



**Minutes of a meeting of STANFORD IN THE VALE PARISH COUNCIL
held on Wednesday 7 June 2023 at Stanford in the Vale Village Hall**

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

2 members of the public

01/06/23 To receive apologies

Cllr. Isaacs
Cllr. Caul (VWHDC)

02/06/23 Declarations of Acceptance of Office for Councillor not in attendance at last meeting

Cllr. Howes signed his declaration of office.

03/06/23 To receive Declarations of Interest from Cllrs on any agenda item

Item 11 – Accounts for payment – Cllr. Middleton (pecuniary)

04/06/23 To receive, approve & sign as a true record, minutes of previous meeting 17th May 2023

ON THE RESOLUTION OF Cllr. Dixon
SECONDED BY Cllr. Dabek

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

05/06/23 To receive report of County Councillor

Nothing received from Cllr. Ash. Discussed the request from Cllr. Ash to have Teams/remote dial-in meeting. **Cllr. Middleton will contact Cllr. Ash to explain that this will not be feasible**

06/06/23 To receive report of District Councillor

District Councillor will send report to clerk within a couple of days, to be included in the minutes.

Matters raised by councillors:

Cllr. Middleton to set up meeting with Cllr. Caul for QEII discussion with environment committee.

07/06/23 Questions/comments from Parishioners

A parishioner discussed the possibility of a pétanque pitch being included in the QEII recreation facilities. It is an activity suited to all ages and increasing in popularity. As this would be some time away, suggested that alternative sites could be considered – there may be space in the recreation field behind the village hall. Size required would be 3m x 15m. Suggested that the parishioner could look at sources of funding, costs etc and come back to the Parish Council.

08/06/23 Councillor Co-option – to consider the 2 vacancies and any applications

Two candidates have put themselves forward

ON THE RESOLUTION OF Cllr. Lewis
SECONDED BY Cllr. Middleton

Signed.....

Date.....

IT WAS RESOLVED that Gerry Austin and Bob Kent be co-opted to the Parish Council. All in favour.

09/06/23 To receive report of Chairman inc. items for next agenda

- The 20mph survey has been sent to residents in this month's newsletter. We have a bill for the extra sheet comprising the paper questionnaire of £70.03. **Clerk email link to PC. Add agenda item to July to discuss results.**
- We have submitted a suggested alternative routing to Gigaclear (thanks to Cllrs. Isaacs and Lewis for putting this together) avoiding disturbance to the village green. Gigaclear were due to make a site visit to discuss it on Tuesday 6th June. **Update from Cllr. Lewis at meeting - Proposed changes were agreed at yesterday's meeting with Gigaclear. This will go through Gigaclear's change control process.**
- At the last recreation and leisure committee meeting we discussed prioritising the repairs to the play areas. It would be helpful to make some decisions on some of the higher priority items so that we can either progress repairs or move forward with replacements.
- We have had a reply from David Wilson Homes regarding the transfer to the parish council of public open space on Nursery End (delegated to Cllrs Middleton, Lewis, Isaacs and Brooks, 20/12/22).
- We have received the results of our tree survey. This will go to the environment committee for them to consider at their next meeting. **Item for next agenda: to approve expenditure on tree maintenance in line with the tree survey.**
- I'm in possession of the jubilee roses, which need planting. If there are no objections I will go ahead and plant them in the bed by the village hall in the next week or two (see picture below). There are two shrub roses and two climbers. The climbers can be planted next to the tree and trained up it. VHMC to confirm to meeting 8th June 2023. **Council agreed that chair could plant them**



Items raised by councillors: Cllr. Howes to progress purchase of security camera. Add agenda item to discuss progress at July meeting.

10/06/23 To receive correspondence and Clerk's Report

Correspondence – relevant copies are in the meeting correspondence folder.

1. OALC May Update and VWHDC Parishes newsletter are in the correspondence folder.
2. Two residents have written with concerns about the wooded area in Forest Grove – one about the erosion caused by mountain bikers and the other about anti-social behaviour in a piece of land at the back of the trees, behind Neville Way and the possibility of purchasing the land, which is behind their garden. They have had issues with bonfires, stones and bricks being thrown into gardens, children climbing onto their summerhouse and graffiti on fences. I have spoken to Richard Ballard at VWHDC, parks team leader about the bikers – they will reinstate any damage if they consider it a safety issue. I have advised the Neville Way resident to report any issues to the police and asked if she will also inform me so that we are aware.
3. Vale Environmental Enforcement has written to confirm they will remove a vehicle within 15 days of June 6. The vehicle is a Ford Transit index LG10 BZF reported as abandoned in the Village Hall Car Park.
4. We have received an invoice of £200 from Vale Democratic Services for Returning officer and clerical administration for the uncontested Parish Council election.

Signed.....

Date.....

5. We received thank-you emails from Clean Slate and South & Vale Citizens Advice following our donations.
6. A resident has written to ask if we can ask Biffa to be more considerate of where they leave emptied bins as they are causing accessibility issues for wheelchair users, pushchairs etc. He has raised this with Vale but it has made little difference.
7. A resident in Nursery End has been in touch to ask if DWH will empty the overflowing bins, again. Once the open space passes to the PC, the issue will hopefully be resolved as the PC will be responsible for emptying the bins.
8. Community First Oxfordshire has sent through a membership renewal – the cost remains at £70.

Clerk's report

1. The S106 application for the MUGA surfacing and associated equipment should be going to the decision committee on 13th June – if it doesn't make that meeting it will be 26th June. Darren has cleared the weeds around the perimeter in readiness. There have been some banking issues which delayed the payment of the deposit to Sports Courts, once this goes through, I will book a date.
2. Mower issues – the issue seems to be electrical, with a kill switch under the seat. A workaround is in place until a permanent fix can be organised. John Deere will only supply circuit diagrams to authorised JD dealers, making it more complicated. Darren has been able to do one cut of the whole village this week. Thanks are due to Darren, who used his own mower to spend half a day to cut around the village hall last week, as there was a wedding reception in the hall at the weekend.
3. Church Green posts – I spoke to Matthew Timms at OCC who confirmed that OCC would not be able to do the work. He suggested that if the PC was going to cover the cost, it would be cheaper to get quotes from contractors rather than use OCC's contractors as non-core work would be quoted at a higher rate. Darren is going to buy wood and replace the posts.
4. Litter picker – a lady in the village has expressed interest and spoken to Nicky about the role. Nicky has put together handover documents and will hand over by the end of June. I will confirm that she wants to go ahead and set her up as an employee. **Clerk to organise consumables (hi vis vest, gloves etc) for litter picker and Cllr. Brooks**
5. Conlon will finish the roundabout works this week. They have replaced broken kerbstones into Ware Road. I questioned the project manager about the quality of the footpath surfacing – she has said that all footpaths are not yet surfaced as they will return once the electric feeds for the streetlights and illuminated signs in the roundabout have been completed. Conlon is waiting for DWH to provide connection dates with SSE. The next phase of work, on the crossing and road widening further up the A417 between Joyces Rd and Cottage Rd, does not have a confirmed start date with OCC yet. The S278 reference is KE27847961159-02 and was originally scheduled from 6 June-8 December. The PM will let me have the plan once the start date is confirmed.
6. £150 from Cllr. Ash's fund for the Coronation has been paid.
7. I now have access to the Bank Account – we will start the handover of RFO activities between Peter and myself in the next few weeks.
8. Recent application decisions –
P23/V0393/HH - 31 Church Green - extension & internal changes - Approved

11/06/23

To approve Accounts for Payment

9:41 PM

06/06/23

Stanford in the Vale Parish Council
Reconciliation Detail
Current Account - TSB, Period Ending 31/05/23

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							17,464.76
Cleared Transactions							
Cheques and Payments - 16 items							
Transfer	01/05/23			VH Audio/Visual...	X	-7,726.54	-7,726.54
Transfer	01/05/23			Funds Transfer (...	X	-1,220.00	-8,946.54
Bill Pmt -C...	09/05/23	BACS	J.Warren	Coronation - Str...	X	-302.48	-9,249.02
Bill Pmt -C...	09/05/23	BACS	K.Middleton	Rubble Sacks	X	-2.99	-9,252.01
Bill Pmt -C...	15/05/23	BACS	online playgrounds	Wetpour repair	X	-152.80	-9,404.81
Bill Pmt -C...	15/05/23	BACS	Wantage Independ...	2022-23 Grant	X	-100.00	-9,504.81
Bill Pmt -C...	15/05/23	BACS	South & Vale Citiz...	2022-23 Grant	X	-75.00	-9,579.81
Bill Pmt -C...	15/05/23	BACS	Clean Slate	2022-23 Grant	X	-75.00	-9,654.81
General Jo...	25/05/23	2021-123	Claire Lewis	65hrs @ SCP 20	X	-958.75	-10,613.56
Bill Pmt -C...	25/05/23	BACS	SSE (Swalec)	Floodlights April ...	X	-38.35	-10,651.91
General Jo...	25/05/23	2021-123	HMRC - PAYE & NI	65hrs @ SCP 20	X	-27.70	-10,679.61
General Jo...	25/05/23	2021-123	Claire Lewis	Correction - Aug...	X	-9.36	-10,688.97
Transfer	26/05/23			Funds Transfer	X	-3,000.00	-13,688.97
Bill Pmt -C...	26/05/23	BACS	Sweetfuels	401litres	X	-336.84	-14,025.81
Bill Pmt -C...	26/05/23	BACS	N.Middleton		X	-87.79	-14,113.60
Bill Pmt -C...	26/05/23	BACS	SITV Village Hall	PC Apr 2023	X	-20.00	-14,133.60
Total Cheques and Payments						-14,133.60	-14,133.60
Deposits and Credits - 4 items							
Transfer	01/05/23			Funds Transfer (...	X	1,220.00	1,220.00
Transfer	01/05/23			VH Audio/Visual...	X	7,726.54	8,946.54
Deposit	11/05/23			Deposit	X	150.00	9,096.54
General Jo...	25/05/23	2021-123	HMRC - PAYE & NI	Correction - Aug...	X	9.36	9,105.90
Total Deposits and Credits						9,105.90	9,105.90
Total Cleared Transactions						-5,027.70	-5,027.70
Cleared Balance						-5,027.70	12,437.06
Register Balance as of 31/05/23						-5,027.70	12,437.06
New Transactions							
Cheques and Payments - 5 items							
Bill Pmt -C...	09/06/23	BACS	SportsCourts UK Ltd	MUGA Weather...		-1,048.50	-1,048.50
Bill Pmt -C...	09/06/23	BACS	Gallagher Insurance	Motor Insurance...		-143.30	-1,191.80
Bill Pmt -C...	09/06/23	BACS	TVE Hire & Sales	Oil & strimmer line		-46.61	-1,238.41
Bill Pmt -C...	16/06/23	BACS	Vale of White Hors...	2023 Election F...		-200.00	-1,438.41
Bill Pmt -C...	16/06/23	BACS	The Flying Press Ltd	20mph survey fo...		-70.03	-1,508.44
Total Cheques and Payments						-1,508.44	-1,508.44
Deposits and Credits - 1 item							
Payment	01/06/23		Wooley Grange Fa...	Sale of Cylinder ...		500.00	500.00
Total Deposits and Credits						500.00	500.00
Total New Transactions						-1,008.44	-1,008.44
Ending Balance						-6,036.14	11,428.62

ON THE RESOLUTION OF Cllr. Howes

SECONDED BY Cllr. Boyle

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

Signed.....

Date.....

12/06/23 To approve Monthly Statement of Accounts

9:42 PM

06/06/23

Accrual Basis

Stanford in the Vale Parish Council
Statement of Accounts - Summary
As of 31 May 2023

	31 May 23	30 Apr 23
ASSETS		
Current Assets		
Cash at bank and in hand		
Current Account - TSB		
Reserves - Comm. Garden	1,645.00	425.00
Reserves - Security	1,000.00	1,000.00
Reserves - CIL	113.54	113.54
Reserves - NP	145.10	145.10
Reserves - S106	7,726.54	0.00
Current Account - TSB - Other	1,806.88	15,781.12
Total Current Account - TSB	12,437.06	17,464.76
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 -...	16,024.74	12,965.66
Total Redwood 35 Day Savings Account	30,997.02	27,937.94
Total Cash at bank and in hand	43,434.08	45,402.70
Total Current Assets	43,434.08	45,402.70
NET CURRENT ASSETS	43,434.08	45,402.70
TOTAL ASSETS LESS CURRENT LIABILITIES	43,434.08	45,402.70
NET ASSETS	43,434.08	45,402.70
Capital and Reserves	0.00	0.00

ON THE RESOLUTION OF Cllr. Dabek

SECONDED BY Cllr. Dixon

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

Points to note:

- The internal auditor signed off 2022/23 accounts with no issues
- Clerk to add agenda item for internal auditor remuneration to July agenda
- Put in an item in newsletter for new internal auditor, on a voluntary basis (or paid) – current auditor is moving

13/06/23 To approve and adopt the Risk Register

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Howes

IT WAS RESOLVED that the Risk Register be approved and adopted. All in favour. **Clerk to take responsibility for the risk register maintenance**

14/06/23 To discuss rates of pay for staff

ON THE RESOLUTION OF Cllr. Howes

SECONDED BY Cllr. Brooks

IT WAS RESOLVED that the Parish Council increases the litter picker's wage (backdated to April) to £11.35ph

Clerk to investigate accreditation from Living Wage Foundation

Signed.....

Date.....

ON THE RESOLUTION OF Cllr. Dixon

SECONDED BY Cllr. Howes

IT WAS RESOLVED that the Parish Council increases the handyman's hourly rate from £11.20ph to £12.30ph

15/06/23 To approve an application to the PPC for additional defibrillators

Deferred – further discussion need on number and position.

16/06/23 To receive the report of the Millennium Green Trust (if applicable)

No meeting held.

17/06/23 To receive the report of the Recreation and Leisure Committee

Minutes of June meeting in reports folder

18/06/23 Provisional date of next meeting – Wednesday 5th July 2023 at the Village Hall

Cllr. Middleton on holiday next meeting – Cllr. Lewis agreed to chair next meeting

19/06/23 Questions/comments from parishioners

- Asset of community value – Cllr. Howes will put article in newsletter to ask for feedback
- The village footpath warden attended the meeting. She and her husband have walked nearly all the footpaths (and cleared them, for which the Parish Council is very grateful). They will be stepping down after the final footpath is done. The results will be passed to the chair of the environment committee.
- The Village Hall AV equipment being delivered on 19th June and installed on 21st June.

Meeting closed at 21:19

Signed.....

Date.....