

Minutes of the Meeting of the Parish Council held at the Village Hall, Hailey on Monday 10th June 2019 at 7.30pm

Present: Cllrs: G. Knaggs (in the chair), G. Doland, C. McGibbon, M. Drew, A. Gibson, District Cllr G. Hill, **Parish Clerk:** L. Wilkinson.

1. To receive apologies for absence.

Apologies were received from Cllr Hyatt and District Cllr Mullins.

2. To receive Declarations of Interest

None were received.

3. To receive Declaration of Acceptance of Office and Register of Member's Interests from Ann Gibson

These were signed.

4. Contributions from members of the public

None

5. To receive the Minutes of the Parish Council Meeting dated 13th May 2019.

These were agreed as a true record and signed by the chairman.

6. Matters arising from the minutes

There were none.

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

District Cllr Hill reported that funding is available from WODC for community groups. There is a pioneering new housing scheme run by WODC and Cottsway Housing to help younger people in the area.

8. Planning: To receive an update report.

(a) Planning applications received:

| Ref no: | Address | Proposal | PC Decision |
|--------------|----------------------------|--|---|
| 19/01248/FUL | Witney Pony Partners | The replacement of storage container and use of portable lighting. | No objection but to note the policy on dark skies in the Hailey Neighbourhood Plan. |
| 19/01330/HHD | Ivydene, Delly End, Hailey | Erection of single storey side extension | No objection but to note that materials of construction should be in accordance with the listing. |

(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 |
| 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 | No objection with request to reduce size of land for change of use |
| 19/00974/HHD | Monks Barn, Downhill Lane, Hailey | Construction of detached building comprising a double garage, storeroom and log store. | Object |
| 18/01670/OUT | Land south of Middlefield Farm, New Yatt Rd, Witney | Outline Planning Application (all matters reserved except for access) for the erection of up to 4 dwellings. | Appeal |

| | | | |
|--------------|---|---|--------|
| 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 |
|--------------|---|---|--------|

(c) Decisions made:

| | | | |
|--------------|------------------------------------|--|------------------------------------|
| 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 |
| 19/01185/HHD | Barnfield House, Delly End, Hailey | Extension to storage building | PC – Object WODC- Approved |

(d) East Witney consultation paper has been circulated. A query about why this has not been done for the North Witney development was raised. This is due out later this year.

9. To further consider provision of bus shelter in the village

OCC has been contacted but no reply has yet been received.

10. Neighbourhood Plan

(a) To report date of Neighbourhood Plan referendum

Cllr Knaggs reported that the referendum of all the electors in the parish will be held on Thursday 29th August.

11. To receive a Neighbourhood Policing Report

No report received.

12. Amenities:

(a) Routine recorded inspection of play equipment.

Cllr McGibbon will carry out the inspection on 11th June.

(b) Sale of Wood Green

Cllr McGibbon has held a meeting with the leader of Witney Town Council. The sale has been moved to a sub-committee of the Town Council.

(c) Registration of Parish Council land with Land Registry

Karl McConville has agreed to value the Joan Smith land and the Hemplands allotments. Mr McConville will also be asked if he would value the recreation ground.

(d) To consider quotes for purchasing noticeboards for New Yatt, Foxburrow Lane and Delly End

Correction to item d - Poffley End not Foxburrow Lane.

Cllr Doland has received three quotes for noticeboards around the parish. It was proposed to purchase three noticeboards, the specification being: Harry Stebbing, 2 bay, 4xA4, standard header, carved signwriting and T handle. Total cost (excluding VAT) is £1167.95 It was **resolved** to buy three of these noticeboards at the approximate cost of £5000 (including VAT).

13. Highways and Traffic: To receive update reports.

(a) To adopt Speedwatch risk assessment

This was adopted.

14. Environment: To receive update reports

(a) Grass cutting

Cllr Drew reported that he has been monitoring the grass cutting during May.

(b) Burial Ground

CLLr Drew reported that the Burial Ground is not well kept and needs some money spent on its upkeep. This will be added to the July agenda.

The Old Burial ground also needs work on it. Councillors were asked to think about plans for this.

CLLr Gibson has received complaints:

- a ditch needs to be cleared in Poffley End
- boundary wall at allotment was damaged by a tractor
- two stiles require attention

The clerk will write to the landowner to request work is carried out on the ditch and the stile(s) on his land.

15. Allotments**(a) To consider new heads of terms from SSE**

The clerk reported that the original lease with SSE was for £160. As the proposed new one is for £500 it was **resolved** to accept this. Lee Chadwick Solicitors have been asked to act for the PC for the cost agreed to be covered by SSE (£750).

(b) To consider raising allotment rents for 2020-2021

It was **resolved** to raise the rent by 2% in 2020. The allotment tenants will be informed this September as a year's notice is required.

(c) Repair to the damaged allotment wall has not been carried out as requested.

The clerk will write again to the allotment holder and request that this is repaired by the end of the month. An inspection of the allotments will be carried out by CLLrs McGibbon and Gibson at end of June.

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

| | | |
|--------------------------------|---------------------|-----------|
| OCC | Grass cutting grant | £1,299.18 |
| Peter Smith Funeral Directors | Memorial fees | £272.00 |
| Joan Smith Educational Charity | Administration fees | £150.00 |
| Allotment for Labouring Poor | Administration fees | £150.00 |

(b)Accounts for authorisation and payment:

| | | |
|--------------------|-------------------------------------|----------------|
| Lisa Wilkinson | Clerk's May net salary | £517.60 |
| | Expenses/Allowance | £26.02 |
| | Total: | £543.62 |
| Nest | Clerk's pension | £39.10 |
| St John's Church | Annual grant | £1,000 |
| Swarco | Vehicle Activated Sign (Delly Hill) | £2,974.03 |
| HMRC | Income tax months 1-3 2019-20 | £136.14 |
| Repay L. Wilkinson | HMRC Income tax month 12 (2018-19) | £7.01 |
| McCracken & Son | May grass cutting | £693.60 |

CLLrs Doland and McGibbon will authorise these payments.

(c)Hailey Parish Council bank balance to 31 May 2019

| | |
|-------------------------------|------------|
| Unity Trust Current Account | £55,759.80 |
| Unity Trust Deposit account | £5099.01 |
| Allotments for Labouring Poor | £27,432.76 |

(d) Transfers

| From | To | Reason | Amount |
|-----------------------------|-----------------|---|--------|
| Unity Trust Current Account | Deposit Account | Village Hall sinking Fund (as agreed in budget) | £7500 |

- (e) To receive the internal auditors report and to note recommendations
The internal auditor's report has been received. There were no recommendations and the overall rating was 'very good'.
- (f) To approve Part 1 Annual Governance statement of Annual Governance and Return (AGAR)
This was approved and signed by the chairman and RFO.
- (g) To approve Part 2 Accounting statement of AGAR
This was approved and signed by the chairman and RFO. The Notice of Public Rights for this annual return will now be published.
- (h) To consider opening a COIF Charities Deposit Account for Parish Council funds
CCLA manage a Public Sector Deposit Fund for local authority clients, a very similar cash fund to the Charities' Deposit Fund (accounts which the Allotments for Labouring Poor and Joan Smith Charity both already hold). CCLA (Churches, Charities & Local Authorities) is a mutually owned firm of investment managers, owned by LAMIT (Local Authorities Mutual Investment Trust), the Church of England (Central Board of Finance) Investment Fund and the Charities (COIF) Investment Fund. There is no exposure to the stock market, derivatives, other funds or asset backed securities. The minimum initial investment is £25,000. The current yield is 0.7% which is significantly higher than other rates.
It was agreed to open a COIF Public Sector Deposit Fund.
- (i) To receive RFO's recommendation to move PC funds to deposit account
The RFO recommended moving £25,000 out of the current account. She also recommended moving the £10,000 currently held at WODC in order to receive better interest rates. It was **resolved** to transfer £15,000 to the new Unity Trust deposit account and £35,000 (includes £10,000 from WODC) to the COIF Public Sector Deposit Fund to be set up.
- (j) To receive RFO's recommendation to move ALP funds to COIF Charities Deposit account
The RFO recommended moving £20,000 to the Charities Deposit Account (current balance £27,432). This was **resolved**.

17. Correspondence received

- Request to replace Poffley End sign
- OCC consultation on Traffic Sensitive streets
- WODC consultation on East Witney issues paper (450 new homes in Local Plan)
- Letter of thanks for work put into Sharba appeal.

18. Other Items to Note

Summer fete will be held on Saturday 22nd June.

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

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

* denotes Joan Smith Educational Charity meetings

Meeting closed: 21.05

Signed

Date