

## East Hagbourne Parish Council

### Minutes of the Annual Parish Council Meeting duly convened and held on Thursday 16<sup>th</sup> May 2019

**1. Election of Chairman and Vice Chairman:** D. Rickeard nominated Iain Duff to continue as Chairman. C. Shaikh 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 2020.

I. Duff nominated Councillor Derek Button for Vice Chairman. J. 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 2020.

All elected councillors present signed Declarations of Acceptance of Office. C. Gover signed the Declaration of Acceptance of Office on 8<sup>th</sup> May, witnessed by L. Lloyd.

**2. Attendance, apologies, declarations of pecuniary interest.**

Present were Chairman I. Duff, Vice Chair, D. Button, and Councillors, D. Rickeard, P. Dixon, C. Shaikh and J. Elliott. One member of the public was also present.

Apologies were received from Cllr C. Gover, Cllr Jane Murphy, Cllr Anne-Marie Simpson, and Cllr Simon Clarke.

In attendance was L. Lloyd (Clerk).

**3. Public forum and questions.** Mr G. Beard of Fieldside raised his concerns regarding the planning application P19/S1268/FUL to knock down the existing bungalow and build two substantial homes on the plot. He noted that the current boundary vegetation to the south has not been maintained by the previous owner and has subsequently overgrown onto the adjacent field, not the plot itself. There was a discussion as to whether there are any Tree Protection Orders that may be relevant to the Copse and the larger trees in close proximity, as the second building would impact and likely destroy the copse due to excavation. D. Rickeard confirmed that if there are TPO's in place, building works would not be permitted within the root network. G. Beard confirmed that he will be objecting strongly and thanked the Parish Council for submitting a detailed comment objecting to this planning application. The application has to consider the Neighbourhood Plan now it has been made. D. Button also confirmed that as the Parish Council has objected to this application, if the planning officer approves the plans, it will go to a planning committee meeting where the Parish Council and other objectors can present their arguments to the committee. L. Lloyd provided G. Beard with several copies of the submitted comments to deliver to other neighbours.

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

**5. Confirmation of the minutes of the Parish Council meeting held on 25<sup>th</sup> April 2019:** The minutes of the meeting on 25<sup>th</sup> April 2019 were approved and signed.

**6. Procedural Matters:** The council reviewed the Annual Review of Council Operations. There were some changes to the document wording which were noted by L. Lloyd who will update the document.

**a) Review of nominations and terms of reference to committees, working groups and non-Council bodies, including cheque signatories:**

D. Button confirmed that the new WHPC representative for the cemetery committee is Mike Butler (Chairman of WHPC). D. Button confirmed that he is happy to continue as Chairman of the Cemetery Committee for 2019/20.

East Hagbourne Archive group was discussed. It was noted that the existing archive is located at the village hall, and not currently noted on the asset register. The council agreed that L. Lloyd will contact the insurers to confirm the location of the archives and ask for advice regarding their insurance value. It was also agreed that J. Elliott will liaise with the village hall committee to check their situation regarding insurance for the archive records. P. Dixon suggested that it would be worth considering preserving the archives in electronic form. D. Rickeard confirmed that he has an electronic version of the archived Parish Council minutes for safeguarding and it was a time-consuming project to achieve this.

Regarding website management, D. Rickeard proposed that the Neighbourhood Plan (NP) information should be transferred to the main village website now it has been adopted. The council agreed and resolved that an action plan is required to ensure this happens this year so the NP website can be closed on expiry of the current web hosting contract.

I. Duff noted that the Chairman of the Board of Governors of Hagbourne Primary School had suggested that it may be possible for a parish councillor to be on the Board of Governors. The council agreed that communication with the school was important but at this stage no councillor was willing to consider a position on the board. The possibility of a school governor joining the Parish Council was also raised.

**b) Review of standing orders and financial regulations:** L. Lloyd has reviewed the documents and noted that there were some updates in 2018/19 which need recording on the Annual Review of Council Operations. Some documents require contact details to be updated and it was agreed that L. Lloyd will do this.

The standing orders were revised in November 2018 to reflect the new NALC model (April 2018).

The financial regulations were revised in October 2018 to confirm that they are reviewed annually.

**c) Review of inventory of land and assets including buildings and office equipment:** A review of assets was carried out in April 2019. D. Rickeard noted at the meeting that St Anne's Court should be included on the asset register as a separate item.

**d) Review and confirmation of arrangements for insurance cover in respect of all insured risks:** Insurance cover was renewed on 1<sup>st</sup> April, following a review of the insurance schedule by D. Button in March 2019.

The Risk Assessment including financial risks was adopted in 2015. It was reviewed and no amendments were made.

**e) Review of the Council's and/or employees' memberships of other bodies:** It was agreed that membership of Oxfordshire Playing Fields Association should be discussed. CPRE membership was discussed and will be reviewed when a renewal request is received.

**f) Setting the dates, times and place of ordinary meetings of the full Council for the year ahead:** Meeting dates were reviewed and the following dates agreed. Some meetings will be held at the Village Hall due to pre-existing meetings at the Pavilion.  
2019: 20<sup>th</sup> June (village hall), 25<sup>th</sup> July, 12<sup>th</sup> September, 10<sup>th</sup> October, 14<sup>th</sup> November, 12<sup>th</sup> December.

2020: 16<sup>th</sup> January, 13<sup>th</sup> February, 26<sup>th</sup> March (village hall), 23<sup>rd</sup> April (village hall), 14<sup>th</sup> May. The Annual Parish Meeting will be held on 16<sup>th</sup> April 2019 at the Pavilion.

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

## 7. Actions from previous meetings

**2017-09-04 Progress St Annes Court transfer:** L. Lloyd reported that the transfer required approval from the Didcot Town Council (DTC) Financial and General Purposes Committee, who recommended the land should be adopted at their meeting on 29<sup>th</sup> April. The Parish Council agreed that L. Lloyd should contact the clerk of DTC and confirm that they are obtaining the quote from Slade Son & Taylor so this can proceed.

**2018-04-10 Traffic Signs by War Memorial:** I. Duff reported that this needs to be followed up with S. Clarke.

**2019-03-01 Fire Hydrant Mapping:** L. Lloyd reported that she has not progressed this since the last meeting. D. Rickeard proposed a meeting with L.Lloyd to show her the Photoshop mark up options, it was agreed this should be arranged.

**2019-03-01 Road Safety and Traffic Calming:** It was agreed that regarding the corner of Blewbury Road by Lower Cross, I. Duff will contact the owner of Grange Farmhouse in the first instance to discuss a way forward. Should this prove unsuccessful it was agreed that C. Shaikh will contact Mandy Bell of OCC.

C. Shaikh reported that she has emailed Mark Francis of OCC to try and establish when the road markings and road surface will be addressed, but has not had a reply. The council agreed that this should be followed up with S. Clarke.

D. Button confirmed that OCC should mark out the white line for the cemetery layby at the same time, as the agreement is that this is done next time the contractors are in the village.

D. Rickeard reported that New Road has been marked up with yellow lines for repair, including raising the sunken drain, but at present there is no indication of a timescale for the works to be carried out.

**2019-04-01 Motorcycle signage by the railway bridge:** C. Gover was not present to update on this matter.

**2019-04-02 Parish Council Email Circulation List:** I. Duff reported that he has spoken with A. Stocks who suggested the email communication, and with D. Amos who circulates emails for HAMS regarding bcc confidentiality. No issues were raised so the next step is to build the email list using the consent form approved at the 25<sup>th</sup> April meeting.

**2019-04-03 Village Hall Defibrillator:** L. Lloyd reported that she has researched pricing for a new defibrillator and cabinet of the same type as located at the village shop. The lowest costs quoted are from WEL Medical, at £455.00+VAT for the cabinet and £795.00+VAT for the defibrillator. L. Lloyd confirmed that she has spoken with S. Clarke and he has agreed to a grant of up to £2,000 to cover the costs including installation. The council approved the quote from WEL Medical and requested that J. Elliott liaise with the village hall committee to clarify the exact location, power source and preferred contractor with the aim to obtain a quote for the installation before confirming a total figure for the grant.

**2019-04-04 Main Road 20mph speed limit:** D. Rickeard confirmed that we will need a speed check to be carried out in the village to move forward with this. The cost of this is in the region of £300-£400. The council resolved that L. Lloyd should contact Mark Francis (cc. S. Clarke) to request the speed survey and ask that it is completed outside of school holidays.

**2019-04-05 Village Gateways:** C. Shaikh confirmed that there are a number of considerations regarding location, signage and OCC approval for the village gateways. After discussion, it was agreed that C. Shaikh will research and draw up a proposal to present at the next Parish Council meeting. C. Shaikh will contact clerks of Parishes who have recently installed village gateways to obtain information on costings and how to proceed successfully

with this. It was also agreed that S. Clarke should be contacted for advice or recommendations of companies to speak to concerning the gateways.

**2019-04-06 Pavilion Lease Agreement:** The Pavilion Lease has not surfaced. D. Rickeard proposed that the lease be re-signed by the original signatories to re-affirm the lease for the remaining period. It was agreed that D, Rickeard will prepare the paperwork so it is ready to sign at the next meeting. L. Lloyd suggested it would also be worth checking with Slade Son & Taylor in case they have a copy of the signed lease.

## **8. Items for discussion/decision**

**a) Parish Council Car Park Lighting:** I Duff reported that he had sent the minute from 25<sup>th</sup> April ref. the car park lighting to Andrew Smith of M&M to ascertain whether they would be in a position to contribute if the car park lighting is a condition of development . He has had no response to this request.

D. Button reported that the timeframe for the work would be 2 days in total, and the lead time is up to 10 weeks. This would tie in well with the school holidays when the car park is not in high demand. The council agreed that the works should proceed. D. Button confirmed that he would clarify the cost of the shields which are missing from the original quote and circulate this information before a cheque is sent (payment is in advance so needs to be addressed urgently to tie in with the preferred school holiday installation).

**b) Community Speedwatch:** L. Lloyd reported that she has not heard from Matthew Barber since the last meeting. However, the most recent Neighbourhood Policing Newsletter referred to Community Speedwatch growing in popularity so L. Lloyd has emailed the contact for further information.

**c) Dog Waste Bins:** L. Lloyd reported that since the last meeting, SODC have confirmed that they need to assess and approve new dog waste bin locations. They have also introduced a new ruling whereby they will not approve new bins on land not owned by SODC. L. Lloyd has replied to clarify whether either of the proposed locations are considered acceptable, but it was noted that the team are short staffed and will not be carrying out any assessments until June at the earliest.

**d) Benches:** C. Shaikh reported that she is still waiting for the money to appear following the transfer in mid-April, as it has not shown up in the council's bank account. S. Clarke is also involved in helping locate this. L. Lloyd reported that she had spoken with the daughter of the owners of 46 New Road regarding their concerns over the proposed bench location. It was advised that these should be sent in writing so the council can formally address the issues moving forward.

C. Shaikh proposed that she should pinpoint and photograph the precise location of the bench site at Butts Piece, before obtaining an installation quote from J. Capone. The council agreed to this course of action.

**e) Neighbourhood Plan:** D. Rickeard reported that there is a very real concern that the Local Plan may be withdrawn at an SODC meeting currently scheduled for 20<sup>th</sup> June. The new council have been encouraged by CPRE that a lower housing quota should be proposed. Should this happen, it will delay the plan by 1-4 years and our Neighbourhood Plan could be rendered obsolete. D. Rickeard referred to an email he had circulated with a draft letter outlining the issue and proposed that it should be sent to all Neighbourhood Plan groups in the area as a matter of urgency. D. Rickeard also proposed that a representative should speak at the upcoming SODC meeting. After much discussion regarding housing figures, it was agreed that withdrawing the Local Plan was not the right way to achieve a lower housing figure at this time. The council agreed to C. Topping, Chairman of the Neighbourhood Plan Steering Group, sending the email circulation. It was also agreed that I. Duff will speak with C. Topping about the best way to address the issue at the SODC meeting. There may also be a representative from Mind the Green Gap at the meeting.

D. Rickeard confirmed that the Post Adoption Statement from the NP has been completed and returned to SODC.

I. Duff acknowledged that the NP implementation strategy has been received and will be discussed at the next Parish Council meeting.

f) **Village Tidiness:** I. Duff reported on the circulated Deep Clean South Oxfordshire email, and proposed that councillors consider areas which could be highlighted for attention when the clean is carried out between 15-17 July. D. Rickeard suggested that the pavement on the Blewbury Road bend by Lower Cross which has been discussed at previous meetings could be a focus as it would benefit greatly from clearing and widening.

g) **Approve Clerk appointment and contract agreement, note subsequent April salary increase:** D. Button confirmed that he and J. Elliott would prepare an Employment Committee report, to be minuted at the June meeting.

h) **Downland Villages Transport Group – Request for council approval of a grant of £300.00.**

D. Rickeard reported that the DVTG provided a service for less able members of the community. There are currently 12 people registered, with 3 regular users. The amount requested is the same as last year. The council resolved to award the grant of £300.00 in accordance with its powers under **Section 137 (S137)** of the Local Government Act 1972.

## 9. Items for report

a) **Planning applications:** I. Duff reported the following regarding planning applications: P19/S1247/LB 20 Blewbury Road is a straightforward window replacement with no concerns.

P19/1268/FUL 56 Blewbury Road has been discussed earlier in the meeting and is a contentious application which the parish council has strongly objected to with comments submitted on 15<sup>th</sup> May.

There has been no further movement with the MacTaggart and Mickel development. I. Duff reported that he has tried to contact the case officer, Lloyd Jones, without success.

b) **Cemetery Committee Report:** D. Button reported the following: Our Grundon account is now active, although the bin delivery is pending; the Sunday interment went ahead without an issue. D. Button also confirmed he has spoken with Mike Butler of West Hagbourne Parish Council about the Cemetery Committee.

c) **EHS & RC Report:** It was reported that there was a meeting last week to see if the work load could be spread, without much success. D. Button confirmed that he still needs to balance the accounts properly and set up a reserve fund for EHS&RC going forward. D. Button and D. Rickeard reported that they have reviewed the information from the insurer and proposed a contribution of £500.00 for the year 2019/20 towards the insurance premium to cover the Pavilion, recreation ground, playground and Pavilion car park. The council agreed to accept this proposal.

10) **Correspondence:** None

## 11) Finance

a) **Expenditure and receipts since the last meeting and account balances**

**Finance Report: Annual Parish Council Meeting 16th May 2019**

<b>a) Payments since last meeting</b>						
<b>Pagee</b>	<b>Item</b>	<b>Cheque Numb</b>	<b>Amount</b>	<b>VAT</b>	<b>Total</b>	<b>Date</b>
L. Lloyd	April Salary	102647	558.54	0.00	558.54	30/04/2019
Dark White Digital	Web Hosting May 2019	102648	30.00	0.00	30.00	01/05/2019
EHS & RC	Meeting room hire 11th and 25th April 2019	102649	43.91	6.09	50.00	16/05/2019
EHS & RC	Meeting room hire 8th Oct 2018 (DVTG meeting)	102650	22.00	0.00	22.00	16/05/2019
L. Lloyd	Expenses	102651	24.73	1.00	25.73	16/05/2019
<b>b) Receipts since last</b>						
<b>From</b>	<b>Item</b>	<b>Amount</b>	<b>Date</b>			
R Witney	Allotment Rent 2019/20 - Plot	£10.65	11/04/2019			
A Newell	Allotment Rent 2019/20 - Plot 10	£22.90	15/04/2019			
C Hunt	Allotment Rent 2019/20 - Plot 21	£36.30	15/04/2019			
C Evans	Allotment Rent 2019/20 - Plot 14	£27.60	23/04/2019			
SODC	CIL Monies Oct18 - Mar19	£2,458.47	26/04/2019			
Jim Needle	Allotment Rent 2019/20 - Plot 3	£29.00	01/05/2019			
MJ Didcock Funeral Services	EROB and Interment fees for Darren Pierpoint	£340.00	02/05/2019			
A Mankelaw	Allotment Rent 2019/20 - Plots 26 and 28A	£45.55	07/05/2019			
<b>c) Accumulated Account Balances (reconciled as of last bank statement through 29/04/2019)</b>						
Barclays Bank Accounts (2)		£58,576.15				
<b>d) The Special Project Balances (as of 16/05/2019) are:</b>						
Neighbourhood Plan		£2,740.78				
Planned Development Support F		£5,303.15				
Cemetery		£7,112.06				
Community Infrastructure Levy F		£2,090.82	Received 24/10/18 so requires spending by 23/10/23			
Community Infrastructure Levy F		£2,458.47	Received 24/04/19 so requires spending by 23/04/24			

**b) Update on 2017/2018 audit:** D. Button reported that the internal audit report was generally positive but there are some key issues highlighted that need to be addressed. Following a discussion, the courses of action agreed were:

- i. The lack of financial information published on the website was noted. L. Lloyd reported that there is now a Financial Information folder on the website, and it was agreed that required documents would be uploaded once approved.
- ii. Regarding Financial risk it was noted that the minutes should explicitly state that Financial Risk has been reviewed.
- iii. D. Button confirmed he will review bank statements and it was agreed that bank reconciliations should be brought to the Parish Council meetings on a quarterly basis for approval.
- iv. The financial regulations tender threshold will be amended to £25,000 to match the standing orders.
- v. The council will ensure that grants are minuted correctly including the powers under which they are given.
- vi. D. Button will consider how to produce a spreadsheet for budget monitoring to facilitate reporting to council on a quarterly basis.
- vii. The council resolved to carry out a physical verification of assets annually and record the verification date moving forward.

**12) Items for report and inclusion on the June agenda**

Formal acceptance of Internal Audit Report

## Formal Acceptance of Accounts

The meeting concluded at 10:25pm. The next meeting is on 20<sup>th</sup> June at 7:30pm in Hagbourne Village Hall.

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Chairman signature and date

**ATTACHMENT 1: ACTION LIST**

<b>Action No</b>	<b>What</b>	<b>Who</b>	<b>Status</b>
2017-09-04	Progress St Anne's Court Transfer	LL	In Progress
2018-04-10	Traffic signs by War Memorial	ID	In Progress
2019-03-01	Fire Hydrant Mapping	LL	In Progress
2019-03-01	Road Safety and traffic calming	CS	In Progress
2019-04-01	Parish Council Email circulation list	LL	In Progress
2019-04-02	Village Hall Defibrillator	LL	In Progress
2019-04-03	Main Road 20mph speed limit	LL	In Progress
2019-04-04	Village Gateways	CS	In Progress
2019-04-05	Pavilion Lease Agreement	LL/DR	In Progress
2019-05-01	Annual Review of Council Operations Update	LL	In Progress
2019-05-02	Neighbourhood Plan website migration	DR/CG	TBC