

# STONESFIELD PARISH COUNCIL

## CLERKS REPORT 2022/January

Clerks report to support the Parish Council Meeting held on Wednesday 12<sup>th</sup> February 2022 – via Zoom  
(due to Covid restrictions)

### 1. Parish Matters

- The clerk added a note to the slate asking villagers to ensure house numbers are visible from the road to enable delivery drivers.
- The clerk has reported to Highways again: Mess by The tap every time the weather is wet and the puddle/lake at entrance to Ridings Close is appalling, particularly when it freezes hard. It is a camber problem. Also, the deep hole on the Ridings by the new burial ground.

### 2. SAFER Working Group – Report from Cllr M Heduan

Report circulated in advance of the meeting.

### 3. Planning

Applications received from WODC for this parish. Councillors are asked to consider these at the meeting:

APPLICATION NO: 21/04033/HHD

PROPOSAL: Replacement of existing rear dormer Town and Country Planning Act

LOCATION: Home Close High Street Stonesfield

APPLICANT: Mr Simon Warr

REGISTERED: 16th December 2021

### 4. WODC Art Project / The Common / Rural Payments Agency

Art Project – no update. In progress. Clerk has chased.

### 5. Financial Matters:

The following payments were approved and had cheques written and signed in the December full council meeting

Pensions	102430	£310.63	pension
HMRC PAYE	102429	£338.51	hmrc paye
Staff Salaries	102428	£828.43	paye

The £confidential relates to PAYE. Councillors signing see these figures for approval during the meeting.

There may be further cheques to add at the meeting. The above includes January cheques (post-dated) that we know of in case Covid means we cannot meet in person.

Phil McArdell will review the bank reconciliations and bank statements to consider and assist with budgeting. Councillors are also sent the bank reconciliation with this report.

In this meeting we need to:

To receive and acknowledge acceptance of the finance report.

- a) To consider and approve the payment list

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- b) To confirm the bus shelter costs – in line with approving costs up to £500 the clerk has authorised Geoff Booth to carry out the bus shelter repairs for the sum of £380 inc vat.

Bus shelter repairs

To remove damaged retaining wall and rebuild

Carry out pointing to bus shelter and replace seating area with new boarding

Total price £380.00 inc vat

## 6. Legal

The clerk has asked the solicitor to prepare a 25-year lease for the Playing Fields Association to have the land at North Farm. We have a hard copy of the lease and this is being signed w/c 10<sup>th</sup> Jan. PFA are also signing their copies.

## 7. Old Lock Up

The clerk is in conversation with Oxfordshire Building Trust about possible grant to cover any costs at Old Lock Up – in case we can go ahead! We have a key. (Wendy Gould).

## 8. Trees

The tree quote was accepted at the last meeting. The clerk has advised the tree surgeons.

## 9. Neighbourhood plan

We now have designated status!

Cllr Gould, Cllr Powell, Richard Morris and the clerk met with community first – very good meeting.

Awaiting costs from them to see where to use them.

Cllr Gould and Richard Morris arranging meeting with Hailey Parish Council to fact find.

In the January meeting we will need to appoint the SUSTO steering group as a formal advisory subcommittee of the PC in order to conform with section 122 Local Government Act 1972.

(Note: Two members of the PC on the steering committee Cllr W Gould / Cllr S Powell) would be responsible for keeping the full PC informed of progress and if necessary requesting formal approval from the PC of actions as necessary. Minutes of steering group meetings will be published via the Stonesfield NP website. The clerk / council will remain in control of the budget and expenditure).

(Sub information) Sustainable Stonesfield (SUSTO) had a committee meeting in December at which we discussed how we could help the Parish Council in the process of creating Stonesfield's Neighbourhood Plan (NP).

An overall steering committee needs to be formed for the NP to coordinate the various workstreams that will be required to complete the NP. Each workstream will have its own team of volunteers reporting to the steering committee. Example workstreams could include: housing needs, design standards, landscape/environment, sustainability, transport, village survey etc.

The current SUSTO committee is prepared to form the core of a steering committee with two / three members from the Parish Council (Wendy, Simon Powell and Phil McArdeell when he can) and hopefully two more new members of the public as a result of the first public meeting to be held next year. This will make a steering committee of nine, Richard Morris will chair.

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Communications with residents will be very important, and is indeed a requirement of the Plan process, so one of the steering group, will need to be responsible for this important function, both print and new media. All financial matters will rest with the PC / Clerk. Grant applications should be directly handled by the PC clerk, as should purchasing any external services in order to reclaim VAT.

The members of the PC on the steering committee would be responsible for keeping the full PC informed of progress and if necessary requesting formal approval from the PC of actions as necessary. Transparency is of the utmost importance so minutes of steering group meetings will be published via the Stonesfield NP website.

*Timing.* The copy deadline for February's Slate is 15 January. it would be good to announce this in that edition. We should also announce when we intend to hold a public meeting in the village hall – March at the earliest, more likely early April – Covid allowing.

**14. Date of Next Meeting – 2<sup>nd</sup> February at 7pm – St James Centre (Covid permitting – may revert to Zoom)**

Karen East, Clerk to the Parish Council  
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