

Minutes of the Parish Council Meeting held on Monday 1st November 2021

Present:

Matthew Judson	(MJ)	Chair
Gill Sellars	(GS)	Vice Chair
Keith Hickson	(KH)	Councillor
Joe Deane	(JD)	Councillor
Trudi Gasser	(TG)	Parish Clerk

In Attendance:

5 Members of the public
Lysette Nicholls (LN) District Councillor

Online Attendance

At this meeting the online viewing link was distributed by the village Facebook group and posted on the PC website.

MIN REF	ITEM
21/114	<p>APOLOGIES FOR ABSENCE</p> <p>Rachel Arnold (RA) Councillor Dan Levy (DL) County Councillor Steve Good (SG) District Councillor (no apologies received)</p>
21/115	<p>DECLARATIONS OF INTEREST</p> <p>GS – Village Hall Committee member</p>
21/116	<p>APPROVAL OF MINUTES FROM 4TH OCTOBER</p> <p>Minutes have been circulated and comments addressed.</p> <p>Matters Arising not covered on Agenda – See ‘Actions Annex’.</p>
21/117	<p>REPORT FROM DC/CC COUNCILLORS</p> <p>LN provided a DC report:</p> <ul style="list-style-type: none"> • Thames Water – currently consolidating schedules to arrange meetings. Will start visiting residents to hear concerns. JD raised 3 concerns, water pressure, sewage in Sutton and Sewage in waterways. • Charging points for electric cars would be installed in various locations on land owned by WODC, local areas include Witney and Eynsham. • Flood Fair taking place this week – ACTION: GS to attend on behalf of PC • WODC launched Green Tool Kit on their website – useful for anyone considering lodging a planning application. • Three councillors caught COVID after a recent council meeting – all to still maintain caution <p>DL unable to attend but provide a CC report (see Annex)</p>
21/118	<p>PLANNING</p> <p>CURRENT APPLICATIONS: APPLICATION NO: 21/03393/HHD PROPOSAL: Demolition of existing pre-fabricated concrete garage and construction of replacement garage with log store. LOCATION: Duck End Cottage Duck End Lane Sutton Application circulated for comment – no objections received.</p> <p>DEANFIELD/BUTTS PIECE ROAD NAMING: The following suggestions were received: Pastures Place, Stables Lane, Saxon Fields, Granary Way, Saxon Place, Bronze way Roman Crescent</p>

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	<p>The suggestions were discussed, and the following were chosen:</p> <ol style="list-style-type: none"> 1. Roman Crescent: as it loops back on itself and goes over the site of several Roman period enclosures that were crescent shaped 2. Saxon Place: as a tribute to the archaeological finds that have been made on the site – drive as it links two ends of a single road 3. Granary Way: reflects the historical grain market and ‘public open space’ alongside the road <p>ACTION: TG to confirm selection to WODC</p> <p>Road Closure Coggs Lane 10 Jan – 24 Jan ACTION: TG to publish on web site closer to the date</p> <p>Relocation of the new footpath on the Green Legal agreement to be progressed ACTION: MJ and TG</p>
21/119	<p>20 MPH LIMIT</p> <p>DL had confirmed that it will be up to the PC determine what roads are included and that the PC would pick up any costs of street furniture and physical measures and OCC picks up the other costs, but all will be confirmed when the current trial of 5 other villages trial is over.</p> <p>Highways confirmed that the PC need to Survey the residents to ensure that 20mph is wanted by the community. The PC will need to pay for required road furniture.</p> <p>Gil Hillard has the Sutton Lane/New Road survey which was undertaken three years ago KH to do initiate facebook poll GS will include in December issue of Village Voice TG to obtain an estimate of the funding needed</p>
21/120	<p>UPDATE ON GUARDROOM</p> <p>Value provided so can insure hall. ACTION: TG to set up insurance Date for handover of hall and donation not available yet Budget for fit out (three quotes for chairs and tables) – ACTION: GS to obtain GS proposed the Hiring Charge mirror those of the Holland Room at the Village Hall – KH seconded, all in favour – it was RESOLVED. JD noted that the electric light had been left on all night! ACTION: JD to look at sensors for electric lights once transferred to the PC</p>
21/121	<p>VILLAGE HALL</p> <p>Cllr Sellars report contained the following proposals: GS proposed the PC pay for insurance annually £1.2k, JD seconded, all in favour – it was RESOLVED. GS proposed the PC pay 50% of the annual Maintenance costs (£25k over 5 Years) TG raised concern – ACTION: TG to check whether the PC may legally fund some Village Hall maintenance each year. ACTION: TG to place £5k in the 2023 draft budget in anticipation – ready for budget review Car Park refurb once we have received the donation i. ACTION: TG to continue chasing donation ii. ACTION: GS to resurrect plans for discussion at next meeting</p> <p>S106 proposal PC to submit – VHC will project manage the on time and quality of the delivery – Proposal Agreed – ACTION: MJ to sign S106 and submit on behalf of the PC</p> <p>Notice Board proposal</p>

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	<p>Re-site and install new board split cost 50/50 ACTION: GS to obtain 3 quotes for Village Hall Notice Board for next meeting ACTION: TG to add Notice Board (all around the village) on next meeting Agenda</p> <p>Additional Storage Lack of storage is stopping the VHC committee getting more comfortable chairs and hindering the ability to store equipment for some clubs (e.g. drama group) and potentially reducing the likelihood of some new event (indoor five aside football, net ball etc) JD suggested that the PC put aside £5k each year towards building additional storage. ACTION: TG to put in draft budget</p>																																							
21/122	<p>QUESTIONS FROM MEMBERS OF THE PUBLIC</p> <p>Could we hold an archive in the Guard Room? ACTION: GS to see if we can install sufficient storage Pathway between Nigel Elliott and the church over hanging (difficult to get past) – ACTION: TG to write to W Gascoigne to highlight safety issue</p>																																							
21/123	<p>FINANCE UPDATE</p> <p>Budget proposals (to be discussed at next meeting) ACTION: MJ to provide Proposal for Green space management (Strimmer needed, Ride on mower etc) ACTION: GS to cost out suggestions already put forward ACTION: TG to provide to GS contact for tarmac quote Asset register and Year today figures circulated ACTION: TG – figure for chipping to be related to Playground maintenance</p> <p>Cheques Issued:</p> <table border="0"> <tr> <td>WODC</td> <td>Bin Emptying</td> <td>£148.63</td> </tr> <tr> <td>T Gasser</td> <td>Clerk</td> <td>£706.94</td> </tr> <tr> <td>HMRC</td> <td>Clerk</td> <td>£226.22</td> </tr> <tr> <td>J Deane</td> <td>Village Voice</td> <td>£120.00</td> </tr> <tr> <td>D Axford</td> <td>Village Voice</td> <td>£18.40</td> </tr> <tr> <td>N Rickards</td> <td>Village Voice</td> <td>£17.20</td> </tr> <tr> <td>O Newman</td> <td>Village Voice</td> <td>£16.40</td> </tr> <tr> <td>L McEachern</td> <td>Village Voice</td> <td>£24.00</td> </tr> <tr> <td>T Newman</td> <td>Village Voice</td> <td>£31.80</td> </tr> <tr> <td>WODC</td> <td>Grass Cutting</td> <td>£279.67</td> </tr> <tr> <td>J Woodward</td> <td>Maintenance</td> <td>£216.87</td> </tr> <tr> <td>R Smith</td> <td>Maintenance</td> <td>£139.09</td> </tr> <tr> <td>J Woodward</td> <td>Maintenance</td> <td>£297.29</td> </tr> </table>	WODC	Bin Emptying	£148.63	T Gasser	Clerk	£706.94	HMRC	Clerk	£226.22	J Deane	Village Voice	£120.00	D Axford	Village Voice	£18.40	N Rickards	Village Voice	£17.20	O Newman	Village Voice	£16.40	L McEachern	Village Voice	£24.00	T Newman	Village Voice	£31.80	WODC	Grass Cutting	£279.67	J Woodward	Maintenance	£216.87	R Smith	Maintenance	£139.09	J Woodward	Maintenance	£297.29
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21/124	<p>CORRESPONDENCE</p> <p>Anonymous Correspondence responded to.</p>																																							
21/125	<p>OTHER BUSINESS</p> <p>Remembrance Day: MJ Proposed a £50 donation to British Legion KH seconded, all in favour – It was RESOLVED ACTION: GS to confirm with RBL payment detail for cheque to be raised at the next meeting ACTION: GS to Contact Lucy E to establish wreath provision and whether 1 or 2 wreaths should be laid</p> <p>MJ proposed to PC install a temporary Christmas Tree this year with a view to planting a permanent one next year – GS seconded, all agreed – it was RESOLVED. ACTION: TG to provide contact details of previous supplier ACTION: MJ to obtain</p>																																							

MIN REF	ITEM
21/126	NEXT MEETING: Monday 6 th of December

Signed

Date

Stanton Harcourt, November 2021

OCC news:

There is an alarming increase in the incidence of Covid 19 in Oxfordshire, and I would urge everyone to remember that the epidemic is by no means over, and to carry on taking the sensible measures we all followed previously.

The budget did no favours to local government finances – the key labour costs, particularly in social care, have gone up, and we are being told by the Treasury that we should try to meet these costs via an increase in local taxation. The much publicized increase in National Insurance for NHS and Social Care purposes will initially send nearly all the money to the NHS, while the additional NI costs to OCC are approx. £1.5m per annum. The lack of money makes it even more important that we focus on the key issues facing the County, not least the climate emergency.

The County Council has a new consultation system, Let's Talk Oxfordshire.

<https://letstalk.oxfordshire.gov.uk/>

It is much easier to use than the previous system, and we very much hope more residents will use it than before.

Local issues.

The "First and Last" bus service to Eynsham and Hanborough is now scheduled to start on 4 January to coincide with the schools going back. I hope that it will be used by residents of Stanton Harcourt. It will be helpful to have feedback once it starts, for instance if there are issues with timetables or overcrowding.

I continue to be in dialogue with Thames Water about the issues with pollution and flooding in the area, including the deplorable level of raw sewage coming out of the SH plant. It was disappointing to see the House of Commons reject a bill originating in the Lords to address this issue.

The new 20 mph zone scheme was, as expected, approved by OCC, and applications from parishes are now welcomed. They require the parish to have consulted with residents (not necessarily via a formal consultation) and the approval of the local county councillor to the proposal, which you will certainly get for your villages.

The County Council is currently capturing HGV data at key points all over the county. We want to review the whole HGV routing. This is a complex task, as changing one route invariably has an effect elsewhere. The issues with HGVs in Sutton are very obvious, and I will stress the need to address the problem.

Finally, Dix pit will be shut on Tuesday 23 and Wednesday 24 November for a deep clean. Please contact me by phone 07852 748362 or email dan.levy@oxfordshire.gov.uk

21/117	ACTIONS CARRIED FORWARD	
CFW from June mtg	21/064: TG to create a list of current policies (a PC Policy Register) ready for review.	Cfw
CFW from July mtg	21/078 GS to request Steve Tuck that the volunteer group continue to refresh the public benches and to encourage more volunteers to participate in monthly activity	Actioned
	(No ref number) TG to circulate Asset Register for update/approval	Actioned
	21/079 June Minutes TG to change Guard House to Guard Room & ref Airfield in draft June minutes	Actioned
	21/092 All/PC 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 TG to report on issue type statistics at future meetings (standard agenda point)	Cfw
	MJ/JD to pass on Sutton by-pass plans to DL	Cfw
	21/096 Village Communication - MJ to progress the suggestion of two Parish Meeting Pencil in a Saturday in December 2021 – link to Guard Room opening Table at next meeting	Cfw
	JD to get costings for a microphone JD specified a Microphone could be purchased for £40. The meeting decided not to invest in one at the moment. Action Closed	Actioned
	GS return to November meeting with a costed proposal for 2022 Village Hall Financial Support Report circulated – Agenda Item requested for questions and voting	Actioned
	21/097 S106 MJ to obtain quotes for additional Play Equipment	Cfw
	21/100 Finance TG to investigate possibility of changing banks	Cfw
	JD to ask Village Voice if they will accept one payment for distribution Carry on with cheque payments for now until we change bank then use BACs Action Closed	Actioned
	CFW from Oct mtg	21/107 KH to establish whether concessionary travel will be available on First to Last buses. Complete – Positive Response published on Villagers Other Voice Action Closed
21/107 TG to confirm to DL our wish to participate in 20mph scheme and establish scope and estimated costs to PC We need to Survey the residents to ensure that 20mph is wanted by the community. The PC will need to pay for required road furniture. KH to do initiate facebook poll GS will include in December issue of Village Voice TG to obtain an estimate of the funding needed		Cfw
21/108 All to confirm Road Names suggestions to TG by end of week for TG to compile and circulate for approval. Discussed at meeting names agreed. Action TG to inform OCC		Actioned
21/108 TG to add the Butts Piece Archaeological dig photographs etc to our website		Actioned
21/110 MJ to confirm valuation to enable TG to arrange insurance and update asset register. Guard Room £220,000 provided ready for insurance Action TG to arrange insurance and update asset register.		Cfw
21/112 TG to circulate budget vs spend		Actioned
21/112 All councillors to forward budget suggestions to TG by 22 October for discussion/approval at the November meeting		Cfw

	<p>JD and GS have submitted. GS to provide indicative estimates for the items suggested. TG to work up a draft budget for the next meeting</p>	
	21/113 Notice Boards - MJ and TG to place item on November Agenda	Cfw
	21/113 TG to obtain costs for a pin board with unlocked sliding doors for Steady's Lane	Cfw
	21/113 MJ to purchase a salt bin and replace the damaged bin on Steady's lane.	Actioned
	21/113 MJ to source signs for installation 'no dogs' Signs on the Jubilee field gate.	Cfw
	21/113 Over grown hedge MJ to contact the owner to ask for the hedge to be trimmed	Cfw