

To: All members of Hailey Parish Council

9th May 2018

You are summoned to attend the **Annual Meeting of the Parish Council** to be held at the
Village Hall, Hailey on Monday 14th May 2018 at 7.30pm
For the transaction of the business stated below. The Public and Press are also invited to attend.

The agenda is as follows:

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2. To elect the Vice Chairman of the Council and to receive the Vice Chairman's Declaration of Acceptance of Office.
3. To accept Gavin Hyatt's Declaration of Acceptance of Office and Register of Member's Interests
4. To receive apologies for absence.
5. To receive Declarations of Interest: *Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting. Please refer to the notes at the end of the agenda.*
6. Contributions from members of the public
7. To receive the Minutes of the Parish Council Meeting and the Minutes from the Annual Parish Meeting, both dated 9th April 2018 (Cllr G Knaggs).
8. Matters arising from the minutes. (Cllr Graham Knaggs)
9. Representatives from SGN/GPL to report on road closure through Hailey from 7th July to 7th September 2018.
10. To receive update reports from West Oxfordshire District Council and Cllr Liam Walker, Oxfordshire County Council.
11. To discuss PC donations for 2018-19
12. To resolve Councillors' portfolios of interest:
 - (a) Highways and Traffic.
 - (b) Planning
 - (c) WODC Local Plan
 - (d) Estates and Footpaths
 - (e) Amenities
 - (f) Neighbourhood Plan
 - (g) Public Transport representative
 - (h) Emergency Plan
13. To review Standing Orders
14. To review Financial Regulations
15. To review the Asset Register
16. To review the Bank Mandate
17. To review the Parish Council Risk Assessment
18. To review the Local Council insurance cover
19. To review Dispute Resolution and Grievance policy and appoint councillors to the staffing committee for Grievances
20. To consider and resolve Data Protection policy
21. To review Complaints Policy and appoint councillors to the Complaints committee
22. To consider and resolve privacy notice for staff and councillors
23. To review Freedom of Information Publication scheme
24. To review Emergency Plan
25. To authorise list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation:
 - i. Clerk's salary/PAYE
 - ii. Clerk's pension
 - iii. Stationery
 - iv. Grounds maintenance
26. To consider supporting a village Speedwatch scheme
27. Planning: To receive an update report. (Cllr Karl McConville)
 - (a) Planning applications received:

Ref no:	Address	Proposal
01185/HHD	The Old Post House, Middletown, Hailey	Alterations and erection of first floor extension

(b) Decisions outstanding:

Ref no:	Address	Proposal	PC Decision
18/00834/PN56	Land south of Heath Holm Farm, New Yatt	Conversion of agricultural barn to dwelling	No comment
18/00485/FUL	Land South of Chapel Lane Hailey	Erection of seven dwellings together with associated works and provision of 2 accesses.	Object
17/00992/OUT amended	Land south west of Charlbury Rd, Hailey	Outline residential development with means of vehicular access from Charlbury Rd for consideration. All other matters (layout, appearance, scale and landscaping) reserved for subsequent approval, for the construction of up to 50 dwellings (C3 use), of which 40% will be affordable. Landscaping and earthworks to facilitate surface water drainage and all other ancillary infrastructure and enabling works.	Object

(c) Decisions made:

None

28. Neighbourhood Plan. (Cllr Graham Knaggs)**29. Infrastructure Development Plan** (Cllr Graham Knaggs)**30. To receive a Neighbourhood Policing Report.** (Cllr Andy Smith)**31. Amenities:** (Cllr David Musson)

(a) Routine recorded inspection of play equipment.

(b) To further consider access to recreation ground

32. Highways and Traffic: To receive update reports. (Cllr Andy Smith)

(a) Highways.

(b) To resolve to repair the finger signpost at Delly End

33. Estates, Footpaths & Bridleways: To receive update reports. (Cllr David Musson)

(a) Sale of Wood Green

(b) To resolve to add New Yatt to the grass cutting contract with McCracken's

34. Allotments

(a) To report on Hemplands allotment (Cllr Musson)

(b) Update on clearing up Spicers Lane for better access to the allotments

(c) To note that an allotment holder has agreed to open her allotment for Open Gardens on 24th June**35. Hailey Festival****36. Finances:****(a) Payment received:**

WODC	Precept	£12,949.50
SSE	Wayleaves	£163.00
Groundwork UK	Neighbourhood Plan grant	£5,585.00
HMRC	VAT reclaim Q3 2017-18	£648.08
OCC	Grass cutting grant	£1299.18
Hailey Festival	Contribution towards work at recreation ground	£100.00
Taylor and Taylor Funeral Directors	Burial fees	£716.00

(c) Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's April net salary	£584.08
	Expenses/Allowance	£24.96
	Total:	£609.04

Nest	Clerk's pension	£27.39
OALC	Training for new councillor	£96.00
John Campbell Landscapes	Gated access at recreation ground	£300.00
Scribe 2000	Accounts software	£208.20
Hailey Herald	Annual grant (s137)	£100.00
BHIB Insurance Brokers	Local Council Insurance	£696.72
Enfusion	SEA report (Neighbourhood Plan)	£3,552
HMRC	Income tax payments (2017-18)	£60.24

(d) Transfers

From	To	Reason	Amount
Allotments for Labouring Poor	HPC current account	Charities Administration	£150.00
Joan Smith Educational Charity	HPC current account	Charities Administration	£150.00

(e) To note that The Ministry of Housing, Communities and Local Government has advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2018-19 is £7.86.

(f) To consider paying the clerk the National Joint Council/NALC salary award for 2018-2019

37. Correspondence received

38. Other Items to Note

39. Contributions from members of the public.

40. Dates of Parish Council meetings for 2018-19:

11 th June 2018	And Joan Smith Educational Charity meeting
9 th July 2018	
13 th August 2018	Finance and Planning only
10 th September 2018	And Joan Smith Educational Charity meeting
8 th October 2018	
12 th November 2018	
10 th December 2018	And Joan Smith Educational Charity meeting
14 th January 2019	
11 th February	
11 th March 2019	And Joan Smith Educational Charity meeting

Clerk to the Council

Lisa Wilkinson

(i) Any member arriving after the start of the meeting is asked to declare personal interests as necessary as soon as practicable after their arrival even if the item in question has been considered. (ii) With the exception of the circumstances listed in paragraph 9(2) of the Local Code of Conduct for Members, a Member with a personal interest also has a prejudicial interest if it is one which a Member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest. In such circumstances, the Member must withdraw from the meeting room, and should inform the Chairman accordingly.

(iii) It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared or whether a personal interest should also be regarded as prejudicial.

