

Minutes of the **Meeting of the Parish Council** held at the  
**Village Hall, Hailey on Monday 9<sup>th</sup> September 2019 at 7.30pm**

**Present: Cllrs:** G. Knaggs (in the chair), G. Doland, C. McGibbon, M. Drew, A. Gibson, **County Cllr** L. Walker, **District Cllr:** K. Mullins, **Parish Clerk:** L. Wilkinson, 6 members of public.

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

No apologies were received.

**2. To receive Declarations of Interest**

No Declarations of Interest were received.

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

- Request to put IDP minutes on website straight after meetings
- Request for Public time at the end of the meeting to be re-instated.
- Question about state of an allotment in Poffley End:

Councillors replied that an Inspection of allotments had been carried out and allotment holders with overgrown allotments have been requested to tidy up their plots.

- The ditch is still blocked at Poffley End:

The incorrect landowner has been written to. This will be rectified.

- White lines along Poffley End need repainting, there was a minor accident recently:

They are already on the County Council works list. County Cllr Walker will request this again.

**4. To receive the Minutes of the Parish Council Meeting dated 12<sup>th</sup> August 2019.**

These were 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.**

District Cllr Mullins reported that it has been quiet, due to the summer recess.

- He congratulated the PC on getting the Neighbourhood Plan adopted.
- The Garden Village near Eynsham is likely to go ahead. There is currently a consultation on an Area Action Plan which can be viewed by the public.
- An event is being held at Madeley Park Hall on Friday 13<sup>th</sup> September focusing on alleviating social housing need/emergency housing. This is a Government initiative on tenancy support, so Local Government will become an agent for emergency housing.

Cllr Walker reported that a Highways Depot open day is being held on 5<sup>th</sup> October.

- Work on Occupation Lane has started.
- Community Speedwatch has been running. No speeders were caught on the day that he was helping.
- The VAS has been installed and he believes it is having an effect.
- Resident has an ongoing issue with an overgrown hedge on the school's land affecting his property. This will be discussed with Cllr Walker.

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

**(a) Planning applications received:**

Ref no:	Address	Proposal	PC Decision
19/02259/LBC	The Old Manor, Poffley End, Hailey	Internal and external alterations to include changes to openings and layouts	No objection
19/02366/LBC	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
1902372/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	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

**(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
19/01833/HHD	6 Delly Close, Hailey	Erection of single storey extension	No objection
19/01847/HHD	17 Middletown, Hailey	Alterations and erection of single storey rear extension	No objection

**(c) Decisions made:**

18/03244/OUT	Land south of the Hollies, New Yatt Lane, New Yatt	Residential development of up to 8 dwellings and associated infrastructure works	PC - No objection WODC - Refused
19/01707/HHD	Roebuck, Delly End, Hailey	Replacement of existing 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

**8. To further consider provision of bus shelter in the village**

Three quotes have been received from Littlethorpe, Externiture and The Shed Man.

The clerk will obtain costs for installation and then a decision will be made.

The PC asked County Cllr Walker if any contribution from his Councillor Priority Fund was available. Cllr Walker will review his fund.

**9. To note result of referendum on Neighbourhood Plan**

The referendum was held on Thursday 29<sup>th</sup> August 2019. The question asked was

*'Do you want West Oxfordshire District Council to use the Neighbourhood Plan for Hailey to help it decide planning applications in the neighbourhood area?'*

Results were 299 in favour and 25 against. West Oxfordshire District Council will now adopt the Neighbourhood Plan.

It was noted how hard Cllr Knaggs has worked on this and heartfelt thanks were given to him.

## 10. To receive a Neighbourhood Policing Report

No report

## 11. Amenities:

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

#### i. To consider ROSPA report and resolve maintenance to be carried out

Cllr McGibbon and the clerk have met with two playground maintenance contractors to discuss required work. One quote has been received so far for £10,556 from RPM (including installation of new roundabout)

An option is to install a brand-new activity trail, therefore saving the cost of current required and future maintenance. Quotes received for this are:

Fenland Leisure - £5,000 - £6,000

RPM - £8000.00 - £9000.00 for 6 items for supply and install. This is without safer surfacing.

One quote further to be received then the decision on what to repair/renew will be made at the October meeting.

#### ii. To consider setting up playground maintenance contract

One quote has been received for this: £360 to include two visits per year to provide an inspection and free lubrication of all moving parts (RPM).

### (b) To consider maintenance of fire extinguisher at pavillion

The fire extinguisher at the pavillion has finally been serviced after several months of chasing by the clerk. A new extinguisher and a new carbon monoxide extinguisher have been installed as well as new signage, to adhere to the correct fire rating (24).

Following the poor service offered by Churches Fire this year, it was agreed to discontinue their contract. The clerk will research other contractors.

### (c) To consider purchase of car park signs

The directional signs for the village hall car park have disappeared. A quote to replace them for £213.72 excluding VAT, has been received. It was **resolved** to purchase these. Cllr Knaggs will install them.

### (d) Sale of Wood Green

No update

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

All the available documents have been sent to Lee Chadwick's Solicitors. A request has been made to value the land.

### (f) To consider renewal or expiry of Village Hall lease (expiry of current lease 2021)

Cllr Knaggs provided the background on the current lease with the Village Hall Management Committee which expires in December 2021. The land on which the village hall sits, belongs to the Parish Council and is leased to the Village Hall Management committee. The PC **resolved** not to manage the existing Village Hall when the lease expires. It was therefore **resolved** to ask the Village Hall Management committee to continue in their current role.

There was discussion around renewing the village hall lease. It was suggested that an extension of the existing lease by ten years should cover the period prior to the new Hall being built. A clause would be required to terminate this lease when the new village hall is built.

The PC also **resolved** not to manage the new village hall when it is built and for the Village Hall Management committee to consider taking on the management role. The new Village Hall will require a new lease to be agreed.

Cllr Knaggs will open negotiations with the Village Hall Management committee.

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

No report.

**13. Environment:** To receive update reports

**(a)** Grass cutting

A request has been received to cut along Chapel Lane. Cllr Drew will visit and have a look.

**(b)** Burial Ground

i. To consider upkeep and discuss budget for the work

Cllr Drew has had the hedges cut and has sprayed the path to tidy up the burial ground.

Cllr Drew has received four quotes for creating a hardstanding area inside the gate, doubling the width of the path and for creating a path through the wildflower meadow. These range from £13,750 to £22,350 (incl. VAT). This will be discussed when the budget is drawn up for next financial year.

**14. Allotments**

**(a)** To consider how to advertise vacant allotments

There are currently two vacant allotments at Poffley End and two at Hemplands. They will be advertised in the first instance in the Hailey Herald and on noticeboards. If there are no takers, the PC will consider advertising the PC owned allotments more widely (such as to school parents).

**15. Finances:**

**(a) Payments received:**

Banbury Memorials	Memorial	£136.00
HMRC	VAT repayment Q4 2018-19 & Q1 2019-20	£1,070.89

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

Lisa Wilkinson	Clerk's August net salary	£517.60
	Expenses/Allowance	£26.85
	<b>Total:</b>	<b>£544.45</b>
Nest	Clerk's pension	£39.10
McCracken & Son	August grass cutting	£489.60
Churches Fire	Fire extinguisher service/replacement	£192.18

These were authorised by Cllrs McGibbon and Doland.

**(c) Bank transfers**

From	To	Amount	Reason
Unity Trust Current Account	Unity Trust Deposit account (new)	£12,574.31	Transfer of balance from HSBC deposit account (closed and temporarily held in current account)
Unity Trust Current Account	Unity Trust Deposit account (new)	£15,000	Resolved June 2019 to increase interest received

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

To 31 August 2019	
Unity Trust Current Account	£50,127.04
Unity Trust Deposit account	0
WODC deposit account	£10,000

Allotments for Labouring Poor	£27,309.97
Allotments for Labouring Poor COIF deposit account	£12,727.47

**e) CCLA bank account**

It was **resolved** to open this at the June 2019 PC meeting. It was **resolved** that councillors Graham Knaggs, Andy Smith, Giles Doland, Calvert McGibbon, Michael Drew and Ann Gibson are permitted to authorise the investment on behalf of Hailey Parish Council.

**16. Correspondence received**

- Town and Parish Council Forum on 10<sup>th</sup> October
- Landowner about maintenance to his land
- Request to cut the grass on Chapel Lane
- Final Permit Scheme document from OCC
- Inaugural AGM of Oxfordshire Neighbourhood Plans Alliance
- Work commencing on Occupation Lane by OCC, including vegetation clearance, the installation of a bridge and the erection of signs at either end of the route.

**17. Public time**

None

**18 Other Items to Note**

Waiting for delivery date for noticeboards

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

14th October 2019	13th January 2020
11th November 2019	10th February 2020
9th December 2019*	9th March 2020*

\* denotes Joan Smith Educational Charity meetings

Meeting closed: 21.05