

Minutes of the Meeting of the Parish Council held at the
Village Hall, Hailey on Monday 11th June 2018 at 7.30pm

Present: Cllrs: Knaggs (in the chair), Musson, McConville, Doland, McGibbon, **County Councillor** L. Walker, **District Cllr** K. Mullins, **District Cllr** G. Hill, **Parish Clerk:** L. Wilkinson, 5 members of public.

1. To receive Cllr Knaggs Declaration of acceptance of Office.

Cllr Knaggs signed the Declaration of Acceptance of Office.

2. To receive apologies for absence.

Apologies were received from Cllrs Hyatt and Smith

3. To receive Declarations of Interest

Declaration of Interest was received from Cllr Doland for item 9a. planning application 18/01371/HHD.

4. Contributions from members of the public

- Can the Land south west of Hailey planning application be stopped?
This will be discussed under item 9.

5. To receive the Minutes of the Parish Council Meeting dated 14th May 2018

The minutes were confirmed as a true record. Cllr Smith, chairman of the May meeting, was not present so the minutes will be signed at the July meeting.

6. Matters arising from the minutes.

There were no matters arising.

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

Cllr Walker reported that he met with an OCC officer after the PC meeting with SGN. He has requested:

- Advance warning signs in place one month before the roadworks begin
- Speed limits reduced temporarily to 30mph along Priest Hill Lane and Whitings Lane
- Public buses to continue through the roadworks area
- HGVs will not be cutting through
- A plan to film all nearby road verges so they are not churned up
- 'Business open as usual' signs.
- Diversion through Delly End to be removed

Cllr Walker has asked that the potholes on Middletown and New Yatt Road are inspected.

A request was made that the white line along the road opposite the allotments in Poffley End is re-marked.

Cllr Walker will investigate a recent accident outside Bird in Hand.

Cllr Mullins reported that the Local Plan inspector's final report is due in July. The planning application for 50 houses was refused by WODC. There were local elections in May. The Lib Dems and Labour won another 3 seats each.

8. To consider legality of PC donations to the church

For many years Hailey PC has been making an annual donation to St John's church Hailey as a contribution towards their churchyard maintenance costs. However, the National Association of Local Councils has issued advice warning Councils that donations of this kind cannot be certain to be legally valid.

Following submissions and queries from Hailey church committee, this has been researched further. It remains uncertain that donations to churches are legally sound and the PC has been

advised to discontinue making them. Reluctantly the PC has accepted this advice in order to avoid exposure to a legal challenge against either the PC or the Responsible Financial Officer. Following discussion, it was suggested that the only clear option to resolve this issue is for the church to investigate closure of the churchyard. The church would need to clearly define appropriate conditions to ensure that grave reservations continue to be honoured (no new reservations are being accepted). Once the churchyard is 'closed' the PC can be requested to accept responsibility for the costs of maintenance.

It was **resolved** to accrue the money set aside to the church in this year's budget until such time as it can be used for the church if the legislation is clarified or responsibility for churchyard maintenance is taken up by the PC.

9. Planning: To receive an update report.

(a) Planning applications received:

Ref no:	Address	Proposal	PC decision
18/01396/HHD	7 Giernalls Road, Hailey	Alterations and erection of single storey extension and detached studio/office	No objection
18/01371/HHD*	White Cottage, New Yatt Lane, New Yatt	Rear double storey extension and enlargement of existing orangery	No objection
18/01493/HHD	Rosedene, Middletown, Hailey	Enclosure of existing verandah to create single storey rear extension (part retrospective)	No objection
18/01398/HHD	Staddlestone Barn, Middlefield Farm, New Yatt Road Hailey	Addition of enclosed porch to replace existing canopy	No objection
18/01267/HHD	Wychwood Cottage, Wood Lane, Hailey	Demolition of existing garage. Retention of canopy, construction of new garage with external staircase and store room above.	Object. Incorrect siting of garage and effect of upper floor on neighbour.

* Cllr Doland left the meeting and took no part in this decision as he had declared an interest.

(b) Decisions outstanding:

Ref no:	Address	Proposal	PC Decision
18/01185/HHD	The Old Post House, Middletown, Hailey	Alterations and erection of first floor extension	No objection
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.	PC – Object Sent to Appeal**

* Cllr McConville declared an interest

**Cllr Knaggs reported that the Sharba Homes planning application has gone straight to appeal as no decision had been made by WODC in the time frame allowed.

Although it has no legal effect, WODC unanimously rejected the application at their June planning meeting. This notional decision will go forward to the appeal.

Comments can be sent to the Inspector up to 11th July although all previous comments submitted will be forwarded to the Inspector.

The PC will consider the text of its objection at the July meeting (Cllr McConville abstained).

(c) Decisions made:

Ref no:	Address	Proposal	Decision
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

10. To note there is no requirement in the Data Protection Act for town and parish councils to have a Data Protection Officer (DPO) as local councils and parish meetings are not considered ‘local authorities’ under this Act. Councils may appoint a DPO but it is not a requirement.

To consider whether to appoint a DPO.

It was **resolved** that it is not necessary to appoint a DPO. The clerk will continue with the data audit and the necessary changes to be GDPR compliant.

11. Neighbourhood Plan.

(a) To consider and resolve to submit the Neighbourhood Plan to WODC following the completion of the consultation period on the SEA

Cllr Knaggs has asked the consultant who wrote the SEA to identify any changes necessary to the Neighbourhood Plan.

Cllr Knaggs will insert some words about bridleways into the relevant sections.

It was **resolved** to submit the Neighbourhood Plan to WODC.

12. Report from Infrastructure Development Plan Working Party

(a) To appoint members of the working party for 2018-19, including non-councillor members and the chairman

Members appointed to the working party are:

Graham Knaggs (chair), Sue Ayres, Ann Evans, Monica Hester, Caryl Lansley, Judith Knaggs, Martyn Clark, Calvert McGibbon, Dawn Franklin, Giles Doland.

GDPR consent forms have been signed and were passed to the clerk.

The working party has visited Finstock village hall to see what lessons have been learnt i.e. Wifi, projector, Smart Televisions, underfloor heating. Other village halls will also be visited by the working party.

13. To receive a Neighbourhood Policing Report.

Cllr Smith sent in a report to say that the speed detector van has visited Hailey twice in last month. Feedback on statistics from this has been requested from the PCSO.

The Neighbourhood Policing team has been invited to the fete on Saturday 16th June.

Planned Have your Say meetings are:

- Leafield on Saturday 16th June, 10am-12 midday
- Aston on Saturday 16th June 1.30pm – 3.30pm
- Methodist Church Witney on Sunday 17th June, 4pm – 5pm

There was an accident outside the Bird in Hand caused by speeding.

14. Amenities:

(a) Routine recorded inspection of play equipment.

This was carried out.

- Monkey bars need repairing
- Painting of equipment
- Bark to be ordered

Due to Hailey Festival events, the bins at the recreation ground are overflowing. The clerk will ask WODC to empty them before the fete on Saturday 16th July.

(b) To note ROSPA inspection will be carried out in July

This was noted.

(c) Update on handyman to carry out repair work on the playground

The clerk has contacted someone, identified by Cllr Hyatt, who is willing to take on the work. He currently has £3 million public liability insurance but is willing to increase it to £5 million. His minimum fee is £75. It was **resolved** to ask the handyman to carry out jobs when required.

(d) To receive quote for insertion of middle post in new access to recreation ground

John Campbell has agreed to replace the damaged posts with new posts buried in the concrete, so they cannot be pulled over.

John Campbell has been asked to provide a quote for a middle post. Two more quotes will be requested.

(e) To review Football Club lease

It was **resolved** to maintain the current charge of £250 for match fees and £250 standing charge for the 2018-19 season.

The club will be asked to mend the garage doors properly.

(f) Update on grass cutting at New Yatt, Priest Hill Lane and Spicers Lane

New Yatt seat and Millennium area are now being cut at the unit price of £35.

McCracken's have been asked for the unit price of cutting Priest Hill Lane and for a quote to cut back the vegetation on Spicer's Lane. Cllr McGibbon will consult with allotment holders on the possibility of installation of a gate.

15. Highways and Traffic: To receive update reports.

(a) Highways

None

(b) Update on Speedwatch initiative

A request has been placed in the Hailey Herald for volunteers and will be placed again as only two volunteers have come forward. The scheme also needs a co-ordinator.

(c) Update on planned work by SGN

Contact details are on the website and will be placed in the Hailey Herald. Cllr Smith will e-mail people with the latest information.

Everyone affected by the roadworks will receive a personal letter.

(d) Parking by construction traffic at New Yatt

Cllr Doland explained that delivery lorries have been blocking New Yatt Lane and are at times, reluctant to move to create access to the Lane. Cllr Walker will talk to the site manager about this.

A College bus is parking on a field until its due time to pick up which creates difficulty with access.

The clerk will set up a meeting for Cllrs McConville and McGibbon with the college to discuss this and other issues.

(e) Quotes for a Vehicle Activated Sign at Delly Hill

One quote was received and minuted in May. Two more quotes have been requested.

(f) Quote for repair to finger post at Delly End crossroads.

A quote has been requested.

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

(a) Sale of Wood Green

No report

(b) To consider requests for non-Hailey residents to reserve a plot at the Burial Ground.

A request has been received from a Hailey resident for her partner to be buried in her plot when the time comes. She has also requested that her sister (who moved out of Hailey when she got married) and husband are able to reserve a plot.

It was **resolved** that these non-Hailey residents can be buried in the Burial Ground due to their strong connection with Hailey.

(c) To consider tree safety report and agree work to be carried out

Nine trees at New Yatt and the recreation ground have been classified as requiring medium priority work (within 6 months). There was concern that not all the parish trees have been surveyed. It was **resolved** for Cllr Musson to meet with JAG to request a complete a report.

(d) Occupation Lane: to consider documents for the consultation

Cllr Musson will send the clerk any reports to be forwarded to OCC.

17. Allotments

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

See item 14f.

There is a five-bar gate at Poffley End allotments which needs treating. A quote for £50 has been received from I. Godfrey. It was **resolved** to accept this.

18. Hailey Festival

Events held so far include

- Rounders
- Jazz concert
- Activities at the rugby club and college
- 40 scarecrows

Events still to be held:

- Fete on Saturday 16th June.
- Quiz in the village hall on Thursday 22nd June
- Battle of the Bands on Saturday 24th June
- Open Gardens

19. Finances:

(a) Payment received:

Highworth Memorials	Headstone	£126.00
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(b)Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's May net salary	£612.25
	Expenses/Allowance	£24.96
	Total:	£637.21
Nest	Clerk's pension	£28.98

McCracken & Son Ltd	April grass cutting	£510.60 amended to £489.60
Robert Whitehouse	Internal audit	£258.00
HMRC	Income tax	£47.60

These were authorised by Cllrs McGibbon and Musson

(g) Hailey Parish Council bank balance to 31 May 2018

Unity Trust Current Account	£37,845.20
Unity Trust Deposit account	£96.66

(h) To receive internal auditors report and note recommendations

The internal auditors report has been received. The overall assurance rating is 'very good'. Recommendations are to:

- place the Registers of Members' Interests onto the website as required
- add bank balances to the monthly minutes
- note S137 expenditure on the minutes
- record all adjustments in the ledger before transposition into the final accounts

(i) To approve Part 1 Annual Governance statement of Annual Governance and Return (AGAR)

This was approved and signed by the chairman and RFO.

(j) To approve Part 2 Accounting statement of AGAR

This was approved and signed by the chairman and RFO.

Notice of public rights for these accounts will now be published.

20. Correspondence received

- Complaint about state of allotments
- A resident has been in contact with Historic England about the possibility of listing the Peace Memorial on Delly Green.
- E-mail expressing concern about the Sharba application

21. Other Items to Note

None

22. Contributions from members of the public.

None

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

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

Meeting closed: 9.30pm

