

**Minutes of the Meeting of the Parish Council on 7<sup>th</sup> July 2022 at 7.30pm  
At Hailey Village Hall**

**Present: Cllrs:** G Knaggs (in the chair), M. Drew, A. Gibson, G Doland, M Crow, G Doland District Cllr, Cllr L Walker, Cllr G Hill and 10 members of the public.

**1. To receive apologies for absence.**

Apologies were received from Cllr A Smith, Cllr C Dingwall

**2. To receive Declarations of Interest:**

None

**3. To receive the Minutes of the Parish Council Meeting dated 13<sup>th</sup> June 2022**

They were signed as a true record.

**4. Matters arising from the minutes**

Re-writing of the Terms of Reference for Staffing Committee – This will be circulated to the PC before the August meeting.

**5. Comments from Members of the Public**

A member of the public has asked about the Proposed New Village Hall. They have asked if there are any costings, how much has been spent so far and where the money will be coming from– **Cllr Knaggs has advised that so far there are no costings. At present there has been no costs. £720,000 has been asked for with Section 106 monies should buildings in North Witney take place.**

*Revamp the village hall – new windows, new roof, new electrics, new plumbing – £299,287 (that does not include replacing the pavilion which would be around £250,000  
Rebuild of a similar size hall - £564,000 including vat but not  
Build a larger hall including changing facilities- £783,712  
These are costings from 2017.*

A member of the public has suggested it would be better for residents to see costings and more transparency for the Proposed Village Hall with regards to funding.

A member of the public has asked if the decision will go to public consultation – **Cllr Knaggs advised that it will go to consultation. Cllr Gibson added that no decision has been made.**

A member of the public has asked if the footprint has changed – **Cllr Knaggs has advised 3 places had been chosen.**

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

**Cllr Liam Walker – Nothing to report**

**Cllr Gill Hill – Nothing to report**

**7. Councillor adoption of the New Code of Conduct – The council have decided on**

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

**(a) Planning applications received:**

Ref no:	Address	Proposal	PC Decision

**(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	<b>PC - Object</b> WODC – Under

		works, drainage and landscape works including provision of public open space (Amended)	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	<b>PC - Object</b> WODC – Under Consideration
21/03891/FUL	Orchard House, Downhill Lane Hailey	Conversion of two barns to create two self-contained units with associated parking.	WODC – Under Consideration
22/01443/HHD	Hollywell Cottage New Yatt Lane New Yatt	Erection of two storey and single storey extensions, replacement open sided entrance porch, detached double garage and detached annexe comprising carer's accommodation and hydrotherapy pool. Replace existing 1.6m high entrance gates with new 1.8m gates.	<b>PC – No Objection</b> However, they would like to comment – that the garage to be in line with the building WODC – Under Consideration

**c) Decisions made:**

Ref no:	Address	Proposal	Decision

**9. Village Hall (Cllr Ann Gibson)**

**Village Hall Management Committee** - A new date to replace the meeting postponed from early June is awaited. There is nothing of significance to report.

**10. Proposed New Village Hall (Cllr Graham Knaggs)**

**a) To receive the notes of the New Village Hall Working Group**

**b) Recommendation to the Parish Council**

The Working Group reviewed the written bids from three architects but is unable to make a recommendation on architect selection until all of the bidders have been given an opportunity to present their bids.

Architects A and B have been invited to separate meetings to present their bids.

The Parish Council recommends that we revisit the 2018 option in parallel to the original decision. (April 2018)

The Group also recommends that the Village Hall development project is expanded to prepare a Feasibility study which considers the following options including:

1. Do nothing
2. Refurbish the existing hall
3. Construct a new replacement hall
4. A combination of options 2 and 3

Once completed, this study should provide sufficient information to enable a full consultation with residents before any decision is made.

The section 106 bid is dependant on option C – A New Village Hall. If this is withdrawn then we will need to reapply for the for the Section 106.

Project Hailey is an independent charity that has been raising money for a New Village Hall. If the decision is to not build a New Village Hall then they will need to go back to all donors to ask if they want their money back.

The invitation to tender was done specifically for a New Village Hall. If the decision has changed then The Parish Council would need to go back and retender.

The Parish Council reserves were created with to build a new village hall within the precept. If the decision is to not go ahead with a new build, then the Parish Council will need to get advice from WODC with regards to precept as it was partly raised to fund the reserves.

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

No report

**12. Amenities (Cllr Ann Gibson)**

**(a) Playground**

Routine inspection – a routine inspection was carried out on Friday, 8 July and the report sent to the Clerk. Any concerns will be reported to the PC at the meeting on 11 July. Cllr Ann Gibson attended a one-day playground inspection course run by RoSPA on 17 June, which she found very useful. As a result of the course, and also in line with the PC's insurers requirements a shorter visual inspection to confirm that each piece of equipment in the playground is fit for purpose will be carried out once a week with report to the Clerk. The more detailed routine inspection will continue to be carried out each month. Instructions have been given to Tom Hazzledine to clean some of the playground equipment, paint the frames of the wings, the roundabout and the iron frame bench, and the clear undergrowth and weeds. This work has started and should be completed shortly.

**Sale of Wood Green (Tracey Cameron)**

Nothing to report

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

Cllr Doland has had a look at the defib. He has been on to SSE and has got through to the Oxford Installation Team to find out how we install the box.

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

Numerous potholes have recently been fixed

Community Speed Watch – See my earlier email

Please can Tracey contact Westcotec to fix the Vine Farm VAS (note that the Delly Hill one is Swarco, a different company)?

**14. Update on Flooding Working Group (Cllr Andy Smith)**

**15. Environment (Cllr Michael Drew)**

**a) Burial Ground** - Following the clarification of the regulations regarding the sale of Reserved Plots in our Burial Ground, I delivered the formal response to the resident who raised the query

Tom Hazzledine £500 + £150 for materials for the wall near the old burial ground.

**b) Footpaths – Nothing to report**

**c) Grass Cutting** - The 4<sup>th</sup> contracted cut took place on 4<sup>th</sup> July, the Old Burial Ground being trimmed as well.

**d) Cottsway - Grass & Trees in Middletown** – As requested by Council I conveyed the Council decision that this was a concern of Cottsway, to the original complainant, and that our Clerk has tried to contact Cottsway but with no success.

Following three long sessions on the phone, and a visit to the closed offices of Cottsway on Station Lane, I have to report little success in attempting to represent our residents of 1 – 33 Middletown, apart from a contact with “Dave” in Customer Services, who acknowledged that they had some responsibility for 11 properties in that area, but that in a recent review of maintenance of their holding by Cottsway. some areas had been deleted.!

Meanwhile some of the residents have taken matters into their own hands, and the area is a credit to them, but this is not a long term solution.

**e) Trees - Fallen Ash Tree in the O.B.G**

Following agreement by Councillors to adopt the second option for this tree and stabilise the main trunk in situ, stacking the cordwood on site, I have obtained three alternative quotes

A £780.00

B £1500.00

C £625.00

Work to other trees at Vine Farm, Poffley End, Delly Pool, Recreation Field – remove all arisings from each site.

Quote A £ 980

“ B £ 470

“ C £ 625

NOTE Contractor B recommends that the Cherry Plum tree on the recreation field the far side of the Sport |Pavilion, should be felled, as removing the fallen branch, as quoted above, leaves all the weight leaning over the neighbours' garden (No.18 or 19 Middletown.) This would cost an extra £300. All the above Figures are + V.A.T.

I have also requested that JAG timber carry out a Tree Survey for the Parish Council at an opportune time, but maybe this should be put out to tender?

The Parish Council has made the decision that Cllr Drew has permission to talk to contractor C and if the cost increases by £100 then her has permission to agree it.

**The Parish Council has agreed to go with contractor C.**

**16. 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.**

Nothing to Report

**b) Update on Hemplands allotments:**

Cllrs Martin Crow and Ann Gibson have carried out a survey of the Hemplands allotments and a record of measurements is now held on file. This indicates that we have 6 plots vacant plus a plot reserved as a manure dump and a half plot for possible construction of raised beds in the future. The condition of the paths will be reviewed over the next few weeks to assess how much work will be required at the end of the summer to make them more useable. David Pratley has been contacted regarding the inspection chamber cover for the water supply which has not yet been replaced. It is a special size apparently and is on order. He will chase the suppliers. The Clerk will be receiving training on Allotment Management through the Society for Local Council Clerks (SLCC). This comprises two one and a half hour courses, delivered by webinar. Cllrs Martin Crow and Ann Gibson will each also attend one of the courses

**c) Update on Poffley End Lane allotments:** The plots are fully tenanted. There is nothing to report.

**d) Termination of Field Agreements -** The Whiteoak Green and New Yatt fields have been advertised for rent in the Hailey Herald. The deadline for submission is 1<sup>st</sup> August so will be considered at our August meeting

**17. Parish Emergency Plan (Martin Crow)**

A revised version of the Emergency plan, incorporating comments and typo corrections made on previous draft has been circulated to Councillors.

Substantive areas of change are:-

- The group is only referred to now as the Parish Emergency Team and it is made clear that others can be co-opted to it at any stage. (ref 1.3.1)
- The group is to have its own Chair and Vice-chair (1.4.2) , also now referred to in 8.2
- I have noted myself as Chair following discussion at last meeting. This can be changed if

needed but we also need a Vice-chair – **Cllr Crow nominated Cllr Gibson this was agreed by the Parish Council.**

- Heading in Risk Assessment Table Sect 3 amended - 'Actions to mitigate'
- Emergency communications - changed 8.6 to 'regular' instead of 'daily'
- Section added on costs incurred - 9.2
- Details of resources and providers completed in Table Section 9
- Details of contacts for Emergency Accommodation completed in Table Section 10
- Details of salt bins added in Appendix D (from my own observations)

Further to any other comments received at PC meeting next week I propose that this is then circulate to all who are included in Emergency Plan for their info., comment and hopefully agreement to publish the document on Hailey Website.

## 18. Finance and Administration:

### a) Payments received:

Mr & Mrs Faulkner	Burial Plot Reservation	£360.00
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### b) Accounts for authorisation and payment:

Tracey Cameron	Clerk's March	£571.48
	Expenses/Allowance	£46.63
	<b>Total:</b>	<b>£618.11</b>
HMRC	Income Tax – 6 <sup>TH</sup> May to 5 <sup>th</sup> June	£61.80
Swarco	VAS insurance	£203.94
Hailey Village Hall	Parish Council Meeting	£30.00
SLCC	Allotment Training Health & Safety	£36.00
SLCC	Allotment Training Tenancy Agreements	£36.00
SLCC	Allotment Training – Martin Crow	£36.00
SLCC	Allotment Training – Ann Gibson	£36.00
Water Plus	Poffley End Water	£16.64
Unity Trust bank	Service Charge	£18.00
Village Hall	Meetings	£45.00
Village Hall	Meetings	£15.00

### d) Hailey Parish Council bank balances

To 1 <sup>st</sup> July 2022	
Unity Trust Current Account	£28,743.41
Unity Trust Deposit account	£22,827.96
COIF Public Sector Deposit Fund	£35,000.00
Allotments for Labouring Poor	£5794.22
Allotments for Labouring Poor COIF deposit account	£18,800.00

(a) Review the Football Club Lease & Match Fees – No change

(b) Allotment Rent Reviews for 2023 – To agreed at the next meeting

## 19. Correspondence received

## 20. Other Items to Note

Clerk suggests that the Parish Council get a Charge Card from Unity Bank so that any expenses can come directly from the Parish Council Unity Account. – **Tracey to investigate.**

## 21. Comments from Members of the Public

A member of the Village Hall Committee has asked about the emergency plan and to use the village hall as a emergency shelter. The village hall committee has advised that they will look into the emergency plan.

A member of the village has offered her thanks to Cllr Drew with regards to the finger posts.

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

Monday 8<sup>th</sup> August 2022

Monday 12<sup>th</sup> September 2022\*

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

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

Monday 12<sup>th</sup> December 2022\*

\* denotes Joan Smith Educational Charity meetings

Graham Knaggs  
Chairman

DRAFT