

East Hagbourne Parish Council

Minutes of the Annual Parish Council Meeting duly convened and held on Thursday 3rd May 2018

1. Election of Chairman and Vice Chairman: D. Rickeard announced that he would step down as Chairman and nominated Iain Duff as the new Chairman. D. Button seconded this proposal. I. Duff accepted this nomination and was unanimously elected as Chairman of East Hagbourne Parish Council until the Annual Parish Council Meeting (APCM) in May 2019.

I. Duff thanked D. Rickeard for his 9 years of service as Chairman and was very pleased to record that D. Rickeard has agreed to remain as a councillor for 2018/2019.

I. Duff nominated Councillor Derek Button for Vice Chairman. Jean Elliott seconded this. D. Button accepted the nomination and was unanimously elected as Vice Chairman of East Hagbourne Parish Council until the APCM in May 2019.

2. Attendance, apologies, declarations of pecuniary interest.

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

Apologies were received from Councillor C. Gover.

In attendance was A. Leigh (Clerk).

3. Public forum and questions. No members of the public were in attendance.

4. Reports from County Councillor and District Councillor. No reports were received.

5. Confirmation of the minutes of the Parish Council meeting held on 22nd March 2018: The minutes of the meeting on 22nd March 2018 were approved and signed.

6. Procedural Matters: The council reviewed the Review of Council Operations. There were some changes to the document wording which were noted by D. Rickeard who will update the document. I. Duff indicated he is very keen to fill the 3 Parish Councillor vacancies and will be focusing time on this.

a) Review of nominations and terms of reference to committees, working groups and non-Council bodies, including cheque signatories: I. Duff noted that the Chairman should not be on the Employment Committee. D. Button agreed to act as Chairman of the Employment Committee and J. Elliott agreed to be a member of the committee.

I. Duff thanked the Neighbourhood Plan Steering Group for all of their hard work.

I. Duff reported that he would like to have a new representative other than himself on the East Hagbourne Sports and Recreation Committee but that this could wait until we have more Parish Councillors to share the workload.

It was noted that there is no appointed representative to the Fleet Meadow Community Hall Association.

b) Review of standing orders and financial regulations: A. Leigh reported that the statutory pieces of the standing orders received from OALC have changed to quite an extent. D. Rickeard, D. Button and A. Leigh are to review and develop a suggested revised version of EHPC's standing orders which will be an agenda item for the next meeting.

The financial regulations have remained the same since the 2017 APCM.

c) Review of inventory of land and assets including buildings and office equipment: Differences have been noted between the asset register and the list in the checklist document. A. Leigh to review with D. Rickeard.

D. Button asked A. Leigh to ask the internal auditor regarding the requirement for costs assigned to the assets on the Annual Governance and Accountability Report. A. Leigh to research what needs to be put down and how to record the cost.

d) Review and confirmation of arrangements for insurance cover in respect of all insured risks: J. Elliott indicated the old emergency plan is on the website. D. Rickeard will ask C. Gover about updating this.

e) Review of the Council's and/or employees' memberships of other bodies: The council requested the proposed membership of Oxfordshire Playing Fields Association to be on the June agenda.

f) Setting the dates, times and place of ordinary meetings of the full Council for the year ahead: Meeting dates were reviewed, but some are in conflict with one of A. Leigh's other councils. A. Leigh to review dates and supply EHPC with some new dates.

g) Other Councillor responsibilities: No further discussion on this point.

7. Actions from previous meetings

2015-09-03: Bakers Lane signs: A. Leigh reported that she has not heard back from Mark Francis with regards to the Bakers Lane sign and will continue to follow this up.

2016-10-02: Land Registration Documents: A. Leigh reported that she has received the registration document for the bus shelter. This action is now completed.

2017-03-01: Repairs to Upper Cross: A. Leigh reported that R. Noviss is waiting for the warmer weather to come and has e-mailed him again as to an exact date.

2017-08-01: Action repairs in Great Mead Playground: A. Leigh reported that Play Maintain has indicated they will come to do the repairs in the next couple of weeks. A. Leigh has asked for an exact date so as to inform the public with signage.

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. A. Leigh has asked J. Murphy if there is another contact who might be more appropriate due to J. Murphy's workload.

2017-09-05: Progress grass cutting: A. Leigh reported that this item is completed. D. Rickeard raised a discussion he had with Sustrans and will follow up with them .

2017-12-01: Broadband issues: I. Duff reported that he had spoken to C. Gover who is pursuing this. Grants are looking promising and she is gaining more data.

2018-01-01: Purchase Defibrillator Cabinet and Arrange Training: A. Leigh reported she has ordered the defibrillator which will be sent to D. Rickeard's house. There is a form to fill in for training which we will do once we have the defibrillator installed. A. Leigh will follow up on the delivery of the defibrillator.

8. Items for discussion/decision

a) Approval of the Submission Draft of the Neighbourhood Plan for formal submission to SODC under regulation of the Neighbourhood Planning (General) Regulations 2012

i) Update on progress: D. Rickeard reported that the submission draft is not ready for approval as comments had just been received from SODC. There had also been some fairly major to address comments from the public and planners. A draft may be ready for the June meeting, but if ready before, it may be wise to call an Extraordinary Meeting to keep the process moving forward towards quicker completion.

The changes from SODC were good and supportive and there was some helpful suggested rewording.

ii) Consideration of any further expenses that may be needed: D. Rickeard reported that one graph in the Character Assessment had been updated to correct an error and that some further small improvements had been identified in the light of the consultation comments. Jeremy Lake has estimated the cost for the changes needed to be £570 and the council resolved to pay for these changes.

b) Actions for compliance with the General Data Protection Regulation (GDPR): A. Leigh reported she had been on a course given by OCVA. At the time the law stated that Parish Councils must have a Data Protection Officer. If so, the recommendation by A. Leigh is for the council to outsource this as she is not an expert in the legislation and is handling the data so cannot fill this role.

This legislation may change which would then mean the council would need to have a data protection policy. OALC don't currently have a template for a policy of which A. Leigh is aware, but she will check with SLCC. She is also checking with OCVA to see if the trainer has a policy.

In addition, A. Leigh is checking the cost of having a policy written as the law is quite extensive and she has advised the council that she is not an expert on the law.

The council would like to have a policy by the 25th May 2018. A. Leigh to follow up on the above and advise the council as to her findings.

c) Planning Applications: I. Duff reported that SODC had announced a 5.4-year housing land supply and this would hopefully have an impact on forthcoming decisions on planning applications.

i) Orchestra: The OCC response is still not in.

ii) Persimmon Homes: It was reported that OCC has objected to this application. The Planning Officers have not yet made their decision.

iii) Other Developments:

Greenlight: It was reported that Greenlight have appointed a builder who is a Scottish company called McTaggart and Mickel. I. Duff reported that he plans to meet with Joan Desmond with regards to the Section 106 monies and other aspects of the implementation of the Greenlight development.

Taylor Wimpey: A. Leigh reported that she has received boxes of planning materials for this application which I. Duff will take, review, and circulate a manageable subset to councillors.

Catesby: The appeal begins on the 22nd May and the Parish Council can ask to give a statement through one of its councilors.

d) Defibrillator and Training: See Action item 2018-01-01

e) Village Monitor and related tasks: D. Button reported that he and I. Duff had met with 4 people for 2 roles – a booking secretary for the Pavilion and a Village Monitor. Three of the 4 turned down the roles due to various reasons such as occasional weekend commitment, personal and financial. The council agreed not to increase the salary at this time.

Based on the interviews, D. Button has developed the job spec quite a bit and it was discussed that the council could put a more focused advert in June's magazine. The next step is for D. Button to inform one of the candidates that there won't be more money offered at this time. From there he will circulate the updated job spec to the council for review prior to entry into the June magazine.

f) Memorials in the village: D. Button reported that he and D. Rickeard had met and agreed there are not to be any 'living' memorials (i.e. trees) in the village as they are unable to be properly managed. D. Button to work on a policy for other memorials and A. Leigh to ask other councils about their policies.

g) Neighbourhood Watch: I. Duff reported that the system for Neighbourhood Watch has changed. Charles Sweeney is now the main contact. There was no longer a cascade system but relevant messages would be forwarded directly to anyone requesting NHW messages. It was reported that J. Murphy had sent an e-mail with regards to drugs in the village. A. Leigh to publish information from this in the magazine.

h) Circular and e-mail distribution: It was reported that there are many e-mails being circulated by the clerk. The council resolved that it does not wish to receive the TVP, weekly planning and Healthwatch Oxfordshire e-mails. We will monitor this to see if this reduction helps.

i) Great Mead – pothole repair/cost: Robert Crane had contacted D. Rickeard regarding potholes. The cost seems like it might be quite great. It was noted that there is not a great amount of vehicular access past the end of the tarmacked area. D. Rickeard indicated that the lane is being used for Pavilion and playground parking. I. Duff, D. Button and J. Elliott did not agree with allocating a budget to support this noting that the Parish Council had already covered full costs for the current tarmacked part of Great Mead. D. Rickeard believes that some cost may be warranted. It was agreed to encourage Mr Crane and Mr Wood to explore what OCC monies could be used to fund this. D. Rickeard will feed this information back to them.

j) New village projects – arising from Annual Parish Meeting (APM) public discussion: It was reported that, at the APM, C. Topping raised the idea of having new village projects of a smaller scale each year. One idea raised was that of a village map similar to one in West Hagbourne. Other suggestions concerned the grassed area of Butts Piece.

It was discussed that there will be CIL monies from Greenlight and that hopefully the Neighbourhood Plan will be in place before building so as to receive more monies.

Another idea raised was that of a footpath to the Cemetery from the village.

The council agreed on the concept of new projects, but feel it is important to think about what the village needs in the next 5 years and that this can be reviewed at the time of deciding the next precept.

9. Items for report

a) **Cemetery Committee Report:** There was nothing to report.

b) **East Hagbourne Pavilion:** It was reported that the committee would shortly have a meeting.

c) **Website update:** It was reported that the website is going well.

10) **Correspondence:** None

11) **Finance**

a) **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>
Came & Company	Insurance (differential due to underpayment)	102525	135.21	Na	135.21	1/4/18
Dark White Digital	Web hosting	102526	30.00	n/a	30.00	26/4/18
Dark White Digital	Web development	102527	1903.92	n/a	1903.92	26/4/18
Allison Leigh	Clerk salary	102528	521.76	0	521.76	30/4/18
Pete Borlace	Web design	102529	1820.00	n/a	1820.00	26/4/18
EHS&RC	EHPC APM	102530	25.00	0	25.00	4/5/18
EHSRC	EHPC meeting 22/3/18 and Neighbourhood Plan meeting 10/3/18	102531	50.00	0	50.00	4/5/18
Allison Leigh	Mileage and expenses	102532	189.90	0	189.90	4/5/18
Tetbury Accounting	Payroll	102533	210.00	42.00	252.00	4/5/18
Allison Leigh	Clerk salary	102534	521.76	0	521.76	31/5/18
Dark White Digital	Web hosting	102535	30.00	0	30.00	4/5/18

Receipts since last meeting

<u>From</u>	<u>What</u>	<u>Amount</u>	<u>Date</u>
SODC	1 st half precept 2018/9	15478.00	5/4/18
MJ Didcock	Cemetery fees	280.00	6/4/18
Allotment payments	Allotment payments	46.85	6/4/18

Accumulated Account Balances (reconciled as of last bank statement through 31/3/18)

Barclays Banks accounts (2) £ 33,540.37

The Special Project balances are:-

Neighbourhood Plan £ 3901.69

New Road Development Fund £ 794.72

Cemetery £ 4,273.49

Car park £ 4,508.43

b) Update on 2017/2018 audit: A. Leigh reported that she will be delivering materials to the internal auditor on the 6th May. She indicated that D. Button has reviewed the material and, other than the asset cost, is happy with the Annual Governance and Accountability Report (AGAR) for the external auditor. A. Leigh indicated that the council is well within the regulated timings for the audits with a signature taking place at the June meeting.

12) Items for report and inclusion on the June agenda

I. Duff thanked Sara James for her organisation of the Village Litter Blitz on April 28th.

I. Duff asked for an item be placed on the June agenda pertaining to the possible renting of the Pavilion or committee room in the Village Hall for surgeries.

D. Rickeard asked that the Downtown Village Transport Group be put on the next agenda.

The meeting concluded at 10:15pm. The next meeting is on 21st June at 7:30pm in the Pavilion.

Chairman signature and date