

## East Hagbourne Parish Council

### Minutes of the Parish Council meeting duly convened and held on Thursday 20th July 2017

#### **1) Attendance, apologies, declarations of pecuniary interest and vacancies.**

Present were Cllrs D. Rickeard (Chair), I. Duff (Vice Chair, arriving 8:15pm), C. Gover, D. Button, C. Topping

In attendance A. Leigh (Clerk), members of the public

Apologies for absence were received from S. Beynon and J. Elliott.

**2) Public Forum and Questions.** Members of the public were in attendance to discuss the Greenlight planning application. Discussion on this topic was deferred to later in the meeting so as to include I. Duff.

#### **3) Reports from County Councillor and District Councillor.**

See Attachment 2

#### **4) Confirmation of the minutes of the Parish Council meeting held on 22<sup>nd</sup> June 2017.**

The minutes of the above meetings were agreed and signed with tracked changes from D. Rickeard accepted.

#### **5) Actions from previous meetings.**

2015-09-03: Pavilion and Bakers Lane Signs – AL reported that OCC is happy to have a sign at Bakers Lane reading No Through Road. No Turning, as long as the council pays for it. A. Leigh has reported that the owner of the brick wall is happy to have the sign on it as long as there is no damage. A resident and the council would like to explore putting it on a pole by the wall. A. Leigh to review this and follow up with Mark Francis of OCC.

With regards to the Pavilion Sign, A. Leigh asked the Council for confirmation of the wording on the sign. The Council agreed the wording to be: Sports Ground (Note: this was recommended by Mark Francis, but the area is known as Recreation Ground. This is what will be recommended on the signage). It will be black letters on a white sign and a post is needed as well. A. Leigh to contact Mark Francis regarding this.

2016-09-03: Progress web site migration – A. Leigh reported that the invitation to tender was sent to Pete Borlace and Sarah Hills on the 2<sup>nd</sup> July 2017. A. Leigh to send a reminder a week prior to their due date (the 31<sup>st</sup> July).

2016-10-02: Land Registration documents - AL reported that these are progressing.

2016-10-03: Close Cemetery Bank Account - DB reported that the letter with the appropriate signatures will be brought into the bank the 21<sup>st</sup> July.

2017-02-01: New Dog Bins – CG reported the dog bin on Main Road has been put up by the steps to the bridge. C. Gover is working with waste services to add it to the emptying schedule. This item can be listed as completed on the Action List for the next meeting.

2017-03-01: Repairs to Upper Cross: AL reported Richard Noviss has done a site inspection and the Council is waiting to hear back. He feels that the damage is partially due to the need for regular maintenance. He will give us his thoughts and a proposal.

2017-05-01: Update Emergency Plan: J. Elliott was not in attendance so this will carry over to the next meeting.

Item for report not on action list: D. Rickeard reported that the bus service is to continue until March 2018. OCC will put out a new tender for possible services after that date. This means that DVTG will not progress plans for a community bus service to Didcot for the time being

## 6) Items for Discussion/Decision

### a) Planning Applications

i) **Greenlight:** See later in agenda

ii) **Didcot Garden Town:** It was reported that the council has until 31/7/17 to respond. C. Topping reported he has put in his personal comments and advised everyone to do the same. The Council wishes to put in comments and C. Topping to prepare and circulate a draft.

b) **Website migration:** See item 5, action item 2016-09-03.

### c) Grass cutting – review of status

i) Village and Recreation Ground cut: A. Leigh reported that she had received a revised contract from BGG. There are more edits to go back to BGG, which A. Leigh will submit. Members of the public noted they felt New Road looks untidy. D. Rickeard has indicated that the cost of the reduction of St Anne's Close should yield a savings that then doesn't lead to an increase due to adding of other areas.

ii) Possible new additions: The Council agreed to add the following areas to the general village contract with the fortnightly cut:

- Continuation of south side of Main Road to the railway steps
- Strimming around the wooden benches at the corner of Butts Piece opposite Millennium wood
- Grass verges to the footpath south from here to Wilcher Close
- Grange Footpath from Lower Cross to Fieldside (need to be careful with trimmers near houses)

The Council would like more information prior to agreeing on adding the following areas with monthly frequency:

- The triangle at the end of the Harwood Road footpath
- The first few metres of the railway path south
- Path along north side of Butts Piece
- Path to the railway bridge

The last 3 are part of Sustrans. A. Leigh to follow up with Sustrans and report to the council.

iii) St Anne's Close: AL reported she needs to follow up with Didcot Town Council on this, but D. Rickeard reported that the grass had recently been cut.

d) **Defibrillator:** A. Leigh reported that she has spoken to the Hagbourne Garage regarding the possibility of the defibrillator being placed on the outside of their building. A. Leigh is waiting to hear back.

There were other thoughts of places it could be placed, which are on a post by Great Mead. The feeling is that it needs to be on the Pavilion end of the village so as to be most accessible. It was noted that it would need a power source.

- e) **Central Heating problem in the Pavilion:**
  - i) Approval of invoices: Mike Mullins has sent his final invoice, which the Council approved.
  - ii) Insurance claim – All invoices have now been received and the insurance claim can be put in. A. Leigh to submit the three invoices to Zurich.

D. Button is pursuing the issue of the missing water.

**f) Poetry Trail Update (to come at 8:30)**

**7) Items for Report.**

- a) **Neighbourhood plan report:**
  - i) **Resolution to release the pre-submission Neighbourhood Plan for consultation**

It was reported that the NP is nearly ready for consultation, but the Council needs to formally agree to do it. Ricardo Rios of SODC has not yet looked at it, but is due to Thursday and Friday, the 20<sup>th</sup> and 21<sup>st</sup> of July and get back to the Council. If the changes are minor, the NP is ready to go ahead. If the changes are major, he suggests a delay.

There was a discussion around the government indicating that if the NP designated a meaningful sized site, it would help in the prevention of development, as they will have more than their 3-year supply.

The Council agreed to delay resolution to release the pre-submission Neighbourhood Plan for consultation until the comments are back from SODC.

It was reported that there will be a second Judicial Review with regards to the Green Gap on the 24<sup>th</sup> August 2017

**6) Items for Discussion/Decision**

**a) Planning Applications**

i) **Greenlight:** I. Duff arrived at the meeting at this point, so the discussion went back to this item on the agenda. I. Duff reported there had been a meeting on the 15<sup>th</sup> July where various concerns were raised such as traffic, school dangers, the size of the development being disproportionate to the village, car park capacity and that it is contrary to the Local Plan.

The Council agrees with the above. Members of the public raised a concern of flood water on Lake Road and a possible disturbance of bats and newts.

Susan Pring reported that she has set up a group called Red Light Green Light. That committee met the 19<sup>th</sup> of July and is getting a model objection, a flyer and an e-petition out.

Susan Pring is going to look at traffic survey reports that have been previously done. D. Rickeard suggested that perhaps Council could comment on whether it was opposed to any development on the site. Other members felt that this might not help in the cause to prevent this particular development, but agreed there may be a way to word something to this effect.

A discussion of the NPF guidelines was had. I. Duff to talk to Nick Wright on this.

I. Duff to get in touch with West Hagbourne Parish Council on this application and to re-circulate a draft to the Council.

**f) Poetry Trail:** The discussion of the Poetry Trail took place at this point in the meeting. Linda Benton reported that the Poetry Trail is nearing completion and has a launch date of 17<sup>th</sup> September 2017. There will be booklets printed and markers are being placed around the village. Once completed, A. Leigh to tell BGG where they are so as not to damage them in grass cutting.

D. Button to attend a video recording taking place on Monday, the 24<sup>th</sup> July with Roger Phipps and Linda Benton.

## 7) Items for Report

b) **Cemetery committee report and lych gate:** D. Button reported that there had been a Cemetery Committee meeting on Monday, the 17<sup>th</sup> July. D. Button reported that he is researching the right person to repair the gate. It is not yet repaired, but not unsafe. Val Brownsword is to contact the person who has built a lych gate in West Hagbourne to see if he might be able to repair our lych gate. A. Leigh has been in touch with the insurance company and D. Button is working on some of the items needed for this claim.

D. Button reported that the water has been re-instated. D. Button reported that the PCC is happy with the arrangement of the shared water. A. Leigh reported that she is exploring ways to digitize the paper records of the Cemetery plan.

c) **Highways/footpath repairs:**

i) **Bishops Orchard, Millennium Wood, Village Hall paths:**

A. Leigh reported that she has been in touch with SODC regarding Bishops Orchard and thinks she is getting to the right people to help with the railings.

C. Gover reported that there is no notice regarding fires not being allowed in Millennium Wood. A. Leigh to contact Didcot Town Council regarding this as well as St Anne's Close to ask if they have it on their insurance.

A. Leigh reported that she has been in contact with Mark Francis regarding the Village Hall path.

C. Gover reported that there is a bench on the Sustrans route that is broken. She will contact Fix My Street about it.

The issue of having CCTV installed was discussed. A. Leigh to enquire with OALC and SLCC about any regulations known.

**8)Correspondence.** Jenny sent a letter asking about the signage at the Village Hall for church events. I. Duff to discuss with her.

A resident of Kingsholm Close sent a letter with a query as to the spelling of the Kingsholm(e?). A. Leigh to contact SODC to inform them there is an enquiry and let them handle the situation.

## 9) Finanee.

a) **Payments since last meeting**

| <u>Payee</u> | <u>Item</u> | <u>Cheque no.</u> | <u>Amount</u> | <u>Date</u> |
|--------------|-------------|-------------------|---------------|-------------|
|--------------|-------------|-------------------|---------------|-------------|

|                           |   |        |         |         |
|---------------------------|---|--------|---------|---------|
| Chantal Freeman           | Character Assessment for NP: design, layout, map markings | 102440 | £500.00 | 5/7/17  |
| EHS&RC                    | EHPC meeting 22/6/17                                      | 102441 | 27.50   | 20/7/17 |
| BGG                       | Cemetery Grass cutting: 8/6/17 & 22/6/17                  | 102442 | 192.00  | 20/7/17 |
| Chris Alberry             | Webhosting: 18/7/17 – 17/7/18                             | 102443 | 29.99   | 20/7/17 |
| Cordelia Gover            | Printing of Character Assessment for NP                   | 102444 | 81.00   | 20/7/17 |
| BGG                       | Grass cutting 11/5/17                                     | 102445 | 210.00  | 20/7/17 |
| BGG                       | Cemetery grass cutting: 11/5/18 & 25/4/17                 | 102446 | 192.00  | 20/7/17 |
| BGG                       | Grass cutting: 30/6/17 & 3/6/17                           | 102447 | 420.00  | 20/7/17 |
| VOID                      |   | 102448 |         |         |
| SODC                      | Cemetery garden waste bins                                | 102449 | 78.00   | 20/7/17 |
| Derek Button              | Allotment gate lock                                       | 102450 | 12.40   | 20/7/17 |
| Allison Leigh             | Clerk Salary  | 102451 | 521.76  | 31/7/17 |
| Playsafety Limited        | RoSPA inspection  | 102452 | 92.40   | 20/7/17 |
| Mullins (Reading) Limited | Pavilion leak inspection and works                        | 102453 | 684.00  | 20/7/17 |
| EHS&RC                    | EHPC meeting – March                                      | 102454 | 27.50   | 20/7/17 |

**a) Receipts since last meeting**

| <b>From</b>        | <b>What</b>                               | <b>Amount</b> | <b>Date</b> |
|--------------------|---|---------------|-------------|
| Co-op Funeral Care | Cemetery: Interment fees for non-resident | £160.00       | 30/6/17     |

**b) Accumulated Account Balances (reconciled as of last bank statement through 30/6/17)**

|                                    |             |
|------------------------------------|-------------|
| Barclays Banks accounts (2)        | £ 35,931.98 |
| Cemetery accounts (2) (not active) | £3,520.30   |
| Grand total (4)                    | £39,452.28  |

**c) The Special Project balances are:-**

|                           |             |
|---------------------------|-------------|
| Neighbourhood Plan        | £ -4,161.40 |
| New Road Development Fund | £ 3,589.42  |
| Cemetery                  | £ 2,904.72  |

**10) Items for report and inclusion on August agenda**

A. Leigh reported that she had received the RoSPA inspection report for the playground. There are a few areas to look at, but they are labelled as mainly low risk with two medium risk. The Sports and Recreation Ground Committee are responsible for the monthly safety checks. RoSPA does the annual check.

It was discussed that as the Parish Council owns the playground, it should consider the suggestions in the report. D. Rickeard and I. Duff to look at the suggestions and discuss them.

It was reported that the burglar alarm has been going off in the Pavilion. It is thought to be set off by spiders.

C. Gover gave her apologies for the meeting on 31<sup>st</sup> August 2017.

The meeting was declared closed at 9:40pm. The next Parish Council meeting will be held on Thursday, 31st August at 7:30pm in the East Hagbourne Pavilion.

Signed.....Dated.....

ATTACHMENT 1 ACTION LIST

| ACTION NO  | WHAT                           | WHO   | STATUS      |
|------------|--------------------------------|-------|-------------|
| 2015-09-03 | Pavilion and Bakers Lane Signs | AL    | In progress |
| 2016-09-03 | Progress web site migration    | DR/CG |             |
| 2016-10-02 | Land Registration Documents    | AL    | In progress |
| 2016-10-03 | Close Cemetery Bank Account    | AL/DB | In progress |
| 2017-02-01 | New Dog Bins                   | AL    | In progress |
| 2017-03-01 | Repairs to Upper Cross         | AL    | In progress |
| 2017-05-01 | Update Emergency Plan          | JE    |             |

## ATTACHMENT 2

### SODC A Conservative District Councillor's View (Or What The Council Is Doing)

July 2017.

#### Devolution And The Unitary Bid

Single Council for Oxfordshire - update

Oxford City Council and Cherwell and West Oxfordshire District Councils have submitted a plan for the future governance of Oxfordshire to the Government. You can view their thoughts here:

<http://southandvale.us8.list-manage.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=bcc0b9d102&e=eda6ce4f57>

As a holding response, our Leaders and Oxfordshire County Council issued the following statement:

“We welcome the contributions of Oxford City Council and West Oxfordshire and Cherwell District Councils to the debate about the future of council services and investment in Oxfordshire.

“We are reviewing their report for the very first time and will discuss our response with the other councils. In the meantime, our three councils remain willing to discuss our Better Oxfordshire proposal, which is currently with the Secretary of State for consideration.”

You can view the Better Oxfordshire proposal, submitted to the government by our councils and the county council in March, here:

<http://southandvale.us8.list-manage2.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=d2b9f02c7d&e=eda6ce4f57>

We are not expecting an early government decision on our bid, or the counter proposal, but we will update you as soon as we have any news.

#### Planning Matters.

##### Upcoming public appeals

Tetsworth – Inquiry for a traveller site of 12 pitches outside the Green Belt scheduled for 6 and 7 June has been postponed by the Planning Inspectorate until Autumn. New dates: 21-24 November.

Venue – Tetsworth Memorial Hall

CABI, Crowmarsh – we recently refused an application for new offices and residential development at this site - there will be an appeal into this decision from 4 to 6 July.

Venue – Howbery Park

Benson – appeal against refusal of outline application for 130 houses off St Helens Avenue, inquiry runs 1 and 2 August.

Venue – Howbery Park

Long Wittenham – an appeal is taking place against our non-determination of application for 35 homes. There is likely to be an inquiry but the date hasn't yet been confirmed.

## **5 Year Housing Land Supply (5YHLS) update**

We have updated our Five Year Housing Land Supply position.

The district has a supply of 4.1 years, therefore, we will continue to make planning decisions using paragraphs 14 and 47 of the National Planning Policy Framework and focuses on sustainable development and the need to boost the supply of housing.

We are able to demonstrate more than three years supply, which means we can use the ministerial statement made last year and provide some protection for those areas with neighbourhood development plans.

A copy of the statement is available on our website:

<http://southandvale.us8.list-manage.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=51848ebadc&e=eda6ce4f57>

## **Neighbourhood Planning Guide for local councillors**

If you are involved with producing a neighbourhood plan, have a look at the Good Councillor's Guide to Neighbourhood Planning, which was produced by the National Association of Local Councils.

The document contains a helpful section on the role of parish and town councillors in neighbourhood planning.

<http://southandvale.us8.list-manage1.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=e5e008f1fc&e=eda6ce4f57>

## **And finally.... two award winning designs**

We don't just approve applications for extensions and large housing developments, we're also encouraging outstanding design and construction. Two developments in our district have recently won national awards:

**Chilterns Building Design Awards – overall winner: Hundred Hills Winery, Stonor Valley, Henley** Planning application P15/S3398/FUL

Judges noted that the design of this property significantly enhances the site and locality, completely harmonises with its setting, uses high-quality local materials and pays attention to detailing. Above all it takes account of its relationship to the special character of the Chilterns.

The John Turner Building, Shiplake College also received a Commended award.

**RIBA South Award 2017 – winner: Handsmooth House, Well Place, Ispden** Planning application P12/S1822/FUL

Whilst the scheme was described as 'simple, graceful and elegant', the jury said the house was a remarkable, bold and stark addition to the countryside setting.

## **Communications**

### **A reminder; Roadwork alerts straight to your inbox**

You can now access the latest information on roadworks in your area from <https://oxfordshire.roadworks.org/> You can also set up email alerts by clicking on the envelope icon on the top left hand side of the webpage. It will only take a few minutes to complete your contact information and personalise the roads and areas that you'd like to receive alerts from - this will reduce the amount of emails you receive on this subject.

To receive **South News** visit [www.southoxon.gov.uk/southnews](http://www.southoxon.gov.uk/southnews)

### **Councils recover over £1.6million unpaid council tax**

Over £1.6million in council tax arrears was recovered last year thanks to enforcement action taken by South Oxfordshire and Vale of White Horse District Councils.

In 2016/17 the councils issued over 5,300 court summonses to people who had failed to pay their council tax. Magistrates then granted liability orders against 3,600 of those individuals – this meant enforcement action, including the use of bailiffs, could be taken to retrieve the money.

Almost all of those in arrears then paid the money they owed, however the councils were forced to take further action against 96 people to ensure they paid their fair share towards the cost of providing public services.

This resulted in 53 people receiving charging orders – which allows the councils to enforce the sale of a persons' property to retrieve the money. One person who deliberately failed to pay was sent to prison, while seven were given suspended sentences.

The councils also recovered and saved a further £167,000 after 62 people were caught claiming discounts on their council tax they weren't entitled to. This resulted in nine being prosecuted in court and 47 fined.

Cllr Jane Murphy, Deputy Leader of South Oxfordshire District Council said: "It's vital that everyone pays their fair share for the services we provide, such as waste and recycling collections. Anyone who doesn't do so puts added pressure on the public purse and effectively cheats all those who do contribute."

#### **Council tax court proceedings 2016/17**

South Oxfordshire issued 2,823 court summonses to people that had failed to pay their council tax

Magistrates then granted us liability orders for 1,722 of those individuals - this meant we could actively pursue them to retrieve the money by using bailiffs and other appropriate methods

this resulted in £507,327 council tax arrears being collected

however, we still had to take committal action against 65 people who, despite repeated requests and appropriate action, refused to pay their council tax

as a result, we recovered a another £325,000 and four people received suspended prison sentences

we were also given permission by the courts to impose charging orders on properties owned by 34 individuals – recovering a further £190,000 in the process

#### **Council tax fraud 2016/17:**

22 people were also caught fraudulently claiming discount on their council tax

This ensured we recovered and saved £52,000

Three people were prosecuted in court  
and 16 were fined

### **Free workshops for businesses**

As part of the economic development team's support for local businesses, two free workshops will take place next month. Please help spread the word among your local business communities about the events:

*Placing a Value on Intangible Assets – Secure and Protect Your Business IP*  
11 July, Wallingford Town Hall, 8-10.30am. Hosted by SO Business with Firm Advantage and Knights 1759. Please book here:

<http://southandvale.us8.list-manage1.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=de408fff76&e=eda6ce4f57>

*GDPR – Should you be concerned?*

26 July, Milton Park Innovation Centre, 5.30-7.30pm. Hosted by Vale4Business with Faringdon-based CIS. Please book here:

<http://southandvale.us8.list-manage1.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=32737f0c16&e=eda6ce4f57>

### **Grants schemes open**

The Councils' Grants scheme for 2017/18 will open for the next round of applications over the summer: 15 July-6 September

These grants are available to support town/parish councils and not-for-profit organisations across the districts with projects that will improve, replace or create new community facilities.

Please help by spreading the word in your communities. You can find out more and direct people to Capital Grants for further information:

<http://southandvale.us8.list-manage.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=45c7a54894&e=eda6ce4f57>

### **Grants for rural community projects**

Grant funding up to £75,000 is available from the LEADER Programme for farmers, foresters, rural businesses and communities involved with projects that create jobs, bring visitors to the area or provide essential community services across South and Vale.

SODC is administering applications. These will be assessed by a Local Area Group (LAG), a non-political group that brings together public, private and community representatives.

Oxfordshire LAG is keen to see applications that will revive local waterways, support local food markets, create vibrant villages, or unlock the potential of woodlands.

To find out more, email [oxfordshire.leader@southandvale.gov.uk](mailto:oxfordshire.leader@southandvale.gov.uk) or call 01235 422245.

### **Leisure**

#### **Reminder: Wallingford Riverside outdoor pool now open**

The heated outdoor swimming pool by Wallingford Bridge has opened its doors. The site features a 23 metre pool, changing rooms, refreshments and a campsite. Jubilee Splash Park has been open for a while for younger children to enjoy.

A swim costs just £4.45 for adults, £2.85 for junior/seniors or £13.40 for a family swim (two adults and two children). Regular swimmers are also able to take advantage of a season pass for £69 for adults and just £34 for juniors and seniors.

Riverside Outdoor Pool is now open until 3 September\* at the following times:

Monday - Friday 7am-6pm

Saturday-Sunday 9am-6pm

\*subject to adverse weather conditions

For more information about Riverside Park and Pools please visit <http://www.better.org.uk/leisure-centre/south-oxfordshire/riverside-park-and-pools> or call 01491 835232.

### **Didcot Garden Town**

We launched the Didcot Garden Town proposed delivery plan and consultation last week (19 June). The six-week consultation runs until 31 July 2017.

The plan proposes significant new public open spaces, leisure facilities, schools, health centres and an upgrade to the station with improved access to the railway museum. Infrastructure, such as roads, cycle paths and utilities are planned alongside a mix of affordable and private rented homes.

As you'll be aware, some expansions to the town have been approved and are already underway, such as phase two of the Orchard Centre. This expansion forms part of wider plans to transform Didcot into a garden town to accommodate 16,000 new homes and supporting 20,000 new jobs in the Science Vale over the next two decades.

View the proposed delivery plan and take part in the consultation at:

<http://southandvale.us8.list-manage.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=3f2cb977a9&e=eda6ce4f57>

Following consultation, we will finalise the plan and publish it in the autumn.