

Minutes of the Online Meeting of the Parish Council on 12th April 2021 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, **Parish Clerk:** L. Wilkinson, 2 members of public

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 8th March 2021.

These were received and signed as a true record.

5. Matters arising from the minutes

Cllrs Knaggs and Gibson have agreed that a filing cabinet at the village hall is not required.

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

Cllr Walker reported: the road closure at Finstock has been extended until 19th April (as a bee's nest has been discovered).

Nothing more to report as election is being held in May.

7. Planning: To receive an update report.

(a) Planning applications received:

Ref no:	Address	Proposal	Decision
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: Hailey PC would like to see access from front to back round outside of house

(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
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) North Witney development

Approval of North Witney Development Framework Supplementary Planning Document (SPD) Issues Paper for

Consultation has been delayed again to the June 16th meeting.

8. Request from Gardening Club for permission to use Recreation Ground for plant sale on 23rd May

This was approved subject to following Covid-19 guidelines.

9. To review:

(a) Financial Regulations

These were approved.

(b) Bank mandate (to include standing orders and direct debits)

This was approved. Direct debits for clerk's pension and salary were authorised.

10. To authorise list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation, including:

i. Clerk's salary/PAYE/pension

ii. Stationery

iii. Grounds maintenance

These were **resolved**.

11. To authorise donations as per 2021-22 budget:

i. Hailey Herald £100 (May)

ii. Community Woodland £300 (May)

iii. St John's Church £1,000 (May)

iv. Hailey Festival is not running

v. Village Hall £1,000 (May)

vi British Legion £100 (October)

These were **resolved** to be paid in the month in brackets.

12. To consider PC involvement in 'Great Big Green Week' in September

Two members of public were granted permission to join the discussion.

This event is being held from September 18th – 26th; it is a national celebration of environmental events. St John's Church is hosting events that recognise what can be done locally in the environment. Trustees of Breach Wood were invited to join in with this in Hailey. They would like to see different organisations in the parish linking up to include treasure hunt/trail, talks, link with school for children's activities.

An article will be put in the Hailey Herald to raise awareness of the event and to see if there is any interest.

Suggestions included running it with a Hailey Festival atmosphere as the actual Festival will not be held this year.

Cllrs Drew, Rogers and Smith will be involved with the planning of this.

13. Village Hall

(a) Village Hall Management Committee

VHMC met virtually on 25 March.

- Village Hall finances are very stable, helped by Covid support grants from WODC and Hailey PC
- Discussions are taking place about partially re-opening the hall from 17 May, including recruitment of a cleaner
- The hall has been inspected by a WODC representative to ensure it is Covid secure as a polling station for the local elections on 6 May
- PAT testing is taking place week commencing 12th April. 5-year electrical check is due in 2023.
- A raft of revised and new governance policies is being established by VHMC, with guidance from the Charities Commission and Communities First Oxfordshire. All VHMC members, including Cllr Gibson, have been consulted on these.
- Proposals for the AGM are being discussed with the possibility of this being an in-person event at the end of June. The VHMC will be seeking to fill two vacancies at the AGM when two long-serving Trustees step down.
- General maintenance issues are being dealt with – weed spraying, litter picking, permanent line marking for the car park.

(b) Village Hall lease

- The VHMC will be seeking assurance from the Charities Commission that a proposed new stand-alone constitution and the new lease (currently in draft form) are acceptable replacements for the original combined lease and constitution.
- New lease should start on 9th December 2021 as the previous lease expires on 8th December.

14. To receive a Neighbourhood Policing Report

- **General police alerts received**

Be aware of ongoing online and phone scams that seem to be increasing in frequency.

- **Community Speed Watch**

The radar gun, case and high visibility jackets for Speed Watch exercises have been received. Next step will be for volunteers to go through training however Speedwatch cannot be carried out until notified otherwise by the police (i.e., post-Covid restrictions).

15. Amenities:

(a) Playground:

- (i)** Routine recorded inspection of play equipment

This was carried out on Friday, 9 April. Minor issues resulting from this have been reported to the Clerk. Request will be made for picnic bench to be repaired.

- (ii)** To consider provision of additional litter bins

It is anticipated that the playground and recreation ground could attract higher than usual numbers of users this spring/summer so it is recommended that the PC install litter bins and that this/these are added to the WODC waste collection schedule at approximately £2-3 a week. This was **resolved** with an agreed budget of £350 for two bins. Locations and emptying schedule to be organised by Cllr Gibson and the clerk.

- (b)** Sale of Wood Green

No update

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

No update

- (d)** To consider permissions and charges for use of recreation ground:

- i.** Sports teams:

Witney Vikings football club Under 10s (boys), u14s, u15s and u17s (girls) have asked to use the playing field and pavilion toilets. Hailey Football Club has given consent (as lease holders of the pitch and pavillion) for the U10s to train mid-week on the pitch as long as care is taken around the goal areas. It was agreed that no charge is made by the PC to the Under 10s football club.

Hailey FC has not yet been approached about the girls' teams. The request is to play matches on a Saturday morning. The clerk will approach them.

- ii.** Commercial activities

K9Dreamers, commercial dog trainer, has asked to use a corner of the recreation ground, while the Village Hall, their usual venue, is closed. K9Dreamers were given permission to use a small part of the recreation ground (not the football pitch) at the cost of £25 per sessions until the village hall re-opens. This was **resolved** and this charge will be made for all commercial activities.

- iii.** children's activities

Ride on Playtime – are using the recreation ground providing ride on play equipment. It was agreed that a nominal fee of £5 will be charged for this as a children's activity.

- (e)** To consider cancelling match fees owed by Hailey Football Club for season due to Covid -19

This was **resolved**.

- (f)** Update on installation of defibrillator at New Yatt

Cllr Doland reported that he will send a document to SSE to set up the unmetered connection. New pads and a battery will be required.

16. Highways and Traffic: To receive update reports.

- a) Windrush Valley Traffic Action Group (ref trial Burford HGV ban)**

Interim WiVTAG report should be issued on 12th April. Then discussed at next meeting on Thurs 15th followed by a briefing meeting for all other PCs on the draft submission to the OCC June meeting on 22nd April.

b) To consider extending warranty for VAS

The warranty for the VAS at Vine Farm is due to expire. It was **resolved** to take out a silver warranty with Swarco at the cost of £126.69 plus VAT.

c) VAS signs

Delly Hill sign is now operational. Solar VAS at top of village needs a maintenance visit. Clerk will arrange this.

d) Flooding Working Group update

Third meeting was held on 25/3/21. Several further OCC Highways emails, visits and meetings have taken place over the last few weeks, with positive action plans being drawn up.

e) Gigaclear

Online meeting held on 26/3/21 with Gigaclear to clarify upcoming works and confirm Cllr Smith as point of contact. They provide a year 's free internet at a community hub if they can sponsor an event.

f) B4022 closure (to 19/4/21)

The B4022 remains closed in the Finstock area, now scheduled to reopen on 19/4/21, while repairs are carried out by Network Rail to the railway bridge.

g) New Yatt Road closure (1/6/21–8/6/21)

Temporary road closure in North Leigh (between Masons Arms pub and Church Road junction) for fibreoptics installation.

h) Pothole repairs

Cllr Smith is now a fully trained "OCC Super User" and has been equipped with spray paints and hi-vis and receives monthly newsletter/statistics. Please do continue to report any new issues on FixMyStreet.

17. Environment

a) Burial Ground

i) Further to the PC's resolution to plant five trees, the clerk has obtained written agreement from the resident who had reserved the plot, to allow the PC to move their reservation from Plot 52 to Plot 87. Cllr Drew will plant the first tree with root barrier material on Plot 86.

b) Footpaths

Nothing to report.

c) Grass Cutting

The first cut took place on Thursday 8th April.

d) Trees

JAG timber did the remedial work to four trees in the Old Burial Ground on 22nd March. An issue with a mature Ash Tree in the OBG was discovered and will be inspected again when it is in leaf.

e) Old Burial Ground wall.

A small section of the wall surrounding the Old Burial Ground, on the corner of Church Lane has been collapsed for some time, Cllr Drew will liaise with the clerk over its repair.

f) Signpost at Delly Pool

Cllrs Drew and Knaggs will inspect the signpost to agree what is needed.

g) Boundary Wall in Old Burial Ground

The new owners of the Old Post Office share a section of Boundary wall with the Old Burial Ground and have expressed concern about the wall's maintenance and renewal. The Chairman and Cllr Drew inspected it and do not believe that the PC's responsibility extends to this portion of the wall as it is constructed in breeze blocks, which would not have been part of the original wall.

The owners are challenging this opinion with the Diocesan authorities and the Rector of Witney, and a site meeting is being arranged, in an attempt to clarify the position.

18. Allotments (including Allotments for Labouring Poor Charity)

(a) Update on water supply at Poffley End allotments

The newly marked up allotments at Hemplands (HPC) have now been rotavated. The plots have been marked out. The rent charges have been set – in line with the increase agreed at the March PC meeting. The pipework has been installed in a trench the length of the new plots. A connection and associated pipework will be installed once agreement has been granted by Cottsway Housing to dig a trench through the car park and a date

is agreed for the water supply connection with Thames Water. The majority of the new plots have already been allocated following invitations to residents of Hailey parish, people on the waiting list and existing tenants. Work by David Pratley to install the three troughs at the Poffley End (ALP) allotments and the associated pipework is expected to start soon.

i) To authorise cost of skip on Hemplands from ALP account

A skip is required for the removal of debris and rubbish from an overgrown and abandoned allotment plot at Hemplands. This was **resolved**.

(b) To agree positioning of sheds at new plots at Hemplands

Each request for a shed must be approved by the Parish Council. The location will be agreed and residents of Hemplands will be informed if a shed is to be located behind their property.

(c) Update on renewal of substation lease

Payment of £500 is expected.

19. Finances and Administration:

(a) Payments received:

OCC	Councillor Priority Fund	£256.49
SSE	Wayleaves	£169.14
WODC	Precept	£17,633.00

(b) Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's March net salary	£535.14
	Expenses/Allowance	£29.74
	Total:	£564.88
Nest	Clerk's pension (Direct debit)	£40.18
HMRC	Income tax (month 12)	£15.80
OALC	Membership renewal	£241.12
Community First	Membership renewal	£70.00
Nsprint.net	Neighbourhood Watch signs	£156.30
Sound Gear (Repay A. Smith)	Radar Gun	£169.00
Shenzhen (Amazon) (Repay A. Smith)	Protective case for Radar Gun	£19.29
London General Insurance (Repay A. Smith)	Accidental damage for Radar Gun	£12.09
Expert Workwear Ltd (Repay A. Smith)	High Visibility vests x6	£45.00
Amazon EU (Repay A. Smith)	Batteries (pack of 6) for Radar gun	£17.60
JAG Trees	Tree survey January 2020	£300.00
Netwise UK	Domain renewal	£20.00

Cllrs Drew and McGibbon will authorise payments.

(c) Hailey Parish Council bank balances

To 31st March 2021	
Unity Trust Current Account	£5,508.74
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

d) To arrange date of Annual PC meeting in May and PC meeting in June

Due to the end of the temporary Covid-19 regulations that allowed virtual meetings, the May and June PC meetings are re-arranged to Wednesday 5th May (virtual meeting) and Monday 21st June (at the village hall), both

at 7.30pm.

(d) To authorise Hailey PC accounts for Financial year 2020-21

These were authorised and signed by the chairman.

(f) To authorise Allotments for Labouring Poor accounts for Financial Year 2020-21

These were authorised and signed by the chairman.

(g) To authorise Joan Smith Educational Charity accounts for Financial Year 2020-21

These were authorised and signed by the chairman.

(h) To authorise allocated reserves

These were authorised.

The accounting and governance documents will now be sent to the internal auditor.

20. Correspondence received

- Complaints about noise from weekend shooting. The clerk will write a letter requesting that notice is given about any further shooting so residents can be made aware of this.

21. Other Items to Note

None.

22. Dates of Parish Council meetings 2021-22:

Wednesday 5th May 2021

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

Meeting closed: 21.25