



**Minutes of a meeting of STANFORD IN THE VALE PARISH COUNCIL
held on Wednesday 4th December 2024 at Stanford in the Vale Village Hall**

Present: Cllr Middleton (Chair) Cllr. Burls Cllr. Dixon (arrived 19:35) Cllr. Foulkes
Cllr. Howes (left 21:57) Cllr. Isaacs Cllr. Kent Cllr. Lewis Cllr. Page
Cllr. Silk
Cllr. Caul (VWHDC)

Claire Lewis (Clerk)
2 members of the public

- 01/12/24** **To receive apologies**
None received
- 02/12/24** **To receive Declarations of Interest from Cllrs on any agenda item**
Agenda item 14 - Cllr. Howes and Burls live adjacent to the bus stop
- 03/12/24** **To receive, approve & sign as a true record, minutes of previous meeting 6 November 2024**
ON THE RESOLUTION OF Cllr. Howes
SECONDED By Cllr. Silk
IT WAS RESOLVED that the minutes be accepted
All in favour with 2 abstentions from councillors not present at last meeting
- 04/12/24** **To receive report of County Councillor**
No report received
- 05/12/24** **To receive report of District Councillor**
- Received report on boundary commission changes – Stanford in the Vale **will remain as is.**
- ON THE RESOLUTION OF Cllr. Isaacs
SECONDED BY Cllr. Middleton
IT WAS RESOLVED that the Parish Council thanks Cllr. Lewis for his excellent challenge to the proposal to merge Stanford into Faringdon. All in favour
- The playing pitch strategy has been approved, to include the QEII field
- 06/12/24** **Questions/comments from Parishioners**
A parishioner from River Meadow requested all floodlights to be turned off at the recreation ground as she maintains that the floodlights are causing light pollution and shining into her house since the dead ash trees have been removed from the A417 fence line. The Parish Council responded that these are leisure facilities that are provided for the benefit of all the community. Parish Councillors will investigate the impact when the floodlights are on. The small football pitch floodlights are on from 5-7.30 on Monday, 5-9.30 on Tuesday and Wednesday for training sessions and off the rest of the week. The MUGA lights (which are dimmer and all shine downwards) are on from 5-9pm daily.
- 07/12/24** **To receive report of Chairman inc. items for next agenda**

Signed.....

Date.....

- Congratulations to our clerk who has obtained her Certificate in Local Council Administration. This was a significant amount of work and we are already seeing the benefits to the council from having a fully qualified clerk.
- We have received an enquiry from a parishioner relating to flooding in the vicinity of Bow Road and asking about ownership and maintenance of the drainage infrastructure in the area.
- I have submitted an enquiry to Thames Valley Police about reported crime in the skate park and have received a reply from an officer offering to assist us in tackling the problem. Related to this, now that we have the S106 funding for the skate park shelter, we need to engage a contractor for the groundwork needed before installation.
 - **Action:** Clerk to ask ARD to quote for groundwork and install of teen shelter.
- We were offered an opportunity at short notice to bid for £5k of funding from the OCC Councillor Priority Fund for the QEII archaeology and associated activities relating to our planning application. Many thanks to the clerk for turning round the application at very short notice. Note that any funds need to be spent by March 2025.
- We have our follow up meeting with the football club on the lease next Tuesday, 10 Dec.
- Cllr Kent and I are planning to conduct the clerk's annual appraisal on Friday 13 Dec.
- I understand our S106 application for the QEII field archaeology has been approved. We have a couple of items to address before we can go ahead:
 - The field will need mowing to allow access for the trenching.
 - We have an offer from a third party to supply a digger and operator. This will save us money but we will effectively become the prime contractor for the work. This will complicate the logistics and I would suggest it would need a councillor willing to coordinate and manage the various contractors on-site if we take up that option.
 - We will need to ask the football club if they are happy to once again provide welfare facilities for the contractors.

Action: Clerk to get start date from Archaeology contractor
- My thanks to Cllr Foulkes, who has offered to fill the vacant post of parish footpath warden. I'll liaise with him to pass on the necessary information and contacts.
- We have signed the land registry title transfer forms (TP1) to transfer the Nursery End public open space to the parish council. My thanks to Cllr Isaacs for coordinating and expediting the process. The VWDC officer responsible for the S106 application has indicated that we may need to ask for the land transfer to be expedited.
- I've been in touch with OCC after a parishioner received an unsatisfactory response to a Fix My Street query relating to the state of repair of the footpath through the churchyard, after someone sustained a fall. We have established that the section of path is OCC Highways responsibility and they have it on their list for repair.
- Our applications for 20mph throughout the village and for a reduction in the A417 speed limit from 40mph to 30mph have both been approved by the OCC cabinet member for transport management.
- My thanks to Cllr Burls who represented the parish council and laid our wreath at the village Remembrance Day ceremony.
- We are still trying to find a date for a Highways Engagement meeting with OCC.
- A number of bird boxes have appeared screwed to several trees on Church Green, along with a 'dog stick swap shop' board tied to one of the trees.
- We have started to put together a plan for our activities for next year. My thanks to both Cllr Lewis and the clerk for leading on this.

08/12/24 To receive correspondence and Clerk's Report

Correspondence – relevant copies are in the meeting correspondence folder

Signed.....

Date.....

1. OALC newsletter
2. A parishioner has been in contact about the bus stops and accessibility. Once the bus stops meeting has happened on December 11th at 2.30, I will give him an update.
3. A request to complete a Probation Service survey on how unpaid work can better deliver for local communities— can a councillor complete? **Action:** Cllr. Isaacs will complete
4. A parishioner from River Meadow has been in touch regarding the tree work on December 2nd – the removal of the diseased Ash trees along the A417 side of the football field has resulted in the floodlights being visible to some of the houses. I have reset the floodlight timings – the small pitch is Mon 5—7:30, Tues and Wed 5-9:30. The MUGA is 5-9 each day. The tree removal has left some of the line looking quite bare, so the Parish council may want to consider planting new trees along the line.
5. Derek Monahan Smith’s funeral is on Wednesday 11th December at 11am at Garford Crematorium. Derek was a Parish Council member some years ago and Chair of Governors at school.
6. A parishioner on Bow Road has written to Cllr. Ash and to the PC for support in dealing with the regular flooding of raw sewerage into their garden and outbuildings after heavy rain. She has met with the Vale Flood Risk and Drainage Engineer on 13th November. **Action:** Cllr Lewis will follow up with resident

Clerk’s report

1. AMTS are completing the tree maintenance work around the village this week.
2. Darren cleared trees on Church Green after the recent storm, and the fallen tree on the Hatford footpath. I had reported the latter to OCC Countryside access to remove. I’ve asked Darren to make sure all work comes through me so that I can prioritise and track.
Action: Clerk to check contractor’s insurance and investigate chainsaw training
3. The PPC has given a grant to the new netball club to buy equipment, and they will start using the MUGA soon.
4. VWHDC legal are drawing up a Third-Party Funding Agreement to release the S106 archaeology funds. It is expected to be several weeks before a draft agreement is provided. I have also applied for £5k from the County Councillor’s Fund.
5. The login for Parish Mapping has arrived, so I will start looking at it w/c 9 December.
6. I have been unable to establish who has placed the bird boxes on the trees on Church Green.
7. I have successfully completed my CiLCA qualification, and the certificate is available in the reports folder. The qualification consisted of five modules, covering a total of 30 learning outcomes. Two of my module submissions were marked as "exceptional." The modules were:
 - Core Roles
 - Law and Procedure
 - Finance
 - Management
 - Community Engagement
 The qualification has resulted in a list of items to implement in the coming year.
8. Recent planning decisions:
 - P24/V1982/FUL– Manor Farm outbuilding – Granted
 - P24/V2257/S73 – Cottage Farm carports - Granted

09/12/24 To approve Accounts for Payment

Stanford in the Vale Parish Council
Reconciliation Detail
 Current Account - TSB, Period Ending 30/11/24

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							56,220.00
Cleared Transactions							
Cheques and Payments - 9 items							
Bill Pmt -Cheque	04/11/24	BACS	Yu Energy	October floodlights bill	X	-90.80	-90.80
Bill Pmt -Cheque	25/11/24	BACS	D Rolls	Time Oct and Nov	X	-300.00	-390.80
Bill Pmt -Cheque	25/11/24	BACS	A.Bailey	Trees for community orchard	X	-278.36	-669.16
Bill Pmt -Cheque	25/11/24	BACS	The Poppy Appeal	Remembrance Donation	X	-60.00	-729.16
Transfer	29/11/24			Transfer to S106 reserves	X	-3,417.00	-4,146.16
General Journal	29/11/24	2021-2...	Claire Lewis	65hrs @ SCP 22 and backpay	X	-1,292.17	-5,438.33
Bill Pmt -Cheque	29/11/24	BACS	Stephen Rolls	November litter picking	X	-208.00	-5,646.33
Bill Pmt -Cheque	29/11/24	BACS	Stanford in the Vale Sc...	Donation - bulb planting	X	-200.00	-5,846.33
General Journal	29/11/24	2021-2...	HMRC - PAYE & NI	NI contributions	X	-181.74	-6,028.07
Total Cheques and Payments						-6,028.07	-6,028.07
Deposits and Credits - 2 items							
Deposit	29/11/24			S106 PWA Design Phase	X	3,417.00	3,417.00
Transfer	29/11/24			Funds Transfer PWA Design	X	3,417.00	6,834.00
Total Deposits and Credits						6,834.00	6,834.00
Total Cleared Transactions						805.93	805.93
Cleared Balance						805.93	57,025.93
Register Balance as of 30/11/24						805.93	57,025.93
Ending Balance						805.93	57,025.93

ON THE RESOLUTION OF Cllr. Isaacs
 SECONDED By Cllr. Howes
 IT WAS RESOLVED that the Parish Council approves the accounts for payment. All in favour

10/12/24 To approve Monthly Statement of Accounts

Stanford in the Vale Parish Council
Statement of Accounts - Summary
 As of 30 November 2024

	30 Nov 24	31 Oct 24
ASSETS		
Current Assets		
Cash at bank and in hand		
Current Account - TSB		
Reserves - Comm. Garden	1,645.00	1,645.00
Reserves - Security	857.08	857.08
Reserves - CIL	41,807.23	41,807.23
Reserves - NP	145.10	145.10
Reserves - S106	3,417.00	0.00
Current Account - TSB - Other	9,154.52	11,765.59
Total Current Account - TSB	57,025.93	56,220.00
Redwood 35 Day Savings Account		
Reserves - Play Equipment Savin	750.00	750.00
Reserves - CIL Savings	70,133.23	70,133.23
Reserves - NP Savings	3,589.05	3,589.05
Redwood 35 Day Savings Account - ...	9,383.81	9,107.32
Total Redwood 35 Day Savings Account	83,856.09	83,579.60
Total Cash at bank and in hand	140,882.02	139,799.60
Total Current Assets	140,882.02	139,799.60
NET CURRENT ASSETS	140,882.02	139,799.60
TOTAL ASSETS LESS CURRENT LIABILITIES	140,882.02	139,799.60
NET ASSETS	140,882.02	139,799.60
Capital and Reserves	0.00	0.00

ON THE RESOLUTION OF Cllr. Howells
 SECONDED By Cllr. Silk
 IT WAS RESOLVED that the Parish Council approves the statement of accounts. All in favour.

Signed..... Date.....

11/12/24 To consider draft 25-26 Budget

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Kent

IT WAS RESOLVED that the Parish Council agrees the following budget for 25/26:

Accrual Basis

Stanford in the Vale Parish Council Proposed Budget (comparison YTD)

	2025-2026		2024-25		2023-2024	
	Budget	Budget	YTD Dec 1	Forecast		
Ordinary Income/Expense						
Income						
Precept	32,000.00	30,000.00	30,000.00	30,000.00	28,000.00	
Grants Received	0.00	0.00	102,557.16	102,557.16	47,017.48	CIL, S106 and grant allocations are in blue. For major capital programs PC may use a mix of existing reserves and/or seek additional grant funding
Agency Work - Grass Cutting	2,784.30	2,784.30	2,784.30	2,784.30	2,784.30	
Interest on Investments	1,000.00	200.00	1,827.11	2,827.11	1,135.90	
Rent Received	3,015.43	2,316.00	2,112.34	3,015.43	2,848.02	
Miscellaneous	0.00	0.00	0.00	0.00	2,694.46	
Total Income	38,799.73	35,300.30	139,280.91	141,184.00	84,480.16	
Expense						
Neighbourhood Plan	0.00					
General Administration	3,700.00	3,700.00	2,915.33	3,700.00	4,183.74	
Salaries,Wages, Clerks Expenses	16,470.61	13,776.88	10,223.65	15,646.45	13,960.28	
Capital Spending	2,500.00	5,230.00	39,343.51	42,760.51	33,301.30	
Running Costs	12,250.00	8,550.00	6,191.04	8,550.00	14,525.96	
Legal & Professional Fees	2,100.00	1,800.00	615.00	1,800.00	525.56	
Grants Allocated	449.74	0.00	486.68	486.68	441.39	
Donations	310.00	310.00	260.00	510.00	56.67	
Contingency	1,000.00	1,080.00				
Total Expense	38,780.35	34,446.88	60,035.21	73,453.64	66,994.90	
Net Ordinary Income	19.38	853.42	79,245.70	67,730.36	17,485.26	
Profit for the Year	19.38	853.42	79,245.70	67,730.36	17,485.26	

Notes:
 a) Conservative estimate
 b) As 2024. Rent reviews both due Mar 24. £449 of income is offset by preschool grant
 i) Expect to be within budget this FY
 ii) Increase in litter picker (living wage increase) + additional clerk NI contributions. Litter picker now 4 hours per week
 iii) Majority from new and/or reserves of CIL, S106 and Grants
 iv) Additional £1k contractor cost +£500 expenses
 v) As last year + £300 internal audit fee
 vi) Preschool lease subsidy
 vii) Assumes £250 charitable donation + £60 poppy wreath
 viii) £330 clerk national pay agreement, £420 new accounting package, £300 extra preschool grant

12/12/24 To review draft Precept for 25-26

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Kent

IT WAS RESOLVED that the Parish Council approves the precept of £32,000 for 25/26. This equates to a 71p increase per year for a Band D house, to £28.83.

Precept Review

Effective Apr	2022	2023	2024	2025 Pro-Rata					
Precept	£26,000	£28,000	£30,000	£30,000	£31,210	£32,000	£32,500	£33,000	£33,500
Tax Base	969.1	1024.2	1066.9	1110	1110	1110	1110	1110	1110
Cost to Band D	£26.83	£27.34	£28.12	£27.03	£28.12	£28.83	£29.28	£29.73	£30.18
% Change per Band D	3.27%	1.90%	2.85%	-	0.00%	2.52%	4.12%	5.72%	7.33%
£ Change (since last yr)	£1,905	£2,000	£2,000	£0	£1,210	£2,000	£2,500	£3,000	£3,500
% change in precept	7.33%	7.14%	6.67%	0.00%	3.88%	6.25%	7.69%	9.09%	10.45%

13/12/24 To review and approve the Parish Council Investment Strategy

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Kent

IT WAS RESOLVED that the Parish Council approves the investment strategy. All in favour

14/12/24 To approve expenditure on Cottage Road bus shelter and discuss surrounding trees

Signed.....

Date.....

Action: Clerk to investigate land ownership for bus stop area

Action: Cllr. Isaacs will raise at the OCC bus stop meeting on 11 December.

- 15/12/24 To agree membership of working group to evaluate and recommend options for accounting software**
ON THE RESOLUTION OF Cllr. Middleton
SECONDED BY Cllr. Isaacs
IT WAS RESOLVED that Cllr. Foulkes , Cllr. Lewis and the clerk join the working group
- 16/12/24 To consider an increase to the budget for the Jubilee Gardens regeneration**
ON THE RESOLUTION OF Cllr. Lewis
SECONDED BY Cllr. Isaacs
IT WAS RESOLVED that an additional £355 is allocated from CIL to the Jubilee Garden budget
- 17/12/24 To nominate a councillor to attend OCC Local Transport Rep meetings**
Cllr. Silk, Cllr. Burls and Cllr. Isaacs will rotate the role.
- 18/12/24 To receive an update on the Wayfinder Trail Project**
The S106 funding for the design phase has been received. Rob Turner, the designer, is coming to the village 12-14 February and will meet with school and the local history society as well as walking the village with the working group.
- 19/12/24 To approve the Training and Development Policy**
ON THE RESOLUTION OF Cllr. Isaacs
SECONDED BY Cllr. Lewis
IT WAS RESOLVED that the Parish Council approves the policy, with the following changes:
- i. Change ‘Other employees’ section to read “All other employees will receive relevant training and instruction to perform their job. This includes Health and Safety training”
 - ii. Remove “entitled to paid study leave to work towards the qualifications” under the clerk section
- 20/12/24 To approve Clerk’s SLCC membership for 2025**
ON THE RESOLUTION OF Cllr. Lewis
SECONDED BY Cllr. Middleton
IT WAS RESOLVED that the Parish Council approves the SLCC membership for 2025
- 21/12/24 To approve any training requests**
None received
- 22/12/24 Provisional date of next meeting – Wednesday 8th January 2025**
- 23/12/24 Questions/comments from parishioners**

Signed.....

Date.....