



**Minutes of a meeting of STANFORD IN THE VALE PARISH COUNCIL
held on Wednesday 6 December 2023 at Stanford in the Vale Village Hall**

Present: Cllr Middleton (Chair) Cllr. Austin Cllr. Boyle Cllr. Brooks Cllr. Dabek
Cllr. Dixon Cllr. Howes (arrived 20:13) Cllr. Kent Cllr. Lewis

Claire Lewis (Clerk)

0 members of the public

01/12/23 To receive apologies

Cllr. Isaacs

Cllr. Caul (VWHDC)

02/12/23 To receive Declarations of Interest from Cllrs on any agenda item

Cllr. Lewis – non-pecuniary interest in agenda item 9.

03/12/23 To receive, approve & sign as a true record, minutes of previous meeting 1st November 2023

ON THE RESOLUTION OF Cllr. Austin

SECONDED BY Cllr. Boyle

IT WAS RESOLVED that the minutes be accepted

All in favour with 1 abstention from a councillor who was not in attendance at the last meeting.

04/12/23 To receive report of County Councillor

Nothing received from Cllr. Ash.

05/12/23 To receive report of District Councillor

Nothing received from Cllr. Caul. Cllr. Caul will be available to meet with councillors separately to discuss any issues.

Matters raised by councillors which need discussion:

a) QEII field

b) Bow road

06/12/23 Questions/comments from Parishioners

Parishioner raised issue of frequent A417 closure at Mellors, causing impact to the economy, transport links and stranded bus passengers, including school children.

It is OCC Highways responsibility.

Actions:

Cllr. Lewis to speak to flood and drainage

Cllr. Brooks will speak to Thames Travel about re-routing of buses/contingency plans when flooded

There may be issues with drainage in nearby fields - this falls to Highway Authority to enforce. Cllr.

Kent to investigate

07/12/23 To receive report of Chairman inc. items for next agenda

A417 visibility concerns

I've been contacted by a parishioner on the A417 opposite the strategic site with concerns about limited visibility from their driveway given the increased traffic volumes as the site is built out. I'm in contact with OCC Highways about it.

Cottage Farm development

I've been contacted by a parishioner with some concerns over bonfires and the condition of the field immediately to the south of the development. I've been in touch with the developer and have received a reply.

Action: Clerk to speak to Brian Cade about mud on Cottage Road and rectifying damage to Upper Green from delivery lorry tyres

Disruption to the A417 bus service due to flooding

The A417 bus service has been significantly disrupted (cancelled between Wantage and Faringdon) due to flooding outside Mellors Garage (East Challow). Cllr Brooks has volunteered to contact Thames Travel and OCC to discuss what can be done to keep the service running.

Village Hall Bingo

I've been contacted by the Village Hall committee to see if the Parish Council, as a hall user, will donate a prize to their annual fundraiser bingo on 8th December. Unfortunately, the request was too late for the agenda, but if there is a councillor willing to organise a small prize, the financial regulations would allow expenditure to be approved by the Chair and RFO under the donations budget.

Clerk's appraisal

The employment committee has completed the annual appraisal with the clerk. The actions arising were:

- Clerk to keep timesheets for a period to build up a picture of the typical breakdown of activities against time taken. This can be used to review whether the current 15 hours/week is adequate and to assist in prioritising tasks.
- Clerk to note regular item for January parish council agenda: review of clerk's salary.
- Clerk and chair draw up clerk's job description.
- The Clerk will take over the budget setting process as part of the overall transition to taking on the role of RFO, assisted by Cllr Lewis (current RFO).

The agreed objectives for next year were:

- CILCA training.
- Take over as RFO for next financial year.
- Work with chair to capture and document regular agenda items.

Nursery End transfer of public open space

We are being chased by the district council to conclude the legal formalities for the amendment of the S106 agreement needed before the transfer of the Nursery End public open space. The district council have requested a reply from our solicitor by 15th December. I have told the district council that we will be in touch when our solicitor is ready and that it is taking some time as he is also dealing separately (not at parish council expense) with the deeds for the small parcels of land going to residents.

Tree work

At the request of environment committee, the clerk has obtained a second opinion on the tree survey we received from Climber's Way. The second opinion confirmed the findings of the original survey. Having solicited independent quotations from both Andrew Munn Tree Services and Climbers Way, and after consulting environment committee, who have delegated authority to spend

up to £5,000 (14/07/23), AMTS have been instructed to carry out the 3-month priority work at a cost of £4,800 on the basis of best value for money.

Action: Clerk to check that trees identified for felling are not within the 3 month plan

Action: Clerk to send consolidated tree plan to Cllr. Lewis and Cllr. Brooks

P23/V1997/HH - 26 High Street, Stanford in the Vale

Cllr Isaacs and I have received a reply to the letter we wrote to the leader of the district council about our concerns around vehicle movement and parking.

Play equipment grant

I'm pleased to confirm that the PPC have approved our application for £10,000 towards a new play fort in the play area (see also agenda item 13).

08/12/23 To receive correspondence and Clerk's Report

Correspondence – relevant copies are in the meeting correspondence folder

1. There has been significant damage to the verges on A417/High Street by Gigaclear contractors. Amanda Bailey has been following up with Nathan at Gigaclear – he has spoken to contractors, but they are still causing damage and there is no date for rectification. It has been escalated to Mark F. at Highways who has passed it to Highways Engagement to follow up. I have also spoken to Gigaclear following complaints about the noise of overnight drain clearing work on the A417.
2. Gigaclear schedule for coming weeks (as of 4 December)

Road	Status	Start	End	Notes
Joyces Road	In Progress	20/11/2023	04/12/2023	Carriageway incursion
Tyrell Close	Proposed	01/12/2023	05/12/2023	Carriageway incursion
High Street	Proposed	04/12/2023	15/12/2023	Two-way lights

3. Map of Stanford bins – I requested this from VWHDC. Unfortunately, the only map that exists is a handwritten list that was compiled during the bin survey earlier in the year.
4. A resident wrote to ask whether the Parish Council would consider responding to the Wicklesham Quarry application on the grounds of increased traffic on the A420.
5. VWHDC has received the following S106 funds from 16V98 - Land west of Faringdon Road - P16/V1589/O:

Cycle Paths	17,240.44
Education	306,905.15
Local Libraries	36,228.21
Education	58,449.24
Indoor Sport	11,124.76
Open Space	102,377.79
Community Buildings	7,491.49
6. VWHDC we will be carrying out the next stage of public engagement on the Joint Local Plan early next year. Comments will be invited between 10 January and 21 February. Vale have asked councils to meet in time to submit comments. The draft consultation documents are here: [Vale of White Horse District Council websites](#). **Action:** Clerk to add to January agenda
7. The B44508 from Bow Road to Shellingford crossroads will be closed on 22nd and 23rd January for pothole work – TTRO in folder
8. The developer at 26 High Street has responded to the Parish Council's letter. Hardstanding has been installed to allow onsite parking and they aim to avoid movements and deliveries at drop-off and pick-up times. Letter in correspondence folder.
9. I have received a nomination today from the High Sheriff of Oxfordshire inviting the Parish Council to nominate anyone who has made an outstanding contribution to the community in which they live for a High Sheriff's award. The deadline for nomination is 29th December. **Action:** Kevin to nominate

Clerk's report

1. The litter picker's start was delayed for personal reasons – Darren has been emptying the bins in the meantime. He should be starting this week.
2. The Gym Centre defib was installed on 4 December. Clerk to liaise with Les.
3. We have a new handyman, who is experienced in estate management. He has provided a copy of his public liability insurance. I am meeting him at the playground on 7th December. **Action:** Get him to look at MG Gate (sand back and apply oil)
4. I attended the OALC/NALC legal update zoom – the slides are in the correspondence folder
5. I have asked AMTS to start the 3-month tree work from the survey – will complete work in first two weeks of January 24
6. We have received an invoice from £210 +VAT from Foxtails for recovering the mower and a temporary wiring repair from August, which I was unaware of. I have spoken with Darren and agreed that any future work will be via Farol and arranged by me.
7. The S106 form has been updated to include questions on energy use, carbon emissions, sustainability and biodiversity.
8. The National Joint Council for Local Govt Services has finally reached a pay agreement for 2023. The new SCP20 rate is £15.75 per hour, an increase of £1 per hour, backdated to April 2023.
9. A Biffa lorry has damaged the corner of Church Green. Need topsoil to fill it in and needs to be reseeded. **Action:** Clerk to ask Darren to erect orange fencing.
10. Recent application decisions:
P23/V2062/HH - 6 Warwick Close extension – **Granted**
P23/V2187/HH - 20 Joyces Road dropped kerb & hard standing - **Granted**

09/12/23 To discuss Planning Applications

- a. **P22/V2065/HH** – 9 Church Green – revised outbuilding

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Kent

IT WAS RESOLVED that the Parish Council **objects** to the application on the following grounds.

Although the parish council's previous objections to the height of the building have been addressed by the new proposal, other aspects, that we noted as problematic are unchanged, namely:

- 1) No details have been provided over the means of connection of the WC to foul sewage, and concerns over disturbance of existing drains have not been addressed
- 2) The design still incorporates a significant depth of concrete forming the shed base, with no accompanying tree survey or evaluation of the effect on the rootzone of neighbouring trees. Likewise, our previous concerns over rainwater run-off have not been addressed, and we are still of the opinion that more environmentally friendly alternatives to concrete should be considered. All in favour.

10/12/23

To approve Accounts for Payment

8:09 PM

04/12/23

Stanford in the Vale Parish Council
Reconciliation Detail
 Current Account - TSB, Period Ending 30/11/23

Type	Date	Num	Name	Memo	Amount	Balance
Beginning Balance						43,189.50
Cleared Transactions						
Cheques and Payments - 13 items						
Transfer	31/10/23			Transfer general to CIL reserves	-34,885.14	-34,885.14
Transfer	31/10/23			S106 to general - AV kit	-7,726.54	-42,611.68
Bill Pmt -Cheque	12/11/23	BACS	Oxfordshire C.C	QEII Rent Invoice 3920661479	-700.00	-43,311.68
Bill Pmt -Cheque	12/11/23	BACS	SLCC Enterprises	CILCA qualification (Clerk)	-450.00	-43,761.68
Bill Pmt -Cheque	12/11/23	BACS	M.Isaacs	Daffodils & auditor gift	-270.14	-44,031.82
Bill Pmt -Cheque	12/11/23	BACS	HJ Webb & Son	Wood for play equipment	-86.32	-44,118.14
Bill Pmt -Cheque	12/11/23	BACS	SITV Village Hall	PC Oct 2023 Invoice 5101	-20.00	-44,138.14
General Journal	24/11/23	2021-1...	Claire Lewis	65hrs @ SCP 20	-1,023.75	-45,161.89
Bill Pmt -Cheque	24/11/23	BACS	Farol Ltd	Mower components and repair	-984.85	-46,146.74
Bill Pmt -Cheque	24/11/23	BACS	Nick Boden	Daffodil Planting	-250.00	-46,396.74
Bill Pmt -Cheque	24/11/23	BACS	The Poppy Appeal	Remembrance wreath donation	-60.00	-46,456.74
General Journal	24/11/23	2021-1...	HMRC - PAYE & NI	65hrs @ SCP 20	-36.67	-46,493.41
Transfer	28/11/23			Funds Transfer	-30,000.00	-76,493.41
Total Cheques and Payments					-76,493.41	-76,493.41
Deposits and Credits - 2 Items						
Transfer	31/10/23			Funds Transfer	7,726.54	7,726.54
Transfer	31/10/23			CIL Transfer	34,885.14	42,611.68
Total Deposits and Credits					42,611.68	42,611.68
Total Cleared Transactions					-33,881.73	-33,881.73
Cleared Balance					-33,881.73	9,307.77
Register Balance as of 30/11/23					-33,881.73	9,307.77
Ending Balance					-33,881.73	9,307.77

ON THE RESOLUTION OF Cllr. Howes
 SECONDED BY Cllr. Dixon
 IT WAS RESOLVED that the Accounts for Payment be approved. All in favour.

11/12/23

To approve Monthly Statement of Accounts

8:11 PM

04/12/23

Accrual Basis

Stanford in the Vale Parish Council
Statement of Accounts - Summary
 As of 30 November 2023

	30 Nov 23	31 Oct 23
ASSETS		
Current Assets		
Cash at bank and in hand		
Current Account - TSB		
Reserves - Comm. Garden	1,645.00	1,645.00
Reserves - Security	1,000.00	1,000.00
Reserves - CIL	4,998.68	34,998.68
Reserves - NP	145.10	145.10
Current Account - TSB - Other	1,518.99	4,900.72
Total Current Account - TSB	9,307.77	42,689.50
Redwood 35 Day Savings Account		
Reserves - Play Equipment Savin	750.00	750.00
Reserves - CIL Savings	40,633.23	10,633.23
Reserves - NP Savings	3,589.05	3,589.05
Redwood 35 Day Savings Account - ...	11,450.29	11,375.67
Total Redwood 35 Day Savings Account	56,422.57	26,347.95
Total Cash at bank and in hand	65,730.34	69,037.45
Total Current Assets	65,730.34	69,037.45
NET CURRENT ASSETS	65,730.34	69,037.45
TOTAL ASSETS LESS CURRENT LIABILITIES	65,730.34	69,037.45
NET ASSETS	65,730.34	69,037.45
Capital and Reserves	0.00	0.00

ON THE RESOLUTION OF Cllr. Lewis
 SECONDED BY Cllr. Howes
 IT WAS RESOLVED that the Monthly Statement of Accounts be approved. All in favour.

Signed.....

Date.....

- 12/12/23 To review draft budget for FY24/25**
The draft budget was reviewed
Action: Cllr Lewis and clerk to prepare precept options for January meeting
- 13/12/23 To approve purchase of replacement play equipment for play area**
ON THE RESOLUTION OF Cllr. Middleton
SECONDED BY Cllr. Howes
IT WAS RESOLVED that the Parish Council allocates up to £20,000 from CIL reserves towards the purchase of replacement play equipment for the play area. All in favour
- 14/12/23 To approve grant applications to enhance the skate park**
ON THE RESOLUTION OF Cllr. Lewis
SECONDED BY Cllr. Middleton
IT WAS RESOLVED that the Parish Council application for grant funding to the PPC is delegated to the Recreation and Leisure committee. All in favour with 1 abstention
Action: Clerk to approach metalwork companies in White Horse business park to see if they would be able/willing to construct a shelter
- 15/12/23 To discuss allocating funds to repair FC fence at Cottage Road**
Carry over to January meeting
- 16/12/23 To approve costs for protection mesh/matting for verges in village**
Carry over to January meeting
- 17/12/23 To approve costs for further QEII archaeology work**
Carry over to January meeting
- 18/12/23 To consider support for SITV Primary School S106 application for a public work of art -revised budget**
No action. Previously approved.
- 19/12/23 To discuss progress on maintenance of the Ware Road roundabout**
Gardening club would not able to maintain the roundabout. A business on the Ware Road Park may be interested in sponsorship. Roundabout is OCC responsibility. Will bring back to council meeting if further progress or ideas.
- 20/12/23 To consider a Public Work of Art working group**
Action: Cllr. Kent and Cllr. Brooks to walk the village with VWHDC person to identify areas/objects.
Clerk to pass councillor details to VWHDC art person.
- 21/12/23 To decide whether to proceed with an Asset of Community Value application for the Horse and Jockey pub**
Responses so far do not offer sufficient evidence that it is an Asset of Community Value. Cllr. Howes to pass on material to Cllr. Kent and Cllr. Dabek. Bring back to council if progress is made.
- 22/12/23 To approve any training requests**
ON THE RESOLUTION OF Cllr. Middleton
SECONDED BY Cllr. Brooks
IT WAS RESOLVED that the Parish Council approves the clerk's training requests for NALC - Winning strategies for the funding game @ £30 and OALC - Preparing for Year End @ £30 (if applicable). All in favour
- 23/12/23 To receive the report of the Millennium Green Trust**
Revised accounts circulated by Cllr. Isaacs
- 24/12/23 To receive the report of the Recreation and Leisure Committee**
See separate report

25/12/23 **To receive the report of the Environment Committee**
See separate report
Action: Clerk to chase Gigaclear for wayleave map
Community funded internet to be provided – this has not yet been agreed with Gigaclear

26/12/23 **Provisional date of next meeting – Wednesday 3rd January 2023**

27/12/23 **Questions/comments from parishioners**

Meeting closed at 21:59