

**Minutes of a meeting of STANFORD IN THE VALE PARISH
COUNCIL**

held on Wednesday 4th May 2022 at Stanford in the Vale Village Hall

Present: Cllr. Middleton (Chair) Cllr. Williams-Cuss Cllr. Dabek Cllr. Warren
Cllr. Dixon Cllr. Isaacs Cllr. Jenkins Cllr. Lewis Cllr. Boyd
(VWHDC)

01/05/22 Election of Chairman and signing of Declaration of Office

ON THE RESOLUTION OF Cllr. Isaacs
SECONDED BY Cllr. Lewis
All in favour
IT WAS RESOLVED that Cllr. Middleton was elected Chairman

02/05/22 To consider apologies and reason (if offered)

Cllr. Bailey (vacation)
Cllr. Howes (medical leave)

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

03/05/22 To receive Declarations of Interest from Cllrs on any agenda item

Cllr. Middleton Item 15 (Council payments)
Cllr. Williams-Cuss Item 14b (Planning)

**04/05/22 To receive, approve & sign as a true record, minutes of previous meeting
6th April 2022**

ON THE RESOLUTION OF Cllr. Warren
SECONDED BY Cllr. Dixon
IT WAS RESOLVED that the minutes be signed as a true record. Abstentions from Cllr. Isaacs, Williams-Cuss and Jenkins as not at last meeting

05/05/22 To receive report of County Councillor

Nothing

06/05/22 To receive report of District Councillor

- Vale of White Horse is once again in top 10 recycling authorities with 63.3 per cent of its waste being recycled. This is way above the national recycling rate of 45.5 per cent and it is one of only 11 local authorities in the country with a recycling rate above 60 per cent.
- Electric Vehicle charging points have been installed in Vale Car parks, but the microchips required for the meters are unavailable. Bays in car parks where charging points are installed have been coned off. No date for availability.
- The footpath on the A417 out of the village towards Wantage has been cleared.

Points raised by Cllr. Middleton:

- How can the Keep Clear lines at school be enforced? Civil Parking Enforcement are responsible and will come out for recurring issues. Thames Valley Police will enforce any dangerous parking, e.g. on pavement. Cllr. Boyd will contact Civil Parking enforcement.

- QEII Field: Cllr Boyd will speak to Emily Hamerton (development manager at VWHDCs) about the remaining issues and will update the parish council after his conversation.

07/05/22 Questions/comments from parishioners

Parishioner commented that the camera on A417 pointing at the Ware Rd roundabout may be an ANPR camera. Oxfordshire County Council have been asked to confirm why it is there.

08/05/22 Election of Officers:

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Dixon

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

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Lewis

IT WAS RESOLVED that Cllr. Jenkins be elected as Honorary Secretary

ON THE RESOLUTION OF Cllr. Jenkins

SECONDED BY Cllr. Williams-Cuss

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

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Jenkins

IT WAS RESOLVED that Cllr. Lewis be elected as Responsible Financial Officer, with a planned handover of financial tasks to the Clerk over the course of the financial year.

09/05/22 To agree Terms of Reference of Committees

Item deferred to June meeting

10/05/22 Election of Committees:

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Williams-Cuss

IT WAS RESOLVED that all councillors be elected to the Planning and Finance committee

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED that Cllrs. Lewis, Bailey, Jenkins, Isaacs, Howes, Middleton and Dabek be elected to the Environment committee

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED that Cllrs. Lewis, Warren, Williams-Cuss, Howes, Middleton, Jenkins and Dabek be elected to the Recreation and Leisure Committee

11/05/22 **To appoint 4 PC Members to Village Hall Management Committee**
ON THE RESOLUTION OF Cllr. Isaacs
SECONDED BY Cllr. Williams-Cuss
IT WAS RESOLVED that Cllrs. Lewis, Warren and Dixon be appointed to the Village Hall Management Committee

12/05/22 **To receive report of Chairman inc. items for next agenda**

- I have complained to David Wilson Homes about the amount of construction materials been blown off the strategic site west of Faringdon Road onto the verge by the allotments and football field. They have agreed to clear the area and keep the site tidier in the future.
- I have submitted a grant application to the Climate Action Fund for regeneration of the strip of garden area next to the play area, to be carried out in partnership with the school gardening club. I have requested a grant of £1,220 with a contribution from the parish council (subject to council's approval) of £425. This will cover planting, materials for bug hotels and path construction, a bench and a lectern-style interpretation board.
- I have told OCC Highways that we wish to go ahead with painting 'School - Keep Clear' signs at the minimum length of 25.56 m, as agreed in March (minutes ref: 19/03/22). This will be done after the poor surface finish left after the drainage repairs has been rectified (also by OCC).
- I'm in contact with OCC Highways and the Speed Watch group to see if we can install some permanent Speed Watch signs at the entrances to the village. This will avoid the need to bring out the existing, heavy A-frame sign when the group is active.
- It's good to see that the section of the A417 footpath to Stanford Mill/Mill Farm has now been cleared.
- I'm rearranging a date for the first meeting of the 20mph working party.
- I have been in touch with a number of businesses on the Ware Rd Industrial Estate to follow up complaints from residents about noise from lorries, particularly when going over the speed bumps. While they were mostly sympathetic they felt that there wasn't a great deal they could do. The problem, essentially, is the siting of a housing development next to an industrial estate. I note that the Noise Impact Assessment associated with the development (P21/V2334/FUL) stated that "there should not be any adverse impact due to the existing noise sources". Clearly, this is not the case in practice and I will be feeding this back to the Local Planning Authority.
- We have been asked if we would consider re-siting the SID on Church Green after complaints from neighbours.
- The PPC would like to plant a tree for the Queen's Jubilee. Do we have any suggestions for a location?

13/05/22 **To receive Clerk's Report and correspondence**
Correspondence

- Letter from resident on Church Green regarding the siting of the SID, particularly it is shining into a bedroom and observing that school children being dropped off from FCC were running along the road trying to set it off. The SIDs have now been switched off overnight and the minimum speed increased.
- Thames Water have issued TTRO for full closure of Cottage Rd from 6 to 11 July to install a water pressure monitor.

- Sally Thurston, clerk of Faringdon Town Council, is setting up a local parishes forum. They are inviting the clerk and a couple of councillors to each meeting. The first meeting will be on 15th June at 18:30 in the Pump House and online. If you are interested in attending, please let me know. Cllr Isaacs (Cllr Jenkins online).
- South Oxfordshire and the Vale of White Horse District Councils have pledged their support for No Mow May, increasing the number of areas left uncut for the month.
- SSE will be in QEII field on Tuesday 24th May to carry out repairs to the network which is a damaged further down the line. To carry out works safely they will cut the line live using a large MEWP.

Clerk's report

- Darren has done a second, sturdy fix on the Village Hall noticeboard and fixed torn matting in the toddler play area
- Started the S106 application for fence funding – requires approved minutes so will submit it after today's meeting.
- We have received a request from a local employability programme about possible odd jobs for a man in the village. Discussing with Darren to see if there are any jobs he might do.
- Operation London Bridge – have purchased a Book of Condolence and drafted the plan. I will issue it for comment after an OALC briefing on May 18th. Cllr. Isaacs asked whether the church flagpole is planned for repair. Clerk to follow up with Cllr. Warren.
- I have created a Parish Meeting attendance log which can be found in the 01_PC Meetings/2022 folder on the shared drive
- Started ILCA (Introduction to Local Council Admin) training

14/05/22

To discuss Planning Applications

a. P22/V0788FUL – Bow House, 34 Bow Rd – Solar Panels and Heat Pumps

ON THE RESOLUTION OF Cllr. Jenkins

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED that the Parish Council SUPPORTS this application.

b. P21/V2009/FUL – 6 Frogmore Lane – Single Storey Dwelling

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED that the Parish Council SUPPORTS this application (with 1 abstention)

c. P21/V3524/FUL – Land West of Faringdon Rd – variation on conditions

The PC has NO RESPONSE to this application. Previous comments to the application apply.

15/05/22

To approve accounts for payment

10:23 PM

02/05/22

Stanford in the Vale Parish Council
Reconciliation Detail
Current Account - TSB, Period Ending 30/04/22

Type	Date	Num	Name	Memo	Cir	Amount	Balance
Beginning Balance							2,633.05
Cleared Transactions							
Cheques and Payments - 7 items							
Bill Pmt -Cheque	12/04/22	BACS	D Rolls	Feb-Mar	X	-331.05	-331.05
Bill Pmt -Cheque	13/04/22	BACS	CPRE	2022 Membership	X	-36.00	-367.05
Bill Pmt -Cheque	22/04/22	BACS	SITV Village Hall	PC March 2022	X	-20.35	-387.40
General Journal	25/04/22	2021-52	Claire Lewis	65hrs @ SCP 20	X	-884.38	-1,271.78
General Journal	25/04/22	2021-52	HMRC - PAYE & NI	65hrs @ SCP 20	X	-29.80	-1,301.58
Bill Pmt -Cheque	29/04/22	BACS	Gallagher Insurance	Mower Insurance	X	-150.84	-1,452.42
Bill Pmt -Cheque	29/04/22	BACS	N.Middleton		X	-87.83	-1,540.25
Total Cheques and Payments						-1,540.25	-1,540.25
Deposits and Credits - 3 items							
Payment	01/04/22		SITV Pre-School		X	500.00	500.00
Deposit	08/04/22			Precept	X	13,000.00	13,500.00
Deposit	27/04/22			CIL Grants	X	1,950.75	15,450.75
Total Deposits and Credits						15,450.75	15,450.75
Total Cleared Transactions						13,910.50	13,910.50
Cleared Balance						13,910.50	16,543.55
Register Balance as of 30/04/22						13,910.50	16,543.55
Ending Balance						13,910.50	16,543.55

ON THE RESOLUTION OF Cllr. Warren

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED that the accounts for payment be approved. All in favour.

16/05/22 To approve Monthly Statement of Accounts

10:19 PM
02/05/22
Accrual Basis

Stanford in the Vale Parish Council
Statement of Accounts - Summary
As of 30 April 2022

	30 Apr 22	31 Mar 22
ASSETS		
Current Assets		
Cash at bank and in hand		
Current Account - TSB		
Reserves - NP	145.10	145.10
Reserves - S106	1,950.00	1,950.00
Current Account - TSB - Other	14,448.45	537.95
Total Current Account - TSB	16,543.55	2,633.05
Redwood 35 Day Savings Account		
Reserves - Play Equipment Savin	750.00	750.00
Reserves - CIL Savings	5,333.23	5,333.23
Reserves - NP Savings	3,589.05	3,589.05
Redwood 35 Day Savings Account -...	10,325.02	10,325.02
Total Redwood 35 Day Savings Account	19,997.30	19,997.30
Petty Cash	0.10	0.10
Total Cash at bank and in hand	36,540.95	22,630.45
Total Current Assets	36,540.95	22,630.45
NET CURRENT ASSETS	36,540.95	22,630.45
TOTAL ASSETS LESS CURRENT LIABILITIES	36,540.95	22,630.45
NET ASSETS	36,540.95	22,630.45
Capital and Reserves	0.00	0.00

The Redwood interest has not been updated for this month, will be corrected in next month's report.

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Williams-Cuss

IT WAS RESOLVED that the monthly statement of accounts for April be approved

17/05/22 To review Performance against Budget for FY21/21

10:28 PM
02/05/22
Accrual Basis

Stanford in the Vale Parish Council
Income & Expenditure
April 2021 through March 2022

	Apr '21 - Mar 22	Apr '20 - Mar 21
Ordinary Income/Expense		
Income		
Precept	24,095.00	23,700.00
Grants Received		
CIL Grants	5,191.02	0.00
S106 Grants	1,950.00	0.00
Grants Received - Other	2,864.00	6,297.00
Total Grants Received	10,005.02	6,297.00
Agency Work - Grass Cutting	2,780.20	2,780.20
Donations Received	200.00	156.00
Interest on Investments	246.18	340.40
Rent Received	2,313.33	2,353.33
Total Income	39,639.73	35,626.93
Expense		
Neighbourhood Plan		
Office Expenses	11.73	0.00
Hall Hire	0.00	6.90
Total Neighbourhood Plan	11.73	6.90
General Administration		
Postage	0.00	2.50
Election Costs	-554.89	0.00
Hall Hire	104.95	0.00
Insurance	1,587.68	1,566.56
Membership Fees	552.22	401.18
Office Expenses	106.00	246.68
Telephone & Fax	153.55	415.13
Training & Education	185.00	20.00
Total General Administration	2,134.51	2,652.05
Salaries,Wages, Clerks Expenses		
Cleaning Wages	936.00	941.82
Strimming Wages	584.25	384.75
Maintenance Wages	565.25	1,012.50
Mowing Wages	1,560.00	1,453.50
Clerks Salary	7,049.32	10,185.28
Clerks PAYE	1,805.63	2,546.20
Employer NI	306.64	583.36
Total Salaries,Wages, Clerks Expe...	12,807.09	17,107.41
Capital Spending		
CIL Projects	3,342.91	0.00
S106 Projects	1,950.00	0.00
Bus Shelter/Stop	0.00	500.00
Community Woodland	407.99	0.00
Leisure & Recreation	0.00	198.61
Other Community Assets	3,002.23	104.80
Total Capital Spending	8,703.13	803.41
Running Costs		
QEII Field	686.18	730.00
Equipment Service/Repair	534.90	539.99
Greens & Gardens	1,671.76	563.04
Health & Safety	903.87	0.00
Hedgecutting	0.00	680.00
Leisure & Recreation	1,784.62	534.86
Mower & Strimmer Expenses	374.34	273.48
Repairs & Sundries	96.35	479.36
Total Running Costs	6,052.02	3,800.73
Legal & Professional Fees	18,762.12	16,769.15
Grants Allocated	0.00	250.00
Donations	60.00	60.00
Total Expense	48,530.60	41,449.65
Net Ordinary Income	-8,890.87	-5,822.72
Profit for the Year	-8,890.87	-5,822.72

10:29 PM
02/05/22
Accrual Basis

Stanford in the Vale Parish Council
UK Balance Sheet - Standard
As of 31 March 2022

	31 Mar 22	31 Mar 21
ASSETS		
Current Assets		
Other Current Assets		
Prepayments	1,035.02	1,020.22
Total Other Current Assets	1,035.02	1,020.22
Cash at bank and in hand		
Current Account - TSB		
Reserves - NP	145.10	145.10
Reserves - S106	1,950.00	0.00
Current Account - TSB - Other	537.95	4,252.44
Total Current Account - TSB	2,633.05	4,397.54
Redwood 35 Day Savings Account		
Reserves - Play Equipment Savin	750.00	750.00
Reserves - CIL Savings	5,333.23	2,285.12
Reserves - NP Savings	3,589.05	3,589.05
Redwood 35 Day Savings Account -...	10,325.02	18,126.95
Total Redwood 35 Day Savings Account	19,997.30	24,751.12
Petty Cash	0.10	0.10
Total Cash at bank and in hand	22,630.45	29,148.76
Total Current Assets	23,665.47	30,168.98
Current Liabilities		
Accounts Payable		
Accounts Payable	387.40	3,509.20
Total Accounts Payable	387.40	3,509.20
Other Current Liabilities		
Accruals	5,196.00	200.00
Rent Received in Advance	320.00	300.00
VAT Control	-166.59	-659.75
Total Other Current Liabilities	5,349.41	-159.75
Total Current Liabilities	5,736.81	3,349.45
NET CURRENT ASSETS	17,928.66	26,819.53
TOTAL ASSETS LESS CURRENT LIABILITIES	17,928.66	26,819.53
NET ASSETS	17,928.66	26,819.53
Capital and Reserves		
General Fund	21,524.70	21,524.70
Retained Earnings	5,294.83	11,117.55
Profit for the Year	-8,890.87	-5,822.72
Shareholder funds	17,928.66	26,819.53

NOTES:

Income

- Parish Council's income comes from the precept, grant monies, S106 money and the PPC
- S106 money has been received for new noticeboards but not yet spent
- An accrual allowance has been made for the swings – the money was not spent due to supplier delays

- The grass cutting income is from OCC
- Rental is down due to less renting of the football field during COVID

Expenditure

- Election costs are from previous year
- Clerk's salary is lower due to several months without a clerk, and a new clerk on different terms

Capital Spending

- CIL money is allocated to swings and the SID signs

Running costs

- Greens and gardens costs were for Tree removal and maintenance
- H&S was emergency spend to remove fallen tree fallen on Cottage Road during storms

Legal and Professional fees are related to the QEII field

The Statement of Accounts will be signed at the June meeting to go to audit by end June.

Cllr Isaacs, seconded by Cllr Middleton thanked Cllr. Lewis for the clarity of his reports and explanations of the accounts.

18/05/22 To agree/implement NALC recommended national clerk's salary award - increase of SCP20 to £13.75/hr (backdated to April 2021)

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Middleton

IT WAS RESOLVED to implement the national clerk's salary award at SCP20 with a rate of £13.75 /hr for existing employees

19/05/22 To approve & sign external audit Annual Governance Statement

The AGAR was reviewed – a copy is in the finance shared folder for the meeting

ON THE RESOLUTION OF Cllr. Jenkins

SECONDED BY Cllr. Dabek

IT WAS RESOLVED that the Parish Council approved and signed the Annual Governance Statement

20/05/22 To approve and adopt the Risk Register

The risk register was reviewed – a copy is in the finance shared folder for the meeting

ON THE RESOLUTION OF Cllr. Jenkins

SECONDED BY Cllr. Warren

IT WAS RESOLVED to approve and adopt the Risk Register

Clerk to check if any Online security training available from TSB once access is granted

21/05/22 To consider options for the purchase of a portable CCTV camera and approve funds

Defer to next meeting due to Cllr Howes absence.

Cllr. Isaacs will ask Cllr. Howes to send his report to clerk to circulate before next council meeting.

22/05/22 To review draft Standing Orders based on the NALC Model Standing Orders

Carry over to June for Cllr Lewis and Cllr Dixon to provide a draft

23/05/22 To discuss potential measures to prevent dangerous parking in the vicinity of the school (Hunter's Field/High St junction)

- Bollards were not felt to be cost-effective, are likely just to displace the problem along the road and don't help with dangerous parking on the corner, which is felt to be the main safety issue.
- Cllr. Middleton has discussed the problem with OCC Highways, who have suggested yellow lines. There would be a one-off legal fee of £3,300 but that could cover multiple areas in the village. He will continue to explore this possibility with Highways.

24/05/22 To receive report of Environmental Committee

QEII Field

- We have agreed a section 106 extension with David Wilson Homes for 1 year and are trying to arrange a meeting to get an extension 'in perpetuity' in exchange for adoption of a strip of tarmac on Nursery End
- There has been some movement on the archaeology requirements for the QEII Field. Cllr Lewis is talking to the archaeologist about the possibility of a watching brief or method statement for the levelling works to avoid a full survey prior to levelling.
- Sticking points remain on ecology and landscaping which we are pursuing with district and county councillors.

Green spaces

- We have a set of fruit trees ready to be planted (currently in pots) as and when convenient.
- We have noted that a large number of new trees have been planted in the community woodland, we assume by OCC.

Footpaths

- We're planning to organise a meeting with our parish footpath warden volunteers in the next few months, as and when we have time.

Next meeting

- Weds 8th June @ 7.30pm, Zoom.

25/05/22 To receive report of Recreation & Leisure Committee

- Matting area has been redone. 3 top bars have been replaced, swings repaired and basket swing installed. Received quote from Komplan to replace the large equipment by preschool - waiting for 2 more quotes to bring to the Parish Council meeting in June.
- Cows on footpath by the brook, caused a parishioner to fall in the brook.
- Football field – is there a risk as only trees between recreation ground and increasingly busy A417?
- Next meeting if Recreation and Leisure committee will be 18th May, online.

26/05/22 To receive report of Millennium Green Trust

Next meeting 25th May

27/05/22 To receive report of Queen's Jubilee Sub-Committee

Next meeting 16th May at Football Club

Volunteers needed for event

Programme will be in the next village newsletter

28/05/22 Provisional date of next meeting – Wednesday 1st June 2022

29/05/22 Questions/comments from Parishioners

N/A

Meeting closed at 21.55