

**MINUTES OF THE MEETING OF GREAT HASELEY PARISH COUNCIL HELD ON  
MONDAY 11 June 2018 AT 7.30PM IN THE VILLAGE HALL**

**Present:** Cllrs A Sheppard (Chairman), J Andrews, D Lindsay, D Mann,  
D Simcox, E Spencer, A Oughton (Clerk) and three members of the public.

**18/37 Public Participation and Public Questions**

A parishioner raised concerns regarding the new roof tiles being put on the roof of The Institute. The old roof tiles had been removed and some of the new tiles were not the right colour, ranging from plain red to almost purple in some places. It was understood the approved application stated the existing tiles were to be reused and any new tiles needed were to match the existing.

Cllr Simcox pointed out that he had already informed the District Enforcement Team that the chimney at the front of The Institute had been removed which had not been agreed in the approved application. It was agreed that concerns about the tiles and the chimney would be reported to the District Enforcement Team.

Cllr Sheppard started the meeting with a public vote of thanks to Cllr Simcox who had stepped down as Chairman of the Parish Council at the Annual Meeting. The Village would be forever in his debt, he had shown immense dedication and commitment over the years as Chairman and had done a sterling job. Cllr Sheppard expressed her thanks and gratitude to Cllr Simcox for agreeing to be Vice Chairman this year.

The applicants for planning application P18/S1564/FUL, Plots 5D & 6D Rectory Road spoke for the application. They were familiar with the village and had lived here until their posting by the military to London.

Having looked at the original planning application they had decided to submit a new application (being discussed tonight) which they felt was more in keeping with the character of the village and would set the right tone for people as they entered the village. The applicant was keen to work with the Parish Council to get the design right.

**18/38 Apologies for Absence**

Apologies for absence were received from Cllr Harvey (Business) and County Councillor Harrod.

**18/39 Declarations of Interest and Dispensations**

There were no declarations of interest.

**18/40 Minutes**

The Minutes of the meeting held on 14 May 2018 were confirmed as a correct record with one amendment to item 18/32 – Playing Fields to read ‘Cllr Spencer reported two windows in the pavilion are going to be replaced. The minutes were then signed by the Chairman.

**18/41 Matters Arising**

At the last meeting discussion had taken place regarding the strimming of the allotments. Cllr Andrews stated there had been a misunderstanding and the allotment holder was seeking permission to strim the strip of land at the top end of the allotments for which the Parish Council was responsible and not between individual allotments.

Also the purchase of a petrol strimmer would be financed through a grant application to Tayler Blackhall. Cllr Andrews confirmed the strimmer had now been purchased and would be stored at

the allotment holder's home rather than in the shed on the allotments. The Parish Council welcomed the allotment holder's initiative to keep the area clean and tidy.

The Parish Clerk confirmed that following receipt of a third, more expensive quotation for insurance, BHIB would provide insurance cover for the year 2018-19.

Cllr Sheppard reiterated the information received from the Oxfordshire Association of Local Councils that Town and Parish Councils were not expected to appoint a Data Protection Officer. The Parish Clerk confirmed she was working on the data audit and would provide a further update at the next meeting.

Cllr Simcox reported generic Councillor email addresses were progressing with three out of six addresses set up and running. A little further was required on setting up the remaining three.

Cllr Simcox had spoken to John Gostick regarding the repair to the wall by No. 1 Horse Close Cottages and he had promised to post a quotation to him. Cllr Simcox will circulate the quotation once it is received.

With regard to the printing of 30 posters to be displayed along the A318, Cllr Sheppard reported she had approach another party who might be interested in helping to fund the printing of 15 posters and provide help putting them up. Cllr Sheppard will contact them again to get confirmation.

## **18/42 Planning Applications**

### **P18/S1583/HH – The Institute, Rectory Road**

Variation of condition 2 – approved plans on application ref: P17/S3522/HH Installation of dormer windows, rooflights and new gable. Roof extension to entrance and new first floor. (As amended by drawings 05F and 07F reducing the size and raising the dormer windows and reducing the number of dormers, and as further amended by plans ref PL09 and PL06 G which alter the parking and visibility details to accord with those approved under planning ref P17/S0292/PDO).

**Recommend No Strong Views**

### **P18/S0958/RM – Land on South Side of London Road, adjacent to Great Expectations, Milton Common**

Approval of Reserved Matters (Access, Layout, Scale, Appearance and Landscaping) pursuant to outline application (P17/S4227/O) for the erection of up to eight dwellings with associated access, parking and amenity space (as amended by additional plans submitted on 31 May 2018).

**Recommend No Strong Views**

### **P18/S1564/FUL – Rectory Road, Great Haseley**

Application for Plots 5D and 6D – revised scheme pursuant to extant planning consent for residential development (LPA ref: P16/S2004/FUL. To create two 1 and ½ storey dwellings with integral garages.

**Recommend No Strong Views**

**Comment:** The Parish Council felt the 'cat slide' roof was not in keeping with the character of the village. The appearance of the large plain brick wall could be improved by some detailing in the brickwork.

### **P18/S1838/HH – The Old Barn, Mill Lane, Great Haseley**

New extensions to form replacement garden room.

**Recommend Approval**

## **Planning Decisions**

It was noted that the following planning applications had all been granted permission by the District Council:

P18/S0744/FUL – Haseley Brook Farm, Standhill Lane, near Little Haseley, OX44 7LW  
P18/S1199/HH – 2 London Road, Milton Common  
P18/S0084/FUL – Land South of Rycote Lane, Thame

#### **18/43 Responsible Financial Officer's Report**

The balance on the Current Account was £16,722.24 and the Business Reserve Account £15,392.16. The income for the month of £1,329.95 had been received made up of: £1,210.95 CIL money from the District Council, £84 from advertising in The Haseleys magazine, £5 from the sale of a Book of Walks and £30 for the delivery of The Haseleys magazine for the next 12 months.

The following cheques were written: Jason Green £50.00, George Stevens (Grass cutting - April) £390.00, George Stevens (Grass cutting – May) £695, OALC Chairmanship Training £96.00, BHIB Insurance Brokers £384.24, Moore Stephens (External Audit) £240, Colourplus £522.35, postage for The Haseleys £56.83. The following cheques were written at the meeting: Parish Clerk's Expenses (Mar-May) £93.98.

The Parish Clerk drew attention to the increase in expenditure related to the printing and circulation of The Haseley's magazine. It was thought this was due to the introduction of more content and colour photographs. It was agreed that the review of the Parish Council's current budget in October would provide an opportunity to assess the cost of production and circulation of the magazine against income received from advertisements.

#### **18/44 Internal Audit Report**

Mr Cawdron who had previously audited the Parish Council's accounts for over 10 years had passed away in 2017. Mr Lee had volunteered to audit the accounts for 2017-18. It had been a challenging period; however, the Internal Audit had been completed and the Report circulated to Councillors in advance of the meeting.

The Report recommended that an accrual method of accounting be used for 2018-19 and that a sum of money be put aside in the budget to cover the cost of preparing the year end accounts in the future due to the complexity and responsibility attached to the work.

The Chairman thanked Mr Lee who had done a sterling job in preparing the year end accounts, undertaking the Internal Audit and preparing the report. Thanks was also given to Mr Lowry for his assistance.

The Internal Audit for 2017-18 was formally noted.

#### **18/45 External Audit / Annual Governance & Accountability Return (AGAR) / End of Year Accounts 2017-18**

It was a requirement of the Accounts and Audit Regulations for the Parish Council to separately approve the Annual Governance Statement in advance of approving the Accounting Statements. The Financial Statements (unaudited) had been prepared by Mr Lee in conjunction with Mr Lowry.

- a. The Parish Clerk read each of the questions 1 to 9 of Annual Governance Statement on page 4 of the AGAR, a 'yes' was agreed to each of the questions. The Annual Governance Statement for 2017-18 was approved.
- b. The Financial Statements (Unaudited) including the Balance Sheet as at 31 March 2018, the Income & Expenditure Account for year ended 31 March 2018 and the notes to the Financial Statements for year ended 31 March 2018 were received.
- c. The Accounting Statements for 2017-18 were approved.

## **18/46 Standing Orders**

The Parish Clerk had reviewed the Standing Orders and circulated to Councillors for review. It was agreed that references to the 'Chairman' would be altered to 'Chair'. References to the Data Protection Act 1998 would be updated to reflect the new Data Protection Regulation Act which became law on 25 May 2018. Point 17i to be deleted as there was no longer a legal requirement for the Parish Council to appoint a Data Protection Officer.

There being no further amendments the Standing Orders were approved.

## **18/47 School Garden**

The Parish Clerk had contacted the County Council Officer and had received an out of office reply. The Parish Clerk would continue to pursue the matter and hoped to provide an update at the next meeting.

## **18/48 South Oxfordshire District Local Plan**

District Councillor Caroline Newton had provided an update on District's Local Plan in her report to the Parish Council.

The Chairman highlighted a four-page consultation by the Oxfordshire Growth Board explaining how in return for a commitment to joint working the Oxfordshire local planning authorities would benefit from a 3-year housing land supply, and reduced housing delivery test, pending the meeting of milestones in the writing and ultimate adoption of the new Joint Statutory Spatial Plan.

The consultation was open for comments until 12 July 2018. It was agreed the Chairman and Vice Chairman would formulate a response to the consultation on behalf of the Parish Council for consideration at the next meeting.

## **18/49 Reports from Committees**

### **Footpaths**

Cllr Lindsay asked who was responsible for the removal of weeds in the footpath between Horseshoe Close and Rectory Road and the overgrown conifer hedging? Cllr Simcox replied that the weeds in the footpath were the responsibility of the County Highways Department although Soha had maintained the path in the past after receiving a prompt from the Parish Clerk. The landowners either side of the footpath were responsible for keeping the hedging trimmed and off of the footpath.

With reference to Footpath No. 6, the landowner had moved the water pipes although this evening the sprinklers were on and spraying water over the footpath. Dog fouling on the footpath had also been reported. It was agreed that the problem of dog fouling was not confined to this particular area but the village in general. It was agreed that Cllr Lindsay would write an article for The Haseleys.

### **Village Hall**

Cllr Mann reported the Summer Market had proved popular with visitors and stallholders and was a good event.

Cllr Simcox asked if the Village Hall Committee would look at improving the toilets at the Hall.

## **Playing Fields**

Cllr Spencer circulated the Playing Field Committee Income and Expenditure report for the year ended 31 March 2018. It had been a good year and there were plans to spend some of the money. A new fridge had been purchased, ground works were being undertaken and the two broken windows in the Pavilion would be replaced. The three posts would be replaced once the work in the top corner of the field was completed.

## **Cross Field**

Cllr Andrews reported the slide on the new piece of play equipment had finally been fitted after five weeks. The new equipment had been very well received by the young people who used Cross Field.

It was agreed the Parish Clerk would contact Sovereign to relay the dissatisfaction of the Parish Council at the length of time it had taken for the installation to be completed.

## **Millennium Wood**

There was nothing further to report. Cllr Spencer confirmed the new grass cutting contractor was cutting the grass according to the agreed contract.

## **Allotments**

There was nothing further to report.

## **18/50 Reports from the District and County Councillors**

County Councillor Harrod had sent his apologies.

District Councillor Caroline Newton reported the District Council were awaiting a response from Government to their request to delay the submission of the draft Local Plan until the end of the year.

Oxfordshire County Council and Cherwell were now considering a proposal to form a new joint working arrangement which they believed would improve services and reduce costs.

With regard to Affordable Housing in the village, Cllr Newton had spoken to the Head of Housing regarding the criteria for eligibility. Officers had looked at the procedure and confirmed that Soha had followed it correctly and there had been very little local interest. It was agreed there was a need to raise awareness of the affordable properties and the procedure for registering with the Housing Department. Cllr Simcox agreed to write an article for The Haseleys.

Cllr Newton reported the District Council were currently reviewing the Affordable Housing Policy and asked for any comments or thoughts to be sent to her.

## **18/51 Correspondence**

An invitation to the Oxfordshire County Council Towns and Parishes event on 11 October 2018 at Wheatley had been received. It was agreed that Cllr Sheppard and Cllr Simcox would attend.

## **18/52 Items Raised by Parish Councillors**

Cllr Sheppard asked Councillors to give some thought as to potential projects for which funding received from the Community Infrastructure Levy (CIL) could be spent ready for discussion at the next meeting.

Cllr Sheppard reminded Councillors to review their Register of Members Interests and complete an Amendment form if necessary. The Parish Clerk would circulate an Amendment Form to Councillors.

**18/53 Next Meetings**

It was agreed the next meeting will take place on 9 July 2018 at 7.30pm in the Village Hall. There are no planned meetings during August.

There being no further business, the meeting closed at 9.50pm

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Chairman,  
9 July 2018