



**Minutes of a meeting of STANFORD IN THE VALE PARISH COUNCIL
held on Wednesday 5 June 2024 at Stanford in the Vale Village Hall**

- Present:** Cllr Middleton (Chair) Cllr. Austin Cllr. Brooks Cllr. Howes (arrived 19.58, left 21:50) Cllr. Silk (co-opted at item 07/06/24) Cllr. Lewis Cllr. Caul (VWHDC arrived 19.45, left 21.05)
Claire Lewis (Clerk)
3 members of the public
- 01/06/24 To receive apologies**
Cllr. Dixon
Cllr. Kent
Cllr. Isaacs
- 02/06/25 To receive Declarations of Interest from Cllrs on any agenda item**
Cllr Brooks – non-pecuniary interest in 10/06/24 a)
- 03/06/24 To receive, approve & sign as a true record, minutes of previous meeting 3 April 2024**
ON THE RESOLUTION OF Cllr. Lewis
SECONDED By Cllr. Middleton
IT WAS RESOLVED that the minutes be accepted
All in favour
- 04/06/24 To receive report of County Councillor**
Nothing received from Cllr. Ash.
- 05/06/24 To receive report of District Councillor**
- The South East Strategic reservoir consultation is open until 28th August. VWHDC has previously formally objected to the plans, on grounds of impact to the local community and environment and insufficient demonstration of need. The design of the reservoir is a large banded structure at a high level above the local landscape and intended to serve the whole of the south east region.
 - VWHDC has re-organised its cabinet, with Cllr. Caul now responsible for both Housing and Leisure
 - The Playing Pitches strategy received feedback from many parishes, groups and individuals, many of whom made the same points as the Parish Council regarding lack of inclusion of existing facilities or no plan for future facilities in their area. The strategy is being updated to reflect the feedback Playing pitches strategy being updated with feedback.
 - No update on Bow Road footpath
- 06/06/24 Questions/comments from Parishioners**
- A parishioner who lives on High Street opposite the Co-Op raised concerns about the safety of pedestrians, particularly children, using the zebra crossing. Cars are constantly parked on the zig-zag lines at the crossing, restricting visibility for pedestrians and cars coming from the opposite direction. The chair confirmed that the Parish Council has spoken to OCC about this

at the time the double yellow lines were extended for school. Parking issues are OCC responsibility and penalty charges are only issued by Enforcement Officers, who may attend if a report is made to OCC.

- A parishioner from Horsecroft raised concerns about possible construction traffic if the Thatcher's Barn application went ahead. She noted the issues with construction traffic backing into Horsecroft during the construction of Croft Meadow and questioned the weight-bearing capacity of the bridge over Frogmore Brook at the Thames Water station. She also observed that children are damaging the bridge by digging up rocks/stones at the edge – advised to report on FixMyStreet.

07/06/24 Councillor Co-option – to consider the vacancy and any applications

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Lewis

IT WAS RESOLVED that the Parish Council co-opts Sean Silk on to Parish Council

08/06/24 To receive report of Chairman inc. items for next agenda

(a) **NALC Good Councillor's Guide**

- The reissue of the NALC Good Councillor's Guide (2024) is a good opportunity for all of us to refresh our memories on our role, and the parish council's powers and duties. With this in mind, it may be helpful to clarify a few points around how we can communicate most effectively.
- Although we're all used to using email in our day-to-day lives, we need to avoid it for discussion and decision making as a parish council. Because the council is responsible for its actions as a corporate body, decisions can only be made in face-to-face meetings that have been properly summoned.
- As set out in our standing orders, any councillor may request an agenda item for the next meeting. To do this please contact the clerk, preferably in writing and with sufficient notice.
- Councillors may also raise issues not on the agenda under either of the *questions/comments from parishioners* agenda items. This provides an opportunity to discuss issues that do not appear on the agenda.
- However, it is unlawful for a council to decide on an issue, particularly a decision to spend money, without sufficient (three clear days') warning. In practice this means that decisions can only be taken on items included in the meeting agenda.
- I'm always happy to discuss matters that arise between meetings with councillors. My preference for doing this is by phone rather than email where possible.
- The clerk can only act on the approved stated policies of the council and on decisions of the whole council that are made at a correctly convened council meeting and cannot take instructions from individual councillors.
- As set out in our financial regulations, the exception to this is that in cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether there is any budgetary provision for the expenditure, subject to a limit of £500
- Please remember that if a resident demands a subject access report through the Freedom of Information Act, technically everything a councillor has said about them on social media, in emails, on WhatsApp etc. will need to be provided to that individual by law. Please be mindful of this in all written communication.
- Our clerk is the first point of contact for trusted advice on the rules. If you're unsure of how to proceed with a matter I would encourage you to speak to her

(b) **Tree cutting - Joyce's Rd to Cottage Rd footpath**

- Having obtained landowners' permission, I have now applied to SSEN to have the trees along the side of this footpath cut back where they are growing close to power lines. I'm now awaiting SSEN's tree survey.

(c) Climate action fund grant

- I have obtained an extension from VWHDC to our Climate Action Fund grant until 30th April 2025. I have provisionally agreed (subject to future council approval) for a local gardener to make a garden design for us over the winter with a view to planting in the spring, in time for the deadline. I will work on a briefing note describing the work required to share with council for its consideration.

(d) Defibrillator

- Following discussion with Cllr Isaacs, I put a note in the latest newsletter asking residents of the Bow Road, Whitfield, Fry's Meadow, Kiln Close & Brick Kiln Rise housing estate if they had a suitable location for a defibrillator. We now have an [offer of a location](#).
- **Action:** Clerk to add agenda item to discuss/agree the process and associated costs for procuring and fitting the defibrillator.

(e) Gladman meeting

A number of councillors met Gladman on 30th May to discuss potential land allocations relating to the emerging Joint Local Plan 2041.

(f) Football club lease meeting

A reminder that the working group for the lease renegotiation (Cllr. Isaacs, Cllr. Austin, Cllr. Kent, Cllr. Middleton and Cllr. Lewis - 19/04/24) have a meeting with the football club to discuss a new lease on Tue 25th June at 7.30pm, at the clubhouse. Note that the current lease will expire on 26th April 2025.

(g) Social club

I had a parishioner contact me about anti-social behaviour at the social club and its effect on nearby residents. I referred them to the district council to either report it as a nuisance or to speak to the Licencing Team, but to come back to me if they did not get a satisfactory response.

09/06/24 To receive correspondence and Clerk's Report

Correspondence – relevant copies are in the meeting correspondence folder

1. OALC May newsletter is in the folder.
2. OCC are planning to install bus stops at Upper Green and High Street by Spencer's Close. Bus shelters will also be installed at Spencer's Close. I will add an agenda item to July to discuss whether the PC will be responsible for maintenance.
3. OCC has formed a Highway Engagement Team as a direct link to the County Council for all highway-related matters. : highwaysengagement@oxfordshire.gov.uk / 0345 310 1111. They are offering all Parish and Town Councils the opportunity for face-to-face site visits to "better understand concerns, assess the situation on the ground, and work together to find the best solutions."
4. River Meadow 30mph. OCC has now informed me that DWH need to run a public consultation before they can confirm reduction to 30mph. The email conversation is in the folder.
5. A new Rural Crime partnership has been launched bringing together Thames Valley Police, West Oxfordshire, South Oxfordshire, Vale of the White Horse District Councils and the Community Safety Partnerships to tackle crimes such as fly-tipping, burglaries and theft in rural areas. There will also be more support for local communities on crime prevention as well an increase in the gathering and sharing of information about rural crime. [Rural Crime Partnership website](#).
6. OCC is offering up to £1000 to parishes for signage to create smoke-free playparks and playgrounds.
7. The EV Microhub application date has been delayed until early 2025 due to requirements of the tendering process.

Signed.....

Date.....

8. OCC has launched the Councils Charter defining how we will work together across the 3 tiers. It will officially launch at the OALC AGM on July 1st. Copy in the folder.

Clerk's report

1. Cllr. Bowers has resigned. I have started the casual vacancy process.
2. Our application for 20mph is now moving into Phase 3. This involves OCC publishing the information on a website (the 'Public Consultation' phase) in July. It will then go for OCC Cabinet approval in September. The implementation would be 6-8 weeks after approval.
3. Someone stole the combination lock from the tennis box over the weekend 1-2 June. The parishioner who reported it was the only person who knew the code, so likely removed with bolt cutters/angle grinder. The tennis nets and poles are still inside, and I have asked Darren to buy another one.
4. I submitted a S106 application for the replacement teen shelter.
5. I submitted the draft S106 application for archaeology to Vale to review before submission
6. Finance:
 - a. I have requested a switch to a new Redwood 35-day account with interest at 4.1%
 - b. I have completed the FY22/23 accounts and associated documentation for the internal audit
 - c. Looking for an additional no-notice business savings account – the better interest accounts are restricted to registered businesses and sole traders.
7. The replacement River Ock bridge at Penstones has a provisional completion date of late September early October. The work will be completed by Milestones contactors for OCC.
8. The other Ock bridge, near Horsecroft, has been repaired twice in the last month after planks were removed and thrown into the Ock. OCC Countryside Access team has been swift to repair.
9. Recent application decisions, all granted:
 - P24/V0739 – Old Wall House Garage conversion
 - P24/V0731 – Stanford Primary School solar panels
 - P24/V0521 – Old Corn Store CLD

10/06/24 To discuss planning applications:

- a) **P24/V0817/HH-** *13 Chapel Road* – extension

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Middleton

IT WAS RESOLVED that the Parish Council supports this application

- b) **P24/V1091/N4B-** *Thatcher's Barn* - conversion to two dwellings

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Howes

IT WAS RESOLVED that the Parish Council delegates the response to Cllrs Lewis and Silk

- c) **P24/V0779/FUL-** *Mill Farm* - change of use art studio to agricultural use

ON THE RESOLUTION OF Cllr. Middleton

SECONDED BY Cllr. Brooks

IT WAS RESOLVED that the Parish Council does not object to this application

11/06/24 To approve Accounts for Payment

Signed.....

Date.....

Stanford in the Vale Parish Council
Reconciliation Detail
Current Account - TSB, Period Ending 31/05/24

Type	Date	Num	Name	Memo	Cir	Amount	Balance
Beginning Balance							90,929.61
Cleared Transactions							
Cheques and Payments - 13 items							
Bill Pmt -Cheque	17/05/24	BACS	EON.Next	April electricity bill	X	-105.25	-105.25
Transfer	31/05/24			From general to CIL reserves	X	-69,271.35	-69,376.60
Bill Pmt -Cheque	31/05/24	BACS	eibe	Play fort initial payment	X	-9,223.20	-78,599.80
Transfer	31/05/24			From CIL reserves for Play Fort	X	-9,223.20	-87,823.00
General Journal	31/05/24	2021-2...	Claire Lewis	65hrs @ SCP 22	X	-1,057.58	-88,880.58
Bill Pmt -Cheque	31/05/24	BACS	D Rolls	Time Mar-May	X	-710.50	-89,591.08
Bill Pmt -Cheque	31/05/24	BACS	OALC	24/25 membership	X	-545.14	-90,136.22
Bill Pmt -Cheque	31/05/24	BACS	Foxtail Garage Ltd	New tyres for mower	X	-240.00	-90,376.22
Bill Pmt -Cheque	31/05/24	BACS	Stephen Rolls	Litter picking and maintenance	X	-170.00	-90,546.22
Transfer	31/05/24			From Security to general for cam...	X	-142.92	-90,689.14
Bill Pmt -Cheque	31/05/24	BACS	Gallagher Insurance	Vehicle (mower) insurance 24-25	X	-136.12	-90,825.26
General Journal	31/05/24	2021-2...	HMRC - PAYE & NI	NI contributions	X	-43.53	-90,868.79
Bill Pmt -Cheque	31/05/24	BACS	SITV Village Hall	March and April hall hire	X	-40.00	-90,908.79
Total Cheques and Payments						-90,908.79	-90,908.79
Deposits and Credits - 3 items							
Transfer	31/05/24			Funds Transfer	X	142.92	142.92
Transfer	31/05/24			Funds Transfer	X	9,223.20	9,366.12
Transfer	31/05/24			Funds Transfer	X	69,271.35	78,637.47
Total Deposits and Credits						78,637.47	78,637.47
Total Cleared Transactions						-12,271.32	-12,271.32
Cleared Balance						-12,271.32	78,658.29
Register Balance as of 31/05/24						-12,271.32	78,658.29
Ending Balance						-12,271.32	78,658.29

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Brooks

IT WAS RESOLVED that the accounts be approved. All in favour. **Action:** Clerk to ensure that amounts moved in/out of reserves are ex-VAT.

Signed.....

Date.....

12/06/24 To approve Monthly Statement of Accounts

7:44 AM

04/06/24

Accrual Basis

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

Table with columns for 31 May 24 and 30 Apr 24. Rows include ASSETS, Current Assets, Cash at bank and in hand, Reserves - Comm. Garden, Reserves - Security, Reserves - CIL, Reserves - NP, Current Account - TSB - Other, Total Current Account - TSB, Redwood 35 Day Savings Account, Reserves - Play Equipment Savin, Reserves - CIL Savings, Reserves - NP Savings, Redwood 35 Day Savings Account - ..., Total Redwood 35 Day Savings Account, Total Cash at bank and in hand, Total Current Assets, NET CURRENT ASSETS, TOTAL ASSETS LESS CURRENT LIABILITIES, NET ASSETS, and Capital and Reserves.

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Howes

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

Action: Clerk to ensure that amounts moved in/out of reserves are ex-VAT.

13/06/24 To receive and approve the external audit Accounting Statements 23/24 (AGAR Section 2)

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Middleton

IT WAS RESOLVED that the external accounting statements are approved

14/06/24 To approve spend from reserves to cover additional archaeological work (revised quote)

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Middleton

IT WAS RESOLVED that up to £10k of reserves be used for any additional archaeology work and that a working group of Cllrs. Middleton, Lewis and Silk is delegated authority to decide whether to spend this contingency.

15/06/24 To consider membership of Plunkett UK (for Asset of Community Value)

ON THE RESOLUTION OF Cllr. Howes

SECONDED BY Cllr. Silk

Signed.....

Date.....

IT WAS RESOLVED that the Parish Council takes out membership of the Plunkett Foundation at £200.
All in favour.

- 16/06/24 To consider running a village Best Kept Garden/Allotment competition**
Action: Cllr. Austin to speak to school gardening club and village gardening club. Clerk to add to July meeting agenda.
- 17/06/24 To review and approve the Public Work of Art design brief**
ON THE RESOLUTION OF Cllr. Middleton
SECONDED BY Cllr. Silk
IT WAS RESOLVED that the Parish Council approves the design brief. All in favour
Action: Clerk to add agenda item to July to review the working group membership and works of art.
- 18/06/24 To consider a second phase of Public Work of Art for the Ware Rd roundabout**
Carry over to July.
- 19/06/24 To consider applying to extend the 30mph limit on A417 to Mill Farm**
Carry forward to July, rephrase to include raising safety concerns regarding cyclists, horse riders and pedestrians on the footpath

ON THE RESOLUTION OF Cllr. Middleton
SECONDED BY Cllr. Lewis
IT WAS RESOLVED that Standing Orders be suspended at 21:59 to continue the meeting
- 20/06/24 To discuss policy on Parish Council email addresses and internet domains**
No action at this time. Noted that both OALC and NALC recommend use of .gov.uk email addresses and domains, which is not mandatory but may become so. To be revisited later in the year.
- 21/06/24 To agree areas for VWHDC deep cleanse in July**
Councillors to send all requests to Clerk.
- 22/06/24 To discuss questions raised about mowing regimes and village tidiness**
Cllrs. Middleton, Austin, Brooks and Lewis will review the village management plan.
- 23/06/24 Provisional date of next meeting – Wednesday 3rd July 2024**
- 24/06/24 Questions/comments from parishioners**
A parishioner commented that it is not speeding along the A417 towards Mill Farm is an issue, but vehicles going at the correct speed so close to cyclists, walkers and runners.

Meeting finished at 22:33

Signed.....

Date.....