

Stadhampton Parish Council

Minutes of the annual meeting of Stadhampton Parish Council held at the Village Hall, St John the Baptist Church, The Green, Stadhampton OX44 7UA on Monday 22nd May 2023 at 7.30pm.

Attending:

Parish Councillors (Cllrs): Cllrs Allen (following co-option), Bayoumi, Campbell, Fitzgerald (Chairman for the evening) and Odell

Staff: Bev Field, Parish Clerk/RFO (PC)

Members of the public: one

Oxfordshire County Councillor: Cllr Bennett

In the absence of the outgoing Chairman, the Parish Councillors present elected Cllr Fitzgerald to chair the meeting for the evening (proposed Cllr Odell, seconded Cllr Campbell).

Public Participation:

Resident 1 requested permission for storing building materials safely during a renovation at The Chalet, The Green, Stadhampton. The work team will be parking there and will aim to be parked unobtrusively.

Agreed: permission was given, subject to any damage to the Green being repaired.

Resident 2: Driver visibility: There is reduced visibility and speeding at the entrance to Newington Rd from Heyward Bridge Rd. He has contacted SODC who will cut the grass verge next week. The speed reduction proposal for Stadhampton was explained by Cllr Fitzgerald.

Agreed: To write to the owners of the corner property to request the beech hedge is cut back to improve driver visibility ([action:PC](#))

Coronation Plaque: this was placed on the green area of the new development but has been removed twice and is missing. The SODC Councillor is the person to contact about the plaque.

01/0523 Apologies: Cllr Bayoumi apologised for lateness due to traffic congestion.

02/0523 Declarations of interest: None

03/0523 Election of Chairperson: No nominations received.

Resolved: To elect a chairperson for each meeting until a candidate indicates they are willing to be nominated for the role.

04/0523 Declaration of office: Not required.

05/0523 Election of Vice-Chairperson: No nominations received.

06/0523 Declaration of office: Not required.

07/0523 Co-option of Parish Councillors: To co-opt Ken Allen to Stadhampton Parish Council (unanimous vote proposed by Cllr Campbell, seconded Cllr Fitzgerald). A declaration of office was signed by Cllr Allen ([action: PC](#)).

Note: Item 20/0523 was discussed at this point but is minuted in agenda item order for clarity.

08/0523 Minutes: The minutes of the meeting held on 17/04/2023 were approved as an accurate record.

09/0523 Matters arising: None.

10/0523 Standing Orders:

Resolved: To approve the NALC model Standing Orders for 2023/24.

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11/0523 Financial Arrangements:

- a) Financial Regulations
- b) Insurance schedule
- c) Subscriptions for OALC & NALC in 2023.
- d) Section 137 grants limits
- e) Asset register
- f) Financial Risk Management Scheme

Resolved: The financial controls and arrangements listed above for 2023/24 are approved (action: PC).

12/0523 Policies and Codes:

- a) Code of Conduct and Dignity at Work policy
- b) Freedom of Information Publication Scheme and Retention of Documents schedule
- c) Data Protection and the use of Personal Data and Privacy policies.

Resolved: The code, policies and procedures listed above for 2023/24 are approved. To consider employment related policies at the next meeting (action: PC)

13/0523 Representatives 2023/24:

Traffic calming safety measures: Cllr Fitzgerald

Biodiversity and sustainability: Cllrs Odell and Campbell.

Play area on The Green: Cllr Odell to liaise with Mr Dawson who will continue to lead the project.

Bus stop on School Lane: To be confirmed in consultation with Mr Wells.

Development and legal issues: Cllr Bayoumi

Allotments water supply: Cllr Allen

Resolved: To approve the representation listed above (action: all Cllrs).

14/0523 Calendar of meetings 2023/24: (action: PC)

Resolved: Parish Council meetings will continue on the third Monday of the month (except for August) at 7.30pm. The venue is Village Hall, St John the Baptist Church, The Green, Stadhampton OX44 7UA. Alternate meetings have a focus on dealing with responding to planning applications. If there are no applications to be considered, a decision may be made in consultation with the Chairperson (or Parish Councillors) to cancel the planning-focussed meeting.

A Public Participation session will be available at the start of every meeting for a maximum of 20 minutes before the Council meeting formally commences. In view of this, the annual Parish meeting will be incorporated into the public session prior to the formal Council meeting, unless there is an issue of special interest to provide a focus for a separate evening. Residents are warmly invited to attend the meetings.

15/0523 General Power of Competence: The Parish Clerk confirmed that she passed the Certificate in Local Council Administration qualification on 30/03/19. At least two thirds of the council members are elected, with four Councillors elected on 04/05/23, and the annual meeting is the proper time to consider the eligibility conditions to exercise the general power of competence are met.

Resolved: To declare that the conditions to exercise the general power of competence have been met.

16/0523 Planning and licensing applications:

- a) **Applications validated since the publication of the agenda:** None.
- b) **Update on recent decisions:**
 - Willow Cottage, Chiselhampton OX44 7XD application P23/S0899/LDE: Certificate of Lawful Use or Development was granted on 11/05/23.
- c) Lilac Cottage, Chiselhampton OX44 7XD application P23/S0913/LDE: Certificate of Lawful Use or Development was granted on 27/04/23

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- d) Pasture Farm, Coldharbour Stadhampton OX44 7UG application P23/S0820/FUL: Planning Permission was granted on 15/05/23.

17/0523 Pavilion: A meeting date is yet to be fixed. Cllr Fitzgerald will arrange a meeting with the football club, to include either Mr Wells or Cllr Bayoumi to discuss the upkeep and maintenance of the facility (action: Cllr Fitzgerald)

18/0523 SSE wayleave agreement:

Resolved: To approve a wayleave agreement for an underground electric cable to The Chalet, The Green, Stadhampton.

19/0523 Copson Lane hedgerow and Lucerne Way: The grass cutting and village maintenance have been reviewed, with a reminder that the north Green is being wilded. Warren Hill is not owned by the Parish Council, so strimming should not be taking place there.

Resolved: The hedgerow in Copson Lane to have a severe cut back after the nesting season, with the Parish Clerk delegated to accept the lowest of 3 quotes. To advise allotment plot holders when the work is expected and include the laurel hedge in Lucerne Drive. (action: PC)

20/0523 Reports from Ward Councillors: Cllr Georgina Heritage is newly elected to South Oxfordshire District Council and sent her apologies. Cllr Robin Bennett (Oxfordshire County Council) circulated a report that will be in the Village Voice and is following up the school bus spare seats situation for residents.

21/0523 Reports from Working Groups and Projects:

- a) **Play area project and repairs update:** Mr Dawson will continue developing the play area project. Damage was reported to the climbing frame steps which has been repaired (action: Mr Dawson).

Resolved: Cllr Odell will liaise for the play area project.

- b) **Biodiversity and sustainability:** Cllrs Campbell and Odell reported the new trees are thriving, and some strimming was done in the copse. A review of the mowing regime on Parish-owned land is needed (action: Cllrs Odell and Campbell)

- c) **Traffic Calming and Safety Measures:** Cllr Fitzgerald has submitted an application for traffic calming measures as part of the Oxfordshire County Council strategic plan funding, and there is a waiting list.

- d) **Bus shelter, School Lane:** To be confirmed if Mr Wells wishes to continue with this project. The Planning application requires technical drawings in order to be submitted (action: PC and Mr Wells).

22/0523 Updates:

- a) **Allotment 13:** registering the agreement with the Land Registry is going slowly.

- b) **Cat Lane easement:** The developers are yet to make a serious offer for the easement, they have a duty to disclose that this is not resolved to any purchasers or mortgage lenders.

- c) **Community hall (Stadhampton Primary School) joint user agreement survey:** Cllr Odell reported the overwhelming response to the survey was to end the joint user agreement.

Resolved: Cllr Odell and the Parish Clerk to check the background and funding to the agreement prior to any discussion with the school (action: PC and Cllr Odell)

- d) **Community payback team:** The team have cut back the low growth and brambles along the avenue in front of the sports pavilion. The end of Copson lane area by the left-hand side ditch has been cleared, and a small ditch on the right-hand side. They will dig over an overgrown allotment plot this week.

- e) **Stiles on footpaths:** Feedback was received that there was no support from the landowners for installing the gates proposed, and none are located on Parish Council land.

Resolved: Not to fund gates on private land without the landowner's support (action: PC).

23/0523 Finance:

- a) Finance reports with a budget comparison were circulated, with bank balances at 30/04/23 at CCLA £ 41,632.93 deposit account £11,637.33 and current account £27,717.73. An incorrect VAT reimbursement will be refunded to HMRC.

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b) Bank signatories:

Resolved: To add Cllrs Allen and Fitzgerald as signatories and remove Mr Wells and Mr Dawson (action: PC).

c) **Clock Winding:** The honorarium for clock winding was reviewed, and Mr Humm was thanked for his dedicated service.

Resolved: The honorarium is increased to £104.00 per year from 2023 (action: PC).

24/0523 Payments:

Resolved: The payments were authorised to be signed by Cllrs Odell and Fitzgerald (action: PC).

25/0523 Internal Audit Report 2022/23:

Agreed: The audit report was received, and a detailed consideration of the recommendations was deferred to the next meeting.

26/0523 Annual Governance Statement 2022/23:

Resolved: The annual governance statement for 2022/23 was approved to be signed with all the statements answered affirmatively (action: PC).

27/0523 Annual Accounting Statement for 2022/23:

Resolved: The annual accounting statement for 2022/23 was approved to be signed. The annual return will be published with the opportunity for the public to view the accounts by request for a 30-day period from 5th June- 14th July 2023 (action: PC)

28/0523 Items for the July agenda: Grass cutting regime and wilding on Parish Council land and the internal audit 2022-23 recommendations.

Date and time of Next Meeting (Planning focus): Monday 19th June 2023 at 7.30pm at the Village Hall, St John the Baptist Church, The Green, Stadhampton OX44 7UA

Signature: Neil Fitzgerald (redacted)

Date: 19/06/23