



**Minutes of a meeting of STANFORD IN THE VALE PARISH COUNCIL
held on Wednesday 2nd April 2025 at Stanford in the Vale Village Hall**

Present: Cllr Middleton (Chair) Cllr. Burls Cllr. Dixon Cllr. Foulkes Cllr. Isaacs
Cllr. Kent Cllr. Lewis Cllr. Silk
Cllr. Caul (VWHDC)

Claire Lewis (Clerk)

2 members of the public

01/04/25 To receive apologies

Cllr. Page
Cllr. Howes

02/04/25 To receive Declarations of Interest from Cllrs on any agenda item

Item 21 – Cllr. Silk is an employee

03/04/25 To receive, approve & sign as a true record, minutes of previous meeting 5 March 2025

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED By Cllr. Burls

IT WAS RESOLVED that the minutes be accepted. All in favour with 1 abstention.

04/04/25 To receive report of County Councillor

Nothing received

05/04/25 To receive report of District Councillor

Climate Action fund applications open in May

Brown Bin sticker scheme live

Cllr. Caul outlined the various options for unitary authorities. More info can be found on Vale's website.

The final district elections will be 2027, new authority in place by 2028.

Matters raised by councillors:

Challow Flooding: Contrary opinion on what the fundamental issues are for A417. OCC and Vale are saying different things (riparian owners v. roadside gulley draining) with two different plans for fixing. The parish council requested again that affected parishes meet with Vale and OCC meet to understand the issues, what is needed to fix and when it will happen.

Bow Farm footpath: S106 agreement awaiting signature between Vale and landowner solicitors.

S106 Process: S106 processes within Vale are too time consuming – internal processes have too many steps, take too long and all items above £20k require a legal agreement, which hugely delays the process.

Signed.....

Date.....

06/04/25

Questions/comments from Parishioners

A parishioner raised the issues of potholes at Mill Farm. Highways engagement not responding and no date set. **Action:** Cllr. Lewis will raise with Highways

A candidate for the County Council noted issues raised by residents

- A417 roadworks – length of time for roadworks
- A417 state of road at Mill Farm/Challow
- Condition of Church Path – OCC has said not priority for fixing
- Lack of bus service
- Lack of payout for damaged tyres and wheels from OCC

07/04/25

To receive report of Chairman inc. items for next agenda

- As you will have seen in the newsletter, we've now agreed a number of enhancements to village bus stops, to be funded by Oxfordshire County Council.
 - A pole and flag will be installed at the High Street stop outside Cox's Hall (Faringdon direction) along with a short path and dropped kerb linking up to the pavement.
 - A grasscrete hardstanding area with dropped kerb will be created on High Street opposite Cox's Hall (Wantage direction) with a pole and flag.
 - The brick-built bus shelter on Church Green will be repainted and refurbished with a flag added to an outer pillar.
 - The bus shelter at the corner of Cottage Road and Upper Crale will be refurbished and a pole and flag installed.
 - A grasscrete hardstanding area with dropped kerb will be created at Upper Green (Faringdon direction) with a pole and flag.
 - Kerbstones will be installed along the edge of Upper Green opposite the Faringdon-bound bus stop to prevent erosion and damage from passing vehicles.
 - The Upper Green stop in the Wantage direction will be relocated to the western end of the green, opposite Cottage Farm.
- We held our strategy session last month. Topics covered included:
 - Transport
 - The need for improved bus infrastructure, connectivity and services.
 - Highways and flooding issues.
 - Facilities for young people
 - Improving general access to leisure facilities for young people.
 - Skate park and parish council facility development.
 - Community wellbeing
 - QEII Field.
 - Development of village footpath and cycleway network.
 - Defibrillator coverage.
 - Planning and development
 - National and local policy context.
 - Local environment
 - Plans for woodland spaces and community orchard.
 - Development of green spaces management plan.
- I have received confirmation that the county council's archaeologist is content with the report prepared by our archaeological contractors. Any planning permission is likely to be conditional on maintaining an archaeological watching brief during the levelling work.
- A reminder that the new lease with the football club needs to be agreed and signed by 27 April.

08/04/25

To receive correspondence and Clerk's Report

Clerk's report

1. VWHDC Planning have confirmed that permission is required for the new fence at the football ground. The FC are progressing.
2. Parishioner has written to request a noticeboard for commercial advertising.
3. The council is invited to Olly Glover's flood summit on April 10th – Bob Kent is attending. The link to register is in the folder.
4. The Climate Action Fund will reopen in May.
5. South & Vale, West Oxfordshire and Oxford Citizens Advice have merged to form Citizens Advice Oxfordshire.
6. A parishioner wrote with concerns about wildflower seeding on Bow Road. The email and Cllr. Lewis' response are in the folder.
7. Bryan Moore has sent an update on footpath improvements around the village.
8. We have received letters of thanks from the organisations in receipt of council charity donations.

Clerk's report

1. We were unsuccessful in the application for 2 x SIDs from the PCC fund.
2. S106 archaeology funding agreement has been sent for electronic approval at Vale. We need to print off, sign and scan our page when it arrives. I nominated Cllr Middleton and Cllr Kent to sign, and it needs to be witnessed by me.
3. Nursery End Land Registry Deeds transfer has not completed. Cllr. Isaacs chasing with solicitor. I have submitted the S106 application in anticipation.
4. Bank accounts:
 - a. Completing paperwork for CCLA Public Sector Deposit Fund
 - b. Have requested application form for CCLA Better World Cautious
 - c. Unity Trust does not allow BACs transfers, which was not made clear in email and phone conversations during the setup. UT suggest setting up a current account to move money through (at a cost of £6 per month) or we pay £28 for each transfer.
5. Equipment Update:
 - The skate park equipment and teen shelter have been removed. ARD will complete the teen shelter groundwork by Friday 4th, when the Heras fencing will be left around the groundwork.
 - I have called off the teen shelter in agreement with ARD, delivery tbc (4-6 weeks).
 - Placed order for Eibe Cherry play unit and ARD will take delivery at their premises
 - Placed order with ARD for the following:
 - Kompan Galaxy Unit - supply and fit chain
 - Supply and install a HAGS Goro toddler swing with seats.
 - Supply and install tube to link Wicksteed Talk Tubes
 - Instal Eibe Cherry Unit and patch repair the carpet surface
 - Basket Swing- free up or refit chains
6. Our gardener has the wildflower seeds to sow at Bow Road
7. The 25/26 Practitioner's Guide has been issued, which is to be used for the new financial year. You can find it here: [Practitioners-Guide-2025.pdf](#). A few points to note:
 - a. Every authority must have a generic email account **hosted on an authority-owned domain**
 - b. A new assertion on digital and data compliance that includes an IT policy which explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.
 - c. All websites must comply with Web Content Accessibility Guidelines 2.2 AA, issued December 24
8. Recent planning decisions:
 - a. P25/V0095/N5D - Mill Farm - Proposed change of use - withdrawn
 - b. P25/V0043/FUL – Ascot House, High Street – annexe for letting – granted

09/04/25

To approve Accounts for Payment

Stanford in the Vale Parish Council
Reconciliation Detail
Current Account - TSB, Period Ending 31/03/25

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							0.00
Cleared Transactions							
Cheques and Payments - 13 items							
Bill Pmt -Cheque	10/03/25	BACS	Yu Energy	Yu Energy February Bill	X	-101.17	-101.17
Bill Pmt -Cheque	21/03/25	BACS	Nick Boden	Garden design and clearance	X	-696.00	-797.17
Bill Pmt -Cheque	21/03/25	BACS	D Rolls	Contractor time Dec 24 to Mar...	X	-388.68	-1,185.85
Bill Pmt -Cheque	21/03/25	BACS	Vale Community Im...	24-25 Donation	X	-150.00	-1,335.85
Bill Pmt -Cheque	21/03/25	BACS	Claire Lewis (Expen...	Wildflower seeds for Bow Road	X	-89.99	-1,425.84
Bill Pmt -Cheque	21/03/25	BACS	Axis Plant Services	Hammerite for playground	X	-75.92	-1,501.76
Bill Pmt -Cheque	21/03/25	BACS	MyVision Oxfordshire	24-25 Donation	X	-50.00	-1,551.76
Bill Pmt -Cheque	21/03/25	BACS	Sobell House	24-25 Donation	X	-50.00	-1,601.76
General Journal	28/03/25	2021-...	HMRC - PAYE & NI	Litter picker underpaid tax	X	-104.00	-1,705.76
General Journal	28/03/25	2021-...	Stephen Rolls	Litter picker wages	X	-104.00	-1,809.76
General Journal	31/03/25	2021-...	Claire Lewis	65hrs @ SCP 22	X	-1,351.18	-3,160.94
General Journal	31/03/25	2021-...	HMRC - PAYE & NI	Clerk Tax and NI contributions	X	-216.01	-3,376.95
Bill Pmt -Cheque	31/03/25	BACS	HMRC	Underpayment Jan 25	X	-4.50	-3,381.45
Total Cheques and Payments						-3,381.45	-3,381.45
Deposits and Credits - 1 item							
Deposit	18/03/25			CC Fund archaeology	X	4,900.00	4,900.00
Total Deposits and Credits						4,900.00	4,900.00
Total Cleared Transactions						1,518.55	1,518.55
Cleared Balance						1,518.55	1,518.55
Register Balance as of 31/03/25						1,518.55	1,518.55
Ending Balance						1,518.55	1,518.55

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Foulkes

IT WAS RESOLVED that the Parish Council approves the accounts for payment. All in favour.

Signed.....

Date.....

10/04/25

To approve Monthly Statement of Accounts

Stanford in the Vale Parish Council
Statement of Accounts - Summary
As of 31 March 2025

	31 Mar 25	28 Feb 25
ASSETS		
Current Assets		
Cash at bank and in hand		
Unity Trust Instant Access		
Reserves - S106	12,889.97	12,889.97
Reserves - CIL	7,110.03	7,110.03
Unity Trust Instant Access - Other	64.38	0.00
Total Unity Trust Instant Access	20,064.38	20,000.00
Current Account - TSB		
Reserves - Comm. Garden	1,645.00	1,645.00
Reserves - Security	857.08	857.08
Reserves - NP	145.10	145.10
Reserves - S106	1,565.84	1,565.84
Current Account - TSB - Other	19,285.05	17,766.50
Total Current Account - TSB	23,498.07	21,979.52
Redwood 35 Day Savings Account		
Reserves - CIL Savings	80,833.23	80,833.23
Reserves - NP Savings	3,589.05	3,589.05
Redwood 35 Day Savings Accoun...	557.19	268.80
Total Redwood 35 Day Savings Acc...	84,979.47	84,691.08
Total Cash at bank and in hand	128,541.92	126,670.60
Total Current Assets	128,541.92	126,670.60
NET CURRENT ASSETS	128,541.92	126,670.60
TOTAL ASSETS LESS CURRENT LIABILI...	128,541.92	126,670.60
NET ASSETS	128,541.92	126,670.60
Capital and Reserves	0.00	0.00

ON THE RESOLUTION OF Cllr. Kent

SECONDED By Cllr. Burls

IT WAS RESOLVED that the Parish Council approves the monthly statement of accounts. All in favour.

Signed.....

Date.....

- 11/04/25 To approve updates to the Financial Regulations**
Defer to June
- 12/04/25 To review rates of pay for the maintenance contractors**
ON THE RESOLUTION OF Cllr. Isaacs
SECONDED BY Cllr. Burls
IT WAS RESOLVED to increase litter picker to £12.21 and maintenance contractor to £12.60. All in favour. Approved with 2 votes against.
- 13/04/25 To agree budget for additional mower repairs**
ON THE RESOLUTION OF Cllr. Silk
SECONDED BY Cllr. Kent
IT WAS RESOLVED that that the PC accepts the quote from Farol for mower repairs.
All in favour
- 14/04/25 To approve application for instant access building society account**
ON THE RESOLUTION OF Cllr. Lewis
SECONDED BY Cllr. Kent
IT WAS RESOLVED that that the PC applies for the Hinckley and Rugby Building Society Local Council Easy Access Deposit Account, with Cllr. Lewis, Cllr. Middleton, Cllr. Kent and the Clerk (RFO) as signatories. All in favour.
- 15/04/25 To consider funding a waste bin in the Village Hall car park**
Carry forward to June
- 16/04/25 To approve budget for River meadow to Nursery End footpath**
ON THE RESOLUTION OF Cllr. Silk
SECONDED BY Cllr. Isaacs
IT WAS RESOLVED that allocate up to £5k from CIL for the creation of a public footpath Ware Road to Nursery End. All in favour.
- 17/04/25 To agree budget for flower bed on Joyce's Rd**
Cllr. Middleton to speak to Nick Boden about Joyce's Road and to speak to gardener about existing planters.
- 18/04/25 To discuss purchase of additional defibrillators**
It was agreed that the council's aim is to instal additional defibrillators to provide better coverage of the village. There is an immediate need for more First responders, as there are only two in the village. First Responders also carry an AED. Parish Council will add item on First Responders to newsletter and promote through posters and social media.
- 19/04/25 To receive update from internal financial controls check**
The internal financial controls check was completed in March with no major issues; one underpayment of £4.50 to HMRC identified. The council thanked Cllr. Foulkes for completing the check.
- 20/04/25 To receive update from accounting software working group**
ON THE RESOLUTION OF Cllr. Lewis
SECONDED BY Cllr. Middleton
IT WAS RESOLVED that the selection and procurement of accounting software up to £1000 is delegated to the working group. All in favour.

- 21/04/25 To appoint a Parish Council solicitor**
 ON THE RESOLUTION OF Cllr. Isaacs
 SECONDED BY Cllr. Kent
 IT WAS RESOLVED that Parish Council establishes itself as a client with Blake Morgan. All in favour with 1 abstention.
- 22/04/25 To review recommended actions from contractor risk assessments**
 Carry over to May
- 23/04/25 To approve security camera DPIA and policy**
 ON THE RESOLUTION OF Cllr. Isaacs
 SECONDED BY Cllr. Kent
 IT WAS RESOLVED that the Parish Council approves the DPIA and policy subject to changes suggested by Cllr. Lewis. All in favour.
- 24/04/25 To consider applying for OCC grant funding for flood schemes**
 Council will not be applying for funding
- 25/04/25 To discuss community engagement, including council surgeries**
 Parish Council will trial run monthly surgeries on first Saturday of each month in the coffee shop.
 Cllr. Kent to organise.
- 26/04/25 To agree organisations to invite to the Annual Parish Meeting**
 First responders, PCSO to be invited.
- 27/04/25 To receive a Millennium Green Trust update**
 The MGT will be moving benches to reduce the impact of ASB on residents.
 There will be a MGT meeting before Parish Council meeting in July.
- 28/04/25 To approve any training requests**
 No training requests
- 29/04/25 Provisional date of next meeting – Wednesday 7th May 2025 (Annual Meeting of the Parish Council, preceded by Annual Parish Meeting at 7.15 pm)**
- 30/04/25 Questions/comments from parishioners**
Meeting finished at 9.58pm