

Stadhampton Parish Council

Minutes of the meeting of Stadhampton Parish Council held at the Village Hall, St John the Baptist Church, The Green, Stadhampton OX44 7UA on Monday 16th January 2023 at 7.30pm.

Attending: Councillors (Cllrs) Bayoumi, Campbell, Dawson, Fitzgerald, Odell (Vice-Chair) and Wells (Chairman)

Staff: Bev Field, Parish Clerk/RFO (PC)

Members of the Public: 10

District and County Councillors: Cllr Newton (South Oxfordshire District Council SODC)

Public participation session:

Resident 1: School Lane Triangle consultation: The resident objected to the phone box, visual clutter, library concept, defibrillator (had not been proposed), use of gravel and the methods used for the consultation, although it was accepted the bus shelter is popular.

Resident 2 The gravelled area will be below road level with borders to contain it, and look more attractive.

Resident 3 Does not support a telephone box installation on School Lane.

Resident 4 Cat Lane: Thanked the Chairman for his support today and e-mailing planning enforcement. There are ongoing issues with the developer on the site. What will happen now?

A. There are two issues: the easement and damage to the Green. Legal liability is difficult to prove and expensive to pursue. The developer should be asked to repair damage to the Green and to the surface of Cat Lane once the development is complete.

Cllr Caroline Newton has supported the request to planning enforcement, asking it be dealt with urgently.

Resident 5: Shall we continue to take photographic evidence of damage to Cat Lane?

A. Yes, it will be helpful for the planning enforcement team.

168/23 Apologies: None

169/23 Declarations of interest: None

170/23 Minutes: The minutes of the meeting held on 21/11/22 were approved as an accurate record. (proposed Cllr Wells, seconded Cllr Bayoumi)

171/23 Matters arising:

- D'Oyleys pond item 146/22: work was delayed by the weather. The subsided bank has been rebuilt and the posts are concreted in. Work will be complete within a month, with the posts and railings installed and painted, and making good the ground.
- 'No Trespass' signs for the Green item 152/22: Able Investigations have been reminded about this item and the signs should go up in the next month (**action: PC**).

172/23 Planning and licensing applications:

- a) **The Gables Cat Lane Stadhampton OX44 7UN** application P22/S4543/HH for a revised roof structure and fenestration layout to extant outbuilding, previously approved under application ref. P18/S1533/HH.
Resolved: no objection, with a comment to ask for the effect on the light into the neighbouring property to be checked (**action: PC**).
- b) **Applications validated since the publication of the agenda.** None
- c) **Update on recent decisions:**
 - **Newells Farm Road** Between Newells Close and Newells Farm Stadhampton OX44 7XJ application P20/S4668/N4A (Change of use from Agricultural Building to Dwelling house).
Decision: Fully discharged on 21/12/22
 - **Richmond Hill Farm**, Chiselhampton OX44 7XF application P22/S4129/N5D for a single storey existing office to C3 retaining structure, finishes and openings.
Decision: Prior approval declined - not Permitted Development on 06/01/23

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- **Rofford Farm, Watlington Rd, Stadhampton OX44 7RR** application P22/S3931/N4C for change of use of agricultural building from agricultural to storage use as part of a flexible commercial use under Class R.
Decision: Not Permitted Development on 21/12/22
- **Acorn Barn Milton Road Stadhampton OX44 7XX** application P22/S3912/S73 to remove condition 4 (agricultural occupancy) on application P00/N0374. Bungalow for agricultural workers.
Decision: Planning permission on 20/12/22

7.58pm Item 184/23 was taken at this point, but is reported in the order of the agenda items.

174/23 Finance: The monthly RFO report was circulated and the bank balances on 31/12/22 were £630.12 current account, £27,837.33 savings account and CCLA £41, 278.19. In addition:

- Of the total £69,745.64 the majority is CIL receipts of £62,138.53 which are earmarked for infrastructure projects. There is £7,607.11 precept remaining until the new financial year. A general reserve of at least 3 months operating income is advisable.
- The largest items of overspend on the 2022/23 budget include two illegal encampments, legal fees, repairs to the play area and grants.
- The miscellaneous nominal code has been reviewed and VAT will be shown as a separate item.

175/23 Payments: The payment schedule was authorised (**action: PC**).

176/23 To agree the budget for 2023/24: A budget forecast was circulated using current expenditure to achieve a planned balanced budget. The reserves are very low, and no increase to take into account inflation or new expenditure is included. The precept has slowly increased in recent years, but deficit budgets have reduced the general reserves. The strategy for illegal encampments has been effective, but the second encampment of 30 vehicles has put unplanned pressure on the precept income. The Parish Council has a responsibility to look after the assets and facilities for the community, and the expenditure has been necessary.

Resolved: To approve a balanced budget and hold a working group to find savings to reduce the budget where possible. Final approval will be at the next meeting (**action: all Parish Cllrs, PC**).

177/23 To agree the precept sum for 2023/24

Resolved: To defer a decision for the precept sum for 2023/24 for the working group deliberations. To approve the submission of a precept claim no higher than £30,089.00 (only with unanimous approval) in order to meet the SODC extended deadline, and to record final approval of the sum at the next meeting (**action: all Parish Cllrs, PC**).

178/23 Insurance Policy: 3 insurance quotes have been circulated.

BHIB requirements for risk: A risk assessment for D'Oyleys pond was written with the help of Green and Growing, and was submitted and approved by BHIB with no extra premium. Further risk assessment checks resulted in suggested safety works for Manor Pond. The posts are hidden by overgrowth, and the water is a risk to children, and measures are recommended to mitigate the risk and prioritise safety.

Resolved:

- a) To retrospectively approve the insurance quote and policy from 01/12/22 with BHIB at a fixed rate for 3 years at £433.23 (Financial Regulation 4.5)
- b) To approve the quote for £1,830.00 from 'Green and Growing' to trim back trees, clear overgrowth, pollard 3 lime trees, repair and paint 3 posts at Manor Pond. To use CIL funding for this pond safety work, to mitigate new residents being unaware of the dangers of the water (**action: PC**).

179/23 Community Infrastructure Levy (CIL): A report on CIL receipts for infrastructure projects in the Parish was circulated. Each CIL amount has a 5-year expiry date for expenditure. Projects will include playground equipment, traffic calming measures, sport pavilion improvements, installation of accessible kissing gates for footpaths and a bus stop with landscaping.

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180/23 Bus Shelter on School Lane triangle: The consultation was done via Facebook and out of 2,700 followers 35 responded, most were bus users and 91% used the School Lane bus stop. These included the school bus at 74% and a range of regular, occasional users of different age groups. Those in favour of a bus shelter 97%. Those in favour of making repairs and installing planters 88% with 12% maybe. Those in favour of the phone box 74% with 14% maybe and 12% were against. This was an Indicative survey to gauge the interest, not a referendum. More research on the use of a phone box is needed.

It was noted that there was a phone box sited on the triangle until 5 years ago. The proposal includes a bus shelter with a bench inside, and a border using railway sleepers (not bollards) stacked 3 high to create planters 60cm high, with shrubs in planters and fixed solar lights to give an illuminated boundary. The planters will be strong enough for people to lean on while they wait. Grant funding is being sought from Cllr Newton and Oxford Bus Company, and CIL contributions will be used for the remaining budget, which has approval. Cllr Wells was thanked for all his work on the project.

A proposal for parking space to be included was opposed as this is a safety hazard for children and young people on land not designated for vehicles.

Resolved: (action: Cllr Wells, PC).

- a) The triangle at the entrance to School Lane should not include parking spaces.
- b) To approve the design for the bus shelter, with railway sleeper borders, planters and a maintenance plan.
- c) To further investigate the addition of a phone box and the best way to use and maintain it.
- d) To delegate to Cllr Wells and the Parish Clerk to request a revised quote and agree the cost

181/23 Replacing the Footpath Gates: The costs of replacing up to 13 gates on footpaths to improve accessibility around the Parish were discussed. Oxfordshire County Council have agreed to change 4 gates, and the Ramblers Association and Field Paths Society have both agreed to £1,000 contribution each. The priority for the Parish Council is around the village Green and footpaths that join the two villages.

Agreed: a) To request a map of the locations to help prioritise the gates and check land ownership.

b) Cllr Dawson to lead on liaising with the Kings, in contacting the relevant landowners to request contributions. In principle, the Parish Council is willing to fund the gates relating to Parish Council land and access with Chiselhampton, subject to a review of the above enquiries (action: Cllr Dawson).

182/23 S137 Grant Application: Oxfordshire and Vale Citizens Advice (OVCA). OVCA is helping a number of people in the Parish. The 2022/23 grant budget is overspent.

Resolved: To defer the item until the April meeting (action: PC).

183/23 Sports Pavilion: This item was deferred pending quotes. TurneRound Gardening requested the opportunity to provide a quote, and it was highlighted that some trees along the avenue by the pavilion have tree preservation orders (TPO) on them (action: PC).

184/23 Reports from Ward Councillors: Ward Councillors reports will be included in the Village Voice. Cllr Newton explained the 2041 update to the Local Plan 2035. Housing Associations are under pressure due to the immigration of Ukrainian refugees and placements ending. The number of rough sleepers in the district continues to remain low due to preventive work.

185/23 Reports from Working Groups and Projects:

- a) **Play area project:** Cllrs Dawson and Wells met the contractor to prepare a brief for quotes for the Parish Council to consider. It does not include a multi-use games area (MUGA). A funding application to the OCC Community Foundation should be made by March (action: Cllrs Wells and Dawson).
- b) **Climate and Environment** Cllrs Campbell and Odell planted trees this week. This includes replacing the gaps and 3 more wild cherry trees will be planted.

Agreed: The Parish Clerk will confirm with the contractor that the wild area in north Green should only receive an annual grass cut (action: PC).

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- c) **Highways and Transport:** Cllr Fitzgerald will write an article for the Village Voice for February with the aim to bring feedback to the March meeting ([action: Cllr Fitzgerald](#)).

186/23 Updates:

- a) **Jubilee party funds**

Agreed: The Parish Clerk to request that the funds from the Jubilee party are transferred to the Parish Council account ([action: PC](#)).

- b) **Water supply for allotments:** Cllr Odell reported that a communal shed can be sited on an allotment on the left side, with butts to collect rainwater.

Resolved: The climate budget is allocated for the water collection project to a maximum of £500.00 ([action: Cllr Odell](#)).

- c) **Allotment 13 and costs:** A summary of the costs to date of £22,017.50 was circulated. A letter was received from the solicitors regarding their wish to resurface the front track. They have been urged to sign and complete the Tomlin Order as a priority. The front track can be discussed once this is completed.

- d) **Cat Lane:** The solicitor has changed due to serious illness. Blaser Mills for Barar Homes have been contacted to dispute the easement and offer a settlement. Land Registry noted a pending charge.

Agreed: to check what response has been received from the estate agent, and to clarify the legal advice on the value of a changed easement ([action: PC](#)).

- e) **Village hall joint user agreement community views:** Cllrs Odell and Dawson will draft an article for Village Voice ([action: Cllrs Odell and Dawson](#)).

- f) **Defibrillator:** The Parish Clerk contacted BP and spoke to staff at the M&S/BP garage regarding the defibrillator recall. BP have removed the cabinet and defibrillator and decommissioned the unit.

Agreed: Cllr Wells to write to BP Head Office to ask for the unit to be available for the community ([action: Cllr Wells](#)).

187/23 Correspondence:

- a) An acknowledgment of the letter of condolence sent to His Majesty King Charles III on the death of his mother, Queen Elizabeth II has been received.
- b) School bus withdrawal: Cllr Odell will write to Cllr Bennett at OCC to ask for his support to protest the withdrawal of the school bus service ([action: Cllr Odell](#)).
- c) A resident has written with concern about the damage in Cat Lane - discussed in public participation.
- d) The organising group for the Annual Village Party have set the date for **Saturday 8th July from 2.00pm - 9.00pm**
- e) Green and Growing have drawn attention to a few potholes which opened up outside Church Farm.

Agreed: Cllr Dawson to approach the residents to request a contribution ([action Cllr Dawson](#)).

187/23 Items for the next agenda: Standing Orders and Financial Regulations, budget and precept 2023/24

Date and time of Next Meeting: Monday 20th February 2023 at 7.30pm

The meeting closed at 10.05pm

Signature:

Date: