

To: All members of Hailey Parish Council

You are summoned to attend the **Annual Meeting of the Parish Council on 9th May 2022 at 7.30pm at Hailey Village Hall**

For the transaction of the business stated below. The Public and Press are also invited to attend.

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. **To receive the Minutes of the Parish Council Meeting dated 11th April 2022**
6. **Matters arising from the minutes**
7. **Comments from Members of the Public**
8. **To receive update reports from West Oxfordshire District Council and Cllr Liam Walker, Oxfordshire County Council.**

9. To consider Councillors' portfolios of interest:

<u>Portfolio of Interest</u>	<u>Current Portfolio holders (lead name in bold)</u>
Highways and Traffic (incl VAS & Speedwatch) <ul style="list-style-type: none"> • Public Transport representative 	Cllrs: A. Smith, Cllr G. Doland
Community Policing	Cllrs: A. Smith
Planning	Cllrs: G. Doland plus all councillors
Environment (footpaths, bridleways, grass cutting, flooding, hedges, trees, walls) <ul style="list-style-type: none"> • Burial Ground 	Cllrs: M. Drew, 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: A. Gibson, M. Drew Cllr A. Gibson Cllr Cllr A. Gibson, M Crow
Emergency Planning (incl defibs, fire extinguishers)	Cllr M Crow
New Village Hall Working Group	Cllrs: G. Knaggs plus all councillors

10. Appointment of Non Councillor members of the New Village Hall Working Group

Proposed- Phil Sullivan, Caryl Lansley, Karl Madden and Judith Knaggs

11. Policies – renewals

- a. Burial Ground Regulations 2022
- b. Health and Safety policy
- c. Training and Development Policy
- d. Staffing Committee
- e. Recruitment policy

- f. Member Officer protocol
- g. Dignity at Work
- h. Grievance policy
- i. Anti Bullying and Harassment Policy 2022

12. Planning: To receive an update report (Giles Doland)

(a) Planning applications received:

Ref no:	Address	Proposal

(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)	PC - Object 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	PC - 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
21/03891/FUL	Orchard House, Downhill Lane Hailey	Conversion of two barns to create two self-contained unites with associated parking.	WODC – Under Consideration
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 WODC – Under Consideration
22/00919/HHD	13 Hemplands Poffley End Hailey	Extensions to the side and rear.	No objection
22/00843/HHD	25 Middletown Hailey	Single Story rear extension to kitchen and form an additional bedroom with ensuite.	No objection

c) Decisions made:

Ref no:	Address	Proposal	Decision
22/00498/HHD	1 Delly Close Hailey Witney	Erection of post and rail fencing around the exposed front and side perimeter of the Property	APPROVED
22/00464/HHD	The Garden House Delly End Hailey	Erection of a single storey infill extension to existing dwelling	APPROVED
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	APPROVED

13. Awarding of annual grants

Grant to Hailey Church of £1,000

14. Platinum Jubilee (Cllr Andy Smith)

15. Village Hall (Cllr Ann Gibson)

(a) Village Hall Management Committee

16. New Village Hall (Cllr Graham Knaggs)

- 1) To receive the notes of the Joint Meetings of the Parish Council and the New Village Hall Working Group.
- 2) Alternative locations for the new Village Hall.
- 3) Identification of criteria for the assessment and selection of tender submissions

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.

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

18. Amenities (Cllr Ann Gibson)

(a) Playground

Routine inspection

(b) Sale of Wood Green (Tracey Cameron)

(c) Update on installation of defibrillator at New Yatt (Giles Doland)

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

20. Update on Flooding Working Group (Cllr Andy Smith)

21. Environment (Cllr Michael Drew)

a) Burial Ground.

b) Footpaths

c) Trees

Willow tree at Delly Pool

Tree in old Burial Ground

Tree in Recreation Ground – beyond Sport Pavilion

Tree in Poffley End – main road, beyond Geese field

Tree at Vine Farm green

d) Sign at Delly End.

e) Poffley End notice board

The notice board at Poffley End has now been repaired and reinstalled.

22. Allotments (including Allotments for Labouring Poor Charity) ALP:

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

A draft Heads of Agreement has been prepared for an easement providing Surface and Foul Water Drainage Rights across the property – details previously circulated to Councillors. The consideration has increased from the original suggestion of £5,000 to £20,000. Agent's and Solicitors fees will be covered by the Grantee.

(b) Update on Hemplands allotments:

- Water supply
- Update on laying grass paths

(c) Update on Poffley End Lane allotments:

23. Parish Emergency Plan (Martin Crow)

Deferred to the June meeting

24. Finance and Administration:**(a) 2021-22 Year-end accounts** (Tracey Cameron)**(b) Council Insurance - £855.46 Renewal Price****(c) Payments received:**

Oxfordshire County Council	Grass Cutting	£1,299.18
WODC	Precept	£18,050
Unity Instant Access Account	Transfer to Unity Current Account	£5000.00
HMRC	VAT Refund	£1,571.45
Public Sector Deposit	Interest	£14.04
P Simpkins	Refund of Tommy Money	£200.00

(d) Accounts for authorisation and payment:

Tracey Cameron	Clerk's March	£494.29
	Expenses/Allowance	£18.78
	Total:	£513.07
HMRC	Income Tax – (6 th Feb – 5 th Mar 2022)	£102.17
HMRC	Income Tax – (6 th Mar – 5 th Apr 2022)	£100.91
G&D Franklin	Poffley End Notice Board – previously agreed by the P/C April meeting.	£220.00
Rogers Gardens	Burial Ground Hedge Cut	£200.00
Water Plus	Hemplands Allotment Water Charge	£60.26
Hailey Village Hall	Parish Council Meetings	£30.00

(e) Hailey Parish Council bank balances

To 30th April 2022	
Unity Trust Current Account	£25,725.35
Unity Trust Deposit account	£28,718.13
COIF Public Sector Deposit Fund	£35,000.00
Allotments for Labouring Poor	
Allotments for Labouring Poor COIF deposit account	£18,800.00

25. Correspondence received**26. Other Items to Note****(a)** Commercial activity in the Children's Play Area and Recreation Ground**(b)** Dog Waste Bins**(c)** Bird Scarer**(d)** CCLA Change of Address**(e)** HSBC ALP Change of Address**27. Comments from Members of the Public****28. Dates of Parish Council meetings 2021-22:**Monday 13th June 2022*Monday 11th July 2022Monday 8th August 2022Monday 12th September 2022*Monday 10th October 2022Monday 14th November 2022Monday 12th December 2022*

* denotes Joan Smith Educational Charity meetings

Clerk to the Council**Tracey Cameron**

- (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.*