

Hailey Parish Council
March 2024 Minutes

Minutes of the Meeting of the Parish Council on
11th March 2024 at 7.30pm in Hailey Village Hall

Present: Cllr Graham Knaggs, Cllr Julie Sullivan, Cllr Andy Smith, Cllr Meena Patel, Cllr Kenny Patel, Cllr Gavin Hyatt, Cllr Liam Walker,

1. **To receive apologies for absence-** Cllr Katrina King, Clerk Miranda Rhodes
2. **To receive Declarations of Interest-** None
3. **To receive the Minutes of the Parish Council Meeting** dated 12th February 2024 – Approved
4. **Update on progress from the minutes-** None
5. **Comments from Members of the Public.** None
6. **To receive update reports from Cllr Liam Walker,** West Oxfordshire District Council and Oxfordshire County Council
 - The Budget has recently been finalised by WODC with the Council Tax going up by 5% and the green waste increasing by £5 per year.
 - The Council are losing an increasing amount of planning appeals.
 - Pothole reporting has escalated due to the poor quality of the repairs. Cllr Knaggs mentioned that the building work on the new houses at the end of Giernalls Road has badly affected the state of Giernalls road and the adjacent pavements .

7. Planning:

a) No new Planning applications

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
23/00539/FUL	The Crawley Inn Foxburrow Lane Crawley	Erection of 5 no. dwellings on the former car park together with the conversion of public house to provide 3 no. dwellings with associated parking, landscaping and works	PC – Concern – Design for traffic access to the carpark site and also the density of the buildings in the car park. WODC – Under Consideration (Approved)

C) Decisions made: The Application for 5 dwellings at the Crawley Inn , Foxburrow Land Crawley has been approved

8. **Neighbourhood Policing** (Cllr Andy Smith)

No new permanent PCSO although Pam Simpkins (Neighbourhood Watch coordinator) reported that PCSO Hayley Keeping based at Witney will be temporarily covering Hailey area. Discussion about the role of a PCSO.

9. **Update on Delly End flood Mitigations** (Cllr Andy Smith) and Highways

(Cllr Smith would like amendment on the future Agendas with a section labelled **“Highways and flooding mitigation update”**

- **Flooding update.** Cllr Smith is continuing discussions on flooding prevention with Ruth Allington who is a member of the parish and an expert on this subject. One of the ideas discussed is to alter the level of some land in Delly End in order to reduce run off.
- **Highways .** The whole of Giernalls road needs resurfacing due to damage by lorries from the building site. There are also issues in Priest Hill lane and Middletown which need addressing. New Yatt Road is due to be resurfaced. The access road to the village hall is in a bad state of repair with large potholes which have been reported by many people in the community. Cllr Smith is liaising with our Clerk Miranda about this. The Clerk has contacted Cottsway, who are responsible for this section of road. She is currently waiting for a reply. It is noted that Cottsway have previously been slow to act on previous repairs to this section of road.

10. **Defib update** Cllr Andy Smith) Cllr Smith reported that this had been dealt with at February meeting.

11. **Hailey Village Hall.** Cllr Sullivan feeding back from VH management committee

- The VH management committee are still obtaining quotes for the work on the concrete guttering. The first quote has been obtained and a second roofing contractor is assessing the guttering on 12th March. The committee is keen to authorise the work so that further damp damage to the hall can be avoided.
- The jazz evening has been a great success on all fronts and a similar music related event may be planned for the autumn
- Two more events are coming up, the Bingo on the 22nd March and the Quiz on the 26th April.

12. **Allotments** (Cllr Julie Sullivan)

(A) Water supply . There has been a water supply at Poffley end allotments since 6th August 2021, however a Castle Water account was only set up on the 14th August 2023 so we owe 2 years of arrears. Cllr Sullivan is liaising with Castle Water to sort this out and pay the arrears.

(B) Request by Hemplands tenant for pond/water feature.

Discussions were held and it was deemed to be a safety issue so the Committee agreed unanimously to refuse request. Cllr Sullivan will write to the tenant.

(C)Allotment Field New Yatt. A member of the public has expressed concern about the building work and ground work on the allotment field owned by the “Allotments for the labouring poor” who we are trustees for. There were also complaints about the light pollution given that we are a Dark Skies “ community . Cllr Knaggs and Cllr Sullivan met the two tenants at the field and discussed the small temporary building on the plot , the hard landscaping which has occurred, and the light pollution. The tenants reported that the temporary building had been on the plot when they took over tenancy and they had paid the previous tenant for it. They were both very apologetic about the ground work and admitted to not having read their tenancy agreement. They are now aware of section 9 in the tenancy and are aware of the dark skies policy since Cllr Sullivan sent it to them. Following discussion at the committee meeting it was suggested that they retain the building and retain the hard standing . The Council members voted to refuse installation of further building or extension of the hard standing area. If the current building requires replacement in the future the tenants will need to apply to the parish Council to get authorisation. The tenants are addressing the light pollution and trying to mitigate it. Cllr Sullivan will write to the tenants about the outcome and also communicate with the complainant.

(D)Lawn mower purchase. No further developments

(E) Ideas for renting out allotments. The committee members suggested leaflet dropping to new housing estate, continued appeals on Hailey facebook page and Hailey Herald and perhaps extending offer of tenancy to local parishes. Cllr Hyatt recommended giving people warning of this latter point in the Hailey Herald and on our Facebook page. Cllr Sullivan will pursue the first 3 options initially

13 Playground

(A) Rope replacement basket swing .

The replacement ropes have arrived and Cllr Hyatt and Cllr Sullivan will install . Authorisation of payment now needs to be made.

(B) Installation of roundabout . Cllr Sullivan reported that the installation will be on 19th or 20th March weather pending. Further preparation has needed to be done by the company which removed the roundabout in order to remove the central core of concrete which was on the specification for the original quote for removal but not done.

(C) Inspections . These are continuing and Cllr Sullivan has sent a yearly summary to the clerk.

14 . Policies. Renewals and Reviews.

(A) Standing orders. This policy was approved and adopted.

The following policies will be circulated to the councillors and approvals sought over the next few months.

(B) Financial regulations

(C) Burial ground regulations

(D) Risk management Policy

(E) Dignity at work

(F) Dispute regulation

(G) Grievance

(H) Recruitment

(I) Terms of reference staffing committee

(J) Training and development policy

(K) FOI scheme

(L) Risk management scheme

Cllr Knaggs reported that there will be policies on the NALC website which will help with our updating

15. Finance and Administration:

(A) Payments received:

Received from	For:	Amount
Allotment tenant	Deposit and tenancy	£57.00
JWS	Land sale agreement	£100.00
E Taylor	Memorial	£158.00
CCLA		£ 145.89

(B) Accounts for authorisation and payment: (Invoices circulated in advance – available for inspection)

Payee	For	Amount
Clerk (Miranda Harrison)	Net salary	£670.56
	Expenses	£37.28
		Total £ 707.84
Water plus	Water Bill	£8.99
OALC	Membership	£260.18
Scribe	Membership	£414.72

Hailey Village Hall	Hall hire x2	£38.50
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(C) Hailey Parish Council bank balances to 5th March 2024

Account	Balance
Unity Trust Current Account	£37,396.79
Unity Trust Deposit account	£29,580.93
COIF Public Sector Deposit Fund	£35,000
Allotments for Labouring Poor – 31 st August 2023	£11,712.63
Allotments for Labouring Poor COIF deposit account	£18,800.00

16. Internal audit

Jane Olds Internal Audit report previously circulated to group

- (A) Adopt a policy for internal Financial control and appoint a councillor who will check all processes against the policy at least three times a year. Cllr Hyatt agreed to do this
- (B) A reserves policy was previously circulated and adopted. The Clerk will add this to the PC database.
- (C) Update Asset register. Cllr Sullivan to liaise with the Clerk

Cllr Sullivan taking minutes as clerk absent due to illness

Meeting closed 8.30pm

Dates of upcoming Parish Council Meetings

*Denotes JSEC meetings

-11.03.23*
-08.04.24
-13.05.24
-10.06.24*
-08.07.24
-12.08.24
-09.09.24*
-14.10.24
-11.11.24
-9.12.24 *