

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 17th July 2023 at 7.30pm.

Public Participation:

Resident 1: Can a replacement padlock for the pavilion storage be funded?

Agreed: Yes, please submit a receipt for reimbursement (action: PC).

Resident 1: The bulrushes in D'Oyley's pond are getting high.

Agreed: To ask the contractor to cut them back for driver visibility (action: PC).

Resident 2: A child was injured recently on the play equipment.

Reply: This has not been reported to the Parish Council. The annual RoSPA safety inspection is due to take place, and any reported safety issues will be repaired immediately. A presentation by Proludic on bespoke play equipment was attended by the Parish Clerk and passed to Mr Dawson. An update on the play area project will be on the September agenda but has no funding yet (action: PC).

Resident 3: Requested that the Parish Council restart mowing the grass at Warren/Newington Rd junction.

Agreed: The Parish Clerk will contact Oxfordshire County Council/SODC Highways who are the landowners, to request it is cut back for driver visibility, and keep the resident informed (action: PC)

Resident 4: The pedestrian lane at the end of Copson Lane is overgrown and restricts access. The footpath from Stadhampton to Chiselhampton is overgrown.

Agreed: The contractor will be asked to cut back the footpath growth and see the agenda item 48b/0723

Resident 4: There is increased overnight parking and congestion in Copson Lane and the Green (action: PC)

Reply: This was noted, and one vehicle owner will be contacted.

Resident 5: The rainwater gully at the end of Copson Lane, and another by The Crown are blocked.

Agreed: The resident will report it on FixMyStreet and Cllr Fitzgerald will raise it with Highways. (action: Cllr Fitzgerald)

Attending:

Parish Councillors (Cllrs): Cllrs Allen, Campbell and Fitzgerald (Chairman for the evening).

Staff: Bev Field, Parish Clerk/RFO

Absent: Cllr Bayoumi

Members of the public: 5

39/0723 Chairperson:

Resolved: Cllr Fitzgerald was elected to chair the meeting for the evening (proposed Cllr Allen, seconded Cllr Campbell).

40/0723 Apologies: Received from Cllr Odell.

41/0723 Declarations of interest: None.

42/0723 Minutes: The minutes of the meeting held on 19/06/2023 were approved as an accurate record.

43/0723 Matters arising:

- **Item 17/0523 Pavilion review meeting:** A meeting will be arranged in the next 4-6 weeks.

44/0723 Planning and licensing applications (actions: PC):

- a) **Chiselhampton House, Chiselhampton OX44 7XF** application P23/S2253/LB for external security lighting. The property needs lighting, and the plan looks sympathetic.

Resolved: No objection

- b) **Doyleys Farm, The Green, Stadhampton OX44 7UB** application P23/S2210/LB for Listing Building consent for the conversion of a barn to single dwelling and change of use to C3.
Resolved: No objection.
- c) **Applications validated since the publication of the agenda.** None
- d) **Resolved:** That during the August recess, consultation responses will be deferred, by agreement with the planning officer. Otherwise, a response is delegated to the Parish Clerk subject to consultation via email with all Parish Councillors and if required, by calling an extraordinary meeting of the Parish Council.

45/0723 Reports from Ward Councillors: Cllr Heritage (SODC) sent her apologies. A written report was circulated.

46/0723 Grass Cutting:

- a) **To review the frequency of grass cutting on Parish Council land:** This item was deferred for consideration of areas suitable for wilding, mown for general and sports use, or for driver visibility and safety reasons and to consider maintenance around the pavilion. This does not include land owned by Oxfordshire County Council.
- b) **To review the grass cutting at Warren Hill/Newington Rd:** Discussed in the public participation session.

Agreed: The Parish Clerk will contact Oxfordshire County Council/SODC Highways to request it is cut back for driver visibility, and keep the resident informed (**action: PC**)

- c) **Copson Lane hedgerow:** No quotes have been received yet, the Parish Clerk will consult the Allotment Representative and Cllr Allen nearer to the cutting season (**action: PC and Cllr Allen**)

47/0723 Manor Pond improvements: A revised quote taking into account water levels, safety and an assessment of the work required was considered. This will make the infrastructure safer and restore and retain the pond as a habitat.

Resolved: To accept the revised quote from Green and Growing of £5,875.00 +VAT which includes a contingency sum of £950.00 for working with wet conditions (**action: PC**)

48/0723 Tree Work:

- a) **Resolved:** To accept a quote of £495.00+VAT from Green and Growing to prune the low branches of 9 lime trees and stumps on The Green to above head height.
- b) **Resolved:** To contact Oxfordshire County Council Highways to request that the Stadhampton to Chiselhampton footpath width is restored and made safe for pedestrians by cutting back and removing the low overgrowth now and pruning the trees after August (**action: Cllr Fitzgerald**).

49/0723 Overnight parking: Recent overnight parking has been monitored by Parish Councillors, but it is intermittent. The van was reported to the Illegal Parking team. The owner has been clean and tidy but overnight stays are not permitted.

Resolved: To hand deliver a polite notice to quit the site (**action: PC**).

50/0723 Internal Audit Recommendations for 2022/23: Resolved (actions: PC):

- a) **Financial Regulations and Expenditure - authorising online:** The Financial Regulations will reflect the internal controls that all invoices with a payment schedule are circulated for scrutiny, then approved for payment at the monthly meeting, and the schedule is signed by two Parish Councillors. The Parish Clerk/RFO is authorised to create and authorise bank transfer payments according to the approved schedule. A second online authoriser is not necessary.
- b) **Budgetary Controls and the precept:** The precept description for 2023/24 is correct.
- c) **Budgetary Controls - General reserves:** To approve a general reserves policy of working towards holding in reserve a minimum of 3 months (or 25%) of the annual precept sum.
- d) **Information Published on the Website:** To publish a website accessibility statement and privacy policy.

- e) **Transparency Code Requirements:** Whilst no longer subject to the Transparency Regulations, to follow them as a matter of good practice. All the financial information for 2022/23 is published on the website including details of all expenditure for the year.
- f) **ICO registration:** To register with the ICO.
- g) **Councillors training and training budget:** A small budget will be included for 2024/25.
- h) **Laptop and phone:** The current agreement with Risinghurst and Sandhills Parish Council to use their office equipment is practical. A business phone, laptop and postal address have been established, to improve on the previous use of private facilities. When a change of Parish Clerk is likely, a laptop and phone will be purchased.
- i) **Policies:** The recommended policies will be drafted for approval by the Parish Clerk.

51/0723 Employment Policies:

Resolved: To approve the Health and Safety with Lone Working Policy, Equality Policy, Sickness and Absence Policy and Disciplinary and Grievance procedures, and publish them on the Parish Council website.

52/0723 S137 Grant Application: for Chalgrove and Watlington First Steps Family Hub

Resolved: To defer the application decision. To increase fairness and transparency the grant fund will be promoted in the September Village Voice, for a single distribution when all applications can be considered together. To notify the applicant that the decision has been deferred (**action: PC**).

53/0723 Reports from Working Groups and Projects:

- a) **Play area project and repairs update:** Deferred to the next meeting.
- b) **Biodiversity and sustainability:** Cllr Campbell reported they are looking for opportunities for wilding and tree planting. For the next agenda permission will be sought to plant apple trees.
- c) **Traffic Calming and Safety Measures:** Cllr Fitzgerald reported Oxfordshire County Council are actively considering the strategic plan for the Parish, but a response is not expected until 2024. Meanwhile, he is exploring funding options for further safety measures on Newington Rd and Clifton Hampden Rd, and for a village gateway on Chalgrove Rd.
- d) **Bus shelter, School Lane:** Confirmation was received from the Bus Infrastructure (Traffic and Road Safety) team at Oxfordshire County Council that bus shelters have "Permitted Development Rights" conferred by part 12 Class A of the Town & Country Development (England) Order 2015. Work has been commissioned and will be delivered in the next 4 weeks. Additional funding of £500.00 is agreed from Oxford Bus Company and Community infrastructure levy (CIL) money will be used.

Agreed: The Parish Clerk will circulate an update of the CIL money (**action: PC**)

- e) **Water supply to the Allotments:** Cllr Allen reported that a modest structure to aid rainwater collection is preferred to a shed.

Agreed: To seek a quote for a rainwater collection structure (**action: PC, allotment representative, Cllr Allen**)

Agreed: To renew all the allotment plot holder agreements and remind plot holders of the requirement to cultivate the plot (**action: PC, allotment representative**)

54/0723 Updates:

- a) **Allotment 13:** awaiting registration by Land Registry.

Resolved: To hire a skip to remove the stones/rock removed from the plot. Once completed, to install a gate (**Action: PC, allotment representative, Cllr Allen**)

- b) **Cat Lane easement:** The solicitor reported no response has been received yet. The owner and their estate agent are aware of the dispute, and they are required to disclose it to any prospective buyer; they should contact us in order to resolve it.
- c) **School Hall joint user agreement:** The 60-year agreement was made in February 1976 (amended 1981) and was updated in 2019 when the school transferred to Acer Trust. £4,000 was paid for the Parish Council to have use of the hall outside of school hours, and it requires a management committee to run it. There is no right to reimbursement, and anything agreed is now only worth £866.66 over 13 years. There is a storage cupboard used as the Parish Council archive.

Resolved: To continue to use the Parish Council archive storage cupboard. To notify Stadhampton Primary School that the village does not wish to form a management committee or use the facility at the current time. However, to leave the lease to run as an alternative option for meetings, should the Village Hall not be available in the future (action: PC).

55/0723 Finance:

- a) Finance reports with a budget comparison were circulated, with bank balances at 30/06/23 at CCLA £ 42,073.08 deposit account £ 11,637.33 and current account £ 19,068.18
- b) **Resolved:** To approve the Lloyds Bank and CCLA bank mandates to add new signatories/trustees (Cllrs Ken Allen and Neil Fitzgerald) and remove Stephen Dawson and Stuart Wells. The mandates were duly signed.

56/0723 Payments:

- a) **Resolved:** To approve a direct debit for HMRC.
- b) **Resolved:** The payments were approved, and the schedule signed.
- c) **Resolved:** To approve the August payment schedule via e-mail due to the August recess and sign the schedule at the September meeting.

57/0723 Items for the next agenda: Play Area Project update, tree planting (Cllr Campbell), grass mowing schedule (Cllr Odell).

Date and time of Next Meeting (full agenda): Monday 18th September 2023 at 7.30pm at the Village Hall, St John the Baptist Church, The Green, Stadhampton OX44 7UA

The meeting closed at 9.38pm

Signature:

Date: