

**Minutes of the Meeting of the Parish Council on 9th May 2022 at 7.30pm
At Hailey Village Hall**

Present: Cllrs: G Knaggs (in the chair), M. Drew, A. Gibson, Giles Doland, Martin Crow
District Cllr C Dingwall & County Cllr L. Walker and 3 members of the 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.

Apologies were received from, Mrs T Cameron G Hill and Cllr A Smith

4. To receive Declarations of Interest:

None

5. To receive the Minutes of the Parish Council Meeting dated 11th April 2022

They were signed as a true record.

6. Matters arising from the minutes

None

7. Comments from Members of the Public

Although other HPC minutes have appeared on the web site, the minutes of the Jan 11th meeting are still not on the web site. Action: Clerk to rectify this omission.

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

WODC Election – The Conservative party has lost overall control to what is expected to be an alliance of Lib Dems, Labour and Green candidates. All should become clearer over the next couple of weeks.

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

The portfolio responsibilities details above were confirmed by the PC for the forthcoming year.

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

The following were confirmed as members of the New Village Hall working Group for the forthcoming year:

Phil Sullivan, Caryl Lansley, Karl Madden and Judith Knaggs

11. Policies – renewals

- a. Burial Ground Regulations 2022 – PC agreed
- b. Health and Safety policy – PC agreed
- c. Training and Development Policy – PC agreed
There is a need for it to be expanded to include that Councillors could be trained
- d. Staffing Committee – PC deferred to June meeting
- e. Recruitment policy – PC agreed
- a. Member Officer protocol – – PC deferred to June meeting
Comment made that this was not appropriate for Hailey and was not needed.
- f. Dignity at Work – PC agreed
Comment - May need expanding with any additional content from the Anti bullying and Harrassment policy below which largely duplicates the content.
- g. Grievance policy – PC agreed
- b. Anti-Bullying and Harassment Policy 2022 – PC defer to June meeting
Comment that this is not needed as it mostly duplicates the Dignity at Work policy. Review to see if anything needs taking from this to add into Dignity at Work.

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

(a) Planning applications received:

No planning application have been received for consideration

(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

The PC agreed to make a grant to Hailey Church of £1,000 despite a warning from the chair About its legality.

14. Platinum Jubilee (Cllr Andy Smith)

The PC agreed to give permission to all of the organisations intending to use the Recreation Ground during the Queen’s Platinum Jubilee celebrations next month.

COUNCILLOR DREW UNDERTOOK TO ENSURE THAT THE GRASS ON THE RECREATION FIELD WAS CUT FOR THE W/END

15. Village Hall (Cllr Ann Gibson)

a) Village Hall Management Committee

The PC noted that the following issues were discussed by the Management committee.

- a reduction in bookings for one-off events (birthday parties, etc.) since March - thought to result from concerns about the pressure on household budgets;
- on-going maintenance;
- replacement of the oven – actually arrived today
- feedback from recent fundraising events – quiz and bingo – both of which made a profit.
- organisation of the car procession and afternoon tea for the Platinum Jubilee
- WiFi connection to Gigaclear due on 20 May
- The VHMC AGM to be held on Thursday, 12 May at 7.30 pm in the Village Hall – everyone is invited.

16. New Village Hall (Cllr Graham Knaggs)

b) To receive the notes of the New Village Hall Working Group on 7th April

c) Alternative locations for the new Village Hall.

The Group (which now includes all members of the Parish Council) reduced the list of alternative locations for the new Village Hall to three – all on the Recreation Ground.

The PC accepted the Group recommendation for adoption of the following short list:

- In front of the existing Village Hall
- Behind the container/garage on the Children’s play area
- On the BMX track

The PC accepted the Group recommendation that the following locations are removed from further consideration:

- The Old Burial Ground
- Hailey Primary School sports field
- Field between Vine Farm and Witheridge Farm
- Field adjacent to Recreation Ground

d) Identification of criteria for the assessment and selection of tender submissions

This is scheduled to be considered at a meeting of the Working Group on May 23rd at 7.30pm in the Village Hall. However, the chair was asked to send out invitations to determine the availability of everyone and, if necessary, seek a later date.

e) Invitation to Tender

The PC noted that Closing date for tender submissions is end May. The Clerk was asked to send a deadline reminder to the five remaining architects.

f) Following question raised by Councillor Crow discussion took place re strategy in developing new village hall. Confirmed that current programme to gain outline planning

permission for new hall would, when achieved, enable funding applications to be made. Also, that the ongoing income and costs of running the hall would continue to be ring fenced as being the responsibility of the Village Hall charity and therefore would not relate to the development cost of building the hall.

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

No report

18. Amenities (Cllr Ann Gibson)

(a) Playground

- **Routine inspection** – This was carried out on Friday, 6 May. There was nothing of significance to report.
- Some routine maintenance items will be added to the list of work to be carried out by Tom Hazzledine – including washing of signs, notices and playground equipment; painting of the roundabout frame and junior swing framework; new dowels for a bench and general weeding.

The PC agreed to approve this work within a budget of £100

(b) Sale of Wood Green (Tracey Cameron)

Nothing to report

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

A free standing post has been identified that will fit the defibrillator cabinet – cost is £165 +VAT. An electrician is due to inspect the cabinet to see what fuses/electrical connections are required.

The PC agreed the expenditure above.

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

Nothing to report

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

Nothing to report

21. Environment (Cllr Michael Drew)

g) **Burial Ground.** No Burials have taken place since the last P.C. Meeting.

A permanent plaque to mark the 9 trees in the Queens Green Canopy has been purchased and is awaiting erection.

A recent issue concerning a resident no longer requiring a reserved plot was deferred to the June meeting. The Clerk was asked to respond to the resident advising of this. Cllr Drew was asked to identify options for the June meeting.

The wild flower area of the burial ground is responding to the yellow rattle sowing – it appears to be having some effect on growth of the grass.

The PC agreed that the Wychwood Forest trust Flora Group could carry out a survey of our burial ground BUT NOT the old burial ground, due to safety concerns.

h) Footpaths - Breach Lane

Appeal Against Refusal of Oxfordshire County Council to Upgrade Hailey Footpath No. 3 to Restricted Byway. We may submit evidence in respect of the Appeal to the Planning Inspectorate by 3 June 2022. However, Cllr Drew, in a conversation with OCC, learned that the appeal is focussed on a period in the 1800's. OCC's submission is that the through route from Hailey to PittsLane was extinguished by Enclosures. The PC does not need to submit evidence, but will have the opportunity to object if the Inspector grants the appeal.

i) Grass Cutting Contract

The first cut took place on 14th April

Following concern expressed by a resident regarding the uncut grass in Middletown, at the last P.C. Meeting, our Clerk has tried to contact Cottsway but with no success. The Grass has still not been cut.

Following an approach from a resident, Councillors agreed that residents should contact Cottsway Housing to express their proposals, concerns and views. Cllr Drew to communicate that decision to the resident.

j) Trees

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.

A resident has requested HPC to consider leaving the trunk, and some branches of the tree in the O.B.G. in order to allow the timber to decay naturally, and keep the carbon stored there locked up.

Following discussion at the April P.C. Meeting it was agreed to seek two quotes for the work, to allow Councillors to consider the options. The Clerk has received a quote but it was not available for discussion.

k) Sign at Delly End.

Following confirmation of the agreement to proceed with the replacement of the other two finger posts we are still awaiting delivery of the primed finger posts for painting and fixing of letters.

l) 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: (Cllrs Martin Crow and Ann Gibson)

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 - The leaks have been repaired by D. Pratley and water supply is now connected. The manhole chamber at site entrance still requires a new collar and manhole cover which DP will also carry out.

Update on laying grass paths – footpaths - Though it was agreed at the last meeting to accept the full quote from Banbury turf to create two paths, Councillor Crow has mown various existing paths and we have decided to proceed with just the creation of one new path. The second path which was to have rough grass excavated prior to be returfing will be monitored through this season but the hope is that it will smooth down with use. Banbury Turf cannot do the work until mid-summer at the earliest so they have been asked to carry out the required work in mid-September when it should be cooler / damper for turf to take.

Three more plots have been let – all to new allotment holders. Four remain vacant. Cllrs Gibson and Crow are planning to more accurately measure and record the size of the allotment plots so that they can be interpreted by those unfamiliar with hectares and poles.

c) Update on Poffley End Lane allotments:

A plot that was vacated in September is about to be relet to an allotment holder who already has two plots. No other plots are vacant at Poffley End Lane.

d) Termination of Field Agreements

The large field at Whiteoak Green and (perhaps – to be clarified) the New Yatt field will soon become available. Invitations to Tender should be prepared and published in the Hailey Herald.

22. Parish Emergency Plan (Martin Crow)

Deferred to the June meeting

23. Finance and Administration:**(a) 2021-22 Year-end accounts (Tracey Cameron)**

Deferred to June meeting

(b) Council Insurance - £855.46 Renewal Price

The PC is being offered a three year insurance contract here. Concern was expressed about some of the seemingly onerous requirements such as declaring that Councillors have judgements against them. Also there is no cover for business interruption. Finally, under our financial regulations, we need three quotations.

Action. Clerk to seek additional quotations.

24. 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

c) 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

d) 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 – the PC decided not to grant the requested access by a commercial entity to the Recreation Ground and Children's Play Area

(b) Dog Waste Bins – thanks to David Musson, extra bins have now been placed by WODC.

(c) Bird Scarer – following complaints this was investigated but there is nothing that can be done unless the noise from the scarer is a statutory nuisance

(d) CCLA Change of Address – to the new Clerk - Agreed

(e) HSBC ALP Change of Address – to the new Clerk - Agreed

27. Comments from Members of the Public

28. Dates of Parish Council meetings 2021-22:

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

Graham Knaggs
Chairman