

Minutes of the **Meeting of the Parish Council** held at the
Village Hall, Hailey on Monday 9th July 2018 at 7.30pm

Present: Cllrs G. Knaggs (in the chair), A. Smith, D. Musson, G. Doland, G. Hyatt, C. McGibbon, **Parish Clerk:** L. Wilkinson, 3 members of public.

1. To receive apologies for absence.

Apologies were received from Cllr McConville, District Cllr Hill and County Cllr Walker

2. To receive Declarations of Interest

None were received.

3. Contributions from members of the public

Concern was raised about the state of one of the allotments.

The white lines at Chapel Lane and Poffley End crossroads are worn away. Another line which forms an unofficial footpath also needs repainting.

It is thought that Mr Godfrey has completed the painting of the gate at Poffley End allotments. This will be checked.

The new pathway has been cracked for a long time. The clerk will again request the original contractors to repair this.

4. To receive the Minutes of the Parish Council Meeting dated 11th June 2018

These were approved and signed by the chairman.

5 Matters arising from the minutes.

There were no matters arising.

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

No updates received.

7. Planning: To receive an update report.

(a) Planning applications received:

| Ref no: | Address | Proposal | PC Decision |
|--------------|---|--|--------------|
| 18/01567/FUL | Bird in Hand, White Oak Green, Hailey | Construction of new dwelling | No objection |
| 18/01731/HHD | Brackenwood, Delly Hill, Hailey | Removal of existing conservatory and detached outhouse. Erection of replacement conservatory (part retrospective). | No objection |
| 18/01670/OUT | Land south of Middlefield Farm, New Yatt Rd, Witney | Outline planning application (all matters reserved except for access) for the erection of up to 4 dwellings. | 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. | PC – Object Sent to Appeal |

| | | | |
|--------------|---|--|---------------------------------|
| 18/01398/HHD | Staddlestone Barn, Middlefield Farm, New Yatt Road Hailey | Addition of enclosed porch to replace existing canopy | PC- 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. | PC- Object |
| 17/04189/OUT | Land north of New Found Out Farm, Whiteoak Green, Hailey | Erection of 6 new dwellings to replace redundant farm buildings | Notification of planning appeal |

(c) Decisions made:

| Ref no: | Address | Proposal | Decision |
|--------------|---|--|-------------------------------------|
| 18/01371/HHD | White Cottage, New Yatt Lane, New Yatt | Rear double storey extension and enlargement of existing orangery | PC- No objection WODC- Approved |
| 18/01493/HHD | Rosedene, Middletown, Hailey | Enclosure of existing verandah to create single storey rear extension (part retrospective) | PC- No objection WODC- Approved |
| 18/01185/HHD | The Old Post House, Middletown, Hailey | Alterations and erection of first floor extension | PC- No objection WODC- Approved |
| 18/01396/HHD | 7 Giernalls Road, Hailey | Alterations and erection of single storey extension and detached studio/office | PC – No objection WODC- Approved |

(d) To resolve text of the objection to planning application 17/00992/OUT Land south west of Charlbury Road, to be sent to the Appeal Inspector

The objection (four e-mails previously sent to the planning committee by the chairman) written by Cllr Knaggs was agreed and will be sent into The Appeal Inspector. These have not been put on the planning website despite having already been sent in to WODC. The clerk will submit this.

(e) To consider Permission in Principle (PIP) and Technical Details Consent (TDC) introduced by the Government in June 2018

In June 2018 the Government introduced a new means for developers to secure planning permission on land for developments of between one and nine houses. Developers can now apply to the District Council for PIP for housing development on a site and if this is granted then they follow up with an application for TDC. A key issue is that the Government has given the District Council a time limit of only five weeks to determine such applications and has consequently shortened the timeframes for consultation with parishes from the usual 21 days to 14 days.

To deal with any such applications, it was **resolved** to set up a planning Committee which can meet outside of PC meetings and has the delegated authority to make decisions on planning. It was **resolved** that Cllrs Knaggs, Smith, McConville, Musson, McGibbon, Doland and Hyatt will be on this Committee.

The clerk will draw up terms of reference.

(f) To note Carter & Co Ltd are starting construction on the Agritech Building at Common Leys Campus on Monday 2nd July 2018.

Carter and Company have been appointed Principal Contractor with regards to the construction of a new Agritech Building at Common Leys campus. They will be available on Tuesday 10th July from 10.30am – 11.30am to explain the scope of works and their policies and procedures to ensure the project is carried out causing minimal disruption. The site office is located off Whitings Lane at the rear entrance to the college campus.

8. To consider PC response to consultation on listing the Peace Memorial at Delly End with Historic England
Historic England are assessing if the Peace Memorial should be added to the National Heritage list for England. It was **resolved** that the PC would support this initiative. The clerk will respond to the consultation.

9. To consider protocol for Death of a Senior National Figure

Arrangements for the death of a senior figure need to be put in place. Following guidance issued by the National Association of Civic Officers, it was **resolved** to provide a book of condolence for residents of the village on the death of the monarch.

10. WODC Consultation on Cotswold Garden Village

Land to the north of the A40 near Eynsham is allocated in the emerging Local Plan for a new 'garden village' of around 2,200 homes together with business land and other supporting facilities.

The Council has produced an 'issues paper' which is available for comment from Friday 22 June until Friday 3 August 2018. Copies of the consultation paper and standard response form are available on the Council's website at www.westoxon.gov.uk/gardenvillage

11. Neighbourhood Plan.

(a) Submission of Neighbourhood Plan to WODC has been postponed.

Cllr Knaggs reported that submission has been delayed as the Neighbourhood Plan mentions the emerging WODC Local Plan. WODC recommends that the PC waits for the Local Plan to be finalised. This was **resolved**.

(b) Local Plan delay: The District Council considers that it is necessary to undertake some further Habitats Regulations Assessment (HRA) work. The Council will instruct its HRA consultants to carry out the additional work, which is expected to take 3/4 weeks. Following closure of this four-week consultation period, the Council will consider any representations received and decide whether it is necessary to make any further changes to the plan.

12. To receive a Neighbourhood Policing Report.

No report

13. Amenities:

(a) Routine recorded inspection of play equipment.

Work necessary:

- Play Bark has been delivered. The area needs weeding before it can be spread.
- Some of the monkey bars need replacing.
- The junior swing and roundabout need painting.
- Repair and varnishing to one of the picnic benches is required.
- Broken sheets of asbestos are lying near the garage. This has been reported to WODC and FixmyStreet.

Cllr McGibbon will request quotes from the handyman for this work although no work will be carried out before the ROSPA inspection has taken place.

(b) To receive quotes for insertion of middle post in new access to recreation ground

One quote has been received. A further two have been requested

(c) To consider maintenance of garage at recreation ground by football club

The football club have temporarily made safe the garage doors. They have been asked when a more complete job will be undertaken. Cllr Knaggs will ask the football club about this during a meeting with them on Tuesday 10th July.

14. Highways and Traffic: To receive update reports.

(a) Highways

Speedwatch: this can now be set up as 12 volunteers have come forward. Tracey Waller on the Neighbourhood Police team has agreed to lend its speed detection equipment. Cllr Smith will send the clerk the monthly rota for the initiative, so it is covered by the PC insurance.

(b) To propose the purchase of a Vehicle Activated Sign at Delly Hill

Three quotes for a VAS have been received. The sign flashes a roundel with 30 and SLOW DOWN underneath. The equipment consists of the VAS, a solar panel that powers the VAS, shipping and a fixing kit to fix it to the pole.

Cllr Smith will ask County Cllr Walker if he could contribute to the cost of this from his Councillor Priority Fund.

- (c) To receive quotes for repair to finger post at Delly End crossroads
Cllr Hyatt and McGibbon will ask for quotes.

- (d) White lines at Poffley End/Chapel Lane crossroads
See public time

SGN works update:

This is due to start on Monday 16th July until 7th September although there will now be a short delay as a new team is being allocated to do the work. When the new gang is allocated, communication will go out to residents. Cllr Smith has chased County Cllr Walker to confirm signage etc.

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

- (a) Sale of Wood Green
No update
- (b) The OCC consultation has issued a formal Notice of Determination that Occupation Lane is designated as a bridleway and there will be a six-week period for the lodging of objections and representations.
- (c) Watery Lane bridleway
Concern was raised whether this is accessible. Having walked it, Cllr Musson reported that it is passable by adults and used by horses although there is a lot of vegetation along it.
- (d) To resolve a new Parish Path Warden
Chris Lansley has kindly agreed to undertake this role. This was **resolved**.
- (e) Potholes in lane to village hall
Cottsway has been requested to fill in the potholes. The clerk will chase this.
- (f) Grass cutting report
Cllr Musson will contact Steve McCracken about several outstanding queries.
- (g) To consider new tender for grass cutting as current one expires this year
Cllr Musson outlined the process for putting the grass cutting contract out to tender:
 - i. September: Agree number of cuts and areas to be cut
 - ii. 1st October: Identify potential contractors
 - iii. 1st November: send out invitations including advertising in local newspaper
 - iv. 1st December: receive tenders
 - v. Decision of successful tender to be made at December meetingThe clerk will draw up a specification of work and invitation to tender. Documents will be collated for September meeting. Cllr McGibbon will lead on this.
- (h) To consider cutting of hedge and wildflower meadow at burial ground
Three quotes for this work will be requested.

16. Allotments

- (a) Update on clearing up Spicers Lane for better access to the allotments
One quote has been received. Cllr McGibbon will receive two other quotes this week.

(b) To receive quotes for clearing Spicers lane

See above.

(d) Painting of five bar gate at Poffley End allotments

See public time

(e) To consider overgrown allotment

A new allotment holder has now taken over the plot so will clear it.

17. Hailey Festival

Cllr Smith reported that a lot of positive feedback has been received. A wrap up meeting will be arranged.

18. Finances:

(a) Payments received:

| | | |
|---------------------------|-----------------------|---------|
| HMRC | VAT refund Q4 2017-18 | £199.18 |
| Co-operative Funeral Care | Inscription fees | £136.00 |

(b)Accounts for authorisation and payment:

| | | |
|---------------------|---------------------------------|----------------|
| Lisa Wilkinson | Clerk's June net salary | £504.43 |
| | Expenses/Allowance | £24.96 |
| | Total: | £529.39 |
| Nest | Clerk's pension | £22.90 |
| McCracken & Son Ltd | May grass cutting | £489.60 |
| JAG Trees | Tree Safety Survey | £300.00 |
| Netwise UK | Website hosting and maintenance | £300.00 |

Cllrs Doland and McGibbon will authorise these payments online.

(e) Hailey Parish Council bank balance to 30 June 2018

| | |
|-----------------------------|------------|
| Unity Trust Current Account | £36,700.79 |
| Unity Trust Deposit account | £96.66 |

(f) To receive Financial Statements, Bank Reconciliation and Actual vs Expenditure figures

Bank reconciliations were signed by Cllr Doland prior to the meeting.

Actual vs Budget statements and financial statements were distributed to the councillors.

(g) To note audit Annual Governance and Accountability Return has been sent to the external auditors

This was noted.

19. Correspondence received

None

20 Other Items to Note

None

21. Contributions from members of the public.

None

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

| | |
|---------------------------------|--|
| 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 |

Hailey Parish Council July 2018 Minutes

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|-------------------------------|--|
| 14 th January 2019 | |
| 11 th February | |
| 11 th March 2019 | And Joan Smith Educational Charity meeting |

Meeting closed: 9.25pm