

East Hagbourne Parish Council

Minutes of the Parish Council meeting duly convened and held on Thursday 7th December 2017

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

Present were Chairman D. Rickeard, Vice Chair and Councillors I. Duff, C. Gover, D. Button, J. Elliott

Apologies were received from Councillor S.Beynon

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

2) Public Forum and Questions. Members of the public were in attendance to listen.

3) Reports from County Councillor and District Councillor.

D. Rickeard referenced the November report from Jane Murphy - See Attachment 2.

It was noted that Simon Clarke isn't often present at meetings, but suggested that if we have specific questions for him he should be asked.

4) Confirmation of the minutes of the Parish Council meeting held on 2nd November 2017: The minutes of the meeting on 2nd November were approved and signed.

5) Actions from previous meetings.

2015-09-03: Pavilion and Bakers Lane signs – A. Leigh reported that she is waiting to hear from Mark Francis. This is in progress.

2016-10-02: Land Registration Documents: A. Leigh reported that she has received correspondence from Land Registry with regards to the Bus Shelter and has sent a letter back with answers to their queries.

2016-10-03: Close Cemetery Bank Account: D. Button indicated this is in progress.

2017-03-01: Repairs to Upper Cross: A. Leigh reported she had sent another e-mail into R. Noviss regarding this.

2017-08-01: Action repairs in Great Mead Playground: A. Leigh reported that she has received quotes from 3 companies and has recommended the council go with the once from Play Maintain. The council resolved to appoint Play Maintain to carry out the repairs. AL to contact Play Maintain.

2017-09-02: Enquire regarding grant for defibrillator: A. Leigh reported that she had applied for a grant. A. Leigh to follow up with Jane Murphy as to the status.

2017-09-03: Prepare job description for 'handyman': see agenda item 6f

2017-09-04: Progress St Anne's Court transfer to Didcot Town Council (DTC): A. Leigh reported that this would be reviewed in the New Year by DTC.

2017-09-05: Progress grass cutting: A. Leigh met with BGG and they have suggested doing all of the additional cuts when they do the village cut and have agreed to a reduced fee of an additional £80 for this. The council agreed to this and A. Leigh to get a revised contract from BGG.

C. Gover asked that a new action item be added to this list – Broadband. She will take the lead on this.

6) Items for Discussion/Decision

a) Planning Applications:

- i) Grainger – D. Rickeard reported that the JR had been refused. MtGG are liaising with Dentons on a draft letter to be sent to SODC to give support to the arguments for removal of the fence installed by Grainger. SODC are believed to be continuing efforts in this direction and Ed Vaizey is following up on discussions at Grainger's Board Meeting. The eventual letter will be circulated to the Parish Council for approval.
- ii) Other Developments: D. Button attended a meeting with Taylor Wimpey with West Hagbourne Parish Council and indicated there is a there is a group called the Hands off Hagbourne Fields group. West Hagbourne Parish Council has written a letter of objection and is waiting for the application to go live to send it. Their main points of objection are: conservation area, traffic and views. The application is believed to be put in just before Christmas or just after New Year.

Catesby has lodged an appeal against the refusal of their planning application.

Orchestra Land are believed to be close to submitting a planning application. Robert Aiger has been in contact with Orchestra to share further experience with flooding, but Orchestra have not yet taken up an offer of an off-site meeting with the Flood Group.

The council's comments on the Persimmon application are in.

Susan Pring asked about Greenlight. D. Rickeard indicated that there is no further information on the next stages. He suggested that she contact the planning officer.

16B New Road: Dr Lea has written a letter to the council regarding conifers having been taken down, which had provided a screen from the building site. They are in contact with SODC.

b) Expenses for NP and Land Registry

Several searches have been conducted to verify owner details in connection with the Site Allocation process on the Neighbourhood Plan (NP). D. Rickeard reported that there had been £102 in Land Registry expenses by himself. There has also been an expense of £63.99 for a leaflet drop by Andy Barmer. The council agreed to these expenses.

c) Donation request from Citizens Advice Bureau

A. Leigh indicated that D. Button had given her a sheet listing past donations. The last donation to CAB had been for £150 in 2012/2013. The council agreed to donate £100 and invite them to reapply next year.

d) Donation to RBL

The council agreed to a donation of £150.

A. Leigh to send donation form to all councillors.

e) Defibrillator and training

The council agreed that it would be a good idea to have training on the defibrillator once installed. A. Leigh to ask the ambulance service regarding training and to ask Lucy Dalby who the trainer was she had previously used.

D. Rickeard to send past training notes to A. Leigh

f) Practical help around the village

D. Button sent a list of tasks and responsibilities around for this role. D Rickeard noted that the scope had been widened to cover "what needed to be done" and some thought was needed on how best to address these needs. DB and DR to refine the list into a proposal for the next meeting. During the discussion, the issue of hedge cutting arose. A member of the public had complained about some private hedges in the village. A. Leigh to put a note about cutting hedges in the next newsletter.

7) Items for Report.

a) Neighbourhood Plan:

D Rickeard gave a brief report on progress.

Following feedback from Community Group members, the site assessment pro-forma has been revised to make the questions more factual. Consideration of the relative merits of each site will be reserved to the 'Evaluation' phase. The Steering Group has prepared revised draft assessments which will be reviewed and agreed by the end of this weekend. As a result, we will be ready to send these with the covering letters to all affected land owners early next week (11th December), starting their six week consultation period a little later than forecast - but with a more robust site-assessment.

The draft letter to land owners has been further improved, particularly to make clear to land owners that their agreement is a prerequisite to the evaluation and if they do not wish to make the land available then it will not be allocated.

Our consultant AECOM (provided without charge by Locality) has provided feedback on the site-assessment process. As a result, the Steering Group will be refining the pre-selection justification.

A communications plan has been prepared to explain to the wider community the NP and the reasons for making an allocation. Detailed Q&As have been prepared (see attachments) and a flyer will be distributed to all households over the coming

weekend 9/10 December, with an invitation to a drop-in session at the Fleur-de-Lys on Thursday 14th December from 8pm. Members of the SG and CG will be there to answer questions.

The date of Thursday 11th January has been booked for a public meeting to explain the progress of the plan.

A representative of AECOM attended the last CG meeting. They are starting work on their Strategic Environmental Assessment. Their draft Housing Needs Assessment has been received today and will be reviewed. It is expected to influence how the NP will address the mix of housing types needed for the future.

b) East Hagbourne Pavilion: Mike Mullins is working to reinstate the path lights. D. Button reported that there should be an EHSRC meeting to discuss the future of the finances with the increased monies which will be available due to the rebate of business rates recently allowed by SODC. There is a possibility this increase could pay for the playground equipment repair and the water leak. D. Button and D. Rickeard to arrange a meeting with the Pavilion Committee.

c) Cemetery Committee Report & Lych Gate: The Cemetery Committee met on the 6th November 2017. The committee agreed that the regulations need updating and is working on that.

With regards to the lych gate, the next stage of repair needs a specialist. D. Button to work on this.

The brown bin will be removed at some point and SODC to advise A. Leigh once this happens. At this time the bins used by the PCC will be used by the Cemetery.

It was suggested that perhaps a notice on the board in the cemetery about the bins would be helpful.

d) Website migration: The website project is ongoing and is moving forward. It was reported that the contractors are doing a terrific job.

e) Hacca's Brook: A successful work party on Hacca's Brook, downstream from Blewbury Road was carried out by 6 members of the Flood Group on 11th November. As a result of the clearance, both channels are now running better and the water level in the upper channel is reduced.

However, it proved very difficult to control the hedges planted around 43 Blewbury Road (at Blewbury Road bridge). The roots cannot be easily removed and the view of the Flood Group is that they need to be significantly reduced to make the task of maintaining the bank manageable. A small work party cleared a tree on Parsonage Lane that had fallen into the stream.

f) Dog fouling: a number of people are concerned about dog fouling, particularly along Main Road, and propose to carry out a poster campaign, engaging the school children to prepare some posters. C. Gover is working on this.

g) Update from emergency resilience course: J. Elliott went to attend the resilience workshop, but when she arrived there was no one there. She has called them regarding this and they apologised and have offered to have a representative attend a parish council meeting. The council agreed not to have a representative

attend a meeting, but would like any documentation they could provide. J. Elliott to ask for this information.

h) Grass cutting update: see action item 2017-09-05

i) Village Car Park lights: A. Leigh reported she has been in touch with SSE who are due to arrange a time to come and look at the problem.

8)Correspondence

a) Parking – Goring Letter: The council agreed that this initiative is not appropriate for our parish. A. Leigh to advised Goring-on-Thames Parish Council that EHPC won't be joining the lobby group.

9) Finance.

a) Precept proposals for 2018/9: A. Leigh circulated the precept document via e-mail prior to the meeting. D. Button and A. Leigh are to sit down and review the special funds.

A Leigh to update the precept document to eliminate New Road as a separate item and create a section called Major Planning Issues. A. Leigh to review the grass cutting number as well as check on the hosting cost.

There is to be a new category for the contingency for village improvement.

D. Rickeard is not in favour of reducing the precept due to potential planning matters which could arise in the coming year, but this will be decided at the January meeting.

b) Determination of internal auditor: Trish Ingham asked A. Leigh to check with the council with regard to using her as the internal auditor for 2017/8. The council agreed to this and A. Leigh to advise Trish Ingham.

c) Expenditure and receipts since the last meeting and account balances

Payments since last meeting

<u>Payee</u>	<u>Item</u>	<u>Cheque no.</u>	<u>Amount</u>	<u>VAT</u>	<u>Total</u>	<u>Date</u>
David Rickeard	Land Registry titles	102480	102.00	0	102.00	7/12/17
PWLB	Loan 601-08669	Direct Debit	3424.76	0	3424.76	1/12/17
Allison Leigh	Clerk salary	102481	521.76	0	521.76	31/12/17
Castle Water	Allotments	102482	78.36	4.01	82.37	7/12/17
BGG	Cemetery grass cutting 10/11/17: invoice 754/17	102483	80.00	16.00	96.00	7/12/17

BGG	Village cut – 23/11/17: invoice 755/17	102484	175.00	35.00	210.00	7/12/17
BGG	Cemetery hedge trimming and remove clippings: invoice 756/17	102485	250.00	50.00	300.00	7/12/17
BGG	Village Hall hedge trimming and remove clippings: invoice 767/17	102486	15.00	30.00	180.00	7/12/17
Allison Leigh	Mileage and expenses	102487	98.78	0	98.78	7/12/17
Royal British Legion	Donation	102488	150.00	0	150.00	7/12/17
EHS&RC	31/8/17 PC meeting	102489	27.50	0	27.50	7/12/17
EHS&RC	28/9/17 PC meeting and 14/9/17 NP meeting	102490	55.00	0	55.00	7/12/17
EHS&RC	2/11/17 PC meeting and 6, 16, 30/11/17 – NP meeting	102491	110.00	0	110.00	7/12/17
A. Barmer	NP leaflet drop	102492	63.99	0	63.99	7/12/17
Citizens Advice Bureau	Donation	102493	100.00	0	100.00	7/12/17

Receipts since last meeting

<u>From</u>	<u>What</u>	<u>Amount</u>	<u>Date</u>
Dineen and Cox fees	Cemetery	360.00	27/11/17

Accumulated Account Balances (reconciled as of last bank statement through 31/10/17)

Barclays Banks accounts (2)	£ 43,509.83
Cemetery accounts (2) (not active)	£3,520.30
Grand total (4)	£ 47,030.13

The Special Project balances are:-

Neighbourhood Plan	£ -4,271.40
New Road Development Fund	£ 2,389.42
Cemetery	£ 3,349.22
Car park	£ 4,508.43

The council asked if the Cemetery items could be listed separately. A. Leigh to do this for the January meeting.

10) Items for report and inclusion on January agenda

C. Gover asked if the following could be added to the agenda: the possibility of BGG cutting the grass opposite the Cemetery by the red brick area.

Also on the next agenda the council would like to have the cemetery layby/car park on as there is a concern about this area during the building of the Greenlight development.

The meeting was declared closed at 9:40pm. The next Parish Council meeting will be held on Thursday, 18th January 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
2016-10-02	Land Registration Documents	AL	In progress
2016-10-03	Close Cemetery Bank Account	AL/DB	In progress
2017-03-01	Repairs to Upper Cross	AL	In progress
2017-08-01	Action repairs in Great Mead playground	AL	In progress
2017-09-02	Enquire regarding grant for defibrillator	AL	In progress
2017-09-03	Prepare job description for 'handyman'	DB	In progress
2017-09-04	Progress St Anne's Court transfer to DTC	AL	In progress
2017-09-05	Progress grass cutting contract	AL	In progress
2017-12-01	Broadband issues	CG	

ATTACHMENT 2

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

November 2017.

Planning Matters.

Local Plan

The South Oxfordshire Local Plan 2033 is now live and the documents can be viewed on our website.

This publicity period is more formal than the previous four consultations, as the Planning Inspectorate dictates the specific questions we must ask relating to the soundness and legality of the plan.

We have prepared a guidance note and a short video to help explain the process in more detail. You can find these at:

Guidance notes:

<https://southandvale.us8.list-manage.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=08e4068d4b&e=eda6ce4f57>

Video:

<https://southandvale.us8.list-manage.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=ccddb8c89&e=eda6ce4f57>

We have held a series of drop-in events throughout the publicity period. If you have missed these, there remain two events at the following times and dates:

13 November - Thame Town Hall, 3-7pm

17 November - Charlgrove Village Hall 3-7pm

Please note that the Local Plan 2011-2033 consultation has been extended.

The extension is to provide people the opportunity to comment on an update to the Strategic Housing and Economic Land Availability Assessment, which we originally published in March. You can view the updated assessment [here](#).

<https://southandvale.us8.list-manage.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=bd84cbaf4b&e=eda6ce4f57>

All responses to the local plan must be received by 5pm on 30 November 2017.

Neighbourhood Plan update

Dorchester-on-Thames Parish Council has submitted its draft neighbourhood plan to South Oxfordshire District Council and as the consultation has now closed. We are now submitting the draft neighbourhood plan to an independent examiner. We will provide you with the information once it has been published.

Lewknor Neighbourhood Plan area has been designated and the parish council is continuing to work on their plan.

Kidmore End Parish Council has submitted its proposed neighbourhood plan area application. As the application does not cover the entire parish area we have launched a six week consultation.

Three neighbourhood plans were approved on 12 October - Brightwell-cum-Stowell, Chinnor and Long Wittenham. These will now form part of the South Oxfordshire development plan.

Oxford to Cambridge expressway

You can view and comment on four early concept designs for the Oxford to Cambridge expressway. The National Infrastructure Commission will ultimately make a recommendation to government for the final decision on the route.

You can see all four design concepts and submit your comments here.

<https://southandvale.us8.list-manage.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=a7db27aeae&e=eda6ce4f57>

Berinsfield Community Investment Scheme

We have produced a leaflet to be delivered all residents, organisations and businesses based in Berinsfield. The leaflet explains that we plan to build up to 1,700 homes to help raise the funds needed to provide the facilities and services that residents identified were important.

Once we have received feedback from this initial plan, we will use feedback and comments received to create our masterplan for Berinsfield. We plan to publish the masterplan in Spring 2018 when it will become part of a formal consultation.

Download your copy of the leaflet here.

<https://southandvale.us8.list-manage.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=2bf3846393&e=eda6ce4f57>

New parliamentary constituency boundary proposals

The Boundary Commission for England has published proposals for new parliamentary constituency boundaries, which affect our districts.

You can view the proposed plans here

<https://southandvale.us8.list-manage.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=44757a792a&e=eda6ce4f57>

The deadline to submit any comments is 11 December.

Go Active Juniors

Do you know a sports club that needs support to help young people become more active?

We've launched Go Active Juniors - a new project for anyone up to 18 years old. The project aims to increase participation in sport and physical activity by getting young people active in our area.

The team offer a range of support including helping to find new coaches to deliver sports sessions, assist clubs to set-up new activity sessions and help clubs with equipment.

Get in touch with Emma Freeman (Emma.Freeman@southandvale.gov.uk) if you know of a sports club that could benefit from our support.

New community lottery

We're setting up a new online lottery for our residents to help raise funds for local community groups and charities.

Residents can enter a £1 weekly online draw and be in with a chance of winning prizes ranging from free prize draw tickets right up to the £25,000 jackpot. Each £1 ticket bought has a 1 in 56 chance of winning a prize and nearly 60p of each ticket price will go to a local good cause.

We are working with Aylesbury Vale District Council to set up our scheme and website and will use an external lottery manager to run it on our behalf.

To get an idea on what the online lottery will look like you can visit the Aylesbury Vale Lottery website.

<https://southandvale.us8.list-manage.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=0688582935&e=eda6ce4f57>

We hope to launch the lottery early next year but if you'd like any further information please email Sally Truman (Sally.Truman@southandvale.gov.uk)

Hate crime - new guidance

Please make yourself familiar with new guidance on dealing with hate crime. We all have a duty to take hate crime seriously and advise people of the reporting options available to them. Hate crimes are any crimes that are targeted at a person because of hostility towards a person's perceived:

- disability
- race or ethnicity
- religion or belief
- sexual orientation
- transgender identity

You can find out more about how to protect yourself and others on the Thames Valley Police website or contact the community safety team for more information on our guidance (communitysafety@southandvale.gov.uk)

<https://southandvale.us8.list-manage.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=155f92829e&e=eda6ce4f57>

New permanent offices in Crowmarsh

We've announced that we intend to return to our Crowmarsh Gifford site.

Since moving to Milton Park we've investigated a wide range of options for a permanent home and have now concluded that the most cost-effective solution is to move back to the site.

We will now work to prepare and build a new, smaller headquarters, which is more suited to our needs. The building will include a new council chamber for South's committee meetings, whilst Vale's meetings will continue to take place at The Beacon in Wantage.

Recycling, rubbish and waste update

Our new fleet of vehicles are now out and about on collection rounds. There are two different types of vehicle - one large truck for recycling and household waste and smaller one for food waste recycling. Previously waste was collected in different compartments on the same lorry - but this has now changed. This means that collections are being carried out at different times of the day.

There aren't any changes to collection days or the way you will need to put out your bins.

Community Safety Partnership

'Don't bin your batteries' call following waste and recycling truck fires

Residents in South Oxfordshire are being urged not to put batteries or other items which could cause a fire in their waste or recycling wheelie bin.

Last week two small fires started in rubbish while it was being transported in waste and recycling trucks. Both were potentially very dangerous incidents to the crews, other road users and pedestrians. They also caused delays to collections and could have resulted in significant damage.

The first incident took place while a waste truck was travelling on the A417 in Wantage. The crew were escorted to a layby by two fire engines where they emptied part of the load so the fire service could extinguish the fire.

The second fire was detected in a recycling load collected in Radley. The fire service attended as crews tipped the load at Biffa's depot in Culham. A gas canister was found in the load meaning that, had the fire spread, it could have exploded causing significant damage or injury.

The fires were caused by items residents had put in their bins, most likely to have been standard lithium-ion batteries – like the ones found in most mobile phones.

Batteries should be put in a clear plastic bag and left on top of the green recycling bin, while small electrical items, that may also contain batteries, can be put out in a carrier bag alongside the grey refuse bin for separate collection.

Cllr Tony Harbour, Cabinet Member for Waste and Recycling at South Oxfordshire District Council, said: "If an item in a waste truck or at the depot catches fire then it could be extremely dangerous. I urge all of our residents to check that they are not putting items in their bins which could cause a fire."

BE in Science Vale UK campaign

For the first time we are running a series of adverts in select train stations throughout the South East and on social media to raise awareness of the Science Vale UK brand.

The campaign is using the new BE in Science Vale UK strapline to promote the area and will take the form of a series of different posters on platforms and on ticket gateways

For more information on the Science Vale you can visit the website here.

<https://southandvale.us8.list-manage.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=67e373d795&e=eda6ce4f57>

Changing area refurbishment work to start at Henley Leisure centre

£150,000 work to refurbish the swimming pool changing area at Henley Leisure Centre is set to begin on Monday 6 November.

The planned refurbishment, being carried out by South Oxfordshire District Council, will significantly improve the environment, with the pool-side changing rooms and toilet areas being refurbished throughout.

There will be new changing cubicles, lockers and vanity units, while new LED lighting will also be installed to help improve the environment and reduce the amount of energy the building uses.

The work is expected to take around six weeks to complete. During this time swimmers can change using the dry-side changing area, with the swimming pool and all other facilities remaining open to the public.

Cllr Lynn Lloyd, Cabinet Member for Leisure at South Oxfordshire District Council, said: "I'm delighted that we will be starting work to improve the changing area and I'm sure swimmers in Henley will welcome investment we are making.

"While the work is taking place the pool and all other facilities will remain open for people to use and we will do our best to keep any disruption to a minimum. So please continue to visit the centre and make the most of everything on offer."

New orders could help tackle anti-social behaviour

We have proposed to introduce two Public Spaces Protection Orders in Thame and Henley to allow police to target specific anti-social behaviour offences that can occur in public spaces.

The orders would only target anti-social behaviour and not prevent groups from gathering together peacefully in either town.

You can find out more about the proposals and comment on them for Thame here and for Henley here.

Reminder - Councillor grants - applications needed

We've started receiving applications for councillor grants and have made our first three decisions with payments now on their way.

Don't forget to spread the word about the grant councillors have available by directing people to our website www.southoxon.gov.uk/grants or call 01235 422405.

The deadline for groups to apply is 20 December - only 11 weeks away!

Editor - Cllr Ian White (Ian.White@southoxon.gov.uk) Twitter feed: @IanWhite_DC