

Stadhampton Parish Council

Minutes of the meeting of Stadhampton Parish Council held at the Village Hall, St John the Baptist Church, The Green, Stadhampton OX44 7UA on Monday 26th September 2022 at 7.30pm.

Attending:

Parish Councillors (Cllrs): Campbell, Dawson, Fitzgerald, and Odell (Vice-Chair and chairing the meeting.)

Absent: Cllr Bayoumi

Staff: Bev Field, Parish Clerk (PC)

Members of the public: 3

Oxfordshire County (OCC) and South Oxfordshire District (SODC) Cllrs: Cllrs Bennett and Newton.

Public participation session:

Item 1: The hedgerow cutting schedule for Copson Lane was requested and for the hedgerow to be cut twice a year, with an initial hard cut. Evidence of car damage was requested from the resident ([action: PC](#)).

Item 2: The dog bin in Copson Lane gets overfull. **Agreed:** To increase the frequency of emptying ([action: PC](#))

Item 3: The Women's Institute suggested a green recyclables bin by the play equipment. **Agreed:** A quote will be sought for a bin ([action: PC](#))

Item 4: Can the school use the marquees for free at the Autumn Fair on 19/11/22? **Agreed:** Yes.

115/22 Apologies: Apologies were received and accepted from Cllr Wells

116/22 Declarations of interest: None

117/22 Minutes: the minutes of the meeting held on 15/07/22 were approved and signed as an accurate record.

118/22 Matters arising:

- **Item 104b/22 Allotment 13:** Birketts solicitors requested the transfer documents for Land Registry are re-signed. The documents are being considered for accuracy.
- **Item 104a/22 Easement at the Cat Lane development:** A response has been received from Blaser Mills Law representing Barar Homes Ltd. Legal advice is expected later this week. Birketts have been asked to write to the estate agent to advise them of the disputed easement.
- **Item 97-22 Postal address:** To site a post box at the sports pavilion, subject to agreement by Royal Mail.

119/22 Planning and licensing applications:

a) **P22/S2882/FUL Camoys Ct, Clifton Hampden Rd, Chiselhampton OX44 7UZ** An objection was submitted. Permission is already granted with conditions and a reorientation is being sought. The planning officer confirmed that the conditions of non-commercial activity and no flood lights continue to apply. Therefore, no objection can be made since permission is already granted.

b) **P22/S2891/N4B Church Farm, Copson Lane, Stadhampton OX44 7TZ** for change of use of agricultural building into dwellinghouse. This is for prior approval.

Resolved: To check if objections are possible ([action: Cllr Dawson](#))

c) **P22/S2838/FUL The Mill House, Mill Lane, Stadhampton OX44 7UP** The area for development is natural ground and a water course, the Chalgrove Brook, on private property. An existing weir will be removed and the existing stretch will be filled in. The watercourse will then be diverted down the new fish passage channel.

Resolved: No objection ([action: PC](#))

d) **P22/S2761/LDE Acorn Barn, Milton Rd, Stadhampton OX44 7XX** for the occupation of the dwelling by persons who are not wholly employed, or last employed in the locality in agriculture contrary to condition 4 of planning permission P00/N0374. There is no evidence available for an objection.

Agreed: No objection ([action: PC](#))

120/22 Finance

a) **External audit report and certificate for 2021/22** were received and noted with no issues of concern.

b) **The finance report** with budget comparison was circulated. Total bank balances are £61,291.34. The illegal encampment was a large unplanned expenditure in September. The second instalment of the Parish precept of £11,907.50 was received, and £288.53 from the cricket club, to be earmarked for a future cricket club.

c) **CIL transfers:**

Resolved: CIL monies due to the Parish Council should be automatically transferred, and not held by SODC on behalf of the Parish Council ([Action: PC](#))

d) **Urgent tree work in Mill Lane:**

Resolved: To remove 4 leaning trees in Mill Lane for safety reasons at a cost of £350.00+VAT ([Action: PC](#))

121/22 Payments: The payment schedule was authorised retrospectively.

122/22 Code of Conduct:

Resolved: To adopt the SODC code of Conduct 2022. New register of member's interest forms will be completed by all members after the training by the monitoring officer on 27/09/22 at 7.00pm via microsoft teams.

123/22 Civility and Respect pledge: To sign up to the Civility and Respect pledge, and consider a Dignity at Work policy at the next meeting ([action: PC](#)).

124/22 Parish Clerk/RFO appointment: Bev Field was confirmed in post from 15/07/22. Risinghurst and Sandhills Parish Council were thanked for the use of their office equipment.

125/22 Reports from Ward Councillors:

This item was brought forward when each member was able to attend the meeting, to enable them to go on to other Parish meetings. Their full reports will be in the Village Voice.

Cllr Bennett (OCC): explained the purpose of the Oxfordshire Transport Plan. Hope for Ukraine needs new hosts for ongoing accommodation.

Agreed: To put an advert in the Village Voice for accommodation for Ukrainians ([action:Cllr Odell](#)).

Cllr Newton (SODC): Bin collections are being reorganised and residents will be advised of any changes to the day or type of bin. Grant schemes were explained and Cllr Newton was positive about supporting the play equipment project. There are no SODC cold weather plans currently, Cllr Newton will support a food bank collection if a collection point can be agreed ([action: Cllr Odell](#)).

126/22 Reports from Working Groups and Projects:

a) **Play area project:** the equipment and working group plans have been reviewed in detail. The proposal is to replace like-for-like with add-ons, the multi-use games area will be a separate project due to funding constraints. To seek quotes from joiners and play equipment providers, apply to SODC for funding, and include £10,000 of CIL contributions as the funding base. ([action: Cllr Dawson](#))

b) **Play area ROSPA safety inspection report:** quotes will be sought for the work required ([action: PC and Cllr Wells](#))

c) **Climate and Environment:** Cllr Newton was asked to advocate responsibility for the environment and climate emergency when it arises. Many of the newly planted trees did not survive the drought. Replanting will take place over the winter ([action: Cllrs Campbell and Odell](#)).

d) **Highways and Transport:**

- **Parish transport plan:** Cllr Fitzgerald worked with the Highways team of Oxfordshire County Council and circulated a speed survey report from January and a highways review on traffic calming measures across the whole parish. These include village gates and 20mph zones in some areas, and some funding may be available from OCC.
- **Chiselhampton Community Speed Watch initiative:** a partnership with Thames Valley Police using a hand-held speed radar. The start up costs are £336.00 and potentially to buy a speed radar next year.
- **Fix My Street:** Cllr Fitzgerald is an OCC "Fix My Street" superuser. He will report directly on potholes and other issues to the highways team. Residents should continue to make their own reports, and can contact Cllr Fitzgerald if there is an urgent concern to report e.g. fallen trees.
- **Parish Transport Forum** is due 19/10/22 if residents have any queries on bus services or travel concerns.

Resolved: To support the initiative and allocate from the 2022/23 budget for highways the start up costs for the pilot Speed Watch scheme. To consider the larger contribution of £750.00 for 2023/24 at the next meeting.

Agreed: To consult residents on the Parish transport plan and discuss on the next agenda ([Action: Cllrs Odell and Fitzgerald](#)).

e) **Bus shelter and application to SODC capital grant scheme:** This item was deferred.

127/22 Sports Pavilion: The maintenance requirements were reviewed. It was in an excellent, clean condition.

Agreed: The co-ordinator will seek quotes for 6 upvc windows and a door, loft insulation, and to cutback or pollard the trees which are blocking the sunlight. The quotes will be discussed at the next meeting with consideration of the financial implications for the Parish Council.

128/22 Doyleys Pond: A revised quote to undertake repairs to the bank and railings from a platform that avoids a road closure, will be brought to the next meeting ([action: Cllr Dawson](#)).

129/22 Water supply for Allotments:

This requires quotes for plumbing on site, then for mains connection by Thames Water. Thames Water charge to give quotes and were considered expensive when contacted previously. A further decision about responsibility for paying the ongoing water bills will need to be considered. The allotment co-ordinator has suggested a practical location for a tap.

Agreed: To investigate purchasing sustainable water collection equipment as an alternative plan, and discuss with plot holders ([action: Cllr Dawson](#)).

130/22 Community Hall: Cllrs Dawson and Odell met the school leadership to discuss the joint user agreement. The school have found the hall is underused since the village hall opened and covid also affected bookings. A new volunteer team to market and manage lettings would be needed because staff don't live nearby.

Agreed: to consult the Parish through Village Voice and online. ([action: Cllr Dawson](#))

131/22 Illegal encampment on 31/08/22: This was a large encroachment. The police were concerned that people's rights were protected and concluded that the Parish Council were being a reasonable landowner, and that the team used for the evictions were knowledgeable, experienced and dealt with the situation in a fair and legal manner. Other Parish Councils have decided to use the same strategy as a result.

Agreed: To check the legislation on trespassing signs and consider at the next meeting ([action: PC](#)).

132/22 Defibrillator recall: A part was updated by the manufacturer and the Chiselhampton unit is now active.

133/22 Winter Plan: The cost-of-living crisis and what support is available were discussed. An article in Village Voice could help and the PCC will be consulted. A letter to the MP to ask him to take action will be drafted ([action: Cllr Dawson](#)).

134/22 Information for Cllrs: A booklet produced by Old Marston Parish Clerk to be a template for a training booklet for Parish Councillors was shared.

Agreed: To customise the booklet for future Stadhampton Parish Councillors (action: PC)

135/22 OCC Consultations: The traffic filters are part of the Central Oxfordshire Travel Plan which aims to change travel habits around the city. Big changes are proposed to improve bus travel, traffic congestion, reduce emissions, and improve the park and ride provision. There will be a pilot for 6 traffic filters that discourage car use on 6 roads into Oxford.

Resolved: To support the plan (action: Cllr Odell).

136/22 Items for the next agenda: Declarations of Interest, Dignity at Work policy, sports pavilion, Jubilee party funds, Watlings paddock planning application update, proposal to adopt the Parish transport plan with traffic calming measures, further funding for the Speedwatch initiative, water supply, winter plan, Doyleys bridge repairs and Copson Lane hedgerow concerns.

Date and time of Next Meeting: Monday 17th October 2022 at 7.30pm

The meeting closed at 21.58pm

Signature:

Date: