

## Minutes of the Parish Council Meeting held on Monday 7<sup>th</sup> June 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:**

7 Members of the public		
Dan Levy	(DL)	County Councillor
Lysette Nicholls	(LN)	District Councillor

**Online Attendance**

At this meeting the online viewing link was distributed by the village Facebook group - 2 members of the village attended remotely, one for viewing and one to raise questions.

*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
<b>21/070</b>	<b>APOLOGIES FOR ABSENCE</b>
	Steve Good (SG) District Councillor
<b>21/071</b>	<b>DECLARATIONS OF INTEREST</b>
	No declarations of interest made for items on the agenda
<b>21/072</b>	<b>APPROVAL OF MINUTES OF 17<sup>th</sup> MAY 2021</b>
	The Minutes were approved. Actions carried forward: <ul style="list-style-type: none"> <li>• 21/063: GS to publish the initiative in the June VV Newsletter to gather members and to close the existing Covid Volunteer group.</li> <li>• 21/064: TG/KH to compile a PC Policy Register for review.</li> <li>• 21/067: TG to review lease and check insurance cover for the Green.</li> <li>• 21/069: TG to contact Keith Butler ref increasing number of Councillors.</li> <li>• 21/063: PC to nominate a Speed Watch Co-ordinator for the village</li> </ul>
<b>21/073</b>	<b>REPORTS FROM DISTRICT/COUNTY COUNCILLORS</b>
	<b>DISTRICT:</b> No report received.
	<b>COUNTY:</b> See attached report.
<b>21/074</b>	<b>PLANNING</b>
	The following applications were circulated to councillors for comment – no objections received. <ul style="list-style-type: none"> <li>• <b>21/01410/LBC1</b> - 2 Steadys Lane Stanton Harcourt Witney Oxfordshire OX29 5RL <i>Proposal: Alterations to include removal of existing lean-to log store and construction of replacement timber shed and replacement rainwater goods to existing boiler room.</i></li> <li>• <b>21/01653/HHD</b> - 2 Linch Hill Cottages Linch Hill Stanton Harcourt Witney Oxfordshire OX29 5BB <i>Proposal: Erection of two storey extension to the side and rear of the property and a single storey extension on the front of the property. Ground floor extension for open plan kitchen</i></li> </ul>

MIN REF	ITEM
	<p>dining area, larger living room and study. First floor extension for four bedrooms, family bathroom, two en-suites and a dressing room. A further bedroom and en-suit to be constructed in the loft space of the property.</p> <ul style="list-style-type: none"> <li>• <b>21/01185/LBC</b> - Flexneys House Main Road Stanton Harcourt Witney Oxfordshire OX29 5RP <i>Proposal: Alterations to replace roof over existing covered courtyard area.</i></li> </ul>
<b>21/075</b>	<b>COUNCILLOR RESPONSIBILITIES</b>
	The agreed list of responsibilities is attached.
<b>21/076</b>	<b>PARISH COUNCIL EMAIL ADDRESSES</b>
	<p>Google Workspace was proposed as the email provider.</p> <ul style="list-style-type: none"> <li>• Ongoing Mailbox cost is £4.60 per mailbox per month</li> <li>• Onetime set-up costs Setup domain. 1/2 hour @70/hr + cost of domain registration</li> <li>• Setup Google Workspace and all users. Make all settings good and set up 2 step authentication for each user. 2hrs @£70/hr.</li> <li>• Migrate Clerk's mailbox from rocket mail to gmail. 1-2 hours @£70/hour (This cost will depend on the size of the mailbox)</li> <li>• Domain is shpc.uk</li> <li>• New email addresses to be publicised, in VV newsletter and on PC website</li> <li>• All PC members to copy in Parish Clerk on all emails</li> </ul> <p>KH proposed that the PC progress the migration to Google Workspace, JD seconded, all in favour. <b>ACTION: KH/JD to progress.</b> <b>ACTION GS to publicise in VV newsletter and on Village Facebook site</b> <b>ACTION TG to publicise on PC website</b></p>
<b>21/077</b>	<b>IMPROVING VISIBILITY OF 30MPH ZONE AT HAYFIELD GREEN</b>
	<p>Thanks to MJ &amp; JD for clearing the signs on growth.</p> <p>Following a meeting with OCC, 4 quotations were obtained for 'Gates' at the start of the zone. GS proposed the PC progress with Glasdons (OCC's preferred supplier for which OCC would cover the installation cost). MJ seconded. 4 councillors in favour, 1 councillor abstained. <b>ACTION: GS to place order with Glasdons.</b> <b>ACTION GS to contact OCC when gates have been delivered expected 4-6 weeks</b></p>
<b>21/078</b>	<b>REVIEW OF VILLAGE BENCHES</b>
	<p>GS was asked to review the condition of the benches with a view to a shortlist for work this coming weekend. <b>ACTION: GS to discuss with the Church to determine who is responsible for them.</b> <b>ACTION: GS, MJ to agree with Steve Tuck which benches to be refreshed by Village Volunteer group</b> <b>ACTION ST: To obtain necessary equipment, paint brushes, pots and sandpaper. PC to cover costs</b></p>
<b>21/079</b>	<b>FEEDBACK FROM GUARDHOUSE MEETING</b>
	It was reported that a positive meeting was held with Hayfield regarding the Guardhouse. A full report is attached.
<b>21/080</b>	<b>FOOTPATH TO CRICKET PITCH</b>
	<p>The PC discussed the proposal to allow villagers to cross Hayfield Green to access the cricket ground. The green areas around the site are registered as 'Public Access Space' managed by 'Hayfield Green (Stanton Harcourt) Management Company Ltd. <b>ACTION: GS to contact the Management Company regarding the mound and the Residents Association regarding the footpath.</b> <b>ACTION: JD to follow up progress with Edwin.</b></p>
<b>21/081</b>	<b>GRASS CUTTING/WILD FLOWERS</b>
	<p>A proposal to set aside areas for Wild Flowers had been received (see attached) <b>ACTION: JD to put together a map indicating areas to be cut and areas to be set aside. JD to</b></p>

MIN REF	ITEM
	<i>make signs to mark the set aside areas.</i>
<b>21/082</b>	<b>VILLAGE VOICE</b>
	Village Voice to return to hard copy from the July Issue. The PC to fund a questionnaire regarding volunteering and a community shop to be delivered with the July issue, the questionnaire would also be available online. A group of volunteers would collect the completed questionnaires from households.
<b>21/083</b>	<b>EXTRAORDINARY PARISH MEETING</b>
	A suggestion was made to hold a Community Fayre style meeting, with tables in the hall for representatives of organisations giving the members of public the opportunity to visit each table. <b>ACTION: TG to confirm availability of already identified speakers</b> <b>ACTION: GS to publicise the format of the meeting.</b>
<b>21/084</b>	<b>QUESTIONS FROM MEMBERS OF THE PUBLIC</b>
	1. It was resolved to close the meeting to take questions (no questions raised). 2. It was resolved to reconvene the meeting.
<b>21/085</b>	<b>OTHER BUSINESS (for information only)</b>
	<b><i>S106 Hayfield Green Development</i></b> – WODC Councillors are progressing the application process on behalf of Stanton Harcourt PC. A list of proposals, including Solar Panels, Wicket Covers, All Weather nets and Additional Play equipment, has been circulated to PC members. <b><i>ACTION LN/SG to update at next meeting</i></b>
	<b><i>Butts Piece Development</i></b> – safe route to school – WODC Councillors are progressing the relocation of the path from roadside to behind hedge <b><i>ACTION LN/SG to update at next meeting</i></b>
	<b><i>ACTION: TG to forward the bin survey to LN</i></b>
	<b>Correspondence:</b> <ul style="list-style-type: none"> <li>• Letter of complaint had been received regarding parking in Flexneys. The PC had issued a polite notice to households in the areas.</li> <li>• Report of a dangerous tree on The Leys footpath had been received.</li> <li>• Letter regarding the issues with the Bury Mead play park had been received – MJ had visited the play park and arrange for repairs to be carried out where appropriate.</li> <li>• Letter regarding the noise at the industrial Site had been received. TG to forward reply received from the site to LN, who is following up with WODC.</li> </ul>
	<b>NEXT MEETING</b>
	The next Ordinary Meeting scheduled for Monday 7 <sup>th</sup> June 2021. <b><i>ACTION: TG to book the Faulkner Hall for the remaining 2021 meetings and the ‘Community Meeting’</i></b>

Signed .....

Date .....

## DAN LEVY (OCC) REPORT

**Stanton Harcourt, June 7 2021**

OCC news:

**Lib-Dems and Greens form alliance with Labour:** Following the spectacular results of the May elections to Oxfordshire County Council, the Lib-Dems and Greens have formed a single political group, with 24 seats in total in the council chamber. Together with the support of Labour (15 seats), we have formed the Oxfordshire Fair Deal Alliance and form a majority administration. Liz Leffman, Lib Dem, has been selected as leader of the council.

I was very pleased to get elected on May 5<sup>th</sup> and am grateful to the people of Sutton and Stanton Harcourt for trusting me to be their county councillor. I will endeavour to follow my predecessor Charles Mathew in being active and holding the county council to account. I am grateful to Charles for his support since I have been elected.

My list of things to do started long, and is growing.

At the top of the list is the A40 corridor. The public consultation for this closes shortly. The councillors with the relevant parts of the A40 in their divisions have met Duncan Enright, who is the relevant cabinet member (and has part of Shores Green in his division). We would all welcome a proper review of the plans for the A40 corridor to make them effective, compliant with our commitment to the environment and combatting climate change, and to ensure that nothing is built that might obstruct a rail link. Stanton Harcourt residents have lots of reasons to welcome a review, as any changes to the A40 will impact on your journeys and potentially on the amount of traffic coming through the village.

There are a number of issues on my list relating specifically to Stanton Harcourt and Sutton. I am very aware of your issues with speed of traffic, use of the roads by HGVs, absence of buses and flooding. I am sure you will let me know other issues, and I will do my best to drive improvements. It is early days for the new administration and for me as a County Councillor, but I really believe that we will make a difference, for instance in areas such as ensuring that all new developments promote active travel and discourage unnecessary car use.

Councillor Priority Fund now open: Applications to the Councillor Priority Fund are now open. This is a fund of £15,000 to be used over two years on projects in Eynsham division. I have been pleased to apply for the first grant, to support the play session in Eynsham being run by the Oxford Play Association. I hope some of Stanton Harcourt's younger people will go to the session. I will try to be as accessible as possible. Please contact me by phone 07852 748362 or email [dan.levy@oxfordshire.gov.uk](mailto:dan.levy@oxfordshire.gov.uk)

## Councillor Responsibilities 2021-2022

Subject	Councillor
Cemetery/Graveyard	JE
Cycleways	KH
Employment Review	GS
Flooding	KH
Footpaths/Bridleways	MJ/Committee
Grass Cutting	JD/TG
Litter/Dog Bins	KH
Lower Windrush Valley Project	KH
NAG	RA
PC Website	TG
Planning/Affordable Housing/106	RA
Playgrounds (inc Sub Committee Representation)	MJ
Policy Responsibility	KH/TG
Roads	KH
School	MJ
Speedwatch	RA
Village Hall (inc Sub Committee Representation)	GS
Village Repairs/Maintenance	MJ/TG
Village Shop/Post Office	GS
Village Voice	GS
Winter Salt Project	TG

# Feedback from Hayfield meeting ref Guard House

## General

Firstly, Hayfield told us they intended to tarmac the ramp up to the cemetery layby as they recognise that individuals would simply drive over grass - this is good news for us as we thought we would have to do this.

The area of land behind the hedge and adjacent to the road is Public Open Space (you are legally required to ensure that the general public may access this area) and the residents association will have to maintain this public open space and ensure there is sufficient public liability insurance etc. so there should be no issue creating a footpath through to the Cricket Pitch - May Gay (Planning Director) suggests we talk to the residents associate and engage them. Then it is simply a matter of a gateway through.

## Guard House

No date for actual handover but it won't be before the unveiling of the RAF Stanton Harcourt memorial on Thursday July 1st

They expect to have us home complete and all landscaping done by August/September

Matthew agreed a few changes with the site foreman and Mark Gay (Planning Director)

Install fire door and disabled access

Remove wall that separates the room in two and patch floor to match

There is just one Disabled toilet - this they will make compliant safety rail and 'urgent help needed pull cord'

There are a number of down lighters and some fancy light fitting - the fancy light fitting (that Matthew kept banging his head on) will be removed and replace with more down lighter

Defibrillator to be donated with a cabinet

Fire exit to be installed

The two sets of patio doors at the rear to remain

In the kitchen there is a good fridge freeze, sink and cupboards nicely fitted out +plus a coat rail

Fill holes in outside wall

Leave alarm

Leave lock and lock code

There is an internet connection installed

Flooring looks good - there are mats installed by the patio doors - we will probably need

one by the entrance

There are curtains at all windows in the main room - I have asked whether they are fire proof - Mark will come back to me

We will be responsible for the site maintenance inside and out - but we will not have to contribute to the upkeep of the public open space

It is still a little unclear how much outside space we will inherit - they are going to produce a suggested plan and send it to us they were very easy about whether we had slightly more or slightly less land

As you may remember there were only going to be a couple of parking bays - but these were increased when it was turned into a sales office - they have submitted a planning application for the extra parking area to remain and be part of our plot

At the moment there is a path from car park to the rear patio doors Matthew asked for this to be closed off and they agreed

The front door will be replaced and will have a ramp to it with suitable bars and the door will be wheelchair accessible. This door will open direct into the main hall. This door and the fire exit are doors on the outside, but walls internally so some significant work is required.

I am happy to say it was an amenable meeting and all left happy and on good terms.

### **Outstanding**

Response from Mark about how many houses are occupied

Response from the Residents Association so that we can enter into dialog about a path across the 'public open space'

Mark offered to help us expedite release of S106 funding for Sports and Leisure facilities within the village

## **PUBLIC SESSION:**

The following questions were raised:

- It was questioned what the HGV limit is on the B4449.
  - MJ made a clear statement on behalf of the PC 'that we have an aspiration to implement 20mph throughout the village' and to 'do what we can to improve the B4449 situation.
  - Dan Levy to follow up and report back to the PC
- When will the Hayfield Homes site be complete?
  - The estimates date is September 2021
- The litter picking group were scheduled to carry out maintenance due to lack of litter, it was suggested that maintenance on the benches would be carried out
- What are the plans to reduce speeding in the village?
  - The issue was raised at a recent meeting with James Wright of OCC. OCC would be coming back to the PC with options and costs
- It was reported that the hedge at the end of Blackditch opposite Quoits Close was overgrown and needs cutting back
  - The PC to contact Cottsway (who are responsible) to progress

## ACTIONS TO BE CFW to July Meeting

	<b>Actions</b>	<b>Actioned</b>
<i>CFW from May</i>	21/063: GS to publish the initiative in the June VV Newsletter to gather members and to close the existing Covid Volunteer group. 21/064: TG/KH to compile a PC Policy Register for review. 21/067: TG to review lease and check insurance cover for the Green. 21/069: TG to contact Keith Butler ref increasing number of Councillors. 21/063: PC to nominate a Speed Watch Co-ordinator for the village	
<i>21/076</i>	<i>ACTION: KH/JD to progress the procurement and implementation of PC specific email accounts.</i> <i>ACTION GS to publicise new PC addresses in VV newsletter and on Village Facebook site</i> <i>ACTION TG to publicise the new addresses on PC website</i>	
<i>21/077</i>	<i>ACTION: GS to place order with Glasdons for 2 roadside gates.</i> <i>ACTION GS to contact OCC when gates have been delivered expected 4-6 weeks</i>	
<i>21/078</i>	<i>ACTION: GS to discuss with the Church to determine who is responsible for the benches around the Church.</i> <i>ACTION: GS, MJ to agree with Steve Tuck which benches to be refreshed by Village Volunteer group</i> <i>ACTION GS: To obtain necessary equipment, paint brushes, pots and sandpaper. PC to cover costs</i>	
<i>21/080</i>	<i>ACTION: GS to contact the Management Company regarding the mound and the Residents Association regarding the footpath.</i> <i>ACTION: JD to follow up progress with Edwin.</i>	
<i>21/081</i>	<i>ACTION: JD to put together a map indicating areas to be cut and areas to be set aside. JD to make signs to mark the set aside areas.</i>	
<i>21/083</i>	<i>ACTION: TG to confirm availability of already identified speakers for the 'Community Meeting' on 27<sup>th</sup> July</i> <i>ACTION: GS to publicise the format of the meeting.</i>	
<i>21/085</i>	<i>ACTION: LN/SG to update on the S106 process for Hayfield Green</i> <i>ACTION: LN/SG to update on the safe route across the green relating to Butts Piece planning application</i> <i>ACTION: TG to forward the bin survey to LN</i>	
<i>Correspondence</i>	<i>ACTION:??? No sure whether there was any action about the report about dangerous tree on Leys???</i>	
<i>Correspondence</i>	<i>ACTION: MJ to arrange for gate to Bury Mead Play Park to be fixed</i>	
<i>Correspondence</i>	<i>ACTION: TG to forward to LN the response from Industrial Estate about noise</i>	
<i>Public Session</i>	<i>ACTION: Dan Levy to identify improvement options for B4449 and report back to the PC</i>	
<i>Public Session</i>	<i>ACTION: PC To follow up OCC next steps and costing – 20mph speed limit</i>	
<i>Public Session</i>	<i>ACTION: Hedge at the end of Blackditch opposite Quoits Close overgrown - PC to Contact Cottsway (who are responsible) to progress</i>	
	<i>ACTION: TG to book the Faulkner Hall for the remaining 2021 meetings and the 'Community Meeting'</i>	
	<i>ACTION: TG to circulate Asset Register for update/approval</i>	
	<i>ACTION: JD - PC meeting online viewing link to be published earlier with a link sent to relevant WODC and OCC Councillors</i>	