**Crawley Parish Council**

**Minutes of meeting held at 7.30pm on 23rd March 2022 at The Lamb**

Present: Colin Dingwall, Sue Bremner-Milne, Mark McCappin, Tony Connell, Sheena Derry, Lewis Ross and Heather Northam

1. Apologies: Graham Howkins, Gill Hill, Liam Walker.

2. The Minutes of the meeting held on 26th January 2022 were approved.

3. Declarations of interest: None.

4. Matters arising:

* A new estimate has been obtained from ‘A Touch of Grace’ for cleaning the war memorial and re-lettering with enamel. It was agreed that we should proceed but, at £1250 this would use half our reserves. We will therefore apply for a grant from the War Memorials Trust, and assurance will be sought that the cleaning methods are approved by them.
* Stewart Bremner-Milne is going to make new doors for the village notice board.

5. District Councillor’s Report. CD reported that WODC is working on helping the situation for Ukranians by organising collections at Carterton and looking for homes for refugees. WODC have always been able to accommodate the number of refugees that they have been asked to provide for in similar situations. CD advised that WODC hope to do so again for Ukranian families.

6. County Councillor’s Report (sent by email).

* The weight restriction notices at Burford were finally removed today (23rd March).
* A total of 21 responses to the proposed 20 mph speed limit were received from Crawley residents: 18 for and 3 against. LW will recommend that the 20mph speed limit through the village should be included in OCC’s three-year roll-out programme. The PC confirmed that we are grateful for this and would support the implementation in due course. We understand that OCC will cover the costs of changing the signs and legal costs. SD to clarify if there will be any additional costs to the parish.

7. Treasurer’s Report.

* The budget for 2022-23 has been accepted.
* £500 has been received from the Councillor Priority Fund to help with maintenance of the defibrillator – many thanks to Liam Walker for this.
* The estimated balance at the end of the year is £3,000 (we are not yet at the end of Q4)
* SB-M will ask Jane Harris if she is willing to carry out an internal audit, as she kindly did last year. She will prepare all the necessary documents to comply with the Annual Governance and Accountability Return before the meeting in May so that we can meet the required deadlines.

8. Update on Emergency Plan and Risk Assessment.

* SB-M had circulated a draft Emergency Plan before the meeting. She will email each of the councillors to ask if they are happy to be included on the contact list and confirm which contact details they want published. We do not have a comprehensive map of the village showing the location of each property. CD offered to try to get a map from WODC which can be incorporated. Councillors were reluctant to go down the route of compiling a list of “vulnerable” residents because of problems with confidentiality and keeping the list up to date. We agreed to put a number of documents on the website about how to avoid/mitigate/deal with different emergencies and also to post selected information to each property, advising who to contact and where to go for advice.
* SB-M had circulated a draft update of the Risk Assessment, which was last reviewed in 2010. Councillors were generally in agreement with the content, although MM raised the question of who is at risk – contractor or parish council – for some categories (e.g. grass cutting). MM also requested the addition of a risk item for road sign visibility checks/operations that are carried out by Crawley residents. SB-M will look again and clarify. It was felt that Procedural Risks could not realistically be updated until we adopt new Standing Orders. A volunteer is needed to work on this.

9. Update on WiVTAG. MM reported that after going through Members Decision Meeting and Scrutiny Committee, the Burford experimental weight restriction was finally revoked, unanimously, at a full Cabinet meeting on 15 February. OCC has agreed that they will work on regional solutions to manage HGVs. CD suggested that the parish council should write to WiVTAG thanking them for all their work in achieving this outcome.

10. Oxfordshire County Council’s Local Transport and Connectivity Plan (LTCP). CD and MM attended a webinar on the LTCP and MM has submitted a response. CD is concerned that not enough is being done in rural areas, particularly for elderly people. There is a focus on restricting car use and encouraging use of public transport, but that can’t work for places like Crawley. The LTCP is currently being developed and is likely to be completed and published during the next year.

11. Implementation of 20mph speed limit. This was dealt with under item 6.

12. Date for Annual Parish Meeting. It was agreed to hold the Annual Parish Meeting on Wednesday 11th May 2022, and to move the parish council meeting to the same day. The combined meeting will commence at 7.00pm.

13. Date for litter pick. It was agreed to hold a village litter pick on Sunday 3rd April at 10am. SD to liaise with Rob Helyer about equipment.

14. NALC Smaller Councils Committee. SD had received a message from the National Association of Local Councils asking if there were any issues specific to smaller councils that we would like them to consider. It was not felt that Crawley had any issues at this point.

15. Future dates. PC meetings will be held on the 4th Wednesday of every other month, at 7.30pm: 11th May (note change from previous listing), 27th July, 28th September, 23rd November

16. AOB

* There have been more complaints about cars parked too close to the junction at the bottom of Farm Lane. MM will raise the issue with OCC and MM and SD will try to put a sign up on an existing post as a temporary measure.
* MM has been advised about a planning application (Ref MW.1050/21) that involves the movement of a large quantity of inert material from a construction site in Leafield to a quarry in Worsham. The planned route is via Asthall Leigh, but an alternative via Crawley has been suggested. MM will write to Emma Bolster (OCC officer who is dealing with this planning application) to ask that the parish council is contacted if Crawley is to be considered.