

To: All members of Hailey Parish Council

6th May 2020

You are summoned to attend the **Online Meeting of the Parish Council on 11th May 2020 at 7.30pm**
 For the transaction of the business stated below. The Public and Press are also invited to attend online.
(See joining instructions at the end of the agenda)

The agenda is as follows:

1. To receive apologies for absence.
2. 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.*
3. Contributions from members of the public
4. To receive the Minutes of the Parish Council Meeting dated 20th April 2020.
5. Matters arising from the minutes
6. Coronavirus
 - (a) Update on SSEN Resilient Communities grant application
 - (i) Tenders received for over 65s outdoor fitness equipment
 - (ii) Availability of other grants
 - (b) Update on Parish volunteer scheme
7. To receive update reports from West Oxfordshire District Council and Cllr Liam Walker, Oxfordshire County Council.
8. To resolve Councillors' portfolios of interest:
 - (a) Highways and Traffic (incl VAS and Speedwatch).
 - (b) Planning
 - (c) Environment (including Burial Ground, trees, hedges, walls, flooding, footpaths/bridleways, grass cutting)
 - (d) Amenities (including playground, recreation ground, football club, pavillion, bus shelter, village hall, Common Leys)
 - (e) Public Transport representative
 - (f) Emergency Plan (including defibs, fire extinguishers)
 - (g) Village hall committee
 - (h) Allotments (including HPC and ALP)
 - (i) Neighbourhood Policing
 - (j) Infrastructure Development planning (including new village hall)
9. To review the Asset Register
10. To review the Bank Mandate and internet banking
 - a. To consider setting up clerk's salary as a standing order
11. To review the Parish Council Risk Assessment
12. To review the Local Council insurance cover
13. To review GDPR policies:
 - a. Privacy Notice- staff and councillors
 - b. Privacy notice- residents
14. To review policies:
 - a. Complaints procedure
 - b. Equal Access policy
 - c. Social Media policy
 - d. Training and Development policy
 - e. Staffing policies:
 - i. Dignity at Work policy
 - ii. Dispute Resolution policy
 - iii. Grievance policy
 - iv. Recruitment policy
 - v. Terms of Reference for Staffing Committee
15. To review Emergency Plan
16. Planning: To receive an update report.
 - (a) Planning applications received:

Ref no:	Address	Proposal
20/00962/LBC/00961/HHD	Hunters Close Farm,	Insertion of new staircase, internal re-ordering, conversion

	Middletown, Hailey	of attic and replacement of modern timber casement windows with leaded lights in oak frames
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(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
19/03317/FUL	Land west of Hailey Rd, Witney	Erection of 110 residential dwellings including access off Hailey Road: areas of open space, landscaping and associated works	Object
20/00745/FUL	Hailey Church of England Primary School, Middletown, Hailey	Construction of detached garden room to provide separate classroom space	No objection
20/00798/HHD	7 Giernalls Rd, Hailey	Erection of single storey side extension, loft conversion with front and rear dormer windows and front entrance porch	No objection
20/00856/S73	25 Giernalls Rd, Hailey	Noncompliance with condition 2 of planning permission 17/03146/HHD to allow change to roof pitch	No objection
20/00865/HHD	Wytham, New Yatt Lane	Single storey extension to side and rear	No objection
20/00881/HHD	Wychwood Cottage, Wood Lane, Hailey	Erection of replacement garage, shed and porch with new garden room to rear	No objection

(c) Decisions made:

None

(d) Licensing application

Application for Variation of Premises Licence for Aquila Visum Limited Unit F2 New Yatt Business Centre New Yatt Witney under the Licensing Act 2003.

17. Village Hall (Cllr Ann Gibson)

(a) Village Hall Management Committee

18. To receive a Neighbourhood Policing Report (Cllr Andy Smith)**19. Amenities:** (Cllr Calvert McGibbon)**(a) Playground:**

(i) Routine recorded inspection of play equipment

(b) To consider Gardening Club request for permission to use Recreation Ground

(c) Update on location of defibrillator at New Yatt

(d) Sale of Wood Green

(e) Registration of Parish Council land with Land Registry.

(i) To resolve to appoint Bates Wells solicitors to register the recreation ground

(ii) To consider appointing a solicitor to register the remaining PC land with the Land Registry

20. Highways and Traffic: To receive update reports. (Cllr Andy Smith)**21. Environment:** To receive update reports (Cllr Michael Drew)**(a) Burial Ground**

(i) To consider proposal for allocation of reserved plots

(ii) To agree policy for burials during Covid-19 pandemic restrictions

(b) Trees

(i) To consider quote for work on lime tree at Old Burial Ground

(c) Update on Footpaths and Public Rights of Way campaign

(d) Update on Sewage silt and complaints received about its transportation

22. Allotments (including Allotments for Labouring Poor Charity) (Cllr Ann Gibson)

- (a) Update on allotments
 - (i) Plots and waiting list
 - (ii) Proposed policy for erection of sheds
 - (iii) Removal of rubbish
 - (iv) Water supply at the allotments
- (b) Update on renewal of substation lease

23. Finances and Administration:

(a) Payments received:

None

(b) Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's April net salary	£622.81
	Expenses/Allowance	£26.00
	Total:	£648.81
Nest	Clerk's pension (Direct debit)	£45.41
BHIB Council Insurance	Local Council insurance	£732.44

(c) Hailey Parish Council bank balances

To 30 April 2020	
Unity Trust Current Account	£12,133.17
Unity Trust Deposit account	£20,678.90
COIF Public Sector Deposit Fund	£35,000.00
Allotments for Labouring Poor	£10,045.74
Allotments for Labouring Poor COIF deposit account	£32,727.47

- (d) To receive Internal Audit Report and note any recommendations
- (e) To consider increase in Clerk's holiday entitlement as per contract
- (f) To consider increase in clerk's home working allowance to £26 per month as per Government guidance
- (g) To consider website accessibility regulations due to come into force in September 2020
- (i) To resolve to book Cllr Rogers onto website accessibility webinar

24. Correspondence received

25 Other Items to Note

26. Dates of Parish Council meetings 2020-21:

Remote meetings to be held until further notice

8th June 2020*
13 th July 2020
10 th August 2020 (Planning and Finance only)
14 th September 2020*
12th October 2020
9th November 2020
14th December 2019*
11th January 2021
8th February 2021
8th March 2021*

* 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.

Remote meetings due to Coronavirus pandemic:

The Government have recently introduced new temporary legislation enabling PCs to hold remote meetings. The public are still invited to these meetings. If you would like to join, then please email Andy Smith by 6.30pm of the day of the meeting and he will send you the Zoom link to access it.

andy@adbsmith.com

There will still be a public time item for your views to be heard. The rest of the time, the PC asks that you mute yourself so there is no extra background disturbance.