13/02, 13/03



Cris Hoad
Clerk to the Council

Filkins and Broughton Poggs Parish Council

Minutes of Meeting of the Parish Council on 13 December 2023	
	<p>Present Cllr Howe, Cllr Jones, Cllr Robbins Members of the Public – Cllr N Leverton, Robin Higham</p>
67/24	<p>Apologies for Absence 67.1 Cllr McIntyre, Cllr Evans, both delayed at work. Accepted</p>
68/24	<p>To receive Declarations of Pecuniary, Personal or Prejudicial Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers 68.1 None</p>
69/24	<p>Open Forum 69.1 County Councillor</p> <ul style="list-style-type: none"> • Some councillors have resigned from Labour plus 2 Lib Dems and Independent. Now no overall party in charge. Discussion now taking place properly • Budget massive amount of money owed SEND and social care no room for cuts. There is a suggested 5% uplift • B4477 24/02-25/03/24 – Clerk agreed she has received notification. This has not been publicised as it is expected to be pushed back to new financial year. • OCC selling assets – they own 900 buildings • Locality meeting every 2 months where update to roadworks is published. Clerk will be informed of any changes. • Area changing to cover, Carterton, Filkins, Alvescot, Bampton and Standlake <p>69.2 District Councillor</p> <ul style="list-style-type: none"> • Budget uplift approx. 26% • Parking charges scheduled to be brought into Witney from 14/05/24 <p>69.3 Members of public present</p> <ul style="list-style-type: none"> • No comments
70/24	<p>To Accept Minutes of Last Meetings 70.1 Minutes for Council meeting on 8 November 2023 have been circulated to Councillors. Accepted and signed by council. 70.2 Matters arising - none</p>
71/24	<p>Co-option of Councillor 71.1 2 candidates were interviewed for the vacancy by Cllrs McIntyre, Robbins and Howe. The successful candidate was Kym Ford 71.2 Kym Ford was unable to attend the meeting and will sign her declaration with the Clerk.</p>
72/24	<p>Parish Transport Representative 72.1 K Ford attended the online OCC Parish Transport Rep meeting on 14th November. -Overall general feeling and consensus is that most topics covered focus on urban transport and rural connectivity secondary. -Major part of meeting was dedicated to presentation by Oxford Community Rail Partnership which seems to be focused on encouraging rail users to get off trains and explore the areas around the stations in Oxfordshire. -Criticism of spending on this scheme from attendees included the fact that all this expenditure was focused on the existing rail network covering north/south transport but nothing for east/west. -Generally bus service improvements had been delivered, including the introduction of the new 64 bus servicing Filkins.</p>

	<p>-The £2 fare cap will extended for the foreseeable future.</p> <p>-Work is underway for Youth Fare ticketing and day tickets.</p> <p>K Ford has also been in contact with Dave Harrison, Principal Public Transport Planner OCC, to get an update on the usage of the No 64 in its first few weeks but have not received anything as yet.</p>
73/24	<p>Monthly Working Party Updates</p> <p>73.1 Planning - Cllrs Howe, Robbins, Jones</p> <p>73.1.1 23/00083/FUL Land on A361 Broughton Poggs – awaiting decision.</p> <p>73.1.2 23/01323/LBC 1 The Coach House – withdrawn</p> <p>73.1.3 23/02100/S73 Pear Tree Farm – awaiting decision</p> <p>73.1.4 23/02531/LBC – Methodist Chapel – approved</p> <p>73.1.5 23/02556/HHD – Anstruther – awaiting decision</p> <p>73.2 Property, Cemetery & Highways – Cllrs Howe, Jones, Robbins</p> <p>73.2.1 Platinum Garden – Kym Ford reported - I have been trying to connect with Imogen Parker, Wild Oxfordshire, now that the hard landscaping and grass seeding has taken place. There are plans for Wild Oxfordshire to plan some events around the projects they are supporting. Grass is growing well and more bulbs have been planted</p> <p>73.2.3 Telephone Box – Paint has arrived but it has been raining since. As soon as it dries Up the 2nd coat will be applied. Cllr Howe has door to replace some of the wood.</p> <p>Action: Cllr Howe/Robbins</p> <p>73.2.4 Speedwatch – weather conditions have to be correct to be legal so becomes more difficult during the winter. K Ford will make contact with group.</p> <p>73.5 Village Hall Representative</p> <p>73.5.1 Cllr Howe has contacted Village Hall Committee. Heating increases mean they propose a charge for heating in 2024 – understandably. Windows will be repaired soon.</p> <p>73.6 Village Shop Representative</p> <p>73.6.1 Cllr Evans, Howe and Clerk will meet in January to discuss a way to help the shop.</p>
74/24	<p>Street Lights</p> <p>74.1 Clerk has been in contact with SSE and is awaiting the quote for fitting new drivers to 3 street lights to turn off from midnight to 5am</p>
75/24	<p>Finance</p> <p>75.1 To resolve and approve payments for November/December 2023. List was signed by Cllr Howe & Robbins. Payments will be authorised after the meeting. Account balances to end of November Council £9644.78 Current, £37077.69 deposit. Village Centre £38111.58 Current and £1439.41 COIF. £19245.98 in working capital.</p>
76/24	<p>Community Emergency Plan</p> <p>76.1 Draft circulated to Council. Cllr Howe will send an article for the newsletter to ask for volunteers to help with contacting people if we have an emergency and those able to do first aid. OCC will be supplying the ICE packs and these will be distributed in January/February 2024</p>
77/24	<p>Next Meeting will be held on Wednesday 13 December 2023 in the village hall committee room. Following meetings will be 2024 - 10/01, 13/02, 13/03, 10/04, 08/05, 18/06, 10/07, 11/09, 09/10, 13/11, 11/12</p>
78/24	<p>EXCLUSION OF PUBLIC</p> <p>The Committee is asked to consider passing the following resolution: "That under Section 50A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12A of the Act."</p> <p>78.1 New pay scales and back pay for Clerk were ratified</p>

Filkins & Broughton Poggs Parish Council

Transactions for Current Account

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			9,197.65	
1	04/04/2023	Cheque	SSE Wayleave	SSE Services plc	7.61	9,205.26	27/04/2023
1	12/04/2023	BACS	SSE Unmetered Electric	SSE Enterprise Co	-253.36	8,951.90	27/04/2023
2	12/04/2023	BACS	Platinum Garden	A K Timms	-14.69	8,937.21	27/04/2023
3	12/04/2023	BACS	Platinum Garden	A K Timms	-58.67	8,878.54	27/04/2023
4	12/04/2023	BACS	Platinum Garden	Matt Simpson	-766.80	8,111.74	27/04/2023
5	12/04/2023	BACS	SSE Street Light Maintenance	Enervo	-56.75	8,054.99	27/04/2023
3	17/04/2023	BACS	Precept payment	West Oxfordshire I	10,250.00	18,304.99	27/04/2023
8	20/04/2023	Direct Debit	Payroll Monthly Fee	eSlip Payroll	-21.95	18,283.04	26/05/2023
2	24/04/2023	BACS	Grass cutting Grant	Oxfordshire Count	1,073.00	19,356.04	27/04/2023
5	24/04/2023	BACS	Village centre admin payment	Village centre	1,350.00	20,706.04	27/04/2023
17	26/04/2023	BACS	Annual Management Fee	Village centre	-50.00	20,656.04	27/04/2023
6	27/04/2023	BACS	Groundsmans Wages	Groundsman	-1,028.80	19,627.24	27/04/2023
7	27/04/2023	BACS	Groundsman Expenses	Mid Counties Co-C	-34.65	19,592.59	27/04/2023
9	27/04/2023	BACS	Dog Bins	West Oxfordshire I	-208.24	19,384.35	27/04/2023
10	27/04/2023	BACS	PAYE & NI	HMRC	-478.06	18,906.29	27/04/2023
11	27/04/2023	BACS	Clerk Wages & expenses	Clerk Filkins & Brc	-413.44	18,492.85	27/04/2023
13	03/05/2023	BACS	Data Protection Fee	ICO	-40.00	18,452.85	26/05/2023
14	04/05/2023	BACS	Village Centre Refurbishment	J J Carpentry	-510.00	17,942.85	26/05/2023
4	11/05/2023	BACS	Grant	West Oxfordshire I	49.46	17,992.31	26/05/2023
16	12/05/2023	BACS	Insurance payover	Gallagher	-827.34	17,164.97	26/05/2023
6	13/05/2023	BACS	Platinum Garden	Village centre	445.49	17,610.46	30/06/2023
15	16/05/2023	BACS	Administration	Viking	-23.04	17,587.42	26/05/2023
18	16/05/2023	BACS	Platinum Garden	A K Timms	-74.44	17,512.98	26/05/2023
12	20/05/2023	Direct Debit	SSE Unmetered Electric	SSE Enterprise Co	-235.55	17,277.43	26/05/2023
19	30/05/2023	BACS	PAYE & NI	HMRC	-255.18	17,022.25	30/06/2023
20	30/05/2023	BACS	Groundsmans Wages	Groundsman	-614.40	16,407.85	30/06/2023
21	30/05/2023	BACS	Clerk Wages & expenses	Clerk Filkins & Brc	-413.44	15,994.41	30/06/2023
22	30/05/2023	BACS	Training	Oxfordshire Assoc	-132.00	15,862.41	30/06/2023
39	31/05/2023	Direct Debit	Payroll Monthly Fee	eSlip Payroll	-21.95	15,840.46	30/06/2023
10	07/06/2023	Direct Debit	Donations	Platinum Garden F	55.00	15,895.46	30/06/2023
23	07/06/2023	Credit Card	Defibrillator pads	Wel Medical	-143.88	15,751.58	30/06/2023
25	07/06/2023	Credit Card	Groundsman Expenses	Brize Norton Servi	-28.32	15,723.26	30/06/2023
26	07/06/2023	BACS	Training	Oxfordshire Assoc	-60.00	15,663.26	30/06/2023
11	16/06/2023	BACS	Allotment rent	Allotment holders	5.00	15,668.26	30/06/2023
12	19/06/2023	BACS	Allotment rent	Allotment holders	5.00	15,673.26	30/06/2023
24	19/06/2023	Direct Debit	SSE Unmetered Electric	SSE Enterprise Co	-239.47	15,433.79	30/06/2023
13	21/06/2023	BACS	Allotment rent	Allotment holders	5.00	15,438.79	30/06/2023
28	21/06/2023	BACS	Clerk Wages & expenses	Clerk Filkins & Brc	-413.24	15,025.55	30/06/2023
29	21/06/2023	BACS	PAYE & NI	HMRC	-255.38	14,770.17	30/06/2023
30	21/06/2023	Direct Debit	Payroll Monthly Fee	eSlip Payroll	-21.95	14,748.22	30/06/2023
31	21/06/2023	BACS	SSE Street Light Maintenance	SSE Enterprise Co	-183.77	14,564.45	30/06/2023
32	21/06/2023	BACS	Administration	Amazon	-52.55	14,511.90	30/06/2023
38	22/06/2023	BACS	Groundsmans Wages	Groundsman	-614.40	13,897.50	30/06/2023
27	26/06/2023	BACS	Groundsman Expenses	5A's Tool & Plant I	-13.38	13,884.12	30/06/2023
8	12/07/2023	Cheque	Hayes Palmer Grant	Hayes Palmer Tru:	1,000.00	14,884.12	31/07/2023
9	12/07/2023	Cheque	Allotment rent	Allotment holders	15.00	14,899.12	31/07/2023
17	12/07/2023	Cheque	Donations	Hayes Palmer Tru:		14,899.12	31/07/2023
18	12/07/2023	Cheque	Allotment rent	Allotment holders		14,899.12	31/07/2023
33	12/07/2023	BACS	Street Lighting Replacement Lantern	Enervo	-1,146.10	13,753.02	31/07/2023
34	12/07/2023	BACS	Street Lighting Replacement Lantern	Enervo	-1,127.27	12,625.75	31/07/2023
35	12/07/2023	BACS	Administration	Amazon	-29.55	12,596.20	31/07/2023
36	12/07/2023	BACS	Weed Control	Complete Weed C	-240.00	12,356.20	31/07/2023
15	14/07/2023	BACS	Hardcastles Field rent	St Filica Society	150.00	12,506.20	31/07/2023
37	21/07/2023	Direct Debit	SSE Unmetered Electric	SSE Enterprise Co	-252.03	12,254.17	31/07/2023

Filkins & Broughton Poggs Parish Council

Transactions for Current Account

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			9,197.65	
40	25/07/2023	BACS	Administration	Amazon	-57.56	12,196.61	31/07/2023
41	25/07/2023	BACS	Groundsmans Wages	Groundsman	-614.40	11,582.21	31/07/2023
42	25/07/2023	BACS	Clerk Wages & expenses	Clerk Filkins & Brc	-450.32	11,131.89	31/07/2023
43	25/07/2023	BACS	PAYE & NI	HMRC	-264.38	10,867.51	31/07/2023
44	26/07/2023	Direct Debit	Payroll Monthly Fee	eSlip Payroll	-21.95	10,845.56	31/07/2023
16	31/07/2023	BACS	Cemetery	Peter Smith & Son	69.00	10,914.56	31/07/2023
14	02/08/2023	BACS	Platinum Garden	Village centre	64.32	10,978.88	31/08/2023
45	19/08/2023	Direct Debit	SSE Unmetered Electric	SSE Enterprise Co	-213.76	10,765.12	31/08/2023
19	23/08/2023	BACS	Platinum Garden	Platinum Garden F	500.00	11,265.12	31/08/2023
47	23/08/2023	BACS	Training	Oxfordshire Assoc	-36.00	11,229.12	31/08/2023
48	23/08/2023	BACS	Groundsmans Wages	Groundsman	-640.45	10,588.67	31/08/2023
49	23/08/2023	BACS	PAYE & NI	HMRC	-264.58	10,324.09	31/08/2023
50	23/08/2023	BACS	Platinum Garden	Platinum Garden F	-239.96	10,084.13	31/08/2023
51	23/08/2023	BACS	Platinum Garden	Platinum Garden F	-93.73	9,990.40	31/08/2023
52	23/08/2023	BACS	Village Hall Hire	Filkins Village Hall	-21.00	9,969.40	31/08/2023
53	23/08/2023	BACS	Platinum Garden	Platinum Garden F	-66.55	9,902.85	31/08/2023
54	23/08/2023	BACS	Clerk Wages & expenses	Clerk Filkins & Brc	-450.12	9,452.73	31/08/2023
46	26/08/2023	Direct Debit	Payroll Monthly Fee	eSlip Payroll	-21.95	9,430.78	31/08/2023
20	31/08/2023	BACS	Cemetery	Peter Smith & Son	54.00	9,484.78	31/08/2023
21	08/09/2023	BACS	Interest	Barclays Bank	41.76	9,526.54	30/09/2023
55	17/09/2023	BACS	Clerk Wages & expenses	Clerk Filkins & Brc	-450.32	9,076.22	30/09/2023
56	17/09/2023	BACS	Weed Control	Complete Weed C	-240.00	8,836.22	30/09/2023
57	17/09/2023	BACS	PAYE & NI	HMRC	-264.38	8,571.84	30/09/2023
58	17/09/2023	BACS	Administration	Amazon	-14.38	8,557.46	30/09/2023
59	17/09/2023	BACS	Groundsmans Wages	Groundsman	-614.40	7,943.06	30/09/2023
60	17/09/2023	BACS	Groundsman Expenses	Groundsman	-29.27	7,913.79	30/09/2023
61	17/09/2023	BACS	Platinum Garden	A K Timms	-356.70	7,557.09	30/09/2023
62	17/09/2023	Direct Debit	Anti Virus software	McAfee	-179.99	7,377.10	30/09/2023
64	17/09/2023	BACS	Platinum Garden	Platinum Garden F	-33.99	7,343.11	30/09/2023
65	17/09/2023	BACS	Platinum Garden	Platinum Garden F	-480.00	6,863.11	30/09/2023
22	19/09/2023	BACS	Precept payment	West Oxfordshire I	10,250.00	17,113.11	30/09/2023
66	19/09/2023	BACS	Platinum Garden	Platinum Garden F	-17.50	17,095.61	30/09/2023
63	29/09/2023	Direct Debit	SSE Unmetered Electric	SSE Enterprise Co	-151.60	16,944.01	27/10/2023
75	30/09/2023	Direct Debit	Bank Charges	Unity Bank	-9.20	16,934.81	30/09/2023
67	12/10/2023	BACS	Donations	Citizens Advice Bu	-50.00	16,884.81	27/10/2023
68	12/10/2023	BACS	Wreathes	Royal British legio	-21.98	16,862.83	27/10/2023
69	12/10/2023	BACS	New defib and cabinet	Defib Sales and Tr	-1,494.00	15,368.83	27/10/2023
70	12/10/2023	BACS	Audit Fee	Moore East Midlar	-252.00	15,116.83	27/10/2023
71	12/10/2023	BACS	PAYE & NI	HMRC	-109.60	15,007.23	27/10/2023
72	12/10/2023	BACS	Clerk Wages & expenses	Clerk Filkins & Brc	-450.12	14,557.11	27/10/2023
73	12/10/2023	Direct Debit	SSE Unmetered Electric	SSE Enterprise Co	-202.84	14,354.27	27/10/2023
74	12/10/2023	BACS	Platinum Garden	Platinum Garden F	-25.48	14,328.79	27/10/2023
24	27/10/2023	BACS	Cemetery	E Taylor	238.00	14,566.79	27/10/2023
76	06/11/2023	BACS	Telephone Box refurbishment	X2 Connect	-303.35	14,263.44	28/11/2023
77	06/11/2023	BACS	Defibrillator signs	Safety Signs 4 Les	-12.88	14,250.56	28/11/2023
78	06/11/2023	BACS	Groundsman Expenses	Brize Norton Servi	-14.98	14,235.58	28/11/2023
79	07/11/2023	BACS	Platinum Garden	Rupert Good Plan	-158.22	14,077.36	28/11/2023
80	07/11/2023	BACS	Platinum Garden	Hickman Brothers	-1,572.00	12,505.36	28/11/2023
81	07/11/2023	BACS	Platinum Garden	Hickman Brothers	-2,193.60	10,311.76	28/11/2023
25	10/11/2023	Cheque	Bowls Club	Filkins Bowls Club	50.00	10,361.76	28/11/2023
85	10/11/2023	BACS	Telephone Box refurbishment	X2 Connect	-60.60	10,301.16	28/11/2023
86	10/11/2023	BACS	Telephone Box refurbishment	Screwfix	-24.77	10,276.39	28/11/2023
82	27/11/2023	BACS	Administration	Amazon	-71.89	10,204.50	28/11/2023
83	27/11/2023	BACS	Clerk Wages & expenses	Clerk Filkins & Brc	-450.32	9,754.18	28/11/2023

Filkins & Broughton Poggs Parish Council

Transactions for Current Account

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			9,197.65	
84	27/11/2023	BACS	PAYE & NI	HMRC	-109.40	9,644.78	28/11/2023
89	06/12/2023	Direct Debit	SSE Unmetered Electric	SSE Enterprise Co	-196.10	9,448.68	
87	13/12/2023	BACS	Village Hall Hire	Filkins Village Hall	-14.00	9,434.68	
88	13/12/2023	BACS	Platinum Garden	Platinum Garden F	-40.00	9,394.68	
90	13/12/2023	BACS	Membership	Society of Local C	-91.50	9,303.18	
91	13/12/2023	BACS	Clerk Wages & expenses	Clerk Filkins & Brc	-788.88	8,514.30	
92	13/12/2023	BACS	PAYE & NI	HMRC	-223.58	8,290.72	
			CLOSING BALANCE			8,290.72	
			Value of uncashed entries	£-1,354.06	Bank statement should show	£9,644.78	

VILLAGE CENTRE - FILKINS

Date From : 06/11/2023

Date To : 30/12/2023

No	Date	Details	Debit	Credit	Balance
		Balance B/Fwd :			37757.23
					37757.23
	06/11/2023	Castle Water	52.25		37704.98
	17/11/2023	Moore Allen Fees	68.4		37636.58
	23/11/2023	Cameron Recruitment		475	38111.58
	17/11/2023	Playsafety	36		38075.58
	Paid from credit	Octopus	32.44		
Bank Balance :					38075.58

Bank Balance		23/11/2023			£38,111.58
COIF Account		23/11/2023			£1,439.41
					£39,550.99
After date payments					£36.00
After date receipts					£0.00
Working Capital 13.12.2023					£19,245.98
Reserves					
				WODC Covid Grant	18657.42
				Kick about field fence	-3090
Playground maintenance	869.6			Bowls Blub wall	-1200
WODC Covid Grant balance	2467.42			VC Garden Trees	-2400
Kick about field ground levelling	3500			Playground	-6000
Pool Membership	13467.99			Ground levelling	-3500
<u>£20,305.01</u>					<u>2467.42</u>