

Minutes of the **Online Meeting of the Parish Council on 12<sup>th</sup> October 2020 at 7.30pm**

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

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

These were received from Cllr T. Rogers.

**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 14<sup>th</sup> September 2020.**

These were agreed as a true record and authorised.

**5. Matters arising from the minutes**

A response to the White Paper Planning for the Future Document was contributed by Cllr Gibson. The councillors support the West Oxfordshire District Council's response.

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

Cllr Hill reported that WODC is trying to sort out a recovery programme post Covid-19.

Cllr Walker reported meeting with the Highways department and Thames Valley Police (TVP) to discuss speeding. There have been more fatalities on the roads this year than last year. They are investigating 20mph speed limits and are hoping to reinvigorate their relationship with TVP. They are finding out how much it would cost OCC to fund a speed van. The focus is currently on enforcement.

- Road closure on Park Road in North Leigh from 13 October
- Road closure in Whiteoak Green on 24-27 November for replacing a burst water main.

OCC is launching a Covid-19 secure team for Oxfordshire led by the Director of Public Health.

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

**(a) Planning applications received:**

Ref no:	Address	Proposal	PC Decision
20/02651/HHD	Stacks, Priest Hill Lane, Hailey	Replace detached garage with double garage with office above	No objection Ensure tiles fit in with the neighbourhood.

**(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
20/01961/HHD	3 Hicks Close, Hailey	Erection of first floor extension above existing garage to create additional bedroom with en- suite	PC-No objection WODC- Approved

**(d) North Witney Supplementary Planning Documents (SPD)**

Informal discussions with stakeholders should occur in September and October. This has been delayed until December. Hailey PC will be given the opportunity to formally input its views during the consultation that follows but not as a stake holder. As this feels a bit late, it was agreed that the PC would submit a document that identifies its wish list (most of which was captured in the Neighbourhood Plan) and its concerns, in an attempt to raise these concerns early. Cllr Knaggs will write a paper based on the following and send it out to councillors for comment:

**Concerns:**

**Viability**- The WODC CIL paper declared North Witney to be non-viable. That must be a primary concern.

**Height of buildings** – in the planning application for 110 houses west of Hailey Road the developer sought permission to include 3 storey blocks of flats. There are virtually no 3-storey buildings north of the river.

**Landscape** is a continuing concern. The WIT2 map shows a substantial area across the northern part of the site labelled ‘Environmental enhancements including landscape mitigation’. Documents submitted during the inspection of the Local Plan demonstrated that the developer would like to build on a substantial portion of this land. The PC needs to vehemently defend it.

**Transport** – The A40/Shores Green junction ‘should’ be completed first. Will the West End link river crossing be affordable to the developer? How much of the site will be permitted to be constructed before the crossing is built? Any construction will have a significant impact on Bridge Street congestion.

Is the route of the Northern Distributor road sensible – especially at the Woodstock Road entry/exit where it is opposite the main entry/exit to Madeley Park.

At the Hailey Road end, the PC has continually argued that provision should be made for a continuation of the Distributor road along Milkings Lane and across the river to the Burford Road to complete a Witney ring road.

**Flood mitigation** – there has never been an agreed solution here, only various scenarios.

**Neighbourhood Plan Community Aspirations**

The list includes Community facilities, Community Centre, playing pitch provision, Play Spaces, Allotments, Burial ground capacity, Health, Health Care and Wellbeing.

**8. Grants:**

- (a) To consider payment of grant to St John’s Church

Cllr Knaggs had requested that this was added to the agenda. Cllr Knaggs circulated a paper advising that any decision to provide certain financial assistance to the church cannot be regarded as legally valid. The clerk/RFO’s advice was also that it is not advisable to provide this grant for the same reasons. Cllr Drew circulated a paper on the importance of the grant to the church and thus the community.

Following a discussion, it was **resolved** to continue to make the grant to the church (vote 4:2 in favour)

- (b) To consider payment of this year’s grant to Hailey Festival

It was agreed that the grant was not necessary this year as the Festival has not been held.

**9. Village Hall (Cllr Ann Gibson)**

- (a) Village Hall Management Committee

The VHMC is trying to balance the need to re-open the hall, not lose potential bookings to other halls, and to keep hirers safe. A lot of work has been done by the VHMC to put together a set of conditions of hire to meet the Covid-19 security requirements and the latest restrictions.

As long as Hailey remains in the medium zone of the Government’s three tier categories, the village hall can continue with its current activities.

- (b) To consider request to locate a storage container on the Recreation Ground

A written request from Mrs D Franklin has been received; to place a container on the recreation ground to serve as storage for a small shop to be run from the village hall. There are many benefits in supporting this request including maintaining a small local business; providing a service to residents of this and other nearby villages; providing much-needed business and income to the Village Hall; providing a social hub for information on local events, etc. There is, however, the concern that a precedent should not be set.

It was **resolved** to agree this for an initial period of three years. The clerk will draw up an agreement to be signed by both parties, to include a make good clause and responsibility for the removal of the container afterwards.

## 10. To receive a Neighbourhood Policing Report

- (i) **Children safeguarding** : A resident (of New Road) has reported an incident (that took place at 4:15pm on 16/9/20) to the police in which one of his children was approached by a man in a car in the area near the turning into the recreation ground. Separately to this, many Witney schools have recently reported several similar incidents to the police. If anyone sees any suspicious behaviour, please report it immediately. The police are working with the schools (note that the neighbourhood team was at Hailey Primary School at finishing time on Fri 9/10/20).
- (ii) **SID events**: Cllr Smith is still waiting to hear when the Speedwatch team can use one of the police's SID devices to hold some more SID events in the parish. Unfortunately, the device that has been supplied does not work correctly.

## 11. Amenities:

### (a) Playground:

(i) Routine recorded inspection of play equipment was carried out on 16 September:

- The new agility trail looks good.
- The Cable way has been re-tensioned.
- Replacement Covid signs are required.
- Inspection report available if required.

(ii) To consider installation of a further five stepping logs at the agility trail at the cost of £641.82

These logs are required to provide a link between two particular pieces of equipment to maintain a continuous trail from one end to the other.

This was **resolved**.

(iii) To consider increasing the playground budget by £533 to purchase the five stepping logs.

This was **resolved**.

(iv) To consider options of replacing the old roundabout and installing a new piece of equipment

Included in this year's budget is £5,000 to replace the old roundabout. This has been discussed for several years as it is always flagged in the ROSPA report.

Options to replace the roundabout, remove the roundabout and install a different piece of equipment and also to keep the roundabout were discussed. The only option within the allocated budget was to keep the roundabout and install a spinning cone climber elsewhere in the playground.

However, it was agreed that the roundabout would remain, and no further new equipment would be installed this financial year. A programme for next year is currently being drawn up to be included in next year's budget.

### (b) Sale of Wood Green

Witney Town Council is ready to progress with this. Jeremy Briars of John Welch and Stammers solicitors has agreed to act for Hailey PC.

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

This is progressing. On the payment schedule for the meeting is the payment to the land registry for Hemplands allotments so the solicitor is ready to apply for this. The solicitor has started to look at evidence for Spicers Lane and Delly Green

(i) Registration of Recreation Ground:

The assigned solicitor is on long term sick leave. A reply from her manager is awaited.

(ii) Substation lease:

No update

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

### (a) To consider proposal for VAS warranties

Cllr Smith reported that as the VAS unit was damaged on delivery (28/3/19), an additional free year of warranty cover was included by Swarco. The VAS is covered until 28/3/21.

### (b) Delly End Green and verges

Multiple residents have complained about damage to the Green and surrounding verges in Delly End which has been caused by numerous vehicles parking inconsiderately. This is related to the "Perfect Puppy" classes being run in a resident's back garden and the two sets of ongoing building works. The residents will be contacted by Cllr Smith to ask that they and their visitors are more respectful of the grassed areas, and whether they would be interested in helping to repair the damage.

(c) SuperUser Programme – Cllr Walker has signed Cllr Smith up for this.

(d) Battery in the VAS on Delly Hill has been changed

### 13. Environment

#### (a) Burial Grounds

(i) To receive Burial Ground report

Wildflower Meadow.

To continue the hoped-for improvement volunteers continued to work on the Wildflower Meadow in September culminating in the sowing of the Yellow Rattle seed in late September, the area then being raked and rolled.

#### (b) Footpaths

Following concern expressed by residents some months ago regarding the height of the stiles on the footpath between Poffley End and Breach Lane ( No. 6 ) and Cllr Drew inspecting them and finding nothing had changed, it has been raised again.

The sign for the COMMUNITY WOOD on Whitings Lane, was broken by harvesting machinery in August. This will be repaired locally.

#### (c) Grass Cutting

The Contractors mowed the village grass for the 8th time in early October; they are planning one more cut, and have been reminded about the second strim of the Old Burial Ground, and the hedges in the Burial Ground

#### (d) Trees

JAG is expected to do the tree work in the Old Burial Ground in October/ November.

### 14. Allotments (including Allotments for Labouring Poor Charity) (Cllr Ann Gibson)

#### (a) Update on allotments

(i) To receive allotment report

Cllr Gibson reported that rent demands have been sent to all tenants. At the end of September 9 rents were still outstanding. There is one vacant plot at Hemplands which is shortly to be offered after being cleared. One plothead is being asked whether he wishes to retain his plot as the tenancy agreement has not been returned.

(ii) Update on water supply at the allotments

There is no further progress on this. Contact from Thames Water is awaited.

(iii) To report on splitting up the large plot at Hemplands

Following on from the discussion at the last PC meeting regarding the splitting of the under-utilised larger plots, Cllr McGibbon and the Clerk have considered how the plots could be split so that those currently on the waiting list could be offered plots. There is potential for creating 10-14 additional plots.

Funding would be required to deal with this approach – clearing and tidying up the plots, providing a demarcation between them and providing paths. This proposal would provide a significant improvement to the Hemplands plots; enable more village residents to have plots; and provide additional income. Plot holders at Poffley End who would like a shed or a bigger plot will be given the option of moving to Hemplands.

It was agreed to put together a plan and costings for this. The clerk will request quotes for the area to be cleared, paths along the edges to be laid and the plots to be split up.

(iv) Rent for field at Hemplands (3.5 acres):

It was **resolved** to re-let the field to the current tenant on the same grazing agreement for the annual rent of £665

(v) Rent for small field at Whiteoak Green (ALP) (0.49 hectares)

It was **resolved** to re-let the field to the current tenant on the same grazing agreement for the annual rent of £550

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

No update.

### 15. Finances and Administration:

#### (a) Payments received:

WODC	Precept	£17,548.00
HPC Allotmenters	Allotment rents	£137.99
ALP Allotmenters	ALP allotment rent	£1,745.00

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

Lisa Wilkinson	Clerk's September net salary	£529.34
	Expenses/Allowance	£26.00

	<b>Total:</b>	<b>£555.34</b>
Nest	Clerk's pension (Direct debit)	£40.18
John Chambers Wildflowers (Repay M. Drew)	Wildflower seed for Burial Ground	£294.00
John Welch & Stammers	Land registry fee for Hemplands allotments	£140.00
Playforce	Agility trail-remaining balance	£4,734.49
HMRC	Income tax payments (Quarter 2)	£44.20 correction
McCracken and Son	Grass cutting September	£897.60
Community Woodland	Grant (GPC)	£300.00
Hailey Herald	Grant (GPC)	£100.00
SSE	Pavillion electricity bill	£27.82
Viking Direct	Ink cartridges/paper	£158.22 correction
G&D Franklin	Repair of gate post at Burial Ground/Playground repairs	£260.00

Cllrs McGibbon and Gibson will authorise these.

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

<b>To 30 September 2020</b>	
Unity Trust Current Account	£19,152.40
Unity Trust Deposit account	£8,697.77
COIF Public Sector Deposit Fund	£35,000.00
Allotments for Labouring Poor	£11,603.14
Allotments for Labouring Poor COIF deposit account	£32,747.47

**(d) To receive external audit report and note recommendations**

This has not yet been received despite having to be published by the end of September. The clerk has questioned where it is.

**(e) To receive quarterly financial reports**

These were circulated.

**(f) To authorise bank reconciliations**

These were authorised by Cllr Knaggs.

**16. Correspondence received**

None

**17. Other Items to Note**

Congratulations were given to Ann Evans (who organises lots of charity events, including all of the Jumble Sales) on her award of the British Empire Medal for her voluntary and charity work in Oxfordshire.

Clerk will send her a letter of congratulations.

**18. Dates of Parish Council meetings 2020-21:**

***Remote meetings to be held until further notice***

9th November 2020
14th December 2020*
11th January 2021
8th February 2021
8th March 2021*

\* denotes Joan Smith Educational Charity meetings

**Meeting closed: 21:20**

