

**Minutes of a meeting of STANFORD IN THE VALE PARISH COUNCIL held remotely on
Wednesday 4th November 2020**

**Virtual meeting – held by videoconference to comply with HM government social
distancing requirements**

Present: Cllr Lewis (Chair), Cllr Bailey, Cllr Isaacs, Cllr Jackson, Cllr Howes, Cllr Middleton, Cllr Warren, Cllr Williams, Cllr Williams Cuss, District Cllr Boyd (VWHDC), County Cllr FitzGerald-O'Connor (OCC)

01/11/20 To receive apologies and reason if offered)

Cllr Jenkins (unwell), D.M. Dew (Clerk) (could not connect to meeting)

02/11/20 To receive Declarations of Interest from Cllrs on any agenda item

Cllr Middleton – item 11

03/11/20 To receive, approve & sign as a true record minutes of previous meeting, 7th October 2020

A typo was pointed out on page 2; Cllr Isaac's name has been spelt incorrectly.

ON THE RESOLUTION OF Cllr ISAACS

SECONDED BY Cllr Bailey

IT WAS RESOLVED that the minutes be signed as a true record, subject to correction of the typographical error identified

Cllr Lewis abstained (was not present at the meeting)

04/11/20 To receive report of County Councillor

The County Council is busy dealing with Covid-19 related matters; relevant information has been distributed to parishes.

There was a full meeting of the council yesterday (Tuesday 3rd November). Motions passed included: tree growing in districts and councils, and motions on verges and footpaths. Minutes will be available on the council's website in due course.

Cllr Isaacs raised an email sent to the parish council relating from the Need not Greed coalition, which highlighted the planned housing allocation for the county up to 2050. Cllr Isaacs raised concerns that the amount of new housing in the plan was excessive and asked what the County Council's position was. Cllr FitzGerald O'Connor replied that she had received a lot of correspondence on the matter and that she was awaiting the result of consultations. She believes most of the new housing will be located in Didcot and Bicester. She will try to find out more and report back to the Parish Council. Cllr FitzGerald O'Connor also agreed to respond by email to Cllr Isaac's specific questions on future housing demand. Cllr Lewis noted that government money has come to Oxfordshire based on Science Vale, tied to expected housing demand and the Oxford to Cambridge Expressway, and that his understanding is that the figures in the 2050 plan are in addition to allocations for Science Vale.

Cllr Lewis raised the subject of the A420 strategy and concerns from the Parish Council that there has been little progress on it.

05/11/20 To receive report of District Councillor

Cllr Boyd will send the latest Covid-19 resilience briefing to the Parish Council by email. The District Council are redeploying staff to cope with the lockdown and this may result in some delays to other services. About one-third of council staff have been redeployed.

In relation to submission of the Parish Council's planning application for the QEII field and the S106 deadlines associated with it, Cllr Boyd noted that there is at least one other application in the district that is in a similar situation. He will forward the result of his discussions with the District Council.

Cllr Boyd noted that the Clerk had been in touch with him about the old oil tank by Glebe Road. Cllr Boyd is trying to ascertain ownership. Cllr Williams said that he has some information on ownership that might be relevant.

There is no further update on the Bow Road footpath (see minute reference 5/10/20).

Cllr Lewis pointed out that the elections bill was still outstanding and that the Parish Council needs to resolve it this financial year. A wider discussion with the District Council about the charging model would also be beneficial.

Cllr Lewis noted that he had been in touch with the District Council Homelessness Team about a person occupying a caravan in Horsecroft.

Cllr Lewis thanked Cllr Boyd for the helpful update on bin collections but pointed out that some issues were still unresolved. Cllr Boyd replied that he was aware of a number of issues relating to waste collection across the district.

Cllr Lewis will forward the arrangements for the Remembrance Service on Sunday to Cllr Boyd.

06/11/20 Questions/comments from parishioners

A parishioner asked about the status of the collapsed culvert on Bow Road and what action was being taken by Thames Water to reinstate it. Cllr Lewis replied that he had been in touch with Thames Water. They have had to produce a design for reinstating the culvert, which has now been approved by the County Council. Cllr Lewis has asked Thames Water why no plan was put in place to mitigate the effect of the delays to repairs on parishioners, and has expressed his frustration that the works are taking much longer than might reasonably be expected. The parishioner pointed out that the previous culvert was brick-built and may have been a roosting site for bats. Cllr Lewis replied that any new culvert design will have to be approved by the County Council's engineers. Cllr Lewis is pushing Thames Water for a project plan for the reinstatement work.

07/11/20 To receive report of Clerk

Written report provided by the Clerk in his absence.

The Clerk has received complaints about the caravan on Horsecroft (see 05/11/20). Cllr Lewis replied that the caravan is on private land and that he has been in touch with the District Council's Homelessness Team. Specific instances of anti-social behaviour should be reported using the 101 telephone number.

The Clerk has been contacted relating to concerns about hedging obstructing the footpath near the roundabout at the A417/Ware Road junction. A parishioner has raised the matter with the County Council, who are responsible for enforcement.

The Clerk raised the subject of the national salary award for clerks of 2.75% and tax relief for home working. These have been tabled at separate agenda items.

The Clerk is awaiting an eye operation, due in late November. He hopes to be back to normal duties within a few days and reports that he has been struggling with aspects of his job due to sight difficulties. Cllrs Lewis and Middleton have been liaising with the Clerk as a HR matter, to explore with him ways of managing his workload, while still ensuring that Council business can be discharged.

08/11/20 To receive report of Chairman inc. items for next agenda

Cllr Lewis had been contacted by parishioners about the roadworks on the footpath on the A417 roundabout (junction with Farm Piece). He agreed with the contractors that they would reposition the barriers after the muck-away truck had arrived, without encroaching on the A417.

Cllr Lewis has been contacted by residents in Bow Rd about overflowing foul sewer. He has contacted Thames Water, who knew about the problem with sewage flowing into brook.

Cllr Lewis has been in touch with Thames Water about the roadworks on Bow Road and now has the regional managers involved to try to resolve the problem.

The Clerk received a complaint about overgrowing trees on Hunters Field. Cllr Lewis has sent a follow-on reply to the parishioner with some additional clarifications.

There was a query from a parishioner about drainage from phase 2 of the Bow Road development being directed to an adjacent field. On inspection the pipe in question turned out to be a telecoms conduit and not related to drainage.

Cllr Lewis is working with Conlon about delays on the A417 caused by traffic lights at the Ware Road roundabout. Delays are particularly severe heading to Faringdon on the A417 at peak times. We were assured of manual lights operation at peak times but have still been experiencing long delays. The Conlon project manager is following this up.

Cllr Bailey has been in touch with David Wilson Homes about reinstatement of the highway at the end of Joyce's Road, by the skate park. Cllrs are requested to let her know if they see any remedial work taking place.

09/11/20 To receive correspondence

Council has received a copy of the street trader application relating to The Happy Plaice trading in the Village Hall carpark. Cllr Warren asked why this had come to Council; Cllr Lewis replied that this is standard for street trading in the parish. The Council does not foresee any issues with the application and no response is required (sent for information only).

10/11/20 To discuss Planning Applications

P20/V2526/HH – *15 Horsecroft SN7 8LL Creation of bay window to ground floor, with dormer window at first floor above. Second new dormer window to provide improved head height to bathroom and en-suite.*

Council was concerned that the proposal did not fit with the village vernacular. In particular a flat roof does not accord with the design guide and there was concern that the zinc cladding was out-of-character.

ON THE RESOLUTION OF Cllr MIDDLETON
SECONDED BY Cllr BAILEY

IT WAS RESOLVED that the Council object to the application for the reasons above.

P20/V2445/LB. *12 Church Green SN7 8HU. Proposed replacement of current poor quality and fitted wooden front door and frame.*

Council noted that no pictures of the proposed design had been supplied but that the Conservation Officer has asked for a plan.

ON THE RESOLUTION OF Cllr ISAACS
SECONDED BY Cllr WARREN

IT WAS RESOLVED that there were no objections but that the Council should express a wish to see the front door reinstated as close to the existing style as possible.

P20/V2494/FUL – Land North of Ware Road.

Council noted that the proposal appears to involve the loss of some one-bedroom homes and there were some concerns in relation to the overall effect this would have on the housing mix, which had been contentious during the initial application.

ON THE RESOLUTION OF Cllr LEWIS

SECONDED BY Cllr ISAACS

IT WAS RESOLVED that Council delegate the response to the Planning and Finance Sub-Committee. Cllr Lewis will speak to the District Council planning officer about the housing mix and will update the Sub-Committee in due course.

11/11/20

To approve accounts for payment

4:30 PM

02/11/20

**Stanford in the Vale Parish Council
Reconciliation Detail
Current Account - TSB, Period Ending 31/10/20**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						27,968.39
Cleared Transactions						
Cheques and Payments - 13 Items						
Transfer	02/10/20			X	-4,000.00	-4,000.00
Bill Pmt -Cheque	06/10/20	BACS	Penny's Garden Ma...	X	-103.50	-4,103.50
Bill Pmt -Cheque	06/10/20	BACS	Millennium Green T...	X	-100.00	-4,203.50
Bill Pmt -Cheque	06/10/20	BACS	Fenland Leisure Pr...	X	-38.40	-4,241.90
Bill Pmt -Cheque	12/10/20	BACS	Wicksteed Leisure ...	X	-66.60	-4,308.50
Bill Pmt -Cheque	15/10/20	BACS	HMRC	X	-211.10	-4,519.60
Bill Pmt -Cheque	19/10/20	BACS	D Rolls	X	-338.00	-4,857.60
Bill Pmt -Cheque	23/10/20	BACS	FMG Consulting Ltd	X	-5,970.00	-10,827.60
Bill Pmt -Cheque	23/10/20	BACS	Anthony Stiff Assoc...	X	-3,900.00	-14,727.60
Bill Pmt -Cheque	23/10/20	BACS	D.M.Dew	X	-775.40	-15,503.00
Bill Pmt -Cheque	23/10/20	BACS	N.Middleton	X	-72.00	-15,575.00
Bill Pmt -Cheque	27/10/20	Debit	SSE (Swalec)	X	-115.57	-15,690.57
Bill Pmt -Cheque	30/10/20	Debit	EE Broadband	X	-34.33	-15,724.90
Total Cheques and Payments					-15,724.90	-15,724.90
Deposits and Credits - 2 Items						
Payment	01/10/20		Stanford in the Vale...	X	500.00	500.00
Deposit	01/10/20			X	500.00	1,000.00
Total Deposits and Credits					1,000.00	1,000.00
Total Cleared Transactions					-14,724.90	-14,724.90
Cleared Balance					-14,724.90	13,243.49
Register Balance as of 31/10/20					-14,724.90	13,243.49
New Transactions						
Cheques and Payments - 1 item						
Bill Pmt -Cheque	05/11/20	BACS	The Play Inspection...		-243.00	-243.00
Total Cheques and Payments					-243.00	-243.00
Total New Transactions					-243.00	-243.00
Ending Balance					-14,967.90	13,000.49

ON THE RESOLUTION OF Cllr BAILEY

SECONDED BY Cllr WARREN

IT WAS RESOLVED to accept the accounts for payment.

12/11/20

To approve monthly statement of accounts

4:31 PM

02/11/20

Accrual Basis

Stanford in the Vale Parish Council
Statement of Accounts - Summary
As of 31 October 2020

	<u>31 Oct 20</u>
ASSETS	
Current Assets	
Cash at bank and in hand	
Current Account - TSB	
Reserves - NP	152.00
Current Account - TSB - Other	13,091.49
Total Current Account - TSB	<u>13,243.49</u>
Redwood 35 Day Savings Account	
Reserves - Play Equipment Savin	750.00
Reserves - CIL Savings	2,285.12
Reserves - NP Savings	3,589.05
Redwood 35 Day Savings Account - ...	18,010.14
Total Redwood 35 Day Savings Account	<u>24,634.31</u>
Petty Cash	0.10
Total Cash at bank and in hand	<u>37,877.90</u>
Total Current Assets	37,877.90
NET CURRENT ASSETS	<u>37,877.90</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>37,877.90</u>
NET ASSETS	<u>37,877.90</u>
Capital and Reserves	<u>0.00</u>

ON THE RESOLUTION OF Cllr ISAACS

SECONDED BY Cllr WARREN

IT WAS RESOLVED to approve the monthly statement of accounts

13/11/20

To review budget performance Q1/Q2 2020

5:05 PM

02/11/20

Accrual Basis

Stanford in the Vale Parish Council
Income & Expenditure
 April through October 2020

	Apr - Oct 20	Apr - Oct 19
Ordinary Income/Expense		
Income		
Precept	23,700.00	23,000.00
Grants Received		
Neighbourhood Plan	0.00	4,745.00
Grants Received - Other	797.00	594.00
Total Grants Received	797.00	5,339.00
Agency Work - Grass Cutting	2,780.20	2,780.20
Donations Received	156.00	0.00
Interest on Investments	223.59	194.04
Rent Received	1,321.00	1,530.00
Total Income	28,977.79	32,843.24
Expense		
General Administration		
Newsletter Expenses	0.00	296.67
Postage	2.50	3.60
Hall Hire	0.00	85.20
Insurance	1,051.56	1,048.57
Membership Fees	217.56	207.90
Office Expenses	240.00	260.20
Telephone & Fax	207.28	253.78
Training & Education	20.00	154.00
Total General Administration	1,738.90	2,309.92
Salaries,Wages, Clerks Expenses		
Cleaning Wages	509.82	445.00
Strimming Wages	413.25	189.00
Maintenance Wages	708.50	349.75
Mowing Wages	1,173.25	1,705.75
Clerks Salary	5,473.45	5,495.80
Clerks PAYE	1,368.00	1,373.80
Employer NI	237.01	253.43
Total Salaries,Wages, Clerks Exp...	9,883.28	9,812.53
s. 137 Payments	0.00	23.58
Capital Spending		
Childrens Play Areas	161.15	0.00
Leisure & Recreation	0.00	28.50
Other Community Assets	104.80	0.00
Total Capital Spending	265.95	28.50
Running Costs		
QEII Field	730.00	350.00
Equipment Service/Repair	178.04	61.13
Greens & Gardens	416.79	336.26
Mower & Strimmer Expenses	262.08	332.27
Repairs & Sundries	451.04	201.50
Total Running Costs	2,037.95	1,281.16
Legal & Professional Fees	9,867.50	495.00
Total Expense	23,793.58	13,950.69
Net Ordinary Income	5,184.21	18,892.55
Profit for the Year	5,184.21	18,892.55

Council reviewed and accepted the report of budget performance with spending being broadly in line with expectations.

- 14/11/20 To discuss Clerk's national salary award (2.75%) and working from home allowance**
ON THE RESOLUTION OF Cllr LEWIS
SECONDED BY Cllr WARREN
IT WAS RESOLVED that Council approve the proposed pay award to the Clerk of 2.75%, backdated to April 2020.
Regarding the working from home allowance, it was noted that this is claimed on a self-assessment basis as a taxable allowance. Cllr Lewis has shared details with the Clerk as a HR matter. Cllr Williams-Cuss offered to review the Clerk's contract to make sure the position on working from home is clear.
- ON THE RESOLUTION OF Cllr ISAACS**
SECONDED BY Cllr HOWES
IT WAS RESOLVED that the Clerk should claim back the tax relief as part of his self-assessment.
- 15/11/20 To discuss Council's lease management (Pre-school / Football Club)**
Cllr Jackson declared an interest (Chairman of the Football Club).
Cllr Lewis asked Cllr Isaacs to review the leases a few months ago, the output of which was used to inform the revised risk register. The relevant item was shared with Council at the time (minute ref: 11/06/20).
Council noted that there have been no increases to the Football Club rent since 2014 and no increases to the Pre-school since its inception, although indexation should have been applied annually (FC) and every three years (Pre-school) respectively. Council noted that they had previously added lease renewals to the risk register (Minute 15/09/17) and it was expected that the RFO would bring indexation to members for approval at the relevant time.
Cllr Lewis suggested that Council consider lifting the leases to the correct level but offering a grant commensurate with the uplift so that there is no real term increase in cost involved in bringing the leases in line with indexation. In subsequent years, indexation would be applied as normal in line with the RPI (with the grant remaining in place at its fixed value).
Cllr Jackson pointed out that he had attempted to raise the issue of indexation not being applied to the lease with the Parish Council in the past in his capacity as Football Club Chairman.
Cllr Isaacs expressed his disappointment that indexation had not been applied and stated that he would have expected the Clerk to diarise the increases and bring them to the attention of Council. It was agreed to table this item at the next meeting to give opportunity for further consideration.
- 16/11/20 To discuss/approve additional funds for QEII professional services (planning)**
Cllr Middleton reported to the council that the Environment Sub-Committee has now committed £19,585 out of the total of £20,000 approved by Council. A further £400 is required to cover a site visit for the drainage work and additional funds will be required for infiltration testing and the planning application.
ON THE RESOLUTION OF Cllr LEWIS
SECONDED BY Cllr ISAACS
IT WAS RESOLVED that Council approve expenditure of a further £3,000 from reserves in respect of the QEII Field.
- 17/11/20 To discuss 2050 Plan for Oxfordshire "Need not Greed Oxfordshire"**
Cllr Isaacs felt that the amount of housing proposed under the 2050 plan was too high, although he noted that the consultation period has now passed. Cllr Isaacs agreed to prepare a draft letter to be sent to David Johnston MP from the Parish Council on the subject.
- 18/11/20 To discuss removal of Perry's Road bus shelter**
Cllr Jackson declared an interest (Chairman of the Football Club).

The shelter is no longer required due to a change in bus routes. Cllr Jackson suggested that it could be used by the Football Club as a team shelter or a shelter for a planned memorial bench.

ON THE RESOLUTION OF Cllr BAILEY

SECONDED BY Cllr ISAACS

IT WAS RESOLVED that the bus shelter be dismantled and donated to the Football Club.

19/11/20 To discuss High Street congestion (in relation to primary school)

Cllr Middleton reported that the planned discussion with the school had not yet taken place. Council agreed to re-table this agenda item at the next meeting.

20/11/20 To receive report of Environmental Committee

As circulated to Council.

Cllr Isaacs asked about the status of the modifications to the footbridge at the end of Marlborough Lane, crossing the Ock (to enable dog walkers to pass). Cllr Lewis is in discussions with the contractor and will endeavour to progress the matter.

Cllr Williams-Cuss noted that the bridge was tilting and expressed concerns that it was a potential safety hazard. Cllr Lewis will ask the contractor if anything can be done about this. Cllr Williams-Cuss will add the defect to FixMyStreet. Cllr Middleton will check with the OCC Footpaths Officer if we would be permitted to repair it (if possible).

21/11/20 To receive report of Recreation & Leisure Committee

Regular safety checks have been carried out. The flat swing seat has been replaced. Cllr Williams-Cuss is in conversation with three play equipment suppliers relating to other repairs.

Cllr Jackson reported that he is still having difficulty finding a welder to make repairs in the skate park. Cllr Warren offered to investigate replacement of all skate park equipment. It was noted that the play safety report would be a good place to start.

Cllr Jackson will be turning off the floodlights on the junior football pitch tomorrow (5th November) to comply with current coronavirus restrictions.

22/11/20 To receive report of Neighbourhood Plan

Feedback has been received on the SEA from Historic England and will be incorporated into the plan.

23/11/20 To receive report of Millennium Green Trust

We have had problems with broken glass on the Millennium Green (and also the skate park). Cllr Williams-Cuss offered to speak to the CoOp to see if anything could be done to about sale of glass bottles which may subsequently be littering the green.

A question was asked about the status of CCTV cameras for the green. We have had a quote from Chubb but consider it expensive. Cllr Lewis has looked at a stand-alone wireless solution and also a service offered by a mobile WiFi company. He will follow this up.

24/11/20 To receive report of Public Work of Art Liaison Working Party

Nothing to report.

25/11/20 Questions/comments from parishioners None

Parishioners have asked what has happened to the noticeboard at Huntersfield. Council agreed to remove it for health and safety reasons (minute ref: 07/10/20).

26/11/20 Date of next meeting:

2nd December 2020