

Minutes of the **Online Meeting of the Parish Council on 8th March 2021 at 7.30pm**

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

1. To receive apologies for absence.

These were received from Cllr McGibbon.

2. To receive Declarations of Interest:

None were received.

3. Contributions from members of the public

Thanks were given to Cllrs Smith and Walker for the work they have done on flooding in Delly End.

4. To receive the Minutes of the Parish Council Meeting dated 8th February 2021.

These were agreed as a true record and signed by the chairman.

5. Matters arising from the minutes

There were none.

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

Cllr Walker reported:

Cllr Smith was commended for work he has done on flooding in the village.

Update on the Vaccination programme:

- all frontline workers have been offered the vaccine.
- over 95% of over 80s have received it
- all residents of care homes have received it.
- It is now being offered to 56 and overs.

Oxfordshire has been rated the best Council in the country for recycling.

The HGV order at Burford – the decision on whether to make this permanent will be going to the June cabinet meeting.

7. Planning: To receive an update report.

(a) Planning applications received:

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

The 1500 signature target has not been reached (as they all have to be resident of West Oxfordshire) therefore WODC does not need to discuss this yet.

(ii) To note delayed start date of construction

According to the WODC Local Plan 2031, construction 'should' start in 2021/22 (25 houses), however the latest Housing Land Supply Position Statement (2020 – 2025) declares that:

“North Witney ... for the purposes of this housing land supply position statement, it has been assumed that there will be no housing delivery in the 5-year period 2020 – 2025.”

A total of 325 houses should have been constructed by the end of 2025.

7. 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

The Scheme of Delegation was **resolved**.

In order to shorten face-to-face meetings from May onwards for Covid-19 reasons, policies will be reviewed in advance of the May Annual meeting.

Government regulations prohibit opening of the Village Hall to non-essential services until not before 17th May if the Government road map runs to schedule. As the remote meeting legislation expires on 7th May, a decision on when to hold the May Annual meeting will be made at the April PC meeting.

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

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	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
	Emergency Plan	May 2021	Annually
	Burial Ground Regulations	June 2021	Annually
	Allotment rules	July 2023	3 years

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

These were **resolved**.

10. To review and adopt:

(a) Standing Orders

Resolved.

(b) FOI scheme

New FOI scheme published by Information Commissioner's Office was adopted. **Resolved.**

11. To review policies:

(a) Complaints procedure

Resolved.

(b) Equal Access policy

Resolved.

(c) Social Media policy

Resolved.

12. To review asset register

Resolved.

13. To review insurance policy

Clerk reviewed this and increased the level of cover on playground equipment and ground surfaces in line with recent purchases of agility trail and Burial Ground path. No increase in premium was requested by the insurers following these amendments. **Resolved.**

14. Cancellation of Annual Parish Meeting

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

Councillors will write articles on their portfolios on work done over the previous year which will then be collated by the clerk.

This will be distributed inside the Hailey Herald at the end of March. Deadline for contributions from councillors is 15th March.

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

It was **resolved** to have SSEN as the provider for the supply.

16. Flooding Working group

(a) To consider status of Working Group (and agree terms of reference if applicable)

The group is currently working independently of the parish council while in its investigation phase. This may change as options present themselves in the next few months and activities are agreed. It was agreed to be independent of the PC until further notice.

(b) To receive report

The second meeting was held on 25/2/21. The water flow map has been updated. Significant works have already been carried out by OCC and their contractors (OPC and Skanska) to clear all gullies and pipework from Whittings Lane to the B4022, to re-establish the ditches nearer the B4022, and to start investigating the B4022 area (culvert, overfills, storage area). Upstream works are also underway, looking at controlling and managing the water better, including ditches, ponds, etc. A new water management concept (for through Delly End) has been discussed by the group.

Ditch clearance in Poffley End – it was agreed that the Parish Council will write to the landowner regarding the clearance of the ditch on Poffley End Lane (and if necessary, to follow up with a letter from OCC) if councillors make no progress with a request to Leda Properties.

A resident has raised a flooding issue further down Poffley End Lane, which should be partly addressed by works underway through the working group.

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.

It was **resolved** that a book of condolence would be made available when the time comes, providing Covid-19 restrictions are no longer in place.

18. Village Hall

(a) Village Hall Management Committee

No report.

(b) To consider draft Village Hall lease and receive input from Village Hall Management Committee
Village Hall lease was circulated to all VHMC members and approval was given subject to minor amendments. This was also agreed by the Parish Council. **Resolved.**

(c) To consider purchase of filing cabinet for archives (subject to VHMC approval)

The VHMC Chair has given permission to install a filing cabinet if the current cupboard is removed. Cllr Gibson will investigate this.

19. To receive a Neighbourhood Policing Report

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

After investigation by Pam Simpkins and Cllr Smith, a supplier for the design of the signage required has been found. It was **resolved** to purchase these for £130.25 (ex VAT). Mrs Simpkins has offered to supply all fixings and cable ties required, and to arrange their installation.

General police alerts received – Dog thefts: please be aware that there have been a number of reports of dogs being stolen, and/or houses with pedigree dogs known to be there being marked suspiciously (with elastic bands).

Delivery theft: be aware that there have been some reports of deliveries left on doorsteps being stolen.

Community Speed Watch – PC Lee Turnham has taken a new role as the Community Speed Watch Co-ordinator for Thames Valley. The plan is to coordinate efforts across the area, to allow local groups to use police-approved handheld devices (with training) which cost around £150, with police insurance (at £50 PLI) in place. There should be no Community Speed Watch operations carried out until notified by police (i.e., post-Covid restrictions). Cllr Walker has agreed to contribute to purchase of a speed gun with his Councillor Priority Fund.

20. Amenities:

(a) Playground:

(i) Routine recorded inspection of play equipment.

It was agreed to purchase a new sign as it is necessary for ROSPA regulations. It was **resolved** to spend up to £100.

Cllr Gibson is researching making the playground more inclusive by installing a piece of equipment that can be used by children with mixed abilities, including a wheelchair user. The budgeted £5000 is for maintenance (including possible refurbishment of the BMX track) although this decision could be revisited if capital expenditure was required.

Further research / consultation was suggested to determine future needs in the playground area.

- (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)

Organised outdoor sport and leisure facilities are permitted for both adults and children from 29 March. This was approved.

- (b) Sale of Wood Green

No update.

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

No update.

21. Highways and Traffic: To receive update reports.

- (a) Windrush Valley Traffic Working Group

There have been two meetings to date. The Group is targeting an OCC cabinet meeting on 22nd June when the Temporary Burford 7.5tes weight restriction will be reviewed. It is due to expire in February 2022. Draft documents have already been circulated. The group is seeking input from local companies, farmers etc who have been affected by the restriction.

B4022 closure – The B4022 remains closed, scheduled to reopen on 22/3/21, while repairs are carried out by Network Rail to the railway bridge in the Finstock area.

Pothole repairs – A number of potholes have been repaired over the last few weeks in the parish. Please continue to report any new ones on FixMyStreet.

Breach Lane (near Pitts Lane, New Yatt junction) visit regarding mound of earth and tree planting – Visit took place with resident, Cllr Smith and Cllr Walker to look at a mound of earth built up, with potential impact to the footpath adjacent to the property.

22. Environment

- (a) Burial Grounds

- (i) To receive Burial Ground report

One Burial Service and Interment has taken place this month.

One new plot has been reserved.

Plot 22. Following discussions with the family who have bought a plot at the Burial Ground, the PC has reaffirmed its ruling that ashes only will **not** be allowed in a reserved plot.

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

Further to HPC accepting the principle of planting a limited number of trees in the Burial Ground, Cllr Drew proposed:

- Five trees to be planted in positions alongside the existing path
- The trees to be native species, Wild Cherry, Rowan, Thorn, Hazel, Spindle, etc.
- Following concern about root damage to paths etc, a root barrier material to be used to vertically surround the planting hole.
- It was **resolved** to spend up to £350 on this project:
 - Trees average £50 each
 - guards, ties, root barrier material (£36)
 - compost
- Cllr Drew will undertake the purchase of trees, materials, dig the holes, plant and care for the trees over time.

This was **resolved**.

In order to achieve the planting in the positions noted, Cllr Drew has received agreement from the holders of plot 52 to move their reservation to plot 87 to enable a tree to be planted in that location. The Clerk will formalise this permission. **Resolved**.

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

The Garden waste bin has been a success, partly because David Musson has committed to putting it on the roadside every week. Thanks were passed to Mr Musson for this. This was approved for 2021-2022.

(b) Footpaths

Nothing to report

(c) Grass cutting

This should start this month, and Cllr Drew will contact McCracken and Son.

(d) Trees

JAG Timber has agreed a date of 22nd March to do the remedial work in the Old Burial Ground.

23. Allotments (including Allotments for Labouring Poor Charity)

(a) Update on renewal of substation lease

The solicitor has confirmed that her fees have been paid by SSE. She has requested SSE to transfer the monies owed to the PC as rent.

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

Seven people – two of whom are interested in large plots- have so far expressed an interest in taking on one of the new allotments.

An extension to the quote accepted for installing the water supply at Poffley End has been received by David Pratley. To dig a trench and install a pipe at Hemplands allotments and to rotavate the area will cost £720. This was **resolved**. David Pratley will be asked to start as soon as possible in order that the new plots can be marked up before spring.

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

This is still awaited.

(ii) To resolve cost of project (water supply to both Poffley End and Hemplands allotments) to be met by Allotments for Labouring Poor charity

This was **resolved**.

(iv) To consider rent for new plots at Hemplands

New plots to be charged at same rate as current plots- £6.20- and to be revisited in August/September 2021 for increase in rent in September 2022 when extra cost of water is known.

It is recommended that the PC agree the initial creation of 8 garden allotment plots on one strip, and the creation of larger plots, on the remaining strips if there is a demand.

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

Payments authorised by Cllrs Drew and Doland.

(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

None.

26. Other Items to Note

- Defib is being stored at resident's home
- Report any elastic bands as markers for dog thieves to Neighbourhood Watch.

27. Dates of Parish Council meetings 2021-22:***Remote meetings to be held until further notice***

Monday 12 th April 2021	(Annual Parish Meeting cancelled)
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

Meeting closed: 21:00