

**East Hagbourne Parish Council
(EHPC)**

**Minutes of the Parish Council meeting duly convened and held on
Thursday 26th July 2018**

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

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

Apologies were received from Councillor C. Gover and District Councillor J. Murphy.

The Declaration of Acceptance forms for I. Duff as Chairman for 2018/2019 and D. Button as Vice Chair for 2018/2019 were signed.

In attendance were A. Leigh (Clerk) and Paul Dixon

2) Public forum and questions. None

3) Reports from County Councillor and District Councillor. A. Leigh reported she did not have a report from J. Murphy.

Oxfordshire County Council (OCC)

S. Clarke reported that OCC has borrowed money against future council tax for roadworks. The B4016 is slated for repair. He reported there has been an issue getting access due to a water problem which is why it has been delayed. The road will be closed at some point in August and this will be announced on the website.

S. Clarke reported that information on the Oxford-Cambridge Expressway is still to come and that OCC has no control over the decision on this.

S. Clarke reported that the Leader of the Vale indicated a unitary council will not happen.

S. Clarke said we should not attempt to fix potholes ourselves as there is only a limited amount of money insufficient for proper repairs. He reported that OCC has an obligation to fix potholes over a certain depth.

The council enquired as to the responsibility of hedges hanging over footpaths. S. Clarke reported that if residents post photos on Fix My Street, OCC can send a letter to residents asking them to cut them back.

The issue of parking was raised. S. Clarke indicated that the police don't wish to enforce parking restrictions. South Oxfordshire District Council (SODC) and the Vale of the White Horse District Council (VoWH) are trying to get power from the county for enforcing parking.

I Duff mentioned that the damaged signs at Lower Cross were still with OCC Highways and that the 30mph sign on entry to the village on Blewbury Road was partially knocked over. S Clarke said that he was hoping the insurers of the car involved in the accident would pay for the sign renewal and that the 30mph sign should be reported on Fix My Street.

I. Duff mentioned that a resident has requested a memorial to a family member on a signpost in the middle of the village. S. Clarke indicated he would need to speak to someone at OCC about that.

The issue of stream maintenance was raised. D. Rickeard reported that an area of Hacca's Brook is overgrown by deep-rooted sedges and proving very difficult to maintain by residents and volunteers, because the vegetation grows back so quickly. D. Rickeard reported that there had been a meeting on the 25th July with SODC to discuss works to assist the situation at which it was agreed that D. Rickeard would ask EHPC to consider funding these works which would ideally take place while the weather is dry. A. Leigh to check as to the power to spend on this and D. Rickeard will look into costings for the works. This may require an Extraordinary Meeting to approve expenditure.

4) Confirmation of the minutes of the Parish Council Meeting held on the 21st June 2018: The minutes were approved and signed.

5) Actions from previous meetings

2015-09-03: Bakers Lane sign: D. Rickeard reported he had received this sign and suggested adding the words 'No Turning Space' to the bottom of the sign to prevent lorries getting stuck further down the lane. He proposed to mount the sign on a post in the track-side to the left of the garage car park entry. The council agreed and D. Rickeard to purchase the necessary materials and have the sign erected.

2017-03-01: Repairs to Upper Cross: A. Leigh reported that she had heard from Richard Noviss who indicated the weather has not been commensurate with finishing the works. He indicated that in the heat the mortars would fail. A. Leigh will continue to follow up once the weather is appropriate.

2017-08-01: Action repairs in Great Mead Playground: A. Leigh reported that Play Maintain has repeatedly not been able to meet their commitment to repair the play area. She has gone back to one of the companies who had quoted back in November. They have honoured their original quote and added another £446.27 for the additional works requested. In order to quote for the orbital, they need to see it. Oxfordshire Playing Field Association (OPFA) had recommended both companies, so A. Leigh will advise them of the issues that have occurred with Play Maintain. She will also inform Play Maintain that their services are no longer required.

2017-09-04: Progress St Anne's Court transfer: A. Leigh had been in touch with S. Clarke in his Didcot Town Council (DTC) capacity with regards to the transfer of ownership of the St Anne's Court play area. S. Clarke reported that he has spoken with the Environment Committee of DTC on this matter. The committee hadn't appreciated that DTC was receiving precept money based on having this play area. S. Clarke will continue to work on this and will contact A. Leigh about progress on this in September.

2018-01-01: Purchase Defibrillator Cabinet and Arrange Training: A. Leigh reported that the registration form has been completed and she will be sending it to the ambulance service. She will inform D. Rickeard as soon as she has confirmation that it has been registered so that it can be moved. She will also be arranging training once it is in place.

6) Items for discussion/decision

C) Co-option of new councillors: I. Duff requested that this item be moved up on the agenda. Paul Dixon was present with the desire to be co-opted as councillor. Carolyn Shaikh was unable to attend due to illness but wishes to be a councillor. Paul Dixon left the room as the council discussed the co-option.

D. Button proposed Paul Dixon for councillor. He reported that Paul has lived in the village for nearly 3 years and has joined many different groups showing a desire to participate in the community.

D. Rickeard proposed Carolyn Shaikh for councillor. D. Rickeard has known Carolyn for 35 years. In recent years she has taken a leading role in the Orchestra planning and shown diplomacy throughout that process.

The council unanimously agreed to co-opt Paul Dixon and Carolyn Shaikh. A. Leigh will need to check if Carolyn can officially be co-opted without being present. P. Dixon signed a Declaration of Acceptance form.

A) Planning Applications

- I. **GWP – Area X:** I. Duff reported that the council's comments are in to SODC.
- II. **Other Developments:** Persimmon had submitted more amendments with respect to access to their site. It was felt that it might be appropriate for the Parish Council to reiterate its opposition to the plan and S. Clarke would raise this with DTC.

I. Duff reported that the Greenacre planning application has been withdrawn.

I. Duff reported that there has been no result on the appeal for the Land adjacent to 6 Great Mead.

I. Duff reported that he has been in contact with Joan Desmond of SODC regarding the builders MacTaggart and Mickel on the site next to the Village Hall. He questioned whether they had permission for the large sign on the Village Hall edge of the site and also about who is tending the field as the grass is uncut and residents are concerned about it being a fire hazard. J. Desmond responded that she has passed the query about the sign to the Enforcement Team. With regards to the grass she suggested contacting the owners but did not know who they are now nor did she have any contact details for MacTaggart and Mickel.

I. Duff will keep the Village Hall informed of any developments on the site. The council is happy for I. Duff to initiate a dialogue with MacTaggart and Mickel.

- III. **SODC Housing Supply Consultation:** I. Duff reported that the council's positive comments on this have been submitted.
- IV. **Notification of neighbours of planning applications:** I. Duff reported that EHPC had been in touch with SODC and had a letter from Sarah James directing EHPC to SODC's website. The letter indicated that properties next to an applicant as well as those directly affected will be notified by SODC. It indicated the SODC has a duty to advertise all major developments and proposals affecting a listed building or in a conservation area.

It was discussed that this would need to be looked at on a case-by-case basis by EHPC to ensure that all people affected by developments were notified. If they had not been, EHPC may look to notify some residents.

B) Grainger fence: I. Duff spoke with J. Murphy and Mark Stone of SODC on this as it seems to be a big concern for residents. I. Duff will continue to work on this issue.

C) Co-option of new councillors: See above

D) Village Monitor and related tasks: D. Button reported that based on the feedback he and I. Duff had received from the interviews in April he felt that the Village Monitor position was more complex than originally thought and that it was not appropriate to pursue this further at this time. He also noted that tidiness in the village is currently a major issue particularly from farm debris by the roadside.

D. Button feels EHPC should sanction East Hagbourne Sport and Recreation Committee (EHS&RC) to recruit a Booking Secretary/Safety Officer and then reconsider the matter of how to address the tidiness of the village. He requested that village tidiness be on the agenda for the next meeting.

E) Memorials: D. Button reported that he has been gathering information on this and the general view is that EHPC should not entertain the placement of any living memorial. However, there is a feeling that memorials of a 'furniture' nature such as benches could be considered. There is very limited amount of land owned and managed by EHPC on which such memorial can be placed.

He is putting together a policy for the placement of memorials. The policy wording should be resolved at the next meeting.

I. Duff plans to get more information on the memorial requested on a signpost and present the case to the Parish Council and OCC.

F) General Data Protection Regulation (GDPR): A. Leigh continues to work towards compliance and will be attending a training meeting given by OALC in October. A. Leigh will put a notice in the September magazine indicating that the council is aware of the new laws and is working towards compliance.

G) Downland Village Transport Group: D. Rickeard reported that the group is asking for a contribution of £300. The council agreed to this and a cheque was authorised. D. Rickeard reported that the AGM is held in October and wondered if EHPC would be happy to invite the group to meet at the Pavilion for this meeting. The council agreed and D. Rickeard to move forward with this.

L) Bench near Manor Farm Lane: I. Duff reported that he and C. Gover had looked at this. The bench is metal and in a poor state. The grass around it isn't able to be cut by large machinery, but rather a strimmer. A resident volunteered his time to strim this on this occasion. The bench is solidly anchored and not easily moveable.

Shovel Spring bench in West Hagbourne was mentioned and the Council is happy for C. Gover to speak to the Headmistress about this.

7) Items for Report

A) Neighbourhood Plan: D. Rickeard reported that the Steering Group received comments from SODC and would be reviewing these over the weekend of the 28th July. The group is due to get the first draft of the Landscape Study on Friday the 27th July. Once the document is satisfactory to SODC, the draft will be ready to be submitted for consultation.

B) Community Infrastructure Levies (CIL) Monies: I. Duff reported that he will circulate a document explaining these and identifying what they are used for. He reported that CIL is in addition to Section 106 monies. The council agreed it should discuss what items it should ask for when looking at obtaining CIL monies.

I. Duff indicated that Section 106 monies are given for those areas directly affected by a building site and Section 278 of the Highways Act can be used to obtain payments towards

road infrastructure directly affected by the development.

C) Parish Council surgeries: I. Duff reported that he had held 2 surgeries in July – one in the morning and one in the evening. The one in the morning had a few people turn up and no one turned up at the one in the evening. Some residents suggested publicising the surgeries on Facebook. I. Duff indicated there wouldn't be another surgery until October.

D) East Hagbourne Sport and Recreation Committee: D. Button reported there had been some operational issues as there had been a keyholder who had forgotten about a booking. A fire assessment had been done and D. Rickeard would meet with the Fire Officer after the summer break.

The shutters and the gutters had problems partly because of installation problems but have now been fixed.

It has been quieter with bookings as it is summer, but overall bookings are good. Walking football was a success, there is a new table tennis group and some yoga classes.

D. Rickeard had attended a demonstration on a booking service called Hallmaster on the 25th July. He will digest and review the materials and advise as to whether or not he feels this would be beneficial.

E) Cemetery Committee Report: D. Button reported that the Cemetery Committee met on the 9th July. He reported that the fees hadn't been altered since October 2016. The fees will be raised by 7% in October of 2018 and will then be reviewed for October 2019.

D. Button reported that he has had to work hard with regards to the Cemetery rubbish as some items were being put in incorrect bins. While he has been able to do this, he recommends moving to a different system. A. Leigh has looked into Grundons as a provider of private waste collection. D. Button would like A. Leigh to go back to them with regards to the fee for emptying fortnightly vs. weekly.

i) Cemetery Database: D. Button reported that the Committee has agreed to move forward with a cemetery software company called Epitaph to digitise and organise records. The committee will present a proposal on this at the September meeting.

F) Stream maintenance: see item 3

G) Standing Orders: A. Leigh reported that she had met with D. Button and D. Rickeard and they had compared OALC's standing orders to the council's existing ones. They had written a new document that would be sent to councillors for review before the next PC meeting.

D. Rickeard reported he had reviewed the Financial Regulations and did not believe any changes were needed, however A. Leigh will review. This will also be an item on the September agenda.

H) Asset register: The asset register has been updated, but A. Leigh has a question as to how to calculate the value of items. She had not received definitive advice from either the internal auditor or OALC and would contact the insurance company for help with this.

I) Allotments: D. Button reported that there is only one vacant plot and only one unpaid due.

J) Donation sheet: Two sheets prepared by A. Leigh were circulated to Councillors. One a record of donations and a separate one for subscriptions. These will be useful when considering future requests.

8) Correspondence

None

9) Finance Report

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	102553	30.00	n/a	30.00	26/7/18
Allison Leigh	Clerk salary	102554	521.76	0	521.76	31/7/18
Allison Leigh	Mileage and expenses	102555	70.65	.64	71.29	26/7/18
Chantal Freeman	Updates to Village and Landscape Character Assessment	102556	500.00	0	500.00	26/7/18
EHS&RC	Annual Parish Council Meeting 3/5/28	102557	25.00	0	25.00	26/7/18
EHS&RC	Parish Council meeting 21/6/18	102558	25.00	0	25.00	26/7/18
Derek Button	Bin bags for cemetery	102559	4.00	0	4.00	26/7/18
SODC	Dog bin emptying	102560	130.96	26.19	157.15	26/7/18
Allison Leigh	Clerk salary – August	102561	521.76	0	521.76	31/8/18
Downland Village Transport Group	Community bus service	102562	300.00	0	300.00	26/7/18

1) Receipts since last meeting

<u>From</u>	<u>What</u>	<u>Amount</u>	<u>Date</u>
I. Duff	Allotment payment	26.35	21/6/18
A. Mankelov	Allotment payment	50.15	21/6/18

A. Newell	Allotment payment	22.90	21/6/18
Roger Barker	Spurrett interment	80.00	25/6/18
EHS&RC	Pavilion insurance reimbursement	865.88	25/6/18
Tonks	Bennett memorial – second inscription	20.00	16/7/18
Edward Carter Funeral Directors	Tuck – interment of 2 sets of ashes for non-resident	320.00	16/7/18
MJ Didcock	Walker EROB and interment fees – non-resident	560.00	16/7/18
C. Virgo	Allotment payment	23.00	9/7/18
N. Wood	Allotment payment	9.80	9/7/18

2) Accumulated Account Balances (reconciled as of last bank statement through 30/6/18)

Barclays Banks accounts (2) £ 40,052.05

3) The Special Project balances are:-

Neighbourhood Plan £ 7,351.69

Planned Development Support Fund £ 5,303.15

Cemetery £ 6,393.79

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

P. Dixon enquired whether or not the council should designate the Fleur as a village asset. This had previously been discussed with the publican and it was felt that it was already well protected and if there was a problem it could be designated at the time of the problem.

D. Button requested that an Employment Committee Report be placed on the September agenda. He reported that there are 2 pay increases due to the clerk. The committee will set up a meeting with the clerk prior to the next Parish Council meeting.

It was noted that there had been no recent communications on the major Taylor Wimpey proposal for building on Hagbourne Fields.

The Council were reminded that the County Councillor had £2500 available as a grant to the village and that councillors should think of what we might ask support for.

The meeting concluded at 10:00pm. The next meeting is on Thursday the 6th September at 7:30pm in the Pavilion.

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

ATTACHMENT 1 ACTION LIST

ACTION NO	WHAT	WHO	STATUS
2015-09-03	Bakers Lane Signs	AL	Completed
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
2018-01-01	Defibrillator training	AL	In progress