

**East Hagbourne Parish Council
(EHPC)**

**Minutes of the Parish Council meeting duly convened and held on
Thursday 14th February 2019**

1) ATTENDANCE, APOLOGIES, DECLARATIONS OF PECUNIARY INTEREST AND VACANCIES.

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

In attendance: L. Lloyd (Parish Clerk)

Apologies were received from County Councillor S. Clarke.

I. Duff indicated there is 1 vacancy for a 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 noted receipt of the February report from J. Murphy (please see Attachment 2).

4) CONFIRMATION OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 3RD JANUARY 2019: THE MINUTES OF THE MEETINGS OF 3RD JANUARY WERE APPROVED AND SIGNED.

5) ACTIONS FROM PREVIOUS MEETINGS

2017-09-04: Progress St Anne's Court Transfer: This was discussed at the DTC Environment Committee meeting on 11th February. DTC have agreed to the transfer and have proposed that the legal costs for this are split 50:50 between DTC and EHPC. The council agreed in principle that we should proceed on the understanding that legal costs are agreed. L.Lloyd will email the town clerk confirming this, and also ask for clarification that on transfer of the land DTC will take on responsibility for the playground.

2018-01-01: Arrange Defibrillator Training: Following two successful sessions and ongoing interest, L. Lloyd proposed an additional session should take place in early March, and Friday 8th March was agreed as the favoured date. L. Lloyd will contact the trainer to confirm, and email interested parties. This will also be advertised on Facebook and the website.

2018-04-10: Traffic signs by War Memorial: No further progress on this, the sign installation date is still pending.

2018-04-10: Removal/reduction of Grainger fence: This is to be revisited after the Neighbourhood Plan referendum on 14th March as, if approved, the Neighbourhood Plan would add weight to the request for removal of the fence.

2019-03-01: Fire Hydrant Clarification: I. Duff met with the Hydrant Inspector on 21st January and conducted a walkabout to locate the existing hydrants. Bishops Orchard was found to be a little short of hydrants. I. Duff to investigate mapping the hydrants on a suitable map.

2019-03-01: Road Safety Issue at Lower Cross: C. Shaikh has arranged to meet Mandy Bell on 19th February to discuss the visibility issue at Lower Cross. M. Bell has already contacted the owner of Grange Farmhouse on 20th November 2018 to request that the hedge should be cut vertically and as far back as reasonably possible. D. Rickeard will also attend.

2019-03-01: Accidents and Traffic Calming: At the 19th February meeting with M. Bell, C. Shaikh will ask for suggestions to help reduce accidents. C. Shaikh reported that logging the accidents has proved helpful to establish an accurate record. She also confirmed that some residents of Blewbury Road do not feel the footpaths are safe as they have been mounted by out of control cars in the past.

2019-03-01: Village Tidiness: I. Duff, D. Rickeard and D. Button met with Sean Rooney from OCC and conducted a walkabout of the village to ascertain what maintenance issues were present. It was indicated that there would not be an overly positive response regarding monetary support from OCC for the repairs, so I. Duff has requested estimates for the costs of repairs to pavements, which have not yet been sent. I. Duff will follow up by emailing Cllr. S Clarke and S. Rooney to ask for rough estimates for the repairs noted.

A Highways Maintenance Factsheet has been received today detailing relevant contacts which is most useful.

The Village tidiness article is bringing potential volunteers forward, and it was noted that re-activating the Hagbourne Environment Group is something to consider in the future.

2019-03-01 GDPR Policies: L. Lloyd reported that A. Leigh has had confirmation from her councils that they will be adopting the generic policy document. L. Lloyd proposed that EHPC should do the same and this was agreed.

6) ITEMS FOR DISCUSSION/DECISION

A) Charter For Trees: D. Rickeard proposed that the Parish Council adopt the principles of The Woodland Trust Charter for Trees and refer to them when making future decisions. This was agreed by the council. D. Rickeard will report to the steering group so the NP can prioritise this moving forward. It was agreed that a new Conservation Area Study would be beneficial. D. Button noted that it would be good to have more involvement with the planning applications to identify trees of note and influence the decision to assign Tree Protection Orders.

B) Internal Audit: D. Button has spoken with IAC who have quoted £250.00 to carry out the internal audit for EHPC. This is double what we have paid for in the past 3 years however it was agreed that it would be wise to use a professional internal audit company to ensure efficiency and accuracy going forward. D. Button will contact IAC and request that they draw up an agreement for approval at the March Parish Council meeting.

C) Insurance Renewal: Insurance is due for renewal on 1st April. D. Button reported that we have £10 million Public Liability Insurance which is ample for our requirements. There is a query over the contribution that EHS&RC should make for the insurance as the Pavilion accounts for around 85% of the premium. There is a clause in the lease agreement between EHPC and EHS&RC which will be checked by D. Rickeard and D. Button to clarify at the next meeting. D. Button will also speak to the insurer for clarification. Insurance renewal will need to be agreed at the March meeting.

D) Upgrading Website Accessibility: C. Gover has added captions to all images on the website and has transcribed text on posters to ensure compatibility for visually impaired user software. 2 minor technical issues have also been amended. As we have tackled known problems with the site, we should now wait for further guidance from OALC.

E) Parish Council Car Park Electricity Usage: The £800 bill for car park lighting was calculated from accurate meter readings therefore it is necessary to consider ways to reduce electricity usage. Consideration will be given to upgrading the lights to LEDs, although the design of the lamps and consideration to neighbours is important. It was questioned whether the lights need to be on all night and L. Lloyd will make enquiries with OCC as to whether this is a practical option. L. Lloyd will contact SSE as the lighting contractor, for additional guidance.

F) Community Speedwatch: Thames Valley Police are not working with Community Speedwatch Online (CSO) which therefore only gives us access to their basic online package. CSO have been very helpful and provided a potential contact who uses this to discuss how it works. C. Gover reported that Appleford appeared to be carrying out a speedwatch survey recently – L. Lloyd to contact the Appleford Clerk for further information.

G) Dog Waste: Villagers are actively concerned and in response to this C. Gover and L. Lloyd have been looking into potential new sites for Dog Waste bins. The initial cost is £174.00 +VAT per bin, with an ongoing charge for emptying them. As the number of dog walkers is increasing the council have in principle agreed to 2 new bins, with proposed sites of Bakers Lane (end closest to the footpath to The Croft) and the corner of Wilcher Close/North Croft. These are to be investigated further regarding land ownership and permissions. It was also noted that dog waste can be put in any general rubbish bin but the public may not be aware of this. L. Lloyd will contact the Waste Team to discuss signage for the black bins.

H) Proposal to spend up to £2,000 of grant money from the OCC Councillor Priority Fund on the purchase and installation of two new benches in the village. Locations and materials to be agreed: C. Shaikh proposed Bishops Orchard grassy area, New Road near The Crescent, the grass verge to the west side of Butts Piece and Sustrans as favourable options for bench locations. The council agreed that New Road and Butts Piece should be pursued, with the other locations to be reconsidered in the future. D. Rickeard has spoken to Lydia Blake regarding the Sustrans benches, and he will update her on the decision regarding bench locations to encourage the Sustrans bench repair. The council approved a heavy-duty teak bench plus ground fixings, which will require a local handyman to pour concrete anchor points. Each bench will cost c.£800.00 plus installation. Grant funds are to be released pending permission from Highways. C. Shaikh is in contact with the Principal Officer and is waiting for a response.

I) Neighbourhood Plan – to include discussion and approval of Steering Group expenses for publicity: The Neighbourhood Plan referendum is on 14th March. All residents have received a flyer with voting details, large banners have been erected today. Additional signage to include the countdown banner will be erected closer to the referendum. The Parish Council agreed to fund the advertising which is factual and neutral. There is a Notice of Road Closure on New Road which coincides with the referendum, L. Lloyd will contact OCC to request that this is moved to an alternative date.

7) Items for Report

A) Planning Applications: MacTaggart & Mickel have submitted their planning application for reserved matters and discharge of conditions relating to the 74 houses on land adjacent to the village hall. I. Duff has the large box of paperwork at his house for viewing. A meeting between M&M and EHPC has been proposed, I. Duff to contact Andrew Smith to confirm a 3.30pm meeting on Thursday 21st February at 24 Main Road. Joan Desmond is the officer handling the planning application.

I. Duff has circulated a list of questions to ask M&M and will send to Andrew tomorrow afternoon after councillors have had a chance to comment. There are concerns including drainage, light pollution and bridge clearance for the roof trusses of the larger houses. C. Shaikh is forwarding I. Duff road 2 road safety reports and the Bluestone Planners report in relation to the Greenlight development to pass on to Andrew.

B) East Hagbourne Sport and Recreation Committee (EHS&RC): D. Button reported that he has received a £900 rebate on the large water bill for the Pavilion along with an admission that their meter reading was wrong.

D) Cemetery Committee Report: Nothing noted.

8) Correspondence: L. Lloyd noted that the SODC Waste Team had been in touch offering plant tours this year – C. Gover has posted on the website about this and interested parties are able to contact the waste team directly.

The Great British Spring Clean is going ahead in East Hagbourne on 27th April, Sara James has kindly agreed to organize it again this year.

OCC have sent an OXTOG survey about community led highway services for completion. I Duff will complete then L. Lloyd will circulate for comment before returning.

D. Rickeard reported on Didcot Garden Town. An email in December suggested that there would be a meeting in February to engage Town and Parish councils, however an email dated 13/02/19 confirmed that the advisory board have already started prioritizing projects. There is concern at what point the Parish Councils will be involved and whether we will be given an opportunity to form part of the board.

9) Finance Report

Payee	Item	Cheque Number	Amount	VAT	Total	Date
EHS & RC	Meetings 1/11/18 and 6/12/18	102610	50.00		50.00	03/01/2019
Hagbourne Village Hall	Car Park Lighting	102611	811.82		811.82	07/01/2019
HMRC Cumbernauld	Council Payrolls	102612	39.60		39.60	07/01/2019
Cordelia Gover	Domain name renewal	102613	31.98	6.40	38.38	09/01/2019
Andy Barmer	EHNP domain name renewal	102614	59.88	11.98	71.86	15/01/2019
OALC	Training courses - Minutes and Agendas and The Clerks Year	102615	130.00	26.00	156.00	21/01/2019
OALC	Training course - The RFO's Year	102616	85.00	17.00	102.00	23/01/2019
L Lloyd	Salary	102617	537.52		537.52	31/01/2019
b) Receipts since last meeting						
From	Item	Amount	Date			
c) Accumulated Account Balances (reconciled as of last bank statement through 31/01/2019)						
Barclays Bank Accounts (2)			£44,843.20			
d) The Special Project Balances (as of 14/02/2019) are:						
Neighbourhood Plan			£3,288.50			
Planned Development Support Fund			£5,303.15			
Cemetery			£6,881.04			
Community Infrastructure Levy Fund			£2,090.82			

10) Items for report and inclusion on the 28th March agenda:

The council would like the following on the March agenda:

Internal Audit
Insurance Renewal
Local Elections

The meeting closed at 10:15pm. The next meeting is on the 28th March 2019 at 7:30pm in HAGBOURNE VILLAGE HALL.

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

ATTACHMENT 1: ACTION LIST

Action No	What	Who	Status
2017-09-04	Progress St Anne's Court Transfer	LL	In Progress
2018-01-01	Arrange defibrillator training	LL	In Progress
2018-04-10	Traffic signs by War Memorial	ID	In Progress
2018-04-10	Removal/reduction of Grainger fence	ID	In Progress
2019-03-01	Accidents and traffic calming	CS	In Progress
2019-03-01	Village Tidiness	DR/ID	In Progress
2019-03-01	GDPR policies	LL	In Progress

ATTACHMENT 2:

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

February 2019.

Planning

I expect to issue a separate Planning Newsletter over the next few days, so I am only including a few, more recent items.

Brownfield registers

We've published details of all brownfield development sites in our districts that have full or outline planning permission. The register also includes sites that may be considered as appropriate for residential development.

You can view the brownfield land registers on our webpage at <http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/brownfield-land-register>

Joint Statutory Spatial Plan

The stakeholder launch of the Oxfordshire Plan took place on Tuesday 18 December at Milton Hill Hotel. This event provided an opportunity for stakeholders to identify the key issues that should be addressed in the county-wide plan to 2050.

In January we held a joint briefing for all councillors to provide an update on progress and to set out the draft consultation document.

This was reviewed at joint Scrutiny Committee on 29 January and Cabinet on 31 January. If approved by all Councils, this will then be subject to public consultation.

Response to West Berkshire Local Plan

West Berkshire has published its Local Plan for Regulation 18 consultation, to view our responses visit <https://securefile.cloud/OTQ5Mg/INFOCUS/sodcresponsetowestberkslocalplanreviewreg18.pdf>

Neighbourhood Plan updates

On 20 December, Council formally made the Chalgrove and Little Milton Neighbourhood Plans.

The examinations have concluded for Cholsey and Pyrton, Examinations are ongoing for the Goring and Cholsey plans.

Pyrton, East Hagbourne and Cholsey Neighbourhood Plans public referendums will be on 14 March.

Sydenham - the pre-submission consultation has now opened and will close for comments on 15 March.

Oxfordshire Plan 2050

The Oxfordshire Plan 2050 is the new public name for the JSSP and is being prepared as part of the Oxfordshire Housing and Growth Deal. The team behind the plan have produced a summary of the stakeholder workshop they held in December. The summary gives details of how the organisations, charities and groups from across the county explored future trends that will affect the plan and what practical actions could be taken to address these issues.

You can read the summary here.

<https://www.dropbox.com/s/i8xocky4e5uiu5d/Oxfordshire%20in%202050%20-%202018%20December%202018%20workshop%20report%20from%20WSP.pdf?dl=0>

Local Industrial Strategy

The Economic Development team has summarised OxLEP's Local Industrial Strategy (LIS) to explain the implications the strategy will have for businesses and residents in our area.

The LIS is an ambitious strategy aimed at securing government and private sector investment that could benefit approximately 20 per cent of businesses in the South and Vale. This means that we will need to continue to support the remaining 80 per cent of businesses that are not in the science and technology sectors and have less than nine per cent growth in one year.

£100,000 to tackle air quality issues - Reminder

We've allocated £100,000 to help tackle air quality issues in our district. We're working on a number of projects including studies to install more electric charging points in our car parks and will be running an 'anti-idling' campaign to encourage drivers to switch off their engines whilst parked or waiting at traffic lights.

Funds have also been made available to support town and parish councils to address air quality issues including known trouble spots in Wallingford, Henley and Watlington.

If you know of a project that we could help fund, please contact the environmental health team.

env.health@southandvale.gov.uk

Crowmarsh consultation update

Thanks to everyone who filled in the survey about our new building. The survey is now closed and we received 266 responses. We will send the feedback to Ridge, our contractors, to help inform the design for the new building.

We have also contacted Crowmarsh site's immediate neighbours and local parishes and communities to take part in a survey on the design of our new offices. These two consultations were open until 10 February and we will send the results over to Ridge.

We'll keep you up to date on the project, but if you have any questions, please contact Ben Coleman, our project lead at ben.coleman@southandvale.gov.uk

Goring joins the Safe Places scheme

The Care Hub, run by Q1 Care, has become the first venue in Goring to sign up to the Safe Places scheme. Registered Safe Places offer support to vulnerable people feeling scared or at risk by providing assistance and by calling a family member, carer or emergency services.

There are now 56 Safe Places in our district, which are easily identified by a logo displayed on shop-front windows. To see all the locations of the scheme, visit the Safe Places website.

<https://www.safeplaces.org.uk/>

Reminder - New online services from Thames Valley Police

If you need to get in touch with Thames Valley Police to find out about, or assist with, ongoing cases, or to contact an officer or department directly, you can now do so online by using their new contact form. If you want to speak to someone by phone then please call 101.

To report a crime or missing person you should use this report form at:

<https://ebtk.co.uk/resources/stats/click.php?c=2636&e=67&o=9492&url=https%3A%2F%2Fwww.thamesvalley.police.uk%2Fcontact%2Fcontact-us%2F&a=0>

Waste and Recycling - Reminder

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!

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