

# STADHAMPTON PARISH COUNCIL

## Minutes of the Meeting held at 7.30pm on Monday 11<sup>th</sup> January 2021 on a Zoom Video Conference Call

<b>Attendees</b>	Stuart Wells (SW) - (Vice Chairman), Cllr. Robert Campbell (RC), Cllr. Neil Fitzgerald (NF), Cllr. Catherine Odell (CO), Cllr. Doug Struthers (DS) Cllr. County Councillor Lorraine Lindsay-Gale (part of meeting) District Councillor Caroline Newton (part of meeting) Michael Pawley (Clerk) 3 members of the public
<b>Apologies</b>	Cllr. Stephen Dawson (SD) – Chairman

Ref	Item	Notes	Action
1/21	<b>Welcome by the Chairman</b>	Cllr Wells reported that Cllr Dawson was unable to attend the meeting and that, as Vice-Chairman, he would be chairing the meeting. He welcomed all those attending the meeting and reminded attendees that the meeting would be recorded by the Council for the purposes of producing the minutes	<b>For info</b>
2/21	<b>To note the Virtual Meeting Procedures agreed at the meeting on 5th May 2020</b>	The Chairman drew attendees' attention to the agreed Virtual Meeting Procedures	<b>For info</b>
3/21	<b>Open Forum</b>	No items were raised	<b>For info</b>
4/21	<b>Apologies for absence</b>	Apologies had been received for absence from Cllr. Stephen Dawson (SD). These were noted.	<b>For info</b>
5/21	<b>To approve the minutes of the meeting held on Tuesday 1<sup>st</sup> December 2020</b>	The minutes of the meeting held on Tuesday 1 <sup>st</sup> December 2020 were <b>AGREED</b> by the Councillors who had been present, approved and signed by the Chairman.	<b>For info</b>
6/21	<b>To record declarations of interest from members and officers regarding items on the agenda</b>	The Clerk noted that he had an interest in Copson Lane - Agenda Item 21	<b>For info</b>
7/21	<b>To receive updates on items from previous meetings not covered elsewhere on the agenda</b>	<p><b>Minute 149/20 i - Allotments;</b> to note that the Land Registry application in respect of Allotment 13 is still ongoing and that the Council is awaiting a date for the clearance works on allotments 9 and 17.</p> <p>This was <b>NOTED</b></p> <p>To agree that the Clerk and any one Councillor should have authority to agree the line of separation between the garden of Church Farm House and the revised land of Allotment 13 so that this can be documented and included in the land transfers to be effected following registration of Allotment 13 by the Land Registry. To agree that the Clerk and any one Councillor can agree the extent of hedging to be removed as part of the process.</p> <p>This was <b>AGREED</b></p> <p><b>Minute 149/20 ii - Lucerne Drive;</b> to note that The Council has not had a response from its tree contractor regarding the proposed works and therefore to agree to seek a second opinion prior to taking a decision on any works required; to note that objections to the works had been received from a number of residents of Lucerne Drive</p> <p>This was <b>AGREED</b>. Cllr Campbell mentioned that the school had a very good tree consultant who might be approached. One resident of Lucerne Drive was present at the meeting and thanked the Council for the update.</p> <p><b>Minute 158/20 - Nuisance caused to a private garden adjoining the Play Area;</b> to receive an update</p> <p>The Clerk reported that Cllr Dawson had met with the affected resident so would request that Cllr Dawson provide an e-mail update</p> <p><b>Minute 158/20 –</b> to note that the Council has approached the Community Payback Group to get assistance in levelling and clearing the Pavilion Car Park; to give authority to the Clerk to hire a skip on short term hire to clear items that have been dumped/accumulated around the Pavilion once a date for the work has been agreed</p> <p>This was <b>AGREED</b></p> <p><b>Minute 158/20 – D'Oyleys Pond;</b> to note that following a meeting with OCC Highways the Council was discussing the need for/cost of road safety works for the duration of the works</p>	<p><b>For info</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>SD</b></p> <p><b>Clerk</b></p>

		<p>This was <b>NOTED</b></p> <p><b>Minute 159/20 – Village Green Survey;</b> to receive an update</p> <p>Cllr Wells reported that the survey had not been published as the Village Voice had declined to publish this due to the use of certain terminology and hence a separate door to door delivery would be required in order to ensure that it reached every household. As Cllr Dawson had held the discussions with the editors it was <b>AGREED</b> that Cllr Dawson should provide an e-mail update so that a strategy for distributing the survey can be agreed. The survey would be hosted online (as was the Play Area survey) but the communication needed to be both physical and online</p> <p><b>Minute 160/20 – Village Green Byelaws;</b> to note that comments are still awaited from councillors on the draft so that the process can move ahead</p> <p>This was <b>NOTED</b> – Councillors to review and respond</p> <p><b>Minute 161/20 – Chiselhampton Bus Shelter;</b> to note that a quote is still awaited from the contractor (a budget cap of £500 having already been agreed)</p> <p>This was <b>NOTED</b></p> <p><b>Minute 162/20 – Defibrillator;</b> to note that a grant of £200 was available from London Hearts towards the total cost of the equipment/installation which would be £1641 exc VAT; to discuss and agree a strategy for securing the additional funds required</p> <p>This was <b>NOTED;</b> it was agreed to approach Cllr Newton for an allocation from her discretionary grant fund and in parallel an appeal to Chiselhampton residents should be made</p> <p><b>Minute 163/20 – Crown PH;</b> to receive an update on the application to include the building on the Register of Community Assets</p> <p>Cllr Wells reported that the pub was now advertised as “To Let”; he had approached the family and it appeared that the current landlords had indicated that they may be prepared to reopen after lockdown. An application to add the pub to the Register would be progressed</p>	<p><b>SD</b></p> <p><b>ALL</b></p> <p><b>SD/Clerk</b></p> <p><b>Clerk</b></p> <p><b>SW</b></p>
8/21	To receive a report from Oxfordshire County Councillor Lorraine Lindsay-Gale	<p>A report and an update had been previously circulated (Appendix 1) and Cllr Lindsay-Gale highlighted issues affecting schools, libraries and the Registration Service. The County Council’s response to recent flooding in parts of the County was also mentioned along with the ongoing rollout of the Covid-19 vaccination service</p> <p>Cllr Odell requested that it be noted that the staff and teachers at Stadhampton School were continuing to provide a great service to parents and children during lockdown</p> <p>Cllr Lindsay-Gale requested that if possible she would like to attend any meetings between the Council and Highways England regarding the proposed Stadhampton/Chiselhampton bypass.</p> <p>Cllr Lindsay-Gale offered officers from OCC to attend a future meeting to provide a briefing on HIF1/HIF2 – similar briefings had been held with adjoining councils. It was <b>AGREED</b> to take up this offer and the Clerk is to provide details of the upcoming meeting dates. In a response to a question from Cllr Wells regarding the adequacy of the Central Government funding for HIF1/HIF2 Cllr Lindsay-Gale confirmed that the project would go ahead.</p>	<p><b>For info</b></p> <p><b>CLERK</b></p> <p><b>CLERK</b></p>
9/21	To receive a report from South Oxfordshire District Councillor Caroline Newton	<p>Cllr Newton’s report had been circulated (Appendix 2) and updated on the Covid-19 statistics for the local area and the Council’s response</p> <p>An update was also given on the progress of the Local Plan which had now been adopted and it was noted in relation to the proposed Chalgrove development then, subject to planning consent being given for the scheme, the Stadhampton/Chiselhampton bypass formed part of Phase 1 (ie during the first three years). In response to a question as to how the Parish Council should push for noise mitigation measures etc it was indicated that this would probably fall under the aegis of OCC rather than SODC</p>	<b>For info</b>
10/21	To receive an update on the local Covid-19 position and to agree any action which needs to be taken by the Council	<p>In the absence of Cllr Dawson the Clerk reported that the Volunteers Network was still active and available to assist with any needs such as shopping or signposting to other resources (eg food banks). A renewed call for volunteers would be made. It was noted that the very effective rollout of the vaccines locally was evident in that many Stadhampton/Chiselhampton residents over 80 had already received the first dose; also that local food banks were already supporting some local residents needing this service</p>	<b>For info</b>

11/21	To receive a report on recently decided and current Planning Matters including a report on responses made to SODC since the last meeting	The report had been previously circulated (Appendix 3) – it was noted that consent had now been granted on P20/S4212/HH and P20/S4213/LB Anchor Gate The Green Stadhampton OX44 7UW	For info
12/21	To receive an update in respect of the following Planning Matters	<b>Enforcement action P16/S2987/FUL</b> Watlings Paddock Watlington Road Stadhampton OX44 7UQ  The Clerk gave an update on developments at the site. The Planning Enforcement team had visited the site and given the occupiers a deadline of 31 January to bring the site within the conditions of the original planning consent. The Clerk would maintain contact with Enforcement throughout the process	Clerk
13/21	To note the following Planning Applications – for information only as no responses from the Parish Council can be taken into account by SODC	<b>P20/S4669/N5A</b> <b>Newells Farm Shop Stadhampton OX44 7XJ</b> Application to determine if prior approval is required for a proposed conversion of an existing A1 (Shop) unit to a C3 (Dwellinghouse) use. <b>P20/S4668/N4A</b> <b>Newells Farm Stadhampton OX44 7XJ</b> Change of use from Agricultural Building to Dwelling house. <b>P20/S4614/LDP</b> <b>Camoys Cottage Clifton Hampden Road Chiselhampton OX44 7UZ</b> Certificate of Lawful Use for the proposed alterations and improvements to existing detached garage and studio to provide additional ancillary accommodation.  The applications in relation to Newells Farm were noted and progress would be monitored	For info
14/21	To consider and agree responses to any Planning Applications received after the date of the Notice of Meeting	There were none	
15/21	To receive a update in respect of PAGE	Cllr Struthers reported that no meetings had been held pending information	For info
16/21	To receive updates from the Council's Working Groups on progress since the November meeting	<b>Play Area</b> Cllr Struthers reported that Cllr Dawson and a member of the Working Group had been making funding applications and were hoping for responses by April. The Clerk had received satisfactory details of insurance, accounts and certifications of the preferred contractor (RPM) and was awaiting responses to reference requests mad to other parish Councils who had used RPM  <b>Climate Change &amp; Village Green</b> Cllr Odell confirmed that tree planting would proceed on Allotments 9 and 17 once this had been cleared. The Working Group would then start work on a plan to manage Parish owned land with an aim of managing at least 20% for nature – funding was available for such initiatives  <b>Highways</b> Cllr Fitzgerald's report had been circulated (Appendix 4) and this was discussed. It was <b>AGREED</b> to include £700 in the 2021/22 budget to allow for speed monitoring devices to gather data on the traffic flows/speeds in order to inform future decision making. The timing of this exercise is to be agreed once normal traffic flows have resumed.  He also reported on the meeting that he and the Clerk had held with Jon Beale from OCC Highways as a result of which a number of other signage and maintenance issues were discussed and actions agreed	SD  Clerk  For info  NF  For info
17/21	To receive a verbal report on and to note the current bank balance	The bank reconciliation was <b>NOTED</b> and is attached (Appendix 5)	For info
18/21	To approve payments made since the last meeting and payments to be made	The schedules of Payments and Receipts were <b>AGREED</b> (Appendix 6)	CLERK
19/21	To consider and agree the Council's budget and to set the Precept for the financial year 2021/22	The draft budget for 2021/22 had been previously circulated to Councillors. This was summarised by the Clerk, discussed and after amendments to the budget for traveller evictions and clean up, agreement that the Council's contribution to the proposed Play Area should come from the CIL monies and that the Clerk would seek an alternative contractor for dog bin emptying, it was <b>AGREED</b> that a precept of £21270 should be set equating to £59.12 Council Tax per Band D dwelling.  It was not considered appropriate to budget for any easement receipts as there was no certainty as to amount or timing of these. If a contribution was required	

		for PAGE 2020 during the 2021/22 year then if agreed at the time this would need to be met from reserves.	
20/21	To agree that the Standing Orders, Financial Regulations and Code of Conduct adopted by the Council on January 8th 2019 shall remain in force without the need for further review until the January 2022 meeting of the Council and that the Annual Risk Assessment shall be reviewed at the March 2021 meeting of the Council	This was <b>AGREED</b>	For info
21/21	Matters arising since the last meeting	<p><b>To receive a report regarding damage to the Village Green caused by vehicles at the entrance to the Animal Sanctuary;</b> to agree appropriate action</p> <p>This matter was discussed and it was <b>AGREED</b> that the Council should write to the owners of the Oxfordshire Animal Sanctuary requesting their assistance in directing drivers of delivery vehicles (who had been responsible for damage to the Village Green when reversing into the driveway) to take more care in entering the driveway and requesting that vehicles do not reverse in. Action would also need to be taken to repair the damage; however it was not though practical to erect bollards or similar at that location</p> <p><b>To consider correspondence received from the owners of Church Farm House:</b></p> <p>i. Seeking approval to surface the new (agreed) pedestrian access from Church Farm House to Copson Lane with Indian Stone slabs (to match width and style of those already allowed by the Council elsewhere in Copson Lane) - Recommendation: APPROVAL</p> <p>This was <b>AGREED</b></p> <p>ii. Requesting that the Council review and consider formalising rights of access over/parking on Council owned land in Copson Lane currently enjoyed by other residents; to agree appropriate action</p> <p>The correspondence had been previously circulated to Councillors and following discussion it was <b>AGREED</b> that the Clerk should research the specific issues raised and report to a future Council meeting so that the Council could agree an appropriate course of action</p> <p>Cllr Odell had been approached by the School in relation to parking issues – it was felt that the School should address these directly with parents</p> <p>Cllr Campbell advised that he would write a note for the Planning Meeting on the potential loss of the Farm Shop</p>	<p>Clerk/SD</p> <p>Clerk</p> <p>Clerk</p> <p>CO</p> <p>RC</p>
22/21	To agree that meetings in 2021 be held monthly on the second Monday alternating between Full Council and Planning, all meetings at 7.30pm; if agreed the date of next meeting would be Monday 8th February 2021 at 7.30pm (Planning) on Zoom	This was <b>AGREED</b>	For info
23/21	Meeting Closed	9.45pm	For info

## APPENDIX 1

### REPORT TO PARISH COUNCILS – JANUARY 2021

#### BY COUNCILLOR LORRAINE LINDSAY-GALE

##### COVID-19 Vaccination Programme update

Seven more local vaccination services, led by a GP-led Primary Care Network (PCN), will begin to deliver COVID-19 vaccinations next week. They will be located at:

- Clifton Hampden for patients registered with Clifton Hampden Surgery, Berinsfield Health Centre, Marcham Road Health Centre and Long Furlong Medical Practice.
- The Heritage Centre in Bicester for patients registered with any of the three Bicester practices.
- Kennington Health Centre for patients registered with Botley Medical Centre
- Didcot Civic Centre for patients registered with one of the three Didcot practices.
- Islip for patients registered with practices in Gosford Hill Medical Centre, Key Medical Practice, Islip Medical Practice, and Woodstock Surgery
- Cherwell School for patients registered with 19 Beaumont Street Surgery, Summertown Health Centre, Banbury Road Medical Practice and Luther Street Medical Centre
- Wantage Health Centre for patients registered with the two Wantage practices.

Those invited will be patients aged 80 and over. This is in line with the recommendation from the JCVI (Joint Committee on Vaccination and Immunisation) with the top two cohorts being the first priority for the vaccine:

1. Residents in care homes for older adults and their carers
2. All those 80 years of age or over and frontline health and social care workers

This week, vaccinations started to be provided at Morland House Surgery in Wheatley for patients in Thame, Wheatley, Watlington and Chalgrove which means we now have 11 sites that have started to vaccinate our most vulnerable residents. Several of the earlier sites to go live have had a further delivery of vaccinations and have started to visit care homes to vaccinate residents and staff. This has been possible as batches of vaccine can now be split and transported whilst maintaining the cold chain.

As previously stated, it is going to take some time to deliver the vaccine to all in the top two priority groups and GP practices are working through their patient lists as fast as the deliveries allow. **Patients are being asked to wait until they are contacted by their GP practice.**

The practices with the largest number of patients over 80 and care home residents registered with them were in the earlier waves and all are still focussed on completing vaccinations for the highest two cohorts.

Three further sites are planning to go live in the second week of January and will be confirmed as soon as possible. This will complete the phased opening of local vaccination services through PCNs.

In addition to the local vaccination services being set up in local communities, the hospital vaccination hub in Oxford continues to focus on delivering vaccinations to front line health and care staff.

Plans are also underway for the Oxfordshire Vaccination Centre to be operational at the end of January which will be the site for mass vaccinations. This centre will focus on vaccinations for the wider population and is likely to be based at the Kassam Stadium.

The news this week that the AstraZeneca vaccine has been approved nationally is exciting and we have had confirmation that deliveries will be received this week (4<sup>th</sup> January) in Oxfordshire, increasing the number of patients that can be invited for vaccination.

**A change was also made to the national guidance in relation to the timing of the second dose of the vaccine.**

Following a review of clinical evidence and the latest public health data, the JCVI and the Department of Health and Social Care have published updated guidance for the NHS on the dose interval for the second dose of the Pfizer BioNTech vaccine. It now recommends the second dose of the Pfizer BioNTech vaccine should now be scheduled for after three weeks but before 12 weeks after the first dose, and that the second dose no longer needs to be held in storage.

The four UK Chief Medical Officers have therefore determined that:

*“...Prioritising the first doses of vaccine for as many people as possible on the priority list will protect the greatest number of at risk people overall in the shortest possible time and will have the greatest impact on reducing mortality, severe disease and hospitalisations and in protecting the NHS and equivalent health services. Operationally this will mean that second doses of both vaccines will be administered towards the end of the recommended vaccine dosing schedule of 12 weeks.”*

They recognise that this will mean we need to reschedule second doses for most of our current first dose recipients, but for the reasons set out above by JCVI and CMOs, doing so should substantially improve individual and population-level protection against COVID-19 over the next 3 months.

**This means that most of those that have already received their first dose and have their second dose scheduled will now be contacted to rearrange their appointment for their second dose, allowing more first vaccinations to be booked over the coming weeks. As a system we are currently working through the logistics of undertaking this activity – so please be patient**

It is extremely encouraging to see the enthusiasm for the vaccine and to have a sense of an end being in sight. We need to support our NHS colleagues as they work hard to deliver this programme at the same time as managing the demands of COVID infections and winter pressures.

It will still take several months for the whole population to be vaccinated and we can continue to provide support by asking people to be patient and to reassure them that they will be invited for a vaccination as soon as possible. Promoting the following messages to your residents will help to reassure patients and reduce the number of enquiries from individuals:

## **SCHOOLS OPENING**

Oxfordshire is now in Tier 4 with non-essential shops, pubs and restaurants having to close. However, it is still Government policy that our schools should remain open. Oxfordshire will follow the guidelines that Primary Schools will reopen on 4<sup>th</sup> January. Secondary Schools will operate a staggered opening, years 11 and 13 on 11<sup>th</sup> January with all pupils returning by 18<sup>th</sup> January. This will give staff time to establish mass testing for pupils and staff. Fortunately we do not have the level of COVID-19 cases in the county that are being seen in London, that has caused schools there to be closed. Let's hope that we don't ever reach that point.

# COUNTY COUNCILLORS UPDATE FOR JANUARY 2021

## BY CLLR LORRAINE LINDSAY-GALE

### COVID-19 vaccination programme

In positive news, the first vaccinations using the Oxford AstraZeneca vaccine on Monday signalled another key milestone in our fight against the pandemic. It was wonderful to see the first doses of a vaccine that had been developed in Oxford delivered at the city's Churchill Hospital.

The Oxford vaccine represents a major addition to the UK's vaccination programme, which continues at pace with almost 1.5 million people in the UK having now received at least one dose of the COVID vaccine. In Oxfordshire, 18 GP-led vaccination sites and one hospital hub are now delivering the vaccine to our most vulnerable residents and frontline health and social care workers (a more detailed vaccination update is below). I am delighted to report that, as of Wednesday this week, 22 per cent of care home residents and 23 per cent of care home staff in the county have received the vaccine.

By the end of next week (15 January), 22 sites across Oxfordshire will be offering vaccinations to the top two [priority groups](#). Good progress has been made in vaccinating approximately one third of residents aged 80 and over so far.

The first vaccinations were delivered to patients (aged 80 and over), care workers and frontline NHS staff on 8 December at the Churchill Hospital. Since then vaccination services have opened in a phased approach, led by GPs, across the following primary care network sites:

- Chipping Norton Health Centre
- Hart Surgery, Henley
- Banbury Cross Health Centre
- Malthouse Surgery, Abingdon
- Bartlemas Surgery, Oxford
- Jericho Health Centre, Oxford
- Barton Neighbourhood Centre
- Windrush Health Centre, Witney
- Leys Health Centre, Oxford
- Wallingford Community Hospital
- Morland House Surgery, Thame
- Clifton Hampden Centre
- The Heritage Centre, Bicester
- Kennington Health Centre
- Didcot Civic Hall
- Islip Medical Practice
- Cherwell School, Oxford
- Wantage Health Centre.

The final three sites will start vaccinations next week in Carterton, Faringdon and the Grimsbury area of Banbury. Plans are also underway for the Oxfordshire Vaccination Centre to be operational by the end of January, which will be the Oxfordshire site for mass vaccinations and provided by Oxford Health.

## New year present for bus passengers in Oxfordshire

Bus services across the county are set to be improved thanks to our work with local bus operators and major employers to revise bus services and frequencies to help support the region's recovery from the pandemic.

Among the changes are more frequent services between Milton Park and Didcot, with improved links to the site from Wantage, Grove, Abingdon and Oxford thanks to a new partnership between Milton Park and Thames Travel. Abingdon will once again be linked to Oxford station by service X2; and service X3 will operate through to the John Radcliffe Hospital, while also serving the new Barton Park development and Barton. A higher frequency will be introduced between Abingdon and Oxford city centre on Mondays to Saturdays. To find out more, read the [news story](#) on our website.

## Oxfordshire wins £3 million grant to help prevent sewers flooding

Householders and businesses could see the risk of flooding reduced, after the county was awarded £3 million to prevent excess surface water from entering the sewer system.

As the lead local flood authority, we led a successful bid with Cherwell and Vale of White Horse District Councils for the funding from Thames Water. The two districts will each receive £1.5m towards projects to tackle the problem over the next five years. The funding will enable the councils to explore schemes to tackle the safe disposal of rainwater, which can overwhelm the sewer system and lead to flooding in homes, businesses and the environment. As well as reducing flood risk, this approach also provides wider benefits, such as improving the local environment, reducing air pollution and helping biodiversity.

## Schools Now Closed

Since writing my previous report, just a few days ago, everything has changed for our schools. They are now closed until at least the February half term – perhaps returning on February 22<sup>nd</sup>. There has been an overwhelming flood of parents claiming that they are key workers, and therefore their children should be allowed to continue attending school. The objective is to minimise the number of children attending school in order to help prevent the spread of the virus. So numbers will continue to be restricted according to the guidelines.

## Changes to services

Now Oxfordshire is once again subject to a national lockdown, some of our services are affected, although many will continue to deliver an online service:

- **Household waste recycling centres** remain open. However, they are very busy and so we are advising residents that the sites may close temporarily to relieve traffic congestion and to maintain social distancing.
- **The Oxfordshire Museum and Oxfordshire History Centre** are closed.
- The county's libraries are closed for browsing, but [14 library branches](#) are providing a limited number of services, including IT access, which must be pre-booked, online services, home library visits and click and collect.

In line with national guidance, the county council's **registration service** will only be conducting wedding or civil partnership ceremonies in exceptional circumstances, such as the illness of a couple or member of the family due to attend the ceremony

## Helping businesses

This week the Chancellor announced one-off top up grants for retail, hospitality and leisure businesses worth up to £9,000 per property to help businesses through to the spring. A £594 million discretionary fund was also made available, at a national level, to support other impacted businesses and this comes in addition to £1.1 billion further discretionary grant funding for local authorities, local restriction support grants worth up to £3,000 a month and the extension of the furlough scheme. To read more about the Chancellor's announcement visit [GOV.UK](#).

The government's [business support](#) webpages also set out the COVID-19 support available to businesses such as loan schemes designed to support UK businesses that are losing revenue and seeing their cashflow disrupted as a result of the pandemic.

In Oxfordshire, the four Districts and the City council are responsible for distributing grant funding. As throughout, they have been doing a fantastic job and update their support for business webpages on a regular basis.

### **Christmas effort to protect and support residents**

- Areas of the county were once again affected by flooding over the holiday period. I am sure you would like to join me in recognising and thanking our colleagues in highways, social care, emergency planning and response plus our wonderful fire and rescue service who worked incredibly hard to ensure all those affected had accommodation, properties were protected where possible and roads were closed where necessary. Two care facilities were flooded and social care ensured all clients were moved to alternative care facilities, with our fire service moving essential equipment. The emergency planning team supported this response, liaising closely with the communications team, who shared information and messages as widely as possible to residents and businesses. This highlights how our services really pull together at times of crisis

## APPENDIX 2

### SODC Monthly Report - Cllr Caroline Newton

#### January 2021

#### COVID-19

COVID infections in Oxfordshire (and South Oxfordshire) have multiplied over Christmas. Compliance with the COVID rules here is generally very good indeed, but it is more critical than ever that people follow the lock-down rules to the letter. The guidance now is that people should aim to keep at least 2m apart outside as well as inside.

Many SODC officers have been redeployed to support the vaccination programme - particularly in prioritising recipients and organising vaccination appointments etc. They have also been helping ensure vulnerable children and children of key-workers are able to get in to schools. It may be that responses on non-COVID issues will take longer than normal. But please get in touch with me if you need help getting help.

SODC continues to offer support for residents and businesses. The South and Vale Community Hub is available to help people access support and essentials.

The Community Hub team is currently available from:

- 8.30am-5pm Monday to Thursday
- 8.30am-4.30pm on Fridays

It sometimes takes a day or two for support to reach people, so anybody who thinks they'll be in need should not wait until they've run out of supplies before getting in touch.

The councils' Housing Needs team are available to help people who are at risk of being made homeless or who are sleeping rough – for more details visit [southoxon.gov.uk/housing](https://southoxon.gov.uk/housing) / [whitehorsedc.gov.uk/housing](https://whitehorsedc.gov.uk/housing). Support is also available to those experiencing financial difficulties – to find out more please visit [southoxon.gov.uk/benefits](https://southoxon.gov.uk/benefits) / [whitehorsedc.gov.uk/benefits](https://whitehorsedc.gov.uk/benefits) to check whether you are eligible to apply for benefits.

If you are having difficulty paying your council tax please

visit [southoxon.gov.uk/counciltax](https://southoxon.gov.uk/counciltax) / [whitehorsedc.gov.uk/counciltax](https://whitehorsedc.gov.uk/counciltax) or call 0345 302 2313

Call 01235 422600 or email [communitysupport@southandvale.gov.uk](mailto:communitysupport@southandvale.gov.uk)

The councils provide a local support service for businesses that are worried about the impact the lockdown will have on their operations, providing helpful guidance and pointing them in the direction of the support that is available.

Financial support for business affected by the restrictions continues to become available from the government and is administered locally by the district councils.

To find out more about the various support and grants available, and to sign up to receive notifications about new grant funding, businesses should visit [svbs.co.uk](https://svbs.co.uk)

#### Planning

##### Local Plan 2035

At Full Council in December, councillors from all parties voted to adopt the Local Plan 2034. The Plan, which identifies the strategy for development in South Oxfordshire, covers the period 2012-35. It allocates locations for a maximum of 29,000 homes - partly in the 'strategic sites' of Chalgrove Airfield, Berinsfield, Culham and around Oxford City. Of those 29,000, 15,500 have already been built since 2012.

Many people have asked "But who is going to buy all these houses?" The fact is, it's unlikely they will all be built: the 29,000 includes a large amount (20%) of so-called 'head room' to allow for a buffer for those sites are not, in the end, delivered at the scale allocated in the Plan and, of course, developers will only build at a pace that matches the demand.

Council's adoption of the SODC Local Plan secures £500 million of Government funding for infrastructure for Oxfordshire, much of it in South Oxfordshire, including the Watlington and Stadhampton/Chiselhampton bypasses; and transport/road improvements around the Golden Balls roundabout (near Nottcutts on the A4074), Culham and Didcot.

## Planning Decisions - reminder

Just a reminder that under the Covid-19 Emergency Powers, the Administration had suspended the Automatic referral of Planning Applications to Planning Committee if Parish Councils disagreed with the Planning Officer differed. This was subject to review after 6 months and at Full Council, the Administration has put forward its proposal to extend this provision until the 31<sup>st</sup> July 2021. This has been put in place as we expected.

## Brown Bins

Garden waste bin collections have been suspended because of the pressure of COVID infections and isolations on the refuse collecting teams at Biffa. SODC has decided to prioritise collecting black and green bins for now. The decision will be reviewed on 23 January. A number of people have contacted me about getting a refund for missed collections: it's not something that has been offered so far, but I shall certainly pursue once there is capacity in SODC to consider it.

In the meantime, regrettably, there is no service for collecting Christmas trees. It's small comfort, but if you have space in your black bin you can cut up your Christmas tree and put it (possibly over a period of weeks) in there. Otherwise, please hold onto your tree and it will be collected as soon as Biffa can get back to collecting brown bins.

## Latest update on Car Park Fees

The SODC Cabinet has been looking at car park fees for the SODC owned car parks, as these have not been reviewed for some years.

Full details of the Cabinet discussion can be found at:

<http://democratic.southoxon.gov.uk/mgAi.aspx?ID=10361>

At December's Full Council, these proposals were approved.

## Councillor Grants - reminder

With Covid-19 infection rates continuing to impact life the emergency councillor grants that I have been able to make will continue for a while longer although my pot is small now.

To date I have been able to support a number of areas, which include a grant to the Invicta Academy online school to help them with their work supporting school children in this Ward who have missed schooling because of lockdown, and also specific parish schemes from COVID guidance for a playground, to food parcels for needy residents, and support for village newsletters.

My normal, annual grant pot of £5,000 for local causes is now also available. It will close at noon on Friday 5 February 2021.

The scheme is open to bids from Parish Councils and other non-profit community organisations. I'm especially keen to fund projects that will contribute to SODC's priorities, to protect and restore our natural world; action on the climate emergency and improved economic and community well-being. The funding is ideal for projects which are relatively low in costs and can be completed within a year.

To make an application, firstly have a chat with me, and then submit an application via our [website](#).

<https://www.southoxon.gov.uk/south-oxfordshire-district-council/community-support/grants/councillor-community-grants>.

If you have any further queries, please contact the [community enablement team](#).  
mailto:communityenablement@southandvale.gov.uk

## What should I do if I see a person rough sleeping in our districts? - Reminder

During office hours, please call the housing needs team on 01235 422 452. This is a direct line to a Housing Needs Officer. To contact the Out of Hours Officer, please call 01235 422 420.

If the person is in immediate danger, call an ambulance or the police on 999. Don't put yourself in danger or approach someone acting strangely, even to help.

Outside office hours, please report to the non-profit homelessness organisation Streetlink which is funded by the Government. You can report someone rough sleeping via its website [www.streetlink.org.uk](http://www.streetlink.org.uk) or by calling 0300 5000 914.

What support do residents receive during their time in temporary accommodation?

Some of the residents have complex support needs and we therefore provide a comprehensive support package:

- A Housing Needs Officer assesses residents' support needs and helps them to secure longer term accommodation quickly
- A Temporary Accommodation Officer, who is the point of contact for residents during their stay, attends a sign up with all new residents. The sign up includes a welcome pack with key information on the local area; a contact number if residents need any assistance; emergency household items if necessary, during their stay (bedding, kitchen utensils etc) and referrals to other support agencies including the Community Hub
- A Floating Support Officer visits residents at least weekly to provide practical and emotional support. The support includes helping with benefits, arranging care support, financial assistance and help with moving into longer term accommodation

## APPENDIX 3

### CURRENT APPLICATIONS

Reference Location/Description	Date Registered
<a href="#">P20/S4669/N5A</a> Newells Farm Shop Stadhampton OX44 7XJ Application to determine if prior approval is required for a proposed conversion of an existing A1 (Shop) unit to a C3 (Dwellinghouse) use.	7 December 2020
<a href="#">P20/S4668/N4A</a> Newells Farm Stadhampton OX44 7XJ Change of use from Agricultural Building to Dwelling house.	7 December 2020
<a href="#">P20/S4614/LDP</a> Camoy's Cottage Clifton Hampden Road Chiselhampton OX44 7UZ Certificate of Lawful Use for the proposed alterations and improvements to existing detached garage and studio to provide additional ancillary accommodation.	2 December 2020
<a href="#">P20/S4531/FUL</a> The Chalet The Green Stadhampton OX44 7UA Demolish existing detached bungalow and build a new detached replacement dwelling.	26 November 2020
<a href="#">P20/S4213/LB</a> Anchor Gate The Green Stadhampton OX44 7UW Internal and external alterations. Erection of entrance gates and re-surfacing of parking area.	12 November 2020
<a href="#">P20/S4212/HH</a> Anchor Gate The Green Stadhampton OX44 7UW Internal and external alterations. Erection of entrance gates and re-surfacing of parking area.	12 November 2020
<a href="#">P20/S3772/LB</a> Ascott Park Cottage Ascott OX44 7UJ Conversion of existing out-building to ancillary accommodation	8 October 2020
<a href="#">P20/S3771/HH</a> Ascott Park Cottage Ascott OX44 7UJ Conversion of existing out-building to ancillary accommodation	8 October 2020
<a href="#">P20/S3304/HH</a> Ascott Park Cottage Ascott OX44 7UJ New outdoor swimming pool and new associated detached pool house building.(as clarified by Tree report and plans received 30 November 2020).	7 September 2020
<a href="#">P20/S2134/O</a> Chalgrove Airfield Chalgrove OX44 7RJ Outline Planning Application for Residential-led mixed use development comprising the following elements with all Matters reserved, except Access, as shown on the Land Use and Access Parameter Plan, Building Heights Parameter Plan and the floorspace outlined on the Parameter Schedule, comprising: . 3,000 homes (C3) including up to 300 homes in C2 use; . Two 2FE primary schools (D1) on sites each of 2.22 hectares; . An 8FE secondary school including a 300 pupil sixth form College (D1) on a site of 10.55 hectares, including formal sports pitches; . 5 hectares of land for employment uses within classes B1, B2 and B8, and retention of existing business uses; . Partial removal of existing runways and periphery and construction of a single new main runway, associated taxiways and hard standing, arboricultural management including felling, lopping and pruning of trees; . A Town Centre accommodating uses within classes A1-A5, B1, C2, C3, D1 and D2; . Additional floorspace, outside of the Town Centre, including uses within classes A1-A5, B1, D1 and D2; . At least 30 hectares of public open space, including playing fields, parks and gardens, amenity space, civic space, allotments/community orchards including storage buildings, green corridors, play areas, semi-natural/natural open space and drainage attenuation; . 3 Gypsy and Traveller pitches, and associated hardstanding; . Realignment of the B480 to include formation of new vehicular connections to the existing B480, including alterations to part of the existing B480 to form a green lane. (CONSULTATION END DATE EXTENDED TO 01 SEPTEMBER 2020).	19 June 2020
<a href="#">P19/S3311/FUL</a> Oxfordshire Animal Sanctuary The Green Stadhampton OX44 7UB Demolition of a number of buildings and construction of a new Training Hall, Isolation Kennel and Staff Room, Office, Reception Building (As amplified by Preliminary Roost Assessment received 9 January 2020)	29 October 2019
<a href="#">P19/S2094/HH</a> Poplars Ascott near Stadhampton OX44 7UH Two rear single-storey glasshouses attached to the dwelling, as amended by drawing number KCC2734-04 (amended red site plan) received November 2019.	

[P18/S1289/DIS](#)

Watlings Paddock Watlington Road Stadhampton OX44 7UQ

Discharge of conditions 7 & 9 on application P16/S2987/FUL Use of land for the stationing of caravans for residential purposes, together with formation of hard-standing, erection of utility building and stables, and keeping of horses.

16 April 2018

## PLANNING APPEALS

### Reference

### Location/Description

### Date Registered

[P19/S2305/RM](#)

Land off Cat Lane Stadhampton

Reserved Matters application following outline application ref. P16/S3690/O for the erection of two detached dwellings upon the building plot located off Cat Lane Stadhampton for appearance, landscaping, layout and scale. (As clarified and amended by revised drawings and contaminated land questionnaire accompanying Agents email dated 25 October 2019, and a Streetscene Visualisation Plan received 23 January 2020). (Development of two detached dwellings upon the building plot located off Cat Lane Stadhampton).

Appeal lodged: 26 October 2020

5 August 2019

## DECISIONS SINCE THE LAST MEETING

### Reference

### Location/Description

### Date Registered

### Decision

[P20/S3767/LB](#)

Church Farm House Copson Lane Stadhampton OX44 7TZ

Alteration of garden walls including moving gated entrance of Copson Lane.

15 October 2020

Listed Building Consent

[P20/S3766/HH](#)

Church Farm House Copson Lane Stadhampton OX44 7TZ

Landscaping works to garden; alteration of garden walls including moving gated entrance of Copson Lane; new garden store and glasshouse; new swimming pool. (As clarified by additional drawings received 15 December 2002, clarifying the position of the re-located access)

15 October 2020

Planning Permission

## APPENDIX 4

### HIGHWAYS WORKING GROUP

#### FUNDING REQUEST FOR FY21/22 – SPEEDING MATTERS

- Summary.** As the PC's traffic and highways rep, Cllr Fitzgerald requests the PC considers a funding request to investigate potential traffic and speeding matters in the Parish. The 'minimum' request for FY21/22 is for £700.00 to fund speed measuring devices at the ingress points to Stadhampton and Chiselhampton. This would provide evidence and extent of any potential speeding problem, and permit potential traffic-calming measures be investigated in future, if required. The additional ('maximum') FY21/22 funding request is a sliding scale dependent on other PC funding priorities in FY21/22, but is included for completeness.
- Having already received observations from residents on highways and traffic matters, Cllr Fitzgerald and the Clerk met Mr Jon Beale from OCC Traffic on 8 December, to discuss this potential speeding problem and remedial action. He recommended these speed measuring devices as a realistic and worthwhile short-term activity to gather evidence.
- Minimum Request.** The minimum funding request for FY21/22 is for 7x speed-measuring devices at £100.00 each: 3x devices at ingress points into Chiselhampton; and 4x devices at ingress points into Stadhampton, as below<sup>1</sup>. These would comprise the 'rubber strips across the road' variety.
- Maximum Request.** In addition to the minimum request above, and depending on other PC FY21/22 funding priorities, the PC may wish to consider setting aside an additional £8000.00 to fund 'village gates' installations in FY21/22 at the 2x worst-affected ingress points into Stadhampton or Chiselhampton, as determined by evidence from the still-to-be installed speed measuring devices. Such village gates are already installed on the A329 Newington Road by the new Bovis development, and are deemed effective and best practice at visually reminding drivers of the boundary between rural and residential stretches of road, and an associated (often) natural speed reduction. OCC's Jon Beale indicates that *each* village gates installation is £4000.00 per location.
- If the PC can only endorse and fund the £700.00 for speed-measuring devices in FY21/22, then village gate installations and other such traffic-calming measures, as required, would be submitted in future FYs, based on the evidence still to be provided by the speed measuring devices.

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<sup>1</sup> This maximum of 7 devices would comprise: 3x devices at ingress points into Chiselhampton (B480 from Cowley, B480 from Stadhampton, and B4015 from Golden Balls); and 4x devices at ingress points into Stadhampton (A329 from Little Milton; B480 from Chalgrove, A329 from Newington, and the B480 from Chiselhampton). This total includes separate devices along the B480 at the respective ingress points to both villages, for completeness, given the distance between them and the rural nature of B480 at that point.

## Stadhampton Parish Council

Prepared by: Michael Pawley (Clerk/RFO)  
*Name and Role (Clerk/RFO etc)*

Date: 06/01/2021

	<b>Bank Reconciliation at 06/01/2021</b>		
	Cash in Hand 01/04/2020		69,215.40
	<b>ADD</b>		
	Receipts 01/04/2020 - 06/01/2021		27,237.54
			96,452.94
	<b>SUBTRACT</b>		
	Payments 01/04/2020 - 06/01/2021		44,599.76
<b>A</b>	<b>Cash in Hand 06/01/2021</b> (per Cash Book)		<b>51,853.18</b>
	Cash in hand per Bank Statements		
	Petty Cash 06/01/2021	0.00	
	CCLA Public Sector Deposit Fund 30/11/2020	50,827.00	
	Lloyds Bank Deposit A/c 06/01/2021	239.33	
	Lloyds Bank Current A/c 06/01/2021	786.85	
			<b>51,853.18</b>
	Less unrepresented payments		0.00
			51,853.18
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>51,853.18</b>
	<b>A = B Checks out OK</b>		

## APPENDIX 6

6 January 2021 (2020 - 2021)

### Stadhampton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
76	22/12/2020		Lloyds Bank Current A	FP	Legal fees	Birketts LLP	S	700.00	140.00	840.00
77	22/12/2020		Lloyds Bank Current A	FP	Legal fees	Birketts LLP	S	2,439.50	487.90	2,927.40
78	22/12/2020	I	Lloyds Bank Current A	FP	Legal fees	Birketts LLP	E	295.00	0.00	295.00
79	22/12/2020		Lloyds Bank Current A	FP	Monthly maintenance incl labour	Jays Property Maintenance	Z	225.00	0.00	225.00
80	22/12/2020		Lloyds Bank Current A	FP	Clock service	Smith of Derby Ltd	S	296.00	59.20	355.20
81	07/12/2020		Lloyds Bank Current A	DD	E-mail and cloud storage	Google Ireland	Z	36.80	0.00	36.80
82	22/12/2020		Lloyds Bank Current A	FP	Internal audit	RGM Accountancy and Taxat	S	100.00	20.00	120.00
83	22/12/2020		Lloyds Bank Current A	FP	Clerk salary	M J Pawley	X	1,527.64	0.00	1,527.64
84	04/01/2021		Lloyds Bank Current A	DD	Electricity	Ecotricity Ltd	L	20.52	1.03	21.55
85	07/01/2021		Lloyds Bank Current A	DD	E-mail and cloud storage	Google Ireland	Z	36.80	0.00	36.80
86	12/01/2021		Lloyds Bank Current A	FP	Clear ditch	Jays Property Maintenance	Z	450.00	0.00	450.00
87	22/01/2021		Lloyds Bank Current A		Clerk salary - PAYE	HMRC	X	381.80	0.00	381.80
<b>Total</b>								<b>6,509.06</b>	<b>708.13</b>	<b>7,217.19</b>

Vouchers 76 to 83 were approved by e-mail for payment between meetings

6 January 2021 (2020 - 2021)

### Stadhampton Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
20	09/11/2020		Lloyds Bank Current A	INT	Interest on A/c 07379797	Lloyds Bank	E	0.08	0.00	0.08
21	02/11/2020		CCLA Public Sector De	DIV	Dividend reinvested	CCLA	E	3.77	0.00	3.77
22	09/12/2020		Lloyds Bank Current A	INT	Interest on A/c 07379797	Lloyds Bank	E	0.06	0.00	0.06
<b>Total</b>								<b>3.91</b>	<b>0.00</b>	<b>3.91</b>