



**Minutes of a meeting of STANFORD IN THE VALE PARISH COUNCIL  
held on Wednesday 8<sup>th</sup> January 2025 at Stanford in the Vale School**

**Present:** Cllr Middleton (Chair) Cllr. Burls Cllr. Dixon Cllr. Foulkes Cllr. Isaacs Cllr. Lewis  
Cllr. Page Cllr. Silk

**Claire Lewis (Clerk)**

0 members of the public

**01/01/25 To receive apologies**

Cllr. Kent

Cllr. Howes

Cllr. Caul (VWHDC)

**02/01/25 To receive Declarations of Interest from Cllrs on any agenda item**

Item 9b – Cllrs Lewis and Dixon are members of the Village Hall mgmt. committee

**03/01/25 To receive, approve & sign as a true record, minutes of previous meeting 4 December 2024**

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED By Cllr. Burls

IT WAS RESOLVED that the minutes be accepted

All in favour with 1 abstention from councillor not present at last meeting

**04/01/25 To receive report of County Councillor**

No report received

**05/01/25 To receive report of District Councillor**

Apologies sent

**06/01/25 Questions/comments from Parishioners**

No attendees

**07/01/25 To receive report of Chairman inc. items for next agenda**

- Last month the delegated councillors (Cllrs Middleton, Lewis and Isaacs, with apologies from Cllr Kent) held a follow-up meeting with the football club on the lease renegotiation, at which we agreed the terms of the new lease. We are now working on a draft lease incorporating the agreed terms, with negotiation to be concluded before the current lease expires (27th April 2025).
- Related to the above, I am attempting to find a date for a meeting involving the parish council, the football club and our local police community support officer to discuss anti-social behaviour in the vicinity of the skate park teen shelter.
- Cllrs Dixon, Kent and I completed the annual appraisal with the clerk. Agenda item 24 refers.
- We are planning to carry out the QEII field archaeological survey this month, subject to confirmation of the timescales from our contractor. The digger and operator will be supplied by the archaeological contractor with costs covered by the parish council. Butler and Duke (the developers of Cottage Farm) have offered a donation of £500 towards the costs of the survey. Note that total funds available for the work are £24,613 (S106) to cover the first 2%, plus up to £35k from reserves to cover additional 2% contingency trenching

Signed.....

Date.....

(22/05/24, 14/06/24), plus £500 donation (above). Approval to spend from reserves has been delegated to Cllrs Middleton, Lewis and Silk (14/06/24).

- Weather permitting, we plan to plant the next batch of fruit trees in the community orchard this month.
- The public work or art working group has arranged a session at the Small Village Hall on 14th February between 09.00 and 11.30, where parishioners can meet Rob Turner, the artist chosen to deliver the project. The artist will be walking the village with the working group and the history society on 12th February to review placement sites for the stones and will be presenting the initial designs for each of the stones to the working group via a Teams Call on 5th March 2025.
- Cllrs Isaacs, Burls and I met officers from Oxfordshire County Council to discuss parish bus stops. It was a constructive meeting and the parish council's suggestions for the work to be undertaken at the stops on High Street and Upper Green (where work had been started to install stops and then halted) was accepted by OCC. We also took the opportunity to have a wider discussion about bus infrastructure in the village, including the case for an improved service in the evenings and at weekends. We are awaiting a further response from OCC once officers have had time to consider the results of the meeting.
- Following last month's complaint from a parishioner regarding light pollution from the football pitch floodlighting after the removal of diseased ash trees adjacent to the A417 (06/12/24, 08/12/24), several councillors visited the site both during daylight hours and at nighttime to assess the situation, and discussions were held with the football club to explore options for mitigation, including possible reorientation of one of the floodlights. However, safe access would most likely necessitate use of a cherry picker, which is challenging to arrange in winter when the ground is soft. In the meantime the complaint has been escalated to the district council's environmental protection officer by the complainant, and consequently we are now awaiting the results of their investigation before taking any further action.

#### 08/01/25 To receive correspondence and Clerk's Report

Correspondence – relevant copies are in the meeting correspondence folder

1. OALC newsletter
2. A parishioner has reported the build-up of silt and mud on Mill Bridge which is making it unpassable for pedestrians: [Slippery silt on pavement](#)
3. A family has offered to pay for a replacement tree for the one felled on Church Green, in memory of their father, who was a long-serving parish councillor. Cllr. Middleton has replied to thank them for the offer.

**This was discussed at the meeting:** The council had a similar request from another resident in 2023 and agreed then that the council would be happy to plant trees, but not with commemorative plaques – the only trees in the village with plaques are for Queen Victoria and Queen Elizabeth II. Other items such as benches with commemorative plaques could be considered. It was agreed that a replacement tree should be planted on Church Green.

**Action:** Cllr. Lewis to speak to AB to agree suitable tree species and clerk to add agenda item for February for purchase. Cllr. Middleton will write to the parishioner.

4. The Ministry for Housing, Communities and Local Government (MHCLG) has recently issued a consultation on local government standards. Could a councillor complete the NALC survey before Feb 25: [NALC Standards Survey](#). **Action:** Cllr. Lewis will complete
5. A parishioner has been in touch regarding a SORN, uninsured and untaxed vehicle which has been parked in the same position on Farm Piece for 4 months. I have advised on the reporting options.
6. OCC takes part in the annual National Highways and Transport Public Satisfaction Survey, which is now open. Can a councillor complete the survey before end February: [NHT Public Representative Survey 2024-1049367](#)  
**Action:** All councillors are encouraged to complete.
7. The VWHDC and SODC Joint Local Plan 2041 has been submitted to the Secretary of State for HCLG for independent examination.
8. The junction of Cottage Road/Bow Road and Chapel Road will be closed on Sundays 8am-4pm from 19 January to 16 February for installation of a new fibre cable joint box and associated duct works. TTRO in folder.
9. The OCC Climate engagement team will be presenting results of the participatory phase of the Climate Engagement Route Map on 29 January from 2-3pm – link here: [Join the meeting now](#)

## Clerk's report

The annual playground inspection has been completed and we are awaiting the full results. The half pipe and platform transition have been identified as high risk. Cordoning and signage has not worked previously and they been removed by youngsters. We should however have something publicly displayed to identify that they should not be used.

### Actions:

Clerk to ask for quote for removal from ARD and investigate signage that can be placed out of reach  
Cllrs. Page, Silk and Isaacs will initiate replacement skate park discussions  
Cllr. Middleton to contact person who previously volunteered, to see if still interested.

I have submitted the precept and the annual CIL report

I am in the process of opening bank accounts – Unity Bank, CCLA Public Sector Deposit and CCLA Better World Parish mapping – have started tutorials to understand full capabilities. Cllrs. Kent and Isaacs also have logins.

Next step will be to agree what we want to capture. Any other councillors can get access via the clerk.  
Sport England Active Places has gone live with a new website – I will update with the village sports facilities  
The car in Cottage Rd which had a gentleman living in it has now gone. Vale housing were aware and did a welfare check before Christmas.

Meeting with ARD on January 13<sup>th</sup> to discuss groundwork and teen shelter installation.

The FC now have the meter box keys and are in control of the floodlights

My annual appraisal was held in December

Recent planning decisions, all granted:

P24/V0488/N4B – Mill Farm poultry house conversion

P24/V2041/LB/P24/V2040/HH - The Cottage 4 Sheards Lane increase chimney pot height

P24/V2257/S73 - Cottage Farm 24 Upper Green add doors to carports 2 & 3

### 09/01/25 To discuss Planning Applications:

- a) **P24/V2546/LB and P24/V2545/HH - Manor Farm** – Internal and external alterations to main Listed Building  
ON THE RESOLUTION OF Cllr. Middleton  
SECONDED By Cllr. Lewis  
IT WAS RESOLVED **that the Parish Council SUPPORTS the application.** The proposed replacement rear extension is a significant improvement to the existing situation and in response to pre-application planning and conservation advice from VHWDC Officers, has pulled back its rearmost wall to provide a less dominant extension, more in keeping with the scale and footprint of the original house and staying within the existing domestic curtilage. All in favour.
- b) **P24/V2593/N8A – Stanford Village Hall** – solar panels  
ON THE RESOLUTION OF Cllr. Isaacs  
SECONDED By Cllr. Silk  
IT WAS RESOLVED **that the Parish Council SUPPORTS the application.** The application aligns with the council's declaration of climate emergency. All in favour.  
  
ON THE RESOLUTION OF Cllr. Isaacs  
SECONDED By Cllr. Middleton  
IT WAS RESOLVED **that fitting solar panels on the Village Hall does not require the approval of a separate parish-council appointed surveyor as well as the surveyor appointed by the Village Hall Management Committee.**  
All in favour
- c) **P24/V2685/LB – 12 Church Green** – replacement windows  
ON THE RESOLUTION OF Cllr. Isaacs  
SECONDED By Cllr. Silk  
IT WAS RESOLVED **that the Parish Council has NO OBJECTION to the application.**

### 10/01/25 To approve Accounts for Payment

Signed.....

Date.....

**Stanford in the Vale Parish Council  
Reconciliation Detail  
Current Account - TSB, Period Ending 31/12/24**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							57,025.93
<b>Cleared Transactions</b>							
<b>Cheques and Payments - 8 Items</b>							
Bill Pmt -Cheque	09/12/24	BACS	Yu Energy	November floodlights	X	-84.20	-84.20
Bill Pmt -Cheque	13/12/24	BACS	Andrew Munns Tree Surg...	Treeworks December 24	X	-8,352.00	-8,436.20
Bill Pmt -Cheque	13/12/24	BACS	OALC	Training Cllr. Foulkes and ...	X	-264.00	-8,700.20
Bill Pmt -Cheque	13/12/24	BACS	SLCC Enterprises	Membership fees	X	-190.00	-8,890.20
Bill Pmt -Cheque	13/12/24	BACS	SITV Village Hall	October and November m...	X	-40.00	-8,930.20
General Journal	27/12/24	2021-...	Claire Lewis	65hrs @ SCP 22	X	-1,085.85	-10,016.05
Bill Pmt -Cheque	27/12/24	BACS	Stephen Rolls	Litter picker wages	X	-208.00	-10,224.05
General Journal	27/12/24	2021-...	HMRC - PAYE & NI	NI contributions	X	-61.86	-10,285.91
Total Cheques and Payments						-10,285.91	-10,285.91
Total Cleared Transactions						-10,285.91	-10,285.91
Cleared Balance						-10,285.91	46,740.02
Register Balance as of 31/12/24						-10,285.91	46,740.02
<b>Ending Balance</b>						<b>-10,285.91</b>	<b>46,740.02</b>

ON THE RESOLUTION OF Cllr. Lewis

SECONDED By Cllr. Isaacs

IT WAS RESOLVED that the Parish Council approves the accounts for payment. All in favour.

11/01/25

**To approve Monthly Statement of Accounts**

11:18 AM

06/01/25

Accrual Basis

**Stanford in the Vale Parish Council  
Statement of Accounts - Summary  
As of 31 December 2024**

	31 Dec 24	30 Nov 24
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Cash at bank and in hand</b>		
<b>Current Account - TSB</b>		
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	3,417.00
Current Account - TSB - Other	-1,131.39	9,154.52
<b>Total Current Account - TSB</b>	46,740.02	57,025.93
<b>Redwood 35 Day Savings Account</b>		
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 Accoun...	9,670.47	9,383.81
<b>Total Redwood 35 Day Savings Acc...</b>	84,142.75	83,856.09
<b>Total Cash at bank and in hand</b>	130,882.77	140,882.02
<b>Total Current Assets</b>	130,882.77	140,882.02
<b>NET CURRENT ASSETS</b>	130,882.77	140,882.02
<b>TOTAL ASSETS LESS CURRENT LIABILI...</b>	130,882.77	140,882.02
<b>NET ASSETS</b>	<b>130,882.77</b>	<b>140,882.02</b>
<b>Capital and Reserves</b>	0.00	0.00

ON THE RESOLUTION OF Cllr. Lewis

SECONDED By Cllr. Page

**IT WAS RESOLVED that the Parish Council approves the statement of accounts and agreed the following non-material adjustments:**

**Action:** Clerk to move play equipment savings from reserves (towards Play Fort).

Signed.....

Date.....

**Action:** Clerk to move funds from Redwood general to TSB general

**Action:** Clerk to add agenda item to February meeting to agree CIL funds to cover AMTS tree work.  
All in favour.

**12/01/25 To approve a S106 Application for Village Hall solar panels**

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Silk

IT WAS RESOLVED that the Parish Council approves the proposal for the S106 application. All in favour.

**13/01/25 To agree Clerk's job description**

Deferred to February agenda for councillors to review and feedback.

**14/01/25 To receive a highways update on Bow Road and A417 flooding issues**

**Bow Road:**

- There are two fallen trees in Frogmore Brook which are causing mini-dams and silting.
- A rubble blockage believed to be caused by previous Thames Water work in the culvert is also causing overflow issues.
- OCC Cyclical Maintenance team are planning drainage works along Bow Road starting next week (13<sup>th</sup> February). This includes digging out the ditches and culvert and should resolve the issue.

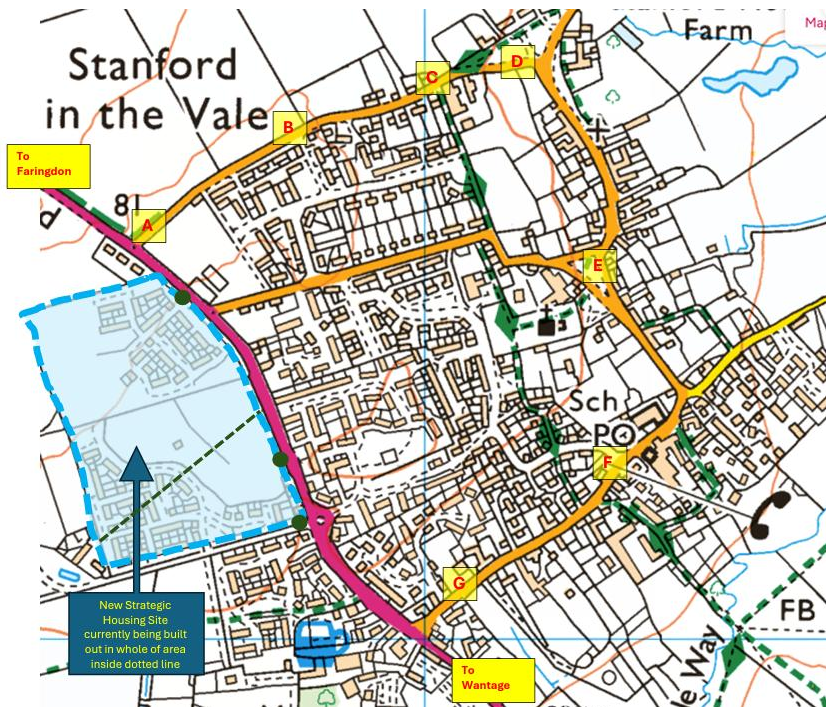
**A417 at Mellors:**

Cllr Caul (VWHDC) is speaking to the other District Councillors for the wards affected and see where we can push for more action and a long-term solution. Vale's Flood Risk & Drainage Engineer advises that the issue of the Childrey Brook at the A417 is landowners, as riparian owners. However, after more than 12 months these remain outstanding, it should surely fall to the Highways Authority, Vale or both to take some sort of enforcement action or undertake the works and recharge these back to the landowner.

**A417 Stanford, Park Lane area** – the landowner has dug a ditch to allow water to flow from the road into field, which has alleviated some of the flooding. Cause of flooding of River Ock at Mill Bridge needs further investigation.

**15/01/25 To receive update on OCC bus stops meeting, including repairs to Cottage Road bus shelter and bus service**

A productive meeting was held with OCC to agree placement and improvement of bus stops. OCC's primary focus will be on Bus Stops C, D, E, F, and G on the plan as these lie within the scope of the current funding; and Stops A and B have been identified for future enhancement using future S106 contributions:



The work will include refurbishment of Bus Stop B on Cottage Road.

The lack of a Sunday and evening bus service serving Stanford was also discussed with OCC. Given the increasing size and changing demographic of the village, it is unacceptable that there is no public transport at these times.

**Action:** Clerk to confirm the date of the next Local Transport Representatives meeting. The Parish Council suggested that it might be possible to have some of the S6 Swindon-Oxford services diverted through Stanford. Councillors will initially address this proposal at the next PTR meeting.

16/01/25

**To receive a Millennium Green Trust update**

The use of MG for a Saturday morning boot camp was discussed. **Action:** Cllr. Isaacs to write to Buffalo Fitness to confirm that use is allowed, but as a public open space it is not exclusive. The boot camp should be mindful of not causing noise disturbance.

17/01/25

**To agree/discuss a Strategy meeting**

**Action:** Cllr. Isaacs to set up a half-day workshop

18/01/25

**To agree membership of a committee working group**

The council discussed the role of committees and working groups in achieving its objectives. Committees and their memberships are confirmed annually at the Annual Meeting of the Parish Council. It was agreed that working groups with a clear scope and defined timelines, such as the Public Work of Arts working group, have proven to be the most effective. The Finance and Planning Committee, composed of all councillors, will remain necessary for emergency decisions between council meetings, along with the Personnel Committee, which handles HR matters. This approach will be formally proposed at the next Annual Meeting.

19/01/25

**To discuss contractor health and safety arrangements**

Carry over to February.

**Action:** Clerk to look at options for covering contractor under PC insurance

**Action:** Cllr. Page to identify required risk assessments with contractor

**Action:** Clerk to investigate orange flashing light for the mower

**Action:** Cllr. Burl to email mower issues to clerk, to be noted for next John Deere service

20/01/25

**To discuss the anonymous email regarding Planning Enforcement**

**Action:** Clerk to compose draft response to be reviewed by Chair and Vice Chair

21/01/25

**To approve any training requests**

None received

**22/01/25** **Provisional date of next meeting – Wednesday 5<sup>th</sup> February 2025**

**23/01/25** **Questions/comments from parishioners**

The Conservative candidate for the new OCC Kingston and Stanford Division introduced himself. From speaking to parishioners and own experience, he is aware of concerns about A417 flooding at Mellors and dangerous potholes along the A417. He was supportive of the parish council's desire to improve public transport and the need for improved recreational facilities in the village. The County Council elections are currently scheduled for May 2025, but may be impacted by the Government White Paper on devolution in England and discussion on unified authorities.

**24/01/25** **Confidential Item – to discuss clerk's performance appraisal and salary**

Cllr Middleton presented the results of the clerk's annual appraisal. Obtaining the CiLCA qualification with excellent feedback from the assessors was a very significant achievement and council has already seen direct benefits in the adoption of improved policies and processes. Council thanked the clerk for her work throughout the last year. The clerk's salary remains at SCP22.