**To:** All members of Hailey Parish Council

You are summoned to attend the **Meeting of the Parish Council on**

**10th October 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 Drew
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 8th August 2022
2. Matters arising from the minutes

* Waste Bins – Cllr Gibson has notified the clerk of a waste bin that was removed and not put back. Tracey will email Ubico and find out what happened.

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

Liam Walker – Damaged Finger Posts he is still investigating some financial support.

Consultation for Oxford City with regards to banning cars from the city centre. They wish to install Bus Gates.

Cllr Dingwell - 5-year land supply – WODC cannot demonstrate a 5 year land supply. WODC have written to all the major developers in strategic sites to get them moving. There are developments coming in.

1. Poppy Wreath – Remembrance Sunday 13th November
2. Woodgreen – Update from the Clerk – Letter from John Welch and Stammers requesting a plan of what Hailey Parish Council own and also how much we are selling it for. Clerk advised that it was to sell for £100 and that WTC was to cover all costs.
3. Planning: To receive an update report (Giles Doland)
   1. Planning applications received:

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| **Ref no:** | **Address** | **Proposal** |
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* 1. Decisions outstanding:

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| **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 |
| 21/03891/FUL | Orchard House, Downhill Lane Hailey | Conversion of two barns to create two self-contained unites with associated parking. | WODC – Under Consideration |

* 1. Decisions made:

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| 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. | **APPROVED** |

1. Staffing Policy – Terms of Reference (Cllr Ann Gibson)

A draft of the Terms of Reference for the Staffing Committee has been circulated in advance of this meeting. They have been amended to reflect the limited capacity and resources of Hailey Parish Council being only seven Councillors, with a current vacancy reducing this to six, and one member of staff – the Clerk.

Currently there is no standing Staffing Committee. For the policy to be followed, it is recommended that a Staffing Committee – of three Councillors - is set up, as soon as possible, and then renewed annually in May when Councillor portfolios are reviewed.

It is recommended that flexibility is applied in the operation of the policy and that some responsibilities of the Staffing Committee are shared with the Parish Council’s Chairman. These are indicated in the draft.

The PC approves and adopts the revisions in the Staffing Committee Terms of Reference and nominates 3 Councillors to form the Staffing Committee immediately. With the membership being renewed in May 2023.

**Cllr Gibson, Cllr Crow and Cllr Doland agree to be on the committee.**

1. Village Hall (Cllr Ann Gibson)
   1. Village Hall Management Committee

The VHMC met on 15 September. Hirings of the hall are improving. Energy costs are giving concern as the current contract is due to expire at the beginning of January. Favourable contracts, if any are available, are being investigated. Government support will also now be available to business and charities, which includes the Village Hall. Governance policies continue to be reviewed regularly. Covid conditions for use within the Village Hall have been removed. On-going repairs and improvements to the hall – heating and sound insulation are being investigated.

* 1. **Fund-raising events**

The VHMC held a successful Quiz evening on 1 October which was very well attended. Future events include Christmas Bingo on Saturday, 26 November at 7.30 pm and the Christmas Band Concert in early December.

The PC is asked to note the report and to please support the fund-raising events.

1. New Village Hall & Facilities (Cllr Graham Knaggs)
   1. To receive the notes of the meetings of the New Village Hall Working Group.
   2. Architect Selection

The Working party has interviewed all of the architects who responded to our invitation to tender. Their recommendation is that Architect C – SWA Architects of Eynsham – should be selected by the Parish Council as the architect to take us forward. – **PC Agreed**

* 1. Feasibility Study

It is recommended that the Parish Council ask SWA Architects to develop a Feasibility Study to consider the three options already agreed by the Parish Council:

1. Build a new village hall & pavilion  
2. Refurbishment of existing village hall & pavilion  
3. Reuse and refurbishment where practicable & new build where required.

Any costs arising from the above Feasibility Study-related activity will be covered by existing budgeted funds.

* 1. Costs

The Parish Council authorised an initial spend of up to £1000 towards architects and consultancy fees to develop the above.

* 1. Problem Solving

The Group has begun a problem-solving process provided by Andy Smith which is intended to cover the following Village Hall related issues:

Problem statement - Desired End State - Options - Solutions – Implement

**Next meeting** - TBA

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

**NO REPORT**

1. Amenities (Cllr Ann Gibson)
   1. a) Playground

Routine inspection – Short visual inspections were carried out on 19 August and 1 September,

and 22 September. More detailed inspections were carried out on 9 September and 7 October.

Reports have been passed to the Clerk. Routine maintenance and painting as previously agreed

by the PC is continuing to be carried out by Tom Hazzledine.

Dog fouling – there have been reports of dog waste being left at the bottom end of the playing

field and in other parts of the village. An item reminding people of the dangers of this and the

possibility of fines appeared in the October issue of the Hailey Herald, together with a reminder

that dogs in the recreation ground are to be kept on leads at all times. – **Possible new Dog Fouling Signs to be put up.**

* 1. ROSPA Report and proposals for the findings –

Background:

The RoSPA inspection: The Royal Society for the Prevention of Accidents (RoSPA) arranges

an annual inspection of the Council’s playground, adult outdoor gym and BMX track, usually in

July, and produces a risk-based report on the items that require attention or are not compliant

with current standards. The system for identifying the risks is based on a low, medium and high-

level assessment together with a score from 0-25 for each item.

Summary: A summary of the report is attached to this written report as an Appendix. A copy of

the full RoSPA report is available on request from the Clerk.

The Parish Council’s response: In previous years a specification has been prepared on the

items of most concern – principally medium risk items. There have not been high risk items in

recent times. Specialist playground contractors have then been invited to tender for the work.

Low risk items have usually been excluded if it is thought that they can be dealt with by local

contractors at more favourable rates.

Costs in previous years: The cost of maintaining the playground based mainly on work that is

required following the annual RoSPA report is around £4,500-£5,000. This does not include any

capital investment such as the Agility Trail that was replaced in 2020.

RoSPA report for 2022

Risks identified in the RoSPA report: The risks identified by the RoSPA inspection carried out

on 27 July are mainly of a low level. See summary below.

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| --- | --- | --- | --- |
| **Risk level** | **Risk score** | **Number of risks identified** | **Breakdown of scores**  (number identified x score) |
| High | 15-25 | 0 |  |
| Medium | 8-12 | 12 | 9 x 8; 2 x 9; 1 x12 |
| Low or very low | 0-7 | 32 | 2 x 7; 12 x 6; 8 x 5; 9 x 4; 1 x 3 |

It should be noted that many items had no risks requiring attention identified in the report. These

include most of the adult outdoor fitness equipment, the seesaw, the shelter. (See appendix to

this report pages 4 and 5)

Maintenance work by local contractor

A local contractor, Tom Hazzledine has been carrying out some routine maintenance work –

clearing overgrown areas of the hard standing; painting etc. Some of the low-risk items had

already been passed on to Tom to carry out. (Items highlighted in blue in the appendix to this

report).

* 1. Budget 2022/23

The PC approved on budget of £4,000 for expenditure on the playground, plus £200 for the

inspection and report by RoSPA.

**Proposal:** It is proposed that a minimum of 4 specialist playground maintenance contractors are

invited to tender for all the items identified in the RoSPA report with the exception of those that

have already been given to Tom Hazzledine and those that are for monitoring only or advice from

the original manufacturer.

The PC is recommended to accept the proposal as set out above.

Recreation ground – The Clerk was asked to write to the property owner in Middletown

responsible for siting a builder’s skip, debris and van on the recreation ground near the pavilion

asking for all of these items to be removed. At the most recent inspection on 7 October, it was

noted that the skip had been removed but a mattress and dishwasher had been dumped there. If

these are not removed WODC will be contacted and asked to remove them. **– PC approved to go out to tender for companies to fix the points on the ROSPA report**

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

The mains cable would need to run up the inside of the post. It will then also need an inspection plate that can be removed. Awaiting on a part to be fitted so that the defib can be installed.

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

We have 11 CSW operators all trained and set up on the system able to do CW operations in 9 registered locations (Poffley End, Delly Hill, New Yatt). We’ve now held 9 sessions with 50 vehicles logged. Looking to continue operations while the weather holds.

VAS needing an engineer to get them checked.

Delly End – West Co Tech

Vine Farm – SWARCO

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

NO REPORT

1. Environment (Cllr Michael Drew)
   1. Burial Ground.

Following the clarification of the regulations regarding the sale of Reserved Plots in our Burial Ground, the owner of Plot 29 is in discussions with a prospective purchaser.

A further 4 plots have been reserved by a resident.

I would request that Roger Cantwell be asked to cut the hedges, in our Burial Ground as last year. and that he also be asked to strim the verge/ ditch edge of our ditch in Church Lane. **– PC Agreed**

* 1. Footpaths - Nothing to report

* 1. Trees

Our contracted Tree Surgeons carried out the majority of the work to the Ash in the O.B.G.,

and the other trees in early September, and were paid for the work done, as per their contract .

As they were unable to complete the task, they have sent a further quote for the removal of

the Cherry Plum tree in the Rec. field. See attached.

Following their stacking of rounds of the Ash, as per their contract, I have been asked by a

resident whether some of the wood can be available for use? **– PC have agreed to ask Michael to come back with a solution to the logs.**

Our Tree Survey remains to be done

* 1. Stone Walls

Following quotations, our appointed contractor Tom Hazzledine, has been instructed to

repair the wall in the O.B.G. - and reminded!!

Following the removal of the Thorn tree in our paddock in Poffley End, a section of the

roadside stone wall has been exposed as needing repair, to enable our tenant to re stock the paddock. – **Tracey to chase Tom**

* 1. Delly Pool Signpost

See the attached note from Pete Heritage.  **Cllr Drew to make a recommendation.**

1. Allotments (including Allotments for Labouring Poor Charity) ALP:
   1. a) Update on request to purchase strip of land or an easement along Priest Hill Lane adjoining Giernalls Triangle by Leda Properties. – A letter was received from John Welch & Stammers with regards to the Easement. These needs to be signed by two members of the Parish Council so that it can go ahead. The contract was signed during the meeting.
   2. b) Update on Hemplands (HPC) and Poffley End Lane allotments (ALP): (Cllrs A Gibson and M Crow)

The PC’s records on plot sizes for the allotments at both Hemplands and Poffley End Lane has

always been difficult to understand as many of these were set up some years ago possibly based on, a now outdated, system of measurement. With the addition of the 14 allotments at Hemplands, the rent charging structure has become inconsistent and, in some cases, unfair. A lot of work has been carried out by Cllrs Gibson and Crow and the Clerk to rectify the situation and to put in place

systems to improve the overall management of the allotments. To date all the allotment gardens at Hemplands and Poffley End Lane have been measured and plotted on a map for each site, which is digitally accessible to the Clerk on the Parish Council’s system. The Excel workbooks have also been updated to show the names of the tenants, plot numbers, size, current rents, email and postal addresses.

This work has resulted in a recommendation that a three-tier structure for rents – based on plot size - should be introduced for allotment gardens. Plots fall into three bands – full plot, two-thirds plot and one-third plot. Proposals for rents to be charged from 2023 are based on these three plot sizes.

See d) below.

The PC should note that 3 allotments at Hemplands and 3 at Poffley End Lane, although rented on an annual tenancy, are being treated as “agricultural” allotments rather than allotment gardens and do not fit within the three band plot sizes or the three-tier rent structure. See d) below.

Turfing of the path at Hemplands, due to take place in September, was postponed because of the

extremely hot and dry summer. This will now take place in mid-October.

The replacement cover for the inspection chamber for the water at Hemplands has not been done in spite of further contact with the contractor. A further reminder has been sent.

There are no vacant plots at Poffley End Lane and currently 6 vacant plots at Hemplands. Others

may become vacant if tenants no longer wish to keep their allotments at the end of the rent charging year – 29th September 2022.

* 1. Recent inspections

Following an inspection, it was noted that several plots have not been properly cultivated and cared for. Reminders of the requirement to keep plots cultivated are going to tenants with their rent demands. This is to be addressed further with the proposed introduction of new rules, see f) below, a more regular inspection regime and closer management.

* 1. **Rent Demands**

Rent demands based on the increases approved by the PC last year for the 2021/22 rent year (due for payment September 2022) are being sent out by the Clerk with reminders, as appropriate, about cultivation of the plots.

* 1. Proposed change from payments in arrears to payments in advance

It is felt that introducing a system where tenants pay rent in advance rather than in arrears for their plots provides an incentive for tenants to cultivate their plots. We would like to introduce this system this year. This would not mean any additional rent being paid by the tenants, nor any loss to the PC. Tenants would be advised that the rent they are paying this year will now be regarded as a payment in advance and that this will be the case in future years. If approved, the rent increase set out below would cover the period from 30th September 2023 to 29th 2024.

Any new tenant would be required to make a payment in advance when taking up an allotment for

the first time. Rents for tenancies either starting or ending part way through the year would be

charged on a pro rata basis.

The PC is asked to approve the change from rent being paid in arrears to payments in advance. **– PC Agreed**

* 1. Rent Increases

Rents are set annually and tenants are notified a year in advance of the rent they will be charged.

The three-tier rent system being proposed for September 2023 provides a clearer approach and

reflects the size of the plots.

It is proposed that rents are increased from 2023 because:

a. research indicates that rents for Hailey allotments are below the local norm. Examples can be provided.

b. funds from the PC and the Allotments for the Labouring Poor have been invested in providing a water supply to both sites

c. we want to continue to invest in the allotments – the provision of a turfed path at Hemplands, better management of vacant and unkempt plots, increased inspections, updating policies.

d. we feel people will place greater value in the allotments if they have to pay an appropriate rent

The proposed new rent structure for allotment gardens means a very small increase for the smallest plots which form the majority – the one-third plots – with higher increases for the larger plots.

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| --- | --- | --- |
| Plot | **2023 rent** | Avg 2022 rent £ |
| Full | **£30.00** | £13.12 |
| Two-thirds | **£22.00** | £11.51 |
| One-third | **£12.00** | £11.51 |

Some disparity in the rents being charged for the 6 “agricultural” plots at Hemplands and at Poffley End has developed as a result of applying blanket increases in the previous years. The proposed increases for 2023 for these plots attempts to begin to address this disparity. The increases for these plots range from £12 pa for the largest plot (approx. 2330 sqm) to £3 for the smallest plot (approx. 773 sq.m)

**The PC is asked to note this report and to approve these rent increases. – PC has approved the rent increases**

* 1. Allotment rules

The current Allotment rules were reviewed by Cllrs Gibson and Crowe and found to be difficult to understand and lacking in clarity. As a result of the recent National Allotment Society webinars, it is proposed that the National Allotment Society’s model rules be adopted. A draft set of rules has previously been circulated for comment by the PC. These rules, if accepted by the PC, will be sent out to tenants with the Rent Increase notification letters. The new rules will be supported by a number of policies (to be drawn up over time) on regular seasonal inspections by the Council; the erection of buildings; storage; keeping bees; dogs at the allotments; bonfires, etc.

**The PC is asked for comments on the proposed new rules and to approve their use.**

Hailey Parish Council is a member of the National Allotment Society. The membership subscription of around £60 pa is due to be renewed in September. Cllrs Crowe and Gibson and the Clerk will be joining a National Allotment Society Virtual Allotment Officers Forum on 11 October to share experience of good allotment practice and management. **– P.C has approved that we use the NAA rules.**

**The PC is asked to approve the renewal of the National Allotment Society membership. – PC Approved.**

1. Parish Emergency Plan (Martin Crow)

The Emergency Plan was circulated (mid-August) as a confidential draft to all those on the distribution list it contains. Of the 18 non councillors it was sent to, email replies have been received from 16 confirming they are happy to be included. Written responses not received from the Lamb and Flag, though Cllr. Crow has spoken to the Landlord and he did not raise any issue  
and said he would reply, nor from Barchester Middletown Grange, where the information included in the Plan is already in the public domain on their web site.  
Two additional offers of support have come from the circulation. Coral Ward, Head of Faculty at the Witney and Abingdon College has offered emergency support with outdoor equipment (tractor, chain saws etc.)  and also advised that they have a defibrillator which can be incorporated in the plan. Chris Ayres from Delly End (contact via Dr. Robin Carr) has also volunteered support with outdoor equipment that can be used.    
A few minor amendments have been suggested all of which have been incorporated, including the inclusion of OCC Cllr Liam Walker in the contact details, removal of specific details of equipment owned by individuals , in case this encourages theft (a more specific list will be held on file), and  
the addition of links to the Oxfordshire Flood Toolkit and the One Network website which gives information on any roads/routes which have been closed for various reasons, including flooding and snow.  
    
The PC is asked to approve that the new  document should be published on the Hailey Website in place of the existing out of date document. – PC have agreed that the Emergency Plan should be put on the website.  
  
Fire Extinguisher  
The Fire extinguisher in the football changing rooms needs an annual safety check. According to the certificate on the extinguisher, last year was missed.  Confirmation of prices is awaited. Cllr Crow has spoken to Monache and they have advised that

1. Risk Management scheme – Clerk to circulate for consideration at the November Meeting
2. Asset Register – Clerk to circulate for consideration at the November meeting
3. Debit Card – Cllr Knaggs signed the application during the meeting.
4. Finance and Administration:

(a) Half Yearly Accounts

**(b) Payments received September:**

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| COIF | Public Sector Deposit | £48.03 |

**(c) Payments Received October:**

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| HMRC | VAT Refund | £697.21 |
| WODC | Precept | £18,050.00 |

**(d) Accounts payment September:**

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| --- | --- | --- |
| Tracey Cameron | Clerk’s Salary | £643.40 |
| Expenses/Allowance | £61.47 |
| Total: | **£705.14** |
| HMRC | Income Tax 6 Jul – Aug 22 | £81.00 |
| HMRC | Income Tax 6 Jun – 5 Jul | £63.25 |
| Hailey Village Hall | Parish Council Meeting | £15.00 |
| Hailey Village Hall | Parish Council Joint Meeting | £15.00 |
| Water Plus | Water Supply | £299.30 |
| National Society for Allotments | Membership | £66.00 |
| McCracken | Cut 4 – Burial Ground | £552.00 |
| ROSPA | Play Area & BMX Track Inspection | £218.40 |

**(e) Accounts for authorisation and payments October**

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| --- | --- | --- |
| Tracey Cameron | Clerk’s Salary | £530.72 |
| Expenses/Allowance | £18.78 |
| Total: | **£549.50** |
| Church | Grant | £1000.00 |
| RBL | Grant | £100.00 |
| Moore | External Audit | £240.00 |
| McCraken | Grass Cut August | £609.60 |
| Village Hall | Joint Meetings 18 & 25 July | £30.00 |
| Village Hall | Joint Meeting 15 August | £15.00 |
| Netwise | Website update | £238.80 |
| Water Plus | Allotments Water | £40.54 |
| HMRC | Tax & National Insurance | £46.75 |
| Unity | Service Charge | £18.00 |
| McCracken | Grass Cut September | £456.00 |

**(f) Hailey Parish Council bank balances Sunday 2nd October**

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| --- | --- |
| **To 1st July 2022** |  |
| Unity Trust Current Account | £31,064.38 |
| Unity Trust Deposit account | £28,786.88 |
| COIF Public Sector Deposit Fund | £35,000.00 |
| Allotments for Labouring Poor | £5,868.04 |
| Allotments for Labouring Poor COIF deposit account | £18,800.00 |

1. **Review the Football Club Lease & Match Fees –** Moved to next month.
2. Correspondence received
3. Any other business
4. HH Leaflet for help during the winter months
5. HH update ref Village Hall
6. Resident has asked who is responsible for the overgrown brambles down Jubliee Close path that runs between school car park and Middletown. Could they be cut back?
7. Cllr Smith has asked that NO MOW MAY be added to the agenda for November.
8. Comments from Members of the Public

1. Dates of Parish Council meetings 2021-22:

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.*