

**Minutes of the Annual Meeting of the Parish Council held at the
Village Hall, Hailey on Monday 14th May 2018 at 7.30pm**

Present: Cllrs: A. Smith (in the chair), G. Doland, C. McGibbon, K. McConville, G. Hyatt, County Cllr L. Walker,
Parish Clerk: L. Wilkinson, 25 members of public.

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

It was **resolved** that Graham Knaggs holds the role of Chairman for the forthcoming year. It was resolved that the Acceptance of Office would be completed at the June PC meeting.

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

It was **resolved** that Andy Smith holds the role of Vice Chairman for the forthcoming year. The Acceptance of Office was duly completed.

3. To accept Gavin Hyatt's Declaration of Acceptance of Office and Register of Member's Interests
These were completed.

4. To receive apologies for absence.

Apologies were received from Cllr G. Knaggs, Cllr D. Musson, District Cllr K. Mullins and District Cllr Gill Hill.

5. To receive Declarations of Interest:

Regarding item 31b, Cllr McGibbon mentioned that there was an access gate from his property onto Spicers Lane. However, this is not classed as a pecuniary interest.

6. Contributions from members of the public
Contributions will be allowed during SGN discussion.

- Concern was raised over the grass cutting – Delly Green looks worse than it has in 30 years.
- As there are travellers parked on St George's field on Witney, there was concern that the new gap in the recreation ground wall might attract travellers to come onto the field. The PC was asked to consider putting a post/barrier in the middle of the gap.
- It was suggested that the clerk has a key to front door/fire exit.
- Concern was raised about houses standing empty for several months in the village.
- Concern was raised about PCs not being able to donate to churches. This will be discussed under item 11.

7. To receive the Minutes of the Parish Council Meeting and the Minutes from the Annual Parish Meeting, both dated 9th April 2018

These were agreed as a true record and signed by the chairman.

8. Matters arising from the minutes.

None

9. Representatives from SGN/GPL to report on road closure through Hailey from 7th July to 7th September 2018.

Cllr Smith introduced the representatives who then outlined the planned roadworks through Hailey in the summer.

- The proposed diversion route has been directed by the County Council. There is no expectation that local people will stick to this route, but it is aimed at HGVs.
- Any mess will be cleared up when the work is finished.
- On 16th July SGN will start closing the road at Giernalls Road end.
- SGN will send out letters five days prior to closing the road.

- The gas will be shut off; SGN will send out letters to each household that is affected. The households will be given a business card with relevant contact details.
- SGN will relight boilers however if there is an internal leak that is the responsibility of the householders.
- Postmen, carers etc will be given access.
- They have to allow pedestrian access as a minimum. They will try to give access to driveways.
- Giernalls Road is the only minor road that will be affected.
- There will be no work at night or weekends.
- Access will be given to people with limited mobility: SGN need to be made aware of this so they can put footpath boards and road plates down.
- Positive feedback was given by a member of the public that SGN were accommodating at their site in Eynsham.
- Signs such as ‘business open as usual’ will be put out if requested.
- The overlap with school term-time only involves preparation work.
- Bin lorries will be accommodated.
- On street parking on the main road will not be possible.
- The patch in Middletown, previously repaired by SGN, is already getting ruined. SGN stated that they are responsible for their work seven years after completion so if there are any problems SGN will return to repair them.
- SGN contact details will be put on the website.
- Schools and bus companies need to be notified about the road closure.
- The closure of the whole road is the worst-case scenario: it depends on where the gas mains are. But this will not be known until they have started digging up the road.
- Diversion routes: traffic is diverted through Delly End then Whittings Lane. Cllr Smith offered to meet with SGN representatives and/or OCC to investigate potential alternate routes.
- County Cllr Walker explained that the diversion route is planned as it is, because it includes HGVs which are unable to go over bridges or through small villages.
- Advance warning signs will be put in place.
- Cllr Walker will ask if there can be a temporary HGV restriction to some of the roads.
- A request was made for a temporary 30mph speed limit on the national speed limit roads.
- A suggestion was made that a one-way system is installed for the duration of the roadworks.
- If people have any requests/concerns SGN are very happy for you to contact them.

Cllr Smith thanked the SGN/GPL representatives for attending the meeting.

10. To receive update reports from West Oxfordshire District Council and Cllr Liam Walker, Oxfordshire County Council.

County Liam Walker reported that he will feed back comments from above, such as an HGV restriction, to the County Council.

Potholes are slowly being mended e.g. this week at Poffley End.

11. To discuss PC donations for 2018-19

According to statutory regulations, donations to churches may not be allowed. Following discussion, it was agreed to defer this discussion and decision to the June meeting.

12. To resolve Councillors’ portfolios of interest:

Portfolio of Interest	Current Portfolio holders (lead name in bold)	New Portfolio holders (if any)
Highways and Traffic	Cllr: A. Smith,	
Community Policing	Cllr A. Smith	
Planning	Cllrs: K. McConville, G. Knaggs, A.Smith, G. Doland, C. McGibbon	G. Hyatt

WODC Local Plan	Cllrs: G. Knaggs, D. Musson, K. McConville, G. Doland	
Estates, Footpaths and Bridleways	Cllrs: C. McGibbon D. Musson, K. McConville	
Amenities	Cllrs: K. McConville, D. Musson, C. McGibbon,	G. Hyatt
Neighbourhood Plan	Cllrs: G. Knaggs, D. Musson, K. McConville, G. Doland	
Public Transport representative		G. Hyatt
Emergency Plan		G. Hyatt

13. To review Standing Orders

New model Standing Orders have been published by NALC. It was **resolved** to adopt these.

14. To review Financial Regulations

These were reviewed and **resolved**.

15. To review the Asset Register

A printer/scanner and a tug of war rope have been added this year bringing the total to £174,168.22. This was **resolved**.

A Land and building asset register has also been drawn up in line with the Transparency Code. Wood Green to be added at £100. This was **resolved**.

16. To review the Bank Mandate

It was **resolved** to continue with the Unity Trust online current account with the requirement of two signatories.

17. To review the Parish Council Risk Assessment

The risk assessment and financial risk assessment were reviewed and **resolved**.

18. To review the Local Council insurance cover

BHIB Insurance Brokers have taken over Local Council policies from AON. They have honoured the third year of the Long-Term Agreement. It was **resolved** to continue with this policy as it is the last year of the agreement.

19. To review Dispute Resolution and Grievance policy and appoint councillors to the staffing committee for Grievances

This was reviewed and **resolved**. Cllrs Doland, McGibbon and Hyatt were appointed to the staffing committee with Cllr McConville being the alternate member.

20. To consider and resolve Data Protection policy

This was accepted and **resolved**. This will be published on the website.

21. To review Complaints Policy and appoint councillors to the Complaints committee

This was reviewed and **resolved**. Cllrs Knaggs, Smith, McConville and Doland were appointed to the complaints committee.

22. To consider and resolve privacy notice for staff and councillors

This was **resolved** in line with GDPR.

23. To review Freedom of Information Publication scheme

This was reviewed and **resolved**.

24. To review Emergency Plan

This was reviewed, amended with updated contacts and **resolved**.

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
- v. Accounting software
- vi. Website/e-mail hosting

These were **resolved**.

26. To consider supporting a village Speedwatch scheme

A request has been received about the possibility of setting up a speedwatch scheme in the village. These are run by volunteers supported by the police, using police equipment. However, they would be covered under PC insurance. It was **resolved** to support this scheme. A request for volunteers will be placed in the Hailey Herald.

27. Planning: To receive an update report.

(a) Planning applications received:

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

(b) Decisions outstanding:

Ref no:	Address	Proposal	PC Decision
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:

18/00834/PN56	Land south of Heath Holm Farm, New Yatt	Conversion of agricultural barn to dwelling	PC- No comment WODC – Prior approval refused
18/00485/FUL	Land South of Chapel Lane Hailey	Erection of seven dwellings together with associated works and provision of 2 accesses.	PC- Object WODC – Refused

18/01396/HHD Planning application for 7 Giernalls Rd has been received today (on Monday 14th May). An extension has been requested but if this is not granted, it was **resolved** to make a decision between meetings. So far there is no objection.

28. Neighbourhood Plan.

Grants have been applied for and received to cover the costs of:

- A Health Check - £2,625
- A Strategic Environment Assessment (SEA) of the two sites identified for housing in the Neighbourhood Plan - £2,960

The SEA report has now been completed and circulated to councillors – it concludes that the implementation of the Neighbourhood Plan will have positive effects on SEA objectives. The SEA is now undergoing a five-week consultation which will end on Wednesday 6th June.

WODC has advised that as the Neighbourhood Plan is in such good condition, a Health Check would not add anything and could delay the overall process. It was proposed that Hailey PC do not have a health check as recommended by WODC. This was **resolved**.

The last chance for the PC to make changes to the Neighbourhood Plan before it is submitted to WODC will be the June PC meeting. The PC will also be able to consider any consultation responses as the PC needs to resolve to submit the NP to WODC once the consultation period on the SEA is completed.

29. Infrastructure Development Plan

No update

Local Plan: A consultation on further changes to the Local Plan closed on 9th April, after which time the Inspector should be in a position to issue his final report. The Council hopes to adopt the new Local Plan sometime around June 2018.

30. To receive a Neighbourhood Policing Report.

Cllr Smith reported that a Have-your-Say has been held in Hailey. Issues raised include parking on pavements and speeding through the village. The Neighbourhood team will be invited to the Hailey Festival summer fete. There will be further Have-your-Says at the Corn Exchange on 7th June and the Methodist Church on 17th June 4pm-5pm.

31. Amenities:

(a) Routine recorded inspection of play equipment.

This was completed. One cubic metre of bark will be ordered.

Basketball net needs to be repaired/taken down.

Zipwire needs tightening.

Handy man to be advertised for.

A plank on the seat of the picnic table is missing.

(b) To further consider access to recreation ground

A cheque was received from Hailey Festival for £100 as a contribution to this work.

The work has been completed, however, the job did not include reinstating the one-way sign.

The clerk will ask John Campbell Landscapes to quote for a central lockable post which can be removed when required. Cllr Hyatt will find a further two quotes for this work.

32. Highways and Traffic: To receive update reports.

(a) Highways

Cllr Smith reported that there is a road closure between New Yatt and North Leigh from 14th to 18th May with diversions in place.

Costing for a solar Vehicle Activated sign has been received for £3,255 which includes a six-year warranty. Two more quotes will be obtained.

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

Some of the letters have come off the sign. It was **resolved** to repair this. Cllr Hyatt will source a quote.

33. Estates, Footpaths & Bridleways: To receive update reports

(a) Sale of Wood Green

Cllr McConville reported that another copy of the instruction letter to sell has been given to Lee Chadwick's Solicitors.

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

Based on a quote from McCracken's in 2016, to cut New Yatt will cost £35. It was **resolved** to request six cuts this season. It was noted that this would take the grass cutting over budget. This was accepted and **resolved**. The clerk will look into a virement.

Towards the end of the season the clerk will put a notification in the Hailey Herald that the grass cutting contract will be going out to tender.

(d) It was noted that McCracken's have been asked to cut the grass a further three times before the Hailey Festival and to cut the recreation ground between the rounders match and the summer fete.

34. Allotments

(a) To report on Hemplands allotment

There is a new numbering system for Hemplands allotments. This will be added to the map.

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

WODC has visited the site and reported that because the rubbish is old it does not meet the criteria for current fly-tipping collection. A quote of £2,000 has been received to clear the area. Ubico (WODC) could also be approached for a quote.

It was proposed that some of the area could be cut by McCracken's as part of the grounds maintenance contract. This will be brought to the June meeting. The clerk will request a quote from McCracken's. It was proposed that this is paid for by the Allotments for the Labouring Poor charity as it will improve access to the allotments. Cllr McGibbon offered to show McCracken's the work required.

(e) It was noted that an allotment holder has agreed to open her allotment for Open Gardens on 24th June. This will be mentioned in the Hailey Herald and a poster will be put up on the allotments.

35. Hailey Festival

The next meeting is being held on Wednesday 16th May. The Festival is from 8th to 24th June. Events will be advertised in the Hailey Herald and on the Festival Facebook page.

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

(b) 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

Cllrs McGibbon and Doland will authorise these payments

(c) 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

Cllrs Smith and McConville authorised these payments.

(d) It was noted 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.

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

This was resolved.

37. Correspondence received

- Request for some of the Hailey Festival boards to be removed as there are a large amount of them. This will be taken to the next Festival meeting.
- Request to use the recreation ground for puppy classes: this was agreed subject to the mess being cleared up and the bye-laws respected.

38. Other Items to Note

- Agendas and minutes will be put on all noticeboards.
- Occupation Lane reports will be sent to OCC.
- Witney Food Festival is being held on Saturday 19th May.

39. Contributions from members of the public.

- It was commented that after the SGN section of the meeting only 11 members of the parish remained.
- It was requested that the grass cutting on the recreation ground ahead of the rounders match (on 8 June) also included collection of the cuttings.
- The Common Leys college bus parks opposite the Farm and thus New Yatt Lane is becoming less accessible. In response to this it was explained that the College is preparing a travel plan following their latest planning application and the PC is in open dialogue with them.
- VAS sign may be needed on Delly Hill as speeding seems to come from that direction.

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 2019	
11 th March 2019	And Joan Smith Educational Charity meeting

Meeting closed: 21:55