

**Minutes of the Annual Meeting of Stanton Harcourt Parish Council  
held on Monday 13<sup>th</sup> May 2019  
in the Village Hall**

**Present:**

Charles Mathew	(CM)	Chairman
Matthew Judson	(MJ)	Vice-Chair
Jose Eaton	(JE)	Councillor
Gill Sellars	(GS)	Councillor
Joe Deane	(JD)	Councillor
Trudi Gasser	(TG)	Parish Clerk

Minute Ref	Item
AM19.01	<b>Welcome and Introductions: The Retiring Chairman/Vice-Chairman to welcome those present.</b> CM welcomed all present.
AM19.02	<b>Apologies: To note apologies from those Councillors absent from the meeting.</b> Graham Dixon-Brown - Councillor Steve Good - District Councillor
AM19.03	<b>Election of Chair.</b> <b>a) To elect the Chairman for the forthcoming year:</b> CM – JE proposed, 3 voted in favour MJ – JD Proposed, 2 voted in favour CM elected as Chairman <b>b) The Chairman to sign the Declaration of Office Form:</b> Declaration of Office signed
AM19.04	<b>Election of Vice Chair: To elect the Vice-Chair for the forthcoming year.</b> MJ – CM Proposed, 4 voted in favour MJ elected Vice-Chairman
AM19.05	<b>Banking arrangements: To agree the 'banking arrangements' for the year and to agree any changes to the nominated signatories.</b> TG confirmed current signatories – one signatory to be removed – TG to action
AM19.06	<b>Asset Register: To note the Asset Register dated 31 March 2017.</b> The Asset Register was circulated, minor changes to be made
AM19.07	<b>Insurance Cover: To note the extant/proposed insurance cover and decide whether it is adequate.</b> Adequate cover confirmed in place.
AM19.08	<b>Accounts for the Year ending 31 March 2019: To receive a report</b> Year End Accounts were circulated and noted
AM19.09	<b>Budget Details for Financial Year 2019/2020: To note the agreed Budget for the year</b> 2019/20 Budget circulated and noted

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**In Attendance:**

Hilary Fenton	(HF)	WODC District Councillor
7 Members of the public		

MIN REF	ITEM
<b>19/058</b>	<b>APOLOGIES FOR ABSENCE</b>
	Graham Dixon-Brown (GDB) Councillor Steve Good (SG) WODC District Councillor
<b>19/059</b>	<b>DECLARATIONS OF INTEREST</b>
	<ul style="list-style-type: none"> <li>CM owns property near the Leys, the Green and the School</li> <li>GS lives on B4449 and is a Village Hall Trustee</li> </ul>
<b>19/060</b>	<b>APPROVAL OF MINUTES OF 1<sup>st</sup> APRIL 2019</b>
	<p>The Minutes were approved.</p> <p>Matters arising:</p> <p>19/049 – Litter Picking Equipment: TG to progress with SG</p> <p>19/050 – Village Hall Car Park: CM confirmed CM/TG continuing to chase for a completion date.</p>
<b>19/061</b>	<b>REPORTS FROM DISTRICT/COUNTY COUNCILLORS</b>
	<p><b>DISTRICT:</b></p> <p>HF – Nothing to report.</p>
	<p><b>COUNTY:</b></p> <p>CM –Plans for Park and Ride and bus lane on A40 are proceeding. Some improvements are already being seen at OCC following the reorganisation.</p>
<b>19/062</b>	<b>PLANNING</b>
	<p><b>APPLICATIONS:</b></p> <p><b>SHEEHANS:</b></p> <p>The application was withdrawn from WODC and applied to OCC. Work has been proceeding. There are potential concerns regarding traffic, dust and noise.</p>

MIN REF	ITEM
<b>19/063</b>	<b>QUESTIONS FROM MEMBERS OF THE PUBLIC</b>
	<ol style="list-style-type: none"> <li>1. It was resolved to close the meeting to take questions (see appendix).</li> <li>2. It was resolved to reconvene the meeting.</li> </ol>
<b>19/064</b>	<b>LITTERPICK</b>
	<p>Steve Tuck (organiser of Litterpick) reported that two further litter picks had taken place since the previous meeting, collecting a large number of bags. The next Litterpick is on 8th June at 10:00 - 12:00.</p> <p>JE voiced concern regarding litter picking on the B4449.  GS reported encouragement to see children involved in the litterpicks.  CM expressed his thanks to Steve Tuck for efforts and enthusiasm in organising.</p>
<b>19/065</b>	<b>B4449/CYCLEPATH/SPEED CONTROL</b>
	<p>Update from Jacob Curtis, Transport Planner, OCC:</p> <p><i>Eric and I are working on this in the background, but we have very heavy workloads at the moment. Work is likely to continue in June.</i></p> <p><i>In terms of an update, I can advise the following:</i></p> <ul style="list-style-type: none"> <li>• <i>I've conducted a walking site visit to better understand the opportunities and constraints of the potential route options</i></li> <li>• <i>We have met with the public rights of way officers at OCC to better understand the opportunities and constraints of the potential route options</i></li> <li>• <i>We have commissioned speed surveys on the B4449 between Sutton and Eynsham and expect to have data on this in June</i></li> <li>• <i>We will be able to further refine the different cycle improvement options based on the above as we progress</i></li> </ul> <p>A later correspondence from Jacob Curtis was reported:</p> <p><i>As per your request the speed survey was extended for an additional week.</i></p> <p><i>I'd like to give you a heads up that I have requested four additional speed surveys which are mostly located along the B4449 between Eynsham and Sutton. These are being conducted in-house by OCC so will have a different type of speed survey equipment to that of the recent survey at Sutton.</i></p> <p><i>The surveys are scheduled for a one week period - starting next week on Monday 13 May 2019.</i></p> <p>The footpaths along the B4449 have been re sized by removing excess mud.  B4449 Road drainages system have been cleared</p>
<b>19/066</b>	<b>ANNUAL PARISH MEETING</b>
	<p>Speakers were confirmed:</p> <ul style="list-style-type: none"> <li>• Paul Wilson, Highways, OCC</li> <li>• Stanton Harcourt Primary School</li> </ul> <p>There would be more focus at this year's meeting on a public session to discuss the</p>

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	<p>Village Shop.</p> <p>TG to publish appeal on website and agenda for the public to inform the PC what they would like to discuss at the meeting.</p> <p>It was decided to provide tea, coffee and biscuits.</p>
<b>19/067</b>	<b>IMPROVING COMMUNICATIONS</b>
	<p>GS referred to a report which was circulated at the previous meeting containing suggestions on how to improve the website.</p> <p>TG/GS to get together to progress and report back.</p>
<b>19/068</b>	<b>THE GUARD ROOM</b>
	<p>GS reported on a recent meeting with Hayfield Homes regarding the Guard Room – the building is 67m<sup>2</sup> and has a dedicated car park.</p> <p>It was suggested to have a shop at the premises – CM confirmed the difficulty in making a decision without knowing what was planned for the Butts Piece Development. GS to contact Hayfield Homes to find out what was immediately required from the PC, to enable to PC more time to discuss further.</p>
<b>19/069</b>	<b>COUNCILLOR RESPONSIBILITIES</b>
MJ	<ul style="list-style-type: none"> <li>• A Further Bench had been restored by John Woodward</li> <li>• MJ confirmed he had contacted Mick Hill regarding the grass area at the village hall which requires cutting.</li> </ul>
GS	Village Hall: The defibrillator had been hard wired. The VH Committee were currently working on a maintenance schedule.
CM	Nothing to report
JE	Nothing to report
JD	Nothing to report
<b>19/070</b>	<b>FINANCIAL MATTERS</b>
	<ul style="list-style-type: none"> <li>• Cheques were circulated for signature.</li> <li>• A Finance update was circulated. TG to circulate precept calculations to all.</li> </ul>
<b>19/071</b>	<b>CORRESPONDENCE</b>
	TG reported that an email had been received from planners of Greensleeves, requesting a meeting with the PC to discuss plans. TG to arrange a meeting.
<b>19/072</b>	<b>OTHER BUSINESS (for information only)</b>
	<p>Charles reported that a meeting took place with Hayfield to discuss the building of a suitable footpath between the new development and the village.</p> <p>Hayfield have agreed to tarmac a parking space suitable for three vehicles in front of the cemetery.</p>

MIN REF	ITEM
	<b>NEXT MEETING</b> <ul style="list-style-type: none"> <li>• Annual Parish Meeting: 7.30pm Monday 20<sup>th</sup> May</li> <li>• The next Ordinary Meeting: 7.30pm Monday 3<sup>rd</sup> June</li> </ul>

Signed .....

Date .....

## **APPENDIX A TO MINUTES: PUBLIC SESSION NOTES**

### **Festival:**

Details of the Festival were announced, there will be 18 packed days of events including the Gala Day. Many open gardens including the Manor. All were encouraged to participate at events during the Festival.

### **Stocks:**

It was suggested to tile the stocks rather than Thatch, saving money.

CM voiced a preference for thatch, but other possibilities would be discussed during refurbishment discussions.

### **Litter picking:**

- It was reported that a resident had a permit for the pit, so it was possible to obtain one – TG to progress.
- It was suggested to contact those responsible for the haul road to ask them to carry out a litter pick of the road

### **Haul Road**

- Due to the expansion of businesses in the industrial estate resulting in more traffic, there are an increasing number of pot holes.
- A request was made for a Councillor to meet on site to discuss the possibility of a footpath from the Gates at the start of the Haul Road to the lake – MJ to arrange a meeting.

### **Dead Trees**

It was asked whether any progress had been made to remove the dead trees outside Coombe Cottage  
CM to progress with OCC

### **Contractors Vehicles at Hayfield Home Development**

It was reported that contractors were parking their cars in the Cemetery spaces – GS to report to Hayfield Homes.

### **Hedge at Blackditch**

It was reported that the hedge at the top of Blackditch was overgrown and obstructing visibility of traffic from the Haul Road – TG to report to Cottsway and David Bury.

### **Thefts in the Village**

There was a report of thefts in the village – CM asked JD to publish an article in Village Voice reminding all to secure outbuildings, etc.