



**Minutes of a Meeting of STANFORD IN THE VALE PARISH COUNCIL
held on Wednesday 3rd September 2025 at Stanford in the Vale Village Hall**

Present: Cllr. Lewis (Chair), Cllr. Burls, Cllr. Foulkes, Cllr. Isaacs, Cllr. Kent, Cllr. Page, Cllr. Silk

3 members of the public

01/09/25 To receive apologies

Cllr Howes
Cllr Middleton
Cllr. Evans (OCC)
Cllr Caul (VWHDC)
Claire Lewis (Clerk)

02/09/25 To receive Declarations of Interest from Cllrs on any agenda item

Cllr Isaacs 12/9/25

03/09/25 To receive, approve & sign as a true record, minutes of previous meeting 2nd July 2025 and planning meeting 24th July 2025

ON THE RESOLUTION OF Cllr. Silk

SECONDED By Cllr. Foulkes

IT WAS RESOLVED that the minutes be accepted. All in favour with 0 abstentions.

04/09/25 To receive report of County Councillor

Report circulated and in meeting folder

05/09/25 To receive report of District Councillor

None received

06/09/25 Questions/comments from Parishioners

Points raised in relation to:

- Cottage Farm field
- Weeds and gullies need cleaning

07/09/25 To discuss/agree complaint on progress of Bow Farm footpath

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Foulkes

IT WAS RESOLVED that the Parish Council delegate formulation of complaint to Cllrs Lewis, Silk & Isaacs

Signed.....

Date.....

08/09/25 To receive report of Chairman inc. items for next agenda

1. **Action:** Cllr Isaacs to engage with Clerk regarding Tree Works

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

Correspondence – relevant copies are in the meeting correspondence folder

1. OALC report in folder
2. Thames Water will be tankering wastewater from Stanford Sewage Works 24 hours per day for up to 4 weeks due to equipment failure. The original tanker route of High Street-Church Green-Chapel Rd-Bow Road is unsuitable and dangerous. I have spoken to Thames Water on Friday, Mon and Tuesday to alter the route to A417-A420. As of 2pm on Tuesday 2nd, the 24-hour response team are waiting for confirmation from the routing team that they have implemented the change. I will follow up with the verge protection and reinstatement.
3. The PCC proceeds of crime fund is open for applications for grants of up to £10k until September 22nd. Funding is available for protecting communities (including crime prevention and road safety), people (including domestic abuse and serious violence) and property (including retail and vehicle crime)
4. There have been several complaints about dog mess in the open space in Nursery End, naming residents who let their dog run loose. I have written a letter to the residents. The handyman is also putting up signs.
5. I have had conversations with residents on Huntersfield about continued drug dealing in the Millennium Green. The residents are wary of any consequences they may suffer by reporting to the police. I have offered to report for them but would need evidence to do so. There are also verbal reports of drug dealing at the MUGA.
6. Written complaint received regarding the danger of holes left by the rotten bench in the toddler play park. Handyman filled with postcrete which was broken apart and dug out, then filled with foam which has also been picked apart. Cllr Kent is going to review and make suggestions.
7. Complaint received regarding a drain cover, connected to the oil tank network, starting to collapse on Glebe Road. A land registry search shows that it is on private land, on the garage drive of a property on Joyce's Road and that there are easements allowing the oil company access. The tank was removed by VWHDC in Jan 23. I have passed to Vale Environmental Health.
8. Correspondence between chair and a resident about the hedge cutting/litter on Bow Road – in folder.

Clerk's report

1. Following the resignation of Cllr. Dixon, VWHDC has confirmed that no election has been called and we can proceed to co-opton.
2. The external auditors have signed off the accounts for 24/25 with no actions. This audit was a detailed review and required more work than usual. I have put the conclusion of audit up in the noticeboards and on the website. Copies are also in the finance folder. The accompanying letter to the clerk noted that "the email address used to submit the council's AGAR...does not appear to belong to the council.... every authority should have an email account that belongs to the council from 1 April 2025 this became a mandatory requirement, and the council will need to consider whether it is fully compliant."
3. The floodlights were replaced with LED lighting in August. The supplier has confirmed that they have set the angle to be the required 7.5 degrees on the football pitch lights.
4. OCC quickly repaired the vandalised bus stop information screen on High Street.
5. I have cleaned up the skate park area twice over the summer to remove large amounts of broken glass from alcohol bottles.
6. Vale Planning enforcement are investigating a complaint raised about a property in the village that has completed work without a planning application – investigation into whether planning permission was required.
7. I am meeting with AMTS this month to review parish council owned trees, including Nursery End. Will bring recommendations and a quote to the October meeting for approval.

8. The local government pay agreement for 25/26 has been reached. The clerk's pay increase has been implemented in August pay, including the pay backdated to April 1st.
9. The Parish Council insurance is due for renewal in October. I need to include Nursery End assets in any quotes, which will need to be approved before the next PC meeting.
10. I am in the process of adding all PC assets to Scribe
11. Recent application decisions:
P25/V1067/HH – 17 Van Diemens extension - Granted

10/09/25 To discuss/approve Cottage Farm Land transfer (subject to PC solicitor's review)

- a) Draft Land Sale and Transfer Agreement

The applicant agrees to pay all reasonable legal fees associated with conveyancing - letter from Butler and Duke on securing a resolution to approve from VoWHDC

- b) Undertaking regarding legal costs

S106 contribution to be agreed, subject to planning permission being granted. Legal costs conditional on securing of transfer of land.

- c) Undertake all searches recommended by our solicitor.

ON THE RESOLUTION OF Cllr. Lewis

SECONDED By Cllr. Isaacs

IT WAS RESOLVED to ask Cllr Silk to review the above and instruct our solicitor at the appropriate time. All in favour

11/09/25 To discuss Planning Applications

- a) **P25/V1445/FUL** – *Land at Cottage Farm* – erection of 2 no. detached dwellinghouses, including provision of public open space.
- b) The following concerns were raised:
 - i. The roof pitch and height seem large for the location
 - ii. There is a concern about the construction site access route
 - iii. The Plot 2 Master Bedroom Window faces East unlike Plot 1. In effect this overlooks the houses at the back of Chapel Road. We would prefer the window on the Plot 2 Master Bedroom to face South.

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED By Cllr. Kent

IT WAS RESOLVED that the council submit the following statement to Vale Planning:

We have a long held concern in relation to maintaining the adjoining land as green space for the contribution that it makes to the village character and the conservation area in particular.

Looking at the existing application:

- 1) We have concerns around the potential access method for the proposed development site: access through the neighbouring field would likely result in damage to the existing heritage stone wall, access through the existing site would potentially cause significant disruption to the neighbours
- 2) We find the roof pitch and height negatively contributes to a conception of over-scale/massing (whilst acknowledging other buildings on the site may be as tall, these do not have to follow the same parameters).
- 3) Some concerns were raised about overlooking of gardens to the east, whilst at a distance, relocating the window (Master Bed, Plot 2) could alleviate such concerns.

Should a reduced scale development come forward, we believe the public open space can be maintained for the public benefit (under the ownership and stewardship of the Parish Council via a suitable S106 agreement) in such a way to continue to contribute to the conservation area and would welcome the opportunity to engage with refining the design of the public open space to achieve this.

- All in favour

12/09/25 To approve Accounts for Payment

**Stanford-in-the-Vale Parish Council
PAYMENTS & RECEIPTS LIST**

1 September 2025 (2025 - 2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
13	Agency Work - Grass Cutting	29/07/2025		Current Account (TSI)		Receipt - Grass Cutting Paymer	Oxfordshire County Council	X	2,784.31		2,784.31
14	Interest on Investments	31/07/2025		Savings Account (Re)		Receipt - Interest	Redwood	E	132.08		132.08
15	Interest on Investments	31/07/2025		CCLA Public Sector D		Receipt - Income reinvestment	CCLA	E	35.15		35.15
39	CIL Projects	04/07/2025		Current Account (TSI)		Payment - eibe toddler play un	ARD Playgrounds	S	-3,800.00	-760.00	-4,560.00
40	Contractors - Mowing	04/07/2025		Current Account (TSI)		Payment - Contractor Time	Darren Rolls	X	-459.90		-459.90
41	Legal & Professional Fees	04/07/2025		Current Account (TSI)		Payment - Internal Auditor Fee	White Rose Accounting	X	-300.00		-300.00
42	Clerks Salary	25/07/2025		Current Account (TSI)	Stanford PC	Payment - Clerks Salary	Claire Lewis	X	-1,351.18		-1,351.18
43	Cleaning Wages	25/07/2025		Current Account (TSI)		Payment - Litter picker wages	Stephen Rolls	X	-145.04		-145.04
44	Leisure & Recreation	02/07/2025		Current Account (TSI)		Payment - Floodlights	Yu Energy	L	-13.58	-0.68	-14.26
45	Employer NI	25/07/2025		Current Account (TSI)		Payment - Employer NI	HMRC - PAYE & NI	X	-157.81		-157.81
46	Employee PAYE & NI	25/07/2025		Current Account (TSI)		Payment - Employee PAYE & N	HMRC - PAYE & NI	X	-184.48		-184.48
47	Land Registry Checks	04/07/2025		Current Account (TSI)		Payment - Land registry checks	Claire Lewis (Expenses)	X	-28.00		-28.00
48	Leisure & Recreation	04/07/2025		Current Account (TSI)		Payment - Bolts	Darren Rolls	X	-30.00		-30.00
49	Equipment Service/ Repair	04/07/2025		Current Account (TSI)		Payment - Trailer lights (Darre	Amazon	S	-19.16	-3.83	-22.99
50	Greens & Gardens	04/07/2025		Current Account (TSI)		Payment - Gardening services	Penny's Garden Maintenan	X	-380.14		-380.14
51	Membership Fees	04/07/2025		Current Account (TSI)		Payment - Annual OPFA Subscr	Oxfordshire Playing Fields /	X	-61.00		-61.00
52	Hall Hire	04/07/2025		Current Account (TSI)		Payment - PC and committee n	SITV Village Hall	X	-30.50		-30.50
53	Equipment Service/ Repair	31/07/2025		Current Account (TSI)		Payment - Defib Pads	WELmedical Ltd	S	-62.65	-12.53	-75.18
54	Hall Hire	31/07/2025		Current Account (TSI)		Payment - PC and committee n	SITV Village Hall	X	-20.50		-20.50
55	CIL Projects	31/07/2025	19/02/25	Current Account (TSI)		Payment - Repair Wicksteed ta	ARD Playgrounds	S	-110.00	-22.00	-132.00
56	Office Expenses & Subscription	31/07/2025	20/04/25	Current Account (TSI)		Payment - Scribe Data Transfe	Scribe	S	-199.00	-39.80	-238.80
57	Leisure & Recreation	31/07/2025		Current Account (TSI)		Payment - Bolts	HJ Webb & Son	S	-6.00	-1.20	-7.20
58	Other Fixed Assets	31/07/2025		Current Account (TSI)		Payment - Reolink Security Car	Reolink	S	-559.97	-111.99	-671.96
59	Greens & Gardens	31/07/2025		Current Account (TSI)		Payment - Replacement gate fr	HJ Webb & Son	S	-129.53	-25.91	-155.44
60	Leisure & Recreation	31/07/2025		Current Account (TSI)		Payment - Replacement round	Online Playgrounds	S	-186.67	-37.33	-224.00
61	Leisure & Recreation	31/07/2025		Current Account (TSI)		Payment - Wetspur repair kit	Online Playgrounds	S	-242.67	-48.53	-291.20
62	CIL Projects	31/07/2025	???	Current Account (TSI)		Payment - New toddler HAGS s	ARD Playgrounds	S	-3,373.75	-674.75	-4,048.50
63	Health & Safety	31/07/2025		Current Account (TSI)		Payment - Pollard willow Nurse	AMTS Arboricultural Contra	S	-960.00	-192.00	-1,152.00
64	CIL Projects	31/07/2025	13/03/25	Current Account (TSI)		Payment - LED replacement flo	CDC Electrical Services	S	-5,978.31	-1,195.66	-7,173.97
Total									-15,838.30	-3,126.21	-18,964.51

**Stanford-in-the-Vale Parish Council
PAYMENTS & RECEIPTS LIST
AUGUST 2025**

1 September 2025 (2025 - 2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
16	Rent Received	11/08/2025		Current Account (TSI)		Receipt - FC rental payment	Stanford in the Vale Footba	X	667.28		667.28
17	Interest on Investments	31/08/2025		Savings Account (Re)		Receipt - Interest	Redwood	E	130.57		130.57
18	Interest on Investments	31/08/2025		CCLA Public Sector D		Receipt - Income reinvestment	CCLA	E	36.04		36.04
65	Leisure & Recreation	11/08/2025		Current Account (TSI)		Payment - Floodlights	Yu Energy	L	-14.62	-0.73	-15.35
66	Clerks Salary	29/08/2025		Current Account (TSI)		Payment - Clerks Salary	Claire Lewis	X	-1,511.09		-1,511.09
67	Cleaning Wages	29/08/2025		Current Account (TSI)		Payment - Litter picker wages	Stephen Rolls	X	-177.44		-177.44
68	Employer NI	29/08/2025		Current Account (TSI)		Payment - Employer NI	HMRC - PAYE & NI	X	-191.09		-191.09
69	Employee PAYE & NI	29/08/2025		Current Account (TSI)		Payment - Employee PAYE & N	HMRC - PAYE & NI	X	-214.03		-214.03
70	Office Expenses & Subscription	11/08/2025		Current Account (TSI)		Payment - Land registry checks	Claire Lewis (Expenses)	X	-14.00		-14.00
71	Jubilee Gardens	10/08/2025		Current Account (TSI)		Payment - Plants for communit	Crocus	S	-557.12	-111.42	-668.54
72	Office Expenses & Subscription	08/08/2025		Current Account (TSI)		Payment - Suggestion Box	Pelltech Limited	S	-20.72	-4.15	-24.87
73	Hall Hire	12/08/2025		Current Account (TSI)		Payment - PC and committee n	SITV Village Hall	X	-25.25		-25.25
74	CIL Projects	12/08/2025	13/07/25	Current Account (TSI)		Payment - QEII Site Layout Pla	ASA Landscape Architects	S	-4,200.00	-840.00	-5,040.00
75	Health & Safety	12/08/2025		Current Account (TSI)		Payment - Remove fallen bran	Ali Riggs	X	-150.00		-150.00
76	Other Fixed Assets	13/08/2025		Current Account (TSI)		Payment - Reolink Cloud subso	Reolink	S	-28.74	-5.75	-34.49
77	Leisure & Recreation	13/08/2025		Current Account (TSI)		Payment - Lebara monthly cam	Lebara	S	-3.32	-0.66	-3.98
78	Legal & Professional Fees	13/08/2025		Current Account (TSI)		Payment - External audit fee 2f	Moore	S	-420.00	-84.00	-504.00
79	Office Expenses & Subscription	12/08/2025		Current Account (TSI)		Payment - Licence key for print	Paypro Europe	S	-7.78	-1.56	-9.34
80	Office Expenses & Subscription	21/08/2025		Current Account (TSI)		Payment - VOID	Amazon	S			
81	Office Expenses & Subscription	21/08/2025		Current Account (TSI)		Payment - VOID	Amazon	S			
82	Office Expenses & Subscription	21/08/2025		Current Account (TSI)		Payment - Ink pad for printer	Amazon	S	-7.27	-1.45	-8.72
Total									-6,708.58	-1,049.72	-7,758.30

Signed.....

Date.....

July

ON THE RESOLUTION OF Cllr. Silk

SECONDED BY Cllr. Foulkes

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

August

ON THE RESOLUTION OF Cllr. Foulkes

SECONDED BY Cllr. Kent

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

13/09/25 To approve Monthly Statement of Accounts

1 August 2025 (2025 - 2026)

Stanford-in-the-Vale Parish Council

Bank Reconciliation at 31/07/2025			
	Cash in Hand 01/04/2025		128,541.92
	ADD Receipts 01/04/2025 - 31/07/2025		54,861.99
			183,403.91
	SUBTRACT Payments 01/04/2025 - 31/07/2025		103,348.48
A	Cash in Hand 31/07/2025 (per Cash Book)		80,055.43
Cash in hand per Bank Statements			
	Current Account (TSB) 31/07/2025	27,822.69	
	Savings Account (Redwood) 31/07/2025	41,695.24	
	Savings Account (Unity Trust) 31/07/2025	0.00	
	CCLA Account 31/07/2025	10,037.50	
	HRBS Account 31/07/2025	500.00	
			80,055.43
	Less unrepresented payments		80,055.43
	Plus unrepresented receipts		
B	Adjusted Bank Balance		80,055.43
	A = B Checks out OK		

Signed.....

Date.....

	Bank Reconciliation at 31/08/2025		
	Cash in Hand 01/04/2025		128,541.92
	ADD Receipts 01/04/2025 - 31/08/2025		55,695.88
			184,237.80
	SUBTRACT Payments 01/04/2025 - 31/08/2025		111,940.67
A	Cash in Hand 31/08/2025 (per Cash Book)		72,297.13
	Cash in hand per Bank Statements		
	Current Account (TSB) 31/08/2025	19,897.78	
	Savings Account (Redwood) 31/08/2025	41,825.81	
	Savings Account (Unity Trust) 31/07/2025	0.00	
	CCLA Public Sector Deposit Fund 31/07/2025	10,073.54	
	HRBS Account 31/07/2025	500.00	
			72,297.13
	Less unrepresented payments		
			72,297.13
	Plus unrepresented receipts		
B	Adjusted Bank Balance		72,297.13
	A = B Checks out OK		

This item was deferred as Cllrs require different information in the report. Action: Cllr Lewis to discuss with clerk and present at October meeting.

14/09/25

To approve additional expenditure for play area park:

- a) Ongoing maintenance plan and costs – decision deferred to future meeting
- b) Additional expenditure for bark & labour – quote £200

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Page

IT WAS RESOLVED to spend up to £200 on bark and labour. All in favour

15/09/25

To approve costs for self-watering planters

Cllr. Burls will source a free planter and arrange to water for Cottage Road. The High Street planter will remain.

ON THE RESOLUTION OF Cllr. Page

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED to proceed accordingly. All in favour.

16/09/25

To receive QEII field update

ON THE RESOLUTION OF Cllr. Lewis

Signed.....

Date.....

SECONDED BY Cllr. Silk

IT WAS RESOLVED to spend £500 on a Traffic Construction Management Plan. All in favour

17/09/25 To approve upgrade of Cloud storage and mailbox at a cost of £75.00 per annum

ON THE RESOLUTION OF Cllr. Lewis

SECONDED BY Cllr. Page

IT WAS RESOLVED to purchase Google workspace. All in favour

18/09/25 To discuss/approve contractor works for

a. Bow Road wildflower verge management (annual cut) – No action at present

b. Hedge cutting (e.g. QEII border with A417/Cottage Road/Millennium Green)

Action: Carry over to October meeting.

19/09/25 To consider/approve PC ownership/hosting of SITV Community Website village website

The community website owner has moved away from the village and is looking for someone else to take ownership.

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Foukes

IT WAS RESOLVED to that the council investigate options. **Action:** Cllr. Lewis to pick up.

20/09/25 To receive update on Waymarker Trail

ON THE RESOLUTION OF Cllr. Kent

SECONDED BY Cllr. Isaacs

IT WAS RESOLVED to pay the artist for the work already completed, prior to the s106 monies arriving up to £7,000. All in favour. **Action:** Clerk to pay artist

21/09/25 To receive update on Security cameras.

We have 4 cameras and SIM cards. They need setting up. **Action:** Cllr Lewis to set up and send details to clerk for log.

22/09/25 To receive update on Council Surgeries at the Cafe & Suggestion Box

- 3 people came to first surgery, none to second.
- We will run the surgeries for another 4 months and if few people come forward, we will stop these surgeries.
- The suggestion Box is now in the village café
- No Resolution required

Standing orders suspended

Meeting extended to 2230

23/09/25 To discuss parking on grass verges in the Village

ON THE RESOLUTION OF Cllr. Isaacs

SECONDED BY Cllr. Lewis

IT WAS RESOLVED to write an article in the next newsletter and for Cllrs/clerk to take photographs and discuss AT October meeting. All in favour

24/09/25 To receive update on move to .gov.uk email addresses and website

- 25/09/25** **To approve updates to the Financial Regulations**
Carried forward to October meeting

- 26/09/25** **To approve the Co-option Policy**
Carried forward to October meeting

- 27/09/25** **To approve any training requests**
None received

- 28/09/25** **Provisional date of next meeting – Wednesday 1st October 2025**
- 29/09/25** **Questions/comments from parishioners**

Meeting finished at 2023

Signed.....

Date.....