

Minutes of the **Annual Meeting of the Parish Council** held at the  
**Village Hall, Hailey on Monday 13<sup>th</sup> May 2019 at 7.30pm**

**Present: Cllrs:** G. Knaggs, A. Smith, G. Doland, C. McGibbon, G. Hyatt, M. Drew, **Parish Clerk:** L. Wilkinson, 5 members of the public

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

Graham Knaggs was elected unanimously as Chairman for the forthcoming year. The Acceptance of Office was duly completed.

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

Andy Smith was elected unanimously as Vice Chairman for the forthcoming year. The Acceptance of Office was duly completed.

3. **To accept Declaration of Acceptance of Office and Register of Member's Interests from councillors**  
These were completed and signed by all councillors present.

4. **To resolve to receive Declaration of Acceptance of Office and Register of Member's Interests from Ann Gibson at the June PC meeting**

This was **resolved**.

5. **To receive apologies for absence.**

Apologies were received from Ann Gibson and Liam Walker

6. **To receive Declarations of Interest**

None were received.

7. **Contributions from members of the public**

None

Members of public were permitted to speak during the planning item.

8. **To receive the Minutes of the Parish Council Meeting dated 8<sup>th</sup> April 2019.**

These were agreed as a true record and signed.

9. **To receive the Minutes of the Annual Parish Meeting dated 8<sup>th</sup> April 2019**

These were agreed as a true record and signed.

10. **Matters arising from the minutes**

There were none.

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

None

Cllr Gill Hill has been re-elected in the District Council elections.

- 12(a). **To consider PC donations for 2019-20 as per approved budget:**

- Hailey Festival £500
- British Legion £100
- Hailey Herald £100

These were agreed and **resolved**.

- (b) **To consider donating a further £1000 to St John's Church (not in approved budget)**

Following the question of the legality of donation to a church, the PC granted £1000 to St John’s Church in April 2019 (the 2018-19 donation). It was **resolved** that a further £1000 would be granted in for this financial year, to be paid in June 2019.

**12. To resolve Councillors’ portfolios of interest:**

The following portfolios were resolved:

<b>Portfolio of Interest</b>	<b>Current Portfolio holders (lead name in bold)</b>
<b>Highways and Traffic</b> (incl VAS & Speedwatch) <ul style="list-style-type: none"> <li>• Public Transport representative</li> </ul>	Cllrs: <b>A. Smith</b> , G. Hyatt <b>G. Hyatt</b>
<b>Community Policing</b>	Cllrs: <b>A. Smith</b> , C. McGibbon
<b>Planning</b>	Cllrs: <b>G. Doland</b> , all cllrs
<b>Environment</b> (footpaths, bridleways, grass cutting, flooding, hedges, trees, walls) <ul style="list-style-type: none"> <li>• Burial Ground</li> </ul>	Cllrs: <b>M. Drew</b> , C. McGibbon, A. Gibson  <b>M. Drew</b>
<b>Amenities</b> (playground, recreation ground, pavillion, football club, village hall, Common Leys) <ul style="list-style-type: none"> <li>• Village hall committee</li> <li>• Allotments</li> </ul>	Cllrs: <b>C. McGibbon</b> , M. Drew  <b>A. Gibson</b> <b>C. McGibbon</b>
<b>Neighbourhood Plan</b>	All councillors
<b>Emergency Planning</b> (incl defibs)	Cllr <b>Gavin Hyatt</b>
<b>Infrastructure Development Working Party</b>	Cllrs: <b>G. Knaggs</b> , A. Gibson, G. Doland

**13. To review Standing Orders**

These had been circulated and were **resolved**.

**14. To review Financial Regulations**

These had been circulated and were **resolved**.

**15. To review the Asset Register**

This had been circulated and was **resolved**.

**16. To review the Bank Mandate and internet banking**

These had been circulated and were **resolved**.

**17. To review the Parish Council Risk Assessment and Risk Management policy**

These had been circulated and were **resolved**.

**18. To review the Local Council insurance cover**

This was **resolved**.

**20. To review Staffing policies:**

**a. Grievance Policy and appoint councillors to the Staffing Committee**

This was **resolved**. Cllrs Doland, McGibbon and Hyatt were appointed to the Staffing Committee, with the alternate member being Cllr Drew.

**b. Terms of reference for Staffing Committee**

These were **resolved**.

**c. Dignity at Work policy**

This was **resolved**.

**d. To adopt Recruitment policy**

This had been circulated and was **resolved**.

**21. To review GDPR policies:**

**a. Information and Data Protection policy**

This had been circulated and was **resolved**.

**b. Retention and Disposal of Documents policy**

This had been circulated and was **resolved**.

**c. Privacy Notice- staff and councillors**

This had been circulated and was **resolved**.

**d. Privacy notice – residents**

This had been circulated and was **resolved**.

**22. To review Complaints Policy and appoint councillors to the Complaints committee**

This had been circulated and was **resolved**. Cllrs Knaggs, Smith, McGibbon and Doland were appointed to the Complaints Committee.

**23. To review Social Media policy**

This had been circulated and was **resolved**.

**24. To review Freedom of Information Publication scheme**

This had been circulated and was **resolved**.

**25. To review Emergency Plan**

This had been circulated by Cllr Hyatt and was **resolved**.

**26. To review Health and Safety policy**

This had been circulated and was **resolved**.

**27. To review Equal Access policy**

This had been circulated and was **resolved**.

**28. To adopt Training and Development policy**

This had been circulated and was **resolved**. The clerk requested that councillors kept up to date with relevant training

**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**

These were **resolved**.

**30. Planning:** To receive an update report.

**(a) Planning applications received:**

Ref no:	Address	Proposal	PC Decision
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	Comments from the owner, * Comments from member of public** The PC is concerned about future further applications to extend camp site. The PC has <b>no objection</b> to four tents

			but recommends to the planning department that the area of land for change of use be reduced to a size appropriate for four tents.
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)	The PC <b>objects</b> as the application contravenes the Local Plan, concern about funding for West End Link road, no solution for drainage issues on the North Witney site. It was agreed to request £400,000 \$106 contribution towards the village hall. <b>Resolved.</b>
19/01185/HHD	Barnfield House, Delly End, Hailey	Extension to storage building	The PC objects to this revised application as size, form and cladding are still inappropriate; the only issue that has been addressed is reducing the height. Green metal cladding is not appropriate in conservation area.
19/00974/HHD	Monks Barn, Downhill Lane, Hailey	Construction of detached building comprising a double garage, store room and log store.	The PC <b>objects</b> to this application. Inappropriate location due to size. Could be sited elsewhere.

\* used to be semi industrial site with previous owners. Current owners have restored stone building, brought in animals and indigenous trees. They want to diversify to a small scale and tranquil glamping site. There is no intention of expanding beyond four tents and are happy for this to be imposed as a condition.

\*\* object- concern about increased traffic along single-track line. Large building is fully visible from Turley Lane and is not in keeping with other buildings in the area. Proposed site is adjacent to footpath – visible. Conflicts of interest between walking and glamping. Encouragement to use facilities at night in a quiet area e.g. fire pit. Disturb wildlife. Moving lights would contravene dark skies policy.

**(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

**(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, 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 Planning Appeal dismissed
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.	PC- No objection WODC- Approved

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

This was noted.

**31. To resolve to adopt General Power of Competence**

This was adopted.

**32. To consider provision of bus shelter in the village**

Requests have been received from residents for a bus shelter on the main road through Hailey. The decision would rest with Oxfordshire County Council as it would be sited on their land. It would have to be funded by Hailey PC. It was **resolved** to explore the possibility of providing a shelter. The Clerk will contact OCC to investigate.

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

This was **resolved**.

**34. 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)**

This was agreed.

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

This was agreed. Cllr Drew will request McCracken and Son to cut the grass prior to the rounders match and fete.

**36. To receive a Neighbourhood Policing Report**

**(a) Speedwatch**

Cllr Smith reported that last year eight operations were carried out. Three more have been carried out recently in Delly Hill and Poffley End. At least two more exercises will be carried out, but volunteers are needed.

**36. Amenities:**

**(a) Routine recorded inspection of play equipment.**

Cllr McGibbon reported that this has been undertaken. There is still a query about the repair work that has been requested. Some has been completed, some has not. Cllr McGibbon will arrange to meet the handyman.

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

Following a mistake by a local funeral director, a memorial has been erected that does not comply with the regulations. Following discussion, it was **resolved** to permit the memorial to remain. However, the clerk will contact all local funeral directors and clearly state that the correct procedure must always be followed i.e.

that memorials can only be erected once they have received permission from the PC in writing. If the process is not followed, they will be asked to remove the memorial.

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

This was granted.

**(d) Defibrillator in New Yatt**

Due to the closure of Bowen’s Garage, the defib has had to be removed. The residents of New Yatt have been asked if they know of a suitable alternative venue to locate it.

**37. Highways and Traffic:** To receive update reports.

(a) Update on postponed SGN roadworks through Hailey

It has finally been confirmed that the SGN gas mains replacement works through Hailey village are not scheduled in their works plan for 2019. Nor is there a planned date yet.

(b) Update on VAS at Delly Hill

Installation of this has been delayed due to damage in transit. However, as it is still watertight and the unit is in working order, it was **resolved** to accept it. An extended warranty has been offered by Swarco in compensation.

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

(a) Sale of Wood Green

No update. Cllr McGibbon will set up a meeting with the new leader of Witney Town Council to move the process forward.

(b) Registration of Parish Council land with Land Registry

Cllr Knaggs and the clerk met with Lee Chadwick Solicitors to initiate the registration of:

- Delly Green
- Hemplands allotments
- Recreation Ground
- Joan Smith land

An idea of cost for this work has been requested. It was **resolved** to continue with this process.

**39. Allotments**

(a) To consider new heads of terms from SSE

The renegotiation of the lease on the electricity substation at Poffley End is currently underway. The new heads of terms, with various amendments, was provisionally agreed; with the proviso that the clerk finds out what the premium on the previous lease was, with a view to requesting an increase on this if appropriate.

**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
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**(b)Accounts for authorisation and payment:**

i) To authorise payment of overtime to the clerk

This was **resolved**.

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
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
HSBC 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

The PC agreed to move a proportion of the reserves into a savings account. The RFO will provide a recommendation on how much to transfer at the June PC meeting.

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

This was **resolved**.

**41. Correspondence received**

- Government grant scheme for village halls
- Request to keep the incorrect memorial in the Burial Ground
- Notification of guidelines for professional dog walking
- Concern about lack of grass cutting on recreation ground and overgrown trees

**42 Other Items to Note**

- Hailey Festival is starting soon. Flyers are ready to be distributed.

**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

Meeting closed: 9.35pm