

**Minutes of the Meeting of the Parish Council on 11<sup>th</sup> November 2019 at 7.30pm**

**Present:** Cllrs: G. Knaggs (in the chair), A. Smith, G. Doland, C. McGibbon, A. Gibson, M. Drew, County Cllr L. Walker (arrived late), **District Cllr** K. Mullins, **Parish Clerk:** L. Wilkinson, 2 members of public.

**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**

White lines in Poffley End at the crossroads and white lines for the footpath still need marking. This was reported on FixmyStreet.

Blocked ditch in Poffley End: the landowner has been written to previously.

The overgrown allotment in Poffley End will be let in the very near future.

**4. To receive the Minutes of the Parish Council Meeting dated 14<sup>th</sup> October 2019.**

These were agreed and signed as a true record.

**5. Matters arising from the minutes**

Item 14- Two bushes overhanging road in Delly End: Cllr Drew asked if Cllr Smith would take responsibility for talking to the landowner.

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

Cllr Walker's report can be found after item 15.

Cllr Mullins reported that a Climate Change Manager has been appointed at WODC. Her role is to fulfil the target of becoming carbon neutral by 2030.

The Partnership of Cotswold District, the Forest of Dean and WODC have been awarded £30,000 from the Local Government Advisers programme aimed at making housing carbon neutral.

A major initiative has been launched to bring long term empty houses back into use for those who urgently need houses. 418 houses have been identified (mostly privately owned).

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

**(a) Planning applications received:**

| Ref no:      | Address                                    | Proposal   | PC Decision  |
|--------------|--|--|--------------|
| 19/02959/HHD | Orchard House,<br>Downhill Lane,<br>Hailey | Erection of detached outbuilding comprising of garaging and storage with solar panels on southern elevation roof slope | 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       |
| 19/02365/HHD | 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 |

**(c) Decisions made:**

|              |  |   |                                     |
|--------------|--|---|-------------------------------------|
| 19/02405/LBC | The Old Manor,<br>Poffley End, Hailey      | External and internal alterations to repair stone tile roof and convert existing store into wc/shower room with connecting door through to existing gym.                                    | PC - No objection<br>WODC- Approved |
| 19/01924/FUL | Bowen's Garage, New<br>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 | PC -No objection<br>Withdrawn       |

**(d)** Proposed planning application for the land west of Hailey Road (which forms the western end of the North Witney Strategic Development area).

Cllr Knaggs reported on a meeting held with the developers, Vanderbilt Strategic and A2 Dominion. The proposed development is for 110 houses on the land opposite the BP service station. They have leafleted much of N Witney and Foxburrow but not yet Hailey. It was raised that there is no co-ordination between the eight phases (and eight different developers) in North Witney to develop an agreed overall plan (as stated is necessary in the Local Plan). The only infrastructure this developer has planned for is a small children's playground and a SUDS. The developers were informed by the PC that it needs to see a West End link being built.

The District Council was contacted after this meeting. WODC confirmed that an overall plan is necessary before development can begin.

**8. To co-opt a new Parish Councillor**

No applications have yet been received.

**9. Update on bus shelter in Middletown**

**(a)** To reconsider quotes received for installation in light of further information received

The previous quotes for installation of the bus shelter were not like for like. It was **resolved** to accept the quote for £1985 plus VAT from Gordon Hill and Sons as this includes all the aspects of the work necessary.

**(b)** To consider installation of noticeboard in bus shelter

This will be decided on once the bus shelter has been installed.

**10. Village Hall**

**(a)** Update on renewal of lease

ACRE have been approached by the Village Hall Committee. The request has been passed to ACRE's lawyers. The clerk has been in contact with a law firm that regularly carry out this type of work. It was agreed that the clerk would obtain a quote from them for extending the lease.

**(b)** Village hall Management Committee

Cllr Gibson reported that the booking system on the website has been made more prominent.

There is an issue with the electrics at the Village Hall, the fire exit signs are not compliant and the external lighting needs replacing.

The lane leading to the Village Hall is in a poor condition. Cottsway Housing Association will be contacted and requested to fill in the potholes.

The potholes in car park will be reported to the Village Hall Management Committee.

**11. To review Terms of Reference for IDP working party**

These were discussed. It was agreed that the future of this working party would be discussed at the December meeting.

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

Cllr Smith reported that there is a campaign against burglaries with the darker nights. There have been a spate of burglaries across Chipping Norton and Charlbury. Patio doors were targeted for access. Recommendations to make

homes more burglar proof will be put on the website.

The Cyberhood Watch campaign has been launched which is about staying safe online. This will be put on the website and in the Hailey Herald.

### 13. Amenities:

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

This will be carried out at the weekend.

Broken glass in the gym area has been reported.

- i. To receive quotes for playground maintenance and consider next steps

A third visit has been undertaken and a quote is due in. This will be discussed at the December meeting.

- ii. To consider request from Hailey Football Club for donation towards their football kit

Hailey FC has requested a donation towards their kit. It was **resolved** to donate £200 to the Football Club

- iii. Update on location of defibrillator at New Yatt

CLlr Doland reported that there are two possible electricity companies who own the buried cables by the noticeboard in New Yatt. He is waiting to hear back from SSE to confirm if they own them.

CLlr Walker entered the meeting.

**(b)** Sale of Wood Green

No update.

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

No update.

### 14. Highways and Traffic:

To receive update reports.

CLlr Smith reported that Witney Police currently have the SID available so he will arrange some Speedwatch sessions.

### 15. Environment:

To receive update reports

**(a)** Grass cutting

Final cuts of the verges for the season have been completed.

Wildflower meadow and hedge at Burial Ground remain to be done.

**(b)** Burial Ground

Old Burial Ground: the gate has a new latch and has been repainted. It was **resolved** to reimburse the volunteer for the paint and materials at cost of £48.00

It has been discovered that the path on Church Lane alongside Old Burial Ground. Underneath growth there is a black hard surface. CLlr Drew would like to hire a skip and arrange volunteers to move this soil and stone to clear the path. This was agreed.

The tree survey is due so JAG Timber will be asked to do this.

**Item 6:** CLlr Walker reported that OCC have been successful in Housing Infrastructure bid from the Government for £102 million. This will be used to implement a bus lane on the A40 from Eynsham to Oxford and a dual carriageway to Eynsham from Witney.

CLlr Walker gave a reminder to use FixmyStreet for reporting potholes and other Highway issues.

A new substance, Graphine, is being trialled in Curbridge for use in road repair. This is 200 times stronger than steel.

Occupation Lane has been cleared. CLlr Walker was informed of a complaint that the rubbish found along Occupation Lane has been put into piles rather than being cleared away.

**16. Allotments****(a) Update on allotments**

Cllr Gibson reported that two vacant allotments in Poffley End have been rented out. There is currently one vacant plot at Poffley End and two at Hemplands.

**(b) To consider requesting McCracken and Son to cut back overgrown allotments**

McCrackens have provided a quote to trim two allotments at £50 plus VAT. This is not necessary at the present time but may be in the future.

**(c) To consider field rent for Hemplands**

It was agreed that the field rent would remain the same for 2020.

**(d) To consider field rent for small field at Whiteoak Green**

It was agreed that the field rent would remain the same for 2020.

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

|                     |             |         |
|---------------------|-------------|---------|
| Allotment rents-HPC | Annual rent | £107.87 |
| Allotment rents-ALP | Annual rent | £13.45  |

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

|                   |                            |                |
|-------------------|----------------------------|----------------|
| Lisa Wilkinson    | Clerk's October net salary | £517.60        |
|                   | Expenses/Allowance         | £24.96         |
|                   | Income tax (month 6)       | £18.60         |
|                   | <b>Total:</b>              | <b>£561.16</b> |
| Nest              | Clerk's pension            | £39.10         |
| McCracken and Son | Grass cutting September    | £897.60        |
| McCracken and Son | Grass cutting October      | £643.20        |

These were authorised by Cllrs Gibson and Drew.

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

|  |            |
|--|------------|
| <b>To 31 October 2019</b>                          |            |
| Unity Trust Current Account                        | £26,118.06 |
| Unity Trust Deposit account                        | £37,580.35 |
| WODC deposit account                               | £10,000    |
| Allotments for Labouring Poor                      | £29,260.25 |
| Allotments for Labouring Poor COIF deposit account | £12,727.47 |

It was **resolved** to move £25,000 from ALP to COIF.

**(d) To consider draft budget 2020-21**

The draft budget was circulated. It was proposed and seconded that this was adopted. This was **resolved**. A 12.5% or £8 per household per annum increase for a Band D property in precept was necessary to enable maintenance work on the playground and the Burial Ground to be undertaken. £12,000 has also been taken from the reserves.

**Budgeted Income for 2020-21**

| Item                | 2019/20 | 2020/21 |
|---------------------|---------|---------|
| Precept             | 31474   | 35,355  |
| Allotment rents     | 815     | 840     |
| Wayleave            | 163     | 163     |
| Bank interest       | 40      | 100     |
| Grass cutting grant | 1299    | 1299    |
| Football club rent  | 500     | 500     |
| Woodgreen rent      | 1       | 1       |

|                          |               |               |
|--------------------------|---------------|---------------|
| Charities Administration | 300           | 300           |
| Burial Ground            | 1500          | 4000          |
| Reserves                 |               | 12,000        |
| <b>Total</b>             | <b>36,092</b> | <b>54,558</b> |

**Budgeted Expenditure for 2020/21**

| Item                                | Description   | 2019/20       | 2020/21       |
|-------------------------------------|---|---------------|---------------|
| Grass Cutting/Tree maintenance      | Two extra cuts per year   | 5750          | 6,250         |
| Clerks Pay/Pension                  |   | 7,070         | 8,000         |
| Administration                      |   | 1,220         | 1,350         |
| Subscriptions                       | OALC, SLCC  | 400           | 350           |
| Insurance/Audit                     |   | 1,270         | 1,270         |
| Grants/ General Power of Competence | Hailey Herald £100, Hailey Festival £500, British Legion £100, St John's Church £1000, Community Woodland £300, Village hall £1000, other grants £200 | 1,200         | 3,200         |
| Pavilion/Football club              | General Maintenance   | 550           | 600           |
| Recreation Ground                   | Maintenance & ROSPA Inspection  | 1,200         | 1,000         |
| Capital Projects                    | Replacement of roundabout and agility trail at Playground   | 5,000         | 13,000        |
| IT/Noticeboards                     |   | 780           | 1,300         |
| Burial Ground                       | New path and hardstanding   | 500           | 12,500        |
| Contingency                         |   | 800           | 500           |
| Bank charges                        | Internet banking  | 72            | 72            |
| New Village Hall Fund               | To rebuild village hall   | 7500          | 5,000         |
| Allotment maintenance               |   |               | 166           |
| <b>Total</b>                        |   | <b>36,092</b> | <b>54,558</b> |

**18. Public Time**

Terms of reference for the IDP Working Party have become blurred and need discussing.

**19. Correspondence received**

- Request to put up signage on field next to Breach Wood where there are livestock
- Town and Parish Councils – Plans for VE Day 75.

**20. Other Items to Note**

- Street nameplate for Giernalls Road has been changed to include the houses on the main road.
- New Poffley End street sign has been erected.

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

|                    |                    |
|--------------------|--------------------|
| 9th December 2019* | 10th February 2020 |
| 13th January 2020  | 9th March 2020*    |

\* denotes Joan Smith Educational Charity meetings

Meeting closed: 9.15pm

Signed .....

Date .....