



Minutes of a meeting of STANFORD IN THE VALE PARISH COUNCIL
held on Wednesday 6th November 2024 at Stanford in the Vale Village Hall

Present: Cllr Middleton (Chair) Cllr. Burls Cllr. Howes (left 9.30pm) Cllr. Silk
Cllr. Foulkes Cllr. Dixon Cllr. Page (co-opted at agenda item 07/11/24) Cllr. Caul
(VWHDC)

Claire Lewis (Clerk)

2 members of the public

- 01/11/24 To receive apologies**
Cllr. Isaacs
Cllr. Lewis
Cllr. Kent
- 02/11/24 To receive Declarations of Interest from Cllrs on any agenda item**
Tree work Cllr. Middleton
- 03/11/24 To receive, approve & sign as a true record, minutes of previous meeting 2 October 2024**
ON THE RESOLUTION OF Cllr. Howes
SECONDED By Cllr. Burls
IT WAS RESOLVED that the minutes be accepted
All in favour with 1 abstention (not at last meeting) **Note:** Clerk to ensure that hyperlink removed from Chairman's report in online version.
- 04/11/24 To receive report of County Councillor**
Report in folder
- 05/11/24 To receive report of District Councillor**
- Bow Road footpath – Planning enforcement closed the case for a breach of S106 agreement. Cllr. Caul established that there was a misunderstanding regarding the width of the footpath, which has been resolved. The legal agreement for the easement is being drawn up between Vale and the landowner. The path will be a minimum of 1.5m and hopefully 2m along most of the path
 - Leisure needs strategy and playing pitch strategy will be presented to cabinet in November for approval. Stanford's existing facilities and QEII are included. **Action:** Clerk to send strategies to council (will be available in meeting documentation)
- Matters raised by councillors:
- Two S106 applications (Public Work of Art and QEII field archaeology) are awaiting decisions. Action: Clerk to chase with Vale and copy in Cllr. Caul. Update 07/11 from clerk: Both applications have been approved this week. The Vale officer is now on vacation until 21 November and confirmation will be after that.
 - Cllr. Caul was thanked for her help with a query about business rates.

Signed.....

Date.....

06/11/24 Questions/comments from Parishioners

Parishioner asked whether Bow Road footpath will be on the definitive map. Once easement is granted, the landlord agrees with County Council to dedicate via a public path order. **Action:** Cllr. Caul to investigate the process.

07/11/24 Councillor Co-option – to consider the vacancies and any applications

ON THE RESOLUTION OF Cllr. Middleton

SECONDED By Cllr. Silk

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

08/11/24 To receive report of Chairman inc. items for next agenda

1. [Community woodland and orchard](#)

Cllr Isaacs and I had a very productive meeting with a parishioner who has offered to help us with implementing the county council’s habitat management plan, adopted at our last meeting (15/10/24), for the community woodland. We agreed to prioritise the hedgerow enhancement and hedgerow creation activities suggested in the plan.

These will comprise:

- Planting of trees on the path running along the northern boundary of the woodland to close off the path and link the boundary hedgerow with the rest of the woodland (enhancement)
- Planting of trees along the western half of the southern boundary with the A417 to screen the woodland from traffic noise.

In the case of the path to be blocked off, there is a duplicate path immediately to the south, and access to the woodland for parishioners will not be affected. The third priority (longer-term) will be planting in the vicinity of the bench and former firepit. The parishioner has offered to research grant funding opportunities for providing the trees, and to muster volunteers.

In addition, following approval from council (24/09/24), Cllr Isaacs and I (along with a parishioner who is helping us with purchasing) are now putting in place plans to plant an additional 7 trees (4 apples, 2 pears and 1 crab-apple) in the community orchard. This is planned for December.

Council previously approved a budget of £300 for the orchard trees (24/09/24). The total cost is now estimated at £320, but the difference of £20 is for consumables (e.g., compost), which can be covered under the allocated greens and gardens budget without need for further approval from council.

We will be placing an article in the next newsletter asking for volunteers to help with the planting for both activities.

2. [Allocation of photovoltaic solar panels to the Former Seven Acre Nursery Site](#)

Following on from our last meeting, I have written to the planning officer to query the allocation of solar panels to houses on the Former Seven Acre Nursery Site, in particular why not all properties will benefit from their addition.

3. [Bus stops on Upper Green and High Street](#)

We are still trying to obtain a date from the county council for a site meeting to review the bus stops on Upper Green and High Street, and to discuss our proposals for their implementation (13/07/24). The meeting is now unlikely to happen before late November/December due to a change in personnel at the council.

4. [Footpath improvements](#)

Discussions with OCC are continuing on the possibility of footpath improvements funded by S106. See correspondence under Chair’s report.

On the subject of footpaths, it would be helpful for a volunteer from amongst councillors to take this on as an area of interest, to replace ex-councillor Brooks.

5. [Ware Road traffic calming](#)

Following a meeting between the owners of the business park and Cllrs Silk and Isaacs, I understand some discussions have been held about options for the substitution of the speed bumps with a traffic calming island. However, there is no identified way forward currently for any improvements to the road layout.

6. [Football club lease renegotiation](#)

We have arranged a follow-up meeting between the councillors delegated with lease renegotiation (Cllrs Lewis, Isaacs, Kent and myself) and the football club for Tuesday 10th December.

7. [Church Footpath](#)

Both the clerk and I have received enquiries from St Deny's Church about the ownership of the tarmac footpath that runs across church land from the Village Hall carpark to Church Path. The surface is uneven and a parishioner was injured after falling there recently. We believe the path is the responsibility of the county council and have advised the church to report it on CAMS. Separately, I am also trying to obtain some clarification from the county footpaths officer as to ownership and maintenance responsibilities.

8. [Highways engagement meeting](#)

The county council Highways Engagement Team have offered Thursday 14th November as a rescheduled date for a meeting. As our availability appears to be limited, I'm inclined to request some further dates early in the New Year.

9. [Village Act of Remembrance](#)

I'm looking for a volunteer from amongst our councillors to lay our wreath on behalf of the parish council at the village Act of Remembrance on 11th November. If no councillors are available, I will lay the wreath at the church ceremony on 10th November. *Cllr. Burl has volunteered to lay the wreath.*

10. [Anti-social behaviour at the skate park youth shelter](#)

Some instances of alleged anti-social behaviour at the skate park youth shelter were brought to our attention during our meeting with the football club. It would be helpful to have a councillor take this up with Thames Valley Police to see what can be done to prevent future occurrences. *Clerk's note: No one volunteered to do this at the meeting.*

09/11/24 To receive correspondence and Clerk's Report

Correspondence – relevant copies are in the meeting correspondence folder

1. OCC have been to site a couple of times to install a dropped kerb for accessibility on Horsecroft. Residents are objecting to have a parking space removed and parking in front of it to prevent the work. See folder for location.
2. A parishioner has sent through pictures of the new accessible gates installed along the Nursery End to Shellingford footpath. There is also a new footbridge at the Stanford Park Farm – Stanford footpath.
3. Planning have sent a letter regarding the Manor Farm application, indicating their recommendation.
4. Community First newsletter
5. OALC newsletter and training schedule
6. The EV micro hubs project expects to open for applications in January 2025 after appointing a Charge Point Operator.
7. Cllr. Ash monthly report is in the reports folder
8. Vale has the following consultations open:
 - a. [Street Trading Policy](#) – until 26 November
 - b. [Proposed changes to the additional Council Tax charge for long-term empty properties](#) – until 26 November

Clerk's report

1. The Village Hall are planning to instal solar panels. The lease states that any alterations must be previously approved by the Parish Council's surveyor. I will add an agenda item to December to discuss further/approve.

2. The bridge over the River Ock at Penstones has been completed. There are no guard rails on the village side, and the stile has no access for dogs. I have raised this with the Countryside Access team who are speaking to Milestones, the contractors who completed the work. I have chased and am awaiting a reply.
3. The two consultations (20mph and A417 30mph/crossing) have closed and decisions will be made at a meeting on 14 November at 10am at County Hall Rooms 2 &3. I have asked whether a decision on a temporary crossing is included in this decision or being handled separately. Councillors can attend the meeting in person or online: [Agenda for Delegated Decisions by Cabinet Member for Transport Management on Thursday, 14 November 2024, 10.00 am | Oxfordshire County Council](#). **Action:** Cllr. Foulkes and Cllr. Dixon will attend. Cllr. Middleton to send through background notes.
4. Agreement has been reached on the Local Government Services Pay 2024/25. The value of my scale point has increased and is backdated to 1st April 24. The pay scales are in the report folder.
5. I am completing the final modules of CiLCA, due date 30 November, so will be unable to assist with additional requests until then. The amount of time taken for the CiLCA has been higher than anticipated as I have had to write many of the documents that the qualification asked me to annotate. A significant amount of the time has been unpaid.
6. CiLCA feedback has highlighted that my lack of a job description means that there is no formal written and approved delegation of authority for many of the tasks that I complete. Cllr. Middleton and I will work on a job description and revised contract of employment (which is out of date) to bring to full council for approval.
7. Recent planning decisions:
 - P24/V0804/HH – 14 Cottage Road extension – Refused
 - P24/V1735/HH – Yew Tree Cottage Garden room - Granted

10/11/24 To discuss Planning Applications

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

ON THE RESOLUTION OF Cllr. Middleton

SECONDED By Cllr. Silk

IT WAS RESOLVED that the Parish Council has NO OBJECTIONS to this application

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

ON THE RESOLUTION OF Cllr. Silk

SECONDED By Cllr. Howes

IT WAS RESOLVED that the Parish Council OBJECTS to the application on the following grounds:

1. **Design, Character and Use:** The doors enclosing the two storage areas are an incongruous design addition, inserted between the open car port areas either side serving Plots 1 and 4. This changes the character of an otherwise open barn to a more enclosed structure. The proposed intention is to create storage for car ports originally intended for parking use. The change of use of plots 2 and 3 to storage will therefore obviously create a loss of parking space for the development. In addition, the incongruous design may cause harm to the setting of the Listed Building.
2. **Detail:** The northeast and south west elevations do not show any detail of the side walls for the proposed secure stores. It is therefore unclear whether these are the same as the Original Planning Permission (P23/V0099/FUL) or to be changed.
3. From the submitted plans it is not clear if the proposed doors open outwards (no quarter-radius lines are shown). This should be confirmed, as sliding doors would impinge on spaces provided for Plots 1 and 4.

11:46 AM
04/11/24

Stanford in the Vale Parish Council
Reconciliation Detail
Current Account - TSB, Period Ending 31/10/24

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							37,832.57
Cleared Transactions							
Cheques and Payments - 13 items							
Transfer	30/09/24			From CIL reserves for Play ...	X	-10,776.80	-10,776.80
Bill Pmt -Cheque	01/10/24	BACS	Clear Insurance	Annual PC Insurance Oct24	X	-1,264.27	-12,041.07
Bill Pmt -Cheque	01/10/24	BACS	HMRC	Underpayment Sept NIC	X	-1.97	-12,043.04
General Journal	25/10/24	2021-...	Claire Lewis	65hrs @ SCP 22	X	-1,056.38	-13,099.42
General Journal	25/10/24	2021-...	HMRC - PAYE & NI	NI contributions	X	-44.73	-13,144.15
Bill Pmt -Cheque	31/10/24	BACS	ARD Playgrounds	Playground repairs	X	-1,284.00	-14,428.15
Bill Pmt -Cheque	31/10/24	BACS	Oxfordshire C.C	QEII Rent Invoice	X	-450.00	-14,878.15
Bill Pmt -Cheque	31/10/24	BACS	Moore	External Audit 2023-2024	X	-378.00	-15,256.15
Bill Pmt -Cheque	31/10/24	BACS	D Rolls	Time and materials Septem...	X	-300.00	-15,556.15
Bill Pmt -Cheque	31/10/24	BACS	Stephen Rolis	Litter picking Oct	X	-208.00	-15,764.15
Bill Pmt -Cheque	31/10/24	BACS	Millennium Green T...	Parish Crest 2024-25	X	-200.00	-15,964.15
Bill Pmt -Cheque	31/10/24	BACS	Yu Energy	September floodlights	X	-71.33	-16,035.48
Bill Pmt -Cheque	31/10/24	BACS	SITV Village Hall	September PC Meeting	X	-20.00	-16,055.48
Total Cheques and Payments						-16,055.48	-16,055.48
Deposits and Credits - 4 items							
Transfer	30/09/24			From CIL reserves for Play ...	X	10,776.80	10,776.80
Payment	01/10/24		SITV Pre-School	6 months rent	X	500.00	11,276.80
Payment	01/10/24		HM Customs & Exci...	VAT claim Mar-Sept 24	X	8,166.11	19,442.91
Payment	15/10/24		Stanford in the Vale...	Grant for Play fort	X	15,000.00	34,442.91
Total Deposits and Credits						34,442.91	34,442.91
Total Cleared Transactions						18,387.43	18,387.43
Cleared Balance						18,387.43	56,220.00
Register Balance as of 31/10/24						18,387.43	56,220.00
Ending Balance						18,387.43	56,220.00

ON THE RESOLUTION OF Cllr. Howes
SECONDED By Cllr. Page
IT WAS RESOLVED that the Parish Council approves the accounts for payment. All in favour

11:44 AM
04/11/24
Accrual Basis

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

	31 Oct 24	30 Sep 24
ASSETS		
Current Assets		
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	41,807.23	26,307.23
Reserves - NP	145.10	145.10
Current Account - TSB - Other	11,765.59	8,878.16
Total Current Account - TSB	56,220.00	37,832.57
Redwood 35 Day Savings Account		
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 Account - ...	9,107.32	8,822.58
Total Redwood 35 Day Savings Account	83,579.60	83,294.86
Total Cash at bank and in hand	139,799.60	121,127.43
Total Current Assets	139,799.60	121,127.43
NET CURRENT ASSETS	139,799.60	121,127.43
TOTAL ASSETS LESS CURRENT LIABILI...	139,799.60	121,127.43
NET ASSETS	139,799.60	121,127.43
Capital and Reserves	0.00	0.00

ON THE RESOLUTION OF Cllr. Howes

SECONDED BY Cllr. Silk

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

Signed.....

Date.....

13/11/24 To review actuals against 24-25 budget

			Actual Sept 24	Budget Sept 24	Variance	Notes
Ordinary Income/Expense						
Income						
	Precept		30,000.00	30,000.00	0.00	
	Grants Received					
	CIL Grants	69,271.35				CIL Grant payments not budgeted as dates not known in adv.
	S106 Grants	12,438.81				S106 application for teen shelter
	Grants Received - Other	2,430.00				PPC Grant for benches (purchased last FY)
	Total grants received		84,140.16	0.00	84,140.16	
	Agency Work - Grass Cutting		2,784.30	2,784.30	0.00	
	Interest on Investments		1,265.88	600.00	665.88	Switched savings to higher interest rate product
	Rent Received		1,398.07	1,158.00	240.07	FC rental increased by RPI after budget set
	Total Income		119,588.41	34,542.30	85,046.11	
Expense						
	General Administration					
	Newsletter Expenses	0.00		60.00	-60.00	
	Hall Hire	103.50		110.00	-6.50	
	Insurance	817.54		684.00	133.54	General and tractor insurance
	Membership Fees	260.75		228.00	32.75	OALC and CPRE
	Office Expenses	0.00		135.00	-135.00	
	Publications	0.00		100.00	-100.00	
	Training & Education	80.00		480.00	-400.00	Talking tables. New councillor training before year end.
	Total General Administration		1,261.79	1,797.00	-535.21	
	Salaries, Wages, Clerks Expenses					
	Cleaning Wages	624.00		624.00	0.00	
	Clerks Salary	6,340.05		6,300.00	40.05	Clerk's SCP increase. 24/25 pay award to be backdated.
	Clerks PAYE and NI	13.44		0.00	13.44	
	Employer NI	253.17		162.00	91.17	Clerk's SCP increase.
	Total Salaries, Wages, Clerks Expenses		7,230.66	7,086.00	144.66	
	s. 137 Payments		0.00	250.00	-250.00	
	Capital Spending					Capital spending varies with S106, CIL and grant receipts
	CIL Projects	36,355.50		5,230.00	31,125.50	Play fort - £15k to be received from PPC
	S106 Projects	768.09		0.00	768.09	Remaining MUGA S106
	Childrens Play Areas	52.17		0.00	52.17	Swing seat
	Other Community Assets	1,753.51		0.00	1,753.51	Defib and bulbs. Look to offset defib by grant.
	Total Capital Spending		38,929.27	5,230.00	33,699.27	
	Running Costs					
	Contractors					
	Strimming	275.00				
	Maintenance	287.50				
	Mowing	1,179.25				
	Total Contractors		1,741.75	2,350.00	-608.25	Maintenance work invoiced in Oct will cover
	QEII Field		463.99	0.00	463.99	QEII rental - needs to be budgeted next year
	Equipment Service/Repair		421.88	400.00	21.88	
	Greens & Gardens		425.20	1,260.00	-834.80	Gardener costs, only one invoice received
	Health & Safety		20.48	600.00	-579.52	
	Leisure & Recreation		325.84	270.00	55.84	Floodlights and wetpour repair
	Mower & Strimmer Expenses		763.34	480.00	283.34	New mower tyres and mower service
	Repairs & Sundries		337.73	250.00	87.73	
	Total Running Costs		4,500.21	5,610.00	-1,109.79	
	Legal & Professional Fees		300.00	1,800.00	-1,500.00	Internal audit. External audit fees Oct 24.
	Grants Allocated		486.68	0.00	486.68	Cameras (last FY grant) & preschool lease grant
	Total Expense		52,708.61	21,773.00	30,935.61	
	Profit YTD		66,879.80	12,769.30	54,110.50	

14/11/24 To approve expenditure on the next phase of tree work

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

Signed.....

Date.....

IT WAS RESOLVED that the Parish Council authorises expenditure on tree work up £8000 as per the quote, with the removal of the 3 trees on Manor Green which are not Parish Council responsibility . All in favour. **Action:** Clerk to request new quote and advise AMTS to begin work once this is obtained.

15/11/24 To approve expenditure on ground works for youth shelter

Carried forward to December meeting.

16/11/24 To review/approve design brief for Jubilee Gardens

The Parish Council has received a grant of £1645 from the Vale Climate Action fund to renew the Jubilee Garden and engaged a village gardener for the design, clearing of beds and purchasing plants. The school gardening club will assist with the planting and ongoing upkeep of the garden. No formal quote received yet.

17/11/24 To approve the Internal Financial Controls Policy and Internal Control Checklist

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Burls

IT WAS RESOLVED that the Parish Council approves these documents

18/11/24 To appoint a councillor for internal controls for remainder of FY24/25

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Silk

IT WAS RESOLVED that Cllr. Foulkes is appointed as councillor for internal controls for FY24/25. All in favour.

19/11/24 To approve a donation to RBL for the Remembrance Day Wreath

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Page

IT WAS RESOLVED that the Parish Council donates £60 to the Royal British Legion. **Action:** Clerk to organise payment.

20/11/24 To approve any training requests

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Page

IT WAS RESOLVED that the Parish Council approves the OALC Roles and Responsibilities training for new Cllrs. Burls, Silk, Foulkes and Page. **Action:** Clerk to send details of course and dates to new councillors.

21/11/24 Provisional date of next meeting – Wednesday 4th December 2024

22/11/24 Questions/comments from parishioners