

Minutes of the Remote Meeting of the Parish Council on 20th April 2020 at 7.30pm

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

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

None.

4. To receive the Minutes of the Parish Council Meeting dated 9th March 2020.

This were agreed and will be signed at the next meeting held in person.

5. Matters arising from the minutes

None

6. To receive the Minutes of the Extraordinary Parish Council Meeting dated 23rd March 2020

This were agreed and will be signed at the next meeting held in person.

7. Matters arising from the minutes

None

8. Coronavirus

(a) Changes to legislation for Parish Council meetings:

- i.** Remote meetings are legal until May 2021
- ii.** Chairman/Vice chairman can remain in post until Annual Meeting in May 2021 if required.
- iii.** Deadlines for audit have been extended
- iv.** Annual Parish Meeting is not required this year

These were noted.

(b) To consider applying for SSE Community Resilience Fund

Scottish & Southern Electricity Networks are offering grants of up to £3,000 to town and parish councils in central southern England for community-based responses to support those who are social isolating or social distancing as a result of Coronavirus (Covid 19). To be eligible, the project must be for community members who are: aged 70 or older; under 70 with an underlying health condition and/or those who are pregnant. The project that Hailey Parish Council would like to submit to SSEN for this grant involves the purchase and installation of outdoor fitness equipment for older members of the community who have had to be shielded or are self-isolating and who will require significant support in rebuilding their physical and mental well-being once the lockdown restrictions are lifted. The deadline for the application is 30 April.

Six suppliers have been invited to quote for the supply and installation of specific pieces of equipment suitable for older people.

Indicative costs of £1,200 per item have been included in the application to SSEN, with the option of “match-funding” by the Parish Council to increase the number of items available under the project.

The Parish Council is asked to:

- 1) Approve the submission of the application to SSEN’s Resilient Communities Fund

This was **resolved**.

- 2) Approve the “match-funding” of up to an additional £3,000 for the project

This was **resolved**. The funding can be taken out of the Allotments for the Labouring Poor charity as it is for the benefit of the community.

(c) In the absence of the Annual Meeting in May, to resolve for the current chairman and vice chairman to remain in post until May 2021

This was **resolved**.

(d) To report on parish volunteer scheme

The Parish Council produced a leaflet on 18 March, distributed by councillors to every household in the parish, asking for anyone self-isolating who requires support or anyone able to offer support – for shopping, prescription collection, etc. - to contact a parish councillor. The number of volunteers offering support is around 50. The majority of these are included in the Hailey Help Hub (HHH) – a WhatsApp group set up by Councillor Andy Smith. When a help request for support is received by one of the councillors, this is posted on HHH. A volunteer responds, contacts Councillor Ann Gibson, who maintains the support request database, for details and carries out the required action. Details of responses are being recorded and show that 18 households have been supported through this scheme, some on several occasions. Contact has also been made with people known to be vulnerable to ensure they have support. We understand that other informal support is being provided by family, friends and neighbours of vulnerable people around the village. As a result of the database, the Parish Council was able to distribute 7 food parcels to vulnerable people around the village. The food was kindly donated through a care package scheme organised by Waitrose & Partners in Witney. A second information leaflet was distributed by councillors to all households in the parish last week which included a leaflet from OCC and Thames Valley Police about domestic abuse.

Thanks were given to Cllrs Gibson and Smith for organising this scheme and Hailey's amazing community spirit was recognised.

A resident of Priest Hill Lane has raised some money to donate to the parish to support Coronavirus. The PC needs to decide where this can be spent.

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

Cllr Gill Hill reported:

The District Council offices are closed, Officers, Staff Members and District Councillors are all working from home. All meetings have been cancelled. The next Full Council Meeting will be held remotely between 1400 hours and 1600 hours on Wednesday 13 May 2020. More information will follow on how this will be set up. Lowlands and Uplands Planning Committee Meetings are expected to be held in a similar fashion. All Elections have been cancelled until May 2021

The good news is that local services continue to operate.

- **Ubico** is doing a splendid job in collecting domestic waste on a regular basis. Bulky collections have been suspended in West Oxfordshire. Small bulky items have been collected from Bring Sites where there has been an issue with fly tipping. In guidance issued by DEFRA (Department for Environment, Food and Rural Affairs) it was stated that Household Recycling Centres could remain open if social distancing could be enforced. However, as it is not deemed an essential journey, and with social distancing difficult to enforce at the sites, in partnership with the councils who run these facilities it has been decided that they will remain closed for the time being. However Ubico and those councils are working closely to make preparations to ensure the sites can operate safely and within the bounds of any government restrictions still in place once the decision is taken to open them.
- **Cottsway Housing** is doing all it can to keep customers and staff safe. Government advice is being followed and only essential visits are being carried out until further notice; these are visits that constitute a health and safety risk including emergency repairs and gas servicing. Customers who have any concerns about how COVID-19 pandemic affects them or their tenancy can refer to the website www.cottsway.co.uk/coronavirus or alternatively they can telephone Customer Services on 01993 890000.
- **Housing:** Emergency accommodation arrangements are holding up but we are continuously working to source additional accommodation as well as planning for what may be needed when we start to come out of this crisis. In terms of the number of rough sleepers housed in emergency accommodation during the crisis so far is seven for West Oxfordshire.
- **Community Support:** The WODC Hub is taking referral calls regarding extremely vulnerable (shielded) individuals from the County Council/National Lists seven days a week as well as from concerned local

residents. The team is now also making weekly outbound calls to all shielded residents to make contact and make sure their needs are being met. There are over 1100 residents on the shielded list at present and the list is increasing on a daily basis. The contact number for vulnerable residents needing support is 01993 861077 open daily (and throughout the weekend).

- **Council Tax** remains one of the lowest in the country with an increase of £5 which is within Government guidelines. This means that the Council's charge for the average Band D property is £104.38 per year or £2 a week.
- **Almost 500 affordable homes** have been delivered in the District in the last year. There has been continuing success with homelessness projects such as Our House which supports single under-35s who are in housing and employment need.
- **The rollout of high speed broadband** to 5,000 properties has taken place with a further 5,000 planned for this year.
- **Grants** to the community and voluntary sector will be maintained at current levels along with free car parking. New priorities such as tackling climate change will also receive investment.

Complaints about bonfires have been received. Complaints need to be sent to WODC.

Cllr Liam Walker reported:

COVID-19

- For extremely vulnerable Oxfordshire residents who have received a letter from the NHS and who have no support network, local councils and the voluntary and community sector have created dedicated points of contact offering priority support across the county.
West Oxfordshire: 01865 897820 or shield@oxfordshire.gov.uk Phone lines open Mon-Fri 8:30-8:00 or Sat-Sun 9:00-5:00
- For any resident wishing to volunteer or set up a community group there is a website now set up specific for Oxfordshire with lots of information on it. Please visit: www.oxfordshireallin.org
- Please be on your guard against criminals and scammers exploiting the coronavirus situation in Oxfordshire. Our Trading Standards team have seen several cases where groups are claiming to be offering council tax refunds to residents. Be careful what emails or text messages you reply too and remind elderly family members and neighbours to stay alert.
- OCC staff are now operating remotely but it is still very much business as usual for our teams. For me and my teams in highways we are making sure we are using this opportunity to our advantage to carry out road resurfacing schemes and fixing potholes. I'm pleased this is working well whilst making sure they are still working in a safe way respecting the social distancing rules.
- We have now closed all our household waste recycling centres in order to protect our staff and to discourage non-essential journeys by people being made. We do continue to review this each week, but District Councils are still carrying out kerbside collection where some of this waste can be disposed of.
- OCC is working closely with the Government, Public Health England, and District Councils to protect the most vulnerable in Oxfordshire and help prevent the wider spread of the virus. We now also have a temporary mortuary facility at Upper Heyford but we are very much hoping we won't need to use this.
- A few residents have been in contact with me about people still using public areas to meet with friends or to have a picnic. If anyone sees this sort of thing taking place you can report this to the Police via their non-emergency number 101 or online. There is now a taskforce group set up in West Oxfordshire to help deal with this specific issue across the District.
- Thornhill Park and Ride will be set up as a Covid 19 testing area this week for NHS staff.
- Facebook live Q&A is held on Wednesdays at 4pm

Foxburrow Lane/Hailey Road Resurfacing

- From next week our team will be doing a small section of resurfacing work from the junction of Foxburrow Lane along Hailey Road to Witney. There is a road closure in place from 21st – 24th April but it is likely this will now only be for a short time on either the Tuesday or the Wednesday. The diversion won't be signed and won't include the lane from Crawley Road to Foxburrow Lane like last time.

Report from District Cllr Kieran Mullins

- Government Grants for Businesses:

Government grants are being sent out to businesses affected by the COVID-19 crisis and, to date, they have paid out over £14m to nearly 1200 businesses (representing about 60% of businesses) and the team is working hard to provide grants to the remaining eligible businesses by the end of April

Businesses that are concerned about the progress of their grant application can contact the council either by telephone on 01993 861070 or by email to local.taxation@westoxon.gov.uk quoting their business rates account number.

Businesses that have not applied can check their eligibility and download the form from the WODC website <https://www.westoxon.gov.uk/business-and-licensing/coronavirus-business-and-licensing/>

- Homelessness:

There have been some challenges particularly with finding emergency accommodation but Cherwell and Vale District Councils helping out. There is no-one falling through the net at present but WODC is aware of the issue and will ensure constant monitoring.

- Vulnerable groups:

There are 1100 in the initial shielded list particularly located in Witney and Carterton. This will be updated with a further list which will be ready for next week of those not on the original list. WODC is signposting to support groups that are being set up or currently exist.

Where there are gaps in geographical support staff pick up the issues directly

It is important that local groups inform WODC of what they offer to ensure we have a comprehensive network. This can be done via communitysupport@westoxon.gov.uk FAO Heather McCulloch.

- WODC Staff & Finances:

116 staff have been deployed to new roles related to communications and community resilience. Contact calls are increasing but being managed well currently.

The recent events will have a significant impact on Council finances with business rates relief, council tax hardship fund claims, huge reduction of income from leisure facilities, and decrease in income from rents. The Council's finances are resilient enough to withstand this so far but it is something we all have to be mindful of as West Oxfordshire residents

- WODC Meetings:

Meetings of WODC councillors have been cancelled since lockdown began but hopefully we will be using technology soon to be able to carry on with a modicum of normality. There will be a full council meeting on 13th May and then the sub-committee scrutiny meetings will resume at some point after that.

10. Planning: To receive an update report.

(a) Planning applications received:

Ref no:	Address	Proposal	Decision
20/00798/HHD	7 Giernalls Rd, Hailey	Erection of single storey side extension, loft conversion with front and rear dormer windows and front entrance porch	No objection
20/00856/S73	25 Giernalls Rd, Hailey	Noncompliance with condition 2 of planning permission 17/03146/HHD to allow change to roof pitch	No objection
20/00865/HHD	Wytham, New Yatt Lane	Single storey extension to side and rear	No objection
20/00881/HHD	Wychwood Cottage, Wood Lane, Hailey	Erection of replacement garage, shed and porch with new garden room to rear	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
--------------	--------------------------------	---	--------

(c) Decisions made:

Ref no:	Address	Proposal	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	PC-No objection WODC – Approved
20/00086/HHD	1 Yorke Cottages, New Yatt Rd, Witney	Single storey front and rear extensions. Form new vehicular access	PC-No objection WODC-Approved
20/00331/HHD	New House, Delly End, Hailey	Erection of detached carport and addition of new porch	PC-No objection WODC – Approved
20/00439/HHD	2 Foxburrow Lane, Hailey	Single storey extension	PC-No objection WODC – Approved

(d) To note complaint made about boundary at Oak Field House

A resident has raised concerns about the erection of a metal fence at Oak Field House (formerly Hickrall) which has encroached onto the verge.

OCC Highways has investigated this, and its decision is that no enforcement action can be taken. The information has been passed to County Cllr Walker.

(e) CIL consultation

Cllr Graham Knaggs has had confirmation that the consultation on the decision to reduce the CIL to Zero on five Witney SDA's (including North Witney) has been postponed in light of the current health situation.

10. To review policies:

- (a) Information and Data Protection Policy
- (b) Freedom of Information Scheme
- (c) Retention and Disposal of Documents Policy
- (d) Equal Access Policy
- (e) Health and Safety Policy

These were reviewed and **resolved**.

11. Hailey Football Club

(a) To resolve to release Hailey FC of its obligation to pay match fees for season 2019-20 due to Covid-19 crisis.

This was **resolved**.

(c) To resolve to take on accounts for Castle Water and SSE for the pavillion.

This was **resolved**.

12. Village Hall

(a) Village Hall Management Committee (VHMC)

Councillors were advised by email on 2 April that the VHMC is facing financial challenges as a result of the hall being closed and its income having ceased. Expenses have been reduced as far as possible by changing utility suppliers; suspending the cleaning contract; a possible "rates holiday" from WODC. The grant from the Parish Council and income from the Jumble Sale should cover the cost of recent electrical work to the emergency lighting, etc. There are other unavoidable ongoing costs – renewal of booking system subscription, standing charges, etc. – that will consume their limited reserves.

The VHMC is understood to have applied for a grant from WODC under the Council's Retail, Hospitality and Leisure support scheme. The Parish Council will be informed in due course as to the success of this application. The VHMC is still planning to paint the interior of the village hall so that it is ready for future bookings once the lockdown restrictions are lifted.

(b) Village Hall Lease renewal

The renewal of the village hall lease is being held up by the delay to registering the recreation ground with the Land Registry by Lee Chadwicks solicitors. It was **resolved** to ask the solicitors drawing up the village hall lease to take on the Land Registry work instead of Lee Chadwicks.

13. To receive a Neighbourhood Policing Report

All of the emergency services are very busy at the moment, but the Thames Valley Police Gold Commander Christian Bunt has recently sent an update including the following useful information:

- Obviously the vast majority of the community are following the government advice to stay at home, practise social distancing, etc
- However, the police receive hundreds of reports every day relating to people breaching the rules, so they wanted to explain the best way of doing this to reduce strain on their service:
 - If you see persistent minor breaches (like people obviously walking several times a day) these should be reported online and will help local patrols to understand where there may be hotspots
 - If you see more serious risky behaviour (like group gatherings that are going on at the time, and may pose contamination issues) these can be reported by calling 101
- Once again though, he is keen to thank communities for all they are doing during these challenging times

Separately, please watch out for online and phone scams, which seem to pop up constantly. If it doesn't sound or feel right, it probably isn't. Never give out personal details.

14. Amenities:

(a) Playground:

(i) Routine recorded inspection of play equipment

The last recorded inspection was on February 25th. The lockdown and closure of the park took place on 23rd March. Additional bark has been laid under the infant swings and a new spinner has been installed.

The playground is currently closed and will remain so until Government restrictions are lifted. Signs have been posted at the playground and on all noticeboards throughout the village. The playground equipment has not been formally inspected. However, Councillor Ann Gibson has visited the playground on two separate day time occasions during good weather and there was no evidence of the playground being in use. It was agreed to undertake another inspection.

(b) Update on location of defibrillator at New Yatt

Application for an unmetered supply of electricity from SSE Power Distribution is ongoing.

The defibrillator at the Lamb and Flag now has a new battery and new pads so it is operational again. The defibrillator is registered on Save A Life app.

(d) Sale of Wood Green

No update

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

See item 12b.

15. Highways and Traffic: To receive update reports.

CLlr Smith reported:

There are fewer cars on the road, but that doesn't mean highways work has stopped:

- The road teams are out and about filling in potholes and undertaking other repair works
- Please be supportive of these teams
- Keep on reporting issues via the fixmystreet app
- Re-marking of white lines on Poffley End was again reported.

16. Environment: To receive update reports

(a) Burial Ground

Cllr Drew reported:

Several residents have separately been working hard to improve the Wild Flower meadow section of the Burial Ground, and with the help of mowers both push and ride on, Grass Harrows borrowed from our Mowing Contractor, a garden roller borrowed from the Football Club, rakes, a besom brush, and a considerable amount of effort, achieved our aim of removing as much grass as possible from two of the five areas of the field, to leave as much bare soil as possible. This was achieved in March.

£46 worth of Annual Wild Flower seeds were purchased and then half of the seed was scattered on one area and raked in, the other half was scattered and raked the following day. The seed was then rolled in.

The Seed mixture is Poppies, Corn Marigold, Corn Flower, Corn Cockle and Alsike clover, and whilst it is no more than annual seed and therefore may only make a show this year it will help to decide, at little cost to the Parish Council whether our efforts are worthwhile, and has certainly given us some positive exercise, and something to look forward to in the coming months, and it looks a lot better than last January !

The deposit has been paid to the contractor for the path. However, they cannot start work as there is a delay in obtaining the required blocks.

(b) Trees

The PC is awaiting agreed remedial tree work to be undertaken by JAG.

(c) Update on Footpaths and Public Rights of Way campaign

No update

(d) Sewage silt

A concern was raised with Councillor Ann Gibson by a resident regarding the legality of sewage silt thought to be being spread on farmland within the parish. This was investigated by the Parish Council. However, with the limited information provided and no evidence resulting from an inspection of the land concerned, it was decided that no further action would be taken.

17. Allotments (including Allotments for Labouring Poor Charity)

(a) Update on allotments

The majority of plots are currently let and on informal inspections, most allotment holders are cultivating these. Exceptions are a plot where the holder has not yet been able to move into the village because of Government restrictions on house moves; another plot where the neighbouring householder was concerned about the proximity of the plot to her garden where her children were playing and a third plot which appears to have been abandoned. This will be investigated as there is now a waiting list for plots.

An allotment holder has requested permission to erect a shed on her allotment, to be able to collect water from the roof/downpipes (there is no water available at the site) and also for storage. The shed would be 6 feet x 4 feet (smaller than permitted by the National Allotment Society). Owners of the fence have asked that the shed be positioned to allow for the fence to be maintained. The shed would also be positioned behind the shed in the adjacent garden so that it does not impact on the adjoining property.

The Allotments for the Labouring Poor rules – also used for Parish Council's allotments – which this is - state that:

- 5 (f) *He [the allotment holder] shall not, without the written consent of the Council, erect any building on the allotment garden, provided that consent shall not be refused under this sub-paragraph to the erection of any building reasonably necessary for the purpose of keeping hens or rabbits.*

Permission was granted. **Resolved.**

Permission is also being sought to erect a shed on an allotment at Hemplands. This will be 5 x 3 up against the fence - again to store tools and feed water butts.

This was **resolved.**

These permissions do not set a precedent for the erection of sheds. Each request will be considered separately. Cllr Gibson will draw up a specification for the erection of sheds on the allotments to ensure they have a uniform appearance.

(b) Update on renewal of substation lease

No update

(c) Update on installing water supply at the allotments

No update

The Parish Clerk is investigating the viability and cost of installing a water supply at both the Poffley End Lane allotments (owned by the Allotments for the Labouring Poor) and those owned by Hailey Parish Council at Hemplands.

(e) To consider request from allotment holder to have the plot cleared of a previous tenant's rubbish.

The previous allotment holder of a Poffley End Lane plot left a bin full of compostable bags which the new tenant has asked the Parish Council to remove. WODC's waste disposal contractor, Ubico, have been asked to deal with this although no response has yet been received.

The Parish Council is asked to approve this disposal.

This was **resolved**.

18. Finances:

(a) Payments received:

ALP	Field rent	£189.00
SSE	Wayleaves	£166.82
WODC	Precept (first instalment)	£17,548.00

(b) Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's March net salary	483.87
	Expenses/Allowance	£25.66
	Total:	509.53
Nest	Clerk's pension (Direct debit)	£49.93
Park Lane Driveways	Paving at Burial Ground - staged invoices:	
	Groundwork	£4,799
	Surface work	£4,799
	Balance	£1,370
Parish Online	Annual renewal	£42.00
Wel Medical	New pads x2 and battery for defib	£283.02
HMRC	Income tax Q4	£215.21
Hailey Village Hall	Hall hire Extraordinary meeting 16/3/20	£20.00
Kompan	Replacement of spinner bowl basin	£492.00
Hailey Village Hall	Annual grant	£1,000
Repay M. Drew	Wildflower seeds for BG meadow	£53.50

These were authorised by Cllrs McGibbon and Gibson

Invoices for Park Lane Driveways will be paid in stages as each part of the work is completed.

Invoices were emailed to councillors for checking.

(c) Hailey Parish Council bank balances

To 31 March 2020	
Unity Trust Current Account	£12,133.17
Unity Trust Deposit account	£12,678.90
COIF Public Sector Deposit Fund	35,000.00
Allotments for Labouring Poor	£10,033.68
Allotments for Labouring Poor COIF deposit account	£32,727.47

The RFO will move some money into the deposit account.

- (f) To consider and approve end of year financial statements for Hailey PC, Joan Smith Charity and Allotments for Labouring Poor Charity.

These were **resolved**. The Hailey PC Annual Governance and Annual Return will now be sent to the internal auditor.

- (g) To consider paying overtime to clerk for extra work (12 hours) carried out in March and any extra work carried out in April (end of FY work)

This was **resolved**.

19. Correspondence received

None

20 Other Items to Note

Cllr Walker mentioned that the Councillor Priority Fund has been reopened.

21. Dates of Parish Council meetings 2020-21:

Remote meetings to be held until further notice

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

* denotes Joan Smith Educational Charity meetings

Meeting closed: 21:10

Remote meetings due to Coronavirus pandemic:

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 email Andy Smith by 6.30pm of the day of the meeting and he will send you the Zoom link to access it.

andy@adbsmith.com

There will still 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.

Signed (Chairman)

Date