

HAILEY PARISH COUNCIL

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Chairman: Mr G Knaggs Parish Clerk: Mrs K Doughty

Minutes of the Parish Council Meeting held on Monday 12th January 2015, 7.30pm at the Village Hall

Present: G Knaggs (Chairman), A Smith (Vice-Chair), R Quainton, D Musson and 4 members of the public.

- 1. Apologies for absence:** P Thomas and K McConville.
- 2. Chairman's Remarks:** The Chairman provided a brief update on The Saddlers Arms, Asset of Community Value (ACV) and the bid by the community group. It was noted that a bid for The Saddlers Arms has been rejected by the owner – the matter was discussed further under agenda item 3.

Mrs Katherine Doughty, the new Parish Clerk was welcomed to the meeting. The Chairman, Cllr Thomas and Mrs Reeve recently undertook interviews and it was felt that Mrs Doughty was the best applicant for the position.

It was noted that Cllr Sharp has submitted a letter of resignation which has been accepted. West Oxfordshire District Council (WODC) has been advised and co-option notices have been displayed on the Parish Council noticeboards. As there is a Parish Council election in May this year, there is some flexibility in the need to fill the vacancy.

- 3. Contributions from members of the public:** Ms Linda Bowen, Bowens Garage, New Yatt advised that she would be happy to have a defibrillator at the garage. Health and safety concerns given the type of premises, would need to be investigated. The parishioner was thanked for her offer. It was resolved that a site visit would be made by the Council and advice sought as necessary. No further information had been received from BT regarding use of the telephone box.

The Chairman summarised The Saddler's Arms ACV. Mrs Lakey (the owner) had sent a letter to the community group and copied it to the Parish Council. Following Mrs Lakey rejecting the bid, she advises that a change of use to residential or business use as a Pilates studio will be applied for. Cllr Knaggs advised that Mrs Lakey is now free to sell the property to anyone until October/November this year. Thereafter, it will be available to any community group in the event that Mrs Lakey still wishes to sell. The Parish Council felt that should another application be submitted for change of use, it will object accordingly.

- 4. Declarations of Interest:** None received.
- 5. Minutes of the meeting of 8th December 2014:** It was resolved that the minutes are accepted and signed by the Chairman.

(a) Working Parties

The Chairman discussed the way that Councillors work together within Working Groups or Parties. These groups will in future be known as 'Portfolios of Interest'; will consist of a minimum of 2 Councillors or 1 Councillor and the Clerk in exceptional circumstances and with all decisions being made at Council meetings. It was resolved that the policy of 2 members is applicable with immediate effect along with decisions being made only by the Council. Portfolios of Interest to be adopted following the election in May. Proposed by Cllr Knaggs, seconded by Cllr Quainton, carried unanimously.

6. Matters arising from the minutes:

New Yatt Field – It was resolved that rental fees are payable from 1st January 2015. Clerk is to advise the allotment holder accordingly.

(a) Appointment of new Clerk and Responsible Financial Officer: The Chairman advised that the new Clerk and RFO is Katherine Doughty. Suzanne Reeve was thanked for all her years of hard work and was presented with leaving gifts as a gesture of the Council's appreciation.

(b) Resignation of Parish Councillor: It was noted that Cllr Sharp has resigned - new bank mandates will need to be completed. The Council is not obliged to co-opt another member being close to the election in May. The Chairman recommended that Councillors ask residents to consider standing for election. Cllr Smith is to mention the subject to contacts within the Parish and an early warning notice will be placed in the Hailey Herald.

7. Report from District/County Councillors: None

8. Police

(a) Neighbourhood Policing Report: Cllr Smith reported that the festive period passed peacefully with only minor offences occurring. It was noted that it is an offence for vehicles to block footpaths and park where there are dropped kerbs.

Speed Indication Device operations were recently held which resulted in 2 drivers being sent speed awareness letters. Another operation will be held in the near future.

In October last year, the lollipop lady at Hailey School ceased working for Oxfordshire County Council (OCC). The County Council has undertaken a review of whether a replacement person should be recruited and the results are unknown at the current time. Cllr Smith proposed that the Parish Council support Hailey Primary School if necessary, to obtain a lollipop person for the school crossing. Seconded by Cllr Musson, carried unanimously. It was further noted that the yellow pedestrian crossing lights could be upgraded to an automated system – this will be pursued by Cllr Smith independent of the Council.

9. Special Projects:

(a) Parish Questionnaire: Cllr McConville is re-drafting the questionnaire. Clerk is to request that a copy is circulated to members as soon as possible.

(b) Defibrillators: Covered in agenda item 3.

(c) Local Plan update & Local Plan phase 2: There will be another District Council meeting in February regarding the Local Plan with phase 2 not yet open for consultation. The chairman referred to an anonymous letter that recommended a plot of land for development.

Cllr Musson queried the status of the Burford Road development.

(d) VAS replacement: The project is now complete. There are now units at Vine Farm and New Yatt.

10. Planning:

(a) Applications received: None.

(b) Decisions received:

14/01875/HHD	Orchard Cottage, Whitings Lane, Hailey	Construction of timber framed storage/garden room. (Part retrospective).	Granted
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- (c) **14/01671 Outline application for 200 residential dwellings on land North West of Woodstock Road, Witney:** The planning application will be considered by the Lowlands Sub-Planning Committee on 19th February. Witney Town Council has objected to the application. Lack of supporting infrastructure causes the most concern; the quantity of affordable homes is being reduced and a road that could become a rat run through to New Yatt Road is now proposed.

11. Amenities Working Group:

- (a) **Routine Recorded Inspection of Play Equipment & Repairs:** Cllr Musson submitted an inspection form and reported that a junior swing is currently tied up and needs releasing from the top bar. Also a board has splintered and a bolt has sheared off of the roundabout. It was resolved that the Clerk ask Mr Matthews to inspect and replace the board on the roundabout and untangle the swing.

A litter pick had been undertaken – tape and plastic bottles were collected from the area. It was noted that the Football Club hasn't returned their rental agreement. Clerk is to contact them accordingly.

12. Highways & Traffic Working Group

- (a) **Highways:** The Chairman advised that the Witney Gazette had published an article about the Parish Council's new footpath. A resident asked that kerb stones or markers are needed at the bus layby in order to protect the verge. Clerk is to ask OCC to inspect and recommend appropriate work. Residents and members present requested that the following tasks are reported to OCC:-

- Protruding drain cover at Delly End.
- Loose manhole cover located outside The Forge.
- OCC to write to residents of White Cottage, New Yatt to request that they cut back their overhanging hedge from the footpath.

- (b) **Woodgreen:** No update available. Clerk is to report at the next meeting.

13. Estates, Footpaths & Bridleways Working Group

- (a) **Burial Ground:** Cllr Thomas had reported to the Clerk that WODC will cut the hedges on all 3 sides of the burial ground on 14th January. The new open noticeboard is to be put up by Mr Driskell shortly.

- (b) **Allotments & Footpaths:** 1 allotment is available. Clerk to advertise in the Hailey Herald.

- (c) **Proposal to consider sale of allotment land at Poffley End:** Cllr Musson advised that a local resident wished to buy a portion of allotment land 6 months ago, which cannot be used in the conventional sense due to it being overgrown with semi-mature vegetation and trees. The Parish Council previously resolved not to sell the land or pursue the sale due to the offer received being significantly lower than the valuation. Cllr Musson considered that the portion of allotment is of little value to the community at the current time and the money received from its sale could potentially be used to purchase other land. Cllr Musson proposed that the matter is re-considered by the Council for inclusion on the February meeting agenda. Seconded by Cllr Smith, 1 against, carried. Clerk is to update the resident accordingly.

- (d) **Registration of Hailey Parish Council assets with Land Registry:** The new Clerk recommended that the Parish Council's assets are recorded on Parish Online's Getmapping system in addition to registration of assets with Land Registry.

14. Finances

(a) Financial Statements: Statements of Accounts for HPC and ALP to 31st December 2014. The Clerk referred to Financial Statements circulated to members.

(b) Payments Received:

HSBC C/A	Hailey Relief in Need Grant – New footpath	£8,000.00
HSBC D/A	Bank Interest	£0.02
HSBC Burial Ground C/A	Plot Reservation – P D Evans	£270.00
HSBC Burial Ground C/A	Plot Reservation – A Bull	£270.00
HSBC Burial Ground D/A	Bank Interest	£0.02

(c) Accounts for Payment:

S L Reeve	Clerks Salary: £459.46 Fixed Expenses: £24.96 Postage & Goods: £28.36	£512.78
T J Matthews	Recreation Ground Maintenance	£290.00
G Hill & Sons Ltd	New footpath Construction	£20,268.00
A Smith	Gandi.net - Domain Renewal reimbursement	£12.52

It was resolved that the above cheques are signed.

(d) Bank Reconciliation: To be completed by the Clerk and Chairman.

The Clerk advised that £8000 has been requested from WODC Temporary Loans (leaving £11,500) in order to cover the cost of the G Hill payment. The Westcotec invoice remains outstanding. It was resolved that a six monthly report of Hailey Festival funds being held in abeyance, is produced.

The Chairman proposed that Suzanne receive her final salary payment in February (for the month of January) to cover the hand-over period to the new Clerk. Seconded by Cllr Smith, carried unanimously.

15. Correspondence: None raised.

16. Any other announcements/public comment:

ROAR Witney Rally – 24th January, 11am-12.30.

A resident advised that she had recently met with the District Council to receive flooding advice. It was noted that vehicles are pushing earth into the ditches/culvert at Delly End. It was suggested that a flexible plastic highway bollard is inserted into the verge to prevent further problems.

Clerk is to ask OCC to fill around a raised manhole cover at Delly End. Clerk is to ask OCC to install a dropped kerb for Chapel Lane in order to make it wheelchair friendly.

Concerns were raised at soil spilling onto the Highways (from 'Southfield'). Clerk is to raise with WODC Case Officer.

17. Date of next meeting: Monday 9th February 2015.

The meeting closed at 8.50pm.



Katherine Doughty
Parish Clerk

Signature of Chairman upon approval of Minutes 9th February 2015