

Hailey Parish Council October 2019 Minutes  
Minutes of the **Meeting of the Parish Council on 14<sup>th</sup> October 2019 at 7.30pm**  
**In the Village Hall**

**Present: Parish Cllrs:** G. Knaggs (in the chair), G. Doland, M. Drew, A. Gibson, **Parish Clerk:** L. Wilkinson, 4 members of public.

**1. To receive apologies for absence.**

Apologies were received from Cllr McGibbon, District Cllr Mullins and County Cllr Walker.

**2. To receive Declarations of Interest:** None were received.

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

- Apple tree in a house in Fishers Close has grown over the path below head level.
- Is there any progress on the sale of Wood Green? The PC has been told the Town Council is working towards it.
- Replacement pads are required for the defibrillator and a new location is still required for the New Yatt one.

**4. To receive the Minutes of the Parish Council Meeting dated 9<sup>th</sup> September 2019.**

These were approved and signed as a true record.

**5. Matters arising from the minutes**

There were none.

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

Cllr Mullins sent in a report:

- **Appointment of a “cycling champion” within the Council; Councillor Dan Levy.**  
One area he has been working on is ensuring the A40 cycle track is fit for purpose before and after the new park and ride is built. He will also be working with Oxfordshire County Council as the highways authority to ensure cyclists are given priority on new and existing roads with adequate parking provision, particularly in town centres.  
New housing developments will also be priorities for Cllr Levy ensuring provision is made for cyclists.
- The second Water Day is due to take place on Tuesday 22<sup>nd</sup> October from 10am at Wood Green Council offices. Presentations from the Environment Agency, Thames Water and Windrush Against Sewage Pollution will be accompanied by an opportunity for the public to question WODC and the other parties involved.

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

**(a) Planning applications received:**

Ref no:	Address	Proposal	PC Decision
19/02405/LBC	The Old Manor, Poffley End, Hailey	External and internal alterations to repair stone tile roof and convert existing store into wc/shower room with connecting door through to existing gym.	No objection

**(b) Decisions outstanding:**

Ref no:	Address	Proposal	PC Decision
14/01671/OUT	Land north west of Woodstock Rd, 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)	Object
19/02365/HHD	The Old Manor, Poffley End, Hailey	Construction of three bay car port building with attached store	No objection

19/02366/LBC	The Old Manor, Poffley End, Hailey	Replacement of existing garage storage building with a three-bay car port building and attached store	No objection
19/01924/FUL	Bowen's Garage, New Yatt Lane, New Yatt	Demolition of front building and conversion of remaining building into a dwelling with provision of off-street parking and associated landscaping. Alterations to existing vehicular access	No objection

**(c) Decisions made:**

19/01833/HHD	6 Delly Close, Hailey	Erection of single storey extension	PC -No objection WODC- Approved
19/01847/HHD	17 Middletown, Hailey	Alterations and erection of single storey rear extension	PC -No objection WODC- Approved
19/01975/HHD	Kitebrook, New Yatt Lane, New Yatt	Erection of front porch and the addition of dormer window on the front elevation. Add cladding to part of front elevation	PC - No objection WODC - Approved
19/02259/LBC	The Old Manor, Poffley End, Hailey	Internal and external alterations to include changes to openings and layouts	PC -No objection WODC - Approved
19/02372/LBC	The Old Manor, Poffley End, Hailey	Alterations and erection of single storey side extension, to allow window condition to be removed from 05/2279/P/LB	PC - No objection WODC - Approved

**(d)** To note Vanderbilt Strategic and A2 Dominion have contacted the PC regarding a proposed planning application for the land west of Hailey Road, which forms the western end of the North Witney Strategic Development area.

They would like an informal meeting with the Parish Council which Cllr Knaggs is arranging. 100 houses are scheduled to be built here. There will then be a public consultation on this.

**7. To receive quotes for bus shelter in Middletown**

Three quotes for shelters have been received and two quotes for installation (one verbal).

Due to the specialist nature of the installation work it was agreed that two quotes would be sufficient to make a decision and award the contract. **Resolved.**

It was **resolved** to accept the quote from Littlethorpe for a Surrey style bus shelter with 6.4mm laminated glazing, for £8,090 plus VAT.

It was **resolved** to accept the verbal quote for installation from Direct Services (business arm of Oxford City Council) for £1500 plus VAT provided that the written quote, when received is within £500 of the quoted £1500, and that they liaise with Littlethorpe regarding the installation.

The clerk will forward the minutes to Cllr Walker and request any contribution from his Councillor Priority Fund. Discussion on installing a noticeboard within the bus shelter will take place at the November meeting.

**8. Update on Infrastructure Development Plan**

Cllr Knaggs reported that this was discussed at the IDP meeting on 9th October 2019. The following have been added:

- Fibre to the Property (FTTP) infrastructure
- 3 phase electricity supply to enable the installation of car charging points
- South facing roofs to maximise solar panel opportunities

The Infrastructure Development Plan working party will be publicised in the Hailey Herald and at the school, specifically asking for young people to join.

**9. Feedback on Parish Councillor training.**

Cllr Gibson reported that she had attended a Roles and Responsibilities training course organised by Oxfordshire Association of Local Councils.

### 10. To receive a Neighbourhood Policing Report

No update.

### 12. Amenities:

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

This was carried out.

##### i. To receive quotes for playground maintenance and accept one

Two quotes have been received and the third company has still not arranged a site visit. The decision will be deferred until November. A report comparing the maintenance quotes will be compiled and sent to the councillors before a decision is made.

##### ii. To receive quotes for new adventure trail and consider installation of this

Three quotes have been received. It was agreed that these could be used as an indication of what to be incorporated into the 2020-21 budget.

##### iii. Update on fire extinguisher servicing at pavillion

Cllr Hyatt has volunteered to check/replace the fire extinguisher each year.

#### (b) Sale of Wood Green

No update

#### (c) Registration of Parish Council land with Land Registry.

No update

#### (d) Village Hall Management committee meeting

The committee has agreed to carry on managing the village hall beyond the expiry date of the current lease. It will also take on managing the new village hall when it is built. The PC and the village hall management committee have agreed that the current lease should be extended for ten years, with a clause that either party can opt out. This contract needs to be drawn up by a solicitor. ACRE will be approached to see if they can carry out this work.

### 13. Highways and Traffic: To receive update reports.

A road closure notice for Whiteoak Green in January has been received. This will be included in the Hailey Herald. A consultation on Connecting Oxford from the County Council has been received. This is on the website.

### 14. Environment: To receive update reports

#### (a) Grass cutting

##### i. Update on grass cutting request on Chapel Lane

Cllrs Drew and Knaggs have inspected the area and it was **resolved** to ask OCC to cut down the branches growing out of the verge as it is getting to the point where the bin lorry will not be able to access the lane.

In Delly End there are two bushes overhanging the road and scraping vans as they pass. Cllr Drew will talk to the householder about cutting these back.

##### ii. To receive quote for cutting branches at Delly Green

JAG has quoted £220 plus VAT to remove the overhanging branches on the trees on Delly Green that are impeding the grass cutting contractors. It was **resolved** to accept this (in accordance with standing orders only one quote is required for this amount).

#### (b) Burial Ground

Cllr Drew has taken the ivy off the top of the wall at the Old Burial Ground and has rehung the gate. A new latch for the gate will be made by a volunteer.

#### (c) Occupation Lane

OCC has cleared Occupation Lane and it is now fully open as a footpath.

**15. Allotments****(a)** To consider requests to rent allotments

Two requests have been received. Allotments at Poffley End will be allocated to these residents. There are currently three vacant plots (two at Hemplands) and one at Poffley End.

**(b)** To consider steps to rent out unused allotments.

They will be advertised in the school newsletter and the Hailey Herald. If there are no takers by April 2020, this will be reconsidered.

To consider employing the grass cutting contractor to cut down the overgrown allotments, will be placed on the November agenda.

**16. Finances:****(a) Payments received:**

Hailey Football Club	Annual rent	£250.00
Allotment rents-HPC	Annual rent	£49.60
Allotment rents-ALP	Annual rent	£1733.20

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

Lisa Wilkinson	Clerk's September net salary	£517.60
	Expenses/Allowance	£24.96
	<b>Total:</b>	<b>£542.56</b>
Nest	Clerk's pension	£39.10
HMRC	Income Tax payment (month 5)	£18.57
Witney Signs	Sign for village hall car park	£183.28
British Legion	Poppy wreath	£100.00
Viking Direct	Stationery	£185.91
Moore	External audit	£240.00
Netwise	Domain renewal	£20.00

Payments were authorised by Cllrs Drew and Gibson

**Bank transfers**

From	To	Amount	Reason
HPC account	ALP account	£49.10	Allotment rent paid to incorrect account

**(c) Hailey Parish Council bank balances**

To 31 September 2019	
Unity Trust Current Account	£37,292.80
Unity Trust Deposit account	£27,580.35
WODC deposit account	£10,000
Allotments for Labouring Poor	£27,309.97
Allotments for Labouring Poor COIF deposit account	£12,727.47

It was **resolved** to move £10,000 from the current account to the Unity Trust deposit account.

**(d)** To receive external audit report and note recommendations

Moore, the external auditors, have issued the external audit report and certificate which have been displayed on the noticeboard and on the website.

The only recommendation was to ensure that correct box for Trustees of a Charity was ticked.

**(e)** To receive Financial Statements, Actual vs Expenditure figures and authorise Bank Reconciliations

Financial statements were circulated by email to enable councillors to inspect them. No queries were raised.

**17. Public Time**

A request that the Infrastructure Development Working party hold meetings twice a year that are open to the public for discussion was received. This was agreed. The clerk will add this to the Terms of Reference.

**18. Correspondence received**

- Youth Opportunity Fund
- Vanderbilt Strategic and A2 Dominion Developers
- Mrs Lakey regarding not receiving the FOI responses that were sent to her
- Letter to WODC Planning enforcement about a potential planning breach at Barnfield House, Delly End.
- Query about clearance of Occupation Lane
- Community Group have applied for the ACV to be reapplied on the Saddlers Arms
- Map of New Yatt has been drawn by a resident

**19 Other Items to Note**

Gavin Hyatt has stepped down as parish councillor. The role will be advertised in the Hailey Herald and WODC will be contacted.

Thanks were given to Cllr Doland for installing the three new noticeboards.

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

11th November 2019	10th February 2020
9th December 2019*	9th March 2020*
13th January 2020	

\* denotes Joan Smith Educational Charity meetings

Meeting closed: 9.15pm