

**Minutes of the Meeting of the Parish Council on 10<sup>th</sup> February 2020 at 7.30pm**

**Present: Cllrs:** G. Knaggs, A. Smith, G. Doland, A. Gibson, M. Drew, T. Rogers, **Parish Clerk:** L. Wilkinson, 5 members of public.

1. **Apologies for absence** were received from Cllr McGibbon, County Cllr Walker and District Cllrs Hill and Mullins.
2. **Declarations of Interest:** Cllr Gibson declared a non-pecuniary interest in item 9.
3. **Contributions from members of the public**  
None
4. **To receive the Minutes of the Parish Council Meeting dated 13<sup>th</sup> January 2019.**  
These were agreed and signed as a true record.
5. **Matters arising from the minutes**  
Cottsway will cut back the tree on Middletown in the next two weeks
6. **To receive update reports from West Oxfordshire District Council and Cllr Liam Walker, Oxfordshire County Council.**  
Cllr Walker sent in a report:
  - The leader of the County Council has asked Cllr Walker to join his Cabinet. He is now the Cabinet Member for Highways Delivery and Operations for Oxfordshire. He is looking forward to taking on this new role as they begin to roll out some key projects and changes in the department.
  - A reminder that a temporary closure will operate from 23/03/20 to and including the 27/03/20 whilst carriageway resurfacing works are carried out along the section of road by the new development on New Yatt Road. Access will be maintained for emergency service vehicles and to Green Lane.

Cllr Mullins also sent in an update:

- The single storey extension at Ivydene, Delly End was approved at the Lowlands Planning Subcommittee today. It was felt that there were no grounds to object and the decision to approve the latest scheme with the alterations by the council officers was made. It was suggested that the "lighter" building materials were more in keeping with the existing property as opposed to the first proposal that was submitted.

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

**(a) Planning applications received:**

Ref no:	Address	Proposal	PC Decision
20/00109/FUL	1 Yorke Cottages, New Yatt Rd, Witney	Temporary siting of caravan for owner occupation, whilst improvement works to dwelling carried out	No objection
20/00086/HHD	1 Yorke Cottages, New Yatt Rd, Witney	Single storey front and rear extensions. Form new vehicular access	No objection
20/00331/HHD	New House, Delly End, Hailey	Erection of detached carport and addition of new porch	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
19/03242/HHD	Ivydene, Delly	Alterations and erection of single storey extension	Object

	End, Hailey		WODC- Approved at Planning Committee
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
19/03313/LBC	Hill View, Poffley End, Hailey	Replacement roof to greenhouse	No objection

**(c) Decisions made:**

Ref no:	Address	Proposal	Decision
19/03088/HHD	38 Middletown, Hailey	Conversion of loft to create extra living space with insertion of a rear dormer and front velux rooflights	PC-No objection WODC- Approved

**(d) To consider draft plans for replacement of Bowen's garage**

Graham Soame Planning & Development Ltd, had submitted provisional plans to the PC for the replacement of Bowens garage with one dwelling. They are seeking support for this development before submitting the plans to WODC Planning department.

Mr Soame presented the proposed plans. His concern is that it does not fit in with the District Council's Local Plan as it is a garage. He therefore is looking for local support.

The PC agreed to support in principle the building of one dwelling on the site. It was not able to comment on details at this stage. The clerk will put this in writing to Mr Soame.

**8. To consider arrangements for Annual Parish Meeting, including assigning a budget**

The APM will follow the same format as last year. Local groups will be invited to create a display or to give a report (written or oral). Refreshments will be provided. It was **resolved** that a budget of £100 would be allocated. The clerk will send out invites to local groups and advertise it in the Hailey Herald. Ness Scott, the West Oxfordshire District Council Climate Change Manager, will be invited to speak.

**9. To consider nomination for PC Trustee for Hailey Relief in Need**

John Gibson has agreed to be re-elected. This was **resolved**.

**10. To receive feedback on Climate Emergency meeting run by Hanborough Environment Group**

Cllr Gibson reported on this meeting which she attended. Another talk is being held on 21<sup>st</sup> February. Other Councils are involved in this; Botley and North Hinksey PC is holding a 'Big Green Day' on Saturday 29<sup>th</sup> February.

**11. Village Hall****(a) To consider accepting a quote for updating the lease**

Three quotes have been received. It was **resolved** to award the work to Batewells, the lawyers recommended by the Association for Communities in Rural England, as the councillors were impressed by their knowledge of the subject.

**(b) Village Hall Management Committee**

Cllr Gibson reported:

- A quote has been received for the required electrical work which will be discussed at their next meeting
- Gutters have been cleared
- The hall floor has been cleaned
- The interior will be painted in near future.

It was **resolved** to donate the old noticeboard from Middletown to the Village Hall management committee

**12. To receive report from Infrastructure Development Plan working party**

A meeting will be held on 12<sup>th</sup> February.

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

Cllr Smith has requested to borrow the SID equipment in March.

There are still break-ins occurring in sheds and outbuildings locally.

#### 14. Amenities:

##### (a) Playground:

###### (i) Routine recorded inspection of play equipment

This has been carried out by Cllr Gibson and a report received.

###### (ii) To resolve updated quote for playground maintenance

FLP has been asked to carry out the maintenance work. An updated quote and date for the work to be undertaken are awaited.

###### (iii) To consider replacing spinner bowl

The spinner bowl is damaged. It was **resolved** to replace this at the estimated cost of £600 (supply) plus installation.

Broken glass has been cleared up at the playground. Thanks to the volunteers who cleared it up.

##### (b) Update on location of defibrillator at New Yatt

No update

##### (c) Sale of Wood Green

No update

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

The land valuations have been carried out and sent to the solicitors.

#### 15. Highways and Traffic: To receive update reports.

##### (a) To resolve to purchase new battery for speed camera on Delly Hill at cost of £250 plus VAT

This was **resolved** as the current batteries do not last as long as necessary before needing to be recharged.

##### (b) To resolve to request a contribution for the battery from County Cllr Walker's Councillor Priority Fund.

This was **resolved** and has been agreed to by County Cllr Walker.

##### (c) New Yatt road closure/roadworks

Cllr Doland reported on issues concerning several road closures occurring in New Yatt at the same time including:

- resurfacing work in March.
- essential roadworks in February
- signs were put up in the wrong place and then moved up to the new development

It has now been confirmed that for eight weeks from 3<sup>rd</sup> February there will be temporary lights in place in order to place ducting for lighting under the road. Then the road will be closed for a week in March for resurfacing.

##### (e) To receive quotes for the noticeboard header in the bus shelter

A local craftsman has been looking into carving one. Cllr Drew will continue to investigate this.

Thanks were given to Alan Bailey and Michael Drew for rescuing and revamping the old bus stop sign.

##### (e) To receive feedback on OCC plans for the A40

Cllrs Knaggs and Rogers attended a meeting on OCC's plans to improve the A40:

- It intends to extend the dual carriageway from Witney to the first set of traffic lights on the edge of Eynsham.
- There are plans for this first set of traffic lights to become a roundabout. Between the new roundabout and the existing roundabout another roundabout will be built to allow access onto the A40 from Cotswold Garden Village and the new Park and Ride.
- The road will be dualled to the Oxford ring road. However, one lane of this dual carriageway will be reserved for buses only.

- It is unclear at present what will happen to the Cassington junction, but OCC will try to improve it.
- New cycle and footpaths will be built on either side of the dual carriageway.
- Major work is needed at Duke's Cut (under A34) in order to deliver the full new carriageway.
- A new Park and Ride at Eynsham will have 780 parking spaces.

OCC will hold a full consultation on these plans.

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

**(a) Burial Ground**

- i)** To authorise JAG Trees to remove old tree material from Old Burial Ground

It was **resolved** to request JAG to undertake £250 worth of work.

- ii)** To consider resident's suggestion for the Wildflower meadow

Five residents would like to replant the wildflower meadow. The PC supported this. A cost for seeds will be brought to the March meeting.

The path along Church Lane has been cleared.

**iii)** A request has been received for a vase to be erected in front of an already erected memorial stone (not incorporated in it as per the regulations). It was **resolved** to not to allow this. An alternative of installing a matching plinth with space for a vase will be suggested.

**(b) Trees**

- i)** To consider Tree Safety report and to resolve work to be carried out

The safety report has been delayed. To be deferred to the March PC meeting.

- ii)** Cottsway has confirmed that the overgrown tree at the entrance to the village hall will be cut back in the next two weeks

- iii)** 30 trees have been planted in Breach Wood

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

**(a) Update on allotments**

- i.** To consider how to fill vacant plots

Posters advertising the allotments have been displayed around the village.

It was agreed to offer vacant plots to Crawley.

One request for a Poffley End allotment has been received. However, there are no available allotments there.

**(b) Update on renewal of substation lease**

No update

**(c) To consider installing water supply at the allotments**

The clerk has made initial queries on the viability of this. It was agreed to continue to explore this.

**(d) To note that the Parish Clerk, Lisa Wilkinson, has been clerk to the Trustees for the Allotments for Labouring Poor Charity since September 2015**

This was noted.

**18. Finances:**

**(a) Payments received:**

Councillor Priority Fund	Contribution for bus shelter	£2,500.00
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**(b) Accounts for authorisation and payment:**

Lisa Wilkinson	Clerk's January net salary	£517.60
	Expenses/Allowance	£24.96

	<b>Total:</b>	<b>£542.56</b>
Nest	Clerk's pension (Direct debit)	£39.10
OALC	Training for clerk and councillors	£504.00
CJ Clarke Timber Merchants (repay M. Drew)	Noticeboard in bus shelter	£50.40

These were authorised by Cllrs Gibson and Doland.

### (c) Hailey Parish Council bank balances

<b>To 31 January 2020</b>	
Unity Trust Current Account	14,980.09
Unity Trust Deposit account	12,656.91
WODC Deposit account (now closed)	0
COIF Public Sector Deposit Fund	35,000.00
Allotments for Labouring Poor	9,820.30
Allotments for Labouring Poor COIF deposit account	£32,727.47

### 19. Training

(a) To consider clerk's request for Continual Professional Development

The clerk would like to attend more training courses to accrue CPD points. She will also undertake other ways of acquiring these.

This was **resolved**.

- (i) To consider clerk's request to attend the SLCC Practitioner's Conference at cost of £105 plus VAT  
This was **resolved**.

### 20. Public Time

None

### 21. Correspondence received

- Temporary Road Closure and "No Waiting" restriction at Witney, Foxburrow Lane / Hailey Road 6<sup>th</sup>-9<sup>th</sup> March
- Brexit briefing from OCC
- Community Emergency Planning Survey
- Parish survey from WODC
- Garden Waste renewal from WODC
- Oxfordshire Waste and Mineral Plan

### 22 Other Items to Note

Cllr Rogers will take on Emergency Planning as part of her portfolio.

### 23. Dates of Parish Council meetings for 2019-20 and 2020-21:

9th March 2020*	12th October 2020
20 <sup>th</sup> April 2020 Annual Parish Meeting and PC meeting	9th November 2020
11 <sup>th</sup> May 2020 Annual Meeting of Council	14th December 2019*
8th June 2020*	11th January 2021
13 <sup>th</sup> July 2020	8th February 2021
10 <sup>th</sup> August 2020 (Planning and Finance only)	8th March 2021*
14 <sup>th</sup> September 2020*	

\* denotes Joan Smith Educational Charity meetings

Meeting closed: 21.35

Signed .....

Date .....