



**Minutes of a meeting of STANFORD IN THE VALE PARISH COUNCIL
held on Wednesday 7th December 2022 at Stanford in the Vale Village Hall**

Present: Cllr. Middleton (Chair) Cllr. Lewis Cllr. Dixon Cllr. Isaacs Cllr. Howes
(arrived 19.48, left 22.00) Cllr. Boyle Cllr. Ash (OCC, arrived 21.44)

Claire Lewis (Clerk)
5 members of the public

01/12/22 To consider apologies and reason (if offered)

Cllr. Williams-Cuss (Work)
Cllr. Dabek (Vacation)
Cllr. Warren (Illness)

ON THE RESOLUTION OF Cllr. Boyle
SECONDED BY Cllr. Dixon
IT WAS RESOLVED that the apologies be accepted. All in favour

Apologies were also received from Cllr. Boyd (VWHDC) due to full council meeting at VWHDC

02/12/22 To receive Declarations of Interest from Cllrs on any agenda item

Item 10 b – 9 Church Green planning application - non-pecuniary interest – Cllr Lewis
Item 11 – Accounts for payment - Cllr Middleton

**03/12/22 To receive, approve & sign as a true record, minutes of previous meeting 2nd
November 2022**

ON THE RESOLUTION OF Cllr. Isaacs
SECONDED BY Cllr. Dixon
Remove sentence in 22/11/22 beginning “Cllr. Isaacs will share” and replace with “The proposed circular footpath network map can be found on the Parish Council website”
All in favour
IT WAS RESOLVED that the minutes from November be accepted, with the change above

04/12/22 To receive report of County Councillor

Cllr. Ash’s report is in the reports folder. Cllr. Ash arrived at 21.44:

- Where bus timetables have been amended and rationalised, there is not currently a joined-up approach to timetables. Please share any obvious areas of overlap as I am planning to confirm my support for our rural services but encourage different providers to liaise with each other in order to spread out arrival and departure times more evenly.
- The Budget process is now underway, and it is likely there will be a 5% increase in Council Tax. Residents can have their say on the council’s budget proposals between 18 November and 19 December by visiting oxfordshire.gov.uk and completing the online survey. oxfordshire.gov.uk/budgetconsultation

Matters raised by councillors

Signed.....

Date.....

The councillors discussed the issues that still need to be resolved with OCC regarding the QEII field, particularly archaeology and GCN mitigation, before it can seek planning permission, level the field and access S106/CIL monies. Cllr. Ash agreed to escalate the issues and assist with reaching a resolution. Cllr. Isaacs will summarise these issues in an email to Cllr. Ash.

05/12/22 To receive report of District Councillor

Cllr. Boyd's report is in the reports folder

Written response to matters raised by councillors last month:

- QE2 - No response from Vale administration on attending the site. A new leader is being elected this evening and I suspect it makes it even more unlikely that it will now happen. I will chase.
- Footpath from Bow Farm - No update to report here despite an email to Vale Legal, I will chase this again.

06/12/22 Questions/comments from parishioners

- Two parishioners spoke of their opposition to planning application P22/V2065/HH. Their comments were noted and taken into consideration by the PC when it considered the application.
- The developer of Cottage Farm spoke about Vale's refusal of planning permission for the barn development and the request to reduce the number of properties, which would leave one derelict barn on the site. The original application was supported by the Parish Council. Under Vale's planning rules, schemes less than 10 houses can only be called in within 21 days, which had elapsed. The developer has submitted a revised application but advised that he may withdraw this and resubmit the original application and ask Cllr Boyd if he would call it in to committee.
- Cllr. Bentley from Faringdon introduced herself and discussed parishes having a joined-up approach to trees and hedges across the area. Cllr. Middleton suggested that this would be best done in the Environment Committee. Clerk to connect her with the committee.

07/12/22 To consider applicants for the Casual Vacancy and to co-opt a new Councillor

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Boyd

IT WAS RESOLVED that the Parish Council co-opt James Brooks. All in favour with one abstention.

08/12/22 To receive report of Chairman inc. items for next agenda

- The *Keep Clear* lines have now been painted outside the school. However, the school are still experiencing parking problems, particularly on the pavement, and have written to me about purchasing some [Parking Buddies](#), with a commitment that the school would put them out and collect them each day. They are enquiring about potential sources of funding and whether the parish council or other local organisations might be able to contribute.
- We have an online meeting scheduled with Manorwood Homes to discuss potential development of the Old Mill Nursery, Upper Green, on Tue 24th Jan at 8pm.
- I've had some correspondence with a parishioner about construction access for the second phase of the River Meadow development, P21/V2334/FUL (see [email thread](#) included in the reports folder).
- I have asked David Wilson Homes to institute a regular litter pick on the A417 verge opposite the River Meadow construction site due to persistent problems with materials blowing off the site and collecting in the verge.
- I have received some feedback from Savills following our meeting to discuss potential development of land west of Ware Rd (see [email](#) in the reports folder). This is essentially a summary of the points we raised in the meeting concerning connection with other footpaths, respecting the vernacular architecture, sustainability, community green spaces and accessibility.

Signed.....

Date.....

- We had a meeting with Gigaclear to discuss their proposals for full fibre to premises broadband in the village. They confirmed that they will not be erecting any new poles and that cables will either be routed underground or will use existing telegraph poles. The overall approach seemed, at first look, well-considered. We have asked if we can see their detailed plans for more thorough review.
- I've had a couple of responses to the newsletter appeal for people to help preserve Margaret Grant's nature archive and also a response to our appeal for someone with construction management experience to help with the QEII Field. I'll follow those up when I have time.

09/12/22 To receive Clerk's Report and correspondence

Correspondence – relevant copies are in the meeting correspondence folder

1. The OALC November report is in the correspondence folder
2. A parishioner has written to ask if the PC can help with two public footpaths, 361/13/10 and 361/9/40 off Park Lane in need of urgent repairs – see correspondence for further detail. He reported 361/13/10 over a year ago and it is unlikely to be repaired in the foreseeable future. Both require complete replacement of the three wooden boards over the ditches, as they are totally rotten. The stile footplate is also insecure/rotten on 361/9/40. **ACTIONS:** Clerk to advise parishioner to log on to FixMyStreet and confirm when this is done. Cllr. Middleton to add clerk as a Super User for FixMyStreet.
3. A resident of Bow Road has been in touch about the danger of crossing the road outside Bow House, where he has had a near miss. It is a popular crossing spot for walkers to cross to the footpath. His observation is that there are more cars speeding through the area. He is also a member of Speedwatch and will bring this up with them.
4. Vale is making Car Parks free on Some Saturdays during December to encourage people to support local businesses:
 1. Abingdon 3 and 10 December
 2. Faringdon 3,10 and 17 December
 3. Wantage 3,10 and 17 December
5. The woman who runs Tiny Wildlings Nature Play for children has emailed to ask if we have any land/woodland for lease that could be used as a permanent base as she currently uses Kingston Bagpuize Millennium Green as a pack away.
6. Oxfordshire South & Vale Citizens Advice has written to ask if the PC would donate to help support residents in the cost-of-living crisis. It helped 51 of our parishioners last year. **ACTION:** Clerk to ask for more details of the types of help provided. Council looks at request annually and will consider the request then.

Clerk's report

1. Biffa will be doing a 'deep clean' of the village – litter picking, sweeping, and removing moss and weeds on pavements for 5 days from 31/01/2023 to 06/02/2023. They will do what they can within the allotted time. If there are any areas you would like them to focus on (it must be land under their direct control), please let me know. I need to get any special requests to them by January 10th.
2. We have a new dog bin on Cottage Road at the entrance to the QEII field.
3. The new grit bin has been filled and positioned at the end of Neville Way (just in time!)
4. The play inspection has been completed and I've created a spreadsheet of the actions, to be passed to Darren to complete where applicable.
5. Vale has sent the latest version of the electoral register
6. Do councillors want to add their email addresses to the information on the website? If you do, let me know. **Notes** – a discussion for and against was held, up to individual councillors to decide.
7. I have started to work through the Parish Council boxes in the Village Hall. I cannot get access to one of the cabinets as it is blocked by other groups' items.
8. Recent application decision:
 - P22/V1821/N4B **Thatcher's Barn** – REFUSED – “The proposed development complies with the limits of Class Q but prior approval is refused for the traffic and highways impacts of the development as safe and suitable access is not achieved.”

9. I have started the ILCA to CILCA training, consisting of 7 webinars and written modules
 10. I compared the model code of conduct with ours and the main differences were:

- a) The model states that it applies to **all** forms of communication and interaction (ours doesn't say anything)
 b) The model has a section on compliance with the code. Our Standing Order 14 covers how the council will deal with Code of Conduct complaints but not the councillor's responsibility in the process. The model states that a Councillor:
- o Shall undertake Code of Conduct training as required.
 - o Shall cooperate with any Code of Conduct assessment, investigation, hearing and/or determination.
 - o Shall not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
 - o Shall comply with any sanction imposed on them following a finding that they have breached the Code of Conduct.

10/12/22

To discuss Planning Applications

- a. **P22/V2541/HH - Bedlam Barn, Gainfield - Tennis court**

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Howes

IT WAS RESOLVED that the Parish Council supports this application. All in favour

- b. **P22/V2065/HH – 9 Church Green - demolish shed, build new outbuilding**

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED that the Parish Council OBJECTS to this application on the following grounds:

- The height, at nearly 4m, is excessive for the proposed use as home office and sewing room and is inappropriate for its location in the conservation area and proximity to several listed buildings.
- There are a number of inconsistencies in the application, namely:
 - o The application form states that no external materials are used, which clearly cannot be case
 - o The accompanying note states that the applicant is considering grey water, but the inclusion of a WC would clearly necessitate provision of foul sewage, for which no details have been provided. Furthermore, local knowledge suggests that there may be existing drains in the vicinity which could be disturbed by the construction of this building.
 - o No details are given about external materials and finishes, which are clearly significantly important in maintaining the aesthetics of the conservation area.
 - o A significant depth of concrete is required for the foundations with no accompanying tree survey or evaluation of the effect of this on the rootzone of the neighbouring trees. Neither has the associated challenge of rainwater runoff from the new larger roof area been considered. Furthermore, given the high carbon footprint of concrete it is disappointing that more environmentally construction methods have not been considered.

All in favour

- c. **P22/V2131/FUL – STA – Cottage Farm - amendment**

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED that the Parish Council SUPPORTS this application. The Parish Council approved the previous application plan and preferred its design. All in favour with 1 abstention.

11/12/22 To approve Accounts for payment

12:19 AM
05/12/22

Stanford in the Vale Parish Council
Reconciliation Detail
Current Account - TSB, Period Ending 30/11/22

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							20,239.36
Cleared Transactions							
Cheques and Payments - 11 items							
Bill Pmt -Cheque	23/11/22	Debit	SSE (Swalec)	Floodlights Oct ...	X	-62.03	-62.03
Transfer	25/11/22			Funds Transfer	X	-8,000.00	-8,062.03
General Journal	25/11/22	2021-91	Claire Lewis	65hrs @ SCP 20	X	-1,369.86	-9,431.89
Bill Pmt -Cheque	25/11/22	BACS	Justin Riggs Mill Farm	QEII Topping	X	-445.09	-9,876.98
Bill Pmt -Cheque	25/11/22	BACS	Claire Lewis (Expenses)		X	-171.72	-10,048.70
General Journal	25/11/22	2021-91	HMRC - PAYE & NI	65hrs @ SCP 20	X	-134.38	-10,183.08
Transfer	25/11/22			Salt Bin Purchase	X	-125.60	-10,308.68
Bill Pmt -Cheque	25/11/22	BACS	N.Middleton		X	-87.79	-10,396.47
Bill Pmt -Cheque	25/11/22	BACS	The Poppy Appeal	Remembrance ...	X	-60.00	-10,456.47
General Journal	25/11/22	2021-91	Claire Lewis	Advance on Dec...	X	-27.00	-10,483.47
Bill Pmt -Cheque	25/11/22	BACS	SITV Village Hall	PC Oct 2022	X	-20.00	-10,503.47
Total Cheques and Payments						-10,503.47	-10,503.47
Deposits and Credits - 3 items							
Transfer	04/11/22			VAT discrepancy	X	0.10	0.10
Payment	04/11/22		HM Customs & Excise -...		X	4,132.30	4,132.40
Transfer	25/11/22			Salt Bin Purchase	X	125.60	4,258.00
Total Deposits and Credits						4,258.00	4,258.00
Total Cleared Transactions						-6,245.47	-6,245.47
Cleared Balance						-6,245.47	13,993.89
Register Balance as of 30/11/22						-6,245.47	13,993.89
Ending Balance						-6,245.47	13,993.89

ON THE RESOLUTION OF Cllr. Isaacs
SECONDED BY Cllr. Howes
IT WAS RESOLVED that the accounts for payment be approved. All in favour

12/12/22 To approve Monthly Statement of Accounts

12:19 AM
05/12/22
Accrual Basis

Stanford in the Vale Parish Council
Statement of Accounts - Summary
As of 30 November 2022

	30 Nov 22	31 Oct 22
ASSETS		
Current Assets		
Cash at bank and in hand		
Current Account - TSB		
Reserves - CIL	7,926.78	8,052.38
Reserves - NP	145.10	145.10
Current Account - TSB - Other	5,922.01	12,041.88
Total Current Account - TSB	13,993.89	20,239.36
Redwood 35 Day Savings Account		
Reserves - Play Equipment Savin	750.00	750.00
Reserves - CIL Savings	4,133.23	4,133.23
Reserves - NP Savings	3,589.05	3,589.05
Redwood 35 Day Savings Account -...	19,700.58	11,665.32
Total Redwood 35 Day Savings Account	28,172.86	20,137.60
Petty Cash	0.00	0.10
Total Cash at bank and in hand	42,166.75	40,377.06
Total Current Assets	42,166.75	40,377.06
NET CURRENT ASSETS	42,166.75	40,377.06
TOTAL ASSETS LESS CURRENT LIABILITIES	42,166.75	40,377.06
NET ASSETS	42,166.75	40,377.06
Capital and Reserves	0.00	0.00

ON THE RESOLUTION OF Cllr. Boyle
SECONDED BY Cllr. Howes

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

IT WAS RESOLVED that the Monthly Statement of Accounts be approved. All in favour.

13/12/22 To review performance against Budget

12:24 AM
05/12/22
Accrual Basis

Stanford in the Vale Parish Council
Income & Expenditure
April through November 2022

	Apr - Nov 22	Apr - Nov 21
Ordinary Income/Expense		
Income		
Precept	26,000.00	24,095.00
Grants Received		
CIL Grants	10,003.13	5,191.02
S106 Grants	14,233.00	1,950.00
Grants Received - Other	1,273.97	600.00
Total Grants Received	25,510.10	7,741.02
Agency Work - Grass Cutting	2,784.30	0.00
Interest on Investments	175.56	174.61
Rent Received	1,674.20	1,588.00
Total Income	56,144.16	33,598.63
Expense		
General Administration		
Hall Hire	152.35	64.25
Insurance	1,011.97	1,167.68
Membership Fees	270.03	330.22
Office Expenses	107.16	100.00
Telephone & Fax	0.00	153.55
Training & Education	470.00	0.00
Total General Administration	2,011.51	1,815.70
Salaries,Wages, Clerks Expenses		
Cleaning Wages	702.36	624.00
Clerks Salary	7,615.63	4,939.10
Clerks PAYE	81.37	1,234.60
Employer NI	233.50	241.74
Total Salaries,Wages, Clerks Expe...	8,632.86	7,039.44
Capital Spending		
CIL Projects	125.60	0.00
S106 Projects	14,233.00	0.00
Other Community Assets	0.00	0.00
Other Fixed Assets	129.98	0.00
Total Capital Spending	14,488.58	0.00
Running Costs		
Contractors		
Strimming	50.40	584.25
Maintenance	487.20	304.00
Mowing	985.60	1,382.25
Total Contractors	1,523.20	2,270.50
QEII Field	720.91	375.00
Equipment Service/Repair	809.04	503.84
Greens & Gardens	527.28	1,509.89
Leisure & Recreation	367.58	340.44
Mower & Strimmer Expenses	831.95	370.61
Repairs & Sundries	75.54	43.87
Total Running Costs	4,855.50	5,414.15
Legal & Professional Fees	868.85	15,647.12
Grants Allocated	41.39	0.00
Donations	60.00	0.00
Total Expense	30,958.69	29,916.41
Net Ordinary Income	25,185.47	3,682.22
Profit for the Year	25,185.47	3,682.22

The budget is on track. Councillors thanked Cllr. Lewis for preparation of the budget review and for giving a clear overview.

14/12/22 To agree amendments for banking signatories

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

Propose

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED to remove previous councillors Amanda Bailey and Tina Jenkins from banking signatories. All in favour.

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Lewis

IT WAS RESOLVED to add Cllr. Isaacs and Cllr. Boyle as banking signatories. All in favour.

15/12/22 To consider/set the Precept for 2022/23

Councillors discussed the precept. The Council is acutely aware of the current rise in cost of living and wants to minimise costs to households, whilst still being able to provide its services with rising costs. Increasing the precept to £28,000 would mean a rise of 51p for a band D house, from £26.83 to £27.34.

ON THE RESOLUTION OF Cllr. Howes

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED to set the precept at £28,000. All approved. Clerk to submit the precept.

16/12/22 To consider/approve additional expenditure from reserves for the QEII Field archaeological survey

The council decided to defer the decision to incur more expenditure on further survey work. Cllr. Middleton will investigate other providers.

17/12/22 To consider/approve expenditure on a tree survey

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Brooks

IT WAS RESOLVED to close the meeting at 21.28 to take comments from the public.

ON THE RESOLUTION OF Cllr. Boyle

SECONDED BY Cllr. Howes

IT WAS RESOLVED to re-open the meeting at 21.30

Actions: Cllr. Middleton to get quotes from other arboriculturists and bring back to council. Clerk to check if the trees on the edge of the football field/A417 are OCC responsibility.

18/12/22 To consider S106 application for audio/visual equipment on behalf of Stanford in the Vale Village Hall

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Howes

IT WAS RESOLVED that the PC will apply for S106 monies on behalf of Village Hall for a community cinema for up to a value of £12,000.

19/12/22 To approve expenditure for replacing floodlight bulbs at the football pitch/MUGA/skate park

Two quotes have been received for the floodlights - one to replace the failed lamps and one to replace the floodlights with LEDs. The cost to replace with LEDs would involve new fittings (17 heads) as well as the LEDs and significantly more work, approximately £18k. The quote for replacing the failed lamps is £1313, including lamps, labour and hire of a cherry-picker.

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Howes

IT WAS RESOLVED that £1500 be allocated to replace the floodlight bulbs on a like-for-like basis.

Note: PC to review the timings of the floodlights to keep costs down.

Signed.....

Date.....

- 20/12/22 To discuss the Open Space land transfer of Nursery End**
 ON THE RESOLUTION OF Cllr. Middleton
 SECONDED BY Cllr. Boyle
 IT WAS RESOLVED to delegate the work required to the Cllr. Lewis, Middleton, Isaacs and Brooks. All in favour.
- 21/12/22 To consider nominations for Assets of Community Value**
 ON THE RESOLUTION OF Cllr. Middleton
 SECONDED BY Cllr. Isaacs
 IT WAS RESOLVED that the PC will apply to list the Horse and Jockey as an asset of community value and to delegate the application to Cllr. Howes. All in favour.
- 22/12/22 To agree/implement the NALC recommended national clerk's salary award - increase of SCP20 to £14.75/hr (backdated to April 2022)**
 ON THE RESOLUTION OF Cllr. Brooks
 SECONDED BY Cllr. Isaacs
 IT WAS RESOLVED to implement the NALC recommended clerk's salary. All in favour.
- 23/12/22 To consider clerk's membership of Society of Local Council Clerks (SLCC)**
 ON THE RESOLUTION OF Cllr. Middleton
 SECONDED BY Cllr. Isaacs
 IT WAS RESOLVED that the Parish Council will fund the clerk's membership of the SLCC. All in favour.
- 24/12/22 To receive report of Environmental Committee**
 Committee met 16th November. Minutes are in the report folder. Clerk to add minutes to the website.
- 25/12/22 To receive report of Recreation & Leisure Committee**
 Nothing received
- 26/12/22 To receive report of Millennium Green Trust**
 Cllr. Middleton has agreed to be the chair
 The AGM will be held on 25th January 2023 in Stanford in the Vale School
- 27/12/22 Provisional date of next meeting - Wed 4 January 2023**
- 28/12/22 Questions/comments from parishioners**
 Further to the discussion on trees, a parishioner commented that trees on Church Green next to the bus stop need attention.
- ON THE RESOLUTION OF Cllr. Lewis
 SECONDED BY Cllr. Middleton
 IT WAS RESOLVED that standing orders be suspended at 22.00 in order to continue the meeting.
 Approved with 1 abstention
- Meeting closed at 22.12**