

## East Hagbourne Parish Council Meeting – 18<sup>th</sup> March,2010.

A meeting of the East Hagbourne Parish Council was held at the Village Hall on Thursday, 18<sup>th</sup> March , 2010 when the following members were present :-

Mr D Rickeard (Chairman)  
Mr C Alberry  
Mr D Button  
Mr R Dawson  
Mr R Emery  
Mr D Harding  
Mr R Rendell  
Mr R Parsley (Clerk).

### 1.Apologies.

Apologies were received from Mr I Duff and Mr M Wilkins due to business commitments and from Mr P Greene (District and County Councillor)

### 2.Minutes.

The minutes of the meeting held on the 18<sup>th</sup> February, 2010 were confirmed as a correct record and signed by the Chairman subject to an amendment to minute 11(a) Thames Valley Utilities should read Thames Water Utilities. It was also later noticed that the numbering of the February actions was incorrect and should include '02' instead of '01'. To be corrected for the next meeting.

### 3.Actions and Matters Arising.

(a).Responsibility of Footpaths. Mr Rendell stated that the Land Registry are unable to help with the research into who is responsible for three local footpaths. Item closed.

(b).Recreation Ground, Hopfields and the Car Park. Mr Rendell and Mr Button to continue the registrations with the Land Registry.

Action – Mr Rendell and Mr Button.

(c).OCC Traffic Report. Mr Emery reported that there had been no progress available on LTP3. He had emailed OCC Transport Office requesting information on stage 6 of the consultation involving their actual recommendations. Item is closed pending further developments.

(d). Mr Parsley and Mr Rickeard had followed up various parking issues - see under para 13 for proposed publicity.

### 4.District and County Councillor.

No report.

## 5. Items for Decision.

(a).Monica Lawson Memorial. The closing date for the competition to design a memorial seat has been extended until 9<sup>th</sup> April, 2010 due to a disappointing response. It was agreed to display posters throughout the village.

Action – Mr Parsley.

(b).Insurance. Three insurance firms have been approached as alternatives to Zurich Municipal but only one replied and they have not followed up with a quote. Mr Rickeard proposed we continue with the present insurers and renew the existing policy. Mr Button seconded the proposal and it was agreed unanimously.

(c).Authorisation of telephone/electronic banking. Our bank has tightened the security procedures for telephone banking, so we need to complete a new authorisation request. Mr Rickeard proposed the following resolution, which was seconded by Mr Harding and based on the requirements of the bank. It was agreed unanimously.:

"The Council confirm the appointment of Barclays Bank PLC as the Council's bankers and authorise Robin Parsley, Clerk and David Rickeard, Chairman individually to

(i) Enter into any transaction or agreements with the Bank, subject to the Bank's right to request separate authorisation in respect of any specific transactions or agreements as determined by the Bank

(ii) Give instructions concerning the operation of the Council's bank accounts and otherwise communicate with the Bank in each case in writing or verbally, in accordance with the customer Agreement.

(iii) Register the Council for the Bank's computer and telephone banking services."

(d).ORCC – Renewal of Membership. It was agreed unanimously to renew the ORCC membership.

(e).South Oxfordshire Ryder-Cheshire Volunteers. It was proposed by Mr Button, seconded by Mr Harding and agreed unanimously to donate £50.00.

(f).St Johns Ambulance. It was proposed by Mr Rendell, seconded by Mr Emery and agreed unanimously to donate £50.00.

(g).Village Hall Car Park Lights. It was unanimously agreed to improve the car park light control, to ensure the lights are on only when needed and avoid unnecessary use of energy. The existing mechanical timer would be replaced by a more reliable, flexible and simple to program digital version. It was proposed by Mr Rendell, seconded by Mr Alberry and agreed unanimously to accept the quote from Pipes and Wires Ltd for £392.00 + VAT.

Action – Mr Parsley.

(h).Potholes. Mr Rendell to continue to investigate into who is responsible for the potholes at the entrance to Northcroft and Wilcher Close.

Action – Mr Rendell.

(i).Internal Auditor Vacancy. Mr Button to email the terms of reference for an internal auditor to all parish councillors for comment.

Action – Mr Button

(j).Litter Blitz. Mr Rickeard proposed we hold a litter blitz on Saturday 24<sup>th</sup> April, 2010. The suggestion was adopted. It was agreed to meet at the village hall at 10.00am. It was proposed we ask Mrs Duff and Mrs Rickeard to organise the event again. The clerk to request the pickers, plastic bags, gloves, etc. from SODC.

Action – Mr Parsley.

*NOTE: Date subsequently changed to Saturday 17th April, because necessary equipment is not available on 24th.*

## 6.Planning Applications.

(a).The following planning applications have been received since the last meeting. The Parish Council's comments are indicated.

P10/W0069	24 St Annes Court	No strong views.
P10/W0186/LB	Grange Barn, New Road	-ditto-
P10/W0010/LB	15 Main Road	No strong views.
P10/W0137	Blue Hills, Coscote	No strong views.
P10/W0133	Coscote Farm	No strong views.
P10/W0068	22 & 24 New Road.	The planning application was considered by the council's planning committee on 17 <sup>th</sup> March, 2010.
P10/W0207	25 The Croft	See below

- The application for 25 The Croft raised some special considerations, because part of the development comes under the new permitted development rules
- Mr Rendell had declared an interest as a directly affected neighbour, hence did not participate in development of the Parish Council's response.
- The following comments were submitted after background research and discussion with the responsible SODC planning officer:

"In general terms, the present plans are unneighbourly inasmuch as they overlook five properties in ways that they are not already overlooked. In particular, the dormer windows to the rear of the property overlook number 23, 25, and 27 North Croft, and the Design and Access statement makes no attempt to address this question.

We understand from the applicant that SODC has already given permission for two rear dormer windows in the existing roofline as permitted development. Under normal circumstances such windows would be considered unneighbourly, since they look directly over the houses situated close to the rear of the property. As evidence of this, 25 North Croft received permission in 2001 for a dormer window exactly opposite 25 The Croft only on the condition that it be fitted with frosted glass.

We understand that S.I. 2362 of 2008 has, perhaps inadvertently, removed this protection for neighbours to the rear of a property, and that SODC has no authority to refuse permitted development. Nevertheless, we ask that every effort is made to soften the impact of the windows, for example by raising their sill heights so that they would not be natural windows for looking out.

With regard to the proposed extension, we have no objection in principle to the demolition of the existing side and rear extensions, but ask that the following points be taken into consideration

- A rear dormer window to the bathroom is acceptable provided that its sill height is the same as those on the main roof, and it is fitted with frosted glass (we understand that the applicants intend to fit frosted glass, but believe it should also be made a condition of planning permission).
- Attention be given to the impact of the front extension on numbers 21 and 27 The Croft. The proposed first floor window on the west elevation will overlook the garden and the rear of the house at 21 The Croft to a greater extent than the existing front facing windows. In the case of 27 The Croft, although no windows are planned and the development is some way from the house, it would create a large expanse of wall very close to the site boundary.

The comments of all affected neighbours should be taken into consideration."

## 7. Annual Parish Meeting.

Mr Rickeard had previously circulated a draft agenda to all councillors for comment. This was discussed and agreed to be a suitable format.

Mr Alberry suggested we could advertise in the Didcot Herald, Mr Emery to help with the advertising and it was agreed to display posters throughout the village.

Action – Mr Emery and Mr Parsley.

Mr Alberry agreed to organise a projector and screen so that we could use a powerpoint presentation

Action - Mr Alberry

Mr Rickeard will prepare a draft presentation covering the points raised in the discussion and providing a framework for presenting the status of the Parish Plan.

Action - Mr Rickeard to prepare, All to comment

## 8. Parish Plan.

Progress is continuing in a number of areas

- A meeting held with OCC on potential traffic measures. First step is for OCC to gather speed/volume information

Action - Mr Emery, Mr Button, Mr Rickeard

- Input has been received from John Jones on a survey of village pavements
- Discussion held with Rev'd Jason.

A status report will be a major part of the Annual Parish Meeting.

## 9. Britain in Bloom.

It was unanimously agreed to enter the regional competition for 2010. Mr Emery to make preliminary plans. The judging will take place in July 2010. A notice to be put in the Parish Magazine calling for helpers.

Action – Mr Emery, Mr Parsley and Mr Button.

## 10. Reports.

(a). Play Area. Unfortunately one of the seats has been stolen. Mr Rendell to organise a replacement and requested help to renovate another seat. He will contact Mr Wood to see if we can make the remaining seats more secure. Mr Emery volunteered his services.

Mr Rendell will also contact Trojan Fencing regarding the fence on the southern side.

Action – Mr Rendell.

(b). Didcot Development. Mr Rickeard to attend the OCC Didcot Area Summit meeting on 26th March at the Cornerstone Arts Centre.

Action – Mr Rickeard.

(c). Butts Piece.

(i). Allotment Management Course. The lecturer of the course on 1<sup>st</sup> March, 2010 was taken ill and the course was cancelled. Mr Alberry was present and able to engage in some informal discussion, however we hope the course will be rescheduled. The clerk to find out when it will be rearranged.

Action – Mr Parsley.

(ii).Mr Rendell stated that Mrs Napper had submitted a report with proposals for the environmental area. In summary, these would include planting fruiting trees along the southern boundary of the scrub, thinning and selectively coppicing the scrub, and considering orchard trees on the eastern edge of the site. The intention is to make the site attractive both for people and for wildlife. Care will be needed in implementation to keep the effort required manageable.

Action - Mr Rendell to follow up with Mrs Napper

(iii) Mr Rendell to contact Mr Beran to confirm the size of the gates into the allotment area.

Action - Mr Rendell

(iv) Mr Drewe has offered to supply and link up a trough in the allotment area. This would cost £110.00. The offer was unanimously accepted and Mr Rendell to meet Mr Matt Napper to agree the location.

Action – Mr Rendell.

(d).East Hagbourne Website. Mr Alberry stated that improvements are ongoing.

(e).Dog Cleanliness. An article had been published in the March Parish Magazine outlining the legal situation and encouraging good practice. No feedback as yet.

(f).Flooding. Mr Rickeard reported that local farmers were carrying out welcome clearance work along the stream banks downstream of Tadley towards South Moreton.

(g).Standing Orders. Mr Button to report at the next Parish Council meeting.

Action – Mr Button.

(g).Community Sports Project. There was no report at this stage.

#### 11. Correspondence.

(a).Oxfordshire Play Partnership. Mr Rendell stated there will be no further action.

(b).GWP Briefing. Mr Rickeard agreed to attend the meeting on the GWP Briefing on 25<sup>th</sup> March, 2010 at St Birinus School.

Action – Mr Rickeard.

#### 12.Finance.

(a).Payments since the last meeting :-		£
SLCC Enterprises Ltd.	(Course)	293.75
Thames Water Utilities	(Pipework, etc.)	1931.42
Zurich Insurance plc.	(Insurance)	127.08
Home-Start	(Donation)	30.00
McAfee	(Computer Security)	49.99
SODC	(Emptying Dog Bins)	311.54
R.Parsley	(Clerks Salary & Expenses)	1260.24
(b). The receipts were :-		
SODC	(Refund – Emptying Dog Bins)	582.26

(c). The account balances are :-	
Community A/C	3548.16
Business Base Rate Tracker A/C	50510.06
Savings Bond	80000.00

(d). East and West Hagbourne Cemetery :-	
Community A/C	1468.46
Business Reserve A/C	2038.85

(e). Project Balances :-	
Play Area	2032.07
Butts Piece	23837.67
Parish Plan	615.48
Community Sports & Leisure Association	70140.40
Tennis Courts	10000.00
Britain in Bloom	414.62
Village Hall	8000.00

### 13. Any Other Business.

(a). Car Parking. Mr Rickeard presented a suggestion for an April Parish Magazine article and flyer to be placed on vehicles to highlight motorist's responsibilities and encourage good practice. This had been prepared with input from the local Police officers. It was agreed that vehicles parking on pathways must leave a gap the width of push chairs/ wheel chairs so as not to block the way for pedestrians. It was noted that cars parked facing the wrong way at night are considered a hazard.

(b). Mr Rendell reported that a resident in Wilcher Close lets his dog roam when not under any control. He will record this daily problem and advise the PCSO's.

(c). Mr Alberry asked if there was any progress on 'Traffic Monitors'. Mr Rickeard stated that we are included in OCC's future programme as noted in the Parish Plan discussion.

There being no further business the meeting closed at 10.00 pm.

The next meeting is the Annual Parish Meeting on 22<sup>nd</sup> April, 2010

The next Parish Council meeting will be the Annual Meeting on 13<sup>th</sup> May, 2010.

Chairman :-

Date:-

## SUMMARY OF ACTIONS

<b>Action No</b>	<b>Action</b>	<b>Responsible</b>	<b>Status</b>
2009-10-01	Find out who is responsible for selected footpaths	RR	closed
2009-10-02	Register Recreation Ground, Car Park and hopfields with Land Registry	RR	in progress
2009-10-09	Make recommendations on updating the village web site so that it is more easily accessible and undatable	CA	ongoing
2009-10-10	Make proposal for new Standing Orders	DB	in progress
2009-11-04	Advise implications of the OCC traffic report after consultation with Mr Townsend	RE	closed
2010-01-14	Discuss our understanding on North Croft maintenance and define a way forward	RR/DR/RP	in progress
2010-02-01	Make recommendations for a new internal auditor	RP/DB	superseded
2010-02-02	Obtain alternative quotes for annual insurance	RP	closed
2010-02-03	Issue explanatory notes for the electronic planning comments	CA	done
2010-02-04	Review new model standing order and make a recommendation for EHPC	DB	in progress
2010-02-05	Get quotation for improved car park lighting control	RP	done
2010-02-06	Circulate proposals for the APM	DR	done
2010-02-07	Investigate parking on verge in Harwood Road	DR/RP	done
2010-02-08	Report footpath no 6	RP	done
2010-03-01	Display posters for Memorial Bench competition	RP	
2010-03-02	Action new controller for car park lights	RP	
2010-03-03	Circulate TOR for and select new internal auditor	DB/RP	
2010-03-04	Activate litter blitz on 17th April	RP/DR	
2010-03-05	Publicise the APM through posters/newspaper	RE/RP	
2010-03-06	Source technical equipment for APM	CA	
2010-03-07	Prepare and circulate draft presentation for APM	DR	
2010-03-08	Organise OCC traffic surveys	RE/DB/DR	
2010-03-09	Progress Britain in Bloom	RE/RP	
2010-03-10	Replace seat in play area	RR	
2010-03-11	Attend Didcot Area Summit on 26 March	DR	
2010-03-12	Determine revised plan for Allotments course	RP	
2010-03-13	Follow up Mrs Napper on ideas for Butt'e piece green area	RR	
2010-03-14	Follow up Mr Beren on gates for allotment area	RR	
2010-03-15	Follow up Mr Drewe on allotment trough	RR	
2010-03-16	Attend GWP briefing on 25th March	DR	