

## Minutes of the Parish Council Meeting held on Monday 3rd April 2023

**Present:**

Matthew Judson	(MJ)	Chair
Rachel Arnold	(RA)	Vice Chair
Gill Sellars	(GS)	Councillor
Joe Deane	(JD)	Councillor
Keith Hickson	(KH)	Councillor

**In Attendance:** 3 Members of the public

MIN REF	ITEM
23/031	<b>APOLOGIES FOR ABSENCE</b> Dan Levy (DL) County Councillor Lysette Nicholls (LN) District Councillor Charlie Maynard (CM) District Councillor Tony Pentland (TP) Parish Councillor Trudi Gasser (TG) Parish Clerk
23/032	<b>DECLARATIONS OF INTEREST</b> Gil Sellars is a trustee member of the Village Hall Committee with regards to item 23/038 below the Village Hall Car Park.
23/033	<b>APPROVAL OF MINUTES FROM 6<sup>TH</sup> MARCH 2023</b> Minutes had been circulated for comment and were approved for publication.
23/034	<b>MATTERS ARISING</b> Revised Parish Council Standing Orders to be re circulated ready for approval at next meeting. <b>Action: TG</b>
23/035	<b>QUESTIONS FROM MEMBERS OF THE PUBLIC</b> <b>What has been planned for the Coronation:</b> There are no known public celebrations scheduled within Stanton Harcourt. The chairman asked for suggestions from the floor – some sort of gathering, getting together, public event.
23/036	<b>REPORT FROM DC/CC COUNCILLORS</b> <b>County Council:</b> DL provided a report - see annex.  <b>Action: MJ</b> to notify the village via Village Voice Facebook - <i>Botley Road will be closed at the railway bridge for approx. 6 months starting April 11, and then again from March 2024 until October 2024 to enable Network Rail to rebuilding the station. Buses will continue to run, and the final stop on Botley Road will be at St Frideswide Church. There will be pedestrian, bike, scooter, mobility scooter, etc, access under the railway except for a very brief period in August 24.</i>  <b>District Council:</b> No report provided
23/037	<b>VILLAGE VOICE NEWSLETTER</b> Some suggestion for improvement were put forward on behalf of the Editorial Team: 1) <b>Remove hardcopy delivery process</b> - place copies on the newsletter in plastic containers around the village, so that people could help themselves – rejected as it was felt that many of those who need a hardcopy most (the elderly and vulnerable) would not then receive a copy. And it might result in public nuisance if they were scattered all over the roadway

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	<p>2) <b>Sponsorship</b> – as the production is underpinned by a public body this was considered inappropriate.</p> <p>3) <b>Advertising</b> – considered appropriate so long as it did not dominate the publication with the income covering any additional production costs or being returning to the Parish Council.</p> <p>4) <b>Events Diary</b> – was favoured by all.</p> <p>5) <b>Additional contributors</b> – There had been a lack of contributors to recent editions. All thought that we should actively encourage contributors. JD to ensure the contributor and subscriber DB has been transferred to the new Editor.</p> <p>6) <b>Encouraging the young to get involved</b> – Utilising a sub editor role as a Duke of Edinburgh opportunity had been valuable.</p> <p>Process for paying newsletter distributors was confirmed. Distributors have not been paid for distributing the last two editions.</p> <p>The Parish Voice voiced their appreciation to the new Village Voice Editorial Team.</p> <p><b>ACTION: VV Editor</b> to provide list of distributor names and details.</p> <p><b>ACTION: TG</b> to arrange payment</p> <p><b>ACTION: JD</b> to ensure all relevant information has been transfers (Subscriber DB, Contributor, Contacts etc)</p>
<b>23/038</b>	<p><b>PLANNING</b></p> <p>No new applications have been received.</p> <p>The application from Acorn Bioenergy building close to High Cogges was discussed and the potential environmental and highways impact. But noted that the consultation closed on 30<sup>th</sup> March</p>
<b>23/039</b>	<p><b>VILLAGE HALL</b></p> <p>Village Hall Car Park – A paper was circulated prior to the meeting:</p> <p>First phase complete, car park layout and recommended construction, including drainage received from Glanville.</p> <p>Deanfield Homes provided a ballpark quote:</p> <ul style="list-style-type: none"> <li>• Break out existing and much away – suggest £20-25k (assuming an overall depth of construction 500mm)</li> <li>• Soakaways – No specific details but suggest this will be around £15-25k (very dependent on final design, no. of soakaways, no. of gully's and so on)</li> <li>• Finishes – overall c.700m<sup>2</sup> of carparking – The below figures assume 50/50 parking areas and circulatory areas. <ul style="list-style-type: none"> <li>○ Circulatory areas <ul style="list-style-type: none"> <li>▪ Tarmac - £34k</li> <li>▪ Impermeable block paving - £39k</li> </ul> </li> <li>○ Parking areas – <ul style="list-style-type: none"> <li>▪ Tarmac - £24k</li> <li>▪ Block paving - £28k</li> <li>▪ Poursous block paving - £35k</li> <li>▪ Golpa Grid – £28k (or equivalent, this rate was using Bodpave)</li> </ul> </li> </ul> </li> <li>• Prelims – site toilet, barriers, site management etc. – estimated £10k</li> <li>• Concrete edgings around the parking areas, this would be another - £3-4k</li> </ul> <p>TOTAL of £100k - £125k excluding VAT</p>

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	<p>The chair proposed that GS produced a S106 application for £105k which alongside the £20k donation the Parish Council has, should cover the cost. The PC would find the funding to cover the VAT that would be reclaimed.</p> <p>This proposal was accepted unanimously.</p> <p><b>ACTION: GS</b> to produce and circulate S106 application ASAP</p>
23/040	<p><b>GUARDROOM</b></p> <p>The Guardroom water heater is now working, and the replacement heater put into storage. JD has fixed the heater back on the wall.</p> <p>Guardroom Solar Heating Project, concern was raised about the current long lead time quoted by the suppliers (circa 26 weeks) for panels and batteries. PC decided they wish to proceed to avoid further cost increases</p> <p><b>Action: MJ</b> to obtain some polycarbonate to mend the picture.  <b>Action: MJ</b> to obtain a quote for a replacement door.  <b>Action: MJ</b> to ensure the guttering at the front of the building fixed.  <b>Action: JD</b> to fix the picture and re hang.  <b>Action: JD</b> to produce a draft S106 submission for Guardroom Solar Heater for the next meeting.  <b>Action: GS</b> to continue to try to resolve the lighting issue, to enable the lights to be dimmable.</p>
23/041	<p><b>COUNCILLOR RESPONSIBILITIES</b></p> <p><b>JD</b>  <b>Welcome Booklet</b> JD will ask the community for contributions.  <b>Village Voice Printing</b> on-going</p> <p><b>GS</b>  <b>Guardroom</b> -Continuing to clean on a weekly basis – specification shared with TG.  Additional Accident book installed in the Kitchen  <b>Village Hall</b> – no update  <b>Notice Boards</b> – Bus timetables had been install on all notice boards, some have been removed.  <b>Action: GS</b> replace bus timetables on all Notice Boards</p> <p><b>KH</b>  <b>IT Date Security</b> - KH shared a draft file store structure for the Parish Council documents, which included Guardroom it was agreed with the addition of two, Policy &amp; Procedure, Finance. Issues with regard to accessing multiple accounts to be looked into.  <b>Pot Hole Resolution</b> KH has marked up and reported 15 significant potholes in and around Stanton Harcourt and Sutton.  <b>Action: KH</b> to arrange a training session with Dragon IT on Google workspace to enable all members of the PC to view bookings, etc  <b>Action : KH</b> to arrange for Dragon It to install the defined file store</p> <p><b>RA</b>  <b>Village Voice Content</b> – Produced by GS this month, back to normal next month input prior to the 18<sup>th</sup> please  <b>Health &amp; Safety</b> Applying for a grant for a DiFib for the Guardroom  <b>Action: RA</b> to produce the PC content for Village Voive</p> <p><b>MJ</b>  <b>Village Maintenance</b> - Verge cutting recommendation had been received from WODC this</p>

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	<p>will be shared with our suppliers – a query was raised ‘does the recommendation to cut less’ impact the grant the PC receives</p> <p>Dangerous Holly tree at the side of the main road to be removed.</p> <p>Bough off near the cemetery to be removed.</p> <p><b>Action MJ</b> to ask TG to clarify the WODC grant for 2023/24</p>
<b>23/042</b>	<b>ANNUAL MEETINGS</b>
	<p>Annual Meeting of the Parish Council – 7.00pm on Monday 15<sup>nd</sup> May (Original date not available)</p> <p>Due to the date of the May meeting (as the first two Mondays are Bank Holidays and availability of Councillors), there would be no meeting in June the following meeting will be held on 3<sup>rd</sup> July in the Stanton Harcourt Village Hall.</p> <p><b>Action:</b> KH to confirm the hall is available on the required dates</p> <p><b>Action:</b> TG to publish dates of meetings on the PC website.</p>
<b>23/043</b>	<b>FINANCE</b>
	No Finance Report this month
<b>23/044</b>	<b>CORRESPONDENCE</b>
	<p><b>Old Airfield Bins</b> – additional bins requested to assist with the ‘Dog Poo’ issue. One placed by the Guardroom Car Park a second closer to the entrance to the Lakes and Quoites.</p> <p>PC agreed to satisfy the request subject to approval from Hayfield the landowners</p> <p><b>Action JD</b> to request permission to install bins and follow up on the request for a path through to the Cricket Pitch</p> <p><b>Public Herb Garden</b> Request to install a Herb Garden on the edge of the Green . Request rejected.</p> <p>Action MJ to notify applicant.</p> <p><b>Improve the knowledge and understanding of the Quoits and the walk around the Lake</b> PC happy to support such a community initiative.</p>
<b>23/045</b>	<b>ANY OTHER BUSINESS</b>
	Nothing to report.
<b>23/046</b>	<b>NEXT MEETING:</b>
	Monday 22 <sup>nd</sup> May.

Signed .....

Date .....

## ACTIONS CARRIED FORWARD FROM EARLIER MEETINGS:

	<b>ACTIONS CARRIED FORWARD</b>	
Pre-June	<b>GS</b> – B4449 Reducing the noise and vibration  BT OpenReach replaced the wrong manhole cover. The one by 10 Beaumont Green has been recorded as Urgent by both OCC Highways and BT OpenReach	Cfw
CFW from June mtg	<b>21/064 TG</b> to create and circulate a list of current policies (a PC Policy Register) ready for review.	Cfw
CFW from July mtg	<b>21/092 All/PC</b> to continue logging TW complaints with DL/OCC None received – Notice to be put on Village Voice (Hardcopy & Facebook) asking all issues to be sent to Parish Clerk with the Title ‘Water Issues’ PC will then progress with Thames Water. Action MJ <b>TG</b> to report on issue type statistics at future meetings (standard agenda point)	Cfw
	<b>21/097 S106 MJ</b> to obtain quotes for additional Play Equipment	Cfw
CFW from Nov mtg	<b>JD</b> to look at sensors for electric lights once transferred to the PC	Cfw
	<b>21/122 Public Session</b> Archive in the Guard Room? <b>GS</b> to see if we can install sufficient storage	Cfw
	<b>22/009 Village Hall</b> <b>GS</b> to circulate the original Car Park refurbish plan to the VHC for review for completeness <b>GS</b> to return to Parish Council with quotations for Car Park refurb	Cfw
	<b>22/010 RECREATION AREAS</b> <b>GS</b> to identify whether the VHC would like the equipment moved from the Bury Mead play park to the Leys to provide additional options for the Village Hall long term strategy	Cfw
CFW from June Meeting	<b>22/0269 Welcome Pack</b> JD currently drafting a document	