
Filkins & Broughton Poggs Parish Council

Please address all correspondence to the Parish Clerk:

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4 April 2024

You are hereby summoned to attend the next meeting of Filkins & Broughton Poggs Parish Council which will be held on Wednesday 10 April 2024 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 address the council for 3 minutes.
3. Minutes
 - 3.1 To accept minutes of last Parish Council meeting 13 March 2024
 - 3.2 Matters for information only arising from the last minutes
4. Councillor's Forum – Cllr Ford
 - 4.1 Report
5. **Monthly Working Party updates**
 - 5.1 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.
 - 5.1.1 23/00083/FUL Land on A361 Broughton Poggs – awaiting decision – further amendments
 - 5.1.2 20 The Gassons – Planning enforcement reply
 - 5.1.3 Fencing Manor Farm Cottage – update
 - 5.2 Property, Cemetery & Highways – **Cllr Jones/Robbins/Ford**
 - 5.2.1 Platinum Garden – progress report Cllr Ford
 - 5.2.2 Telephone Box/Defibrillator – Update Cllr Howe progress
 - 5.2.3 Parish Transport – Cllr Ford
 - 5.2.3.1 Bus update
 - 5.2.3.2 Speed watch – monthly report
 - 5.2.4 Village Centre
 - 5.2.4.1 Repairs to pedestrian gate into swimming pool
 - 5.3 Village Hall – Cllr Howe
 - 5.3.1 Update if required
 - 5.4 Village Shop – Cllr Evans
 - 5.4.1 Update if required
 - 5.5 ACV Nomination – 5 Alls Cllr Evans
 - 5.5.1 Update if required
6. Street Lights – update from David Page
7. Finance - **RFO**
 - 7.1 To resolve and approve the payments for March/April 2024 – Parish Council & Village Centre and account balances
 - 7.2 End of Year Parish Council accounts 2023/24
 - 7.3 Appointment of Auditor 2023/24 accounts
 - 7.4 Suggestions for projects 2024/25
8. Community Emergency Plan – Update **Cllr McIntyre/Howe**
 - 8.1 Progress report
 - 8.2 Distribution of ICE packs
9. Oxfordshire County Council Day – report Cllrs Howe and Ford
10. Annual Parish Meeting – confirmation – 7pm start and 2 speakers invited
11. Date of next Parish Council meetings 08/05 starting at 7pm, 18/06, 10/07



Cris Hoad
Clerk to the Council

Filkins and Broughton Poggs Parish Council

Minutes of Meeting of the Parish Council on 10 April 2024	
	<p><u>Present</u> Cllr Howe, , Cllr Robbins, Cllr Evans, Cllr Ford Cllr McIntyre Members of the Public –None</p>
99/24	<p>Apologies for Absence 99.1 Cllr Jones - approved Cllr N Leverton</p>
100/24	<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 100.1 None</p>
101/24	<p>Open Forum 101.1 County Councillor <ul style="list-style-type: none"> • No report 101.2 District Council <ul style="list-style-type: none"> • No report 101.3 Members of public present <ul style="list-style-type: none"> • No comments </p>
102/24	<p>To Accept Minutes of Last Meetings 102.1 Minutes for Council meeting on 13 March 2024 have been circulated to Councillors. Accepted and signed by council. 102.2 Matters arising – <ul style="list-style-type: none"> • Astro turf repaired 18/03 but seam is raised again they are talking to design team </p>
103/24	<p>Councillors Forum – Parish Transport - OCC Open Day – Wild Oxon– Cllr Ford <u>Jane Olds, SLCC</u></p> <ul style="list-style-type: none"> • Audits, caution if funds in or out exceed £25k then external audit required • Clerk/RFO is not responsible for financial management Councillors are • Fraud was specifically highlighted • There should be a risk assessment for budgetary matters <p><u>General discussions</u></p> <ul style="list-style-type: none"> • Highways maintenance map 2024 now available on OCC website • Land-over deposits are apparently being sent councils from landowners where perhaps paths that started to be used during Covid-19 don't become permanent • More Clerk vacancies than usual, need to ensure remuneration commensurate with role • Re visited the difference between absences being approved and accepted • General complaints regarding WODC planning officers, apparently very poor conduct at meeting 8/4/20204 • Request now coming through from WODC for comment on pre-planning applications • Re sited F&BP issue with inconsistent application of need for rest retrospective application when work undertaken outside of planning approval • Lucy Dalby, OALC to take up the above planning issues with OCC/WODC <p>Transport:</p> <p><u>Rail</u></p> <ul style="list-style-type: none"> • Oxford/Cambridge rail corridor big focus • OCC 2040 Plan for rail published • Big focus on freight • No plans for Heathrow rail link

- Oxford/Witney/Carterton in plan will be £b project
- Every station will become a mobility hub
- Closer links with buses to stations eg new A40 park and ride to Hanborough

Buses

- Bus services improvement plan to be updated 2024
- Straight through ticketing
- Countywide ticket using different providers 5-18 years £3.50 Adult £8.50
- £4 Park & ride fee
- New countywide bus map showing all routes printed and digital
- Let's Talk Bus Survey imminent
- Bus concessions cost £10m/year
- New Carterton-Oxford express service by passing Witney 2x morning and afternoon
- £102k bus stop improvements
- Town & Parish bus stop survey, who owns estate.
- All bus stops to be named
- Community transport – all Parishes with population over 500 will have a service within next few months

OCC Open Day

General - Marvin Reeves CEO

- Focus on building a county for future generations
- Attracting industry/commerce
- Oxfordshire has huge asset base which should be leveraged
- Vulnerable adults and children a priority

Sean Rooney Highways (ppt available)

- Detailed presentation re his team and responsibilities
- Issues and enquiries should be directed to engagement team
- We come under North Oxfordshire so Nick
- Fix my street easiest tool for reporting but with photos wherever possible
- Appoint a Super User within Parish
- Feel free to make temporary repairs to potholes (safety precautions advised)
- James Wright local team
- Question the need for street lighting/nighttime reduction
- Current road maintenance contractors under review, new contact 2025
- HGV survey either underway or about to be

Wild Oxfordshire Team (ppt available)

- General discussion on LNRS 2025 (Local Nature Recovery Strategy)
- Funding available
- New online consultation July 2024

Wild Oxfordshire – Nature Recovery 21/03/2024

Duncan Enright, WODC

- Intro and mention of councils commitment ie Deer Park South Project
- Apparently, they held a Climate and Nature Summit in 2023
- Green light for funding on suitable projects

Rachel Crookes & Imogen Parker, Wild Oxfordshire

- General input from audience on projects they have underway
Chipping Norton – Pool Meadows
Alvescot – Great and Small
Woodstock – Water meadows
- Biodiversity now required to be on PC agenda on a regular basis
- Presentation on projects that have recently received funding, including F&BP
- Nature Recovery Guide toolkit presented, case studies including F&BP
- General discussion included the availability of volunteer groups who undertake work

	<p>Oxfordshire conservation group – team cost £150/day Cotswold Wardens</p> <ul style="list-style-type: none"> Apparently, you can produce a Green Neighbourhood Plan which would be taken into account in planning applications – investigating <p>Thanks to Cllr Ford for attending all the meetings</p>
104/24	<p>Monthly Working Party Updates</p> <p>104.1 Planning - Cllrs Howe, Robbins, Jones</p> <p>104.1.1 23/00083/FUL Land on A361 Broughton Poggs – approved</p> <p>104.1.2 20 The Gassons – Email sent to Phil Shaw. Will send correspondence to Lucy Dalby</p> <p>104.1.3 Fencing at Manor Farm Cottage- Clerk has contacted resident again – they say fence panels are being made. Wait until end April.</p> <p>104.2 Property, Cemetery & Highways – Cllrs Howe, Jones, Robbins</p> <p>104.2.1 <u>Platinum Garden</u> – Cllr Ford reported – Garden still quite muddy. Trellis is up – 3 more panels needed. Hickman coming to look at wild flower area.</p> <p>104.2.2 <u>Telephone Box</u> – Cllr Howe will finish door this week and then it will be put back on, box needs another coat of paint, backboard reattached and defib put in place.</p> <p>Action: Cllr Howe/Robbins</p> <p>104.2.3 <u>Parish Transport</u> –</p> <p>104.2.3.1 As above</p> <p>104.2.3.2 <u>Speedwatch</u> – Cllr Howe attended one of their sessions. Seeing them work it is quite a task to record data and submit. 206 cars – 38 speeding – average 40mph – 1 car no tax -1 no MOT – highest speed 50mph Traffic Monitoring – Cllr Ford contacted Richard Bowman – 2022/23 map updated online. South B4477 approx 2100 vehicles through Filkins. Transport Strategy states no HGV but they do come through Filkins. 2 pronged approach with speed – purchase of Telraam gather some data for ourselves then when we feel there is a problem ask OCC for speed survey cost £195.00. Agreed</p> <p>104.2.3 <u>Village Centre</u></p> <p>104.2.3.1 Swimming Pool – Pedestrian gate post has rotted from kick about field new post has been purchased</p> <p>104.3 Village Hall Representative</p> <p>104.3.1 Next meeting is 01 May 2024. Cllr Howe will attend.</p> <p>104.4 Village Shop Representative</p> <p>104.4.1 Cllr Evans has contacted the shop committee waiting for the April meeting and then will contact again.</p> <p>104.5 5 Alls ACV Nomination</p> <p>104.5.1 Cllr Evans reported there has still been no response to the email so amended application sent and documents. Accommodation has been taken out but there is no guidance as to how this works – wait for response until 10/06/24</p>
105/24	<p>Streetlights</p> <p>105.1 Drivers for 3 lights ordered. Clerk has received correspondence from one resident who says SSE can swing the street light around 90°. David Page has said this is not an easy job – a new bracket will be required at least. Cllr Howe will go back to resident and say we are getting a quote but we do not have the budget to turn it round. Ask resident if they will pay for works. Cllr Howe will check it will not move a problem to Brocton House</p>
106/24	<p>Finance</p> <p>106.1 To resolve and approve payments for March/April 2024. List was signed by Cllr Howe & Evans. Payments will be authorised after the meeting. Clerks’ wages have not yet been received so will be authorised outside of the meeting – agreed. Account balances to end of March Council £6502.43 Current, £37077.69 deposit. Village Centre £18100.49 Current and £21439.41 COIF. £19234.89 in working capital. Swimming pool accounts presented by Cllr McIntyre – income £13467.99 less council and pool expenses £9065.03. 30/70 split handover £2719.51 Agreed this will be handed over</p> <p>106.2 End of Year accounts progressing.</p>

	<p>106.3 Appointment of Auditor – Mary Bohm was nominated and agreed.</p> <p>106.4 Suggestions for projects to fund 2024/25 – some suggestions have been received and we have more tasks highlighted by the walk round. Bund needs some maintenance – under advisement – OCC grant maybe available and Sport England grant for kick about field.</p>
107/24	<p>Community Emergency Plan – Cllr Howe and McIntyre</p> <p>107.1 Plan has been finished and is on website – personal details redacted. Adopted by OCC</p> <p>107.2 ICE packs have all been distributed – This is a nationwide objective and has been completed. This is run and funded by Lions Club British Isles.</p>
108/24	<p>Annual Parish Meeting – we have three reports – Emma Teasdale- Domestic Violence. Speedwatch Group and Cllr Evans will be briefing on FRIN. MEETING WILL START AT 7PM AS APM WILL BE FOLLOWED BY ANNUAL PARISH COUNCIL MEETING</p>
109/24	<p>Next Meeting will be held on Wednesday 8 May 2024 in the village hall. Following meetings will be 2024 - 18/06, 10/07, 11/09, 09/10, 13/11, 11/12</p>

Filkins & Broughton Poggs Parish Council

Transactions for Current Account

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
STARTING BALANCE							
1	02/04/2024	BACS	WODC Grant Platinum Garden	West Oxfordshire I	2,190.00	2,190.00	
1	11/04/2024	BACS	Groundsman supplies	Groundsman	-59.07	2,130.93	
2	11/04/2024	BACS	Groundsman supplies	5A's Tool & Plant I	-16.00	2,114.93	
3	11/04/2024	BACS	Platinum Garden expenses	A K Timms	-229.82	1,885.11	
4	11/04/2024	BACS	Street Light Maintenance Contract	Enervo	-185.17	1,699.94	
5	11/04/2024	BACS	Monthly Payroll charge	Topsource	-23.44	1,676.50	
6	11/04/2024	BACS	Groundsman equipment service	Green Acres	-467.46	1,209.04	
7	11/04/2024	BACS	Groundsman equipment service	Green Acres	-99.32	1,109.72	
8	11/04/2024	BACS	Groundsman equipment service	Green Acres	-99.32	1,010.40	
9	11/04/2024	BACS	Street Light Electric unmetered	SSE Enterprise Cc	-196.64	813.76	

Bank statement should show £6502.43

VILLAGE CENTRE - FILKINS

Date From : 31/03/2024

Date To : 11/04/2024

No	Date	Details	Debit	Credit	Balance
		Balance B/Fwd :			18675.3
					18675.3
	12/03/2024	Octopus Energy	31.46		18643.84
	20/03/2024	Moore Allen Fees	68.4		18575.44
	20/03/2024	Cameron Recruitment		475	19050.44
	26/03/2024	Ernest Cook Trust - Allotment site	150		18900.44
	26/03/2024	Ernest Cook Trust Kick about field	100		18800.44
	26/03/2024	SSE - Swimming pool	399.6		18400.84
	27/03/2024	Allotment rent		287.5	18688.34
	11/04/2024	AK Timms - swimming pool expense	36.72		18651.62
	11/04/2024	Donald Puffitt- repairs to roof	535		18116.62
	02/04/2024	Octopus Energy	28.63		18087.99
	04/04/2024	Allotment rent		12.5	18100.49
		Castle Water (deducted from credit)	20.11		
		Bank Balance :			18100.49

Bank Balance		31/03/2024			£18,100.49
COIF Account		29/02/2024			£21,439.41
					£39,539.90
After date payments					£0.00
After date receipts					£0.00
Working Capital 11/04/2024					£19,234.89
Reserves					
				WODC Covid Grant	18657.42
				Kick about field fence	-3090
Playground maintenance	869.6			Bowls Club wall	-1200
WODC Covid Grant balance	2467.42			VC Garden Trees	-2400
Kick about field ground level	3500			Playground	-6000
Pool Membership	13467.99			Ground levelling	-3500

£20,305.01

2467.42