**Minutes of the Meeting of the Parish Council on 8th August 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 receive apologies for absence – Cllr Walker, Cllr Smith, Cllr Doland
2. 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.

1. To receive the Minutes of the Parish Council Meeting dated 11th July 2022
2. Matters arising from the minutes –

Cllr Gibson to do the Staffing Policy for September Meeting.

Item 7 – Correct wording to advise that the PC have agreed to go with the NALC Code of Conduct police

PC have seen quotes for wall in the burial ground and have agreed to the quote from Tom Hazeldine – Cllr Drew to liaise with Mr Hazeldine.

1. Comments from Members of the Public
2. To receive update reports from West Oxfordshire District Council and Cllr Liam Walker, Oxfordshire County Council.

Colin Dingwell – WODC are setting up a email and contact number for people who have any issues with the new bins that have been installed – Tracey to collect details from Parish Councillors and contact Bill Oddy also to cc in Cllr Hill and Cllr Dingwell.

1. Consideration of single bid for Whiteoak Green – The Parish Council have agreed to the bid from Mr Franklin this will begin 29th September 2022. He has asked if the Parish Council would be able to buy native British grown whips, which he will plant on 3 sides of the field.

The Parish Council have agreed in principle for hedging to be planted.

The Parish Council have agreed to a budget of £1500 for whips and protection – Mr Franklin is going to get some quotes and come back to Tracey

New Yatt Field – There has now been a bid which the Parish Council have agreed.

1. Delly End Finger Post Damage – A new main post is being priced up and also refitting of the finger posts. Cllr Drew has recommended that Beeline fix the post. The Parish Council have agreed to this and await his quote.
2. Planning: To receive an update report (Giles Doland)
	1. Planning applications received:

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref no:** | **Address** | **Proposal** | **PC Decision** |
| 22/01944/LBC | Orchard House Downhill Lane Hailey | Internal and external alterations to convert two barns into two self-contained units with associated parking. | **PC – No objection** |

* 1. 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/FULamended | 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 |
| 21/03891/FUL | Orchard House, Downhill Lane Hailey | Conversion of two barns to create two self-contained unites 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 sidedentrance porch, detached double garage and detached annexe comprising carer'saccommodation and hydrotherapy pool. Replace existing 1.6m high entrance gateswith new 1.8m gates. | **PC – No Objection**However, they would like to comment – that the garage to be in line with the buildingWODC – Under Consideration |

* 1. Decisions made:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

1. Finance and Administration:

a) Finance Reports

1. List of Payments
2. Committed Spend
3. Summary of Income and Expenditure

Tracey to look at the Allotments code.

b) 2021/22 Internal Audit Report – The PC have noted the Audit Report

1. Risk Management Scheme – Tracey to do this for September Meeting
2. Asset Register – Tracey to update, adding the little bins – re-circulate for September.
3. **Deeds & Titles** – including Title numbers on all land and buildings (only the Sports pavilion and garage) should be added to the asset register – to be identified and completed as soon as possible. – ***recommendation is that assets should be inspected for risk and condition, reported and minuted annually.***
4. Debit Card – *Recommendation –* The Council should consider the provision of a debit/charge card on the bank account in the Clerks/RFO’s name in order that items can be brought in the Parish name without the need to the Clerk or another Councillor having to use their personal accounts. With appropriate safeguards and procedures this would be acceptable – *PC propose that Tracey investigate this.*
5. Councillor Activity – Members Interest Form - Parish Councillors should complete these at the time of election and they should be returned to WODC – *Tracey to check that the records have been updated on the district website*
6. Internal Finance Control – *recommendation is that the Council should appoint a councillor responsible to help the clerk. –* PC have agreed that Cllr Knaggs will be point of contact although financial reports are presented every 3 months to the full council
7. Members Interests
8. Document Management – *Recommendation that the last 5 years of minutes be kept with the Clerk and that the rest be deposited in County Archive for safety. –* Tracey to look at moving the minutes 1 box at a time.

A review of other documents, both paper and electronic, should also be undertaken using the Document Retention policy.

1. **All annual financial reports to be published on the web site.**
2. **Parish Council Minutes -** One of the recommendations of the auditor is to change “Matters Arising from the Minutes” to “Update on Progress from the Minutes (where decisions are not to be made)” and “Any Other Business” to “Items for information or next agenda – ***PC have discussed and agreed to carry on with Matters Arising***.
	1. **Recommendation that just the last five years or so are kept with the Clerk, with the rest being deposited with the County Archive for safety.**
	2. **A review of other documents, both paper and electronic, should also be undertaken using the Document Retention policy.**
3. **Other issues raised**
4. Budget amounts (both expected expenditure and income) should be agreed and minuted. **This was done.**
5. Progress against existing budget should be monitored regularly. **There was some disruption during the period because of handover difficulties.**
6. Ensure that all bank statements requested by the internal auditor are provided in good time – **Poor handover meant that some statements we lost and only recovered during the audit.**

**c) Payments received:**

|  |  |  |
| --- | --- | --- |
| Mr & Mrs Snowdon  | Burial Plot Reservation | £1440.00 |
| Banbury Memorials | Memorial Fees | £150.00 |
| Public Sector Deposit | Interest | £27.54 |

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

|  |  |  |
| --- | --- | --- |
| Tracey Cameron | Clerk’s Salary | £434.62 |
| Expenses/Allowance | £19.45 |
| **Total:** | **£454.07** |
| HMRC | Income Tax – 6th June – 5th July 2022 | £63.09 |
| Jane Olds | Internal Auditor | £210.00 |
| Hailey Village Hall | December 2021 Meeting | £15.00 |
| Hailey Village Hall | August Village Hall | £15.00 |
| Netwise | Hosting, Support & Maintenance | £480.00 |
| McCracken & Sons | No 3 Cuts & No 4 Recreation Cut | £609.60 |
| SLCC | The Law of Allotments Book -  | £29.60 |
| Village Hall | Grant | £5000.00 |

**e) Hailey Parish Council bank balances 31st July 2022**

|  |  |
| --- | --- |
|  **To 1st 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 **30/06/2022** | £5794.22 |
| Allotments for Labouring Poor COIF deposit account | £18,800.00 |

1. Dates of Parish Council meetings 2021-22:

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

**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.*