



**Minutes of a meeting of STANFORD IN THE VALE PARISH COUNCIL  
held on Wednesday 5<sup>th</sup> February 2025 at Stanford in the Vale Primary School**

**Present:** Cllr Middleton (Chair)      Cllr. Isaacs    Cllr. Kent  
Cllr. Lewis      Cllr. Page    Cllr. Silk    Cllr. Caul (VWHDC)

**Claire Lewis (Clerk)**

4 members of the public

**01/02/25      To receive apologies**

Cllr. Howes  
Cllr. Foulkes  
Cllr. Burls  
Cllr. Dixon

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

Item 9 – Cllr. Isaacs (non-pecuniary interest)  
Item 24 – Cllr. Lewis (non-pecuniary interest)

**03/02/25      To receive, approve & sign as a true record, minutes of previous meeting 8 January 2025**

ON THE RESOLUTION OF Cllr. Isaacs  
SECONDED By Cllr. Page  
IT WAS RESOLVED that the minutes be accepted. All in favour

**04/02/25      To receive report of County Councillor**

See report in meeting folder

**05/02/25      To receive report of District Councillor**

Cllr Caul spoke about devolution and local government reorganization. VWHDC and SODC are exploring possibilities in forming a strategic authority area, which requires at least 500,000 residents. Options under consideration include merging with West Berkshire or establishing a county-wide Oxfordshire authority. County Council elections will proceed as planned on 1<sup>st</sup> May.

**Matters raised by councillors:** Cllr. Lewis stressed the need to advance discussions with district councillors in all areas impacted by the continuing flooding issues on the A417 at Mellors.

**06/02/25      Questions/comments from Parishioners**

A parishioner raised the issue of the length of time that the roadworks outside River meadow are scheduled for (February to October). The parishioner has also been informed by OCC that a temporary crossing will not be put in place in the interim as it will interfere with the roadwork activities. **Action:** Clerk to contact OCC for details of plans and to discuss crossing.

A parishioner raised the issue of alleged drug dealing at the teen shelter at 4.30am on several mornings and was advised that they should contact the police each time they believe this to be happening.

Signed.....

Date.....

A parishioner raised the issue of the floodlights being incorrectly positioned – see agenda item 15/02/25 below.

A parishioner asked why the Parish Council had not raised a planning enforcement complaint for River Meadow as the roadworks were not completed before occupation:

The roadworks are a S278 agreement between the developer and Oxfordshire County Council highways; the Parish council has lobbied highways over several years for the roadworks to be completed and was instrumental in reducing the speed limit from 40mph to 30mph. Unfortunately, planning approval from VWHDC did not include conditions requiring s278 works to be completed on the A417 before occupation of the development.

#### **07/02/25 To receive report of Chairman inc. items for next agenda**

- I note that the 20mph zone signs have been erected throughout the village, although the road markings at the village entrances still show a 30mph limit. When time permits, I will reset the speed indicators.
- Cllr Isaacs has sent a draft copy of the new lease to the football club for their review and we are awaiting any final comments from them before preparing the final copy for signature.
- This year's batch of fruit trees for the community orchard were planted last weekend. Thanks to all the volunteers who helped with the planting.
- I had a meeting with our local PCSO on anti-social behaviour in the skate park. We discussed preventative measures we might take with the new shelter. His advice was:
  - Consider the shelter's positioning. Can it be in a more open, visible area?
  - Consider providing some lighting.
  - Clear back some of the shrubbery if it remains in its current location.
  - Consider the use of a security camera.
- Now that the archaeological survey looks to be complete (subject to confirmation from the county archaeologist) I would suggest that we form a working group to take the QEII Field project into the phase 1 levelling activities.
  - **Action:** Item for next agenda to agree membership of QEII Field Project working group.
- We received a report from a parishioner this week that Openreach cut through phone lines in Cottage Road while carrying out work, apparently because the BT cables were not in their expected location. This left some vulnerable residents without a landline connection. The parishioner rang the advertised Openreach 24-hour assistance number over the weekend but was unable to obtain any answer. I understand the fault has now been repaired but I will raise the lack of an adequate out-of-hours service from Openreach with the county council's digital infrastructure team.

#### **08/02/25 To receive correspondence and Clerk's Report**

Correspondence – relevant copies are in the meeting correspondence folder

1. OALC newsletter
2. A parishioner has written to request a bin and signage for the footpath alongside Penstones leading to the Ock. Workmen have been clearing the hedges and improving the path and have removed a huge number of discarded dog bags from the area. I will follow up with VWHDC.  
**Action:** Clerk to contact Vale and highlight that this is a coffin path which Vale, not OCC, are responsible for. Clerk to also chase replacement bin at the Village Hall, again.
3. A young parishioner has written to several councillors with suggestions for a jump park at one of the quarries.  
**Action:** Cllr. Middleton will write to the parishioner
4. The results of the OCC Traffic Sensitive Streets consultation can be found in the folder. For the first phase, the A417 is designated as TSS. High Street, Church Green and Horsecroft will be considered later.
5. The Police and Crime commissioner fund has opened, with grants up to £10,000 for projects that address protecting communities (including anti-social behaviour and road safety), people (including domestic abuse and the night-time economy) and property (including cybercrime and fraud and retail crime). Applications are open until noon on 24 February. **Action:** Clerk to apply for 2 additional Speed Indicator Devices (SIDs).

Signed.....

Date.....

## Clerk's report

1. The 20mph zone has been implemented. The SIDs need to be updated as they are set to 30mph. A 20mph street sign was stolen on the first evening, from the verge opposite the Millennium Green on Huntersfield, which I have reported to OCC.
2. Cllr. Burls has raised the issue of a roadside ditch on Cottage Road which appears to have been filled in by a farmer whilst replacing a farm gate. Details in the correspondence folder. **Action:** Clerk to speak to Cllr. Burls to follow up.
3. The Unity Trust Instant access saver account is now open.
4. The Land Registry update for the transfer of Nursery End to the Parish council has not yet completed. This is required before the S106 application for the transfer of £100k to the Parish Council can be approved. Also see point 5 below.
5. All S106 applications above £20k are required to have a funding agreement in place (rather than signing the acceptance letter and the money being transferred). This involves VWHDC legal team and is causing significant delays. In addition to raising questions, legal ask for current title deeds and title plans for every application. For this, I must post an application to Land Registry as official documents cannot be obtained online. The S106 archaeology funding was approved on Nov 21<sup>st</sup> and it is still with legal. **Action:** Clerk to email this information to Cllr. Caul
6. Darren has started to work through the smaller fixes from the Playground Safety inspection in the play area. The area has been cleared of leaves and debris, a new latch attached to the gate and small fixes to equipment made. A new bench and log walk can only be completed when the weather is warm enough for the wetpour to set.
7. The next Parish Transport Reps meeting is scheduled for Tuesday 18<sup>th</sup> March at 1.30. I have forwarded the invitation to all councillors.
8. I have registered the Parish Council with the ICO. Before we can use the cameras, we need a CCTV policy. I can draft this using other PC's documents, but as a prerequisite, we must complete an impact assessment. This requires agreement on key aspects, including what we are storing, where it is stored, who has access, how long we retain the footage, and who is responsible for monitoring it. Do any other councillors want to be involved in this process, apart from Cllr. Kent? **Action:** Clerk and Cllr. Kent to draft the impact assessment and send to council for comments.
9. The council has funded two replacement batteries for the defibrillators, at the village hall and FC.
10. The netball club are starting a weekly session at the MUGA next Monday, 10<sup>th</sup> Feb.
11. No recent planning decisions

### 09/02/25 To discuss Planning Applications:

- a) P25/V0043/FUL - **Ascot House 51 High Street** – change of residential annexe for short/medium term letting

ON THE RESOLUTION OF Cllr. Lewis

SECONDED By Cllr. Middleton

IT WAS RESOLVED that the Parish Council delegates to Cllrs. Lewis and Silk to respond. The council requires more detailed information in relation to the parking provision and turning space.

Signed.....

Date.....

10/02/25

To approve Accounts for Payment

**Stanford in the Vale Parish Council**  
**Reconciliation Detail**  
 Current Account - TSB, Period Ending 31/01/25

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							46,740.02
<b>Cleared Transactions</b>							
<b>Cheques and Payments - 14 items</b>							
Transfer	01/09/24			Funds Transfer Teen Shelter S106	X	-12,438.81	-12,438.81
Bill Pmt -Cheque	02/01/25	BACS	Yu Energy	January floodlight bill	X	-116.33	-12,555.14
Transfer	20/01/25			CIL- general - matched in Redwood	X	-9,500.00	-22,055.14
Bill Pmt -Cheque	21/01/25	BACS	Rob Turner	Wayfinder trail design phase first instal...	X	-1,400.00	-23,455.14
Transfer	21/01/25			Rob Turner design payment 1	X	-1,400.00	-24,855.14
Bill Pmt -Cheque	21/01/25	BACS	Defib Warehouse	2 x replacement batteries	X	-535.20	-25,390.34
Bill Pmt -Cheque	21/01/25	BACS	Play Inspection Co. ...	Play areas annual inspection	X	-324.90	-25,715.24
Bill Pmt -Cheque	21/01/25	BACS	Stephen Rolls	January litter picking	X	-208.00	-25,923.24
Bill Pmt -Cheque	21/01/25	BACS	SITV Village Hall		X	-36.75	-25,959.99
Bill Pmt -Cheque	21/01/25	BACS	Axis Plant Services	Chainsaw chain	X	-22.86	-25,982.85
Bill Pmt -Cheque	21/01/25	BACS	Claire Lewis (Expen...	Land registry for S106 QEII	X	-21.00	-26,003.85
Transfer	31/01/25			CIL- General - matched in Redwood	X	-1,200.00	-27,203.85
General Journal	31/01/25	2021-...	Claire Lewis	65hrs @ SCP 22	X	-1,085.85	-28,289.70
General Journal	31/01/25	2021-...	HMRC - PAYE & NI	NI contributions	X	-57.36	-28,347.06
<b>Total Cheques and Payments</b>						<b>-28,347.06</b>	<b>-28,347.06</b>
<b>Deposits and Credits - 5 items</b>							
Transfer	01/09/24			Funds Transfer Teen Shelter S106	X	12,438.81	12,438.81
Deposit	14/01/25			Digger donation	X	500.00	12,938.81
Transfer	20/01/25			From Cll to general - matching transacti...	X	9,500.00	22,438.81
Transfer	21/01/25			Rob Turner design payment 1	X	1,400.00	23,838.81
Transfer	31/01/25			CIL- General - matched in Redwood	X	1,200.00	25,038.81
<b>Total Deposits and Credits</b>						<b>25,038.81</b>	<b>25,038.81</b>
<b>Total Cleared Transactions</b>						<b>-3,308.25</b>	<b>-3,308.25</b>
<b>Cleared Balance</b>						<b>-3,308.25</b>	<b>43,431.77</b>
<b>Register Balance as of 31/01/25</b>						<b>-3,308.25</b>	<b>43,431.77</b>
<b>Ending Balance</b>						<b>-3,308.25</b>	<b>43,431.77</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.

Signed.....

Date.....

11/02/25

**To approve Monthly Statement of Accounts**

**Stanford in the Vale Parish Council  
Statement of Accounts - Summary  
As of 31 January 2025**

	31 Jan 25	31 Dec 24
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash at bank and in hand		
Current Account - TSB		
Reserves - Comm. Garden	1,645.00	1,645.00
Reserves - Security	857.08	857.08
Reserves - CIL	23,647.23	41,307.23
Reserves - NP	145.10	145.10
Reserves - S106	14,455.81	15,855.81
Current Account - TSB - Other	2,881.55	-13,070.20
<b>Total Current Account - TSB</b>	<b>43,431.77</b>	<b>46,740.02</b>
Redwood 35 Day Savings Account		
Reserves - Play Equipment Savin	0.00	750.00
Reserves - CIL Savings	80,833.23	70,133.23
Reserves - NP Savings	3,589.05	3,589.05
Redwood 35 Day Savings Account - ...	8.11	9,670.47
<b>Total Redwood 35 Day Savings Account</b>	<b>84,430.39</b>	<b>84,142.75</b>
<b>Total Cash at bank and in hand</b>	<b>127,862.16</b>	<b>130,882.77</b>
<b>Total Current Assets</b>	<b>127,862.16</b>	<b>130,882.77</b>
<b>NET CURRENT ASSETS</b>	<b>127,862.16</b>	<b>130,882.77</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>127,862.16</b>	<b>130,882.77</b>
<b>NET ASSETS</b>	<b>127,862.16</b>	<b>130,882.77</b>
Capital and Reserves	0.00	0.00

ON THE RESOLUTION OF Cllr. Middleton

SECONDED By Cllr. Page

IT WAS RESOLVED that the Parish Council approves the monthly statement of accounts. All in favour.

12/02/25

**To agree to use CIL funds for AMTS tree work**

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED that the £6960 of CIL funds be used. All in favour.

13/02/25

**To receive an update on QEII archaeology**

**Action:** Cllr. Middleton to chase OCC county archaeologist.

14/02/25

**To approve budget for document updates for QEII Field planning application**

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED that up to £1500 from reserves be allocated towards progression of planning application. Delegation of spending decision to Cllrs. Isaacs, Lewis, Silk and Middleton.

15/02/25

**To approve budget for floodlight adjustments at Football Club**

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Middleton

IT WAS RESOLVED that £1000 be allocated from CIL for readjustment of floodlights.

**Action:** Clerk to get quote from CDC Electrical

16/02/25

**To review/approve quotes for Skate Park and Teen shelter removal**

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Page

Signed.....

Date.....

IT WAS RESOLVED that the Parish Council spends up to £3250 for the removal of 3 pieces of skate park deemed as high risk, and the teen shelter.

**Action:** Clerk to instruct ARD to proceed

**17/02/25**

**To review/approve quotes for teen shelter groundwork & installation**

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED that CIL reserves of up to £6130 are allocated for the groundwork and installation.

**Action:** Clerk to seek additional quotes for groundwork.

**18/02/25**

**To approve purchase of teen shelter**

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED that the Parish Council order the Broxap Beckton Chatshack, using the S106 funds granted in August 24. All in favour

**Action:** Clerk to obtain colour samples for Cobalt blue, Sky blue and Duchess blue before placing the order. Cllr. Middleton and clerk to decide colour.

**19/02/25**

**To discuss playground repairs/replacement**

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED that up to £2,500 be allocated from CIL for play area repairs and renovations. All in favour.

**Action:** Clerk to obtain installation quote from ARD

**20/02/25**

**To agree budget and species for replacement tree on Church Green**

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Middleton

IT WAS RESOLVED that the PC allocates up to £100 towards cost of planting and tree protection for a copper beech, which is to be donated by a parishioner.

**Action:** Cllr Isaacs to progress

**21/02/25**

**To approve Community First and CPRE membership for 2025**

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Page

IT WAS RESOLVED to renew membership of CPRE at £36

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Silk

IT WAS RESOLVED that renew membership of Community First at £70

**22/02/25**

**To receive an update on OCC bus stops**

The proposed bus shelter on High Street near the junction with Hunters Field is not feasible given the close proximity of the telecoms cabinet and the prospect that cables are buried at a shallow depth.

**Action:** Cllr. Isaacs to propose alternative locations within the village to OCC for the allocation of the bus shelter funds.

**23/02/25**

**To discuss contractor health and safety arrangements**

**Action:** Cllr. Page to complete risk assessments with contractor

**Action:** Clerk to add space in shared drive for risk assessment and share with Cllr. Page

**Action:** Add agenda item to March for review of risk assessments

Signed.....

Date.....

- 24/02/25 To discuss protection measures for Church Green near the Grange**  
 ON THE RESOLUTION OF Cllr. Isaacs  
 SECONDED BY Cllr. Middleton  
 IT WAS RESOLVED that up to £500 of CIL reserves be used for purchase and installation of wooden sleepers to protect the green.
- 25/02/25 To agree Clerk's job description**  
 ON THE RESOLUTION OF Cllr. Isaacs  
 SECONDED BY Cllr. Middleton  
 IT WAS RESOLVED that the updated job description be adopted. All in favour.
- 26/02/25 To discuss changes in Clerk's hours**  
 ON THE RESOLUTION OF Cllr. Isaacs  
 SECONDED BY Cllr. Kent  
 IT WAS RESOLVED that clerk's hours be increased to 20 hours per week effective 1<sup>st</sup> February.  
**Action:** Cllr. Lewis and clerk to review and update budget
- 27/02/25 To approve Preschool proposal for solar panels**  
 ON THE RESOLUTION OF Cllr. Lewis  
 SECONDED BY Cllr. Isaacs  
 IT WAS RESOLVED that the Parish council fully supports the preschool's proposal to install solar panels.
- 28/02/25 To appoint an internal auditor**  
 ON THE RESOLUTION OF Cllr. Lewis  
 SECONDED BY Cllr. Isaacs  
 IT WAS RESOLVED that White Rose Accounting continues to perform internal audit at £350.
- 29/02/25 To approve any training requests**  
 None received
- 30/02/25 Provisional date of next meeting – Wednesday 5<sup>th</sup> March 2025**
- 31/02/25 Questions/comments from parishioners**  
 Cllr. Isaacs will set up the strategy meeting.  
**Meeting finished at 9.52pm**