

# STADHAMPTON PARISH COUNCIL

Minutes of the Meeting *held on*

**Tuesday May 7<sup>th</sup> 2019 at the Community Hall, Stadhampton Primary School.**

<b>Attendees</b>	Cllr. Stephen Dawson (SD) – Chairman, Cllr. Robert Campbell (RC), Cllr. Stuart Wells (SW) – Vice-Chairman, Michael Pawley (Clerk) and 17 members of the public.
<b>Apologies</b>	None

Ref	Item	Notes	Action
74/19	<b>Election of Chair</b>	<p>Cllr Dawson welcomed parishioners to the meeting. He explained that following the recent election where only 3 nominations had been put forward Cllrs. Bob Campbell, Stuart Wells and himself had been elected. Accordingly the council would be looking to fill the 3 vacancies through co-option. He thanked retiring councillors Steve Gilligan and Doug Struthers for their work over the last year and also expressed his thanks to the Clerk, Michael Pawley.</p> <p>Cllr Wells proposed and Cllr Campbell seconded Cllr Dawson's appointment as Chair. This was <b>AGREED</b>.</p>	<b>For info</b>
75/19	<b>Election of Vice-Chair</b>	Cllr Campbell proposed and Cllr Dawson seconded Cllr Wells' appointment as Vice-Chair. This was <b>AGREED</b> .	<b>For info</b>
76/19	<b>To receive the Declarations of acceptance of office from elected Parish Councillors</b>	The Declarations of acceptance were duly signed in the presence of the Clerk	<b>For info</b>
77/19	<b>To receive and note apologies for absence)</b>	There were none	<b>For info</b>
78/19	<b>To receive nominations for co-option to fill up to 3 vacancies and to co-opt as appropriate</b>	<p>Cllr Dawson reported that Stephen Gilligan (SG), Catherine Odell (CO) and Doug Struthers (DS) had all put themselves forward for co-option. Each candidate gave a brief address.</p> <p>Cllr Dawson proposed and Cllr Wells seconded the appointment of all three candidates. This was <b>AGREED</b>.</p>	<b>For info</b>
79/19	<b>To receive the Declarations of acceptance of office from co-opted Parish Councillors</b>	The Declarations of acceptance were duly signed in the presence of the Clerk	<b>For info</b>
80/19	<b>To receive and record Declarations of interest from members regarding items on the agenda</b>	Cllr Dawson declared an interest in Agenda Item 21 – Review of Clerk's salary and confirmed that he was not involved in any discussions/decisions relating to the HR side of the Clerk's role.	<b>For info</b>
81/19	<b>To approve the minutes of the Planning meeting held on Tuesday 2nd April 2019</b>	The minutes of the meeting held on Tuesday 2 <sup>nd</sup> April 2019 were confirmed by the Councillors who had been present, approved and signed by the Chair.	<b>For info</b>
82/19	<b>To receive a verbal report of actions arising from the last Full Council Meeting on Tuesday 5th</b>	<p>a) <b>Pavement repairs required between Warren Hill and Bear Lane</b> The Clerk confirmed that this matter had been brought to the attention of OCC Highways and he would continue to follow up</p> <p>b) <b>Clearance of Allotments 7 and 8</b></p>	<b>CLERK</b>

<p><b>March 2019 and the Planning Meeting on Tuesday 2nd April 2019</b></p>	<p>The Clerk reported that following the work of our Allotments Officer and the new tenants most of the debris had been cleared. The rest would be burnt on site on a suitable day.</p> <p>The Clerk reported that one further allotment was now vacant following the annual renewal. This would be advertised</p> <p><b>c) Pavilion financial records – Cricket Club loan and proposed sale of mower</b></p> <p>The Clerk reported that following a meeting with the Pavilion Management Committee it had become clear that £1000 contributed by the Cricket Club was meant to be a loan rather than a donation. The sole remaining member of the Cricket Club was requesting repayment of this loan and also that the mower be sold for the benefit of the Cricket Club. The Clerk confirmed that the mower had been bought with funds raised for the Pavilion and hence was Parish Council property. There were also concerns about making a payment to a (now defunct) Cricket Club without any clear idea of how these funds might be used. It was <b>AGREED</b> that a meeting should be held between the Parish Council and the representative of the Cricket Club to determine this and report back to a future meeting for decision. It was also <b>AGREED</b> that the Clerk should research the value of the mower with a view to possibly selling this.</p> <p><b>d) Speed limit sign – Newington Road</b></p> <p>The Clerk had raised this issue with OCC Highways; the response had been that it is a repeater sign rather than one at the change of speed limit so was an appropriate size. The proposed extension of the 30mph zone to the far end of Hampton Meadows would make the limit clearer in any event.</p> <p><b>e) Clearance of green waste on Village Green</b></p> <p>The Clerk reported that a contractor had been engaged to clear this and this was due to be done on Thursday 9<sup>th</sup> May.</p> <p><b>f) Repairs to damage to Village Green adjacent The Limes and Copson Lane</b></p> <p>The Clerk reported that ongoing discussions were being held with Thames Water regarding Copson Lane.</p> <p>Cllr Dawson reported that the repair works/reseeding to the Village Green adjacent to The Limes will be carried out in May at no cost to the Parish Council</p> <p><b>g) PAGE</b></p> <p>Cllr Dawson said that a fuller report would be given at the Annual Parish Meeting; Cllr Struthers gave a brief update and dealt with questions arising.</p> <p><b>h) Allotment 13</b></p> <p>The Clerk reported that, following detailed consideration of legal advice in a closed session at the last meeting, a letter was sent by the Council's solicitors on 26<sup>th</sup> April to the owners of Church Farm House giving them 21 days to vacate Allotment 13. The legal advice received was to proceed on the basis that the Council has better rights to the land than the owners of Church Farm House rather than to continue with applications to register the land. At the end of the 21 days the Council would need to consider its next step which could include issuing proceedings in the County Court with the resulting cost implications.</p> <p>Cllr Dawson stated that the Council had reluctantly held the detailed discussions in closed session at the previous meeting due to the sensitivity of the advice received but wherever</p>	<p><b>CLERK</b></p> <p><b>CLERK/SPC</b></p> <p><b>CLERK</b></p> <p><b>For info</b></p> <p><b>For info</b></p> <p><b>For info</b></p> <p><b>DS</b></p> <p><b>For info</b></p>
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		possible this matter would continue to be discussed in open session with the Council only considering a closed session if it needed to consider legal advice received.	
83/19	To receive a report on recently decided and current Planning Matters	The Clerk summarized the report (attached at Appendix 1)	For info
84/19	To consider and agree a response to Planning Application P19/S1203/LB Alterations to existing Barn at Chiselhampton House	The application was discussed.  Concern was expressed over the opening up of windows onto the garden area, the construction of a patio area which would change the nature of the building and the loss of garaging.  It was AGREED to respond with No Objections but ask for the above concerns to be taken into account	CLERK
85/19	To consider and agree a response to Planning Application P19/S1206/LB Internal alterations and new external windows and doors to Grade II listed Coach House at Chiselhampton House	The application was discussed.  Concern was expressed over the opening up of windows and doors onto the garden area  It was AGREED to respond with No Objections but ask for the above concerns to be taken into account	CLERK
86/19	To consider and agree a response to Planning Application P19/S1214/LB Internal refurbishment and restoration works to Grade 2* property at Camoys Court Clifton Hampden Road Chiselhampton OX44 7UZ	The application was discussed.  It was AGREED to respond with No Objections	CLERK
87/19	To consider and agree responses to any Planning Applications received after the date of the Notice of Meeting	There were none	
88/19	To confirm that the Standing Orders, Financial Regulations, Risk Assessment and Code of Conduct approved at the meeting held on January 8th 2019	The Clerk explained that this was to bring the consideration of these matters in line with best practice.  This was <b>AGREED</b>	For info

	should apply for the year 2019/20 and next be due for review/ adoption in May 2020		
89/19	To receive updates from the 2018/19 Parish Council Working Groups as appropriate	<p>a) <b>Play Area</b> Cllr Struthers reported on the ongoing work of this group. Quotes were being obtained and conversations being held with neighbouring councils with a view to bring a proposal, including potential funding sources, to a future Council meeting with a view to implementation in Autumn 2020.</p> <p>b) <b>Village Green &amp; Ponds – to agree to obtain quotes to carry out tree works in accordance with the tree safety report prepared by JAG Trees (enclosed)</b> It was <b>AGREED</b> to accept the report and that the Clerk should obtain quotes for decision at the next meeting. Cllr Dawson also requested that the necessary work to the trees adjoining Huntsman’s House should be added to the schedule of works being quoted. The Clerk was requested to ask whether the Community Payback Team could carry out any of these works. Cllr Campbell agreed to look into the works required to replace the fencing alongside D’Oyleys Pond so that this could be discussed at a future Council meeting Cllr Dawson reported on the recent meeting of the Village Green Working Group where deterrents to travellers had been discussed – SODC had offered CCTV cameras as one possible option. It was hoped that this subject would be raised and discussed in detail at the Annual Parish Meeting so that the Council would get the feeling of the village. In addition Cllr Wells had agreed to progress the revision of the Bylaws in conjunction with the Clerk.</p> <p>c) <b>Planning &amp; Infrastructure – to agree to carry out a consultation with residents living in the vicinity of the School Lane/Thame Road junction in conjunction with a proposal to prevent parking on the grass triangle and to obtain quotes for the necessary repair and ancillary works</b> This was <b>AGREED</b> and Cllr Wells agreed to take this initiative forward and bring options back to a future meeting.</p> <p>d) <b>Amenities</b> Cllr Dawson reported that he had raised the issue of a lack of burial space with Oxford Diocese with a view of holding a meeting in the near future Cllr Dawson reported that he had also met with the school who were considering options to make the swimming pool at the school available to the community.</p>	<p>DS</p> <p>CLERK</p> <p>CLERK</p> <p>RC</p> <p>SW/CLERK</p> <p>SW</p> <p>SD</p> <p>For info</p>
90/19	To consider and agree the Parish Council Working Groups for 2019/2020, terms of reference and councillors involved	Cllr Dawson proposed and Cllr Wells seconded the resolution that the Working Groups continue for the year 2019/2020 as currently constituted. This was <b>AGREED</b> and the Clerk was asked to issue a fresh call for volunteers	CLERK

91/19	To elect representatives to: a) Chalgrove/ Wheatley Area Neighbourhood Action Group b) Parish Transport Representatives Meeting	It was <b>AGREED</b> that the Clerk would continue to invite attendance at the meetings upon receipt of the agenda/meeting notices. Cllr Wells offered to be the designated member for NAG. It was felt that attendance at the PTR Meeting would be useful in trying to secure a better bus service.	<b>CLERK/SW</b>
92/19	To approve payments made/monies received since the last meeting and payments to be made	The schedules of payments made and to be made was <b>APPROVED</b> (attached as Appendix 2)  Cllr Dawson requested that a separate discussion be held on the restrictions regarding the use of Community Infrastructure Levy monies	<b>For info</b>  <b>CLERK</b>
93/19	To receive a report on and to note the current bank balance	The Clerk reported that the balance on 7 <sup>th</sup> May 2019 was £95,838.86	<b>For info</b>
94/19	To receive and approve a recommendation from Cllr R Campbell regarding the annual salary review for the Clerk	Cllr Campbell proposed that the Clerk's salary be increased as per his contract of employment in line with the National Joint Council for Local Government Services National Salary Scale for 2019/20  This was seconded by Cllr Wells and this was <b>AGREED</b>	<b>For info</b>
95/19	To consider and if appropriate approve a grant request from First Steps Family Hub following a report from Cllr S Dawson on the AGM held on 1st May 2019	Cllr Dawson reported on the Family Hub AGM that he had attended following a request for grant funding. He reported that he was very impressed by the work done by the Hub supporting families from the local area including Stadhampton/Chiselhampton and recommended that the Council award a grant of £1000 for the financial year 2019/2020. This was seconded by Cllr Wells and <b>AGREED</b>  The Clerk was asked to make the payment in addition to those agreed under Minute 92/19	<b>CLERK</b>
96/19	To approve the transfer of £70300 (being £32300 CIL money, £10000 set aside for the replacement of the Play Area and £28000 unallocated general reserves) to the council's account with the CCLA Public Sector Deposit Fund	This was proposed by Cllr Dawson and seconded by Cllr Wells. This was <b>AGREED</b> and the Clerk was asked to make the payment in addition to those agreed under Minute 92/19  The Clerk confirmed that the Council should aim to hold reserves of no more than twice the annual precept.	<b>CLERK</b>
97/19	To approve the Annual Accounting Statement and Annual Governance Statement for the	The Clerk outlined the audit and public inspection process; he summarised the overall financial position (attached as Appendix 3).  The Clerk highlighted the fact that the Fixed Asset Register for the Council was still incomplete in terms of acquisition date and cost for certain items. This had been noted by the auditors previously and searches of the Parish records were ongoing	

	<b>year ended 31st March 2019</b>	The Annual Governance Statement was <b>APPROVED</b> subject to any further information on the fixed assets that might come to light being added	
<b>98/19</b>	<b>To approve a request from Doug Struthers and others to use the Village Green for a Village Party between the hours of 2pm and 10pm on Saturday 6th July 2019</b>	<p>The request was <b>AGREED</b></p> <p>Cllr Dawson advised that a request for funding was anticipated at the next meeting and due to logistical issues around bank accounts and insurance the Parish Council had been asked to take legal responsibility for the event with the group headed by Cllr Struthers continuing to handle the detailed organisation.</p> <p>This was also <b>AGREED</b> subject to clarification on insurance and licensing. Cllr Struthers was asked to submit the funding request for the next meeting.</p>	<b>CLERK DS</b>
<b>99/19</b>	<b>To approve a request from Stadhampton Football Club to hold a Football Tournament on the Village Green between the hours of 9.30am and 3.30pm on Saturday 20th July 2019 with use of the North Green for parking</b>	The request was <b>AGREED</b> subject to the Village Green being left in a clean and tidy state	<b>CLERK</b>
<b>100/19</b>	<b>To receive a report on correspondence received since the last meeting</b>	<p>The Clerk reported that he was in correspondence with the owners of Hillview who had recently obtained planning permission for building works which would probably require access over parish owned land.</p> <p>The Clerk reported that a Consultation event would be held on Saturday 11<sup>th</sup> May regarding proposals for the development of Watlings Paddock</p> <p>The Clerk reported that he continued to follow up OCC Highways on the various works agreed at the meeting attended by Cllr Campbell and himself earlier in the year. Cllr Dawson said that he would also follow up with County Councillor Lorraine Lindsay-Gale</p>	<b>For info  For info  CLERK SD</b>
<b>101/19</b>	<b>Open Forum</b>	<p>A parishioner raised the issue of the village sign that had disappeared on the road in from Chalgrove; it was <b>AGREED</b> to look into this</p> <p>A parishioner raised the issue of dog excrement where dog owners were not picking up and using the bins provided. The Clerk was asked to raise this in the Village Voice and on the Facebook page; Cllr Wells suggested providing bags near the bins.</p>	<b>CLERK  CLERK</b>
<b>102/19</b>	<b>Date of next Council meeting</b>	This was <b>AGREED</b> as Tuesday 4 <sup>th</sup> June at 8pm	<b>For info</b>
<b>103/19</b>	<b>Date of Annual Parish Meeting</b>	It was noted that this would be held on Wednesday 15 <sup>th</sup> May at 7.30pm	<b>For info</b>
<b>104/19</b>	<b>Meeting Closed</b>	9.45pm	

# APPENDIX 1

## Planning Decision Register – since last meeting

### Reference

### Location/Description

### Decision

P18/S3894/HH

**Poplars Ascott near Stadhampton OX44 7UH**

Front extension to provide stairwell, plant room and entrance lobby (as amended by plans received on 08-Feb-2019).

**Planning Permission**

P18/S3822/FUL

**Poplars Ascott Stadhampton OX44 7UH**

Erection of detached domestic garage for storage of car collection and ancillary domestic storage.(as amended by plans ref MDP-202-01 A MDP-202-02 A and MDP-202-03 B moving the siting and reducing the size of the garage). (as amended by plan 03C which reduces the height of the proposed garage).

**Planning Permission**

## Planning Application Register – Live applications

### Location/Description

### Date Registered

P19/S1214/LB

**Camoyo Court Clifton Hampden Road Chiselhampton OX44 7UZ**

Internal refurbishment and restoration works to Grade 2\* property.

11 April 2019

P19/S1206/LB

**Chiselhampton House Section Of B480 From Junction With B4015 North To St Katherine's Church Chiselhampton OX44 7XF**

Internal alterations and new external windows and doors to Grade II listed Coach House.

10 April 2019

P19/S1203/LB

**Chiselhampton House Section Of B480 From Junction With B4015 North To St Katherine's Church Chiselhampton OX44 7XF**

Alterations to existing Barn

10 April 2019

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P19/S0794/HH

**11 Cratlands Close Stadhampton OX44 7TU**

Demolition of a rear garden room, to be replaced with a new garden room. Also a new side extension and porch.

22 March 2019

P19/S0459/FUL

**Newington Nurseries Newington OX10 7AW**

Erection of 31 dwellings, including affordable housing, together with access, parking, landscaping, amenity space and related infrastructure and drainage works.

14 February 2019

P18/S3804/DIS

**Land East of Newington Road Stadhampton OX44 7US**

Discharge of condition 8 - Landscaping Scheme on application ref. P18/S1655/FUL (As amended / clarified by plans received 24, 25, 28 and 30 January 2019). Variation of condition 1 - house type substitution on 19 plots on application ref. P17/S1726/RM (As clarified by corrected / amended plans received 12 July and 23 July 2018). Reserved matters for details of appearance, landscaping, layout and scale of residential and related development of outline planning permission reference P14/S4105/O, approved at Appeal (APP/Q3115/W/15/3035899) for 65 houses.

14 November 2018

P18/S3604/DIS

**Land East of Newington Road Stadhampton OX44 7US**

Discharge of conditions 7 - surface water drainage works, 8 - works for disposal of sewage and 13 - travel plan statement on APP/Q3115/W/15/3035899 (P14/S4105/O) Demolition of existing structures and outline planning permission for residential development of up to 65 dwellings (As clarified by additional information received 04/12/18, 19/12/18 and 26/02/19)

29 October 2018

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



## APPENDIX 2

STADHAMPTON PARISH COUNCIL				AGENDA ITEM 19	
PAYMENTS TO BE APPROVED 7/5/19					
Date	Ref	Payee	Detail	Amount	VAT included
29-Mar	FP	JAG Trees	Tree Survey	£ 420.00	£ 70.00
29-Mar	FP	Lightfoots	Legal fees re FOI request	£ 756.00	£ 126.00
29-Mar	FP	Castle Water	Water (Pavilion)	£ 22.60	
29-Mar	FP	M J Pawley	Payroll 31/12-31/3 (net) and expenses 2018/19	£ 1,335.06	£ 45.31
29-Mar	FP	HMRC	PAYE	£ 739.06	
05-Apr	DD	Google Ireland	E-mail and cloud storage	£ 19.80	£ -
15-Apr	DD	SODC	Rates - Pavilion	£ 56.40	£ -
23-Apr	FP	Stadhampton PCC	Annual contribution to Village Voice 2019-2020	£ 500.00	£ -
23-Apr	FP	SODC	Dog bin emptying 1/1-31/3/19	£ 65.48	£ 10.91
23-Apr	FP	OALC	Annual subscription 2019-2020 (renewal)	£ 145.36	£ 24.23
23-Apr	FP	Community First Oxfordshire	Annual subscription 2019-2020 (renewal)	£ 55.00	£ -
23-Apr	FP	J Martin	Monthly maintenance incl labour/waste disposal	£ 225.00	£ -
08-May	DD	Google Ireland	E-mail and cloud storage	£ 24.68	£ -
08-May	FP	Andrew Tuckwell	Install shelving/storage boxes in storage container	£ 349.00	£ -
08-May	FP	Executive Fire Protection	Supply and fit fire extinguishers/blanket & signage -	£ 203.83	£ 33.97
08-May	FP	J Martin	Monthly maintenance incl labour/waste disposal	£ 225.00	£ -
08-May	FP	Green and Growing	Grass cutting - April	£ 707.14	£ 117.86
RECEIPTS SINCE THE LAST REPORT					
04-Apr	BGC	SODC	Precept	£ 7,239.00	
25-Apr	BGC	SODC	CIL monies	£ 32,300.00	
28-Apr	DEP	J Humm	Allotment rents	£ 27.00	
28-Apr	DEP	SSE	Wayleave payment	£ 40.00	
07-May	BGC	HMRC	VAT repayment	£ 1,656.56	

## APPENDIX 3

<b>Stadhampton Parish Council</b>			
<b>Financial Report for y/e</b>	<b>31-Mar-19</b>		
<b>Summary</b>			
Balance c/f at 31/3/18 as reported to AGM			£ 64,384.91
			£ -
Balance b/f at 1/4/18 per final accounts			£ 64,384.91
2018/19 income			£ 17,234.97
Sub-total			£ 81,619.88
2018/19 expenditure			£ (25,976.54)
Balance at 31/3/19			£ 55,643.34
Earmarked for Play Area replacement/upgrade	Minute 121/18		£ 10,000.00
General reserves			£ 45,643.34
<b>Bank reconciliation</b>			
Per bank statement at 31/3/19			£ 55,643.34
less: unpresented cheques			£ -
			£ 55,643.34