

**East Hagbourne Parish Council
(EHPC)**

**Minutes of the Parish Council meeting duly convened and held on
Thursday 4th October 2018**

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

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

In attendance: A. Leigh

Apologies were received from County Councillor S. Clarke and District Councillor J. Murphy.

I. Duff indicated there is 1 vacancy for parish councillor.

2) Public forum and questions. None

3) Reports from County Councillor and District Councillor.

There was not a report from S. Clarke. I. Duff referenced the report that was sent by J. Murphy (see attachment 2)

4) Confirmation of the minutes of the Parish Council Meeting held on the 6th

September 2018: Further edits were given on the minutes and it was asked that the edits be made and the minutes be signed at the November meeting.

5) Actions from previous meetings

2017-03-01: Repairs to Upper Cross: A. Leigh reported that R. Noviss had indicated all of the work is nearly done. I. Duff has had a look to check progress and to his knowledge, it is looking ok. A. Leigh will continue to check in with R. Noviss.

2017-08-01: Action repairs in Great Mead Playground: D. Rickeard reported that Steve Aplin has done all of the work apart from the roundabout.

2017-09-0-4: The Future of St Anne's Court: A. Leigh to follow up with S. Clarke in the January timeframe as to whether Didcot Town Council will be able to take this over in the new financial year.

2018-01-01: Defibrillator Training: A. Leigh reported that she has not heard back from the ambulance service. A. Leigh will continue to follow up as well as looking at other options. C. Shaikh will send information to A Leigh on a possible person to do the training.

The issue of the benches was raised and A. Leigh reported that she had sent the requested e-mail to J. Drewe and had had a positive response.

C. Gover raised the 30mph sign which is bent and A. Leigh is looking into.

D. Rickeard mentioned the printed signs for putting on badly parked cars that he had raised at a previous meeting and distributed some of these signs to councillors.

The issue of having a Royal British Legion wreath was raised. A. Leigh will organise getting a wreath and will have it delivered to I. Duff for the 11th November 2018.

6) Items for discussion/decision

A) Planning Applications

i. Mactaggart and Mickel Update: I. Duff reported that there are 2 upcoming meetings: One with a few representatives of the village on Monday the 8th October to make Mactaggart and Mickel aware of the main issues and an Open Meeting on Tuesday the 9th with display boards prepared by the builders. D. Button agreed to take the minutes at the meeting on Monday the 8th

It was noted that the Persimmon application was dismissed. The council notes that a decision on Hagbourne Fields is still awaited.

I. Duff noted he will speak to C. Topping regarding the Grainger fence.

B) Memorials: D. Button noted he had sent around a policy. It was noted that the policy will be put on the website with a few edits as discussed. I. Duff raised the issue of the memorial footpath sign. I. Duff is in touch with the footpath officer and S. Clarke about this.

C) General Data Protection Regulation (GDPR): A. Leigh reported that she has had a response from the lawyer who wrote the NALC toolkit. She noted that it appears that the council need to have a privacy notice for employers, a general privacy notice and possibly a Data Protection Policy. A. Leigh will also look into the possible requirement to join ICO. A. Leigh will be attending an Oxfordshire Association of Local Councils (OALC) training course on GDPR on 17th October.

D) Grants from District and County Councillors: It was noted that South Oxfordshire District Council (SODC) had replied that they do not have a grant to assist with the sedges and that as the playground repairs are already underway, they cannot provide a grant for those. A. Leigh has e-mailed S. Clarke and will follow up with him.

I. Duff asked that if anyone hears of any organisations that might need grants, the deadline for SODC is 15th November.

C. Shaikh raised the issues of benches needing maintenance and possibly more benches throughout the village. This is to be on the next agenda.

It was noted that Sustrans is looking to renovate the benches on the railway embankment.

E) Website 'one off cost' – approval needed: C. Gover reported that the news page currently only allows 3 items and she would like 5 items. In order to do this, the webmaster needs to update this. The one-off charge for this would be £35. The council agreed to this cost and C. Gover will proceed.

F) Cemetery Database – formal resolution to proceed: D. Button noted that this is a resolution to proceed with the electronic system to organise the cemetery information. D. Button noted that the Cemetery costs are self-financing. The council agreed to proceed with this.

G) Play area costs and payment of same: It was agreed that any repairs to the play area will be paid by East Hagbourne Sports and Recreation Committee (EHS&RC) as well as the cutting of the grass at the Pavilion. The cost of the inspection of the play area will be covered by EHPC.

EHPC may need to review the terms of insurance cover as EHS&RC pay insurance rent to EHPC.

D. Rickeard and D. Button noted that EHS&RC can offer to pay this year, but will need to review again in the next financial year.

7. Items for Report

A) Neighbourhood Plan (NP) Update: D. Rickeard reported that the NP was formally submitted to SODC on 17th September 2018. SODC have now checked the documents to satisfy themselves that the steering group has complied with all the requirements. They have raised some queries and the Reg 16 consultation will start once these have been resolved. The target date for the referendum remains Thursday 14th March 2019.

There will be a public meeting on 15th October 2018 to review the progress.

B) Village tidiness: It was noted that there is a general issue. D. Rickeard will have a look at what the big issues are. A. Leigh will ask S. Clarke about Fix My Street as there are currently issues with follow up.

C) East Hagbourne Sport and Recreation Committee: D. Rickeard and D. Button noted that the committee is working towards having an annual budget.

D) Cemetery Committee Report: D. Button reported that he would be seeking approval for a waste management solution of approximately £500/year. This will remove the onus of sorting the bins on councillors. This will be on the agenda for formal approval at the next meeting.

E) Stream maintenance: It was noted that SODC would not be able to provide a grant for the issues at Hacca's Brook. A. Leigh is awaiting a response from OCC on this. Robert Ainger is working to find a less costly solution.

F) Standing Orders and Financial Regulations Revisions: A. Leigh had e-mailed a pdf of the Standing Orders to I. Duff. There are some edits and he will review further for possible further edits. The Standing Orders will be on the agenda for the next meeting. A. Leigh circulated the financial regulations which were approved with a few edits. A. Leigh will make these edits and post the financial regulations on the website.

G) Traffic Signs by War Memorial: It was requested that this be moved to an action item. OCC is still following up on this. The Give Way sign is still missing.

H) Oxford/Cambridge Expressway: It was noted that the present schedule is that in Autumn 2019 there will be a public consultation, in 2020 a preferred route will be announced, in 2025 building commences and in 2030 it will open.

8) Correspondence: An e-mail was received from South and Vale about what CIL monies have been paid to parishes. They would like a response by 12/10/18 as to whether the council wishes to receive the CIL money or would like them to retain it. A. Leigh will e-mail as to any monies available and comment on the lack of time to respond to the e-mail

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>
Allison Leigh	Mileage and expenses	102574	61.56	.42	61.98	4/10/18

BGG	Grass cutting – cemetery 31/8/18	102575	160.00	32.00	192.00	4/10/18
Novell Tullett	Landscape study work for Neighbourhood Plan	102576	776.50	155.30	931.80	4/10/18
Dark White Digital	Web hosting	102577	30.00	0	30.00	4/10/18
Derek Button	Allotment cup engraving	102580	10.00	0	10.00	4/10/18
BGG	Village cut – 29/9/18	102581	175.00	35.00	210.00	4/10/18
Moore Stephens	External audit 2017 2018	102582	340.00	68.00	408.00	4/10/18

Receipts since last meeting

<u>From</u>	<u>What</u>	<u>Amount</u>	<u>Date</u>
SODC	Precept	15478.00	6/9/18
Tonks Brothers Funeral Directors	Cemetery Fees: Violet Bishop EROB and interment	280.00	14/9/18
Abingdon Stone and Marble	Cemetery memorial: Sybil Strange	80.00	1/10/18
Co-operative Funeral Care	Cemetery interment fees for Phyllis Brook	160.00	1/10/18
Edward Carter Funeral Directors	Cemetery memorial: Tuck	80.00	3/10/18

1) Accumulated Account Balances (reconciled as of last bank statement through 31/8/18)

Barclays Banks accounts (2) £ 48,786.62

2) The Special Project balances are:-

Neighbourhood Plan £ 3,749.74

Planned Development Support Fund £ 5,303.15

Cemetery £ 6,892.04

A. Leigh reported that the External Audit had come in and it, along with a Notice of Conclusion of Audit, have been posted in the village.

10) Items for report and inclusion on the November agenda: I. Duff noted that there is a Town and Parish Event being given by OCC on 18/10/18. He cannot attend and will e-mail the information to P. Dixon.

Parish Charities to be included on the November agenda.

The meeting closed at 9:50pm

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

ATTACHMENT 1 ACTION LIST

ACTION NO	WHAT	WHO	STATUS
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
2018-04-10	Traffic signs by War Memorial	ID	In progress

SODC A Conservative District Councillor's View
(Or What The Council Is Doing)

October 2018.

Planning

As a separate Planning Newsletter will be issued over the next few days ago, I am only including a few, more recent items.

Response to letter from Minister of State for Housing

You may have seen media coverage of our letters from both South and Vale Leaders who sent their responses to providing proposals on housing growth in our districts to support the Oxford-Milton Keynes-Cambridge Corridor.

You can download a copy of the minister's letter here.

<https://ebtk.co.uk/resources/stats/click.php?c=2636&e=61&o=9492&url=https%3A%2F%2Fwww.dropbox.com%2Fs%2Fd45tutfcig1ztdm%2F2018-08-09%2520New%2520Settlements%2520letter%2520to%2520leaders%2520from%2520Kit%2520Malthouse%2520MP.pdf%3Fdl%3D0&a=0>

For South, the letter from Cllr Jane Murphy can be found here

https://ebtk.co.uk/resources/stats/click.php?c=2636&e=61&o=9492&url=https%3A%2F%2Fwww.dropbox.com%2Fs%2Fcikez8v117iicca%2F2018-08-15%2520Jane%2520Murphy%2520letter%2520to%2520Kit%2520Malthouse%2520MP_0.pdf%3Fdl%3D0&a=0

and her summary statement released here.

<https://ebtk.co.uk/resources/stats/click.php?c=2636&e=61&o=9492&url=http%3A%2F%2Fwww.southoxon.gov.uk%2Fnews%2F2018%2F2018-08%2Fleader-statement-response-letter-minister-state-housing&a=0>

Three-year housing land supply

Following a consultation in July, councils in Oxfordshire now only need to provide a three-year supply of land for housing, instead of the five-year supply normally required by the government.

The government has agreed to this change while we work together with the other Oxfordshire Councils on a Joint Statutory Spatial Plan, the document that will address how we collectively plan to deliver 100,000 homes across the county by 2031, which was agreed as part of the Oxfordshire Growth Deal.

This means it is now much less likely for developers to win planning permission on appeal after we have rejected their applications.

Neighbourhood Plan updates

Benson and Watlington plans were adopted by council on 23 August.

There was a public hearing as part of the examination of the Cholsey plan on Monday 17 September at The Pavillion in Cholsey.

The Long Wittenham neighbourhood plan pre-submission consultation concluded on Tuesday 11 September.

The examinations of the Chalgrove and Goring neighbourhood plans were expected to conclude in mid-September.

The Baldons and Warborough & Shillingford plans will be subject to public referendums on Thursday 4 October.

The Pyrton plan will be examined by Mr Timothy Jones, of No5 Chambers.

Capital Grants applications open soon

Our Capital Grants scheme opens on Monday 1 October and we are encouraging any groups with a project which could benefit from this funding to get in touch with our Grants Team before they start an application.

There's £145,000 available to help fund a variety of facilities and improvements, such as upgrading a community hall or improving a play area. For more information see our grants pages.

New legislation coming for HMOs

New legislation comes in on 1 October, which affects landlords of houses in multiple occupation (HMOs).

As licensing authorities, both South and Vale grant licences to larger HMOs that are three or more storeys and occupied by five or more people forming at least two separate households.

From 1 October, the legislation changes so that smaller properties used as HMOs will also require a licence. Other changes to be introduced include national minimum sizes for rooms used as sleeping accommodation and the requirement for landlords to adhere to council refuse schemes.

You can find more information on our South and Vale website <https://ebtk.co.uk/resources/stats/click.php?c=2636&e=61&o=9492&url=http%3A%2F%2Fwww.southoxon.gov.uk%2Fservices-and-advice%2Fhousing%2Fhelp-landlords%2Fmandatory-licensing&a=0>

If you have any information on HMOs in your area that may require a licence, please email our Environmental Health Team env.health@southandvale.gov.uk or by phoning 01235 422403.

It's a yellow letter day in South and Vale as residents are urged to confirm their details

More than 87,000 properties have responded to our 'Household Enquiry' letter which required people to confirm who currently lives in their property. However, we're yet to hear from 34,000 homes so we are sending reminder letters to those properties.

We need this information to make sure everyone who is eligible to vote is able to do so in future elections.

If people get a reminder letter, or if they can find the original letter, they should visit householdresponse.com/southandvale to confirm their details are correct or, if not, provide the correct information.

If a household hasn't confirmed their details by 7 October they could receive a visit from one of our officers to confirm the details.

£1.2million recovered

During 2017/18 we recovered more than £1.2million in council tax arrears. This was thanks to tough enforcement action we took against non-payers.

We issued 5,000 court summonses to people who had repeatedly failed or refused to pay their council tax.

Magistrates then granted liability orders against almost 4,000 of those individuals meaning we could take enforcement action, including the use of bailiffs, to retrieve the money. We of course offer support to those who are genuinely struggling to pay.

See our press release for a more detailed breakdown of the action we took and the money retrieved.

Letter to minister on Affordable Housing

You'll remember a motion carried at Council last month that requested that Cllr Jane Murphy sent a letter to the Minister of Housing about the definition of Affordable Housing. Cllr Murphy sent the letter last month and you can read it [here](#).

<https://ebtk.co.uk/resources/stats/click.php?c=2636&e=61&o=9492&url=https%3A%2F%2Fwww.dropbox.com%2Fs%2F5bfif07ul3giip%2FLetter%2520to%2520James%2520Brockenshire%2520re%2520affordable%2520housing%2520170818.pdf%3D0&a=0>

Mountain Warehouse comes to Didcot

Outdoor retailer Mountain Warehouse have opened a new store in the Orchard Centre.

Perfectly located on the doorstep of the Chilterns, Ridgeway and Wittenham Clumps, the retailers offer a wide range of clothing and equipment for activities outdoors.

You can read the joint press release from Hammerson on our website [here](#).

New service to help victims and witnesses to report hate crime - Reminder

Victims and witnesses of hate crime who are not comfortable talking to the police now have an alternative place to go to report incidents in confidence.

Hate crimes can be reported to specially trained staff at familiar locations across South and Vale, including at Citizens' Advice Bureaus. Incidents can be reported in person or by telephone.

Staff will be available to talk about the incident and can offer to report it to the police on their behalf. They will also refer people to Victims First, a service

dedicated to ensuring that victims or witnesses receive the support they need to cope with and recover from their experience.

To find out where your nearest reporting centre is visit southoxon.gov.uk/hatecrime.

Recycling roadshows came to a town near you

Recycling experts from South Oxfordshire and Vale of White Horse District Councils have been out and about myth-busting over what can and can't be recycled in the districts as part of National Recycle Week 2018.

Events were planned across southern Oxfordshire gave residents the chance to ask the experts about recycling collections and what happens to the recycling after waste crews have collected it.

The district councils' officers were at special recycling stalls, giving out advice and recycling goodies.

It was the 15th Recycle Week (24 – 30 September) organised by WRAP* as part of the Recycle Now national recycling campaign for England. This year's theme is 'Recycling. We do. Because it matters.' with an emphasis on plastic items.

Cllr Caroline Newton, South Oxfordshire District Council's Cabinet Member for waste and recycling, said: "Up to 80 per cent of household waste can be recycled and the councils offer lots of recycling information online, including our Binzone app which gives details of collections and of individual items which can be recycled. Recycle Week was a good opportunity to remind residents of the benefits of recycling and how the council can help people do even more to reduce waste."

More information about waste and recycling can be found on the councils' recycling pages

People can also download the Binzone app to smartphones or tablets which will tell what can and can't be recycled and also when bins are due to be collected.

*WRAP – Waste and Resources Action Programme is a registered charity set up to promote sustainable waste management

Cooking oil recycling

We've just introduced a new cooking oil recycling service for residents as part of our food waste collections.

After cooking and once it has cooled, any leftover oil can be poured into a plastic bottle no bigger than one litre in size. The bottle and its contents can then be placed into the kerbside food waste caddy, along with other food waste, and put out for the weekly collection. For those who don't want to use a plastic bottle, oil can also be poured straight into the caddy along with other food waste.

One litre of cooking oil can generate enough electricity to make 240 cups of tea!

Gambling policy review

We are currently reviewing our joint gambling act policy which is due for renewal in January 2019. The policy sets out how we manage gambling premises and permits across South and Vale.

We are proposing just three minor changes to the policy and people now have until midnight on Monday 8 October to comment on the updated document at <https://ebtk.co.uk/resources/stats/click.php?c=2636&e=64&o=9492&url=https%3A%2F%2Fsurvey.southandvale.gov.uk%2Fs%2Fgambling%2F&a=0>

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