

Minutes of the Parish Council Meeting held on Monday 17th May 2021

Present:

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

In Attendance:

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

All or part of the meeting may be filmed, photographed or audio recorded. If any member of the public has an objection to being filmed or photographed, please would they make themselves known to the Chairman or the Clerk before the start of or during the meeting.

MIN REF	ITEM
21/057	APOLOGIES FOR ABSENCE
	Dan Levy (DL) County Councillor
21/058	DECLARATIONS OF INTEREST
	<ul style="list-style-type: none"> • MJ lives next to Butts Piece • KH and RA live on the B4449 • GS lives on the B4449 and is on the Village Hall Committee
21/059	APPROVAL OF MINUTES OF 26th APRIL 2021
	<p>The Minutes were approved.</p> <p>Matters Arising: 21/049 The PC have the option to co-opt a councillor to the remaining seat ACTION: TG to publish PC Vacancy notice</p>
21/060	REPORTS FROM DISTRICT/COUNTY COUNCILLORS
	DISTRICT: LS - still undergoing induction but pleased to represent PC
	COUNTY: No Councillor present
21/061	PLANNING
	<p>Butts Piece: No progress to report regarding footpath at this time. ACTION: TG to submit comments on 19th May if no further progress on footpath</p> <p>Hayfield Homes: Response received from Mark Gay and circulated. ACTION: TG to arrange for MJ & GS to meet Hayfield to review Guardroom</p> <p>Path Access from Hayfield Green to Cricket Pitch: PC to support the request. Edwin Apps to forward correspondence with Hayfield Homes for circulation to all. It was suggested that Edwin should also contact Mr Gascoigne.</p>

MIN REF	ITEM
	<p>PC to explore possibility of 106 funding as part of funds allocated to 'enhance sports facilities in the parish'.</p> <p>ACTION: TG to initiate the S106 drawdown process by contacting WODC</p> <p>Memorial Unveiling: The unveiling to take place on 1st July.</p> <p>ACTION: TG to circulate invitee list to all.</p> <p>Current Planning Application (received after Agenda published): Ref: 21/01185/LBC Address Flexneys House Main Road Stanton Harcourt Proposal Alterations to replace roof over existing covered courtyard area</p> <p>Application circulated for comment.</p> <p>ACTION: All to respond by the end of the week.</p>
21/062	QUESTIONS FROM MEMBERS OF THE PUBLIC
	<ol style="list-style-type: none"> 1. It was resolved to close the meeting to take questions (no questions raised). 2. It was resolved to reconvene the meeting.
21/063	COVID-19
	<p>Volunteer Group – update: GS to close the COVID volunteer WhatsApp group and to initiate a 'Community Support Group'.</p> <p>ACTION: GS to publish the initiative in the June VV Newsletter to gather members and to close the existing Covid Volunteer group.</p> <p>Playground Closure: No issues had been reported. Equipment to be reinstated on 21st June if restrictions lifted.</p>
21/064	UPDATES
	<p>DATA RETENTION POLICY: KH proposed the PC adopt the policy, MJ seconded, all in favour.</p> <p>ACTION: TG/KH to compile a PC Policy Register for review.</p> <p>VILLAGE VOICE: Paper copies to possibly resume in July.</p> <p>VILLAGE HALL: The Committee have put together a 5-year maintenance plan, COVID Grants have been received, forthcoming projects for the hall include solar panels and improvements to the car park.</p> <p>MJ voiced an aspiration for the PC to build a closer and more supportive relationship with the Village Hall Committee (VHC)</p> <p>ACTION: Nature of VHC / PC relationship to be discussed/formalised at a future meeting</p> <p>MAINTENANCE: Work had been undertaken at the Graveyard and great progress made. The benches in the parish are looking tired, PC to audit benches with a view to possibly disposing of some.</p>

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	<p>LITTERPICKS: Litter picks had been carried out in March, April and May. The Litter Pick Group could possibly carry out some maintenance tasks.</p> <p>B4449 PROJECT: Following a meeting with Paul Wilson to discuss outstanding actions, GS to continue to monitor. All correspondence to be copied to Clerk, LN and DL.</p> <p>WASP: It was reported that there is a better understanding from the new TW Chair. WASP are reported to have said to be making progress with Thames Water.</p>
21/065	ANNUAL PARISH MEETING
	<p>MJ proposed the PC hold a brief Annual Parish Meeting to meeting requirements then hold a 'Community Meeting' once restrictions on numbers lifted. All Councillors agreed.</p> <p>ACTION: TG to publish Agenda</p>
21/066	PARISH COUNCIL EMAIL ADDRESSES
	ACTION: KH/JD to progress PC Email address solution
21/067	CORRESPONDENCE
	<p>A request had been made to install a Cricket Strip on The Green. Concerns were raised by PC regarding insurance cover and use of the area for ball games. The PC suggested the strip be installed on Jubilee Field.</p> <p>ACTION: TG to review lease and check insurance.</p> <p>Concern had been raised regarding the recent repatching work on Sutton Lane.</p> <p>ACTION: TG to forward correspondence to Paul Wilson and ask resident to report on Fixmystreet.</p>
21/068	COUNCILLOR RESPONSIBILITIES
	<p>ACTION: TG to circulate template of Councillor Responsibilities to all</p> <p>ACTION: All to review Responsibilities list for completeness and confirm / volunteers for responsibilities</p>
	Nothing to report.
21/69	OTHER BUSINESS (for information only)
	<ul style="list-style-type: none"> • Requested that minutes be briefer with bullet points and actions. • Raised the question whether number of Councillors could be increased to 7 <p>ACTION: TG to contact Keith Butler ref increasing number of Councillors.</p> <ul style="list-style-type: none"> • Cllrs to send Agenda Item requests to the PC Clerk 2 weeks prior to the meeting • Final Agenda to be circulated a week before the meeting • Actions to be Cwf to next meeting • LN offered to assist the PC with setting up a Speed Watch Community Group. • DW suggested monitoring the HGV's on B4449, GS explained that the council had suggested that monitoring should wait until traffic normal <p>ACTION: GS to circulate the last traffic management output to all Cllrs</p>
	NEXT MEETING
	The next Ordinary Meeting scheduled for Monday 7 th June 2021.

Signed

Date

ACTIONS TO BE CWF to 7th June Meeting

	<i>Actions to be cwf to June 7th 2021 meeting</i>	<i>Actioned</i>
21/049	<i>ACTION: TG to publish PC Vacancy notice on boards and PC Website, GS to publish on Village Other Voice website</i>	
21/61	<i>ACTION: TG to submit Butts Piece comments on 19th May if no further progress on footpath</i>	
21/61	<i>ACTION: TG to arrange for MJ & GS to meet Hayfield to review Guardroom</i>	
21/61	<i>ACTION: TG to initiate the S106 drawdown process by contacting WODC</i>	
21/61	<i>ACTION: TG to circulate Airfield Memorial Unveiling invitee list to all.</i>	
21/61	<i>ACTION: All to respond to Flexneys House Planning Application by the end of the week.</i>	
21/63	<i>ACTION: GS to publish the initiative in the June VV Newsletter to gather members and to close the existing Covid Volunteer group.</i>	
21/64	<i>ACTION: TG/KH to compile a PC Policy Register for review.</i>	
21/65	<i>ACTION: TG to publish Annual Parish Meeting Agenda</i>	
21/66	<i>ACTION: KH/JD to progress PC Email address solution</i>	
21/67	<i>ACTION: TG to review lease and check insurance cover for the Green.</i> <i>ACTION: TG to forward correspondence to Paul Wilson and ask resident to report on Fixmystreet.</i>	
21/68	<i>ACTION: TG to circulate template of Councillor Responsibilities to all</i> <i>ACTION: All to review Responsibilities list for completeness and confirm / volunteers for responsibilities</i>	
21/69	<i>ACTION: TG to contact Keith Butler ref increasing number of Councillors.</i> <i>ACTION PC to nominate a Speed Watch Co-ordinator for the village?</i> <i>ACTION GS to circulate the last traffic management output to all Cllrs</i>	