

# HAILEY PARISH COUNCIL

91 Brize Norton Road, Minster Lovell, Witney, Oxford OX29 0SG  
T: (01993) 709189 E: [clerk@haileywestoxon.org](mailto:clerk@haileywestoxon.org) www.haileywestoxon.org

Chairman: Mr G Knaggs Parish Clerk: Mrs K Doughty

## **Minutes of the Parish Council Meeting held on Monday 9<sup>th</sup> February 2015, 7.30pm at the Village Hall**

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

1. **Apologies for absence:** K McConville.

2. **Chairman's Remarks:** The Chairman welcomed Mr Weetman, Hailey Football Club who was invited to discuss matters relating to the Pavilion lease, maintenance, litter problems and how the Parish Council can help the Club.

Complaints regarding inconsiderate parking are being made to the local Police and the Parish Council.

Further consideration is being given to the possible sale of allotment land at Poffley End which is unable to be gardened.

An update on West Oxfordshire District Council's Local Plan is to be provided.

3. **Contributions from members of the public:** A resident welcomed the new Clerk to the Parish and thanked the Council for providing the meeting minutes and local history on the new website.

It was noted that Dry Lane, Crawley was closed for 3 weeks due to highway repairs. Traffic was being diverted via Bridge Street, Witney where excessive congestion problems occurred. It was recommended that the Council should contact Radio Oxford for future support and media coverage as the concern was not raised in the local newspapers.

The hedge owned by the Parish Council at Priest Hill Lane remains to be cut - the adjacent hedge has received a good trim.

Clerk is to obtain the highway stakes for installation at the crossroads at Delly End.

4. **Declarations of Interest:** None received.

5. **Minutes of the meeting of 12<sup>th</sup> January 2015:** It was resolved that the minutes are accepted and signed by the Chairman following minor amendments raised by Cllr Musson.

6. **To welcome Mark Weetman, Hailey Football Club to review football related matters.**

Mr Weetman was welcomed to the meeting and the Pavilion lease agreement and fees of £450 were belatedly received. Mr Weetman reported that the Pavilion is slowly deteriorating and is becoming insecure. Mr Weetman queried whether a developer was still wishing to pursue local housing that could contribute towards a replacement pavilion. No recent communication had been received from the developer.

The Chairman considered that the Pavilion is in a poor state of repair and ideally needs to be rebuilt. The football club finds it difficult to obtain grants (it having no youth teams) and there are no other sources of income.

Mr Weetman advised that the goalposts may need to be replaced for health and safety reasons, at a cost of £3500.

(Cllr Smith joined the meeting). The Chairman reminded Mr Weetman that a Parish Council grant of £500 is available for maintenance of the Pavilion in the current and next financial years.

Mr Weetman advised that there are 2 football teams with c. 35 players of which c. 26 are regular players. Hailey Football Club is in the Witney & District Premiership League and it was confirmed that public liability insurance is held in accordance with the lease.

Cllr Knaggs proposed that the Football Club is permitted to spend up to £500 in the current financial year on pavilion maintenance. Receipts are to be forwarded to the Clerk for reimbursement by the end of March. Seconded by Cllr Thomas, carried unanimously.

Concern was raised at litter being left at the recreation ground and it was advised that 2 Club members will ensure litter is picked up after football matches.

It was agreed that regular communication between the Club and the Council is needed. It was felt that the team would consider becoming involved with the Hailey Festival.

**7. Matters arising from the minutes:** No matters were raised.

**8. To receive an update report for Cllr Simon Hoare, West Oxfordshire District Council (WODC) and Cllr Rodney Rose, Oxfordshire County Council (OCC).**

A report was received from Cllr Rodney Rose, OCC (on behalf of Cllr Louise Chapman) and circulated to Parish Councillors.

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

Cllr Smith reported that a high number of complaints had been received by the Police regarding inconsiderate parking in the area. Speeding also continues to be a complaint and further dates have been offered for the SID (Speed Indicator Device) during term time. A 'Have Your Say' meeting will be held outside Witney Town Hall on 14<sup>th</sup> February between 10.00am -12.00 midday.

**10. Special Projects:**

**(a) Parish Questionnaire:** No update is available.

**(b) Defibrillators:** It was agreed that the Clerk and Cllr Knaggs visit Bowens Garage, New Yatt to consider whether the defibrillator can be installed at a suitable position.

**(c) Local Plan (Parts 1 and 2):** The draft Local Plan will be going to a Full Cabinet meeting in February and will then be published in March. Formal adoption is planned for March 2016. There will be a review of the document under which smaller development proposals will be captured. The Chairman referred to a recent Witney Gazette article regarding opposition to the New Yatt Road development.

**11. Planning: To receive a report from the Planning Working Group (Cllr Bob Quanton, Chair).**

**(a) Applications received:**

Ref.No.	Address	Proposal	PC Decision
15/00097/HHD	Clovelly Cottage, White Oak Green	Alterations and erection of single and two storey extensions to dwelling and erection of replacement garage.	No comment.
15/00180/FUL	124 Woodstock Road, Witney	Demolish existing redundant garage building. Replace with new 4 bedroom dwelling and double garage.	Recommendation to be considered at the March Parish Council meeting.

(b) **Decisions outstanding:**

14/02312/HHD	Granley 2 Whitings Lane	Construction of two dormers and chimney.
--------------	-------------------------	--

(c) **Decisions made:** None.

(c) **14/01671 Outline application for 200 residential dwellings on land North West of Woodstock Road, Witney:** A WODC Sub-committee site meeting is scheduled for 12<sup>th</sup> February. Members are to consider OCC's response to the application.

12. **Amenities Working Group:**

(a) **Routine recorded inspection of play equipment and repairs:** To receive an update report: Cllr Musson reported that the equipment is generally all in good order. Repainting of junior swing bars and multi-play unit is needed. A piece of timber on the adventure trail needs to be replaced.

Cllr Musson advised that 2 Cherry tree branches need to be removed from the ground. It was agreed that Jag Timber inspect and undertake urgent remedial tree work for safety purposes. Other non-urgent tree work is to be reported to the Clerk. Proposed by Cllr Musson, seconded by Cllr Knaggs, carried.

13. **Highways & Traffic Working Group (Cllr Andy Smith, Chair)**

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

Bus layby – OCC advise that if kerb stones have become dislodged at the bus layby they will be replaced, however it does not have funds for installing new kerb stones.

Village Gates – The Clerk referred to a quote from McCracken & Son for a set of welcome gates as an indication of price. It was agreed that the Clerk arrange a site meeting with James Wright, OCC to ascertain exact gate sizes and locations in order to progress the project. Consideration will need to be given to suitable road markings at these locations.

Lollypop Lady – OCC's analysis has shown that a person is not required. A group of parents are starting to work through options and draft an action plan.

The Clerk referred to the Actions List that was distributed to Councillors.

(b) **Parking problems:** To discuss problems in the area of Hailey Primary School and The Lamb & Flag pub.

See agenda item 9.

(c) **Woodgreen:** No update available.

Cllr Musson queried whether new bulbs had been planted at the bus layby. New bulbs will be considered for planting in September.

14. **Estates, Footpaths & Bridleways Working Group**

(a) **Burial Ground:** The noticeboard at the Burial Ground and New Yatt are still to be replaced. Clerk is to contact Michael Driskell accordingly.

(b) **Allotments & Footpaths:** It was noted that the gate at Hemplands still has no lock and chain. Clerk is to check the position with the previous Clerk. A combination lock is required.

It was agreed that stone/rubble dug from Cllr Thomas' allotment can be spread across the track to help maintain it.

- (c) **Proposal to consider sale of allotment land at Poffley End:** Cllr Musson discussed the possibility of selling unusable allotment land at Poffley End with the sum received to be re-invested in parish amenities. The plot has been surveyed and valued, however the previous bid received was rejected as it was too low.

Cllr Musson proposed that the Council revisit the potential sale of the allotments and contact the previous interested party to ascertain whether the sale can be progressed. Seconded by Cllr Smith, carried with one abstention.

- (d) **Priest Hill Lane hedge-cutting:** To receive an update report. As one quote has been received at over £1200, further quotes need to be obtained.

- (e) **Grass cutting:** To consider West Oxfordshire District Council's recent correspondence.

WODC has advised that grounds maintenance work for the next season will be increased by an RPI of 3.1% and any additional works will be quoted for in the same way. Additionally, correspondence has been received advising that the PC owe the District Council £1690 + VAT for last seasons' grass cutting costs. This has been calculated incorrectly, although a payment for cuts in October is due.

The Chairman commented that grass cutting tenders/bids for 2016 onwards, for 1 and 3 year contracts need to be commenced in the coming months. Cllr Thomas is to help organise the work.

- (f) **Recording and registration of Hailey Parish Council assets:** To resolve to enter into a Public Sector Mapping Agreement (PSMA) for use with Getmapping plc (Parish Online).

It was resolved that a PSMA is signed (no fee payable) and the Getmapping service at £48.00 (£28.00 p.a. thereafter) is accepted.

## 15. Finances

- (a) **Financial Statements:** Bank statements to 31<sup>st</sup> January 2015 have just been received. The Clerk will produce the Financial Statements shortly.

- (b) **Payments Received:**

HSBC C/A	P.Harris - Hemplands rent	£ 600.00
HSBC C/A	W.O.D.C. - Part repayment of Temporary Loan	£8000.00

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

S Reeve	Cheque needs to be re-signed with the correct signatories, from January's meeting.	£ 512.78
K Doughty	Clerk's January salary – (in accordance with SLCC's payscales for 2014-16)	£ 484.90
	Office allowance	£ 24.96
	Postage & goods	£ .53
	Total	£ 510.39
S Reeve	Previous Clerk's January salary – (in accordance with SLCC's payscales for 2014/16)	£ 469.56
	Non-consolidated Payment	£ 27.04
	Total	£ 496.60
Evergreen Computing	Web hosting & Email service	£ 156.00

It was resolved that the above cheques are signed. It was noted that Cllrs Knaggs, Thomas and McConville are able to authorise cheques.

- (d) **To note new web hosting and email services being provided by Evergreen Computing Ltd at £130 per year in accordance with 3.4 of the Financial Regulations.**

Noted.

- 16. To consider appointment of an Internal Auditor.**

Consideration was given to using the services of ABS Accounting. It was resolved that the Clerk advertise the position in the Hailey Herald.

- 17. Correspondence received.**

Two items of correspondence are to be circulated to Councillors.

- 18. Any other announcements/public comment:**

No items raised.

- 19. Date of next meeting:** Monday 9<sup>th</sup> March 2015.

The meeting closed at 9.00pm.



Katherine Doughty  
Parish Clerk

Signature of Chairman upon approval of Minutes ..... 9<sup>th</sup> March 2015