

You are summoned to attend the **Online Annual Meeting of the Parish Council on 5th May 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 elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2. To elect the Vice Chairman of the Council and to receive the Vice Chairman's Declaration of Acceptance of Office.
3. To receive apologies for absence.
4. 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.*
5. Contributions from members of the public
6. To receive the Minutes of the Parish Council Meeting dated 12th April 2021.
7. Matters arising from the minutes
8. To receive update reports from West Oxfordshire District Council and Cllr Liam Walker, Oxfordshire County Council.
9. **Planning**: To receive an update report.

(a) Planning applications received:

Ref no:	Address	Proposal
21/00850/HHD	3 Delly Close, Hailey	Refurbishment works to include erection of two storey and first floor side extension, single storey rear extension, construction of new open fronted entrance porch and installation of stainless steel flue in rear roof slope
21/00862/HHD	Yew Tree Cottage, Middletown, Hailey	Demolition of existing outbuildings and construction of single storey rear extension

(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
21/00404/HHD	11 Hemplands, Poffley End, Hailey	Demolition of existing side and rear extensions. Erection of single rear and two storey side extensions	Comment

(c) Decisions made:

Ref no:	Address	Proposal	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	PC- No objection WODC- Approved
21/00170/HHD	Bungalow Bird in Hand, White Oak Green	Construction of open oak porch canopy to front elevation	PC- No objection WODC- Approved

(d) Proposal for development at Giernalls Triangle (Cllr Graham Knaggs)

8. To review:
 - (a) Privacy notices: residents and staff/councillors
 - (b) Data and Information Protection policy
 - (c) Retention and Disposal of Documents policy
 - (d) Emergency Plan

9. To consider upgrade to email storage at cost of £100 per annum

10. To consider councillors' portfolios of interest

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

(a) Village Hall Management Committee

(b) Village Hall lease

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

13. **Amenities:** (Cllr Ann Gibson)

(a) **Playground:**

(i) Routine recorded inspection of play equipment

(ii) To note cost of emptying litter bins is £7.33 per time

(b) Sale of Wood Green

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

(d) Update on installation of defibrillator at New Yatt

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

(a) Windrush Valley Traffic Working Group (Cllr Graham Knaggs)

(b) Update on Flooding Working Group

(i) Permission is requested by owner of Longfield to add earth (which would be grass seeded) to the verge by Longfield off Delly Green in order to properly divert excess surface-flowing rain water away from homes and into the drainage system, thereby reducing the risk of neighbouring homes from flooding in the future. This would be paid for by the resident.

(c) Update on Gigaclear

15. **Environment** (Cllr Michael Drew)

(a) Burial Grounds

i. Update on repair of wall at Old Burial Ground

(b) Footpaths

(c) Grass cutting

(d) Update on repair of sign at Delly Pool

(e) Great Big Green Week (Cllr Andy Smith)

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

(a) Update on water supply at Poffley End allotments

(b) Update on water supply at Hemplands allotments

(c) Update on renewal of substation lease

17. **Finances and Administration:**

(a) **Payments received:**

OCC	Grass cutting grant	£1,299.18
OCC	Precept (first instalment)	£17,633.00

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

Lisa Wilkinson	Clerk's April net salary	£535.14
	Expenses/Allowance	£26.00
	Total:	£561.14
Nest	Clerk's pension (Direct debit)	£40.18
HMRC (repay L Wilkinson)	Income tax mth 12 (2020-21)	£5.60
BHIB Brokers	Local Council insurance	£772.63
Parish Online	Renewal of mapping software	£48.00
Hailey Herald	PC Grant (GPC)	£100
St John's Church	PC Grant (GPC)	£1000
Community Woodland	PC Grant (GPC)	£300
Hailey Village Hall	PC Grant (GPC)	£1,000
Swarco	Silver level warranty for Delly Hill VAS	£152.03

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

To 30th April 2021	
Unity Trust Current Account	£22,940.16

Unity Trust Deposit account	£18,697.77
COIF Public Sector Deposit Fund	£35,000.00
Allotments for Labouring Poor	£12,219.65
Allotments for Labouring Poor COIF deposit account	£32,747.47

- (c) To receive Internal Audit report for 2020-21
- (d) To authorise Annual Governance Statement
- (e) To authorise Annual Accounting Statements
- (f) To resolve dates for Exercise of Public Rights
- (g) To consider extra email storage at cost of £

18. Correspondence received

19. Other Items to Note

20. Dates of Parish Council meetings 2021-22:

- Monday 21st June 2021
- Monday 12th July 2021
- Monday 9th August 2021 Finance and Planning only
- Monday 13th September 2021*
- Monday 11th October 2021
- Monday 8th November 2021
- Monday 13th December 2021*
- Monday 10th January 2022
- Monday 14th February 2022
- Monday 14th 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