

East Hagbourne Parish Council

Minutes of the Parish Council meeting duly convened and held on Thursday 21st June 2018

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

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

Apologies were received from Councillor J. Elliott.

In attendance was A. Leigh (Clerk).

2) Public forum and questions. Members of the public were in attendance but didn't wish to speak at this time in the meeting.

3) Reports from County Councillor and District Councillor. A. Leigh reported she has not received any reports. The County and District Councillors were not sent an agenda for the Parish Council meeting due to a miscommunication while the clerk was on holiday.

4) Confirmation of the minutes of the Annual Parish Council Meeting held on 3rd May 2018 and receipt of Annual Parish Meeting minutes to be formally approved at the 2019 APM: The minutes of the Annual Parish Council Meeting on 3rd May 2018 were approved and signed with the correction of one typo.

It was noted that the minutes from the APM are to be circulated and a draft can be posted on the website.

D. Button read aloud the minutes from the Extraordinary Meeting held on the 14th June 2018. These were approved and signed.

5) Actions from previous meetings

2015-09-03: Bakers Lane sign: A. Leigh reported that Mark Francis had indicated the sign has arrived and he is happy to deliver it to a village location. D. Rickeard is happy to have it delivered to him and A. Leigh will inform Mark Francis of this.

2017-03-01: Repairs to Upper Cross: I. Duff reported that he met Richard Noviss at Upper Cross while he was doing the repairs. Richard Noviss informed I. Duff that some additional work would be necessary as more work was needed to widen and fill some of the finer cracks that are still open between the stones in the base of the cross. Richard Noviss has sent his final bill including a cost for the additional works. The cost is £264 which the council agreed to pay. A. Leigh will inform Richard Noviss of this.

2017-08-01: Action repairs in Great Mead Playground: A. Leigh reported that she has still not had a confirmation of date from Play Maintain. She suggested looking at another supplier if she doesn't hear soon. The council agreed.

2017-09-04: Progress St Anne's Court transfer: A. Leigh reported that she has contacted J. Murphy who is looking into it. A. Leigh will ring J. Murphy as well as contact Simon Clarke.

2017-12-01: Broadband issues: C. Gover reported that she has successfully secured grant monies. She is looking into 2 more grants. Charles Stutley has been helpful with this as well. Once all of the finances are secured, C. Gover will look at where the hub should go.

2018-01-01: Purchase Defibrillator Cabinet and Arrange Training: D. Rickeard reported he has received the cabinet and will arrange for installation. A. Leigh will begin to arrange training as well as register the cabinet with the ambulance service.

6) Items for discussion/decision

A) Planning applications:

- I. **Orchestra:** I. Duff reported that the proposal by Orchestra had been refused by the planning officer on the 18th May. They have 6 months to make an appeal, but there is no indication of that as of yet.
- II. **Persimmon:** I. Duff reported that this application is with the planning officers and we are awaiting their decision. Persimmon continues to put in changes, but they don't have a legal width of access into the estate.
- III. **Hagbourne Fields:** I. Duff reported that this application is closed for comments and we await the decision from the planning officers.
- IV. **Ridgewood – Great Mead:** Simon Clarke has said that OCC has objections. There are only certain grounds on which one can object to this application.
- V. **Land next to 6 Great Mead:** I. Duff reported that this has gone to appeal conducted by submissions in writing. The Parish Council submitted its objection to this appeal. It was mentioned that SODC doesn't always make neighbours aware of planning applications. We will discuss this further at the next meeting.
- VI. **GWP Area X:** The Council had raised no objection to the principle of this application for allotments and open space south of Bloor Homes on the GWP estate. Since then further information on the detail had been received and the Council might still comment on this application.
- VII. **Local Plan:** The South Oxfordshire Local Plan may be delayed because of some issues concerning the major strategic sites. On some documents the LPA has mistakenly suggested that the Hagbourne Fields development was under consideration when it was simply a speculative proposal from developers. This had been corrected when it was pointed out to them.
- VIII. **12 The Croft:** An application for a discharge of conditions had gone to the planning committee. It was very technical but the Council had alerted local residents who are monitoring the application closely and who wrote to the planning officers concerning some of the detail.
- IX. **Other developments:** 'Have your say' for the Oxfordshire Growth Board is asking the public to respond by 12/7/18. D. Rickeard feels that the council should respond and the consensus was that the Council should support this initiative for protection against speculative building applications. I. Duff will check the website

and get back to A. Leigh to make a formal submission.

B) Grainger fence: The council has had legal advice on this that suggested grounds for removal. It was reported that Jane Murphy doesn't feel the fence will be removed, but I. Duff will follow up with her.

C) Defibrillator and training: See action item 2018-01-01

D) Village Monitor and related tasks: D. Button reported that the positions had been advertised and 4 people came forward. For various reasons, the positions were not right for these individuals. D. Button asked for this to be put on the next agenda.

E) Memorials: D. Button reported that he will be working on a formal proposal of a policy for the next meeting. He reported that trees would not be appropriate memorials for the village, but benches would. A. Leigh to review policies of other councils.

F) General Data Protection Regulation (GDPR): A. Leigh confirmed that it was ruled on the 25th May 2018 that parish councils are not required to have a data protection officer. Now that this has been decided, A. Leigh will work with NALC's GDPR toolkit to see what our next steps should be.

G) Dates of 2018/2019 Parish Council Meetings: The dates of the meetings were confirmed as follows:

26/7/18

6/9/18

4/10/18

1/11/18

6/12/18

3/1/19

21/2/19

28/3/19

11/4/18: Annual Parish Meeting Note: A. Leigh reported she will be unable to attend this meeting

25/4/18

16/5/18: Annual Parish Council Meeting

It was confirmed that all meetings, including the Annual Parish Meeting, will be held in the Pavilion.

H) CPRE Membership: The council resolved to renew the CPRE membership.

I) CFO Membership: The council resolved to renew the CFO membership.

J) OPFA Membership: The council resolved to renew the OPFA membership. D. Button asked A. Leigh to update the donation sheet and bring it to the next meeting.

K) Downland Village Transport Group: D. Rickeard reported that the group is asking for a contribution in the amount of £300 or £350. This will be the full amount requested for 2018/2019. The donation helps the continuation of the community bus service to Wallingford. The council agreed to the principle and D. Rickeard will send some information for the council to review and formally approve at the next meeting.

L) Parish Council Surgeries: I. Duff reported that he would like to advertise Parish Council surgeries which he would run. He proposed one at the Pavilion and one at the Village Hall for approximately 1.5 – 2 hours each. The council agreed with this and the expenditure of the room hire. I. Duff will formalise dates to put into the July magazine.

7) Items for Report

A) Neighbourhood Plan: D. Rickeard reported that the new draft is not ready yet. There are issues on policies on the housing side and green spaces. The steering group has re-worked policies in draft form. SODC has given advice to engage someone to work on a landscape assessment, which the council resolved to do at the Extraordinary Meeting on the 14th June 2018. D. Rickeard is hoping the Neighbourhood Plan will be ready to submit for consultation in early September. The steering group is being asked not to share current drafts, but rather wait for the consultation.

B) Parish Council Vacancies: It was reported that there are 3 vacancies on the council. There are 3 interested candidates. A. Leigh will send information from South and Vale to these candidates and, if they are interested, they will let A. Leigh know with the view to being co-opted at the July meeting.

C) Village Monitor: see agenda item 6d

D) East Hagbourne Sport and Recreation Committee: D. Rickeard reported that the minutes of the recent committee meeting outlining the proposed contributions to the Recreation Ground expenses had been sent to the Clerk. The finances are looking good due to increased bookings and SODC's assistance with business rates. The committee is now in a position not to need to ask for grants from the Parish Council. It can now:

- agree to pay the cost of the playground repairs
- agree to pay its portion of the insurance
- agree to pay RoSPA cost
- agree to pay for the cutting of the recreation ground. A. Leigh to ask BGG to separate out this cost.

For the coming year it is the intention of the committee to carry on with the above provided SODC continue to provide relief from business rates.

The Parish Council is grateful for the above.

E) Cemetery Committee Report: The Cemetery Committee will meet on 9/7/18. There is no formal business. There is a major issue with how rubbish is being dealt with at the cemetery. D. Button indicated that at Cholsey cemetery there is a large bin for all rubbish. A. Leigh to speak to the Cholsey clerk about this.

At the meeting on 9/7/18, the committee will review the cost of the digitisation of records.

The lych gate has been put back to where it was. The timber of the lych gate is good, but the timber in the benches is not as good.

D. Button reported that there are trees overhanging the cemetery and a conversation with the Parochial Church Council (PCC) is needed. The Parish Council may need to look into assisting with this.

A resident enquired as to a tree on the road where the branches are hanging down and D. Button informed the resident it is the PCC's tree.

D. Button reported that he is working with OCC to delineate parking lines on the layby.

The cutting of the hedge was mentioned.

F) Web site migration: It was noted that this did not need discussion and is no longer required as an agenda item.

G) Stream maintenance: It was noted that this should be kept on the agenda as a rotating item. The sedges grow back quickly and are a continual problem. D. Rickeard raised the point that perhaps the council could ask SODC for assistance on this. The council wondered if CIL monies from Greenlight could be used for this.

D. Rickeard will find out what needs to be done to keep the sedges at bay and I. Duff will look into the CIL monies.

A. Leigh to put CIL and S106 monies on the July agenda.

H) Town and Parish Forum – 26/6/18: It was reported there would be a Town and Parish Forum on 26/6/18 and I. Duff would like to attend. A. Leigh will register him.

I) Standing Orders: A. Leigh reported that the Standing Orders need to be reviewed as there are new statutory requirements from OALC. A. Leigh to arrange a meeting for D. Button, D. Rickeard and A. Leigh to create a new draft for the council to review. This is to be an agenda item for the next meeting.

J) Asset register: The asset register needs to be updated as per the Annual Parish Council Meeting and A. Leigh has a note to do this.

K) Allotments: D. Button reported that there are only 2 vacant plots which are adjacent to each other. There will be a cost to keep up these plots so as to protect the neighbouring plots. D. Button will look into the cost.

L) Emergency Plan Update: C. Gover reported that the new Emergency Plan is on the website.

8) Correspondence

A. Leigh reported she'd received a letter from a resident regarding tree branches protruding into their garden. A. Leigh will contact the footpaths officer to advise on this issue.

D. Rickeard raised the issue of hedges overgrowing the pavement. Councillors have been approaching the residents to request them to be cut back but we may need a plan with OCC to resolve some of the issues.

An e-mail from Sustrans was received with information on upcoming wildlife surveys.

9) Finance Report

Finance Report: Annual Parish Council Meeting 21st June 2018

1) 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>
Dark White Digital	Web hosting	102538	30.00	n/a	30.00	21/6/18
Allison Leigh	Clerk salary	102539	521.76	0	521.76	30/6/18

Hagbourne Village Hall	Cemetery Meeting 5/3/18 and Allotments Meeting 5/4/18	102540	14.90	0	14.90	21/6/18
Allison Leigh	Mileage and expenses	102541	48.81	3.75	52.56	21/6/18
Castle Water	Water for allotments	102542	11.16	2.23	13.39	21/6/18
BGG	Cemetery grass – 12/5, 17/5, 31/5/18	102543	240.00	48.00	288.00	6/6/198
BGG	Village cut – 14/5/18	102544	255.00	51.00	306.00	6/6/18
Trish Ingham	Internal audit 2017 2018	102545	90.00	0	90.00	21/6/18
Hagbourne Parochial Charities	Butts Piece rent	102546	650.23	0	650.23	21/6/18
PWLB	Loan payment	Direct debit	3424.76	0	3424.76	1/6/18
PWLB	Loan payment	Direct debit	2461.17	0	2461.17	7/6/18
Andy Barmer	Re-issue of cheque from January 2018 for domain renewal	102547	31.98	6.40	38.38	21/6/18

2) Receipts since last meeting

<u>From</u>	<u>What</u>	<u>Amount</u>	<u>Date</u>
Elliott	Allotment payment	14.35	3/4/18
Humphrey	Allotment payment	25.05	4/4/18
Dalton	Allotment payment	28.65	4/4/18
Stutley	Allotment payment	54.40	6/4/18

Christian	Allotment payment	12.05	9/4/18
Hunt	Allotment payment	36.30	12/4/18
Knight	Allotment payment	25.20	17/4/18
Swanzy	Allotment payment	14.85	15/5/18
Jones	Allotment payment	28.65	15/5/18
MJ Didcock and Highworth Memorials	Exclusive Rights of Burial and interment fees for Warr and 2 nd inscription fees for Jacob memorial	580.00	18/5/18
Allotment	Various	334.15	24/5/18
SSE	Lease payment	55.81	24/5/18
Land registry	Re-imbusement for fee paid	1.00	24/5/18
MJ Didcock	Exclusive Rights of Burial and interment for Pickford	560.00	5/6/18
Tonks Brothers	Interment fees for Bennett	80.00	5/6/18

3) Accumulated Account Balances (reconciled as of last bank statement through 31/5/18)

Barclays Banks accounts (2) £ 36,284.47

4) The Special Project balances are:

Neighbourhood Plan £ 3901.69

New Road Development Fund £ 794.72

Cemetery £ 5,431.29

Car park £ 4,508.43

It was noted that the New Road Development and Car park projects are completed. The council resolved to combine these funds into a new fund called Planned Development Support Fund.

B) 2017/2018 audit

i) Review of internal audit: The internal audit had been circulated to all councillors for review which was acknowledged.

ii) Signing of Annual Governance and Accountability Return: A. Leigh reported that the Annual Governance and Accountability Return is ready for signing and D. Button confirmed he had reviewed it. I. Duff signed this and A. Leigh will post a notice of public rights in the village and send the paperwork to the external auditor.

10) Items for report and inclusion on the July agenda:

Concern was raised about the use of double decker buses on the village streets. These were being used by the bus operators on scheduled services (with timetables in the Parish magazine) and we did not have any say on the type of buses being used.

It was noted that there is a bench near Manor Farm that belongs to the Parish Council which is not used because of its position and the difficulty of cutting back neighbouring vegetation including nettles. We will check whether it could be easily moved although that might be difficult.

It was noted that the grass between Coscote and East Hagbourne had been cut by the farmer and thrown up a lot of rubbish which will be cleared up. The Council thanked the farmer for doing this.

D Rickeard clarified the situation regarding the Neighbourhood Plan after a request from a member of the public.

The meeting concluded at 10:00pm. The next meeting is on 26th July at 7:30pm in the Pavilion.

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

ATTACHMENT 1 ACTION LIST

ACTION NO	WHAT	WHO	STATUS
2015-09-03	Bakers Lane Signs	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	The future of St Anne's Court	AL	In progress
2017-12-01	Broadband issues	CG	In progress
2018-01-01	Defibrillator training	AL	In progress