

## Minutes of the Online Meeting of the Parish Council on 8<sup>th</sup> June 2020 at 7.30pm

**Present: Cllrs:** G. Knaggs (n the chair) A. Smith, G. Doland, C. McGibbon, A. Gibson, M. Drew, T. Rogers, County Cllr L. Walker, District Cllr G. Hill, **Parish Clerk:** L. Wilkinson

1. To receive apologies for absence.

None were received.

2. To receive Declarations of Interest

None were received.

3. Contributions from members of the public

None

4. To receive the Minutes of the Parish Council Meeting dated 11th May 2020.

These were received and signed by the chairman.

5. Matters arising from the minutes

Query regarding membership of staffing committee. The committee consists of Councillors Doland, McGibbon and Rogers. The alternate member, if required, is Councillor Drew.

6. Coronavirus

(a) Update on Parish volunteer scheme

Cllr Gibson reported that there has been little recorded activity since the last meeting. Requests for regular weekly shopping from two people and one ad hoc prescription collection.

The PC agreed not to close the scheme yet as people are still shielding so this will be decided at the next meeting as will the timescale for giving notice

A third information leaflet was produced and distributed to all Hailey residents in week commencing 18 May. Copies were also attached to noticeboards around the village.

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

Cllr Walker reported:

- it has been two weeks without a coronavirus death in an Oxfordshire hospital. Please keep following social distancing measures.
- Many children from reception, Year 1 and Year 6 classes have now gone back to school. Initially responses from schools across Oxfordshire is that this has gone well. Roughly 50% of those eligible to go back have now gone back. OCC is now looking at what measures can be put in place for increased numbers going back to primary and secondary. It is working with providers of school transport as coaches and minibuses will not be able to take the usual number of pupils. 94% of schools in Oxfordshire have remained open for children of key workers throughout this pandemic. OCC has also been working with schools to help with providing thousands of items of personal protective equipment for them.
- Active Travel Measures for Oxfordshire. First £600,000 from the DfT has been outlined which is being used to focus on short term measures. Road closures, improved cycling facilities, better cycling routes along footpaths/cycle ways. In total Oxfordshire will get £2.9million to help towards post COVID19 lockdown to encourage more people to choose active travel.
- 20 MPH speed limits: 31 responses from residents of Hailey with 26 supporting and 5 against the measures. Main comments consisted of the Bird in Hand bend, better footpath from Hailey to Witney, and lack of enforcement.
- White lining team have now started in the area, so Hailey should have been completed by the next PC meeting, including the footpath line in Poffley End.

- New Yatt Road temporary closure will be in place from the 29<sup>th</sup> June to 3<sup>rd</sup> July for the developer Bellway to carry out the improvement works on the road.

CLlr Hill reported that WODC is still handling vulnerable people.

She is concerned about the grants for village halls not being received. She offered to contact Hailey football club and Witney rugby club to assist with grants.

The Dog poo bin by playing field needs emptying. Cllr Hill will report this.

#### 8. To finalise review of Emergency Plan

The revised plan was circulated. This was adopted. A Pandemic section will be added once lessons have been learnt.

#### 9. To discuss plans for the Hailey Herald

Cllr Drew reported:

During the Coronavirus pandemic is the first time in 28 years the Hailey Herald has not been produced and distributed around the village. Opinion was canvassed about whether to continue with publishing it.

Continuation of it received full support from the Council.

#### 10 Planning: To receive an update report.

##### (a) Planning applications received:

| Ref no:      | Address   | Proposal   | PC Decision  |
|--------------|---|--|--------------|
| 20/01074/FUL | The Haybarn, Burycroft Farm, Crawley Rd, Hailey | Erection of new dwelling   | No objection |
| 20/00994/HHD | Old Barn House, 124 Woodstock Rd, Witney        | Conversion of garage into ancillary accommodation to include the insertion of two roof lights (retrospective)  | No objection |
| 20/00985/FUL | Bowens Garage, New Yatt Lane, New Yatt          | Demolition of existing commercial garage and associated structures. Erection of detached dwelling together with alterations to existing vehicular access and landscaping works | 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       |
| 19/03317/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       |
| 20/00962/LBC/<br>20/00961/HHD | Hunters Close Farm, Middletown, Hailey  | Insertion of new staircase, internal re-ordering, conversion of attic and replacement of modern timber casement windows with leaded lights in oak frames  | No objection |

##### (c) Decisions made:

|              |                                     |   |                                    |
|--------------|-------------------------------------|---|------------------------------------|
| 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 | PC- No objection<br>WODC- Approved |
| 20/00856/S73 | 25 Giernalls Rd, Hailey             | Noncompliance with condition 2 of planning permission 17/03146/HHD to allow change to roof pitch                      | PC- No objection<br>WODC- Approved |
| 20/00865/HHD | Wytham, New Yatt Lane               | Single storey extension to side and rear  | PC-No objection<br>WODC- Approved  |
| 20/00881/HHD | Wychwood Cottage, Wood Lane, Hailey | Erection of replacement garage, shed and porch with new garden room to rear   | PC-No objection<br>WODC- Approved  |

**(d) Update on Licensing application:** Variation of Premises Licence for Aquila Visum Limited Unit F2  
New Yatt Business Centre New Yatt Witney

Following discussion with the applicants, a compromise of Sunday operating hours has been agreed. These fit alongside the new pizza business and allow tasting when collecting pizzas. The PC has supported this amendment: Sunday hours 12-6pm ON sales and 12- 8pm OFF sales.

**11. Village Hall**

**(a) Village Hall Management Committee**

Cllr Gibson reported that audited annual accounts received from the VHMC showed a healthy profit for the year of £3,905. They also made a successful application to WODC for a grant of £10,000 being offered to businesses in receipt of small business rate relief. This grant together with the PC's grant of £1,000 has enabled the VHMC to carry out the previously reported electrical work to emergency lighting costing £1,419. It has also created a sound position for re-opening when this is permitted. Further electrical work on external lighting and a cooker outlet plate have been arranged. The new floor to the kitchen was being organised and internal walls will be painted in preparation for re-opening. The Jumble sale has contributed to these projects being able to be undertaken.

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

Cllr Smith reported:

- **Sheep worrying / dog control** – There have been local recent incidents of sheep attacks by dogs that are off the lead while close to them. Dog owners should always have their dog on a lead in situations where any livestock is nearby.
- **Neighbourhood Watch Week** – This week (7-13/6/2020) celebrates Neighbourhood Watch with a Big Virtual Lunch, a new printable poster, a competition, and a quiz. More details available on our website and at the [facebook.com/ourwatch/](https://www.facebook.com/ourwatch/) Facebook page.
- **Think before you Dial reminder** – The police have reminded us about the best ways to get in touch. The 999 number should only be used in emergency situations when a life is in danger or a crime is happening right now. To speak to the police about anything else, you should call 101 or contact them online.
- **Covid-19 (another reminder)** – Please observe all of the Government's advice on social distancing, travelling, etc.

**13. Amenities:**

**(a) Playground:**

The Playground remains closed, including use of the adult exercise equipment. Closure notices were still in place when inspected last week.

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

A visual inspection, where no moving parts were tested, was carried out on 2 June. Various matters relating to on-going maintenance as well as a broken timber on a picnic bench, were reported to the Clerk.

**(ii)** Preparation for re-opening of playground.

Maintenance work by FLP is due to start week commencing 15 June. It is recommended that a more thorough inspection is carried out, if sufficient advance warning is given by the Government, before the playground is re-opened.

**(iii)** To discuss proposed capital expenditure on agility trail.

The timber agility trail suffered badly during the wet winter making it extremely slippery. Following recent very dry, hot weather shakes in the timber have opened up. Although these do not currently appear to be a safety risk, the PC agreed to now consider replacement of the agility trail. Tenders for this will be sought.

**(iv)** To authorise purchase of playbark

This is required to cover the surface under the multi-play climber.

The PC resolved to purchase playbark up to the cost of £150 (2 cubic metres)

**(b)** To consider accepting the quotation from SSEN for installation of an unmetered connection in New Yatt for a defibrillator

An official quotation has been received from SSEN to run an unmetered connection to the site of the old BT

telephone box in New Yatt. The quotation is for £741.80 + VAT.

Permission from OCC has been requested. Cllr Walker offered to contribute 50% of this cost from his Councillor Priority Fund. There will be a small ongoing cost for the electricity once the defibrillator is placed.

It was **resolved** to go ahead with this subject to permission being received from OCC.

Cllrs Doland and Smith will work out how to attach the case.

**(c) Sale of Wood Green**

Cllr Smith has been in touch with the Witney TC Clerk (Sharon Groth). He has repeated the PC's offer to sell Wood Green to Witney TC for £100 with WTC paying costs of transfer. The legal position on the maintenance of the unadopted road on 'Little Green' was also submitted.

**(d) Registration of Parish Council land with Land Registry.**

Bates Wells are proceeding with the registration of the recreation ground at the cost of £500 - £750 plus VAT, which is the reduced rate for ACRE Village Halls.

Welch and Stammers in Witney have been sent documents in order to proceed with registration of other Council and Joan Smith land.

**(e) To consider request by K9 Dreamers to use recreation ground for puppy training classes**

The playing field is open – as a green space under Government rules. A request was received from K9 Dreamers (K9D) to use the recreation field for dog training. Assurance on social distancing was received. A further request was made by K9D to use the tarmac covered area behind the village hall for the training – 2 trainers plus 4 dog handlers - to be in line with social distancing Kennel Club.

It was agreed to permit K9 Dreamers to use the playing field for dog training (6 people in total), in line with Government and Kennel Club guidance

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

- **Bio solid waste deliveries to Shaken Oak Farm** (as a Highways issue only,) – Cllr Smith has written (via the Clerk) to the resident raising this issue, in reply to his recent emails regarding the large trucks with multiple deliveries of bio solid waste to Shaken Oak Farm during April/May.. Cllr Smith spoke to Ian Dotson at Thames Water whose team manages the deliveries. Mr Dotson noted that farms do rely on these deliveries to operate successfully and gave assurances that that they are required to apply for a permit for these highly regulated jobs (from the Environment Agency). In addition, the following areas were discussed:
  - Route through Poffley End: There are other routes that could be taken (e.g. Ramsden or New Yatt) but this simply moves the problem and arguably they are less suitable.
  - Volume of trucks: There is a team of about 5 lorries that do round trips starting on site from 6am to/from Oxford and/or Wargrave. If smaller trucks were used, they would require more journeys, exacerbating the issue (i.e. more trucks for longer).
  - Frequency: This exercise (3-4 days, about 5 trucks on round trips from 6am) happens once every three years for each landlock (field/site). Some farms or areas may require delivery to multiple landlocks. It is therefore quite likely that this will occur approximately annually.
- **Safer Villages** – Liam Walker has forwarded a survey to the parish council which has been sent around for individuals to respond to. In addition, Cllr Smith has consolidated a joint parish council response and sent it on to Cllr Walker. Note that there is a £250m funding package available to local councils to improve active travel. In addition, Cllr Walker has asked for thoughts on 20mph speed limits.
- **Reporting of highways issues** – Please continue to report issues via the FixMyStreet app.

**15. Environment**

**(a) Burial Ground**

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

No quote has yet been received. A quote is also awaited for work to two Chestnut trees overhanging the Garden of No 1 Middletown.

PC trees from the Burial Ground are overhanging Church Lane and causing problems with delivery and waste collection lorries. They have been cut back before, and a further complication is that they have power lines going

through them. SSE has previously told the PC that they must not be cut back by the PC. The clerk will request SSE to carry out this work.

(ii) To consider request of a sum of up to £250 to cover eventualities, and avoid a delay in completing the work, to be made available

Not necessary as the work has been completed.

(iii) To authorise repayment of £65 to Michael Drew for cost of water pipes laid under the Burial Ground path

The cost was £107.28 not £65. It was **resolved** to repay this.

iv) To consider purchase of Hailey Parish Council sign for installation by the entrance  
Cllr Drew requested the commissioning of a Sign for the entrance to the Burial ground. One quote for guidance includes prices ranging from £651 to £1135. The proposal was voted on and it was **resolved** that this would not be purchased this financial year.

Thanks were given to Cllr Drew for all his work facilitating the Burial Ground path.

Cllr Drew would also like to:

1. Rehang and re paint gates, (at no cost)
2. Organise Waste, Recycling and Green Bins for the Burial Ground, which he is happy to put out as necessary  
These were **resolved**. The cost of a garden waste bin at £30 per year was **resolved**. The clerk will order the bins from WODC.

### **(b) Footpaths**

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

The Chairman has circulated a paper for discussion on this Campaign to save historic Footpaths. Concern was raised about the PC getting involved in a campaign to save footpaths as there is another point of view to this argument. It was agreed to let the residents know about the campaign via the website and the Hailey Herald.

(ii) County Council request for footpaths to be cleared: to consider if any footpaths in Hailey meet the criteria

Cllr Gibson has identified Breach Lane, (Footpath No.3) and, from Swanhall Lane to Cannon Pool (Footpath No 10) to be considered for submission. It was decided that these would not be reported. Cllr Drew will list all parts of footpaths to be reported to OCC.

Report from footpath warden (Chris Lansley) has been received noting several problems to be reported.

(f) Update on transportation of sewage silt through Poffley End

The letter from Cllr Gibson to WODC was passed by them to the Environment Agency (EA). A response was received from the EA on 29 May. This stated (in brief) that:

- Sludge Use in Agriculture Regulations 1989 require treatment to reduce pathogenic content
- Thames Water report that sludge that is referred to, is derived from Oxford Sewage Works, which treats sludge to a higher standard in its thermal hydrolysis plant.
- Latest advice from the World Health Organization (WHO), (March 2020) to date states there is no evidence that the Covid-19 virus has been transmitted via sewerage systems with or without wastewater treatment.
- EA do not believe that Covid-19 necessitates additional controls above those best practices which are already used in the supply and use of sludge in agriculture.

A copy of this letter was sent on 1.6.20 by the Clerk to the resident who originally raised the matter with Cllr Gibson.

### **(g) Bus Stop sign**

Cllr Drew has re-secured the Bus Stop sign, after its vandalism.

### **(h) Funerals**

There have been 2 Funerals since the last HPC meeting

**(i) Grass Cutting**

The Contractors mowed the village grass for the 4<sup>th</sup> time on Wednesday June 3<sup>rd</sup>.

**16. Allotments (including Allotments for Labouring Poor Charity)**

**(a) Update on allotments**

Most of the allotments appear to be in use and are being well-maintained. One allotment is not in use as the allotment holder has caring responsibilities elsewhere. One allotment at Hemplands is available and will be offered to the next person on the waiting list.

A new allotment holder at Poffley End Lane was refused permission to erect a shed but was told that the PC may consider providing storage. (see **(i)** below).

**(i)** To consider proposal to supply standardised storage for every plot on Poffley End allotments (ALP) After further research on this, it is NOT recommended that storage is paid for with ALP funds. The cost of providing such storage is likely to be around £150 - £200 per allotment. There are several issues that would render such a scheme unmanageable.

- (a)** There would be an on-going administrative requirement for the Parish Council in terms of purchasing, delivery, storage, or reimbursing allotment holders against receipts
- (b)** The storage boxes and benches come as flat packs and the PC does not have resources to assemble them.
- (c)** Allotment holders who have erected sheds or other storage might seek reimbursement, particularly if they bought these recently.
- (d)** There could be a continuing maintenance requirement.
- (e)** The rental cost of the allotments is currently very affordable - £5 - £7 per annum. It would not seem unreasonable for allotment holders to provide their own storage.

Funds available from ALP would provide a greater benefit to all allotment holders, rather than a few, if the PC agree to use these for the installation of a water supply at both Hemplands and Poffley End Lane allotments, once the research into the feasibility and cost of this has been concluded.

It was **resolved** not to provide storage on the allotments

**(ii) Update on water supply at the allotments**

The Clerk has contacted Thames Water (TW) and is submitting an application to begin the process of installing a water supply. The PC may have to organise the work itself once TW have granted permission.

The PC will consider funding the installation for allotments at both Hemplands and Poffley End Lane when costings are available. A local contractor will be contacted for advice in the first instance.

**(iii) To consider and adopt revised allotment regulations**

Following discussions about storage on the allotments, it is recommended that allotment holders must still request permission to erect a shed, but that other storage containers e.g. benches or boxes may be placed on the allotment without permission provided they do not exceed agreed dimensions and that no more than two are erected on a single plot.

Proposed external dimensions not to exceed:

1. Benches and trunk type storage boxes: H84, W140, D60cm (external dimensions).
2. Upright Storage boxes: H110cm x W130cm x D74cm (external dimensions)

This was **resolved** and the following amendment will be added to the allotment regulations:

**Upright storage boxes** will be permitted at Hemplands or allotments at Poffley End. No more than two per plot will be permitted provided their external dimensions do not exceed H110cm x W130cm x D74cm (approx. H43ins x W51ins x D29ins).

**(iv) To consider PC membership of National Allotment Society**

The National Allotment Society provides advice to members and others regarding the management, running and development of allotments. Member benefits include:

- Initial legal advice – including tenancy agreements, leases, land disputes, rent rises, health and safety, environmental, contract and company law
- Supportive regional network providing advice

- Access to training – including the management of allotments

The fee for local authorities is £55, plus VAT per annum. Local authority membership does not include individual allotment holders. Membership of the NAS could further enhance the profile of Hailey as a health conscious, community-based place to live supported by an active Parish Council.

This was **resolved**.

- (v) To note and accept offer from allotment holder to paint the gate at Poffley End

This was accepted with thanks.

- (b) Update on renewal of substation lease

No update.

## 17. Finances and Administration:

- (a) Payments received:

None

- (b) Accounts for authorisation and payment:

|                     |   |                |
|---------------------|---|----------------|
| Lisa Wilkinson      | Clerk's May net salary                      | £635.19        |
|                     | Expenses/Allowance                          | £26.00         |
|                     | <b>Total:</b>                               | <b>£661.19</b> |
| Nest                | Clerk's pension (Direct debit)              | £46.31         |
| Park Lane Driveways | Groundwork for Burial Ground                | £4,799.00*     |
| Park Lane Driveways | Surface work                                | £4,799.00*     |
| Park Lane Driveways | Remaining Balance for path at Burial Ground | £1,370.00      |
| McCracken and Son   | Grass cutting March                         | £571.20        |
| McCracken and Son   | Grass cutting April                         | £715.20        |
| SSE                 | Electricity bill for pavillion              | £55.03         |

\*Already paid. Invoices approved at April meeting to be paid as they become due  
These were authorised by Cllrs Gibson and McGibbon

- (c) Hailey Parish Council bank balances

| To 31 May 2020                                     |            |
|--|------------|
| Unity Trust Current Account                        | £16,343.13 |
| Unity Trust Deposit account                        | £20,678.90 |
| COIF Public Sector Deposit Fund                    | £35,000    |
| Allotments for Labouring Poor                      | £10,054.22 |
| Allotments for Labouring Poor COIF deposit account | £32,747.47 |

- (d) To receive Internal Audit Report and note any recommendations

The internal audit report was circulated. The outcome was 'very good'.

The recommendation was to use different accounting software for the charity accounts to prevent cross-pollination. This will be investigated by the clerk.

Thanks were given to the clerk for her work on this.

- (e) To approve Part 1 Annual Governance statement of Annual Governance and Return (AGAR)

This was approved and signed by the chairman and RFO.

- (f) To approve Part 2 Accounting statement of AGAR

This was approved and signed by the chairman and RFO.

The Annual Governance and Accountability Return will now be submitted to the external auditors and the Notice of Public Rights displayed.

- (g) Update on website accessibility regulations

The clerk has started updating all the documents on the website to meet accessibility regulations.

**18. Correspondence received**

None not already noted.

**19 Other Items to Note**

- 31 scarecrows have been entered into the Hailey Festival competition.

**20. Dates of Parish Council meetings 2020-21:**

*Remote meetings to be held until further notice*

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

\* denotes Joan Smith Educational Charity meetings

Meeting closed: 8.50pm

**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 click on the Zoom link:

<https://us02web.zoom.us/j/3591751596>

If required, the meeting ID is 359 175 1596

There will 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.