

**MINUTES OF GREAT HASELEY PARISH COUNCIL MEETING HELD ON**  
**MONDAY 8 FEBRUARY 2021 AT 7.30PM VIA ZOOM**

**Present:** Cllrs A Sheppard (Chair), D Lindsay, C McGuirk, C Pickett, T Suter, P Woodrow, A Oughton (Clerk) and 6 members of the public.

**20/151 Public Discussion and Public Questions**

A parishioner raised concern regarding the grass verges opposite Ariens which were in a poor condition due to lorries parking up there waiting to access the company. It was agreed the Parish Council would contact Ariens.

A further question was raised regarding the progress of the Village Disaster Plan. Cllr McGuirk reported the draft plan had been sent to the County Officer responsible for Emergency Planning but had not received a response. Cllr McGuirk agreed to follow this up.

The parishioner asked if there was news on progress with faster broadband. He had received an email from the County Officer responsible for faster broadband rollout at the beginning of January but not heard anything further. Cllr Suter provided an update under Matters Arising.

Another parishioner raised concern regarding planning application P21/S0073/FUL – Replacement of industrial business premises and associated works at Unit 7, Rycote Lane Farm. The replacement building will be a lot more obvious with clearer views from A329. It is also closer to the driveway, taking up what is currently a grassed area, giving the impression of 'industrial creep'. It is at odds with nearby listed buildings.

**20/152 Apologies for Absence**

There were no apologies.

**20/153 Declarations of Interest and Dispensations**

There were no declarations of interest or dispensations.

**20/154 Minutes**

The minutes of the meeting held on 11 January 2021 were confirmed as a correct record and signed by the Chair.

**20/155 Matters Arising**

The Clerk reported that following the commencement of the new contract to empty the dog bins it had come to light that Biffa had been emptying six dog bins located at; Sands Lane Farm, Rectory Road (by the bus stop), the Village Hall, opposite the Grove, the Recreation Ground and one at Little Haseley. The dog bin by the bus stop had been removed prior to the new contract with the intention to relocate it at a later date dependent on available funds, as only 5 bins had been allowed for in next year's budget.

District Councillor Grant: Two humidifiers for the Village Hall had been purchased and refurbishment work on the two parish noticeboards had taken place. A balance of £38 remained unspent. Cllr Sheppard asked Councillors to let her know if they have ideas on which this might be spent. The application deadline for the District Councillor Grant for this year has been extended to 19 February 2021.

Cllr McGuirk reported the Parish Council FaceBook page was now live. Thanks were extended to Cllr McGuirk for setting up and administering the page.

Faster Broadband – Cllr Suter reported he had registered with Openreach and awaiting login details. Cllr Suter will make another request to residents interested in faster broadband to contact him. He had also contacted Airband and invited them to make a presentation to the Parish Council and was awaiting a response.

Village Event (post pandemic) – Cllr Sheppard reported the owners of Haseley Court kindly had offered their grounds as a venue for an event.

Further to the question raised by a parishioner at the last meeting, the clerk advised that the Back way Team had arranged a meeting with Hazell and Jeffries about the surface of Back way.

Tommy' silhouette – Cllr Sheppard thanked the parishioner, Scilla Burges who had planted an evergreen shrub to camouflage the white plaque from the glare of vehicle headlights.

Chalgrove Airfield planning application – Cllrs Sheppard and Suter had met with representatives from Oxfordshire County Council (OCC) Highways to raise concerns about construction traffic and traffic rat running through Great Haseley and the proposal for a 'stop' being implemented at Rofford Road. Officers were well informed and provided a sense they too had a lot of concerns regarding the planning application.

Cllr Sheppard had further discussed the application with District Councillor Newton who had spoken to the Planning Officer. Full comments from the Highways team were still awaited as were comments from CAA regarding the suitability of the runway relocating for Martin Baker and the proximity to the proposed new housing. Homes England are due make contact with affected communities shortly.

COVID-19 – Cllr Sheppard reported she had not received any requests from residents for additional support from the Parish Council during this lockdown COVID infections continued to fall in South Oxfordshire but are not reducing as quickly as they had risen. The vaccination programme continued to do well.

## **20/156 Planning Applications**

### **P21/S0059/FUL – Chiltern View, London Road, Milton Common**

New residential dwelling and garden store

**Resolved to Support the application with the following comments:**

- a) Windows on the side elevation, facing the neighbouring property, have obscured glazing to prevent overlooking.
- b) The new dwelling is built no closer to the neighbouring property than that permitted in the previously approved application.
- c) Confirmation that building work has commenced within three years of the granted application.

### **P21/S0073/FUL – Unit 7, Rycote Lane Farm, Rycote Lane, Milton Common**

Replacement industrial business premises and associated works.

**Resolved to Support the application with the following comments:**

- a) The industrial building will be very visible when travelling along A3219 - Rycote Lane, especially towards Thame. It is important sufficient screening is provided.

### **P20/S3244/FUL - Land to the North West of Stoke Talmage Stoke Talmage Amendment No. 2 & No. 3**

The construction and operation of a solar photovoltaic farm and associated infrastructure, including inverters, substation compound, security cameras, fencing, access tracks and landscaping. (as amplified by information received 26 October 2020 and 22 January 2021).

**Resolved that the amendments would not alter the Parish Council's original recommendation to Support the application**

It was noted that the District Planning Authority has granted permission for the following applications:

**P20/S4505/HH & P20/S4513/LB - Lobb Farm House, Tetsworth**

Provision of swimming pool to side of house. Alterations to and extension to existing woodshed to link it to existing wall, which is to be retained but altered. Alterations to side wall of house to re-open bricked up door opening (currently window) to form doorway to garden/pool.

**P20/S4447/HH – Heath House, London Road, Milton Common**

Proposed single storey side extension.

**P20/S4535/HH – Pancott, 1 Mill Lane, Great Haseley**

Remove existing single storey rear extensions. Erect new two storey extension to rear (as amended by drawing nos. 1184-1A and 1184-2C to revise red edge received on 20 Jan 2021).

The District Planning Authority hereby gives notice that its determination in response to the notice of intention to carry out development for agricultural or forestry purposes (application below) is that a formal application for planning permission is not required.

**P21/S0061/AG – The Farm, Rectory Road**

General purpose store and grain store.

**20/157 SODC Local Plan**

Cllr Sheppard advised that paperwork had been submitted by a group called Bioabundance to mount a legal challenge to the South Oxfordshire District Council Local Plan and were in the process of raising funds to pay for additional legal advice.

**20/158 Neighbourhood Plan**

Cllrs Sheppard and Suter had met with Thame Town Council's Neighbourhood Plan Continuity Officer (NPCO). Thame Neighbourhood Plan (TNP) is being reviewed following the adoption of the Local District Plan. Thame are concerned about the shortfall in provision of employment land which has arisen through changes to permitted development rights allowing industrial premises to be converted to residential. This had been previously discussed in 2019.

Thame Town Council approached Great Haseley Parish Council to discuss the possibility of changing the boundary area of TNP to include an area on which outline planning permission has been granted for a new cattle market and industrial estate along Rycote Lane within the parish of Great Haseley.

Whilst it was probably of more benefit to Thame, it will provide a greater opportunity for Thame to respond with expertise on Reserved Matters planning applications related to both sites. The boundary changes relate specifically to Neighbourhood Plans and not electoral or Parish boundaries.

The NPCO's report had been circulated to Councillors together with a draft legal agreement related to the proposed boundary change for the Local Plan and how any potential funding related to the two approved developments and any future developments will be split between the two parishes (75% GHPC / 25% TTC). At present no funding is applicable, CIL is not payable and business rates are not paid to parish councils.

**Resolved in principle to agree to proposed changes to the boundary area of the revised Thame Neighbourhood Plan. All costs in achieving the boundary changes will be met by Thame Town Council.**

The draft Terms of Reference for Great Haseley Neighbourhood Plan Committee had been circulated to Councillors by Cllr Suter and were agreed without amendment.

**Resolved to approve the Terms of Reference for the Neighbourhood Plan Committee.**

#### **20/159 Financial Report**

Copies of bank statements to 29 January 2021 had been circulated to Councillors. It was noted the balance on the Current Account was £12,836.98 and the Business Reserve Account £35,449.05

The Clerk reported the direct debt payment from Morgan's to the Parish Council had not been cancelled. The Clerk will contact Morgan's and arrange to credit the overpayment.

**Resolved to raise a cheque to credit Morgan's overpayment, the total amount being either £61.87 or £123.74 (Jan & Feb 2021 payments).**

#### **20/160 Payments**

The following cheques were written as notified on the agenda: £70 OSAV CA, £619.60 donation for grass cutting at St Peter's Church, £24.00 Scoop Dotty Dog Ltd, £63.70 Woodrows Joinery (refurbishment of noticeboards), £504.23 Woodrows Joinery (Dehumidifiers – Village Hall).

It was further agreed to write the following cheque not published on the agenda: £269.10 SODC (Dog bins Oct-Dec).

#### **20/161 Parish Accounting Software**

The Clerk had attended a demonstration from Scribe Accounting Software and reported the system appeared easy to use and will provide a variety of useful reporting information as well as financial year end material and completion of the Annual Governance Form for External Audit. Once set up the software system will save the Clerk time preparing day to day accounts, reports for monthly meetings, budgeting and year-end information. The Clerk had contacted Moulsham Parish Council who were happy to provide a favourable reference.

Cllr McGuirk reported she had reviewed the Scribe Accounting Software offer and confirmed it is easy to use and will provide the accounting support the Parish Council required.

**Resolved to purchase Scribe Accounting Software at an Initial Set Up Fee of £197.00 (excl VAT) from current year funds and Annual Subscription of £288.00 (£24 per month) excl VAT payable in the next financial year as budgeted.**

#### **20/162 IT Infrastructure**

Cllr Lindsay reported the deadline for the Haseleys website and emails to be turned off was only six weeks away. The Parish Council needed to agree the company who will provide the Clerk and Chair's email accounts. Cllr Lindsay reminded Councillors who had not yet done so to set up their GHPC gmail account, this needed to be done by 20 February. Once set up David was happy to help if needed.

Cllr Lindsay put forward quotations from three companies; Inios, Zoho and Rackspace for consideration. All provided pricing for a basic, medium and business package.

**Resolved to purchase Rackspace Email Plus at £3.19 per user, per month.**

Information from the Haseleys.co.uk domain was safely stored and ready to be input on the Community Page of the Parish Council website. Cllr Lindsay will write a piece for The Haseleys to explain what has happened and how to access information in the future.

## **20/163 Parish Council Records / Document Retention Policy**

The Clerk had circulated the draft Document Retention Policy to Councillors. The policy set out the retention of documents to comply with legal and regulatory obligations and to contribute to the effective overall management of the Parish Council. The policy provided a framework through which this effective management can be achieved and audited. It covered; scope, responsibilities and a retention schedule.

**Resolved to adopt the Document Retention and Disposal Policy and Procedure**

## **20/164 Internal Audit**

The Clerk had contacted Mr Heinrich who had agreed to carry out the Internal Audit and the Scope of Works.

**It was resolved to appoint Mr Heinrich as Internal Auditor for 2020/21. The Scope of Works as circulated was approved.**

## **20/165 Allotments**

It was agreed to defer the review of Allotment Rules and Tenancy Agreement to the next meeting.

Cllr Pickett proposed the allotment rents for 2021 remain changed.

**Resolved that the yearly allotment rent of £25.00 / £15.00 / £10.00 are held for 2021**

## **20/166 Reports from Committees / County and District Councillors**

District Councillor Newton had sent her apologies.

County Councillor Harrod reported OCC would be discussing the budget for 2021-22 at their meeting tomorrow. The proposal is to increase the precept by 2.99%; OCC had decided not to take the Government's offer to be able to add a further 2% to this figure. The budget includes £20m savings, most of which have already been agreed and will not impact frontline services and £25m additional funding for investment in youth services, adult social care, homeless, rehabilitation services, children's services, highway maintenance, domestic violence. County Councillor fund of £15k will be retained but spread over two years (£7.5k per year).

### **Reports from Committees:**

**Allotments, Village Hall, Communication, Environment, Footpaths, Miss Cross Field** - nothing to report.

**Millennium Wood** – Cllr Spencer reported four new apple trees had been planted. There was still room for up to five more trees.

## **20/167 Correspondence**

The Clerk drew attention to the national Census taking place 21 March. This was the first time the Census will be digital (paper copies for those who prefer). Residents will receive a letter in early March with a unique access code to securely log onto the Census website.

The Clerk reported a resident had raised concern regarding a horse chestnut tree on Back Way whose branches were interfering with telephone lines. The problem had been reported via Fix My Tree. The Clerk has also contacted the County Tree Officer.

Items of correspondence and local parish magazines will be circulated in the Correspondence Bag for February.

**20/168 Information Exchange**

Items for March agenda:  
Miss Cross Field – new play equipment  
Dog fouling  
Grass Cutting Quotations / Contract

**20/169 Date of Next Meeting**

It was agreed the next meeting will be held on 8 March 2021 and the following meeting on 12 April 2021, commencing at 7.30pm.

The agenda for the meeting will be published on the Parish Council's website and will contain the link and information necessary for Councillors and Members of the Public to join the meeting.

There being no further business, the meeting closed at 9.25pm

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Chairman  
8 March 2021