

East Hagbourne Parish Council

Minutes of the Parish Council meeting duly convened and held on Thursday 22nd March 2018

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

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

Apologies were received from Councillor S. Beynon.

In attendance was A. Leigh (Clerk).

D. Rickeard reported that S. Beynon has resigned from the Parish Council and thanked her for her service. He reported that there are now 3 vacancies on the council.

2) Public forum and questions. A member of the public was in attendance to listen and to express interest in the village monitor position.

3) Reports from County Councillor and District Douncillor. A. Leigh reported she has not received any reports.

4) Confirmation of the minutes of the Parish Council meeting held on 15th February 2018: The minutes of the meeting on 15th February 2018 were approved and signed.

5) Actions from previous meetings

2015-09-03: Pavilion and Bakers Lane signs – A. Leigh reported that she has not heard back from Mark Francis with regards to the Bakers Lane sign. A. Leigh will e-mail him and copy D. Rickeard and S. Clarke as to the status.

2016-10-02: Land Registration Documents: A. Leigh reported that she has received the Land Charges required for the Bus Shelter and has sent an updated application for the Bus Shelter register to Land Registry. A. Leigh will make a list of all of the land registry documents on file.

2017-03-01: Repairs to Upper Cross: A. Leigh reported that R. Noviss is waiting for the warmer weather to come and will then advise when he will carry out the repair.

2017-08-01: Action repairs in Great Mead Playground: A. Leigh reported that she will wait to hear from Play Maintain in the Spring as the weather will then be more conducive to the type of repairs needed. D. Rickeard asked if they could let us know the date in advance to ensure the playground is clear for them and the residents' safety. A. Leigh to contact Play Maintain regarding this.

2017-09-02: Enquire regarding grant for defibrillator: Completed

2017-09-03: Prepare job description for 'handyman': Completed

2017-09-04: Progress St Anne's Court transfer to Didcot Town Council (DTC): A. Leigh reported that she has contacted SODC regarding this and J. Murphy is looking into it.

2017-09-05: Progress grass cutting: A. Leigh reported that BGG had sent a map of what they believe is included in the village cut. D. Rickeard reported that it is incomplete and he and A. Leigh will review it over the next week.

2017-12-01: Broadband issues: C. Gover reported that she researched the internet speed at Fieldside and it is average. Coscote is fairly low, as is Manor Farm Lane. C. Gover is following up with BT with regards to a second grant to cover the cost of a new cabinet which can be part covered by a school grant.

2018-01-01: Purchase Defibrillator Cabinet and Arrange Training: A. Leigh reported she had ordered the defibrillator which should arrive in 4-6 weeks. There is a form to fill out for training which we will do once we have the defibrillator installed. There is a 4 week wait time for training so it may coincide with the arrival of the defibrillator.

6) Items for discussion/decision

A) Planning applications:

I. **Orchestra:** It was reported that OCC had a document on the SODC website that has been removed with no replacement. A. Leigh will follow up with SODC as to why this has occurred. It was also reported that OCC have not mentioned the traffic coming from Blewbury, which is an issue.

II. **Persimmon:** It was reported that Persimmon has put in a revised drainage plan which is probably acceptable. While that issue has been addressed, the other objections raised by the council have not.

III. Other developments

12 The Croft: It was reported that the planning application for 12 The Croft has been withdrawn from the next planning committee. It may be on the planning committee on the 11th April.

7 Blewbury Road: A. Leigh to send in the response.

Coscote: The application received was for a discharge of conditions for an already agreed planning permission. The council indicated it should be mindful of temporary access as it has been previously agreed that this would only occur while the second building was being built. A separate application for an agricultural building at Coscote has also been received.

Taylor Wimpey: No recent developments

Catesby: The appeal will be on 21 May in the Upton Village Hall.

Grainger fence: A representative has inspected the site and an ongoing discussion is taking place with SODC.

B) Defibrillator and training

See action item 2018-01-01

C) Village monitor and related tasks

A. Leigh reported that 2 people have expressed interest in the Village Monitor position. I. Duff and D. Button to schedule interviews after Easter. The council has a good idea of what jobs need doing, which involves the village side as well as the Pavilion booking. There may be 2 roles needed. The Employment Committee will interview the candidates.

d) Butts Piece: It was reported that there had been much back and forth with regards to the clearance of the rubbish from Butts Piece. A. Leigh had contacted the municipal team who initially came out quite promptly and cleared the needles. They indicated they couldn't clear the other rubbish as it is on private land and that the council needed a private contractor for that. Biffa made an attempt, but their vehicle was inadequate so a volunteer team of villagers cleared the rubbish to the side of the road which Biffa is due to clear on 23/3/18.

e) Memorial Trees: D. Button reported that there have been several enquiries as to planting trees in memory of someone as well as other types of memorials. The council agreed it needs a formal policy for memorials. D. Button reported that trees cannot be planted in the wildflower garden at the Cemetery as it would block the sunlight for the wildflowers.

D. Button will take the lead on this. A. Leigh will ask other clerks about memorial policies.

f) General Data Protection Regulation (GDPR): A. Leigh has done a rough audit of the data the council holds and D. Rickeard has made some notes. It was agreed that A. Leigh will send the audit to OALC for their advice so a policy can be discussed in the May meeting.

g) Insurance Renewal: The council agreed to the insurance renewal for 2018-2019 which is part of a 3-year contract.

7) Items for Report.

A) Neighbourhood Plan (NP): D. Rickeard reported that there had been a drop-in session which 30 people attended. The plan is in consultation which will end on the 14th April. There has not been much feedback so far and the NP committee will do more publicity. The NP Steering Group will make a report of all the comments received.

Following this consultation, there will be an SODC review followed by a 6-week consultation led by SODC. The next step is that the plan will be reviewed by the examiner and it is hopeful that the plan will go to referendum by August.

The Parish Newsletter includes a statement that the NP will be discussed at the APM.

b) East Hagbourne Pavilion: It was reported that as of 1/4/18 the Pavilion will still receive the 100% rebate on business rate. D. Button will prepare a budget for the Pavilion for consideration by the Sport & Recreation Committee.

c) Cemetery Committee Report & Lych Gate:

I. Cemetery layby/car park: D. Button has contacted OCC to discuss the painting of white lines at the cemetery layby/car park. The discussion will take place after

Easter.

- II. Cemetery database: D. Button reported that the Cemetery Committee had met and discussed the idea of a cemetery database to digitize the cemetery records as well as the cemetery map. The committee agreed to present the idea of a cemetery database to both East and West Hagbourne Parish Councils. Val Brownsword will present the idea to West Hagbourne PC. The council asked why the records couldn't exist in an excel document. A. Leigh reported that they could, but the system being looked at is a check and balance of cemetery procedures and so it would have an added assurance. D. Button asked the council for approval to move forward with a proposal to be presented to the council after the next cemetery committee meeting. The council agreed to this.

A. Leigh reported that a funeral is due to take place on Saturday the 31st March. She indicated that the regulations stipulate burials should not be on a Saturday. Based on the circumstances of the deceased being a very involved member of the community and the family all being together for Easter, the council agreed to this. The cemetery committee will be reviewing its regulations and will consider this rule.

- D) **Website migration:** C. Gover reported that the website is ready for a soft launch. She asked if councilors would like to use their personal e-mail addresses or create a council one. She also asked about putting councillor phone numbers on the site. Councillors will respond directly to C. Gover on this matter.

D. Rickeard reported that the council needs to think about how to manage and host the new site. The recommendation is to purchase the 'all in one' bronze package from Dave Woods, which costs £30 per month and this includes maintenance of the website including Wordpress and plugin updates to ensure the site remains secure. This helps to keep the site up to date from a technology perspective to ensure that the site is always running on the latest software to minimise security risks.

The package does not include updates to content or functionality of the website: content we will update ourselves and if there is new functionality needed (e.g. a new web page) that is beyond our capabilities, we can contract extra help at £35/hour. We cannot envisage what sort of help we might need at this point, but it would be prudent to budget for up to 8 hours support over the coming year, if it is needed.

The council resolved to purchase the 'all in one' bronze package for £30/month. This can be reviewed in 6 months time if the council would like to make a change.

e) Stream maintenance: D Rickeard reported that sedges are growing back into the stream. He has asked the Environment Agency if residents can remove them and they agreed that that is ok and a permit is not needed. The question that still exists is how to go about it.

f) Litter pick: East Hagbourne's annual litter pick will be held on Saturday the 28th April. The council thanks Sara James for leading the charge on this. A. Leigh will be in communication with Sara regarding the health and safety form from South and Vale to be signed. A. Leigh has ordered 20 adult and 15 child sets of equipment. A. Leigh will show the risk assessment to Sara James as well.

g) Annual Parish Meeting: Thursday 26th April: This meeting will take place in the Pavilion. D. Rickeard will deliver a Chairman's report, D. Button will do the Finance and Pavilion reports and there will be a NP report. D. Rickeard will invite Jane Murphy and Simon Clarke to each speak up to 5-10 minutes with Q&A.

h) Annual Parish Council Meeting: D. Rickeard confirmed that he will be stepping down as chairman at this meeting but will remain a councillor for the coming year. A new chairman will need to be elected and David has discussed the possibility of Iain Duff taking on this role. Iain is happy to do this, if elected. D Rickeard asked councillors to consider who might be willing to be nominated for vice-chairman for the coming year

8)Correspondence

An e-mail was received regarding the need to register any Rights of Way that are not on the Definitive Footpath Map. A. Leigh to contact Rachel Livingstone who is spearheading the project for more information.

9) Finance.

It was noted that the council has agreed to purchase a Parish Council computer that will reside with the clerk for Parish Council business

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>
Land Registry	Land charges	102511	1.00	0	1.00	5/3/18
Allison Leigh	Clerk salary	102512	521.76	0	521.76	31/3/18
EHS&RC	EHPC meeting 18/1/18 NP Meeting – 24/1/18	102513	50.00	0	50.00	22/3/18
Allison Leigh	Mileage and expenses (see detail below)	102514	1126.42	199.51	1325.93	22/3/18
EHS&RC	EHPC meeting 15/2/18 NP meeting 31/1/18	102515	50.00	0	50.00	28/2/18
Andy Barmer	Neighbourhood Plan posters and leaflets	102516	186.14	29.83	215.97	22/3/18
SLCC	Subscription	102517	58.80	0	58.80	1/4/18
David Rickeard	Printing of Neighbourhood Plan documents for the consultation	102518	59.77	0	59.77	22/3/18

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

ATTACHMENT 1 ACTION LIST

ACTION NO	WHAT	WHO	STATUS
2015-09-03	Bakers Lane Signs	AL	In progress
2016-10-02	Land Registration Documents	AL	In progress
2017-03-01	Repairs to Upper Cross	AL	In progress
2017-08-01	Action repairs in Great Mead playground	AL	In progress
2017-09-04	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	In progress
2018-01-01	Purchase defibrillator and arrange training	AL	In progress