

HAILEY PARISH COUNCIL

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Chairman: Mr G Knaggs Parish Clerk: Mrs K Doughty

Minutes of the Annual Meeting of the Parish Council held on Monday 11th May 2015, 7.30pm at the Village Hall

Present: G Knaggs (Chairman), A Smith (Vice-Chairman), K McConville, D Musson, N Moglia, P Lakey, M Davies and 4 members of the public.

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

It was resolved that Cllr Knaggs is Chairman for the forthcoming year.

2. To elect the Vice Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

It was resolved that Cllr Smith is Vice Chairman for the forthcoming year.

3. To note new Parish Council members following the uncontested election and receive Declaration of Acceptance of Office forms.

All forms were signed/received and new members welcomed.

4. Apologies for absence.

Cllr McConville gave his apologies for absence but was present for the end of the meeting.

5. Chairman's Remarks including apology.

The Chairman apologised to a member of the public for Cllr Quainton's remarks made at the April Parish Council Meeting.

6. Contributions from members of the public.

A query was raised regarding meeting minutes being available on the website. The Clerk confirmed that all minutes are published on the website as soon as they are available.

A resident discussed a collapsed hedge due to building works. It was agreed that the Enforcement Officer at West Oxfordshire District Council (WODC) is contacted to investigate.

7. Declarations of Interest.

Cllr Davies declared an interest in the North Witney development (being a minority landholder) and her planning application for Keepers Cottage. The Clerk advised that as the application for Keepers Cottage had not yet been received, the application would not be considered at the meeting.

8. To resolve Councillor's portfolios of interest. (Lead name in bold type).

(a) Highways & Traffic.	Cllr Smith , Cllr Davies, Cllr Moglia
(b) Planning.	Cllr McConville , Cllr Knaggs, Cllr Smith, Cllr Moglia
(c) WODC Local Plan.	Cllr Knaggs , Cllr McConville, Cllr Musson

(d) Estates, Footpaths & Bridleways.	Cllr Musson , Cllr McConville Paul Thomas as a volunteer Footpath Warden
(e) Amenities.	Cllr Musson , Cllr Davies, Cllr Lakey
(f) Neighbourhood Plan.	Cllr Knaggs , Cllr Musson, Cllr McConville
(g) Public Transport Representative.	As a group.

9. To consider and adopt up to date Standing Orders.

The figure detailed in item 18(c) was amended to £10,000 from £60,000. It was resolved that the amended document is adopted.

10. To consider and adopt a Freedom of Information Act 2000 Publication Scheme.

It was resolved that the Scheme is adopted.

11. To resolve that the Council is an eligible Parish Council for the purpose of completing any activity under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

It was confirmed that the Clerk is qualified, has received the necessary training and that all 7 members of the Council are considered elected. The Council resolved that it is therefore eligible for the purpose of completing any activity under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

12. To consider and adopt an up to date Risk Assessment.

It was resolved that the Risk Assessment is adopted. The Clerk advised that risks identified include identifying when the next RoSPA play area inspection is due; that monthly computer back-ups are unable to be made; trees in the Recreation Ground should be assessed by a tree surgeon and that work relating to the Asset Register is required.

13. To review financial matters:-

(a) To consider and adopt up to date Financial Regulations.

The up to date Financial Regulations were adopted.

(b) To review the Bank mandate.

It was agreed that the current cheque payment system continue with 2 authorised signatories. All members are to complete the new bank mandates.

(c) To review the Council's insurance policy and discuss/resolve alterations.

The Clerk recommended that the insurance policy is acceptable at the current time, but as soon as the Asset Register is brought up to date, the insurance policy is adjusted accordingly. Members agreed.

(d) To review the Asset Register.

The Clerk advised that the Asset Register needs to be cross-checked with the insurance policy with the help of the previous Clerk. The completed document will be circulated in due course.

(e) To review website statistics and consider amendments to the website.

The website is currently averaging 20 visits per day/approximately 600 visits per month and is being regularly maintained. No amendments to the website are required at the current time.

14. Date of next Annual Meeting of the Parish Council – Monday 9th May 2016.

The May Parish Council meeting followed the Annual Meeting of the Parish Council.

15. The meeting minutes of 13th April 2015 were considered and accepted.

16. To receive a Neighbourhood Policing Report (Cllr Andy Smith).

Cllr Smith advised that Sgt Kerry O'Leary and PCSO Hilary Rabson are the main contacts for the area and can be contacted using the '101' telephone service. Regular 'Have Your Say' meetings are held outside Witney Town Hall (the next meeting is Saturday 30th May, 10.00-12.00 midday). Cllr Smith attends Witney Neighbourhood Action Group that review concerns raised by parishes/residents. Current concerns include anti-social behaviour and vandalism in and around Witney. Speeding and cycling on footpaths continue to cause concern. The Police will be present at the Witney Carnival who will be pleased to meet residents.

17. Special Projects

(a) Defibrillators: To receive an update report on progress.

The equipment is due to be installed at Bowen's Garage, New Yatt. An installation date is being pursued with Mr Reeve.

(b) WODC Pre-Submission Local Plan 2031: To note submission of document prepared by Cllr Knaggs. (Cllr Graham Knaggs).

On behalf of the Council, Cllr Musson thanked Cllr Knaggs for his efforts.

(c) Neighbourhood Plan: To consider next steps in producing a Neighbourhood Plan. (Cllr Graham Knaggs).

It was noted that some residents have volunteered to help with the project. No parishes close by are undertaking a Neighbourhood Plan. The first decision to be agreed will be the exact area to be covered by the Plan.

18. Planning: To receive an update report from the Planning Working Group (Cllr McConville)

(a) Planning applications received:

Ref.No.	Address	Proposal	PC Decision
15/01570/HHD	Keepers Cottage, New Yatt Lane, New Yatt	Single storey extension.	Deferred pending receipt of application
15/01341/HHD	Clovelly Cottage, White Oak Green	Alterations and erection of single and two storey extensions to dwelling.	No comment
15/01432/HHD	Clovelly Cottage, White Oak Green	Replacement garage/workshop.	No comment

(b) Decisions outstanding:

Ref.No.	Address	Proposal	P.C. Decision
15/01181/HHD	Clematis Cottage, 11 Foxburrow Lane, Hailey	Replacement two storey rear extension, removal of car port and erection of covered area, reduction of length of existing garage and loft conversion	No comment.

15/00509/HHD	Robindown, 9 Foxburrow Lane, Hailey	Single storey front extension.	Object
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(c) Decisions made:

Ref.No.	Address	Proposal	Decision
15/01181/HHD	Clematis Cottage, 11 Foxburrow Lane, Hailey	Replacement two storey rear extension, removal of car port and erection of covered area, reduction of length of existing garage and loft conversion	PC - No comment. WODC - Approved.
15/00696/HHD	10 Fishers Close, Hailey	Two storey side and single storey rear extensions.	PC - No comment. WODC - Approved.
15/00892/FUL	22 New Road, Hailey	Removal of existing garage. Single storey extension to form one- bed self-contained unit.	PC - No comment. WODC - Approved.
15/00456/FUL	The Paddocks, New Yatt	Formation of vehicular access for agricultural use.	PC - No comment. WODC - Approved.

19. To receive an update report on 14/01671/OUT - Outline application for the erection of up to 200 residential dwellings - Land North West of Woodstock Road Witney.

It was noted that the next Planning Sub-Committee meeting is scheduled for the end of May and an agenda is not yet available.

20. Amenities Working Group (Cllr David Musson)

(a) Routine Recorded Inspection of Play Equipment & Repairs: To receive an update report.

It was noted that work has been undertaken to the adventure trail. Monkey bars need replacing and the roundabout needs some repair work. Litter has been better. Cllr Musson is to liaise with Mr Matthews accordingly.

21. Highways & Traffic Working Group (Cllr Andy Smith)

(a) Highways: To receive an update report on outstanding issues.

Cllr Smith reviewed the wigwag crossing lights and signs project for the benefit of new members. Installation is expected in early July.

Save the School Bus Campaign – A protest walk took place last week with Cllr Duncan Enright (Witney East Town Councillor) and Mr Robert Shadbolt (Headteacher, Wood Green School). Oxfordshire County Council (OCC) quoted to BBC Oxford that free transport had previously been provided due to the unsafe walking distance. The new footpath in Hailey ensures a continuous walking route between the locations and was found to be safe according to guidance. Letters from OCC have been sent to parents who may appeal against the decision.

It was noted that Cllr Rodney Rose, OCC said previously that the new footpath would not jeopardise provision of the school transport.

It has been pointed out to Cllr Rose that the route is not continuous due to the footpath going through Witney Rugby Club car park. Cllr Rose has been asked for evidence to prove that grant funding for the footpath was provided on the understanding that the school bus service would be withdrawn. The withdrawal of the school bus affects 20-30 children at a cost per year c. £300 per child.

Cllr Musson advised that this is a dangerous proposal by OCC and that Parish Council should oppose this. There is no written agreement with Witney Rugby Club for a public right of way leading from the new footpath. Children would need to cross the road at a dangerous corner. Clerk is to check meeting minutes for any grant funding conditions relating to the withdrawal of the bus service.

(b) Village Gateways: To receive an update report.

Cllr Smith advised that a specification has been drafted for the installation of welcome gates. The sum of £3800 is budgeted for traffic calming in the current financial year. Clerk is to add the proposal to the June meeting agenda.

22. Estates, Footpaths & Bridleways Working Group (Cllr Musson)

(a) Burial Ground:

- i) To receive an update report.

Cllr Musson advised that he had met JAG Timber to review the work required and the quote received (and previously approved by the Council). Cllr Musson considered that a revised quote is needed as he felt that work was not needed to the Ash tree.

Phil Hunt has offered to rebuild the dry stone wall free of charge, stopping at either side of the tree. It was agreed that a decision on how the wall should be re-built is made after the tree work is complete.

- ii) To resolve whether further new benches are required.

It was noted that there are now 4 benches in the new Burial Ground, one of which is the Millennium bench located by the wildflower meadow and 3 have been provided by Ann Evans. It was felt that no further benches are required.

- iii) To agree bench locations and possible ground fixings.

The 3 benches donated by Mrs Evans need to be relocated within the new Burial Ground and fixed to the ground with the help of Terry Matthews. It was noted that Mr Matthews has previously charged £75 per bench for installation.

- iv) To consider whether any benches require refurbishment.

It was resolved that the benches do not require refurbishment at the current time.

(b) Allotments & Footpaths: To receive an update report.

It was noted that the vacant plot has now been taken.

(c) To receive an update on the sale of allotment land at Poffley End.

A response has now been received from the Charity Commission which the Clerk and Cllr Knaggs need to consider. It was hoped that the matter will be able to progress shortly.

- (d) **Notice Boards:** To receive an update report.

Cllr Knaggs reported that he had spoken with Mr Driskell who will attend to the noticeboards shortly.

- (e) **Land registration:** To receive an update report.

No update available.

- (f) **Woodgreen:** To receive an update report.

No update available.

Cllr Musson noted that the Burial Ground grass had recently been cut and asked that the Recreation Ground is cut as close as possible before the 19th June due to the rounders match that is taking place. Clerk will contact WODC accordingly. Clerk is to contact G Hill & Sons to request that the verges are re-seeded.

23. Finances

- (a) **Payments Received:**

Oxfordshire County Council	Grass Cutting Grant	1299.18
West Oxfordshire District Council	First Precept Payment	6000.57

- (b) **Accounts for Payment:**

K Doughty	Clerk's salary	484.90
	Office allowance	24.96
	Less Income Tax payable	<u>-54.80</u>
	Total	455.06
Zurich Municipal	Annual insurance	1037.05

It was agreed that the above cheques are signed.

- (c) **To consider and approve end of year Financial Statements.**

Item deferred to the next meeting.

- (d) **To consider and resolve to purchase a new Grant of Exclusive Right of Burial book at £98.23 + VAT.**

It was agreed that a new Grant of Exclusive Right of Burial book is purchased.

24. Correspondence received.

- Response from Witney Rugby Club to Mr Peter Collingridge - use of car park for pedestrian access. *Copied to the Council for information purposes.*
- Financial donation letter. *Letter given to Cllr Smith who may be able to help with fundraising as the Council is unable to.*
- Letter re boundary wall damage. *Clerk is to contact Mr Siddall to request that he repair the wall.*
- Friends of Hailey Church - rounders – request for grass cutting before 19th June. *Matter already raised and resolved.*
- Letter re Southfield hedge. *Matter already raised and resolved.*
- Thames Valley Air Ambulance – hosting a recycling bank. *Clerk is to forward the letter to the Village Hall Committee.*
- Cllr Smith discussed the Hailey Festival.

25. Contributions from members of the public.

A member of public commented that the Village welcome gates will be a waste of money.

Cllr McConville joined the meeting at 9.10pm.

Clerk is to invite the new District Councillor (following elections) and County Councillor to the next Parish Council meeting.

26. Date of next meeting: Monday 8th June 2015.

The meeting closed at 9.12pm which was following by a Joan Smith Educational Charity meeting.



Katherine Doughty
Parish Clerk

Signature of Chairman upon approval of Minutes 8th June 2015