

# HAILEY PARISH COUNCIL

91 Brize Norton Road, Minster Lovell, Witney, Oxon. OX29 0SG  
T: (01993) 709189 E: 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> March 2015, 7.30pm at the Village Hall**

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

1. **Apologies for absence:** P Thomas.

2. **Chairman's Remarks:** The Chairman briefly discussed the forthcoming elections and current Councillor vacancy. The closing date for election nomination forms is 9<sup>th</sup> April.

West Oxfordshire District Council's (WODC) Draft Local Plan has been approved which includes land at North Witney ear-marked for the development of approximately 1000 homes. The Chairman considered that a Neighbourhood Plan should be explored which would help to identify acceptable areas in the Parish for future development and protect areas of amenity/green value. The outline planning application for 200 properties in between New Yatt Road and Woodstock Road is yet to be determined by WODC.

Sale of allotment land owned by the Allotments for the Labouring Poor Charity will be discussed.

The Chairman advised that agenda item 7 (co-option of a Parish Councillor) will be brought forward to follow contributions from members of the public.

3. **Contributions from members of the public:** Following a water leak, a large deep pothole has been created in Delly End – Clerk is to report to Oxfordshire County Council.

A resident queried whether the Parish Council is looking to purchase the sewerage works site at Priest Hill Lane. The Parish Council lead an initiative to purchase this site, but after failing to obtain grants/raise funds they asked the Breach Wood Trust to take on the challenge. The Parish Council has no current plans to purchase the site and there are no plans for a consultation.

A resident addressed the Council regarding the possible co-option of Mrs Lakey. He asked that the Council consider the application very carefully and submitted a paper copy of his comments to the Council.

Mrs Lakey addressed the Council and advised that residents of New Yatt asked her to stand for co-option and that her impartiality is key. Another resident present considered that it would be nice to have another New Yatt member and objected to comments made by a Councillor.

4. **To consider and resolve application(s) for the co-option of a Parish Councillor.**

It was resolved that Mrs Pauline Lakey is co-opted to the Parish Council for the 2 month period, there being elections in May.

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

6. **Minutes of the meeting of 9<sup>th</sup> February 2015:** It was resolved that the minutes are accepted and signed by the Chairman.

7. **Matters arising from the minutes:** Cllr Musson offered to write an article for the next Hailey Herald on the subject of elections.

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 by email.

Simon Hoare has been selected as the Conservative Party candidate for North Dorset and will be standing as an MP. It was resolved that a letter of appreciation is sent to Cllr Hoare.

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

Cllr Smith reported the occurrence of anti-social behaviour in Witney Town Centre and people are being asked to report any incidents that they may witness. The next 'Have Your Say' meeting is Saturday 28<sup>th</sup> March, 10.00-12.00midday outside the Town Hall.

10. **Special Projects:**

(a) **Parish Questionnaire:** Cllr McConville advised that the draft Parish Questionnaire was complete and he would meet with the Chairman to review.

(b) **Defibrillators:** A suitable location at Bowens Garage, New Yatt had been identified, being away from the fuel pumps, viewable from the road and within easy reach of electricians for installation. It was resolved that the Clerk kindly ask Mr Reeve to install the equipment free of charge (if possible) and for an awareness session to be organised upon completion of the work.

(c) **Local Plan (Parts 1 and 2):** WODC's Local Plan is to run to 2031 in which areas for development are identified. 1000 homes are planned for North Witney and it took 4 months for the District Council to consider all the responses from the public. Following consideration by the Planning Inspectorate, the Plan is anticipated to be finalised in March 2016. Part 2 of the plan will not be undertaken in the immediate future.

The Chairman recommended re-considering creating a Neighbourhood Plan for Hailey in which the community can be 'shaped' as far as possible by including sensible areas for development. In the event of the community having a Neighbourhood Plan, a Community Infrastructure Levy is payable when development is approved by WODC and the (potentially substantial) funds received could be spent on creating and improving amenities in Hailey. Clerk is to include the subject on the next meeting agenda.

Cllr McConville commented that in Cllr Hoare's opinion, the North Witney development proposal was unviable; would pollute the landscape between Hailey and Witney; the link road is in the wrong place and compromise is needed. It was noted that some local residents are keen to help produce a Neighbourhood Plan. It was agreed that when candidates for Hailey representatives for WODC elections are known, that they are invited to a Parish Council meeting.

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

(a) **Applications received:**

Ref.No.	Address	Proposal	PC Decision
15/00180/FUL	124 Woodstock Road	Demolish existing redundant garage building. Replace with new 4 bedroom dwelling and double garage.	Object. Proposed by Cllr Knaggs, seconded by Cllr McConville, carried unanimously.

15/00509/HHD	Robindown, 9 Foxburrow Lane, Hailey	Single storey front extension.	No comment. Proposed by Cllr Knaggs, seconded by Cllr Quainton, carried with one abstention.
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**(b) Decisions outstanding:**

15/00180/FUL	124 Woodstock Road, Witney	Demolish existing redundant garage building. Replace with new 4 bedroom dwelling and double garage.
14/02312/HHD	Granley 2 Whitings Lane	Construction of two dormers and chimney.

**(c) Decisions made:**

15/00097/HHD	Clovelly Cottage, White Oak Green	Alterations and erection of single and two storey extensions to dwelling and erection of replacement garage.	Application withdrawn.
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- (c) 14/01671 Outline application for 200 residential dwellings on land North West of Woodstock Road, Witney:** Application is not on WODC Lowlands Sub-committee's March agenda.

**12. Amenities Working Group:**

- (a) Routine recorded inspection of play equipment and repairs:** To receive an update report: Cllr Musson advised that the BMX Dirt Track has some erosion on one corner. Councillors will assess whether any work is required. The Clerk advised that Mr Matthews would like to meet Cllr Musson to review work raised on the recent inspection sheets, which was agreed. JAG Timber have been instructed to undertake any urgent safety work to the Cherry trees at an estimated cost of £300. Litter continues to be a concern at the recreation ground.

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

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

Pothole – Cllr Smith advised that a pothole needs repairing at Delly End. Clerk is to notify OCC accordingly.

Hailey School Patrol Crossing – A letter from Hailey Primary School was read. It was noted that 'Watch your Speed' signs have been installed and road signage has been cleaned. Cllr Smith advised that the current flashing yellow crossing lights are manually operated and need to be upgraded to an automatic system. The lights have not been used since the Lollypop Lady's resignation. County Councillor Rodney Rose has recommended displaying 20mph signs which are applicable when the lights are in use. Friends of Hailey School is trying to find funds for the lights and signage project and it is hoped that the sum of £450 would be funded by the Parish Council (total cost of the project is £1800). Cllr Knaggs queried whether the Parish Council is expected to administer the project – this was not necessarily the position, albeit it would be preferable. As the proposal is not on the agenda, an Extra Parish Council meeting will be arranged given the project's urgency in qualifying for OCC funds.

Cllr Quainton advised that a speed chicane is required for New Yatt. Clerk is to discuss with OCC's Area Steward when a Parish visit is next organised.

Village Gates – A gate supplier has been recommended by OCC. The Clerk is to re-arrange a site meeting with James Wright, OCC to consider appropriate gate sizes, positions and road markings.

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

- (b) **Woodgreen:** No update available. Clerk is to pursue.

#### 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 again to pursue.
- (b) **Allotments & Footpaths:** It was noted that two padlocks are required. A lock with two keys is required for the Whiteoak Green field and another with a combination lock for the Hemplands Allotment. It was agreed that the Clerk purchase the above items.

Poffley End Wall – The Chairman advised that another 10m of repair work needs to be undertaken, at a cost of £1180. It was unanimously agreed that Mr Hunt continue with the work.

- (c) **Proposal to consider sale of allotment land at Poffley End:** Councillors had received the recent correspondence from the current allotment tenant that detailed a revised offer for the allotment land at a bid of 72% of the professional valuation figure. It was resolved that the offer is accepted subject to positive advice received from the Charity Commission. Proposed by Cllr McConville, seconded by Cllr Musson, 1 against, carried. Clerk is to contact the surveyors and Charity Commission for advice.
- (d) **Priest Hill Lane hedge-cutting:** To receive an update report. Clerk is to urgently pursue.

#### 15. Finances

- (a) **Financial Statements:** To receive Statements of Accounts for Hailey Parish Council and Allotments for the Labouring Poor.
- (b) **Payments Received:** None.

(c) **Accounts for Payment:**

K Doughty	Clerk's salary	£ 484.90
	Office allowance	£ 24.96
	Total	£ 509.86
Society of Local Council Clerks	Annual membership subscription (shared cost with Minster Lovell PC).	£ 74.50
ALP - John Campbell Landscaping	Posts & field gate	£ 235.39

It was resolved that the above cheques are signed.

(d) **To consider appointment of an Internal Auditor.**

Following the Council's request for help in the Hailey Herald, Witney Book Keepers contacted the Clerk to enquire about the work. As the company does not currently undertake audits for Parish Councils, the Governance & Accountability for Local Council guidelines were forwarded to them. Witney Book Keepers will contact me next year when they anticipate the service will be available.

ABS Accounting has forwarded an audit schedule and a fee of £170 is quoted. Time will allow for further quotes to be obtained in time for next years' audit. It was resolved that ABS Accounting act as Internal Auditor for the current financial year. Proposed by Cllr Knaggs, seconded by Cllr McConville, carried unanimously.

**(e) To consider purchasing Money Manager software at £85.00 + VAT**

The Clerk recommended purchasing Money Manager software instead of using the existing Rialtas software thereby saving an annual fee of £109. It was resolved that Money Manager is purchased, proposed by Cllr Knaggs, seconded by Cllr McConville, carried unanimously.

**16. Correspondence received.**

A parishioner advised that a number of trees needed work. Clerk is to refer to a tree survey undertaken by the Parish Council and liaise with the previous Clerk in the matter.

**17. Any other announcements/public comment.**

Cllr Smith advised that a pub quiz is being held at The Lamb & Flag.

A forthcoming Hailey Festival meeting was discussed.

**18. Date of next meeting:** Monday 13<sup>th</sup> April 2015.

The meeting closed at 9.50pm which was following by a Joan Smith Educational Charity meeting.



Katherine Doughty  
Parish Clerk

Signature of Chairman upon approval of Minutes ..... 13<sup>th</sup> April 2015