



**Minutes of a meeting of STANFORD IN THE VALE PARISH COUNCIL
held on Wednesday 17 May 2023 at Stanford in the Vale Primary School**

Present: Cllr. Middleton Cllr. Lewis Cllr. Brooks Cllr. Dixon Cllr. Isaacs
Cllr. Boyle (left 20:59) Cllr. Dabek (co-opted during meeting) Claire Lewis (Clerk)

4 members of the public

01/05/23 To elect the Chairman for the year 2023/24

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Lewis

IT WAS RESOLVED that Cllr. Middleton be elected as chairman. All in favour

02/05/23 To receive apologies

Cllr. Howes

Cllr. Caul (VWHDC)

03/05/23 Declarations of Acceptance of Office following the uncontested election and consider dispensations for those Councillors not in attendance

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Middleton

IT WAS RESOLVED that the time limit for declaration of office be extended by 3 weeks to allow Cllr. Howes to sign. All in favour.

04/05/23 To receive Declarations of Interest from Cllrs on any agenda item

Item 17 – Accounts for payment – Cllr. Middleton (pecuniary)

Item 16 - Planning – Cllr. Brooks (non-pecuniary)

05/05/23 To receive, approve & sign as a true record, minutes of previous meeting 5th April 2023

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Dixon

IT WAS RESOLVED that the minutes from April be accepted. All in favour with 1 abstention from a councillor not present at the last meeting.

06/05/23 To receive report of County Councillor

Nothing received from Cllr. Ash.

07/05/23 To receive report of District Councillor

Cllr. Caul unable to be present at the meeting due to clash with full district council meeting. Report can be found in meeting folder. Clerk read out Cllr. Caul's report.

Matters raised by councillors:

ON THE RESOLUTION OF Cllr. Isaacs

Signed.....

Date.....

SECONDED BY Cllr. Brooks

IT WAS RESOLVED that the Parish Council thanks outgoing Cllr. Boyd for his hard work and great efforts in serving the Stanford Ward in the last 4 years. All in favour.

08/05/23 Questions/comments from Parishioners

- The Head Coach of Wantage gymnastics centre outlined the plans for improving facilities and answered councillors' question ahead of the of the discussion in agenda item 25/03.
- Les Harding from first responders confirmed that all defib pads have been replaced and will be in date until 2025. Clerk to email defib coverage map to council.

09/05/23 Councillor Co-option – to consider the 3 vacancies and any applications

One candidate had put themselves forward, a previous councillor.

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Brooks

IT WAS RESOLVED that Chantelle Dabek be co-opted onto the Parish Council. All in favour.

Remaining vacancies to be advertised in newsletter, website, noticeboards and social media.

10/05/23 Election of Officers:

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Middleton

IT WAS RESOLVED that Cllr. Lewis be elected as Deputy Chairman. All in favour

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED that Cllr. Boyle be elected as Honorary Secretary. All in favour

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Boyle

IT WAS RESOLVED that Cllr. Isaacs be elected as Senior Councillor. All in favour

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Dixon

IT WAS RESOLVED that Cllr. Lewis be elected as Responsible Financial Officer with eventual transition to clerk. All in favour

11/05/23 Election of Committees:

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Lewis

IT WAS RESOLVED that all councillors be elected to the Planning and Finance Committee. All in favour

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Boyle

IT WAS RESOLVED that Cllrs. Middleton, Isaac, Lewis, Dabek, Howes and Brooks be elected to the Environment Committee. All in favour. Next meeting of Environment Committee Wed 21st June

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr Boyle

IT WAS RESOLVED that Cllrs. Middleton, Lewis, Isaacs and Boyle be elected to the Recreation and Leisure Committee. All in favour. Next meeting of Recreation & Leisure committee Thurs 1st June at 8pm, online meeting.

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED that Cllrs. Middleton, Lewis, Isaacs and Dixon be elected to the Personnel Committee. All in favour.

12/05/23 To appoint up to 4 PC Members to Village Hall Management Committee

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Brooks

IT WAS RESOLVED that Cllrs. Lewis, Dixon and Dabek be appointed to the Village Hall Management Committee. All in favour

13/05/23 To agree councillor to take responsibility for playground inspections

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED to delegate responsibility for inspections of the play facilities that the PC is responsible for to the Recreation and Leisure committee. All in favour.

14/05/23 To receive report of Chairman inc. items for next agenda

- I've received a response to the questions Council instructed me to put to the developer about the potential development of the Old Mill Nursery. This has been circulated to Council and I will not engage further with the developers unless Council instructs me otherwise.
- We received some complaints about the felling of trees in the vicinity of Glebe Rd and Fawkner Way. This was undertaken by a resident and not by the parish council. Council does not have any responsibility for the area of land in question.
- I have had concerns raised by residents about the large pothole on Church Green, which is forcing vehicles onto the green itself. I have tried to contact our highways officer at the county council but have yet to receive a reply.
- I have had complaints from residents about someone leaving food waste on the QEII field. This is causing a problem for dog walkers, whose dogs are eating the rotten food and then becoming ill. I've spoken to the clerk who will post notices at the entrance to the field and I will also include something in the next newsletter.
- Unfortunately, the newly installed picnic benches on the Millennium Green have been moved even though they were secured with ground anchors.
- As there has been an increase in the National Living Wage to £10.42 from April, there will be an agenda item in the next meeting to consider increases in handyman and litter picker pay.
- I have been reminded that we need to respond to Gigaclear's proposals for laying broadband cables across the village green (delegated previously to me and Cllrs Lewis and Isaacs).
- The 20mph survey will be going out in the next newsletter and the Co-Op have agreed to act as a collection point for paper copies. Cllr Brooks has volunteered to analyse the responses.

15/05/23 To receive Clerk's Report and Correspondence

Correspondence – relevant copies are in the meeting correspondence folder

1. OALC April Update, Community First Oxfordshire April newsletter and PCC April newsletter are in the correspondence folder.
2. David Langstaff from Vale Waste has written to confirm that Vale will not replace the bin in the village hall car park as it is not District land and any other bins on non-district land will not be replaced. Cllr. Brooks is taking this up with Vale and Cllr. Caul.
3. A resident of River Meadow has written with concerns for safety at the River Meadow Play Park – agenda item has been added to discuss this.
4. The end of Perry's Road close to recreation ground will be closed from 25-27 July for Thames Water work. TTRO in folder.
5. The first tranche of S106 money from River Meadow, at 25% occupancy, has been paid – see copy of email in folder. You can check all S106 monies available to the Parish here:
https://eform.whitehorsedc.gov.uk/ebase/S106PARISH.eb?SOVA_TAG=VALE&ebd=0&ebp=10&ebz=2_1684234278296

Signed.....

Date.....

6. The Parish Council has received several complaints in writing and by telephone about the removal of two leylandii trees behind Fawkner Way, in Glebe Road. The PC and Cllr. Boyd had been trying to help a resident identify the landowner to serve a high hedge order. It was established that the last landowner went into liquidation. I have included a copy of an email I sent in response, in the correspondence folder.
7. We received an email from VCI to thank the Parish Council for its donation.
8. A resident wrote to let us know that OCC had accidentally installed some street LEDs on A417 with high intensity, very bright lamps. They have been replaced with low intensity lamps after the resident contacted OCC streetlight team.

Clerk's report

1. The S106 application for the village hall AV equipment has been approved and monies transferred.
2. I submitted the S106 application for the MUGA surfacing and associated equipment on 2nd May. Julie Perrin has been away but will review it this week. I have asked Darren Rolls to clear the weeds around the perimeter ready for cleaning.
3. Mower issues – the mower stopped working on 15th May. It appears to be a problem with fuel pipe contamination (again) and is waiting to be taken to Foxtails. A new fuel supply has been delivered.
4. Youngsters are moving the benches around in Millenium Green – last weekend they unbolted one of the tables to move it. Darren is looking at a more fool proof way to secure them. This will be a good location for the mobile security camera.
5. Justin Riggs removed a bees nest from bushes in the Millenium Green, as it was next to the school exit gate. For info, you can find your nearest honeybee swarm collector here:
<https://www.bbka.org.uk/find-a-local-swarm-collector>
6. Church Green posts – Mark Francis gave me a name at OCC to contact regarding concrete edging, awaiting reply.
7. Nicky is stepping down as litter collector, I will advertise for a replacement.
8. Darren responded quickly to remove a large fallen tree on Hatford Footpath on April 28th.
9. I have resubmitted the application for £150 from Cllr. Ash's fund for the Coronation.
10. Young cyclists have been digging paths and creating corners and jumps in the wooded area in Forest Grove. Whilst they are to be admired for their hard work and desire to get out on their bikes, they have caused some damage to trees and have exposed roots. I have reported it to the Vale tree officer who is sending someone out to inspect.
11. Recent application decisions –
P23/V0099/FUL and P23/V0105/LB – Cottage Farm Barns redevelopment – Approved

16/05/23 To discuss Planning Applications

- a) **MW.00464/23 – Shellingford Quarry - Erection of workshop, wheelspinner, control room alterations to weighbridge office etc.**

The Parish Council has no comment on this application.

17/05/23 To approve Accounts for Payment

9:22 AM
16/05/23

**Stanford in the Vale Parish Council
Reconciliation Detail**

Current Account - TSB, Period Ending 30/04/23

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							1,765.49
Cleared Transactions							
Cheques and Payments - 11 Items							
Transfer	31/03/2023			TVP Grant - Sec. Came	√	-1,000.00	-1,000.00
Transfer	31/03/2023			OCC Grant - Comm Gai	√	-425.00	-1,425.00
Bill Pmt -Cheque	06/04/2023	BACS	D Rolls	Mar 23	√	-341.81	-1,766.81
Bill Pmt -Cheque	23/04/2023	BACS	Climbers Way T	Tree Safety Reports	√	-720.00	-2,486.81
Transfer	24/04/2023			Funds Transfer	√	-7,000.00	-9,486.81
Bill Pmt -Cheque	24/04/2023	BACS	WELmedical Ltd		√	-215.82	-9,702.63
Bill Pmt -Cheque	24/04/2023	BACS	SITV Village Hall		√	-40.00	-9,742.63
Bill Pmt -Cheque	24/04/2023	BACS	K.Middleton	Key (VH)	√	-5.00	-9,747.63
General Journal	25/04/2023	2021-118	Claire Lewis	65hrs @ SCP 20	√	-958.75	-10,706.38
General Journal	25/04/2023	2021-118	HMRC - PAYE	865hrs @ SCP 20	√	-27.70	-10,734.08
Bill Pmt -Cheque	28/04/2023	BACS	N.Middleton		√	-87.83	-10,821.91
Total Cheques and Payments						-10,821.91	-10,821.91
Deposits and Credits - 7 Items							
Transfer	31/03/2023			OCC Grant - Comm Gai	√	425.00	425.00
Transfer	31/03/2023			TVP Grant - Sec. Came	√	1,000.00	1,425.00
Payment	03/04/2023		SITV Pre-School		√	500.00	1,925.00
Deposit	06/04/2023			Precept 2023/01	√	14,000.00	15,925.00
Deposit	21/04/2023			Deposit	√	2,784.30	18,709.30
General Journal	27/04/2023	2021-124	SSE (Swalec)	Alternative Fuel Paymer	√	85.34	18,794.64
Deposit	28/04/2023			S106 - VH Audio Visual	√	7,726.54	26,521.18
Total Deposits and Credits						26,521.18	26,521.18
Total Cleared Transactions						15,699.27	15,699.27
Cleared Balance						15,699.27	17,464.76
Register Balance as of 30/04/23						15,699.27	17,464.76
New Transactions							
Cheques and Payments - 8 Items							
Bill Pmt -Cheque	09/05/2023	BACS	J.Warren	Coronation - Street Party Packs		-302.48	-302.48
Bill Pmt -Cheque	09/05/2023	BACS	K.Middleton	Rubble Sacks		-2.99	-305.47
Bill Pmt -Cheque	15/05/2023	BACS	online playgroun	Wetpour repair		-152.80	-458.27
Bill Pmt -Cheque	15/05/2023	BACS	Wantage Indepe	2022-23 Grant		-100.00	-558.27
Bill Pmt -Cheque	15/05/2023	BACS	Clean Slate	2022-23 Grant		-75.00	-633.27
Bill Pmt -Cheque	15/05/2023	BACS	South & Vale Cit	2022-23 Grant		-75.00	-708.27
General Journal	25/05/2023	2021-123	Claire Lewis	65hrs @ SCP 20		-958.75	-1,667.02
General Journal	25/05/2023	2021-123	HMRC - PAYE	865hrs @ SCP 20		-27.70	-1,694.72
Total Cheques and Payments						-1,694.72	-1,694.72
Total New Transactions						-1,694.72	-1,694.72
Ending Balance						14,004.55	15,770.04

ON THE RESOLUTION OF Cllr. Dabek

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED that the Accounts for Payment be approved. All in favour.

Signed.....

Date.....

9:27 AM

16/05/23

Accrual Basis

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

	30 Apr 23	31 Mar 23
ASSETS		
Current Assets		
Cash at bank and in hand		
Current Account - TSB		
Reserves - Comm. Garden	425.00	425.00
Reserves - Security	1,000.00	1,000.00
Reserves - CIL	113.54	113.54
Reserves - NP	145.10	145.10
Current Account - TSB - Other	15,781.12	81.85
Total Current Account - TSB	17,464.76	1,765.49
Redwood 35 Day Savings Account		
Reserves - Play Equipment Savin	750.00	750.00
Reserves - CIL Savings	10,633.23	10,633.23
Reserves - NP Savings	3,589.05	3,589.05
Redwood 35 Day Savings Account -...	12,920.80	5,920.80
Total Redwood 35 Day Savings Account	27,893.08	20,893.08
Total Cash at bank and in hand	45,357.84	22,658.57
Total Current Assets	45,357.84	22,658.57
NET CURRENT ASSETS	45,357.84	22,658.57
TOTAL ASSETS LESS CURRENT LIABILITIES	45,357.84	22,658.57
NET ASSETS	45,357.84	22,658.57
Capital and Reserves	0.00	0.00

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Middleton

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

Signed.....

Date.....

19/05/23

To review Performance against Budget for FY22/23

Cllr. Lewis gave verbal update on performance against original budget and the PC reviewed the income and expenditure for the year, compared to the previous year.

6:22 AM

16/05/23

Accrual Basis

Stanford in the Vale Parish Council

Income & Expenditure

April 2022 through March 2023

	Apr '22 - Mar 23	Apr '21 - Mar 22
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	2,698.97	2,864.00
Total Grants Received	26,935.10	10,005.02
Agency Work - Grass Cutting	2,784.30	2,780.20
Donations Received	0.00	200.00
Interest on Investments	395.78	246.18
Rent Received	2,562.97	2,333.33
Total Income	58,678.15	39,659.73
Expense		
Neighbourhood Plan		
Office Expenses	0.00	11.73
Total Neighbourhood Plan	0.00	11.73
General Administration		
Election Costs	0.00	-554.89
Hall Hire	217.35	104.95
Insurance	1,451.97	1,587.68
Membership Fees	624.02	552.22
Office Expenses	313.16	106.00
Publications	132.17	0.00
Telephone & Fax	0.00	153.55
Training & Education	470.00	185.00
Total General Administration	3,208.67	2,134.51
Salaries, Wages, Clerks Expenses		
Cleaning Wages	1,053.52	936.00
Clerks Salary	11,423.63	7,049.32
Clerks PAYE	81.37	1,805.63
Employer NI	344.30	306.64
Total Salaries, Wages, Clerks Expense...	12,902.82	10,097.59
Capital Spending		
CIL Projects	1,438.84	3,342.91
S106 Projects	14,233.00	1,950.00
Community Woodland	0.00	407.99
Other Community Assets	2,075.29	3,002.23
Other Fixed Assets	129.98	0.00
Total Capital Spending	17,877.11	8,703.13
Running Costs		
Contractors		
Strimming	50.40	584.25
Maintenance	884.80	565.25
Mowing	1,136.80	1,560.00
Total Contractors	2,072.00	2,709.50
QEII Field	720.91	686.18
Equipment Service/Repair	809.04	534.90
Greens & Gardens	1,210.06	1,671.76
Health & Safety	89.67	903.87
Leisure & Recreation	639.92	1,784.62
Mower & Strimmer Expenses	848.78	374.34
Repairs & Sundries	75.54	96.35
Total Running Costs	6,465.92	8,761.52
Legal & Professional Fees	12,209.35	18,762.12
Grants Allocated	391.39	250.00
Donations	60.00	60.00
Total Expense	53,115.26	48,780.60
Net Ordinary Income	5,562.89	-9,120.87
Profit for the Year	5,562.89	-9,120.87

Signed.....

Date.....

- 20/05/23 To approve the external audit Annual Governance Statement (AGAR Section 1)**
 ON THE RESOLUTION OF Cllr. Isaacs
 SECONDED BY Cllr. Middleton
 IT WAS RESOLVED that the PC approves AGAR Section 1. All approved.
- ON THE RESOLUTION OF Cllr. Isaacs
 SECONDED BY Cllr. Middleton
 IT WAS RESOLVED that the PC thanks Cllr. Lewis for all his work in preparation of the budget performance, governance, and accounting statements.
- 21/05/23 To receive and approve the external audit Accounting Statements 2022/23 (AGAR Section 2), if available**
 ON THE RESOLUTION OF Cllr. Isaacs
 SECONDED BY Cllr. Middleton
 IT WAS RESOLVED that the PC approves AGAR Section 2
- 22/05/23 To approve and adopt the Risk Register**
 Carried over to the next meeting.
- 23/05/23 To consider whether the Parish Council supports the S106 Application made by Wantage Gymnastics Centre**
 ON THE RESOLUTION OF Cllr. Middleton
 SECONDED BY Cllr. Brooks
 IT WAS RESOLVED that the Parish Council supports the application. Passed with 1 vote against.
- 24/05/23 To agree a way forward on playgrounds:**
 a) Issues with River Meadow
- Cllr. Boyle gave an update on issues: DWH has passed responsibility for the play area to Remus Mgt. There is one open bin (no lid) near the play equipment which is being used for dog waste and is overflowing. There is no fence around the play area, only a low wooden boundary marker around the whole recreation area (below knee height). Cllr. Boyle has asked for copy of ROSPA report and for a meeting with DWH and Remus. Has been raised with Cllr. Caul. **Cllr. Boyle to raise bin issue on Fix My Street with pictures – for planning enforcement.**
- b) Other play areas – delegated to the Recreation and Leisure Committee
- 25/05/23 To consider the developer’s proposed name of Tanners Yard for the 5 new dwellings at Cottage Farm**
 ON THE RESOLUTION OF Cllr. Middleton
 SECONDED BY Cllr. Dabek
 IT WAS RESOLVED that the name to be Varney Piece. **Clerk to inform Vale.**
- 26/05/23 To approve funds & agree responsibility for flower arrangement for Village Festival**
 ON THE RESOLUTION OF Cllr. Isaacs
 SECONDED BY Cllr. Middleton
 IT WAS RESOLVED that the PC allocates up to £40 on a flower arrangement. **Clerk to ask Cllr. Boyd if she will take on.**
- 27/05/23 To receive the report of the Millennium Green Trust (if applicable)**
 No meeting held.
- 28/05/23 To receive the report of the Environment Committee (if applicable)**
 Next meeting of Environment Committee Wed 21st June
- 29/05/23 Recreation and Leisure report (if applicable)**

Signed.....

Date.....

Next meeting of Recreation & Leisure committee Thurs 1st June

30/05/23

Provisional date of next meeting – Wednesday 7th June 2023 at the Village Hall

31/05/23

Questions/comments from parishioners

- Cllr. Middleton to contact Cllr. Ash for a contact in OCC highways
- Continuing water leak on a A417 has been raised with Thames Water by many residents. Ex-councillor is continuing to chase Thames Water for a resolution.

Meeting closed at 21:42

Signed.....

Date.....