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# Filkins & Broughton Poggs Parish Council

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*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

4 April 2023

You are hereby summoned to attend the next meeting of Filkins & Broughton Poggs Parish Council which will be held on Thursday 12 April 2023 in Filkins Village Hall Committee Room at 7.30pm. 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 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.
- 2 Minutes
  - 2.1 To accept minutes of last PC meeting – 2 March 2023
  - 2.2 Matters for information only arising from these minutes
  - 2.3 To note Correspondence received by the Clerk's email since the last meeting
  - 2.4 Acceptance of Planning minutes 22 Feb & 28 March 2023
  - 2.5 Acceptance of Finance working party minutes 28 Feb 2023
- 3 Open Forum
  - 3.1 County & District councillors report
  - 3.2 Adjournment for public participation - Members of the public wishing to speak will each be given the opportunity to address the council for 3 minutes.
- 4 Planning and Cemetery

**Applications received after the agenda has been posted but on the WODC website may be discussed at the meeting.**

  - 4.1 Report on responses to existing applications- RH, RJ, KR
    - 4.1.1 22/03232/FUL & 22/03233/LBC Methodist Chapel – approved
    - 4.1.2 23/00195/FUL The Old Great Barn, Filkins – approved
    - 4.1.3 23/00083/FUL Land on A361 Broughton Poggs – awaiting decision
    - 4.1.4 Variation of Licence at Oxleaze Farm
    - 4.1.5 23/00565/FUL & 23/00566/LBC Manor Farm Cottage Broughton Poggs – retrospective awaiting
- 6 Village Matters
  - 6.1 Platinum garden- to report on progress KR
  - 6.2 Taylors Close – lease & fencing update
  - 6.3 SSE Telephone Box electrics – request from Clerk
  - 6.4 Street Lighting – replacement of lights 5 & 12
  - 6.5 Village green – The Gassons
- 7 Finance
  - 7.1 To resolve and approve the payments for February 2023 - Parish Council & Village Centre – and account balances- appendix 2
  - 7.2 Enervo Maintenance Contract 2023
- 8 Next meeting date: The Annual Parish Meeting will be followed by the Annual Parish Council Meeting on 15 May at 7.30pm in Filkins Village Hall.



*Cris Hoad*  
Clerk to the Council

## Filkins and Broughton Poggs Parish Council

	Minutes of Meeting of the Parish Council on 12 April 2023 at 7.30 pm
	<p><u>Present</u> Cllr Howe, Cllr Robbins, Cllr Jones, Cllr Walsh Members of the Public: Cllr Leverton</p>
92/23	<p>Apologies for Absence: 92.1 Cllr S Coul, Cllr Tridgell,</p>
93/23	<p>Declaration of Personal, Prejudicial and Pecuniary Interest 93.1 None</p>
94/23	<p>To Accept Minutes of Last Meetings 94.1 Minutes for Council meeting on 2 March have been circulated to Councillors. There was a discussion on the wording. This was agreed as correct. Accepted and signed by council. 94.2 None 94.3 Correspondence list – Accepted 94.4 Planning Working Party minutes from 22 February and 28 March were accepted into record 94.5 Finance working party minutes were accepted into record</p>
95/23	<p>Open Forum 95.1 County Councillor:</p> <ul style="list-style-type: none"> <li>Problems with city centre and traffic – Botley Road is closed for 2 x 6 month stints. No consultation on restrictions and shop keepers only had 3 days notice. Taxis are losing fares as they have to go all the way round. The works are to replace the bridge, build a new station and an extra track. Bus goes to bridge and then turns round. The advice is to park in the Park &amp; Rides.</li> <li>When bus hub is complete at Eynsham the Oxford bus from Carterton will terminate there and you will have to change. Journey already takes 1hr 40 mins.</li> <li>Upsurge in complaints about potholes and road surfaces.</li> <li>School buses – the spare seats used to be sold to parents but then were withdrawn. Parents have protested and now new policy has been withdrawn.</li> <li>LEZ – not meant to generate income but so far £700k has been raised in fines.</li> <li>New Oxford United ground to be built at Stanford Ground – Kassam Stadium being sold as science park.</li> </ul> <p>95.2 District Councillor:</p> <ul style="list-style-type: none"> <li>Recycling – top in the country</li> <li>Marriots Walk – upside down umbrellas are causing problems - filled with water and blown around in high winds.</li> <li>Marriotts Square – been purchased by WODC from Deutsche Bank. High Street traffic etc remains a mess.</li> </ul> <p>95.3 None</p>
96/23	<p>Planning &amp; Cemetery 96.1.1 22/03232/FUL &amp; 22/03233/LBC Methodist Chapel –Awaiting response 96.1.2 22/00195/FUL The Old Great Barn - approved 96.1.3 23/00083/FUL Land on A361 Broughton Poggs – awaiting decision 96.1.4 Variation of Licence at Oxleaze Farm – no objections 96.1.5 23/00565/FUL &amp; 23/00566/LBC Manor Farm Cottage - retrospective – awaiting decision 96.1.6 APP/D3125/W/22?3311603 – The Old Bull Inn – appeal on decision</p>
97/23	<p>Village Matters 97.1 Platinum Garden – Cllr Robbins reported:</p>

Signed:

Date:

	<ul style="list-style-type: none"> <li>• Path finished</li> <li>• Sleepers have been placed around beds by playground</li> <li>• Next phase is hoggin – needs membrane and hardcore laid</li> <li>• NGS grant not successful. Fundraising at Gardens Open and swimming pool opening</li> </ul> <p>97.2 Playground</p> <ul style="list-style-type: none"> <li>• Slide is being investigated</li> <li>• Needs to be painted</li> <li>• WODC still not paid out on balance of grant. Clerk has had to resubmit all invoices as they had “lost” them They have been asked to expedite.</li> </ul> <p>97.3 Taylors Close extension - Johnathan Love visiting in morning to confirm placement of new fence. M Simpson to start next week.</p> <p>97.4 SSE Electrics to telephone box – Clerk is getting nowhere with discussions. Cllr Howe will take over.</p> <p>97.5 Street lights – 5 &amp; 12 have been ordered. Tenants and landlords have been advised – just waiting for parts. No response to newsletter article about turning off lights. We will go ahead and turn off between midnight and 5am. If double setting is possible Summer – Midnight to 8am, Winter Midnight to 5am</p> <p><b>Action: Cllr Howe to follow up</b></p> <p>97.6 Verge at The Gassons – this is being driven over and there is no grass left just a hole. Cottesway own the land so we will contact them and ask to take the curb back.</p> <p><b>Action: Clerk to contact Cottesway Housing</b></p> <p>97.7 CLP- R Martin sent an update on the CLP – Councillors urged residents to comment. The Council is very supportive of the CLP and hopes it receives the responses in enough quantity</p>
98/23	<p>Finance</p> <p>98.1 Payments for March/April 2023 were resolved and approved. List was signed by Cllr Howe &amp; Robbins. Payments will be authorised after the meeting.</p> <p><b>Action: Payment to be authorised Cllr Tridgell</b></p> <p>98.2 Account balances to end of March Parish Council £9197.65 Current, £37077.69 deposit. Village Centre £28472.33 Current and £1218.70 COIF</p> <p>98.3 Enervo have sent their maintenance contract for 2023 £ 153.14 per annum. This was agreed and accepted</p> <p>98.4 Audit is with Internal Auditor</p>
99/23	<p>Next Meeting will be held on 15 May in the village hall - Annual Parish Meeting followed by the Annual Parish Council meeting</p>

## Filkins & Broughton Poggs Parish Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
145	Stationery/Admin Suppli	02/03/2023		Current Account	BACS	Clerk Wages & expenses	Clerk Filkins & Broughtor	E	12.20		12.20
140	Training	02/03/2023		Current Account	BACS	Training	Oxfordshire Association	S	30.00	6.00	36.00
138	Stationery/Admin Suppli	02/03/2023		Current Account	BACS	Administration	Amazon	S	58.90	11.79	70.69
144	Laptop Software	02/03/2023		Current Account	BACS	Microsoft 365	Microsoft	S	66.66	13.33	79.99
141	Telephone Box Refurbish	02/03/2023		Current Account	BACS	Telephone Box refurbishr	X2 Connect	S	180.79	36.16	216.95
146	Platinum Garden Project	02/03/2023		Current Account	BACS	Platinum Garden	Parkfield Tree Care	S	150.00	30.00	180.00
145	Clerk's Wages	02/03/2023		Current Account	BACS	Clerk Wages & expenses	Clerk Filkins & Broughtor	X	712.06		712.06
139	Clerk's PAYE & NI	02/03/2023		Current Account	BACS	PAYE & NI	HMRC	X	196.22		196.22
155	SSE Unmetered supply	19/03/2023		Current Account	BACS	SSE Unmetered Electric	SSE Enterprise Contracti	L	180.74	9.11	189.85
152	Stationery/Admin Suppli	27/03/2023		Current Account	BACS	Clerk Wages & expenses	Clerk Filkins & Broughtor	E	12.20		12.20
147	Subscriptions	27/03/2023		Current Account	BACS	Subscription	Oxfordshire Playing Field	E	45.00		45.00
152	Stationery/Admin Suppli	27/03/2023		Current Account	BACS	Clerk Wages & expenses	Clerk Filkins & Broughtor	S	48.25	9.65	57.90
153	Subscriptions	27/03/2023		Current Account	BACS	Subscription	Oxfordshire Association	S	130.00	26.00	156.00
148	Platinum Garden Project	27/03/2023		Current Account	BACS	Platinum Garden	A K Timms	S	88.03	17.61	105.64
150	Platinum Garden Project	27/03/2023		Current Account	BACS	Replacement jacksaw	Screwfix	S	5.41	1.08	6.49
149	Payroll Administration	27/03/2023		Current Account	BACS	Payroll Monthly Fee	eSlip Payroll	S	18.29	3.66	21.95
154	Laptop Software	27/03/2023		Current Account	BACS	Replacement laptop	John Lewis	S	406.24	81.25	487.49
152	Clerk's Wages	27/03/2023		Current Account	BACS	Clerk Wages & expenses	Clerk Filkins & Broughtor	X	401.04		401.04
151	Clerk's PAYE & NI	27/03/2023		Current Account	BACS	PAYE & NI	HMRC	X	100.40		100.40
	SSE Unmetered Supply	12/04/2023		Current Account	BACS	Unmetered Electric	SSE	S	241.29	12.07	253.36
	Platinum Garden project	12/04/2023		Current Account	BACS	Platinum Garden	AK Timms	S	61.13	12.23	73.36
	SSE Maintenance	12/04/2023		Current Account	BACS	Street Light Maintenance	Enervo	S	47.29	9.46	56.75
	Platinum Garden project	12/04/2023		Current Account	BACS	Cement Path at Garden	Matt Simpson	S	639	127.8	766.8

### Village Centre- Filkins

**Date From:** 01.03.23  
**Date To:** 11.04.23

<b><u>Totals</u></b>	2131.55
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<b>Totals</b>	<u>2,932.53</u>
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## **Email Communications received –27.02.23- 05.04.23**

<b>Date</b>	<b>From</b>	<b>Subject</b>	<b>Action</b>
<b>27.02.23</b>	Cottesway Housing	Steet light replacement	Actioned
<b>27.02.23</b>	Business Build	75 years of NHS merchandise	Noted
<b>27.02.23</b>	ECT	Street light replacement	Actioned
<b>27.02.23</b>	Eventbrite	Major of Chipping Norton Ball	Noted
<b>27.02.23</b>	Lee Bennett	Standing for PC	Actioned
<b>27.02.23</b>	Scribe	Audit procedures	Actioned
<b>27.02.23</b>	Richard Martin	CLP	Actioned
<b>27.02.23</b>	Parkfield Tree Care	Invoice	Actioned
<b>27.02.23</b>	Richard Martin	CLP	Circulated to full council
<b>28.02.23</b>	Enervo	Street light contact	Actioned
<b>28.02.23</b>	Cottesway Housing	Street Lights	Actioned
<b>28.02.23</b>	RSN	Newsletter	Circulated to full council
<b>28.02.23</b>	OALC	Membership invoice	Actioned
<b>28.02.23</b>	OCC	Parish contact info	Actioned
<b>01.03.23</b>	Parlicentre	Certificate in money laundering	Noted
<b>01.03.23</b>	Eibe Play	Play equipment	Noted
<b>01.03.23</b>	Creative Play	Playgrounds	Noted
<b>01.03.23</b>	Scribe	Year end procedure	Noted
<b>01.03.23</b>	Milleniumquest	Coronation bunting	Noted
<b>01.03.23</b>	OALC	Chairs Q&A	Forward to Chair
<b>01.03.23</b>	OCC	Minerals and Waste Plan	For next meeting
<b>01.03.23</b>	Caversham Lakes	Reservoir consultation	Forwarded to full council
<b>01.03.23</b>	RBL	Coronation bunting	Forward to St Filica
<b>01.03.23</b>	OALC	Audit training meeting instructions	Actioned
<b>01.03.23</b>	Forest of Dean Council	Newsletter	Not relevant
<b>02.03.23</b>	OCC	TTRO 24.05.23	Publicised nearer date
<b>02.03.23</b>	SCAS	Newsletter	Forwarded to full council
<b>02.03.23</b>	Oxfordhealth	School aged immunisation	Poster on board
<b>02.03.23</b>	OALC	APCM timings	Noted
<b>02.03.23</b>	N Leverton	Apologies	Noted
<b>03.03.23</b>	WODC	Elections timetable	Noted
<b>03.03.23</b>	Ramblers	Lost footpaths	Forward to Footpath Warden
<b>04.03.23</b>	Playground Committee	Slide & Opening	Noted

Date	From	Subject	Action
05.03.23	Platinum Garden	St Filica donation	Actioned
05.03.23	St Filica	Confirmation of funds	Noted
06.03.23	Craig Johnston	Hardcastles Field	Noted
06.03.23	WODC	Elections	Noted
07.03.23	OALC	Training reminder	Noted
07.03.23	RSN	Newsletter	Circulated to Full Council
07.03.23	CLP	Sent to all councillors	Noted
08.03.23	Parish Online	Newsletter	Noted
08.03.23	Avril Payne	NGS gardens parking	Actioned
08.03.23	Eslips	Invoice	Actioned
09.03.23	WODC	Planning application	Forward to planning comm
09.03.23	WODC	Salt Cross	Forward to planning comm
09.03.23	ICO	Importance of GDPR	Noted
10.03.23	WODC	Tax on empty and second homes	Circulated to full council
10.03.23	WODC	Newsletter Ubico good value for money	Noted
10.03.23	OCC	TTRO B4477 June 23	Publicised nearer time
10.03.23	Enervo	Annual Maintenance Contract	For next meeting
10.03.23	Commonplace	Village Design Statement Coombe	Forward to planning comm
10.03.23	OCC	Weight restrictions on roads	Forward to full council
10.03.23	Sue Hitchcock	Path warden – lost footpaths	Noted
10.03.23	Carol MacKay	Community Emergency Officer	Actioned
10.03.23	OCC	LTCP5	Forwarded to full council
10.03.23	OALC	Training	Noted
11.03.23	WODC	Confirmation of planning comments	Noted
11.03.23	WODC	Confirmation of planning comments	Noted
11.03.23	H Dunmall	Planning	Actioned
13.03.23	ECT	Confirmation of stile repair	Noted
13.03.23	Scribe	AGAR forms	Noted
14.03.23	Gallagher	Insurance renewal questionnaire	Actioned
14.03.23	RSN	Newsletter	Circulated to full council
14.03.23	Kym Ford	Villager Bus Service	Actioned
14.03.23	WODC	Litter grabbers	Forwarded to R Chitty
14.03.23	Fantastic Fireworks	Sales	Noted
14.03.23	Fresh Air Fitness	Outdoor equipment	Noted
15.03.23	RoSPA	Playarea inspection – April	Noted
15.03.23	Bison Bridges	Bridges	Noted

Date	From	Subject	Action
15.03.23	OALC	Slides from Audit training	Noted
16.03.23	WODC	Minutes of Climate change meeting	Available if required
16.03.23	ICO	Data protection and AI guide	Noted
17.03.23	Flagmakers		Noted
17.03.23	What3words	Promotion	Noted
20.03.23	Scribe	AGAR	Noted
21.03.23	OCC	TTRO road closure Broadwell – already closed	Noted
21.03.23	OCC	Councillors Priority fund payment	Noted
21.03.23	Richard Martin	CLP email	Noted
21.03.23	OALC	Green day cancelled	Noted
22.03.23	The Circuit	Update details	Actioned
22.03.23	Wychwood Forest	Magazine subscription	Noted
22.03.23	School Badge Store	Coronation badges	Noted
22.03.23	What3words	Promotion	Noted
22.03.23	Moore Allen	Rent notice	Actioned
22.03.23	Gallagher	Confirmation of Insurance renewal	Noted
22.03.23	Lee Bennett	Nominations	Actioned
22.03.23	The Circuit	Confirmation of update	Noted
22.03.23	The Ramblers	Lost Paths	Path Warden
22.03.23	Roger Chitty	Litter Pick	Noted
22.03.23	WODC	Botley West Solar Farm	Noted
22.03.23	Police & Crime Commission	Bulletin	Forwarded to full council
23.03.23	Scribe	Training	Noted
23.03.23	Currys	Verify email address	Actioned
23.03.23	Flagmakers	Coronation bunting	Noted
23.03.23	Moore Allen	1 <sup>st</sup> floor tenants	Forwarded to full council
23.03.23	John Lewis	Confirmation of order	Noted
23.03.23	Moore Allen	Confirmation of reply concerning rent	Noted
23.03.23	Wychwood Forest	Newsletter	Noted
23.03.23	Free Agent	Banking software	Actioned
23.03.23	Nat West	Change of email address	Noted
23.03.23	John Lewis	Confirmation of delivery of laptop	Noted
23.03.23	Healthwatch	Newsletter	Circulated to full council
24.03.23	WODC	Reduce sewage pollution	Circulated to full council
24.03.23	WODC	Election Notice District	Actioned
24.03.23	WODC	Election Notice Parish	Actioned



Date	From	Subject	Action
24.03.23	RBL	Tree planting	Forward Plat Jubilee Gdn
24.03.23	L Bennett	Nomination Form	Actioned
24.03.23	WODC	Cost of Living Support	Noted
26.03.23	SSE	Electric bill	Actioned
27.03.23	Scribe	Year End	Noted
27.03.23	M Simpson	Invoice	Actioned
27.03.23	E Slips	P60	Actioned
28.03.23	RSN	Newsletter	Forwarded to full council
28.03.23	Moore Allen	Statement of additional payment	Actioned
29.03.23	Moore Allen	Flat – heater not working	Actioned
30.03.23	WODC	Planning comment confirmation	Noted
30.03.23	WODC	Planning comment confirmation	Noted
30.03.23	Readyprint	Quote for swimming pool forms	Actioned
30.03.23	Freeagent	Newsletter	Noted
30.03.23	Freeagent	Change of device	Noted
30.03.23	Moore Allen	Fee invoice	Actioned
30.03.23	ICO	Commissioners Forum	Noted
31.03.23	Microsoft account	Confirmation	Noted
31.03.23	OALC	Newsletter	Forwarded to full council
31.03.23	E Slips	Name change to Topsource	Noted
31.03.23	Allotment Group	Agreements	Actioned
01.04.23	Nat West	Statement	Actioned
01.04.23	Allotment Group	Agreements	Actioned
01.04.23	Platinum Garden	Cost Tracker	Actioned
01.04.23	Richard Martin	CLP	Noted
03.04.23	Enervo	Invoice	Actioned
03.04.23	Scribe	End of Year	Noted
03.04.23	Komplan	Marketing	Noted
03.04.23	OALC	Important dates	Noted
03.04.23	Charities Buying Group	Marketing	Noted
04.04.23	Eibe	Marketing	Noted
04.04.23	RSN	Newsletter	Forwarded to full council
04.04.23	WODC	Playground grant	Actioned
04.04.23	WODC	Playground Grant	Actioned
04.04.23	Age UK	Newsletter	Noted

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