

Hailey Parish Council October 2021 Minutes  
**Minutes of the Meeting of the Parish Council on 11<sup>h</sup> October 2021 at 7.30pm**  
**At Hailey Village Hall**

**Present: Cllrs:** G. Knaggs (in the chair), A. Smith, A. Gibson, M. Drew, G. Doland, **County Cllr** L. Walker, **District Cllr** C. Dingwall, **District Councillor** G. Hill, **Parish Clerk:** L. Wilkinson, 3 members of public

1. **To receive apologies for absence:** none were received.

**It was noted that Tina Rogers has stood down from the Parish Council.**

Tina was thanked for all her contributions to the Parish over the last eighteen months and was wished the best for the future.

There are now two vacancies for Parish Councillor.

**It was noted that Lisa Wilkinson has resigned as Parish Clerk.**

Lisa was thanked for all her hard work for the Parish over the six years and was wished every success with her new position as Charlbury Town Clerk.

2. **To receive Declarations of Interest:** none were received.

3. **Contributions from members of the public**

- The 'Tommy' figure from Royal British Legion has been ordered after lots of toing and froing.
- Branches around the VAS on Delly Hill have been cut back.
- Defibrillator is being installed on the outside wall of the school. Hailey Relief in need have agreed to donate to this.
- Defibrillator at Lamb and Flag needs a lighted keypad to enable use in the dark.

4. **To receive the Minutes of the Parish Council Meeting dated 13<sup>th</sup> September 2021**

These were received and agreed as a true record.

5. **Matters arising from the minutes**

None.

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

Cllr Walker reported that a policy change is due at Cabinet about 20mph zones. This will be to simplify the data so if a speed in excess of 24mph is noted there may be some action taken.

Burford HGV ban demonstration has taken place outside the Corn Exchange in Witney.

Cllr Dingwall reported that there is a Parish and Town Council meeting being held on 4<sup>th</sup> November.

Welcome Back fund still open for applications.

Syringes found along Foxburrow Lane at the weekend have been cleared.

7. **Planning:** To receive an update report.

**(a) Planning applications received:**

Ref no:	Address	Proposal	PC Decision
21/03150/HHD	3 Foxburrow Lane	Erection of first floor front extension	No objection

**(b) Decisions outstanding:**

Ref no:	Address	Proposal	PC Decision
14/01671/OUT	Land northwest 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
21/02320/FUL	Land south of Giernalls Rd, Hailey	Erection of 22 dwellings with associated access, landscaping, open space and infrastructure.	Object (to spur)

21/02735/FUL	Witney Rugby Club	Erection of a single storey rear extension to clubhouse	No objection
21/02842/HHD	The George Barn, Middletown, Hailey	Erection of rear conservatory, under existing balcony	No objection
19/03317/FUL amended	Land west of Hailey Rd, Witney	Erection of 106 (reduced from 110) residential dwellings, changes to layout to increase area of public open space, increase in percentage of affordable housing	Object

**(c) Decisions made:**

21/02545/S73	31 New Road, Hailey	Variation of condition 2 of planning permission 19/01838/HHD to allow the single storey rear extension to be reduced in size	PC- No objection WODC- Approved
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**8. Resignation of Parish Councillor**

Tina Rogers has resigned as Parish Councillor. There is now two vacancies at the Council. Adverts have been displayed around the Parish and will be placed in the Hailey Herald and on the village Facebook page.

**9. New Village Hall project****(a)** To receive minutes from the Working party

These were received and have been published on the website.

**(b)** New Village Hall invitation to tender

The invitation to tender was circulated separately alongside the Architects Brief.

The working party has recommended that the Parish Council issue an Invitation to Tender to the architects identified in the minutes in addition to any additional architects that the PC wants to include.

Cllr Drew proposed an amendment to this recommendation:

*That in order to allow and encourage a full examination and discussion of proposals contained in the 'Brief for Architects' and past and future Minutes of the new Village Hall Working Party as circulated, by Councillors, any decision contained in the recommendation in Item 8b of HPC agenda 11/10/21, should be delayed until the January 2022 meeting of Hailey Parish Council.*

This was seconded by Cllr Smith and **resolved**.

This will be added to the November agenda for discussion.

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

Bookings of the hall are steadily increasing; governance policies continue to be updated; work on the flat roof has been ordered. Scaffolding is due to be erected on 18 November and work to start 22 November. Minor maintenance works continue.

VHMC have scheduled fund-raising events:

- Quiz – 16 October
- Band concert – 6 December.

The vandalised noticeboard is being repaired.

**(i)** To consider request to prune low tree branches to enable fire assembly point sign to be visible

The PC has previously given permission for the Fire Assembly Point sign to be attached to the grill around the hard-standing goal. Branches of one of the trees on the edge of playground hang low and would hinder people getting to the Village Hall Fire Assembly point. The tree branches also represent a hazard to children playing in this area.

The issue here is **accessibility** not visibility as evacuation of the Village Hall during late afternoon and evening events in the winter months means that access to the Fire Assembly Point on the hard standing area will not be visible. The PC **resolved** to order the tree to be pruned to a level that will allow safe access to the Fire Assembly point and to minimise the hazard to children.

**(ii)** Request for permission to create an opening in the wall next to the garage to allow easy access for wheelchairs to get to the fire assembly point

To provide ease of access by wheelchair users to the, previously agreed, Fire Assembly point on the hard standing the VHMC is requesting permission to create an opening in the wall alongside the garage. This will get people away from the building quickly without crossing the car park. The VHMC will meet the cost of creating this

opening. It was **resolved** to grant permission for the opening to be created at the expense of the VHMC.

(iii) Request for councillors and members of public to access PC meeting through side door

In reviewing its safeguarding policy, the VHMC have identified concerns about the cubs use of the Village Hall overlapping with the first half hour of the monthly PC meetings. To ensure the VHMC complies with its legal safeguarding requirements, Councillors and members of the public will, with immediate effect, be asked to access the PC meeting through the back door (ie the Committee Room door) and **not** the front entrance. Use of the main toilets will be restricted to Councillors and members of the public who will need to exit through the Committee Room and enter the side corridor by the side door. The cubs will be restricted to the use of the disabled toilet only. An A board will need to be erected to direct Councillors and members of the public to the rear door. This was **resolved**.

#### 11. To receive a Neighbourhood Policing Report

- VAS battery will be changed at Delly Hill.
- Thanks were given to a resident who has carried out Poffley End speedwatches
- A Delly End Speedwatch will take place when the road is open.
- Any volunteers for speedwatch to get in touch with Cllr Smith.

#### 12. Amenities:

##### (a) Playground:

(i) Routine recorded inspection of play equipment

This was carried out on 17 September.

(ii) To receive tenders for RoSPA inspection work

Two tenders have been received, despite several more being requested. It was **resolved** to make a decision based on these two tenders.

It was agreed to accept RPM's quote but with the deletion of resurfacing the BMX track, the top-up bark for the infant swings and climber tower and work on the roundabout. Instead, the PC will purchase fine stone for the BMX track and play bark for the swings and ask volunteers to spread them. This will reduce the cost of RPM to £3000-£3500. This was **resolved**.

Removal of the roundabout and a mixed mobility piece of equipment will be added to next year's budget

(iii) Update on weeding/cleaning playground

An advert was placed in the October Hailey Herald.

(iv) Update on minor repairs necessary

Repairs to picnic benches have been completed and a new waste bin installed.

(v) Consultation Springfield School for new inclusive equipment for children with mobility issues

Both Springfield School and Hailey School have been approached for their views about new playground equipment. A response is awaited from Springfield school.

(b) Sale of Wood Green

No update.

(c) Update on installation of defibrillator at New Yatt

No update

(i) To receive quotes for an electrician for final installation work

No update

#### 13. Highways and Traffic: To receive update reports.

##### (a) Burford Experimental Traffic Regulation Order update

WiVTAG has organised:

- A briefing meeting between OCC officers and a number of farmers held on 6<sup>th</sup> October
- A Zoom briefing meeting for all interested Town and Parish Councillors on 7<sup>th</sup> October
- A briefing meeting between OCC officers and hauliers on October 15<sup>th</sup>
- Printing and circulation of 'Stop the Burford HGV ban' posters and handbills
- Persuaded Witney TC to discuss the ban at its meeting on Monday 11<sup>th</sup> October
- Organised a friendly demonstration / show of strength ahead of Witney Town Council meeting

**(b) Update on Flooding Working Group**

Cllr Smith reported that expert advice has been obtained on how much rain falls on which land and the effect of this on flooding. A meeting has been arranged with Leda who own the land to look at flood alleviation.

Thanks were given to Cllr Drew and Neil for their work along Whitings Lane.

OCC Highways has agreed to put grips in, some of which will be concreted. This will take water off the road.

Thanks were given to Paul Marsh who has used spoil from the ditches along Whitings Lane to create a bund alongside Whitefield.

OCC Highways has cleared 13 assets from Delly End such as gullies and pipework.

Flooding where New Road and Middletown meet; an OCC Highways engineer has assessed the site and jetted the section that had not previously been done.

**(d) Update on Gigaclear**

Road closures:

October - Whitings Lane and Delly End

28<sup>th</sup> October – 8<sup>th</sup> November Turley Lane and Wood Lane

9<sup>th</sup> -15<sup>th</sup> November Chapel Lane.

**14. Environment**

**(a) Burial Grounds**

A memorial bench has been agreed, provided by the family of a resident. 100 daffodil bulbs were planted in the bed between the path and the hedge adjoining the path as part of Great Big Green Week.

It was agreed in March 2021 to plant 5 trees alongside one of the paths in the Burial Ground at a cost of up to £350. It was further proposed to plant another 4 trees alongside the planned path (parallel to the existing one) at a cost of £280. This can then be added to the Queen's Queen Canopy website. This was **resolved**.

Note: 30 small saplings have been ordered from the Woodlands Trust, to be delivered next March. Locations for this will be discussed at the November meeting.

**(b) Footpaths**

No report.

**(c) Grass cutting**

The eighth cut took place on the 23rd September, which leaves a maximum of 2 cuts, the second trim of the Old Burial Ground and cutting of the Burial Ground hedges.

**(i)** To consider grass cutting arrangements for next year

These will continue as this year.

**(d) Trees**

Following a request from the VHMC it was **resolved** that JAG Timber be asked to crown lift one tree in the recreation field, nearest to the western gable end of the village hall, as its lower branches are a hazard to children playing. This was **resolved**.

**(e) Update on repair of sign at Delly Pool**

Pete Heritage from Bee Line joinery has quoted to repair the two broken arms and to prime them. It was **resolved** that with this and Cllr Drew's contribution for painting to spend up to £650.

**(f) Report on Great Big Green Week**

Cllr Smith reported that this was a very successful week. Cllr Smith and his team were thanked for the work put into this.

**15. Allotments (including Allotments for Labouring Poor Charity)**

**ALP:**

**(a)** Update on request to purchase strip of land along Priest Hill Lane adjoining Giernalls Triangle by Leda Properties

Adkins were requested to give a valuation for the land and for an easement. This still has not been received.

**HPC (Hemplands):**

**(b)** Update on water supply at Hemplands allotments

Thames Water connected the supply on 17 September. However, a leak on the supply to the inspection chamber, has been found. The rim of the cover is also badly damaged. The Clerk has informed Thames Water. Water remains turned off for the time being.

**(g) To receive proposal for Hemplands**

The Clerk has drawn up proposals to further subdivide the larger plots designating them as garden plots; providing two paths for ease of access for wheelbarrows and wheelchairs; raised beds on one plot for disabled users; a space for the delivery of manure. A quote received from a contractor suggests the cost is likely to be £13,000 or more for concrete edged paths. The Clerk has made an application to The National Lottery Community Fund. Should this be unsuccessful further investigations on the availability of grants will be carried out. Other surfaces on paths will be considered such as thin metal edge with self-binding gravel or geogrid.

**16. Finances and Administration:****(a) Payments received:**

Hailey PC	WODC	Precept	£17,633.00
Hailey PC	Allotment tenants	Allotment rents	£172.32
Allotments for Labouring Poor	Allotment tenants	Allotment rents	£1,829.38

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

Lisa Wilkinson	Clerk's September net salary	£535.14
	Expenses/Allowance	£31.10
	<b>Total:</b>	<b>£566.24</b>
Nest	Clerk's pension (Direct debit)	£40.18
HMRC	Income tax month 5	16.00
British Legion (repay P Simpkins)	'Tommy' figure	£200.00
British Legion	Poppy wreath (GPC)	£100.00
Hailey Village Hall	Room hire	£15.00
Moore	External audit	£360.00
Viking Direct	Stationery	£132.06
McCracken & Sons Ltd	Grass cutting September 21	£1,220.40
David Pratley	Cutting back overgrown plots	£200.00
Poppyfield Bulbs Ltd (Repay C Nuttall)	Bulbs for wildflower meadow at Burial Ground	£18.95
<b>ALP account:</b> Adkin	Service of Notice to Quit for land at Whiteoak Green	£598.44
<b>From ALP to Unity Trust</b>	Charity Administration fee	£150.00
<b>From Joan Smith Educational Charity to Unity Trust</b>	Charity Administration fee	£150.00

Payments were authorised by Cllrs Drew and Doland.

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

<b>To 30<sup>th</sup> September 2021</b>	
Unity Trust Current Account	£22,887.26
Unity Trust Deposit account	£23,697.77
COIF Public Sector Deposit Fund	£35,000.00
Allotments for Labouring Poor	£5,736.92
Allotments for Labouring Poor COIF deposit account	£32,747.47

**(d) To receive external audit report and note recommendations**

The audit has been received. It is noted that the inspection period for the Exercise of Electors' Rights was incorrectly set at 29 days rather than 30 days.

**(e) To receive financial statements, bank reconciliations and Actual vs Expenditure**

These were received. The bank reconciliations were authorised by Cllr Smith

(f) There is now a vacancy for the post of Parish Clerk. The terms and conditions of the post were approved; remaining at 10 hours per week and on the same salary scale as currently. An advert will be sent to OALC and local Parish Councils. Applications to be received by 1<sup>st</sup> November and interviews to be held on 8<sup>th</sup> November.

**17. Correspondence received**

None

**18. Other Items to Note**

None

**19. Dates of Parish Council meetings 2021-22:**

Monday 8<sup>th</sup> November 2021

Monday 13<sup>th</sup> December 2021\*

Monday 10<sup>th</sup> January 2022

Monday 14<sup>th</sup> February 2022

Monday 14<sup>th</sup> March 2022\*

\* denotes Joan Smith Educational Charity meetings

**Meeting closed: 9.15pm**

**Signed .....**

**Date .....**