

Minutes of the Online Annual Meeting of the Parish Council

on 5th May 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, 2 members of public.

1. To elect the Chairman of the Council and to receive the Chairman’s Declaration of Acceptance of Office.

Graham Knaggs was elected unanimously as Chairman for the forthcoming year. The Acceptance of Office form was duly completed.

2. To elect the Vice Chairman of the Council and to receive the Vice Chairman’s Declaration of Acceptance of Office.

Andy Smith was elected unanimously as Vice Chairman for the forthcoming year. The Acceptance of Office form was duly completed.

3. To receive apologies for absence.

These were received from Cllr McGibbon.

4. To receive Declarations of Interest:

None were received.

5. Contributions from members of the public

None.

6. To receive the Minutes of the Parish Council Meeting dated 12th April 2021.

These were signed as a true record.

7. Matters arising from the minutes

None.

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

Cllr Liam reported that elections are being held on 6th May.

The Burford HGV ban was due to go to the OCC cabinet meeting in June but has this has been moved to July.

Cllr Walker thanked the councillors for their support over the last four years.

A vote of thanks was given to Liam Walker and Kieran Mullins who are coming to the end of their terms in office.

Cllr Walker is standing again, Cllr Mullins is not.

9. Planning: To receive an update report.

(a) Planning applications received:

Ref no:	Address	Proposal	PC Decision
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	No objection
21/00862/HHD	Yew Tree Cottage, Middletown, Hailey	Demolition of existing outbuildings and construction of single storey rear extension	No objection

(b) Decisions outstanding:

Ref no:	Address	Proposal	PC Decision
14/01671/OUT	Land north west of Woodstock Rd,	Outline application for the erection of up to 200 residential dwellings and associated vehicular,	Object

	Witney	pedestrian and cycle access, related highway works, drainage and landscape works including provision of public open space (Amended)	
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
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
20/02855/FUL	Delly End Farm, Delly End, Hailey	Replacement building to provide ancillary carers accommodation	PC- No objection WODC- Approved subject to legal agreement

(d) Proposal for development at Giernalls Triangle

Sovereign, who manage Towns End, are proposing to seek planning permission to build 22 affordable homes on land at the end of Giernalls Road. Construction is planned for 2022 with occupation in 2023. Draft plans and a description of the proposal have been published on their web site- <https://www.sovereign.org.uk/developing-homes/giernalls-road>. They aim to submit a planning application by the middle of the year.

During informal discussions with Sovereign, members of the PC detailed some of the comments they had previously made in the still valid planning permission for 9 large homes:

- the development should be constructed as a Close with no access to the neighbouring field.
- the PC is concerned about the state of Giernalls Rd and asks that it is made good after the construction traffic has left.
- the bridleway is maintained as it is.
- the PC is disappointed that there are no affordable houses, and believes there are too many large houses.
- there should be a speed limit of 20mph during construction

Other comments made:

The PC repeated that the development should be constructed as a Close with no future access to the neighbouring field. Sovereign confirmed that the provision of an access spur to the adjoining field is a condition of the purchase of the land from Leda Properties.

The PC welcomed the number of affordable houses proposed but was disappointed that there are no social houses.

Footpaths should link the development to the bridleway running across the end of the Recreation Ground. There is an opportunity to create a footpath from the Towns End entry to the development, along the rear of the gardens of 6-16 Towns End properties into and through the copse.

The copse at the eastern end of the site offers a sensible route to the bridleway but will require some tree maintenance and ground work. This would provide a safe direct route to the school and the centre of the village. As far as possible the blackthorn hedge between the site and the recreation ground should be preserved.

The PC would like to make a S106 request for a contribution towards the cost of a new Village Hall. Hailey is a Dark Skies area so there should be no bright street lights.

10. 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

These were **resolved**.

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

Email storage can be upgraded by either £100 per annum for 10gb (there is currently 5gb available) or £20 per annum per gb.

It was **resolved** to upgrade to 10GB at £100 per annum.

Councillors will regularly purge old emails.

12. To consider Councillors' portfolios of interest:

Portfolio of Interest	Current Portfolio holders (lead name in bold)
Highways and Traffic (incl VAS & Speedwatch) <ul style="list-style-type: none"> • Public Transport representative 	Cllrs: A. Smith , C McGibbon Cllr G. Doland
Community Policing	Cllrs: A. Smith , C. McGibbon
Planning	Cllrs: G. Doland , all councillors
Environment (footpaths, bridleways, grass cutting, flooding, hedges, trees, walls) <ul style="list-style-type: none"> • Burial Ground 	Cllrs: M. Drew , C. McGibbon, A. Gibson Cllr M. Drew
Amenities (playground, recreation ground, pavilion, football club, village hall, Common Leys, bus shelter) <ul style="list-style-type: none"> • Village hall committee • Allotments (including ALP and HPC) 	Cllrs: C. McGibbon, A. Gibson , M. Drew Cllr A. Gibson Cllr C. McGibbon, Cllr A. Gibson
Emergency Planning (incl defibs, fire extinguishers)	Cllr Tina Rogers
Infrastructure Development Working Party (including new village hall)	Cllrs: G. Knaggs , A. Gibson, G. Doland, M. Drew Currently suspended

These were **resolved** as above.

13. Village Hall**(a) Village Hall Management Committee**

- Plans are proceeding for the Village Hall to re-open from 17 May, subject to Covid restrictions. This includes recent electrical check and other minor repairs.
- Capital investment is also taking place following grants from WODC; these include improvements and decorating prior to reopening – new floor covering to Committee Room; decorating of committee room, WC, lobby and kitchen; white lining in the car park, and possible replacement of Committee Room doors.
- A start date is awaited from Gigaclear so that WiFi can be installed.
- Finances are stable.
- Bookings post 17 May are low, but likely to improve post 21 June – the final step of Government Road Map out of lockdown.
- A cleaner is being recruited.
- Two vacancies for Trustees have arisen.
- The VHMC AGM will be on 24 June.

(b) Village Hall lease

- The VHMC has voted to accept the Charity Commission's model standalone Constitution, which should make for a simpler process for renewing the lease in December.
- A clean copy of the lease has been received and will be signed by the clerk.

14. To receive a Neighbourhood Policing Report

- General police alerts received – Be aware of continued ongoing online and phone scams.

- **Witney Police Station front counter provision – Following a review/consultation, it has been confirmed that the front counter provision at Witney Police Station will be closed officially from end of August 2021 (it has been closed since March 2020 due to the pandemic).**

15. Amenities:

(a) Playground:

- (i)** Routine recorded inspection of play equipment was carried out on 4 May.
- (ii)** To note cost of emptying litter bins is £7.33 per time

The positioning of the bins was agreed between Cllr Gibson and the Clerk on 4 May. It was also agreed that one bin only will be installed in the first instance.

(iii) Refurbishment of roundabout

It was agreed to spend up to £250 for the refurbishment.

- (iv)** It was **resolved** to request Graham Franklin to repair the two picnic benches at the cost of £96.

(b) Sale of Wood Green

No update

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

All four applications for first registration have been acknowledged by the Land Registry. There are currently severe delays being experienced with the Registry.

(d) Update on installation of defibrillator at New Yatt

Cllr Doland reported that SSE needs to receive the unmetered supply certificate from SSEN but is struggling to make progress with SSE.

Cllr Smith will work with Pam Simpkins to update the current defibrillators' information into the new "The Circuit" system with SCAS.

16. Highways and Traffic: To receive update reports.

(a) Windrush Valley Traffic Working Group

The latest update of the Interim Report to OCC was circulated just after the April PC meeting. It has also been submitted to the relevant officers of OCC.

WiVTAG held an open Zoom meeting on 22nd April to bring interested Parish Councils up to date on progress.

Interested Councils included Moreton in Marsh, Kingham, Hanborough, Stonesfield, Bourton on the Water and Coombe. Some of the above Councils have complained to Gloucestershire County Council (who were not consulted or informed of the Burford HGV restriction). Minutes of this meeting have been circulated.

The full appeal report will be submitted to officers and OCC Cabinet (when appointed after the election) ahead of the Cabinet meeting in July.

Hailey PC supports WiVTAG in their findings and in their work to present a paper to the July OCC Cabinet meeting in July.

This was **resolved**.

(b) Update on Flooding Working Group

(i) The fourth meeting was held on 29/4/21. Several further OCC Highways emails, visits and meetings have taken place. Ruth Allington is helping to construct a "Master Plan" with input from colleagues.

Cllr Smith has notified OCC about drainage issues reported by residents in Middletown and New Road and is awaiting a response.

He has also completed/submitted the Oxon Sewage, Flooding & Water Survey for CPRE.

(ii) 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 rainwater 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.

This was agreed on the premise that the OCC engineer is in agreement with the plan.

(c) Update on Gigaclear

Works have started, with the green box plinth installed near Vine Farm. No further works are scheduled until June. The Village Hall is being kept informed (as requested by the committee).

(d) 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.

17. Environment

(a) Burial Grounds –

(i) Update on repair of wall at Old Burial Ground

A meeting with the owners of the Old Post Office, the Diocese engineer – David Mason, Rev Toby Wright, Cllr Drew and Cllr Knaggs discussed responsibility for the repair of the breeze block wall between the OBG and the Old Post Office. The OBG was closed to burials in the 19th century but breeze blocks were not invented until the 1930s. It was estimated that the wall, which continues across the rear of the old Post Office plot, was constructed in the 1950s or 1960s. The diocese engineer declared that the diocese would never have built a breeze block wall. The opinion of all present, except the owners of the Old Post Office, was that the wall did not form part of the OBG and that the owners of the Old Post office were liable for its maintenance. The owners of the Old Post Office did not agree as there is no mention of the wall on his deeds.

David Mason agreed to investigate whether there is any evidence in the Diocese archives that might provide any additional evidence.

(ii) One of the five agreed trees has been planted at the Burial Ground.

(b) Footpaths

No issues

(c) Grass cutting

Grass was cut on 30th April.

(d) Update on repair of sign at Delly Pool

Cllr Drew and Cllr Knaggs inspected the sign which is clearly in need of repair. Prior to painting, sections of split wood need to be replaced. It is recommended that quotations for the repair are sought.

(e) Great Big Green Week

Meeting is scheduled on Delly Green at 6pm on Wednesday 12th May.

18. Allotments (including Allotments for Labouring Poor Charity)

(a) Update on water supply at Poffley End allotments

Installation of pipework at the Poffley End allotments (ALP) to provide 3 water troughs is underway. Work is being carried out by David Pratley. Once completed a connection will be made to the water supply via Thames Water. All plots are currently tenanted and in good order.

(b) Update on water supply at Hemplands allotments

- Pipework for the water has been installed across the site of the new plots. Permission to take the pipework across the Cottsway owned car park to make the connection with the Thames Water supply has been received. David Pratley has been requested to lay pipes along the track. Clerk will be in touch with Thames Water to arrange connection to pipes at Hemplands.
- Seven of the 14 new plots (garden & large plots) are now let. Two others have been offered. This will leave 1 garden plot and 3 large plots unlet. An advert indicating availability of plots is in the current Hailey Herald.
- A suggestion for car parking to be provided on the allotment site itself has been made by a local resident who has concerns about the small 4 car space public car park being filled by allotment holders. This would make it necessary for cars to be parked on Poffley End Lane, which is quite narrow. However, there are a number of legal complexities involved in using allotment land for car parking and also obtaining a right of way across Cottsway land for vehicles. The PC will monitor the

situation with a view to it being further investigated should car parking become a problem.

- One new tenant has requested permission to erect a polytunnel. Dimensions are 3m x 5m and 2.28 m high and will be anchored firmly. The PC considered this request and agreed that the structure is too high and wide as it should not bridge two allotments plots. There was concern that the height could affect light on adjacent allotments and neighbouring properties. Request was denied for that specific polytunnel.

(c) Update on renewal of substation lease

No update.

19. 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

Cllrs Gibson and Doland will authorise these payments.

(c) Hailey Parish Council bank balances

To 30 th 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

£10000 will be moved to the deposit account.

(d) To receive Internal Audit report for 2020-21

Internal audit report not yet received. To be deferred to the June PC meeting.

(e) To authorise Annual Governance Statement

To be deferred to the June PC meeting.

(f) To authorise Annual Accounting Statements

To be deferred to the June PC meeting.

(g) To resolve dates for Exercise of Public Rights

To be deferred to the June PC meeting.

(h) To consider extra email storage

See item 9.

20. Correspondence received

None.

21. Other Items to Note

Thanks were given to the PC from Mrs Simpkins for the new Neighbourhood Watch signs. No signs have been installed in New Yatt as there has been no response to a request for Neighbourhood Watch volunteers there.

The June PC meeting will be held at the village hall in the main hall to account for social distancing.

22. 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

Meeting closed: 9pm

Signed

Dated