

Hailey Parish Council
December 2022 Minutes

To: All members of Hailey Parish Council

Meeting of the Parish Council on
12th December 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.

1. To receive apologies for absence- Cllr Dingwall, Cllr Doland
2. People in Attendance: Cllr Knaggs, Cllr Smith, Cllr Gibson, Cllr Drew, Cllr Crow, Clerk Tracey Cameron
3. 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.
Cllr Knaggs declares an interest in planning application 22/03298/HHD
4. To receive the Minutes of the Parish Council Meeting dated 14th November 2022
5. Matters arising from the minutes
6. Comments from Members of the Public
Member of the Public has raised why the Agenda and the Minutes aren't on the Bus Stop Notice Board and the agenda- Cllr Drew has advised that someone has been removing the papers. As for the agenda on the website Tracey is reminded to put it on the website.

A member of the public raised the query of the Easement- They asked if it was a permanent- Cllr Knaggs has advised that it was for drainage and services.

The Village Hall Management Committee advised that the Village Hall is under refurbishment in January so the Parish Council meeting in January will be disrupted.

7. To receive update reports from West Oxfordshire District Council and Cllr Liam Walker, Oxfordshire County Council.
Cllr Walker
New Yatt Lane was closed due to a damaged water pipe it will be diverted into Witney should be reopened on 14th December – a member of the public has advised that the road is not closed.

20mph through the village survey 95 responded 18 yes in certain area 37 blanket replacement 33 no change 7 people wanted something else. By the response it seems that the village are in support of the 20mph through the village. – A member of the public has asked.

Cllr Hill
Nothing to report

8. Woodgreen – Have emailed John Welch and Stammers
9. Planning: To receive an update report (Giles Doland)

a) Planning applications received:

Ref no:	Address	Proposal	Decision
22/03088/FUL	Stacks Priest Hill Lane Hailey	Demolition of existing and erection of new dwelling.	PC - Approved
22/03218/HHD	Rebandan Pitts Lane Hailey	Erection of a detached single storey self-contained annex	PC – Approved
22/03283/LBC & 22/03282/HHD	Greystone Delly End Hailey	Replace existing conservatory with single storey rear extension, internal alterations	PC – Approved

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		and replacement windows	
22/03298/HHD	Tall Trees Middletown Hailey	Removal of side extension, part conservatory, demolition of existing garage. Erection of two storey side extension, reconfiguration of rear facade with new doors and windows, erection of front gable extension to facilitate loft conversion, addition of dormer window to front of roof.	PC – Approved
22/02918/FUL	Aspley House Wood Lane Hailey	Alterations to roof and fenestration changes to existing dwelling along with demolition of garage. Construction of a new dwelling and associated works.	PC – Object due to the Parish Council feel that it would over develop the area and it also green belt land.

We have had 4 new application this month

22/03088/FUL- Stacks Priest Hill Lane Hailey

This is for the demolition of existing and erection of new dwelling. I can see no reason to object. It was mentioned that possibly the roof should have Cotswold slates but the garage addition in 2021 had blue grey slates so possibly there are no grounds to impose this condition. Recommend we approve.

22/03218/HHD – Rebandan, Pitts Lane Hailey.

This is for the erection of a single self-contained annexe. No objection from me although possibly planning should require that it remains as an annexe to the main building.

22/03283/LBC & 22/03282/HHD - Greystone Delly End, Hailey

Replacing an existing conservatory with single storey extension. This building is a grade II listed building within the conservation area. The heritage statement shows that a great deal of thought has gone in to preserving the nature and style and to match the main building as far as possible. Anything more prescriptive would be for WODC and I would recommend that we approve.

22/032928/HHD – Tall Trees, Middletown, Hailey

Removal of extension and garage and replacement with 2 storey extension and front gable extension. This building is within the conservation area and is in need of some TLC. The proposals are commensurate with the style of the property and not out of keeping with the size of plot.

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
22/02740/FUL	Land North Of A4095 At E437664 N211817 North Leigh Oxfordshire	Erection of a single storey dwelling with attached kennel, office and kitchen building along with construction of a kennel block all to be used in association with the existing dog training facility	WODC – Under Consideration

2 recent applications are still awaiting a decision by WODC

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22/02740/FUL – Land north of A4095 – erection of a dwelling with kennels for a dog training facility
HPC Objected – under consideration by WODC

22/02918/FUL – Aspley House, Wood Lane, Hailey – Cllr Drew has stated that an over development of the site
HPC Approved – under consideration by HPC

2 long term applications are still under consideration by WODC, and these are the 200 houses on the land northwest of Woodstock Road, and the land west of Hailey Road for 106 dwellings.
HPC objected to both of these applications.

c) Decisions made:

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10. Village Hall (Cllr Ann Gibson)

a) Village Hall Management Committee

No further VHMC meetings have taken place since the last one reported at the November PC meeting. A new heating system has now been installed in the main hall and the small committee room. This has provided a comfortable temperature for the events recently attended – Christmas bingo and the Christmas Witney Town Band concert, both of which were very successful. The hall will be closed for the first two weeks of January when a new false ceiling and new lighting will be installed.

11. Hailey Faculties (Village Hall & Pavilion) (Cllr Graham Knaggs)

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

There have been no meetings of the Group since the last Parish Council meeting.

Next meeting – TBA

b) The architect has submitted draft drawings for new build and a refurbishment options. These are to be discussed at the next meeting of the Group – in January, ahead of the first resident's consultation schedule for the 29th of January.

The Parish Council will meet prior to the Parish Council meeting in January to discuss.

How SWA are progressing and also The Public Consultation.

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

New PCSO Helen Murray are due to arrange a meeting soon.

13. Amenities (Cllr Ann Gibson)

a) Playground

- **Regular Inspection** – A short visual inspection was carried out on 21 November. A more detailed inspection was carried out on 6 December. A copy of the report has been sent to the Clerk and also circulated to all Councillors for information. The Wicksteed rower is now taped off with a DO NOT USE sign as it is faulty. Cllr Martin Crow has been in contact with Wicksteed on several occasions to urge them to visit, advise on course of action and to respond regarding our view that the item should be under warranty as it was installed only in 2016. RoSPA work remains outstanding pending return of quotes from specialist playground contractors.

- **Playground Maintenance (long & short term)** – Four specialist playground contractors have been invited to quote against a specification based on the medium and low risks identified in the RoSPA inspection. One contractor was unable to provide a quote at this time. Two quotes have been received one totalling £8,330 and one for £12,917. We were also contacted by a fourth contractor raising several questions about the longevity of the equipment in the playground and the value of spending significant sums of money on it. Further emailed correspondence followed in which we asked for all the gaps in the specification he had identified to be included in his quote. He visited the site last week. We are awaiting his quote. We anticipate this will be higher than either of the other two. The budget for 2022/23 is £5,000 of which £4,700 remains. In addition, if the Parish Council agrees, there is an amount of £3,500 in reserves which could be used for playground maintenance. These amounts combined would just cover the cost of the lowest quote received

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£8,330. A further update will be provided when the final quote is received.

This has raised questions for Cllrs Ann Gibson and Martin Crow about the age and condition of some of the equipment and how best to maintain what we have in the short term and to plan for its replacement in the longer term. An amount of £3,500 has been allocated in the 2023/24 budget to build up a sinking fund for the replacement of playground equipment. The amount budgeted for maintenance in 2023/24 is £5,000. In addition, the sum of £8,000 has been proposed for capital expenditure for a new inclusive roundabout, enhanced with support from a grant, if possible, from WODC. However, it is likely to be necessary to spend increasing levels of funds on the maintenance and occasional replacement of parts of this equipment as it ages. It may not be possible to install the inclusive roundabout. The Asset Register indicates that several items – the roundabout and the swings – are now 50 years old. Six of the large items in the main central playground area are 12 years old. The RoSPA inspection identifies only the risk factors of the equipment that is currently in place. It makes no comment about the life expectancy of the items. Cllr Ann Gibson and Martin Crow believe that we need an expert view of the condition of the playground equipment; how we can better plan for the replacement of items over time; and what the priority of the replacement should be. We will research how we might obtain advice on life expectancy of the equipment and report to the Parish Council in due course.

In future copies of the monthly playground inspection report will be circulated to Councillors for information. It is proposed that all Councillors might consider attending a pre-arranged visit/inspection of the playground sometime in the Spring to acquaint themselves with its current condition and requirements.

There has been no response to the advert in the Hailey Herald for the minor maintenance cleaning work for the playground. A further advert will be placed in the next Hailey Herald.

The PC is asked to:

1. Note that the budgeted amount for playground maintenance of £5,000 for 2022/23 is insufficient to cover the cost of the work identified in the RoSPA report.
2. Agree, in principle, to the use of up to the £3,500 in reserves for 2022/23 to the playground maintenance work, if required. – [This was agreed](#)
3. Note that the condition and age of the playground equipment requires an expert view of its longevity and a planned and costed approach to its replacement.
4. Note that copies of the monthly playground inspection report will be sent to all Cllrs in future for information.
5. Consider attending an inspection of the playground sometime in the Spring to more fully appreciate its condition and its requirements.

The PC would like to minute thanks to Cllr Gibson and Cllr Drew for all the work that they have put into this.

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

Councillor Martin Crow and myself were invited by SSEN to take the New Yatt defibrillator case to their works in Yarnton to see how it might fit on to the suggested cabinet that might provide. Whilst not ideal in appearance it does provide a solution and it can be painted to make it blend in better. Both Martin and myself decided that it would work and SSEN have kindly donated the cabinet. We will locate the cabinet next to the Parish notice board in New Yatt and SSEN will run the electric cables to it from the location of the old phone box. This will likely happen in the new year.

There is a slim chance that we might be able to persuade SSEN to provide an electrician to wire it all in as well as they hinted that this might be possible....I will work on that running up to installation.

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

- a) **New Vas in New Yatt- There was a discussion with regards to the new VAS somewhere where in the Parish but it will be discussed later on.**

b) Community Speed Watch Signs

A proposal has been circulated to erect six SpeedWatch signs, two to be fixed to the white entrance gates for Hailey and two each to be fixed to existing name signs for Poffley End and New Yatt. The entrance to New Yatt from North Leigh sits in North Leigh parish and is to be covered by them. The county council engineers have approved the use of the existing posts and gates. Estimated cost for supply of signs and fixings and delivery is £750. Signs to be erected by Councillors. **The Parish Council has agreed to this proposal**

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

Meeting with John Wilson to have Delly End run cleared. Cllr Smith has spoken to Cllr Walker to chase this.

16. Staffing Committee (Cllr Gibson & Cllr Crow)

a) Clerks Appraisal Report

The Clerk's appraisal was conducted by Cllrs Ann Gibson, Martin Crow and Giles Doland on Monday 5 December. The input received from other councillors via the feedback forms was much appreciated and very helpful as was the self-assessment form completed by the Clerk.

A set of time bound objectives have been agreed with the Clerk. In brief, this cover:

- Review of the Clerk's job description and hours
- To steadily take a lead on some of the less familiar portfolio areas, for example, the allotments
- To keep the Parish Council informed of any potential issues relating to the bank accounts and in particular the charity bank accounts
- Research and advise the Parish Council on appropriate training courses for herself
- Establishing a protocol to facilitate quicker response to emails; eg by Councillors heading emails "FOR ACTION"
- Keep Councillors advised of her availability – days, times, holidays
- Raise issues of uncertainty during meetings – via the Chairman or Councillor leading on that matter to ensure a record of main points of discussion and decision
- Research the replacement of an appropriate home office chair

To support the Clerk in the achievement of these objectives, the Councillors are asked to

- Keep emails short, if possible, and include in subject heading of email whether it is FOR ACTION or FOR INFORMATION to free up the Clerk's time in sifting through emails.
- Note the Clerk's hours and days of work.

The PC is asked to note that the Clerk's Appraisal for the first year of her employment has now taken place, that objectives have been agreed and that reviews will take in March and September next year followed by a further annual appraisal in December. The PC is also asked to include in emails to the Clerk FOR ACTION or FOR INFORMATION, as appropriate.

Cllr Drew made the point that the Clerk has on average since April done 12 hours

17. Environment (Cllr Michael Drew)

- a) Burial Ground- 2 burial in the past fortnight – there seems to have been a memorial erected without the Parish Councils knowledge – The Clerk and Cllr Drew are investigating
- b) Footpaths – Breach Lane- A resident requested an alteration that it should be made into a bridle way. For the full length. OCC refused the request. The resident appealed the decision and has been advised that it will now be a Bridle Way. – Objections can be made by 27th January 2023. You can only object with regards to the Inspectors Report

The Parish Council have decided that they need to look at this in more detail before it can be properly discussed – Clerk to add to this to the January Parish Council meeting – Clerk to invite Laurance Smith to the meeting and the Parish Council meeting will begin at 7pm.

A member of the public advised that they are also a landowner and that there are only 25% bridle ways and 75% footpaths in England. Therefore, they would like people to work together to for

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c) **Trees – 23rd December a Cherry on the Recreation will be taken down**

18. Allotments (including Allotments for Labouring Poor Charity) ALP:

- a) Recent Inspections – The most recent inspections of the allotments were in August. Rent demands have now been sent to all tenants – both ALP (Poffley End) and HPC (Hemplands). Tenants have also now been advised of the rent that will be payable in advance from September 2023. New rules have been sent to tenants, together with a letter explaining the request for payments in advance and also the new inspection regime. A small number of tenants has given up their plots. The total number of vacant plots will be reported at the meeting on Monday. Councillors Gibson and Crow carried out some weed clearance on vacant plots; further work will be carried out during the winter to markup allotment plots and to consider how best to keep vacant plots under control.
- (b) Water Plus (the retailer acting on behalf of Thames water) have now accepted that an overpayment has been made on the Hemplands water supply and following adjustment, the account is now £415.00 in credit.
No invoices have still been received for supplies through the meter for the ALP allotments, and Water Plus have advised that this is actually on another retailers’ books (Castle Water). Cllr. Crow has asked if this supply can be taken over by Water Plus to enable both to be managed on same account. Water Plus said this would be possible but would need a timed supply contract to be entered into (1-3 yrs). This should lead to a reduction in supply price, and they are sending a quote.

The PC are asked to note this report and to thank both the Clerk and Councillor Crow for their perseverance in establishing the overpayment on water and for tracking down the missing account.

PC have noted this.

19. Budget 2023-24

- a) The draft budget for 2023/24 was circulated and discussed at the November Parish Council meeting. It included a precept increase of 5%.
- b) Proposed changes
- i. It is proposed that the Grass cutting budget be increased by £700 to £6,300 (Michael Drew estimate) and the contingency reduced by £700 to maintain the income/expenditure balance.
 - ii. Following a review of the Clerk’s job description and hours it is proposed that the budget for the Clerk’s salary be increase by £1,000. To maintain a balance the precept could be increase by £1,000.

The Parish Council have agreed the budget. The precept will increase by 7.8%
£38905.

20. Finance and Administration:

a) Payments Received

Various	Hemplands Rent	£140.13
COIF	Public Sector Deposit	£77.21

b) Accounts for authorisation and payment

Tracey Cameron	Clerk’s Salary	£721.21
	Expenses/Allowance	£51.09
	Total:	£772.30
McCracken & Sons	Grass Cutting	£456.00
SWA	Architectural Services	£3,983.40
ICO	Data Protection Fee	£35.00
ALP	Administration	£150.00
Joan Smith	Administration	£150.00
Village Hall	Dec PCM	£15.00
Village Hall	PC Joint Meeting July	£15.00

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Water Plus	Hemlands Allotments	£40.54
HMRC	PAYE 6 Oct – 5 Nov	£70.80
Viking	Stationary	£20.82
SLCC	Membership 50%	£93.50
Moore	Fee	£48.00
HMRC	PAYE 6 Sept- 5 Oct	£99.63

c) Hailey Parish Council bank balances

To 4th December 2022	
Unity Trust Current Account	£45,907.18
Unity Trust Deposit account	£28,786.88
COIF Public Sector Deposit Fund	£35,000.00
Allotments for Labouring Poor	£6,038.37
Allotments for Labouring Poor COIF deposit account	£37,727.00

21. Correspondence received

22. Training

The Clerk has requested to attend two Training Courses run by the SLCC

- Charitable Trusts 15th & 17th February 2023- £60 (+ £12 VAT)
- Excel for Beginners Module 1 30th March 2022- £120 (+ £20 VAT) with the possibility of doing module 2 later in the year

The Parish Council have agreed to the clerk doing the above courses.

23. Any other business

Free defib signs – The Clerk to email Pam with regards to getting one for New Yatt and also ask Pam to check if it can be

24. Comments from Members of the Public

Member of the public mentioned that the a lot of the playground equipment was funded by Project Hailey and that maybe the Parish Council could look at them for funds to purchase new equipment.

A member of the public have commented that the playground is a fabulous asset to the village.

25. Dates of Parish Council meetings 2022-23:

Monday 9th January 2023

Monday 13th February 2023

Monday 13th March 2023*

* 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.

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Budget 2023/24

EXPENDITURE

Code	Title	2022-23	2023-2024	
Clerk Salary		Budget	Proposed Budget	Comments
	Clerk Salary	£7,000.00	£8,000.00	
	SUB TOTAL	£7,000.00	£8,000.00	

Clerk Pension		Budget	Proposed Budget
	Clerk Pension	£500.00	£0.00
	SUB TOTAL	£500.00	£0.00

Bank Charges		Budget	Proposed Budget
	Bank Charges	£72.00	£100.00
	SUB TOTAL	£72.00	£100.00

Administration		Budget	Proposed Budget	
	Clerk Expenses	£400.00	£400.00	
	Hall Hire	£250.00	£350.00	
	Training	£250.00	£450.00	
	Stationery	£200.00	£0.00	
	Contingencies	£0.00	£326.60	£700.00
	SUB TOTAL	£1,100.00	£1,526.60	

Grass Cutting/Hedges/Trees		Budget	Proposed Budget	
	Grass Cutting & Hedges	£4,500.00		
	Recreation Ground	£0.00	£1,000.00	
	Burial Ground	£0.00	£600.00	
	General Grass Cutting	£0.00	£4,700.00	£700.00
	SUB TOTAL	£4,500.00	£6,300.00	

Allotments		Budget	Proposed Budget
	Allotment Maintenance	£850.00	£1,700.00
	SUB TOTAL	£850.00	£1,700.00

Capital Projects		Budget	Proposed Budget
	New Playground Equipment	£16,000.00	£0.00
	Village Hall Sinking Fund	£10,000.00	£15,000.00
	New Burial Ground path	£0.00	£0.00
	One New VAS	£0.00	£0.00
	SUB TOTAL	£26,000.00	£15,000.00

Statutory/Insurance/Audit		Budget	Proposed Budget
	Local Council Insurance	£733.00	£900.00
	Election Costs	£0.00	£500.00
	Internal Auditor	£215.00	£230.00
	External Auditor	£300.00	£270.00
	ICO	£35.00	£40.00
	SUB TOTAL	£1,283.00	£1,940.00

Grants/Section 137/GPC		Budget	Proposed Budget
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Hailey Herald	£100.00	£100.00
British Legion	£100.00	£100.00
Hailey Festival/Coronation	£500.00	£500.00
Other Grants	£300.00	£0.00
Community Woodland	£300.00	£500.00
St Johns Church	£1,000.00	£1,000.00
Village Hall/Roof Fund	£5,000.00	£1,000.00
SUB TOTAL	£7,300.00	£3,200.00

Pavilion	Budget	Proposed Budget
Pavilion	£0.00	£0.00
SUB TOTAL	£0.00	£0.00

Football Club	Budget	Proposed Budget
Football Club	£500.00	£500.00
SUB TOTAL	£500.00	£500.00

Playground	Budget	Proposed Budget
ROSPA Fee	£200.00	£240.00
Emptying The Bin	£381.00	£240.00
Playground New Equipment Sinking fund	£0.00	£3,000.00
Maintenance	£5,000.00	£5,000.00
SUB TOTAL	£5,581.00	£8,480.00

IT/Website	Budget	Proposed Budget
Get Mapping	£35.00	£35.00
Website Hosting	£320.00	£400.00
Domain Renewal	£20.00	£25.00
Scribe Package	£200.00	£400.00
Other	£100.00	£0.00
Microsoft 365	£75.00	£150.00
SUB TOTAL	£750.00	£1,010.00

Website Upgrade

Memberships	Budget	Proposed Budget
Memberships	£440.00	£500.00
SUB TOTAL	£440.00	£500.00

Parish Maintenance	Budget	Proposed Budget
Noticeboard	£50.00	£50.00
Tree	£850.00	£1,500.00
Defib	£250.00	£250.00
Contingency	£413.00	£0.00
VAS	£250.00	£250.00
SUB TOTAL	£1,813.00	£2,050.00

Burial Ground	Budget	Proposed Budget
Burial Ground	£200.00	£0.00
SUB TOTAL	£200.00	£0.00

TOTAL	£57,889.00	£50,306.60
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INCOME

Code	Title	2022-23	2023-2024	Comments
Allotments		Budget	Proposed Budget	
47	Rents	£932.00	£1,300.00	
	SUB TOTAL	£932.00	£1,300.00	
Burial Ground		Budget	Proposed Budget	
49	Burial Fees	£2,500.00	£2,500.00	
99	Burial Plot Fees	£2,500.00	£2,500.00	
	SUB TOTAL	£5,000.00	£5,000.00	
General Income		Budget	Proposed Budget	
46	Bank Interest	£90.00	£333.60	£27.80 average of 6 month
48	Wayleaves SSE	£167.00	£167.00	
57	Woodgreen Rent	£1.00	£1.00	
58	Football Club Rent	£500.00	£500.00	
59	Charities	£300.00	£300.00	
	Administration			
	Grants	£8,500.00	£0.00	
	Reserves	£5,000.00	£3,500.00	Playground maintenance
	SUB TOTAL	£14,558.00	£4,801.60	
Grass Cutting		Budget	Proposed Budget	
93	OCC	£1,299.18	£1,300.00	
	SUB TOTAL	£1,299.18	£1,300.00	
Precept		Budget	Proposed Budget	
11	Precept	£36,100.00	£37,905.00	
	Council Tax Grant	£0.00	£0.00	
	SUB TOTAL	£36,100.00	£37,905.00	
	TOTAL	£57,889.18	£50,306.60	