

Minutes of the **Meeting of the Parish Council on 14th March 2022 at 7.30pm
At Hailey Village Hall**

Present: Cllrs: G Knaggs (in the chair), M. Drew, A. Gibson, G. Doland, , District Cllr. G. Hill & County Cllr L. Walker. **Parish Clerk:** T. Cameron, 3 members of public

1. To receive apologies for absence:

Apologies were received from Cllr G Doland, District Cllr C Dingwall, Cllr A Smith

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

3. To receive the Minutes of the Parish Council Meeting dated 14th January 2022

These were agreed and signed as a true record.

4. Matters arising from the minutes: None

5. Comments from Members of the Public: Question from a resident with regards to the website as The Clerk hasn't updated it. Tracey advised that she is planning on updating the website within the next few weeks.

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

Cllr G Hill – Donations for Ukraine can be taken to Carterton Leisure Centre they need dried food, bottled water, toiletries, children's toys.

Cllr C Dingwall –

Cllr L Walker – The decision with regards to the new 20mph zone within Hailey 74 people responded 63 – In support 10 – Not in support 1 – on the fence. County will pay for the signage. Please see the website for more information <https://www.oxfordshire.gov.uk/residents/roads-and-transport/traffic/requesting-20mph>

– **P/C have agreed for this to go forward.**

7. Projector: Should we project the agenda and any other key documents during meetings to enable members of the public to follow proceedings more easily. It will also save paper. Cllr Gibson advised that she thinks in principle it's a good idea however she is concerned that people that couldn't read it and the format of the agenda would need to be changed. – **Was agreed to try it again and have a discussion about it.**

8. Annual Parish Meeting: This meeting will occur at 7.30pm on Monday 11th April after a shortened Parish Council meeting. How should we organise this meeting and should we invite village organisations to make presentations as occurred in 2019? – Cllr Drews opinion is that the Parish Council should have a shortened meeting. Cllr Gibson thinks that it would be nice to invite people in the village to give a small talk. – **P/C agreed to the full meeting.**

9. Policies – renewals

- a) Standing Orders – PC Agreed
- b) Financial Regulations – less than £300 can be decided
- c) Freedom of Information Scheme – PC
- d) Risk Management Scheme – change the ROSPA inspection date needs changing to 2021. Tracey to check if there is Employee Liability insurance. Cllr Crow has questioned if something happened to a Councillor in undertaking their duty how they are covered. – **Tracey to check**
- e) Code of Conduct – PC Agreed

10. Planning:

(a) Planning applications received:

Ref no:	Address	Proposal	PC Decision
21/03735/HHD	Aspley House Wood Lane Hailey	Construction of two storey extension, a replacement garage with office space	NO OBJECTION

		above, alterations to the fenestration and associated works. (Amended) – WODC Extension 16/02/22	
22/00516/HHD	4 Poffley End Hailey Witney	Single-storey pitched roof front extension, replacement porch structure and alterations. – Comment by 21st March 2022	No objection – however PC are concerned about the tiles on the roof as the proposed zinc roof that caused concern with the view that it should be slate tiles instead.
22/00498/HHD	1 Delly Close Hailey Witney	Erection of post and rail fencing around the exposed front and side perimeter of the Property – Comment by 25th March 2022	PC – No objection
22/00464/HHD	The Garden House Delly End Hailey	Erection of a single storey infill extension to existing dwelling – Comment by 28th March 2022	PC – No objection
22/00598/HHD	Field House, Church Lane Hailey	Erection of a two storey rear extension to include alterations to existing roof and construction of porches to front and side	PC – No objection
22/00615/S73	The Haybarn, Burycroft Farm Crawley Road	Variation of conditions 2 and 8 of planning permission 20/02536/FUL to allow alterations to landscaping and proposed driveway	PC – 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 WODC – Under Consideration
21/03561/FUL	Farm Buildings southeast of Crawley Hill Farm, Foxburrow Lane, Crawley	Conversion of a barn to a dwelling, works to include the addition of a pitched roof to provide first floor living space	WODC – Under Consideration
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 WODC – Under Consideration
21/03735/HHD	Aspley House, Wood Lane, Hailey	Demolition of garage and construction of two storey extension	WODC – Under Consideration
21/04085/LBC	Hill View Poffley End Hailey	External alterations to install an electric charging unit to North East elevation Planning (Listed Building and Conservation Areas) Act	No objection WODC – Under Consideration
22/00055/HHD	Hill View Poffley End Hailey	Installation of an electric charging unit to North East elevation	No objection WODC – Under Consideration

(c) Decisions made:

21/02320/FUL	Land south of Giernalls Rd, Hailey	Erection of 22 dwellings with associated access, landscaping, open space and infrastructure.	Approved
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21/03617/HHD	Blenhein Cottage, Poffley End	Erection of a detached garden room	Approved
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11. Platinum Jubilee: Cllr Smith

- Planning continues with the events as previously advertised in the last few editions of the Hailey Herald (HH) and on Facebook
- Intend to include an A5-sized flyer in the May edition of the HH if this is ok with the HH team

12. Village Hall: - Cllr Gibson

a) Village Hall Management Committee

- Gas supply and meter have been disconnected
- The VHMC have agreed the purchase of a new electric oven
- An application for the WiFi connection has been submitted to Gigaclear
- Fire Assembly Sign has been fixed to the gate

13. New Village Hall – Cllr Knaggs

- 1) Invitations to tender – to enable us to select an architect – have been sent to six architecture companies. Closing date for tender submissions is end May.
- 2) How should we consider:
 - a) alternative locations for the new Village Hall. - Joint meeting with the New Village Hall Working Party and the residents of the village
 - b) identification of criteria for the assessment and selection of tender submissions – Joint Meeting with The New Village Hall Working Party and the residents of the village.

Cllr Drew has asked if it is possible that we ask OCC if The Parish Council could build the New Village Hall on the playing field – **Clerk to contact OCC**

The Parish Council will try to arrange a meeting with regards to possible sites and criteria that we need to have for the architects. **14. Neighbourhood Policing Report: - No report**

15. Amenities: Cllr Gibson

(a) Playground:

- **Routine inspection** – This was carried out on Saturday, 12 March. Anything of significance will be reported at the meeting.
- **Inclusive play equipment** – Work in obtaining quotes and researching grants for this project has been ongoing for a time. However, it seems sensible to pause work on this until there is a firm decision on the location of the new village hall.
- **Maintenance** – Co-ordinating the delivery of the bark for the playground and Tom Hazzledine’s availability is proving problematic, but not insurmountable. PC to be advised when the work has been completed. Tom has been asked to proceed with tidying and clearing the overgrown playground areas as previously approved by the PC.
- **Painting the round-about and also the iron bench. Cllr Gibson will ask Tom Hazledine.**
- **There are new waste bins with combined dog and normal waste bins. These have been installed by WODC**

(b) Sale of Wood Green – Tracey has emailed Sharon Goth Clerk to Witney TC twice and has yet to receive a reply. She has also chased with the Deputy Town Clerk. Clerk received a reply from Sharon Goth. She has requested information on our Solicitors so that it can be resolved. PC decided to use the same solicitors as WODC to save time and money.

(c) Update on installation of defibrillator at New Yatt – Cllr Crow will pick this up with Cllr Doland

16. Highways and Traffic: Cllr Smith

(a) Burford Experimental Traffic Regulation Order (Cllr Graham Knaggs)

OCC Cabinet decided to uphold Cllr Duncan Enright’s decision to revoke the Burford ETRO. So, HGV’s can now go through Burford and we should see fewer coming through Hailey, Crawley, Leafield etc. OCC will now start work on a regional strategy covering a substantial

area of West Oxfordshire.

- A new Community Speed Watch (CSW) group has been set up in New Yatt (Cllr Crow is the lead for this group) and has received briefing training last week and held an operation the same day (although see next bullets)
- The central police CSW team have confirmed in their recent newsletter that all twelve Thames Valley Police (TVP) areas have now been set up to use a new computer system platform following their pilot last year
- Cllr Smith has requested access to have Hailey set up as a group through this system and is awaiting their response
- Once set up on the system, all operations will need to be logged through it before proceeding in order to have the TVP insurance, to be able to enter speeding vehicle details, to trigger letters, etc.
- News to follow, but no operations should be held until this is in place

(b) Update on Flooding Working Group – Cllr Smith

- Cllr Smith has sent an update to the flooding working group, recapping recent activity
- Cllr Smith has met with Richard Bennett, a consultant working with WODC to draft a WODC Flood Report for Hailey which will be published to parish council, etc. in due course (final draft to WODC is expected today 14/3/22)
- The report contents have been discussed face-to-face and over the phone on several occasions

17. Environment – Cllr Drew

a) Burial Ground

No Burials have taken place since the last P.C. Meeting.

Council should consider the annual update of Reservation. /Burial Charges – clerk to update in line with the diocese charges

Following our agreement to create a Queens Forest Canopy, Cllr Drew has planted all of the 8 trees, Councillors could consider whether to mark the fact with a permanent plaque. – Cllr Drew to make a recommendation on a plaque

b) Footpaths

To note the following Oxfordshire County Council decisions on Public Rights of Way:

- a. Applications for Definitive Map Modification Orders to Upgrade Hailey Footpath No. 3 (Breach Lane) to a Restricted Byway and Hailey Footpath No. 7 to a Bridleway has been **REFUSED** (we objected)
- b. Applications for Orders to Modify the Definitive Map and Statement of Public Rights of Way for Oxfordshire by adding two routes between Hatfield Pits Lane and New Yatt Lane in the parish of Hailey as public footpaths has been **REFUSED** (we objected)
- c. Application for an Order to Modify the Definitive Map and Statement of Public Rights of Way for Oxfordshire by adding a restricted byway in the parishes of North Leigh and Hailey has been **PARTIALLY ACCEPTED** (but not the small section of Bridleway 31 in North Leigh parish)

c) Grass Cutting

Following the appointment of S. McCracken and Son as contractors for the next three years, we look forward to him starting his work.

d) Trees

Following the storm, JAG Timber has been asked to quote for clearance of fallen trees, in the OBG, the Recreation Field, Poffley End, and Vine Farm, as well as lifting the canopy on two trees in the Playground, and clearing a willow branch on Delly Pool – PC agreed to the quote for the 2 trees in the playground from JAG. Clerk to chase JAG for the other trees and to agree the quote.

Cllr Drew has received delivery of the 30 |” Whips “ordered by our previous Clerk as part of the Queens Forest Canopy, and have a list of the 19 Parishioners? who have requested one.

It was agreed that the rest should be planted in our Community Wood.

Councillors will have noted the size of the fallen Ash tree in the OBG and the practical ones amongst you may be conscious of the cost of removing such a large bulk of timber with limited access.

A resident has requested PC to consider leaving the trunk, and some branches there in order to allow the timber to decay naturally, and keep the carbon stored there locked up.

Further details of her suggestion could be considered at our meeting, before committing to the necessary expenditure to remove it? – Clerk to ask JAG for quotes on both

e) Sign at Delly End.

Following confirmation of the agreement to proceed with the replacement of the other two finger posts I await delivery of the primed finger posts for painting and fixing letters and then fixing of the same as agreed.

f) Poffley End notice board

The notice board at Poffley end blew down last month. The two supporting posts snapped off. They were from the previous board and had rotted at the base. Graham Franklin rescued the newish board and delivered it to Cllr Knaggs - It is in his back garden and surprisingly is undamaged.

Mr Franklin has quoted £220 for replacement of the two posts and installation of the notice board. – PC Agreed

18. 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.

HPC (Hemplands): Cllr Gibson & Cllr Crow

(a) Car park maintenance

Cllrs Gibson and Crow have reviewed emails, other information and Google Streetview photos dated 2011 and have reached the conclusion that maintenance of the car park is not Hailey Parish Council's responsibility. The Property and Disposals Officer at Cottsway found no record that PC is permitted to use this car park and that a licence with maintenance responsibility could be issued. Cllrs Crow and Gibson do not see a need for a licence since this is a public car park – clearly signposted - for the use of any member of the public. It is recommended that any future concerns about maintenance received from allotment holders or any member of the public should be referred direct to Cottsway.

(b) Water supply

During site visit the manhole cover over water supply chamber at entrance to carpark was seen to be loose with potential to collapse if vehicle went over. Manhole cover and chamber was installed by our contractor, D. Pratley (not Thames Water) and he has agreed to remedy and also investigate the cause of previously mentioned leak. If it is on Thames Water side of fitting he will advise us but will not be able to carry out work. David Pratley has been sent a further text requesting a date for doing this work

Noted that boundary wall immediately behind manhole has been damaged (poss. collision)
This not believed to be our responsibility.

(c) To consider quotes for laying paths

Cllrs Ann Gibson and Martin Crow are reviewing whether the original proposal to provide hard surface footpaths is the best option, particularly in view of the cost involved. It is hoped that an alternative costed proposal will be available for presentation to the PC at the meeting in April.

(d) Update on Poffley End Lane allotments:

Preservative for the gate has been purchased for £10 and delivered to Tom Hazzledine. The PC will be advised when the work has been completed.

(ALP) Poffley End Lane

Update on Poffley End Lane allotments:

- Five bar gate – this is to be stained by Tom Hazzledine.

19. Parish Emergency Plan – Cllr Crow has volunteered to update the Emergency Plan. Cllr Gibson suggested that maybe the people in the list get together once a year.

20. OALC Membership Renewal – Annual Subscription of £212.45 + VAT

21. Finances and Administration:

(a) Payments received:

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(b) Accounts for authorisation and payment:

Tracey Cameron	Clerk's February net salary including backdated pay	£459.26
	Expenses/Allowance	£22.28
	Total:	£481.54
Lisa Wilkinson	Net Backpay from April 2021	£68.01
OALC	Annual subscription	£254.93
Water Plus	Poffley End Allotment	£56.36
G & D Franklin	Rebuild Notice Board posts	£220.00 – Quote agreed
Scribe	Accounts Subscription Annual	£345.60
Hailey Village Hall	Parish Council Meeting	£15.00
Community First	Membership	£70.00
HMRC	Tracey Cameron	£192.54

These were authorised by Cllr Gibson and Cllr Drew

(c) Hailey Parish Council bank balances:

To 28th February 2022	
Unity Trust Current Account	£3624.12
Unity Trust Deposit account	£33,699.85
COIF Public Sector Deposit Fund	£35,000.00
Allotments for Labouring Poor	
Allotments for Labouring Poor COIF deposit account	£18,800.00

22. Correspondence received:

- Wood Lane Bin – WODC are replacing all the waste and dog bins with a combined bin.

23. Other Items to Note

- Contract for the VAS Maintenance – PC shall await proposal from Cllr Smith
- Horse Rider Sign from OCC – Clerk has emailed OCC to request signs
- Mobile phone for the Clerk – PC Agreed
- Splitting the cost of Courses with Cassington – P/C has agreed.
 - Managing Local Elections SLCC £18.00 – 24th March
 - Government Reforms on the Planning System SLCC £36.00 – 6th April
 - Operation London Bridge SLCC £36.00 – 5th April

24. Comments from the Public

25. Dates of Parish Council meetings 2021-22:

Monday 14th March 2022*

Monday 11th April 2022 (Annual Parish Meeting & Parish Council Meeting)

Monday 9th May 2022

Monday 13th June 2022*

Monday 11th July 2022

Monday 8th August 2022

Monday 12th September 2022*

Monday 10th October 2022

Monday 14th November 2022

Monday 12th December 2022*

(* denotes Joan Smith Educational Charity meetings)

Meeting closed: 9pm

Signed

Date