

You are summoned to attend the **Online Meeting of the Parish Council on 8th March 2021 at 7.30pm**
For the transaction of the business stated below. The Public and Press are also invited to attend online.
(See joining instructions at the end of the agenda)

The agenda is as follows:

1. To receive apologies for absence.
2. To receive **Declarations of Interest:** *Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting. Please refer to the notes at the end of the agenda.*
3. Contributions from members of the public
4. To receive the Minutes of the Parish Council Meeting dated 8th February 2021.
5. Matters arising from the minutes
6. To receive update reports from West Oxfordshire District Council and Cllr Liam Walker, Oxfordshire County Council.
7. **Planning:** To receive an update report.

(a) Planning applications received:

Ref no:	Address	Proposal
21/00223/FUL	1 Yorke Cottages, New Yatt Road, Witney	Temporary siting of caravan for owner occupation, while improvement works to dwelling carried out
21/00170/HHD	Bungalow Bird in Hand, White Oak Green	Construction of open oak porch canopy to front elevation

(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
20/02855/FUL	Delly End Farm, Delly End, Hailey	Replacement building to provide ancillary carers accommodation	No objection

(c) Decisions made:

Ref no:	Address	Proposal	Decision
20/03214/HHD	Well House, Wood Lane, Hailey	Alterations to include replacement of existing store with two storey rear extension and construction of new front entrance porch	PC- No objection WODC- Approved
20/03016/HHD	Holywell Cottage, New Yatt Lane, New Yatt	Erection of a two-storey rear extension and detached two bay garage with room in roof space	PC – Object Application withdrawn
20/03358/HHD	24 Giernalls Rd, Hailey	Erection of two-storey side extension and conversion of loft with addition of rear box dormer and rooflights	PC- No objection WODC- Approved
20/03181/HHD	Burycroft Farmhouse, Crawley Rd	Construction of a two- bay oak framed car port	PC- No objection with comment WODC- Approved
20/02745/LBC 20/02744/HHD	Tallet Cottage, Gigley Farm, Hailey	Alterations including a raised roof at SE end of Tallet Cottage, refenestration and replacement of timber cladding	PC- No objection WODC- Approved
20/03395/HHD	Oakfield House, Pitts Lane, Hailey	Proposed side extension for ancillary annexe and detached garage (with home office over)	PC- No objection Application withdrawn

21/00139/HHD	Windmere, 1 Priest Hill Lane, Hailey	Erection of single storey front extension. Alterations to existing loft conversion to create a rear dormer along with changes to existing rear extension roof height	PC- No objection WODC- Approved
21/00024/HHD	Windyridge, New Yatt Lane, New Yatt	Erection of front and side single storey extension	PC- No objection WODC- Approved

(d) North Witney development

- (i) Update on petition
- (ii) To note delayed start date of construction

8. To note Coronavirus legislation to allow remote meetings expires on 7th May 2021. To review scheme of delegation to enable decisions to be made if face to face meetings are not possible

9. To resolve review dates for policies

Policy group	Policy	Review date	Frequency of review*
GDPR	Information and Data Protection	May 2021	2 years
	Privacy Notice – residents	May 2021	2 years
	Privacy Notice – staff/cllrs	May 2021	2 years
	Retention & Disposal of Documents	May 2021	2 years
Staffing	Dignity at Work	May 2022	2 years
	Dispute Resolution	May 2022	2 years
	Grievance	May 2022	2 years
	Recruitment	May 2022	2 years
	Terms of Reference Staffing committee	May 2022	2 years
	Training and Development policy	May 2022	2 years
General	Standing Orders	March 2021	Annually
	Financial Regulations	April 2021	Annually
	FOI scheme	March 2021	Annually
	Risk Management Scheme	February 2021	Annually
	Code of Conduct	May 2022	2 years
	Complaints procedure	March 2021	2 years
	Equal Access policy	March 2021	2 years
	Health and Safety policy	May 2022	2 years
	Social Media policy	March 2021	2 years
	Terms of Reference Planning Committee	May 2022	2 years

* unless a change in circumstance/legal requirement necessitates earlier review

10. To review and adopt:

- (a) Standing Orders
- (b) FOI scheme

11. To review policies:

- (a) Complaints procedure
- (b) Equal Access policy
- (c) Social Media policy

12. To review asset register

13. To review insurance policy

14. Cancellation of Annual Parish Meeting

- (a) To consider publishing an Annual Report as an alternative

15. To select an electricity provider for the supply of electricity to the defibrillator being installed at New Yatt

16. Flooding Working group (Cllr Andy Smith)

- (a) To consider status of Working Group (and agree terms of reference if applicable)
- (b) To receive report

17. To consider extending agreed Parish Council protocol on death of a senior royal figure (July 2018) to include Duke of Edinburgh and Prince of Wales.

18. Village Hall (Cllr Ann Gibson)

- (a) Village Hall Management Committee
- (b) To consider draft Village Hall lease and receive input from Village Hall Management Committee
- (c) To consider purchase of filing cabinet for archives (subject to VHMC approval)

19. To receive a Neighbourhood Policing Report (Cllr Andy Smith)

- (a) To consider purchase of Neighbourhood Watch signs at the cost of £130.25 (ex VAT)

20. Amenities: (Cllr Ann Gibson)

(a) Playground:

(i) Routine recorded inspection of play equipment

(ii) To approve recommencement of use of recreation ground by Ride on Time children's group from Friday 9th April (in line with Government road map for lifting of Covid restrictions)

(b) Sale of Wood Green

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

21. Highways and Traffic: To receive update reports. (Cllr Andy Smith)

(a) Windrush Valley Traffic Working Group

22. Environment (Cllr Michael Drew)

(a) Burial Grounds

(i) To receive Burial Ground report

(ii) Further discussion on tree planting proposal and approval to move a reserved plot

(iii) To retrospectively approve purchase of Garden bin licence for Burial Ground

(b) Footpaths

(c) Grass cutting

(d) Trees

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

(a) Update on water supply at Poffley End allotments

(b) Update on renewal of substation lease

(c) To consider proposal for installing water supply at Hemplands

(i) Update on permission from Cottsway Housing to lay pipes under its land

(ii) To include authorisation for cost of laying pipes and for rotavation of the land

(iii) To resolve cost of project to be met by Allotments for Labouring Poor charity

(iv) To consider rent for new plots at Hemplands

24. Finances and Administration:

(a) Payments received:

Peter Smith Funeral Directors	Burial fees	£694.00
Burial Ground	Reservation of burial plot	£357.00

(b) Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's February net salary	£529.54
	Expenses/Allowance	£31.32
	Total:	£560.86
Nest	Clerk's pension (Direct debit)	£40.18
HMRC	Income tax	£43.20
Vertex Office Support	Laptop and data transfer (including delivery)	£832.00
Scribe	Scribe Accounts Annual Subscription	£280.80
WODC (Repay L. Wilkinson)	Renewal of Garden waste licence (Burial Ground)	£35.00

(c) Hailey Parish Council bank balances

To 28 February 2021	
Unity Trust Current Account	£7,061.16
Unity Trust Deposit account	£18,697.77
COIF Public Sector Deposit Fund	£35,000.00
Allotments for Labouring Poor	£12,030.36
Allotments for Labouring Poor COIF deposit account	£32,747.47

25. Correspondence received

26. Other Items to Note

27. Dates of Parish Council meetings 2021-22:

Remote meetings to be held until further notice

Monday 12th April 2021

Monday 10 th May 2021	Annual Meeting of the Council
Monday 14 th June 2021*	
Monday 12 th July 2021	
Monday 9 th August 2021	Finance and Planning only
Monday 13 th September 2021*	
Monday 11 th October 2021	
Monday 8 th November 2021	
Monday 13 th December 2021*	
Monday 10 th January 2022	
Monday 14 th February 2022	
Monday 14 th March 2022*	

* denotes Joan Smith Educational Charity meetings

Clerk to the Council

Lisa Wilkinson

(i) Any member arriving after the start of the meeting is asked to declare personal interests as necessary as soon as practicable after their arrival even if the item in question has been considered. (ii) With the exception of the circumstances listed in paragraph 9(2) of the Local Code of Conduct for Members, a Member with a personal interest also has a prejudicial interest if it is one which a Member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest. In such circumstances, the Member must withdraw from the meeting room, and should inform the Chairman accordingly. (iii) It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared or whether a personal interest should also be regarded as prejudicial.

Remote meetings due to Coronavirus pandemic:

The Government has 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 click on the Zoom link below

There will 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/3591751596>

Meeting ID: 359 175 1596