

To: All members of Hailey Parish Council

8<sup>th</sup> May 2019

You are summoned to attend the **Annual Meeting of the Parish Council** to be held at the  
**Village Hall, Hailey on Monday 13<sup>th</sup> May 2019 at 7pm**  
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 Declaration of Acceptance of Office and Register of Member's Interests from councillors
4. To resolve to receive Declaration of Acceptance of Office and Register of Member's Interests from Ann Gibson at the June PC meeting
5. To receive apologies for absence.
6. 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.*
7. Contributions from members of the public
8. To receive the Minutes of the Parish Council Meeting dated 8<sup>th</sup> April 2019.
9. To receive the Minutes of the Annual Parish Meeting dated 8<sup>th</sup> April 2019
10. Matters arising from the minutes
11. To receive update reports from West Oxfordshire District Council and Cllr Liam Walker, Oxfordshire County Council.
- 12(a). To consider PC donations for 2019-20 as per approved budget:
  - Hailey Festival £500
  - British Legion £100
  - Hailey Herald £100
- (b) To consider donating a further £1000 to St John's Church (not in approved budget)
13. To resolve Councillors' portfolios of interest:
  - (a) Highways and Traffic.
  - (b) Planning
  - (c) Estates and Footpaths
  - (d) Amenities
  - (e) Public Transport representative
  - (f) Emergency Plan
  - (g) Village hall
14. To review Standing Orders
15. To review Financial Regulations
16. To review the Asset Register
17. To review the Bank Mandate and internet banking
18. To review the Parish Council Risk Assessment and Risk Management policy
19. To review the Local Council insurance cover
20. To review Staffing policies:
  - a. Grievance Policy and appoint councillors to the Staffing Committee
  - b. Terms of reference for Staffing Committee
  - c. Dignity at Work policy
  - d. To adopt Recruitment policy
21. To review GDPR policies:
  - a. Information and Data Protection policy
  - b. Retention and disposal of Documents policy
  - c. Privacy Notice- staff and councillors
  - d. Privacy notice- residents
22. To review Complaints Policy and appoint councillors to the Complaints committee
23. To review Social Media policy
24. To review Freedom of Information Publication scheme

25. To review Emergency Plan  
 26. To review Health and Safety policy  
 27. To review Equal Access policy  
 28. To adopt Training and Development policy  
 29. 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
29. Planning: To receive an update report.

**(a) Planning applications received:**

Ref no:	Address	Proposal
19/00737/FUL	Turley Farm, Turley Lane, Hailey	Change of use of agricultural land to camping site, including the construction of a welfare building (retrospective) and the erection of 4 tents and 2 for protection cabinets
14/01671/OUT	Land North West of Woodstock Road Witney	Outline application for the erection of up to 200 residential dwellings and associated vehicular, pedestrian and cycle access, related highway works, drainage and landscape works including provision of public open space (Amended)
19/01185/HHD	Barnfield House, Delly End, Hailey	Extension to storage building
19/00974/HHD	Monks Barn, Downhill Lane, Hailey	Construction of detached building comprising a double garage, store room and log store.

**(b) Decisions outstanding:**

Ref no:	Address	Proposal	PC Decision
18/03244/OUT	Land south of the Hollies, New Yatt Lane, New Yatt	Residential development of up to 8 dwellings and associated infrastructure works	No objection
19/00735/HHD	2B New Road, Hailey	Provision of covered way to front of garage and erection of first floor extension including front dormer window.	No objection

**(c) Decisions made:**

19/00407/FUL	Witney Rugby Club, Witney Road, Hailey	Extension to clubhouse with viewing platform above	PC- No objection WODC- Approved
19/00458/LBC	The Old Manor, Poffley End, Hailey	Internal alterations to layout	PC- No objection WODC- Approved
18/03010/HHD	Littledean, Pitts Lane, Hailey	Construction of an oak framed porch over front door. Rear extension and conversion of roof space to create first floor living area to include insertion of roof lights and dormer windows.	PC- No objection WODC- Approved
18/02530/FUL	Land south of New Mill Lane, Witney	Change of use from Agriculture to Mixed Agriculture and Dog Walking/Grooming business, laying of hardcore and erection of replacement fence (Retrospective).	PC- No objection WODC- Approved
17/00992/OUT amended	Land south west of Charlbury Rd,	Outline residential development with means of vehicular access from	PC – Object Planning Appeal dismissed

	Hailey	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.	
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(d) To note that the appeal by Sharba Homes to build 50 houses, has been dismissed.

30. To resolve to adopt General Power of Competence

31. To consider provision of bus shelter in the village

32. To resolve to spend £85 on training for new councillors

**33. To consider request from Friends of Hailey Church for permission to use the Recreation Ground for the Annual rounders Match on 7th June (or 14th if it rains on the 7th)**

**34. To consider request from Hailey Festival for permission to use the Recreation Ground for the Summer Fete on 22nd June.**

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

36. Amenities: (Cllr Calvert McGibbon)

(a) Routine recorded inspection of play equipment.

(b) To discuss incorrect memorial at Burial Ground and resolve course of action

(c) To grant permission for a non-resident of Hailey to be buried at the Burial Ground based on strong local connection

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

(a) Update on postponed SGN roadworks through Hailey

(b) Update on VAS at Delly Hill

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

(a) Sale of Wood Green

(b) Registration of Parish Council land with Land Registry

39. Allotments

(a) To consider new heads of terms from SSE

40. Finances:

(a) Payments received:

WODC	Precept (1 <sup>st</sup> instalment)	£15,737.00
SSE	Wayleaves	£166.82
Banbury Memorials	Memorial fees x2	£402.00
Co-operative Funeralcare	Burial fees (non-resident)	£1,324.00
E Taylor & Son Funeral Directors	Memorial fees x2	£280.00
A Sole & Son Funeral Directors	Burial fee	£331.00
<b>ALP:</b>		
Field rent	Whiteoak Green field	£189.00

(b)Accounts for authorisation and payment:

i) To authorise payment of overtime to the clerk

Lisa Wilkinson	Clerk's April net salary	£787.46
	Expenses/Allowance	£24.96
	<b>Total:</b>	<b>£812.42</b>
Nest	Clerk's pension	£66.17
Parish Online	Mapping software	£42.00
Repay A. Smith	APM refreshments (Majestic) (S137/GPC)	£54.93

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BHIB Insurance Brokers	Local Council Insurance Renewal	£720.90
McCracken & Son Ltd	Grass cutting April 2019	£693.60
JAG Trees	Pollard lime tree on Recreation Ground	£288.00
Hailey Festival	Annual donation	£500.00

**(c) Hailey Parish Council bank balance to 30 April 2019**

Unity Trust Current Account	£58,633.22
Unity Trust Deposit account	£5099.01
Allotments for Labouring Poor	£27,432.76

**(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 review the use of banking deposit account

**(f)** To resolve to add Michael Drew and Ann Gibson to the bank mandate

**41. Correspondence received**

**42 Other Items to Note**

**43. Dates of Parish Council meetings for 2019-20:**

10th June 2019*
8 <sup>th</sup> July 2019
12 <sup>th</sup> August 2019 (Planning and Finance only)
9 <sup>th</sup> September 2019*
14th October 2019
11th November 2019
9th December 2019*
13th January 2020
10th February 2020
9th March 2020*

\* denotes Joan Smith Educational Charity meetings

**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.*