

**Minutes of a meeting of STANFORD IN THE VALE PARISH COUNCIL
held on Wednesday 2nd March at Stanford in the Vale Village Hall**

Present: Cllr. Middleton (Chair) Cllr. Isaacs Cllr. Warren Cllr. Bailey Cllr. Dixon
Cllr. Howes Cllr. Williams Cuss@19.35 Cllr. Jenkins@19.41
3 parishioners attended

01/03/22 To consider apologies and reason (if offered)

Cllr. Lewis (holiday)
Cllr. Jenkins (illness)
ON THE RESOLUTION OF Cllr. Warren
SECONDED BY Cllr. Bailey
IT WAS RESOLVED that the apologies be accepted
Cllr. Boyd (VWHDC) and Cllr. Ash (OCC) also sent apologies

02/03/22 To receive Declarations of Interest from Cllrs on any agenda item

Cllr. Middleton Item 11 Accounts for payment

03/03/22 To receive, approve & sign as a true record, minutes of previous meeting 2nd February 2022

ON THE RESOLUTION OF Cllr. Bailey
SECONDED BY Cllr. Howes
IT WAS RESOLVED that the minutes be signed as a true record

04/03/22 To receive report of Planning and Finance Committee

The report has been placed in the meeting folder on the shared drive and is also available on the Parish Council website in the minutes folder.

05/03/22 To receive report of County Councillor

None received
Cllr. Middleton noted 3 items that he will raise with Cllr. Ash:

1. The path on A417 out of the village towards Wantage, up to Mill House. See Chair's report below.
2. Follow up on the QEII field discussions
3. The 67 bus service -Thames Travel warned if funding support is not extended in April, it will have to reduce its network and has put the 67 at risk of outright cancellation. The 67 is used by commuters and many schoolchildren at peak times and is essential for non-drivers. The PC notes that the last 3 housing developments approved were predicated on the availability of a bus service.

06/03/22 To receive report of District Councillor

See Vale newsletter from Cllr Boyd as circulated to council. It was noted that the Farm Piece fencing which Cllr. Boyd was chasing has been partially fixed.

07/03/22 Questions/comments from parishioners

None received

08/03/22 To receive report of Chairman inc. items for next agenda

- Following a review by Cllrs Lewis, Isaacs and me, we have decided to revert back to an in-person meeting. For this month's meeting we are recommending the following precautions:
 - Councillors are recommended to take a lateral flow test before the meeting and not to attend if it is positive or if they have Covid symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/#symptoms>).

- Chairs will be spaced out more than normal, as they were in our in-person meetings before the latest wave.
- The ventilation level will be monitored during the meeting. You might want to bring an extra layer in case we need to open windows
- We have received a request from VWHDC for a meeting to discuss CIL expiry dates.
- The FixMyStreet report relating to the dangerous state of the footpath on stretch of the A417 south of the High Street junction, going towards Mill Farm has now been closed with the message that “Oxfordshire County Council is not responsible for this problem. You will need to contact VOWH DC to report this and request a footway sweep.” I will raise the matter with the district and county councillors – we would expect a more coordinated response between district and county councils and the problem itself has still not been resolved despite the issue now being marked as closed on FixMyStreet. This is, in fact, a good example of the problems we have raised previously with FixMyStreet, in that issues are closed without a clear commitment or plan for them to be resolved.
- We have received a request to participate in the summer festival, including the flower festival. Is there a councillor who would like to be responsible for participating in the flower festival on behalf of the parish council? –
 - Cllr. Jenkins volunteered. Add to the agenda for April to approve funds for a flower display.
- Our Duke of Edinburgh volunteer has started work, clearing the Jubilee Gardens (in the play area) of weeds. I have spoken to both his school and parents to establish they are happy with arrangements. I’ve also met Mrs Finney (school gardening club) to discuss longer term maintenance of the area.
- We have placed a piece in the newsletter advertising the casual vacancy. Details have also been published on the noticeboards and our website. We have had one person express an interest so far.
- One of the cherry trees on Chapel Road came down in the recent storms. Thanks to Darren for dealing promptly with it. The environment sub-committee will consider options for a replacement.
- I’ve arranged a meeting with the football club on Mon 14 March at 7.30pm to go through our plans for the QEII Field with them and have extended the invitation to all members of the environment sub-committee.
- It’s good to see the speed indicator devices project moving forwards. We have taken delivery of the devices themselves and I understand pole installation is scheduled for late March. My thanks to Cllr Dixon for all his work on this.
- 20mph zones. The working party needs to have its first meeting. I will suggest some dates.
- We now have replacement noticeboards on order (see clerk’s report). My thanks to Cllr Lewis for his perseverance with this.
- I asked our district councillor to call P21/V3176/O (Land at Meadowlands, 3 High Street) in to planning committee. Cllr Boyd has replied to say that VWHDC have agreed that the application will be sent to committee if the officer is thinking of approving it. I also pointed out that, although the registration date was 8th December, we only received the request for consultation on 5th January, and thus we expected the 28 day limit on calling in applications to be waived.

Additional matters raised by Councillors:

- Cllr. Warren asked who is responsible for the trees on Huntersfield. Clerk to create a list of trees in the parish and who is responsible for each.
- Cllr. Warren raised the issue that the Churchyard will be full very soon and it is the PC's responsibility to find a burial ground within the parish. Previous attempts to find a suitable ground have been unsuccessful. A request to be put in the next PC newsletter.
- Cllr. Williams-Cuss raised the issue of flooding at the corner of Sheards Lane and High Street. Clerk to email VWHDC to add to list of surface water flooding areas.

09/03/22 To receive Clerk's Report and correspondence
Correspondence

- SSE asked to gain access to QEII field to cut the live line to enable a fix further down the line. They will have to get a MEWP (Mobile Elevating Work Platform) into the field. SSE plan to do this at the end of March, date TBC and weather-dependent but will inform the PC and reinstate any bollards.
- NALC/SLCC Civility and Respect Project newsletter – copy can be found in Correspondence. In Oxfordshire the Monitoring Officers are still working on a county wide Code of Conduct, based on the Local Govt Association code. OALC are pushing for a single, consistent Code across all tiers – parish, district and county and are working with the Monitoring Officers towards this end. It is expected that we adopt this code once issued.
- 5 Kiln Close rear single storey extension – Local planning authority to determine if it could be built under the new permitted development rights.
- Correspondence received relating to intent to submit a planning application to build an access path across the grass verge to the gate at Rectory House. The residents have written to the PC as a courtesy. See the letters in the Correspondence folder. If you have any informal comments, please let me know and I will pass them back.

Clerk's report

- Cllr Lewis has given the go-ahead to Witney Joinery to supply and fit two new noticeboards.
- Received OALC membership renewal of £486, an increase of 2%. Passed to Cllr Lewis for payment
- Casual vacancy advert for co-option placed on noticeboards and in parish newsletter. Hope to co-opt at April meeting. One person, new to the village, has been in touch for further information about the role.
- Darren cleared an uprooted tree on Chapel Rd and fixed the broken bench on Manor Green.
- Will start using 'Click-Up' tool to schedule Darren's activities – please send any requests through to me.
- Floodlights – contacted 8 floodlighting contractors, only one quote received, for £552 to investigate failure. Highlights Floodlighting (recently installed Faringdon Rugby) are not available till April but have suggested using a normal electrician for diagnosis and can offer telephone/video support so I will progress this route.
 - Cllr Williams-Cuss raised the issue that the MUGA lights have been coming on at different times and on through the night for the last couple of days. *POST-MEETING NOTE: The Football Club had brought in an electrician who has hopefully diagnosed the issue and will be fitting a new part week beginning 7th March. It is believed they left them on by accident during the first visit.*
- Scheduled new clerk webinar training with SLCC for 9th and 16th March
- CPRE Star count is running from 28 February to 6 March – details here : [Star Count 2022 is happening! - CPRE](#)

10/03/22

To discuss Planning Applications

P21/V2175/FUL Woodyard Equestrian Centre Amended Plan

VWHDC has already made the decision to approve the application. The PC's original feedback was taken into consideration. VWHDC confirmed that they would have been unable to give an extension to the date and they do not remind PCs to give feedback. Clerk has set up tracking tool for all new applications from start to VWHDC decision.

P22/V0306/HH South Hide 31 High Street

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Dixon

IT WAS RESOLVED that the council SUPPORTS this application

P22/V0385/HH Bow House Bow Road

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Williams-Cuss

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

The building is a distinctive feature within the village and as such any changes should be sympathetic to the local built environment. However, a 2.5 story dwelling with dormer windows is out of keeping with the local vernacular, as the majority of dormers within the village are found within 1.5 storey buildings. We suggest the applicant revise the design so that the western elevation, which is the most visible, is consistent with the local area, and any needed increase in natural light within the building is implemented without affecting the view of the building from the street. We believe that natural light could be provided to the two bedrooms on the second floor without the need for dormer windows on the western elevation. Furthermore, according to the design guide, any dormer windows, if used, should align with the existing fenestration.

P22/V0211/HH 5 Kiln Close Parking Bay

ON THE RESOLUTION OF Cllr. Jenkins

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED that the council SUPPORTS this application

P21/V3176/O Land at Meadowlands (Amended Plans)

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED that the council OBJECTS to this application. The amendment does not materially affect any of our previous comments of 2nd February 2022, all of which still stand and should be taken into consideration by the LPA.

11/03/22

To approve accounts for payment

Stanford in the Vale Parish Council
Reconciliation Detail
Current Account - TSB, Period Ending 28/02/22

Type	Date	Num	Name	Memo	Cir	Amount	Balance
Beginning Balance							6,122.42
Cleared Transactions							
Cheques and Payments - 9 items							
Bill Pmt -Cheque	04/02/22	BACS	OALC	New Clerk Training	X	-66.00	-66.00
Bill Pmt -Cheque	17/02/22	Debit	SSE (Swalec)	Dec-Jan	X	-11.10	-77.10
Bill Pmt -Cheque	21/02/22	BACS	P.Lewis	40A Dual Pole Contactor	X	-19.99	-97.09
General Journal	25/02/22	2021-40	Claire Lewis	15hrs @ SCP 20	X	-692.81	-789.90
General Journal	25/02/22	2021-40	HMRC - PAYE & NI	15hrs @ SCP 20	X	-204.82	-994.72
Bill Pmt -Cheque	25/02/22	BACS	D Rolls	Dec-Feb	X	-149.71	-1,144.43
Bill Pmt -Cheque	25/02/22	BACS	OALC	Training	X	-132.00	-1,276.43
Bill Pmt -Cheque	25/02/22	BACS	N.Middleton		X	-78.00	-1,354.43
Bill Pmt -Cheque	28/02/22	BACS	EianCity	2x Radar Speed Signs	X	-5,288.29	-6,642.72
Total Cheques and Payments						-6,642.72	-6,642.72
Deposits and Credits - 3 items							
Deposit	17/02/22			PPC Grant - radar signs	X	2,264.00	2,264.00
Deposit	23/02/22			Wayleave	X	13.33	2,277.33
Deposit	23/02/22			Village Green Daffodils	X	200.00	2,477.33
Total Deposits and Credits						2,477.33	2,477.33
Total Cleared Transactions						-4,165.39	-4,165.39
Cleared Balance						-4,165.39	1,957.03
Register Balance as of 28/02/22						-4,165.39	1,957.03
New Transactions							
Cheques and Payments - 1 item							
Bill Pmt -Cheque	09/03/22	BACS	SLCC Enterprises	New Clerk Webinar		-24.00	-24.00
Total Cheques and Payments						-24.00	-24.00
Total New Transactions						-24.00	-24.00
Ending Balance						-4,189.39	1,933.03

The PC noted that Darren's invoice was for 3 months of work. Clerk to remind Darren to invoice monthly.

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Bailey

IT WAS RESOLVED that the accounts for payment be approved.

12/03/22

To approve Monthly Statement of Accounts

11:25 PM
23/02/22
Accrual Basis

Stanford in the Vale Parish Council
Statement of Accounts - Summary
As of 28 February 2022

	28 Feb 22	27 Feb 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	-138.07	5,150.22
Total Current Account - TSB	<u>1,957.03</u>	<u>7,245.32</u>
Redwood 35 Day Savings Account		
Reserves - Play Equipment Savin	750.00	750.00
Reserves - CIL Savings	5,333.23	7,476.14
Reserves - NP Savings	3,589.05	3,589.05
Redwood 35 Day Savings Account -...	10,292.88	8,149.97
Total Redwood 35 Day Savings Account	<u>19,965.16</u>	<u>19,965.16</u>
Petty Cash	0.10	0.10
Total Cash at bank and in hand	<u>21,922.29</u>	<u>27,210.58</u>
Total Current Assets	21,922.29	27,210.58
NET CURRENT ASSETS	<u>21,922.29</u>	<u>27,210.58</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>21,922.29</u>	<u>27,210.58</u>
NET ASSETS	<u>21,922.29</u>	<u>27,210.58</u>
Capital and Reserves	0.00	0.00

Notes from Cllr. Lewis were:

- Whilst the TSB account shows a negative balance, this is a cashflow matter and not of concern.
- VAT reclaim is processing and precept will be paid in early April
- Redwood- transfer of CIL funds to generate reserves for the radar speed sign purchase.

The PC has rolled this item over to the April meeting in Cllr. Lewis' absence due to a query on the dates on the report (should they be January and February?)

13/03/22

To review performance against budget

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

	Apr '21 - Feb 22	Apr '20 - Feb 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	600.00	6,297.00
Total Grants Received	7,741.02	6,297.00
Agency Work - Grass Cutting	2,780.20	2,780.20
Donations Received	200.00	156.00
Interest on Investments	214.04	316.37
Rent Received	2,130.33	2,170.33
Total Income	37,160.59	35,419.90
Expense		
Neighbourhood Plan		
Hall Hire	0.00	6.90
Total Neighbourhood Plan	0.00	6.90
General Administration		
Postage	0.00	2.50
Election Costs	-554.89	0.00
Hall Hire	84.60	0.00
Insurance	1,377.68	1,461.56
Membership Fees	395.22	401.18
Office Expenses	106.00	246.68
Telephone & Fax	153.55	379.89
Training & Education	185.00	20.00
Total General Administration	1,747.16	2,511.81
Salaries, Wages, Clerks Expenses		
Cleaning Wages	858.00	869.82
Strimming Wages	584.25	384.75
Maintenance Wages	403.75	851.00
Mowing Wages	1,403.25	1,296.75
Clerks Salary	6,324.72	9,425.48
Clerks PAYE	1,605.28	2,356.20
Employer NI	280.70	545.58
Total Salaries, Wages, Clerks Expense...	11,459.95	15,729.58
Capital Spending		
CIL Projects	2,142.91	0.00
Bus Shelter/Stop	0.00	500.00
Leisure & Recreation	0.00	161.15
Other Community Assets	2,332.23	104.80
Total Capital Spending	4,475.14	765.95
Running Costs		
QEII Field	375.00	730.00
Equipment Service/Repair	527.97	539.99
Greens & Gardens	1,671.76	563.04
Health & Safety	903.87	0.00
Leisure & Recreation	552.57	679.59
Mower & Strimmer Expenses	342.40	267.50
Repairs & Sundries	72.08	479.36
Total Running Costs	4,445.65	3,259.48
Legal & Professional Fees	18,762.12	16,769.15
Grants Allocated	-2,264.00	0.00
Donations	60.00	60.00
Total Expense	38,686.02	39,102.87
Net Ordinary Income	-1,525.43	-3,682.97
Profit for the Year	-1,525.43	-3,682.97

The two Capital Spending items are related to the radar speed sign purchase. The single invoice is split across two categories for ease of CIL reporting.

It was noted that the PC should look to increase the greens and gardens budget next year to include contingency for tree maintenance.

14/03/22 To agree amendments to banking mandates

ON THE RESOLUTION OF Cllr Bailey

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED the council approves the removal of John Williams and Donald Dew from the existing signatories and access to the bank accounts.

ON THE RESOLUTION OF Cllr. Bailey

SECONDED BY Cllr. Warren

IT WAS RESOLVED the council approves the addition of Claire Lewis to the mandate for the TSB and Redwood accounts and to change the correspondence address to the clerk's address at 12 Mawkes Close, Stanford in the Vale, SN7 8FB.

15/03/22 To review and vary Standing Orders

Item carried over to April meeting in Cllr. Lewis' absence

16/03/22 To consider/approve repairs to the Recreation Ground fence

Cllr. Issacs has received two quotes and is waiting for a third before proceeding.

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Howes

IT WAS RESOLVED the council approves expenditure of up to £10,000 on a new 868 rigid mesh fence and replacement gate to the east side of the Recreation ground, subject to confirmation of the source of funding with the RFO.

17/03/22 To consider whether the Parish Council should develop a Community Emergency plan

Clerk to meet with Cllr. Warren to discuss further. Clerk to complete annual OCC form.

18/03/22 To consider Operation London Bridge correspondence

Clerk to source a Book of Condolence and add an agenda item for April meeting to approve expenditure. Clerk to investigate where the book could be held, draft a plan and speak to the Church about their plans.

19/03/22 To receive update on progress of school congestion/line painting discussions

Meeting with the school, Mon 31 Jan 22

Following on from discussions about congestion outside the school (13/12/21) we had a meeting with the school and OCC to discuss potential solutions. Cllrs Middleton and Warren in attendance. Mark Francis (OCC), Amanda Willis (headteacher) and Claire Lewis (Chair of Governors) also attended.

- Temporary solutions to Hunter's Field parking (e.g. Parking Buddies) felt to be unworkable as they would require placement and collection twice a day and risk of damage or theft.
- Banners felt to be of limited use (short-term impact only).
- Suggestion to put bollards on the verge at Hunter's Field to prevent parking there. Mark Francis (OCC) will send us a proposal and costing.
- Possible longer-term option of a zebra crossing at the Hunter's Field entrance. May be helpful both in controlling parking and because the school is seeing increasing numbers of children arriving from the new developments to the west of the village. Mark Francis will look at the feasibility.
- General feeling was that adding the proposed 'School – Keep Clear' signs outside the High Street entrance would be beneficial in reducing parking problems as long as the lines stretch far enough on the school side to confine parking to the opposite (CoOp) side of the High Street. Cllr. Middleton to update Cllr. Lewis's sketch to add Keep Clear lines in so the Parish Council can review – see file HighStreet_Markup.pdf (attached to meeting papers).
- Poor surface finish following drainage repairs on High St needs to be addressed before any line painting. Cllr. Middleton will contact OCC.
- Parish Council will speak to the CoOp/landlord about marked parking bays.

Follow up meeting with county councillor, Mon 14 Feb 22

- Cllr Warren, Claire Lewis (in her capacity as chair of the school governors) and I held a follow-up meeting with our county councillor. General measures around active travel and options for managing the flow at peak periods for drop off and pick up were discussed.

Bollards

I have now received a cost from Mark Francis (OCC Highways) for the installation of wooden bollards on the verge at Hunters Field, which comes in at £2,613.71 + VAT.

To be considered by Council

Do we wish to give the go-ahead for the line painting outside the school? If so, do we want to ask for the minimum length, maximum length, or something in between (see following pages)?

Feedback on the proposal to install bollards on the verge outside the Hunters Field entrance. We may also wish to consider the fact that other sections of verge, further up Hunters Field, are in substantially worse condition and would not be protected by this measure.

Meeting decisions:

- It was agreed to proceed with 'School – Keep Clear' markings at the minimum distance (25.56m) specified by the Department for Transport
- Cllr. Williams-Cuss to discuss marked bays with the Co-Op
- Cllr. Middleton will speak to Cllr. Boyd about civil parking enforcement for when the lines are in place
- Cllr. Middleton to prepare article for next newsletter to update parishioners on plans.

20/03/22

To receive report of Environmental sub-committee

QEII Field

- No update since last report.

Footpaths

- Several responses to re-advertising for new footpaths warden.
- We had a wall come down in the recent storms, blocking the footpath to Hatford. My thanks to Cllr Lewis for liaising with the landowner. The path has now been cleared.

Dog fouling

- I am in receipt of further correspondence from a resident in Heigham Court about grass cutting on the verge. I will pass this to the environment sub-committee for consideration.

Green spaces

- We have had an offer to plant two elm saplings in the community woodland. I will liaise with Cllrs Isaacs and Bailey about this.
- Cllr Bailey is organising planting next batch of fruit trees in the community orchard.

Next meeting

- Weds 9th March @ 19:30 on Zoom.

21/03/22

To receive report of Recreation and Leisure sub-committee

Continuing to research bins and replacement of playground equipment.

22/03/22

To receive report of Neighbourhood Plan

Nil

23/03/22

To receive report of Millennium Green Trust

Nil

24/03/22 To receive report of Queen's Jubilee Sub-Committee

Village Celebration date is 5th June from 12.30-17:00 at the Recreation Ground starting with a 'Big Lunch'. The PPC has agreed to fund the event. Agenda item to be added to April meeting to review and agree the budget required.

25/03/22 To receive report of Public Works of Art Liaison Working Party

Nil.

26/03/22 Provisional date of next meeting – Wednesday 6th April 2022

27/03/22 Questions/comments from parishioners

- The roundabout at Ware Road has grass growing through the concrete and is messy – Clerk to ask Darren to clear weeds with weed burner. As this roundabout will be altered/moved as part of the new development, there is no point in doing further work on it now.
- The WI was thanked for picking up 10 bags of litter on the QEII field
- A question on how we can show support for the people of Ukraine. Agreed that Clerk will put Ukrainian flags into the noticeboards.

Meeting closed at 21.55