

**Minutes of the Meeting of the Parish Council on 13<sup>th</sup> June 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 and 4 members of the public.

1. **To receive apologies for absence.**  
Apologies were received from Cllr A Smith, Cllr L Walker, Cllr G Doland, Cllr Dingwall
2. **To receive Declarations of Interest: None**
3. **To receive the Minutes of the Parish Council Meeting dated 9<sup>th</sup> May 2022**  
They were signed as a true record.
4. **Matters arising from the minutes**  
Parish Councillor Training needs to be promoted
5. **Comments from Members of the Public**
6. **To receive update reports from West Oxfordshire District Council and Cllr Liam Walker, Oxfordshire County Council.**  
Cllr Hill – Council Tax rebate 4 week claim period ends on 5<sup>th</sup> July for Band E and above. People can go online or call Customer Services to claim. *It was agreed that a summary of this info. be reproduced in the Hailey Herald*
7. **Policies – renewals**
  - a) Terms of Reference Staffing Committee – deferred from May meeting – **PC are not adopting this policy and Cllr Gibson will write a simpler version**
  - b) Member Officer protocol – deferred from May meeting – **PC are not adopting this policy**
  - c) Anti-Bullying and Harassment Policy 2022 – deferred from May meeting – **PC are not adopting this policy but are accepting an amended version of the Dignity at Work Policy**
  - d) Terms of Reference Planning Committee – **PC are not adopting this policy**
  - e) Dispute Resolution – missing from May meeting – **PC adopted as guidance**
  - f) Internal Control policy – new document from OALC – **PC has adopted.**
8. **Planning: To receive an update report (Giles Doland)**

**(a) Planning applications received:**

| Ref no:      | Address                                  | Proposal  | PC Decision  |
|--------------|--|---|--|
| 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. However, they would like to comment – that the garage to be inline with the building</b> |

**(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) | <b>PC - Object</b><br>WODC –<br>Under<br>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><br><br>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                           |

**c) Decisions made:**

| <b>Ref no:</b> | <b>Address</b>   | <b>Proposal</b>   | <b>Decision</b>              |
|----------------|--|---|------------------------------|
| 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       | <b>Application Withdrawn</b> |
| 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 | <b>Approved</b>              |
| 22/00919/HHD   | 13 Hemplands Poffley End Hailey  | Extensions to the side and rear.  | <b>Approved</b>              |
| 22/00843/HHD   | 25 Middletown Hailey   | Single Story rear extension to kitchen and form an additional bedroom with ensuite.   | <b>Approved</b>              |

**9. Platinum Jubilee (Cllr Andy Smith)**

- a) Report on the celebrations
- b) Proposal for a vote of thanks to all of the organisations and individuals involved in the Hailey Platinum Jubilee
- c) Jubilee celebrations.
- d) Cllr Crow advised that the New Yatt Tea Party went very well

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

- a) **Village Hall Management Committee**
- b) A new electric oven has been installed in the hall replacing the gas oven which has been sold. Repairs and maintenance have continued – new doors to the Committee Room, and refurbishment and painting of the main entrance doors. The VHMC classic car/motorbike procession and Afternoon Tea in the hall for the Platinum Jubilee were both very successful events with many compliments and thanks received via Facebook and in person.

**11. New Village Hall (Cllr Graham Knaggs)**

- a) **To receive the notes of the New Village Hall Working Group on 9<sup>th</sup> June 2022**  
The first meeting was to decide on the location  
The second meeting was to decide the criteria  
The next meeting will be 20<sup>th</sup> June to agree an architect.
- a) **Identification of criteria for the assessment and selection of tender submissions**
- b) **Next Steps**  
Responses to invitation to tender – to enable us to select an architect

**12. Three architect companies have responded to the invitation to tender. These will be considered at meetings of the Working Group on 20<sup>th</sup> June and 4<sup>th</sup> July with any recommendations presented to the July Parish Council meeting on 11<sup>th</sup> July.**

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

No report

**Amenities (Cllr Ann Gibson)**

**(a) Playground**

The routine inspection of the playground was carried out on Thursday, 8 June by Cllr Gibson.

There is nothing of significance to report. Cllr Gibson will be attending a formal 1 day playground inspection training course in Swindon on Friday, 19 June, organised by RoSPA.

Tom Hazzledine is being asked to continue on going maintenance, painting, weeding, etc. as

mentioned at last month's PC meeting. A reminder is to be put into the Hailey Herald about the need for dogs to be kept on a lead at all times, as this does not appear to be happening.

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

Nothing to report

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

A problem may have arisen with regards to metering - Ongoing

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

Nothing to report

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

Nothing to report

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

**a) Burial Ground.** Two Burials and one plot reservation have taken place since the last P.C. Meeting.

A permanent plaque to mark the 9 trees in the Queens Green Canopy has been erected.

A resident no longer requires a reserved plot – what options are available to the resident?

**17. Please see attached note re Burial Ground regulations in response to a resident's letter – The clerk is to write back to the *resident* and explain the law surrounding burials, And forward her response to Councillor Drew in order that he can deliver the Council response to the Resident**

**18. Clerk is also to update the Burial Regulations.**

**b) Footpaths**

**c) Grass Cutting** - The second contracted cut took place on 20<sup>th</sup> May

**d) Grass & Trees in Middletown –**

As requested by the Council Cllr Drew 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. Although the original complainant has expressed an interest in trying to encourage a more ecological approach to the area, Cllr Drew has subsequently received several expressions of concern re the state of Middletown, both in terms of the uncut grass, and the overgrown trees. Acknowledging the Parish Councils' previous decision not to get involved, and the Clerks mail to no effect, Cllr Drew feels that we should be seen to be better representing our residents to Cottsway, and would welcome Councillors comments and action. – **Cllr Knaggs has suggested to the residents that they have a meeting between themselves to decide what they want to do and then arrange another meeting with Cottsway to advise them of what they would like done.**

***Cllr Hill has offered to identify the individual within Cottsway who may be able to resolve the situation and pass the info. to Councillor Drew to represent the residents***

**e) 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

JAG Timber has, as requested, quoted for work to the fallen ash tree in the OBG, either a figure of £3,290 for cutting the stump off the trunk, stabilising the tree retaining the majority of the tree for habitat + stabilising the yew,  
Or a figure of £1,780 for stabilising the main trunk, cutting up the remainder of large diameter material and stacking neatly in piles around the boundary of the OBG + stabilising the Yew.

The PC decided that it would be better to go with the 2<sup>nd</sup> option. Clerk is to get 2 other quotes, liaising with C. Drew over details

Also a figure of £980 for work to other fallen trees on 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.

Cllr Drew has also requested that JAG timber carry out a Tree Survey for the Parish Council at an opportune time.

f) Sign at Delly End

The sign post at Delly Pool has finally been completed, with many complementary thanks to the Parish Council

**19. 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.

**20. 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. Not yet signed**

**b) Update on Hemplands allotments:**

Update on laying grass - No work will be carried out on this until the end of the summer. In the meantime, Cllrs Martin Crow and Ann Gibson are attempting to map out the Hempland allotments using metric measurements rather than the mix of imperial and medieval systems previously used. There are several vacant plots at Hemplands, and some not being fully cultivated. This is being investigated as the plots are overgrown and full of weeds and grasses. The PC is asked to approve expenditure for the strimming of vacant plots. The water supply appears to be working well. The repair to the inspection chamber and connection to the Thames Water supply has been partially repaired. The contractor has been contacted to advise on when the work will be fully completed. Vacant plots will be advertised again in the Hailey Herald. – **PC approved for empty plots to be strimmed. It was agreed that Tracey, Ann and Martin can attend the Allotments Courses**

**c) Update on Poffley End Lane allotments:** There is nothing to report. There are no vacant plots

**d) Termination of Field Agreements**

The Whiteoak Green field has been advertised for rent in the Hailey Herald. **PC decided that the invitation to Tender will have a closing date of the 1<sup>st</sup> August. – Cllr Knaggs has also created a new tenancy agreement. If people wish to look around the field they will need to contact the current renter.**

The situation regarding the New Yatt field needs to be clarified.

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

**A working draft has been circulated to Councillors.**

It is proposed that the Parish Council agrees the revised structure of the document and the general process identified in within it.

Feedback is sought on :

a) Possible additional contact names for emergency support to go in the document – **PC decided that it would be the Parish and such persons co-opted. Cllr Crow would take the position as Emergency Lead.**

b) Whether we feel that the current Emergency accommodation centres are right (too many / too few/ location) – **PC agreed that there was enough centres.**

- c) Should an annual meeting be held with all named parties in the plan or just circulate a copy after annual review each year?
- d) Should we set up emergency Whatsapp group now? **A whatsapp group can be set up to arrange the first meeting**
- e) Should we add more detail in now, regarding allocating councillors to geographic areas or leave that as an action for Core Emergency Team meeting if ever needed. – **No more details are needed**
- f) Should this become a public document on the Parish website – including contact details – **Cllr Crow would like the Plan emailed out to the people included for them to have a copy.**

22. Cllr Crow will amend the draft and circulate it.

**23. Finance and Administration:**

a) **2021-22 Year-end accounts** (Tracey Cameron)

b) **Council Insurance - £855.46 Renewal Price**

c) **Payments received:**

|                   |                   |         |
|-------------------|-------------------|---------|
| Peter Smith & Son | Funeral Services  | £347.00 |
| Public Sector     | Interest Payments | £25.28  |

d) **Accounts for authorisation and payment:**

|                      |                                       |         |
|----------------------|---------------------------------------|---------|
| Tracey Cameron       | Clerk's March                         | £499.55 |
|                      | Expenses/Allowance                    | £18.77  |
|                      | Total:                                | £518.32 |
| HMRC                 | Income Tax – (6th Feb – 5th Mar 2022) | £76.98  |
| Village Hall         | June PCM                              | £15.00  |
| SLCC                 | Planning Reform                       | £18.00  |
| Water Plus           | Hemplands Allotment                   | £16.56  |
| Bay Tree Joinery     | Finger Posts                          | £347.40 |
| Bay Tree Joinery     | Lower finger posts                    | £237.60 |
| McCracken & Son      | Grass Maintenance Cut No 2            | £609.60 |
| Mark Farmer          | Installation of finger posts          | £96.00  |
| McCracken & Sons Ltd | Grass Maintenance Cut No 1            | £763.20 |

d) **Hailey Parish Council bank balances**

|  |            |
|--|------------|
| To 5th June 2022                                   |            |
| Unity Trust Current Account                        | £25,267.88 |
| Unity Trust Deposit account                        | £28,718.13 |
| COIF Public Sector Deposit Fund                    | £35,000.00 |
| Allotments for Labouring Poor                      | £5,778.48  |
| Allotments for Labouring Poor COIF deposit account | £18,800.00 |

**24. Correspondence received**

**25. Other Items to Note**

- Clerk is on leave from 4<sup>th</sup> July – 8<sup>th</sup> July

**Comments from Members of the Public**

A member of the public asked if the Parish Council knew when the public consultation would take place with regards to the New Village Hall. They were advised that once the architect had been *retained then discussion would be held within P.C. over how and when*

***to consult with Parishioners with the assistance of the chosen Architect.***

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

Monday 11<sup>th</sup> July 2022

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