



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

Present: Cllr. Middleton (Chair) Cllr. Lewis Cllr. Dixon Cllr. Warren Cllr. Howes Cllr. Boyd (VWHDC) Claire Lewis, Clerk
Two parishioners

01/09/22 To consider apologies and reason (if offered)

Cllr. Dabek (vacation)
Cllr. Isaacs (family reasons)
Cllr. Bailey (family reasons)
Cllr. Williams-Cuss (chairing another meeting)

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

Apologies were also received from Cllr. Boyd (VWHDC) and Cllr. Ash (OCC)

02/09/22 To receive Declarations of Interest from Cllrs on any agenda item

Item 11 Accounts for payments – Cllr. Middleton and Cllr. Lewis

03/09/22 To receive, approve & sign as a true record, minutes of previous meeting 1st June and 6th July 2022

ON THE RESOLUTION OF Cllr. Howes
SECONDED BY Cllr. Dixon
All in favour with 1 abstention (Cllr. Lewis who did not attend in June)
IT WAS RESOLVED that the minutes from June be accepted

ON THE RESOLUTION OF Cllr. Lewis
SECONDED BY Cllr. Warren
All in favour with 2 abstentions (Cllrs. Howes and Middleton who did not attend in July)
IT WAS RESOLVED that the minutes from July be accepted

04/09/22 To receive report of the Planning and Finance Committee

The August Planning and Finance report is in the reports folder and on the Parish Council website

05/09/22 To receive report of County Councillor

County Councillor's report for September is in the report folder

06/09/22 To receive report of District Councillor

Cllr. Boyd in unwell. Cllr Middleton will speak with him later in the week. Cllr. Lewis raised meeting with Emily Smith about the QEII field and Cllr. Warren would like an update on the oil tank on Glebe Road.

07/09/22 Questions/comments from parishioners

Signed.....

Date.....

A parishioner asked about the plans for the bus service. The parishioners do not drive – the buses are a lifeline for medical and dentist appointments, as well as shopping. Cllr. Middleton will raise the issue with Cllr. Ash and will report back to the residents via Cllr. Dixon. The parishioners conveyed their disappointment that the County Councillor was not present at the meeting. Clerk to pass details of the Let's Talk Oxfordshire events to the parishioners via Cllr. Dixon.

08/09/22 To receive report of Chairman inc. items for next agenda

Action: Peter to write to Vale Waste to request a bin at the Village Hall

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

Correspondence – copies can be found in the meeting correspondence folder where relevant

1. Thames Water is upgrading the Stanford sewage treatment works from 22nd September for 6 months. Work will be carried out Mon-Fri from 7.30am to 5.30pm. A letter is being sent next week to residents affected by the noise/traffic. There is a copy in the correspondence folder. *Cllr. Lewis noted that last time work was done, the verge was badly damaged by Thames Water vehicles. Clerk to speak to Thames Water to raise this issue.*
2. The charity Community First Oxfordshire would like a councillor to complete a survey on community engagement with Community Action Groups (CAGs) or other informal green groups, young people/youth groups etc. The output will be used to help Parish Councils with training, guidance, and resources (such as engagement ideas and youth programmes). You can complete the survey here: <https://www.surveymonkey.co.uk/r/H6929KG> - *Cllr Warren offered to complete the survey.*
3. Savills has been appointed as planning consultants by Miller Homes for the land south of Ware Road. They have written to the Neighbourhood Plan chair to request a call – copy in the correspondence folder. *Cllr. Middleton will reply to offer informal Zoom conversation with the Parish Council*
4. The OALC and Civility & Respect project August updates are in the correspondence folder

Clerk's report

- Two new noticeboards have been erected, at the village hall and on the corner of Huntersfield and High Street by Witney Joinery, using S106 money. They have already attracted favourable comments from villagers and are much easier to use!
- S106 money received for the new fence alongside the football field. The fence is completed.
- The mower issues are resolved. The final issue was caused by using diesel from an old storage tank which was not clean. This has been replaced.
- Dog bins – we are awaiting a replacement bin by the football club. As a temporary measure, Biffa are attaching blue sacks to the fence. I have asked Vale waste to replace the bin which is next to bungalows on Perry's Rd as the lid doesn't shut and the bin itself is listing.
- Two litter bins have been stolen – one in the Village Hall Car Park and the other on High Street between Marlborough Lane and St Denys Close. Vale Waste are replacing the High Street bin, but not the Village Hall. The Waste team is reviewing the location of all the bins in Vale and will survey Stanford in October – it's likely that only bins on the highway will be replaced. I have asked that we have input to the survey and subsequent decisions. *See action above in Chair's report*
- Some youngsters dragged a mattress out of a skip on Van Diemens and have spent the summer moving it around the skate park. A resident reported it and Vale have asked us to remove it as it's our land. Darren is removing it (if he can find it – it keeps moving around!)
- The planter on Cottage Road has been damaged/vandalised – Darren will try a temporary repair. The base has rotted away, so have asked Darren to check all the planters and estimate a cost to build new ones. *Clerk to review self-watering planters*
- Recent application decisions, all of which have been GRANTED:

Signed.....

Date.....

- o P22/V0310/FUL Park Lane equestrian and gate
- o P21/V2009/FUL Frogmore Lane single storey dwelling
- o P22/V1066/HH Cottage Farm, 2 storey side,1 storey rear & replacement lean to
- o P22/V1302/HH 1 Spencers Close side extension and boundary fence
- o P22/V1414/HH 50 Joyces Road front extension
- o P22/V1538/HH & P22/V1539/LB Rectory House demolition of outbuilding and new garage
- Earlier this year an Oxfordshire parish clerk was convicted of stealing £160,000 from two councils and jailed for 4 years. This was a complex case spread over several years, but it does highlight the need for all councillors to understand council finance. OALC has requested that at least one person from the council attends the Internal Controls training (1.5 hours) on 20th October. Book a place here - <https://www.oalc.org.uk/event-detail/00000000158>
- There is a reference documents folder on the shared drive containing the latest version of the Good Councillors Guide and the Good Councillors Guide on Finance and Transparency. I will add relevant documents to this folder, so that we are all using the same, latest versions: https://drive.google.com/drive/folders/1dGjNZsgEbCROH_MR6Hs0YgxUtgGaz0Li?usp=sharing
- I have passed the FILCA (finance intro) course. I will register for the CiLCA course next, which is the qualification course for Clerks.

10/09/22

To discuss Planning Applications

- a. **P22/V1982/HH** – *Cottage Farm Upper Green* Variation on conditions – add roof lights

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Warren

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

- b. **P22/V1821/N4B** – *Thatcher's Barn* Conversion of barn into dwelling under permitted development

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Middleton

IT WAS RESOLVED that the Parish Council OBJECTS to the application for the following reasons:

1. Part Q of the Permitted Development Order of the Town & Country Planning Act allows for development consisting of "a change of use of a building and any land within its curtilage from a use as an agricultural building to a use falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes Order"
 - a. The applicant is proposing a mixed use building, this is at odds with the order which does not refer to/permit mixed use at all.
 - b. Based on the previous application, we contend that the floorspace of the building exceeds the maximum permitted under Class Q. The proposed Agricultural Store is effectively only there to create an artificial reduction in the floorspace of the proposal.
 - c. Creating the "split" between the proposed dwellinghouse and agricultural store cannot be considered conversion under the intentions of the Permitted Development order as demonstrated by the "Hibbert Case".

Despite the above, in the unlikely case that the LPA believes the application site to be valid under the terms of Part Q, we recommend that the following must be considered:

2. Transport and Highways Impacts

We note the content of the Transport Statement, however this:

- a. Fails to consider the associated impacts of having BOTH residential and farm vehicular movements introduced by the proposed mixed use development
- b. Fails to consider the use of the proposed Bridleway by horse riders and cyclists in conjunction with the above
- c. The unmetalled surface of a significant proportion of Horsecroft & the Bridleway is in poor condition as they note and as shown in various photos supplied. This will be exacerbated by increased and more frequent traffic movements and make the conditions far worse, to the detriment of pedestrians, cyclists and horse riders who we should be encouraging to use the Bridleway
- d. The condition of the road would not encourage any resident to access the property by means other than private car, which is contrary to the recommendations of the NPPF
- e. Further, the extended distance from the site location to the services within the village would suggest that any resident would be disinclined to walk and therefore lead to higher than average car journeys, again exacerbating the situation
- f. The statement highlights the narrow, single track nature of much of the access route. It suggests that drivers would be courteous - but there is nothing to substantiate why the drivers should or would be courteous.
- g. Crucially, there are no refuge areas for pedestrians, cyclists or horses and their riders along the majority of the track. Given the increased movements identified above it is counter-intuitive to suggest this would not be a problem & pose an increased risk to vulnerable road/bridleway users

3. Flooding Risks

Figure 001 in the Flood Risk Assessment identifies that the floodplain of the River Ock is Flood Zone 3 and this would likely encompass at least some of the amenity land for the proposed dwelling.

Furthermore, images supplied in the Transport Statement clearly identify numerous issues with surface water management which the proposal does not seek to address.

4. Whether the location or siting of the building makes it otherwise impractical or undesirable for the building to change from agricultural use to a use falling within Class C3 (dwellinghouses) of the Schedule

The development is outside the existing built up area of the village, not part of the strategic development sites, nor earmarked in the emerging Neighbourhood Plan. It is essentially a house in the countryside. VWHDC Core Policy 4 states that development in open countryside will not be appropriate unless specifically supported by other relevant policies as set out in the Development Plan or national policy. NPPF Para 79 sets out when development of isolated homes in the countryside should be permitted. In our opinion these do not cover this development.

5. Other Matters

Aside from the provisions of the Permitted Development Order, the SITV Neighbourhood Plan Wildlife Survey Mar - Jun 2017 notes that "Barn Owls [are] seen over fields and neighbouring gardens [in the village and surrounding areas] from March to May." We are aware that Barn Owls have nested within the barn for many years. The Barn Owl is on Schedule 1 of both the Wildlife and Countryside Act, 1981 and The Wildlife (Northern Ireland) Order, 1985; therefore the birds, their nests, eggs and young are fully protected at all times throughout the UK. The evidence of the NP is corroborated by numerous recent sightings reported to us by residents. This development will clearly destroy important habitat for this protected wildlife species and would likely be illegal.

c. **P22/V1960/HH** – *Cottage Farm* Upper Green Erection of a proposed carport and associated works

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Dixon

IT WAS RESOLVED that the Parish Council SUPPORTS this application due to the sympathetic use of materials in keeping with its location in the conservation area and the incorporation of solar panels on the roof. All in favour.

11/09/22 To approve accounts for payment (including August)

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Stanford in the Vale Parish Council							
Reconciliation Detail							
Current Account - TSB, Period Ending 31/07/22							
9:38 PM							
06/09/22							
Beginning Balance							4,795.87
Cleared Transactions							
Cheques and Payments - 12 items							
General Journal	25/07/22	2021-70	Claire Lewis	65hrs @ SCP 20	X	-893.75	-893.75
Bill Pmt -Cheque	25/07/22	BACS	SSE (Swalec)	Floodlights Feb 2022	X	-23.53	-917.28
General Journal	25/07/22	2021-70	HMRC - PAYE & NI	65hrs @ SCP 20	X	-20.43	-937.71
Bill Pmt -Cheque	27/07/22	BACS	D Rolls	June/July 2022	X	-414.40	-1,352.11
Bill Pmt -Cheque	27/07/22	BACS	Claire Lewis (Expens...	Screen, webcam, wri...	X	-216.63	-1,568.74
Bill Pmt -Cheque	29/07/22	BACS	Warefence	Rec FieldRigid Mesh...	X	-17,079.60	-18,648.34
Bill Pmt -Cheque	29/07/22	BACS	Farol Ltd	Fuel tank debris	X	-452.77	-19,101.11
Bill Pmt -Cheque	29/07/22	BACS	SLCC Enterprises	FILCA Training	X	-144.00	-19,245.11
Bill Pmt -Cheque	29/07/22	BACS	Foxtail Garage Ltd	Fuel pipe repair	X	-137.80	-19,382.91
Bill Pmt -Cheque	29/07/22	BACS	HJ Webb & Son		X	-89.74	-19,472.65
Bill Pmt -Cheque	29/07/22	BACS	N.Middleton		X	-87.79	-19,560.44
Bill Pmt -Cheque	29/07/22	BACS	SITV Village Hall	PC Jun 2022	X	-20.15	-19,580.59
Total Cheques and Payments						-19,580.59	-19,580.59
Deposits and Credits - 4 items							
Payment	01/07/22		SITV Football Club		X	658.29	658.29
Transfer	25/07/22			Funds Transfer	X	3,500.00	4,158.29
Deposit	27/07/22			Climate Action Fund	X	1,220.00	5,378.29
Transfer	28/07/22			Funds Transfer	X	12,500.00	17,878.29
Total Deposits and Credits						17,878.29	17,878.29
Total Cleared Transactions						-1,702.30	-1,702.30
Cleared Balance						-1,702.30	3,093.57
Register Balance as of 31/07/22						-1,702.30	3,093.57
Ending Balance						-1,702.30	3,093.57

Signed.....

Date.....

Stanford in the Vale Parish Council
Reconciliation Detail
Current Account - TSB, Period Ending 31/08/22

Type	Date	Num	Name	Memo	Cir	Amount	Balance
Beginning Balance							3,093.57
Cleared Transactions							
Cheques and Payments - 9 items							
Bill Pmt -Cheque	23/08/22	BACS	SSE (Swalec)	Floodlights Jul 2022	X	-26.07	-26.07
General Journal	25/08/22	2021-72	Claire Lewis	65hrs @ SCP 20	X	-884.38	-910.45
General Journal	25/08/22	2021-72	HMRC - PAYE & NI	65hrs @ SCP 20	X	-29.80	-940.25
Transfer	26/08/22			Funds Transfer	X	-10,000.00	-10,940.25
Bill Pmt -Cheque	26/08/22	BACS	John Moore Heritage Se...	QEII Archeological pre-site	X	-540.00	-11,480.25
Bill Pmt -Cheque	26/08/22	BACS	N.Middleton		X	-87.79	-11,568.04
Bill Pmt -Cheque	26/08/22	BACS	P.Lewis	13Kg Propane - Bampton G...	X	-41.00	-11,609.04
Bill Pmt -Cheque	26/08/22	BACS	SITV Village Hall		X	-28.30	-11,637.34
Bill Pmt -Cheque	26/08/22	BACS	Andrew Glenday	A3 footpath maps	X	-7.50	-11,644.84
Total Cheques and Payments						-11,644.84	-11,644.84
Deposits and Credits - 1 item							
Deposit	12/08/22			S106 Grant - FC Fence	X	14,233.00	14,233.00
Total Deposits and Credits						14,233.00	14,233.00
Total Cleared Transactions						2,588.16	2,588.16
Cleared Balance						2,588.16	5,681.73
Register Balance as of 31/08/22						2,588.16	5,681.73
Ending Balance						2,588.16	5,681.73

ON THE RESOLUTION OF Cllr. Warren
 SECONDED BY Cllr. Howes
 IT WAS RESOLVED that the accounts for payment be approved.

12/09/22 To approve Monthly Statement of Accounts

Signed.....

Date.....

Stanford in the Vale Parish Council
Statement of Accounts - Summary
 As of 31 August 2022

	31 Aug 22	31 Jul 22
ASSETS		
Current Assets		
Cash at bank and in hand		
Current Account - TSB		
Reserves - NP	145.10	145.10
Reserves - S106	1,164.00	1,164.00
Current Account - TSB - Other	4,372.63	1,784.47
Total Current Account - TSB	5,681.73	3,093.57
Redwood 35 Day Savings Account		
Reserves - Play Equipment Savin	750.00	750.00
Reserves - CIL Savings	1,990.32	1,990.32
Reserves - NP Savings	3,589.05	3,589.05
Redwood 35 Day Savings Account -...	13,763.04	3,750.36
Total Redwood 35 Day Savings Account	20,092.41	10,079.73
Petty Cash	0.10	0.10
Total Cash at bank and in hand	25,774.24	13,173.40
Total Current Assets	25,774.24	13,173.40
NET CURRENT ASSETS	25,774.24	13,173.40
TOTAL ASSETS LESS CURRENT LIABILITIES	25,774.24	13,173.40
NET ASSETS	25,774.24	13,173.40
Capital and Reserves	0.00	0.00

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

	Apr - Aug 22	Apr - Aug 21
Ordinary Income/Expense		
Income		
Precept	13,000.00	12,047.50
Grants Received		
CIL Grants	1,950.75	0.00
S106 Grants	14,233.00	1,950.00
Grants Received - Other	1,220.00	0.00
Total Grants Received	17,403.75	1,950.00
Agency Work - Grass Cutting	2,784.30	0.00
Interest on Investments	95.11	112.85
Rent Received	1,051.34	1,037.00
Total Income	34,334.50	15,147.35
Expense		
General Administration		
Hall Hire	92.35	0.00
Insurance	675.84	842.56
Membership Fees	168.78	232.72
Office Expenses	89.66	0.00
Telephone & Fax	0.00	153.55
Training & Education	350.00	0.00
Total General Administration	1,376.63	1,228.83
Salaries,Wages, Clerks Expenses		
Cleaning Wages	438.99	390.00
Clerks Salary	4,431.27	4,115.95
Clerks PAYE	37.48	1,028.80
Employer NI	102.15	201.45
Total Salaries,Wages, Clerks Expe...	5,009.89	5,736.20
Capital Spending		
CIL Projects	0.00	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	14,362.98	0.00
Running Costs		
Contractors		
Strimming	50.40	584.25
Maintenance	235.20	137.75
Mowing	817.60	1,144.75
Total Contractors	1,103.20	1,866.75
QEII Field	0.00	25.00
Equipment Service/Repair	809.04	503.84
Greens & Gardens	326.00	1,273.64
Leisure & Recreation	221.59	182.48
Mower & Strimmer Expenses	831.95	352.85
Repairs & Sundries	36.93	17.08
Total Running Costs	3,328.71	4,221.64
Legal & Professional Fees	450.00	5,196.62
Grants Allocated	41.39	0.00
Total Expense	24,569.60	16,383.29
Net Ordinary Income	9,764.90	-1,235.94
Profit for the Year	9,764.90	-1,235.94

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

- 13/09/22 To consider whether the PC wishes to opt out of the SAAA central external auditor appointment arrangements**
ON THE RESOLUTION OF Cllr. Lewis
SECONDED BY Cllr. Warren
IT WAS RESOLVED that the Parish Council does not opt out of the auditor arrangements
- 14/09/22 To agree requirement for salt bags and salt bins for Winter**
Clerk to check level of salt store and order if required. Possible new bin locations on Mawkes Close/Neville Way (school route) and junction of High Street/A417 (old site of salt bin) – clerk to get prices for new bins and add agenda item for October.
Clerk to inform OCC of location of existing bins, which will be filled by OCC.
- 15/09/22 To approve budget for repair of bank on footpath to Hatford**
ON THE RESOLUTION OF Cllr. Middleton
SECONDED BY Cllr. Howes
IT WAS RESOLVED that the sum of £200 be approved for materials. Clerk to check what material will be used for filling-in.
- 16/09/22 To discuss usage and process for the mobile portable security camera**
Carried over to next month.
- 17/09/22 To consider/approve revised Standing Orders**
A near-final version has been issued for comment. Cllrs. Dixon and Middleton will make final changes and bring back to the October meeting for approval. Other councillors to submit any comments to Cllrs. Middleton and Dixon.
- 18/09/22 To consider plans for tree planting on Upper Green to commemorate The Queen's Platinum Jubilee 2022**
The PC was approached by the PPC around the time of the platinum jubilee about the possibility of planting a tree (funded by the PPC) in the village. Discussion with the environment committee identified space at the western end of Upper Green as a possible location and a ghost birch that we have in a pot awaiting planting as a suitable tree. The clerk suggested Queen's Green Canopy plaques made by Royal British Legion Industries might be appropriate to accompany the tree.

It was agreed that Cllr. Middleton will approach the PPC for funding of the plaque. Clerk to let residents know where the tree will be sited. Cllr. Lewis requested that the plaque be sited to allow mowing.
- 19/09/22 To agree Terms of Reference of Committees**
Carried forward to November – need to approve Standing Orders first, which will be done in October
- 20/09/22 To receive report from the 20mph Working Group**
Cllr Dixon to spk. to Mark Francis re feasibility of roads
Mark Francis re school painting - me
- 21/09/22 To receive report of Environmental Committee**
Add it here – archaeology September 26th. Darren to help. Look for lease - me

- 22/09/22 To receive report of Recreation and Leisure Committee**
None received. Cllr. Warren agreed to investigate new playground equipment
- 23/09/22 To receive report of Millennium Green Trust**
None received. As Cllr. Jenkins has resigned, a new MGT chair will need to be appointed.
- 24/09/22 Provisional date of next meeting – Wednesday 5th October 2022**
- 25/09/22 Questions/comments from Parishioners**
None
- Meeting closed at 21.54**