**Crawley Parish Council**

**Minutes of meeting held at 7.30pm on 22nd November 2023 at The Lamb**

Present: Cllrs Heather Northam (Chair), Colin Dingwall, Mark McCappin; Sheena Derry (Secretary); Sue Bremner-Milne (Treasurer); Isabel Webb, Michelle Hill, Lewis Ross (parishioners); Liam Walker (WODC and OCC).

1. Apologies: None

2. The Minutes of the meeting held on 27th September 2023 were approved.

3. Declarations of interest: None.

4. Co-option of new councillors. Two councillors, Graham Howkins and Tony Connell, have resigned since the last meeting and two parishioners put their names forward. There was no need for a by-election, so Isabel Webb and Michelle Hill were co-opted and Declaration of Acceptance forms signed.

5. Matters Arising

* Approval was given to pay costs for HN and MM to attend a training course on planning, and for HN to attend a first aid training course.
* Waste from clearing out Showell Brook has largely been cleared by filling personal green waste bins. In the longer term it was suggested we should ask if UBICO could collect it (as they do after litter picks) or use the churchyard bin.
* SD reported that the website domain name has successfully been transferred to the parish council.

6. Parishioners’ Matters

* Rob Helyar has brought to our attention that vehicles are being parked, or driven onto the nature reserve area at the top of Leafield Hill, close to where the bee orchids and other important wildflowers grow. It was suggested we might erect posts to prevent this, but that would probably involve OCC Highways, so for the moment we will monitor the situation.

7. District Council Report (CD)

* WODC now has a 5-year land supply for housing, so should not be at the mercy of speculative planning applications.

8. County Council Report (LW)

* LW attended the initial meeting of a working group for area weight restrictions for HGVs in the Windrush Valley and Henley. He thinks that either WiVTAG or representatives of affected parish councils will be invited to attend.
* OCC has been pushed to release the feasibility study for a railway line between Witney and Oxford. It estimated that it would cost about £900 million excluding the purchase of land. OCC are focussing on the Cotswold Line, making it a dual line from Wolvercote to Hanborough, with an estimated cost of £120 million.

9. Treasurer’s Report (SB-M). There was no formal report.

* SB-M requested clarification and Minuting of the processes of approving (1) expenditure and (2) payments. If something is identified in a budget, then that payment is approved when the budget is approved. Other expenditure should be approved before payment is made. Recurring payments (e.g. coffee after a litter pick or Remembrance Service) up to £50 may be approved by two councillors who are present.
* Dual authorisation is not available with HSBC for bank transfers. SB-M gets round this by email authorisations to leave an audit trail. There are other ongoing issues with HSBC and it is hoped that if we can change bank dual authorisation will be available. MH said that the Social Committee had moved to Lloyds Bank. SB-M to investigate.

10. “Ownership” of the firework display. SB-M requested clarification on the relationship between the social committee and parish council regarding the firework display. This was to ensure that the insurance is valid for the event and that she can claim back VAT on the fireworks. It was confirmed that the social committee is a working group on behalf of the parish Council.

11. Witney infrastructure (MM). MM and HN have written two reports in relation to developer proposals for North Witney SDA covering housing, roads, and flooding. The reports point to the need for promises in the current Local Plan to be honoured. If the housing developments go ahead then we must ensure the infrastructure is also completed (Shores Green, Northern Distributor Road, and West End Link Road). There is a plan to get all affected councils (8 parish, 1 town) together to see where there is commonality and put together a working group. Working together is likely to have more impact.

12. Town and Parish Councils Charter (MM, HN). OCC are looking to put in place a Charter, which will be “a commitment of principles to support successful partnership working”. MM and HN attended an event to help shape the content of the Charter. All councillors are encouraged to complete a short survey about this before 10th December. A further consultation on the draft Charter will take place in January.

13. Future Dates

20th December – Carols in the village

24th January 2024 – PC Meeting

27th March 2024 – PC Meeting

22nd May 2024 – PC Meeting

24th July 2024 - PC Meeting

25th September 2024 - PC Meeting

27th November 2024 - PC Meeting

14. AOB

* CD reported that he had attended the funeral of Andrew Basson.
* SD attended a training course on thermal imaging cameras. It is hoped that the PC may be able to borrow a camera to use around the village to show people where their houses are losing heat. HN and MH are happy to help.
* HN requested that we start future PC meetings at the earlier time of 7pm, which was agreed.
* HN has obtained a copy of Model Standing Orders and will look at putting something in place for Crawley. It was agreed that we should review, and if necessary update, our various policies (Code of Conduct, Risk Assessment, Emergency Plan, GDPR etc).
* SD will contact James Walker to ask him to give the new councillors a Crawley Village email address and ask if he can change the email addresses of secretary and treasurer to clerk and RFO.