



**Minutes of a Meeting of STANFORD IN THE VALE PARISH COUNCIL  
held on Wednesday 2<sup>nd</sup> July 2025 at Stanford in the Vale Primary School**

**Present:** Cllr Middleton (Chair) Cllr. Foulkes Cllr. Howes Cllr. Isaacs Cllr. Kent  
Cllr. Lewis Cllr. Page  
Cllr. Evans (OCC) Cllr Caul (VWHDC)

**Claire Lewis (Clerk)**

0 members of the public

**01/07/25 To receive apologies**

Cllr. Silk  
Cllr. Burls  
Cllr. Dixon

**02/07/25 To receive Declarations of Interest from Cllrs on any agenda item**

None

**03/07/25 To receive, approve & sign as a true record, minutes of previous meeting 4 June 2025**

ON THE RESOLUTION OF Cllr. Page

SECONDED By Cllr. Foulkes

IT WAS RESOLVED that the minutes be accepted. All in favour 2 abstentions from councillors not present at the last meeting.

**04/07/25 To receive report of County Councillor**

- New quarry planning application – Parish Council has been added as a consultee by Oxfordshire County Council
- Following up with OCC on funding/practicalities of additional SIDs on A417
- Following up flooding on Bow Road culvert with Highways
- No reports on Cottage Road on FixMyStreet. Cllr. Evans will raise some tickets.
- Cllr. Evans unable to get list of superusers in Stanford due to GDPR. **Action:** Cllr. Isaacs to add to newsletter for them to get in touch with Cllr. Evans
- Ongoing consultations: Oxford congestion charge and part night lighting
- County councillor fund - £5k total

**05/07/25 To receive report of District Councillor**

- Consultations open on reorganisation to unitary authority
- Vale systems upgrade complete but some backlog remains
- No further progress on Bow Road footpath

**06/07/25 Questions/comments from Parishioners**

None

Signed.....

Date.....

**07/07/25 To discuss Planning Applications**

a) **P25/V1067/HH - 17 Van Diemens - single-storey rear extension**

ON THE RESOLUTION OF Cllr. Lewis

SECONDED By Cllr. Isaacs

IT WAS RESOLVED that the council SUPPORTS this application. All in favour

b) **P25/V1040/HH - 18 Horsecroft - replace rear extension, garage and entrance porch.**

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED By Cllr. Lewis

IT WAS RESOLVED that the council SUPPORTS this application. All in favour

**08/07/25 To receive report of Chairman inc. items for next agenda**

- I have been in discussion with a parishioner over the siting of one of the new bus stops currently being installed by OCC. For any future installations it may be useful for us to understand how OCC's consultation process works so we can ensure that affected parishioners have advance notification of any planned works.
- We are planning a working day to plant out the garden adjacent to the toddlers' play area on Saturday 23 August. All are welcome to join us. Contact Cllr. Middleton for further details.
- There will be bleed kit training in the small village hall on 11 July at 09.30 led by the local first responders. The session is open to the general public with no need to book.
- Following the last recreation and leisure working group meeting, we've agreed that councillors will arrange weekly play area inspections with any issues arising logged on ClickUp. We would also welcome offers of assistance with inspections from any parishioners who might regularly visit the play areas (e.g. to supervise their children). Note: Clerk requested in the meeting that councillors text/email clerk to confirm when they have completed a check so that clerk can keep a log for insurance purposes.
- The clerk has received advice from the local planning authority that planning permission will not be required for the replacement of the floodlights with LEDs as long as their brightness does not exceed that specified by the existing planning permission. We have identified the lamp type pertaining to the current permission, and our contractor has indicated that they can carry out the replacement with compatible LEDs in late July/August. They can adjust the angle of any lights that need realignment at the same time. I suggest we proceed with replacement to this schedule and subsequently seek planning permission to resolve the inconsistency in MUGA and pitch operating hours.
- With the volume of email correspondence it can be a challenge for the clerk and I to ensure that all requests from councillors for agenda items are included. It would help us enormously if, when the clerk issues her regular email to councillors requesting agenda items for the next meeting, you could reply with an itemised list of your requests even if you have previously requested the item earlier in the month. We both compile lists of agenda items throughout the month but with the best will in the world we can sometimes miss agenda requests in the body of an email and a reminder you have raised something earlier in the month would really help us.
- On a related subject, we have a number of very active working groups that are generating a healthy amount of email correspondence, all essential to progressing matters and completely appropriate to the task in hand. In general the clerk does not need to be in copy and only needs to be included where there is a decision to be executed or an order to place, within the delegated remit of the working group. Again, to help us work effectively, when you need to make a request of the clerk please put it in a separate email where possible, to avoid lengthy email threads.

**09/07/25 To receive correspondence and Clerk's Report**

Correspondence – relevant copies are in the meeting correspondence folder

1. OALC report in folder

Signed.....

Date.....

- OCC consultation on part-night lighting closes on July 6<sup>th</sup>. Details in folder if anyone wants to complete it.
- Parishioner has been in touch to ask if the floodlight has been realigned yet. Floodlights not in operation now due to good weather.
- The A417 roundabout at Ware Road has been adopted by OCC following last year's roadworks. There is one outstanding action – for DWH to clear, reseed and water until established. This has not yet happened.

#### Clerk's report

- I reviewed all outstanding Click-Up tasks with handyman and confirmed which ones he can complete. I am meeting with Cllr. Kent to review the list to identify any tasks that councillors can take on.
- The land transfer of Nursery End has completed and the S106 process to request the funds is now in process with no questions outstanding.
- ARD have installed the Eibe unit and completed other work. HAGS Goro swings to be done next week.
- Vale Planning has confirmed that permission is not needed for floodlight replacement if lumens is same or lower. CDC are confirming this and plan to replace floodlights in late July/early August.
- I have signed engagement letter with Blake Morgan.
- All documents submitted to the External auditor. The notice of public rights runs from 9<sup>th</sup> June to 18<sup>th</sup> July. The auditor has raised further questions – explanations required for the increase in income (mainly due to CIL) and the increase in expenditure on legal expenses (QEII archaeology). I have responded with answers, all relevant minutes and associated documentation.
- Scribe has been set up with cost centres and cost codes. I will submit the transactions for this financial year (to 30 June) tomorrow. These will be imported, and I will use Scribe when I return from vacation. I will set the council up with access.
- Planning permission has been granted for the land next to MG to become playing fields. OCC is in the process of purchasing the land to become school playing fields.
- There has been a request to replace the MG gate – we had planned to do it last year. I will order the gate to be delivered to the owner. He is requesting that it be positioned in the new location – can one of the councillors pick this up whilst I am away? **Action:** Cllr Isaacs will speak to the landowner about the request.
- Recent application decisions:  
P21/V0289/FUL– QEII field - Change of use of agricultural land to recreational use by the public

#### 10/07/25 To approve Accounts for Payment

11:11 AM  
02/07/25

#### Stanford in the Vale Parish Council Reconciliation Detail Current Account - TSB, Period Ending 30/06/25

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							33,479.18
Cleared Transactions							
Cheques and Payments - 10 items							
Bill Pmt -Cheque	02/06/25	BACS	Yu Energy	May floodlight bill	X	-28.08	-28.08
Bill Pmt -Cheque	11/06/25	BACS	Rob Turner	Construction and installation first 6 stones	X	-6,740.00	-6,768.08
Bill Pmt -Cheque	11/06/25	BACS	eibe	Cherry Play Unit	X	-6,684.00	-13,452.08
Bill Pmt -Cheque	11/06/25	BACS	Scribe	Scribe Accounts Subscription, Setup and prof...	X	-1,041.60	-14,493.68
Bill Pmt -Cheque	11/06/25	BACS	ARD Playgrounds	Teen shelter installation	X	-420.00	-14,913.68
Bill Pmt -Cheque	11/06/25	BACS	HJ Webb & Son	Paint and postcrete	X	-48.35	-14,962.03
General Journal	28/06/25	2021-3...		Litter picker wages	X	-188.24	-15,150.27
General Journal	28/06/25	2021-3...		HMRC tax	X	-23.40	-15,173.67
General Journal	30/06/25	2021-3...	Claire Lewis	Clerk Salary	X	-1,351.18	-16,524.85
General Journal	30/06/25	2021-3...	HMRC - PAYE & NI	HMRC Tax and NI	X	-275.69	-16,800.54
Total Cheques and Payments						-16,800.54	-16,800.54
Deposits and Credits - 2 items							
Deposit	18/06/25			VAT reclaim Feb-May	X	9,948.99	9,948.99
Deposit	29/06/25			Scarrotts Rental	X	120.00	10,068.99
Total Deposits and Credits						10,068.99	10,068.99
Total Cleared Transactions						-6,731.55	-6,731.55
Cleared Balance						-6,731.55	26,747.63
Register Balance as of 30/06/25						-6,731.55	26,747.63
Ending Balance						-6,731.55	26,747.63

ON THE RESOLUTION OF Cllr. Foulkes

SECONDED BY Cllr. Howes

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

Signed.....

Date.....

11/07/25

To approve Monthly Statement of Accounts

11:51 AM

02/07/25

Accrual Basis

## Stanford in the Vale Parish Council Statement of Accounts - Summary As of 30 June 2025

	30 Jun 25	31 May 25
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash at bank and in hand		
CCLA Public Sector Deposit Fund	10,002.35	10,000.00
Hinckley and Rugby Building Soc	500.00	500.00
Unity Trust Instant Access		
Reserves - CIL	17,110.03	17,110.03
Unity Trust Instant Access - Other	3,096.77	2,979.35
<b>Total Unity Trust Instant Access</b>	20,206.80	20,089.38
<b>Current Account - TSB</b>		
Reserves - Comm. Garden	949.00	949.00
Reserves - Security	857.08	857.08
Reserves - CIL	14,787.97	14,787.97
Reserves - NP	145.10	145.10
Current Account - TSB - Other	10,008.48	16,740.03
<b>Total Current Account - TSB</b>	26,747.63	33,479.18
<b>Redwood 35 Day Savings Account</b>		
Reserves - CIL Savings	36,833.23	36,833.23
Reserves - NP Savings	3,589.05	3,589.05
Redwood 35 Day Savings Account - ...	1,140.88	1,007.11
<b>Total Redwood 35 Day Savings Account</b>	41,563.16	41,429.39
<b>Total Cash at bank and in hand</b>	99,019.94	105,497.95
<b>Total Current Assets</b>	99,019.94	105,497.95
<b>NET CURRENT ASSETS</b>	99,019.94	105,497.95
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	99,019.94	105,497.95
<b>NET ASSETS</b>	<b>99,019.94</b>	<b>105,497.95</b>
<b>Capital and Reserves</b>	0.00	0.00

ON THE RESOLUTION OF Cllr. Lewis

SECONDED By Cllr. Isaacs

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

12/07/25

**To agree a donation for the village festival in lieu of a flower arrangement**

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED By Cllr. Howes

IT WAS RESOLVED that the Parish Council donates £35 to the village festival. All in favour.

13/07/25

**To agree additional spend to satisfy QE2 planning permission conditions**

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED that the PC allocate up to £18,000 from CIL funds for professional and associated services in respect of the QEII planning permission conditions. The appointment of suitable contractors/service providers is delegated to the QEII working group.

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Isaacs

Signed.....

Date.....

IT WAS RESOLVED that the PC approve up to £20,000 from CIL for the environmental permit for the QEII field subject validation by the working group.

- 14/07/25 To review/approve draft Heads of Terms with Butler & Duke in relation to Cottage Farm public open space**  
ON THE RESOLUTION OF Cllr. Isaacs  
SECONDED BY Cllr.  
IT WAS RESOLVED to accept and sign the draft Heads of Terms. **Action:** Clerk to sign and email to Butler and Duke.
- 15/07/25 To receive an update on plans for new skate park and approve expenditure on community consultation**  
ON THE RESOLUTION OF Cllr. Page  
SECONDED BY Cllr. Isaacs  
IT WAS RESOLVED to spend up to £250 for a survey tool for community consultation. All in favour.
- 16/07/25 To agree investment in CCLA Better World Global Equity Fund and/or CCLA Cautious Multi-Asset Fund**  
ON THE RESOLUTION OF Cllr. Isaacs  
SECONDED BY Cllr. Kent  
IT WAS RESOLVED to allocate 50% to each fund.
- 17/07/25 To approve updates to the Financial Regulations**  
Carry over to September
- 18/07/25 To approve updates to the Standing Orders**  
ON THE RESOLUTION OF Cllr. Lewis  
SECONDED BY Cllr. Page  
IT WAS RESOLVED to approve the revised Standing Orders. All in favour.
- 19/07/25 To approve contractor payment for work in Millennium Green**  
No action required
- 20/07/25 To approve any training requests**  
None received
- 21/07/25 Provisional date of next meeting – Wednesday 3rd September 2025** (Planning and Finance Committee may meet in August if there are planning applications to discuss)
- 22/07/25 Questions/comments from parishioners**

**Meeting finished at 21:48**

Signed.....

Date.....