

Minutes of the **Online Meeting of Hailey Parish Council on 13th July 2020 at 7.30pm**

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

1. To receive apologies for absence: apologies were received from District Cllr G. Hill

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 8th June 2020.

Minutes were agreed and signed as a true record. The March and April minutes were also signed.

5. Matters arising from the minutes

None

6. Coronavirus

(a) Update on Parish volunteer scheme including WODC survey

Three people have used the scheme since the last meeting.

WODC's Response Hub carried out a survey of local volunteer schemes to assess how these were working and whether they were likely to continue. This was completed and returned – in brief stating the scheme was working well, it will not become permanent and extending it would be reviewed.

It was **resolved** to extend the volunteer scheme until 1 August whilst shielding is still in operation.

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

Cllr Walker reported that the white lines in the village have been painted.

Active Travel initiative plans to shut off vehicle access along the high street in Witney. OCC announced the first tranche of money towards cycling/pedestrianisation.

A Unitary Local Government is being re-examined as a possibility. All District Councils and OCC have large financial deficits due to Covid-19 so they are looking at how to take Local Government forward together.

District Cllr Hill reported that officers and staff continue to work from home. Witney is undergoing works to provide more pedestrian space. Ubico are working on providing new litter and dog waste bins which will be combined.

8. Planning: To receive an update report.

(a) Planning applications received:

Ref no:	Address	Proposal	PC Decision
20/01664/HHD	Ye Old Cottage, New Yatt Lane, New Yatt	Erection of first floor extension above existing kitchen	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
20/01074/FUL	The Haybarn, Burycroft Farm, Crawley Rd, Hailey	Erection of new dwelling	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/Support

(c) Decisions made:

Ref no:	Address	Proposal	Decision
20/00962/LBC/ 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	PC -No objection WODC - Approved
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)	PC- No objection WODC - Approved

(d) To consider PC response to CIL Consultation by WODC

This had been due to take place in March/April 2020 but has been postponed in light of the Covid-19 situation. WODC had hoped that the consultation would be recommenced in June 2020 with the following indicative dates expected to apply.

- Consultation on CIL draft charging schedule June/July 2020
- Submission for examination September 2020
- Examination November 2020
- Adoption January 2021

The consultation has not started yet.

(e) To consider PC input into review of Local Plan 2031

WODC's Local Development Scheme (LDS) document sets out WODC's timetable for a review of their Local Plan and for associated Supplementary Planning documents. It is assumed that the revised plan will develop and extend the current plan to 2040. Assuming the new Local Plan is adopted by September 2023 (i.e. five years from the date of adoption of the current plan) the following indicative dates are expected to apply:

- Informal engagement (Regulation 182) – Sept 2021 – Sept 2022
- Publication of pre-submission draft Local Plan (Reg 19) – Sept 2022
- Submission of pre-submission draft Local Plan (Reg 22) – Feb 2023
- Examination – May 2023
- Adoption – September 2023

No action is required at the moment as initial informal consultations do not start until September 2021 but we should anticipate that a further area of Hailey Parish will be scheduled for development.

An associated question will be whether the PC wants to revise our Neighbourhood Plan on the same schedule as WODC's Local Plan revision.

(f) Supplementary Planning documents - N Witney, Developer Contributions and Affordable Housing

The WODC LDS document mentioned above also details the timetable for all of the proposed Supplementary Planning Documents:

North Witney: Preliminary consultation - October 2020
Draft SPD consultation - January 2021
Adoption – April 2021

Developer Contributions

Preliminary consultation – July 2020
Draft SPD consultation - October 2020
Adoption –January 2021

Affordable Housing

Preliminary consultation – June 2020 – document issued
Draft SPD consultation - October 2020
Adoption –January 2021

The PC noted these timetables.

9. Village Hall

(a) Village Hall Management Committee

Village Halls are now permitted to open, with effect from Saturday 4 July. There are significant issues involved in ensuring Hailey Village Hall is Covid-19 secure and remains so before and after each use. There are insurance implications and financial implications if the hall remains closed. The VHMC is having an on-site meeting on Thursday 16th July, socially distanced, to discuss the comprehensive advice that has been issued by ACRE (Action with Communities in Rural England) based on Government guidance.

Hailey Church will not be open until September for normal worship.

10. To receive a Neighbourhood Policing Report

- Covid-19 – Thames Valley Police are reminding everyone to continue to follow the government's guidelines as restrictions are eased. In particular please drink responsibly now that the pubs are reopened, continuing to be mindful of any potential impact on emergency services.
- Crimestoppers – A reminder has been shared through the neighbourhood watch group that anyone who has any information they would like to share anonymously with the police can do so through Crimestoppers. They can be contacted by calling 0800 555111 or visiting www.crimestoppers-uk.org.
- Scam emails – An alert has also been sent regarding email scams, in particular one relating to Netflix whereby the email says that payment has failed and requests personal details. The number of "phishing" emails like this has grown significantly during the Covid-19 pandemic.
- Cold callers – OCC Trading Standards have warned they are receiving increasing numbers of complaints regarding cold callers offering to cut down and lop trees, resulting in large bills often requested in cash and with no paperwork.

11. Amenities:

(a) Playground:

(i) Routine recorded inspection of play equipment

Cllrs Calvert McGibbon and Ann Gibson carried out a routine inspection on 29.6.20 prior to re-opening on 4 July.

(ii) Update on re-opening of playground and notices

Playgrounds and outdoor gyms have been permitted to re-open since Saturday, 4 July. In preparation for this a full written risk assessment was carried out by Cllrs McGibbon and Gibson, detailing the requirements to provide as much Covid-19 security as possible. Signs and notices detailing requirements for using the playground and the gym equipment were professionally printed and put up on Friday, 3 July following the PC's agreement at its Emergency Remote Meeting that day to re-open. A leaflet detailing the guidelines for using the playground and outdoor gym as safely as possible was delivered to every household in the village prior to the opening. The leaflet stressed social distancing and hygiene on the part of the users. Intermittent checks can be made on the playground to check that the guidelines are not being ignored.

(iii) To receive tenders for new agility trail

Five companies were invited to tender against a specification for the removal and replacement of the agility trail and four of them returned tenders. As with previous similar exercises, direct comparisons on price, type of equipment being offered, etc. have been difficult.

It was **resolved** to accept the tender from Play Force at the cost of £7890.82.

(iv) To consider whether golf can be played on the recreation ground and to purchase signs if necessary
Concern was raised by a parent when someone was using the recreation ground for golf practice. Byelaws for Pleasure Grounds, Public Walks and Open Spaces relating to the use of recreation grounds could be adopted to prohibit golf but there is a complex procedure for adopting them.
It was **resolved** to not to proceed with this unless it occurs on a regular basis.

(b) Sale of Wood Green

No update

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

No update

12. Highways and Traffic: To receive update reports.

More white line road markings have been repainted across the parish, including at Foxburrow corner and in Poffley End and Delly End

13. Environment

(a) Burial Ground.

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

Two quotes have been received for work to two Lime Trees in the OBG and for work to Chestnut trees overhanging the garden of No 1 Middletown, from the OBG. A third quote is awaited.

SSE has agreed to cut back, and crown lift the PC trees in the Burial Ground which are overhanging Church Lane and causing problems with delivery vehicles and waste collection lorries.

(ii) To review Burial Ground Regulations and consider increasing fees in line with Church of England scale of fees

It is usual for HPC to keep the Burial Ground fees in line with the Diocese of Oxford. Thus, it was **resolved** to increase fees to £347 for an interment and for a purchase of a plot, £142 for a headstone and £74 for a tablet, as per the 2020 fees for the Diocese of Oxford.

(iii) To consider installation of a new gate post, re-hang the gate, and re-fix the rails at the entrance at cost of £235

Following a query over ownership of the gate, fence and hedge between the Burial Ground and land owned by the Diocese but rented by neighbours, it has now been clarified that the PC is responsible for these. A quote has been received for replacement of the gatepost for £235. This was accepted. **Resolved.** The clerk will contact the contractor to request the work be carried out.

(iv) To consider expenditure of up to £250 on wildflower seed for the meadow

Volunteers have planted wildflower seed this year. Whilst the results so far have not been spectacular, the volunteer work has undoubtedly resulted in less competition from the dominant grasses. To continue this improvement volunteers are prepared to carry out more work in the early autumn to cut the wildflower meadow at the correct time, clear the grass, (saving the cost of contractor cutting) and continue the gradual improvement. To aid this, a request is made to purchase 1Kg of Yellow Rattle Seed at a cost not exceeding £250 which should help the gradual improvement.

This was **resolved**.

(v) Entrance gates/railings have been repainted

(vi) Waste, Recycling and Green Bins have been ordered for the Burial Ground, two of which have been delivered.

(b) Footpaths

(i) Footpath 6-4

A letter to the clerk from a resident, expressed concern about the height of the stiles, and therefore, the

difficulty in their use. Cllr Drew walked the footpaths in question, and agreed that whilst they are high, nothing has been done to them recently to alter their previous configuration. The residents have been contacted and informed how to report their concerns to OCC.

(ii) Sign to Breach Wood

The double-sided finger post on Breach Lane pointing to BREACH WOOD, and FOOTPATH to DELLY END has been broken off, and will be reported.

(c) Grass Cutting

The Contractors mowed the village grass for the 5^h time on Wednesday June 29th and strimmed the Old Burial Ground for the first time this year.

14. Allotments (including Allotments for Labouring Poor Charity)

(a) Update on allotments

Most of the allotments are under cultivation and looking neat and tidy. One allotment at Hemplands is in a poor state, overgrown, strewn with rubbish, and needs to be cleared before reletting. McCracken has been asked to provide a quote for doing this. A tenant at Poffley End Lane has requested permission to erect a polytunnel at some point in time. The dimensions of the polytunnel are:

- **Width** 6ft (1.83m); **Overall Height** 6ft 10in (2.08m); **Straight Side** 4ft (1.21m)

The request was refused. Only structures up to one metre high will be allowed. **Resolved.**

(i) Update on water supply at the allotments

Cllrs Ann Gibson, Graham Knaggs, and the Clerk met at the Poffley End Lane allotments to discuss with local contractor David Pratley the possibility of installing a water supply. The work appears to be relatively straightforward. However, it is understood that getting permission from Thames Water may be complex. The Clerk is applying to Thames Water to progress this. The initial fee for this application is £170. Information from the National Allotment Society prompted discussions around rainwater harvesting which Cllr Gibson is investigating.

It was agreed to only progress a mains water supply at the Poffley End allotments in the first instance.

(ii) To consider offer from resident to supply post and wire fence to northern boundary

Following the discovery of human defecation on one of the allotment plots at the far end of Hatfield Pitts Lane, a resident offered to put up a post and wire fence on the northern boundary of the plot. The plot concerned is very overgrown and has become a wooded area. Rent is still being paid by the tenant although the plot does not appear to be in use. Cllrs Knaggs and Gibson inspected the boundary of the site and felt it was not necessary to erect a fence since this would require future maintenance. There has been no further report of anyone using the site as a toilet.

It was **resolved** that the resident would be thanked for his offer, but the offer would be declined.

An inspection of the allotments will be arranged.

(b) Update on renewal of substation lease

The solicitor has answered previously asked questions on this and provided a draft lease. It was agreed to accept the draft lease.

15. Finances and Administration:

(a) Payments received:

Oxfordshire County Council	Councillor Priority Fund (contribution to installation of unmetered electricity supply for defib in New Yatt)	£370.00
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(b) Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's June net salary	£532.00
	Expenses/Allowance	£26.00
	Total:	£558.00

Nest	Clerk's pension (Direct debit)	£39.10
Amazon (Repay L Wilkinson)	Laminating pouches	£11.95
WODC (Repay L Wilkinson)	Garden waste licence for Burial Ground	£30.00
Alfred Groves DIY Shop (Repay L Wilkinson)	Playground emergency kit	£25.85
Repay M Drew	Supply of water pipes at Burial Ground	£107.28
National Allotment Society	Council Membership	£67.00
McCracken and Son	Grass cutting June	£1,142.40
RM Whitehouse & Co Ltd	Internal audit	£258.00
FLP Outdoor Play Solutions	Playground Maintenance	£5,135.46
Banbury Turf	Playbark 2 cubic metres	£156.00

Cllrs McGibbon and Doland will authorise these payments.

(c) Hailey Parish Council bank balances

To 30 June 2020	
Unity Trust Current Account	£3,318.27
Unity Trust Deposit account	£20,697.77
COIF Public Sector Deposit Fund	£35,000.00
Allotments for Labouring Poor	£10,060.76
Allotments for Labouring Poor COIF deposit account	£32,747.47

(d) To consider clerk's request to be absent for the August PC meeting

This was **resolved**. Cllr McGibbon will take the minutes.

(d) To receive Financial Statements, Bank Reconciliations and Actual vs Expenditure figures

These were distributed in advance of the meeting. The bank reconciliations will be signed by Cllr Drew.

16. Correspondence received

None

17 Other Items to Note

18. Dates of Parish Council meetings 2020-21:

Remote meetings to be held until further notice

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

* denotes Joan Smith Educational Charity meetings

Meeting closed: 20.45

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: 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.

