

**East Hagbourne Parish Council  
(EHPC)**

**Minutes of the Parish Council meeting duly convened and held on  
Thursday 25<sup>th</sup> April 2019**

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

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

In attendance: L. Lloyd (Parish Clerk)

Apologies were received from Cllr J. Elliott and Cllr. P. Dixon

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: NONE**

**4) CONFIRMATION OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 28<sup>TH</sup> MARCH 2019:** The minutes of the meeting of 28<sup>th</sup> March were approved and signed. I. Duff proposed that the circulated minutes from the Annual Parish Meeting on 11<sup>th</sup> April should be posted as a draft version on the website and this was agreed.

**5) ACTIONS FROM PREVIOUS MEETINGS**

**2017-09-04: Progress St Anne's Court Transfer:** L. Lloyd reported that the clerk who was dealing with this for Didcot Town Council (DTC) has now left. Communication with the interim Clerk has not resulted in any reply as to further progress at this stage.

**2018-04-10: Traffic signs by War Memorial:** I. Duff reported that the illuminated sign has been fixed, however there were 2 complaints made at the Chairman's surgery from villagers who feel the work has been poorly executed. I Duff resolved to follow this up with S. Clarke of OCC.

**2019-03-01: Fire Hydrant Clarification:** L. Lloyd reported that she is looking into QGIF, a free Geographic Information System, for marking up maps. This could be useful if it is user friendly. D. Rickeard and C. Gover noted that the alternative method using Photoshop may be simpler.

**2019-03-01: Road Safety and Traffic Calming:** C. Shaikh confirmed that her next action will be to investigate the mobile speed signs and village gateway options including speaking to S. Clarke about where to source and how to proceed regarding costings and approval. D. Rickeard noted that Road Safety and Traffic Calming form part of the Neighbourhood Plan. It was noted that some road repairs have taken place this week in the village.

**6) ITEMS FOR DISCUSSION/DECISION**

**A) Issues Raised at the Annual Parish Meeting:**

- i) Parish Council email list as a means of communicating:** L. Lloyd reported that she has spoken to OALC and confirmed that a consent form would be required from villagers who wish to be on a circulation list to comply with GDPR regulations. A

draft version of the consent form was presented, and was approved following amendments at the meeting. The option to join the email circulation list will be added to the website and promoted on Facebook. L. Lloyd to maintain a list of participants and ensure that the emails sent comply with data protection requirements.

**ii) Volunteers for EHS&RC:** No volunteers have come forward at this stage. D. Rickeard and D. Button resolved to speak to a number of potential volunteers to come forward before the APCM.

**iii) New Defibrillator for the Village Hall:** It was agreed that this should be pursued and added to the actions list to monitor progress. L. Lloyd to contact S. Clarke and establish what funds may be available and how to obtain them.

**iv) Overgrown Signage by the railway bridge (No Motorcycles):** C. Gover reported that she has sent images of the signage to SOHA and spoken to the resident who reported this. The matter is in hand.

**v) Pursuing a 20mph Speed limit through the village:** Councillors agreed that this should be pursued. The NP implementation plan includes a 20mph speed limit as a high priority with good chance of success. D. Rickeard confirmed that he will circulate the previous discussions regarding a 20mph limit to councillors for reference. It was agreed that L. Lloyd will contact S. Clarke for guidance on how to move this forward.

**vi) Village Gateway:** This is also on the NP priorities list, D. Rickeard proposed that the council resolve to move forward with this and the councillors were in agreement to do so. C. Shaikh resolved to speak with M. Francis to clarify the steps and costs involved.

**vii) Blewbury Road and Lower Cross Road Safety including Grange**

**Farmhouse:** It was resolved that C. Shaikh will contact M. Francis of OCC and clarify when the white lines on Blewbury Road may be repainted, and whether the rest of the village would potentially be done at the same time. C. Shaikh also agreed to contact M. Bell of OCC to discuss a possible joint meeting with the owner of Grange Farmhouse to clarify the requirements regarding the hedge trimming, although at present it is bird breeding season so immediate action is not possible.

**B) CIL Monies Policy requirements:** L. Lloyd reported that she asked for clarification from SODC regarding spending criteria and received a guidance document, however it is still unclear what the definitions of 'maintenance' and 'repair' are for this purpose. It was agreed that L. Lloyd would reply and ask for further clarification, using examples of road and pavement repair, and querying what is defined as 'regular' maintenance which would not be eligible. D. Rickeard reported that the NP will highlight the issues and priorities so the Parish Council can spend the CIL money as wisely and effectively as possible. D. Button confirmed that the council has to submit a CIL report at the end of each calendar year, confirming receipts and expenditure relating to CIL monies. There is a 5 year timeframe to spend CIL money appropriately so this needs careful monitoring.

**C) Parish Council Car Park Lighting:** D. Button reported that he has received a quote for £2,563.30 from SSE for the replacement of the existing lighting in the car park and proposed that this would be a suitable way to spend existing CIL monies. The council agreed that CIL money should be used. D. Button will contact SSE with further questions including a timeframe for the work to be carried out. There was discussion as to whether the M&M development planning permission may be granted with a planning condition that requires M&M to make improvements to the car park lighting. It was indicated in the Police Report on the planning application that the current lighting is inadequate for the newly proposed car parking spaces. I. Duff was asked to contact A. Smith of M&M to establish whether they would accept to pay a retrospective contribution if we were to proceed with the upgrade now.

**D) Community Speedwatch:** L. Lloyd reported that she contacted Matthew Barber (Deputy Police & Crime Commissioner) to establish what was necessary for EHPC to establish a Community Speedwatch group. He confirmed that this had been raised in a meeting with another council and that he would be in touch with further information shortly. L.Lloyd

confirmed she has also been in touch with the Clerk of Appelford PC who are also keen to be involved.

**E) Dog Waste Bins:** C. Gover reported that this is progressing and that she would present an update at the next meeting.

**F) Benches:** The council resolved that C. Shaikh should contact the Councillor Priority Fund to clarify when we should expect release of the £2,000 grant, using our supplier number to hopefully speed things up. C. Gover kindly offered to store the benches between receipt and installation. It was agreed that Butts Piece is likely to be the first installation and C. Shaikh resolved to contact a local supplier to obtain a quote. Bishops Orchard was discussed and the council agreed it would be appropriate to canvas the opinion of close neighbours to the green to ensure there were no strong objections.

Regarding the location on New Road the council resolved to write a letter to the property owner explaining the Parish Council's choice of location, and confirming that should planning be granted for an access point in the future the Parish Council would remove the bench and relocate accordingly. It was agreed that L. Lloyd will draft the letter, while D. Button speaks with adjacent neighbours to ascertain whether there are any additional concerns regarding this location. C. Shaikh proposed including a small plaque on the bench and the council decided that it should read EAST HAGBOURNE PARISH COUNCIL, with the logo if possible, and be positioned discreetly on the reverse of the bench.

**G) Neighbourhood Plan:** D. Rickeard reported that the steering group are meeting next week and will be reporting on their implementation plan at the June meeting. He also reported that SODC had today sent a request for the NP Steering Group to assist and provide information for the planning application environmental reports.

**H) Village Tidiness:** I. Duff addressed the issue of residents taking responsibility for maintaining their own front verges. D. Rickeard reported that BGG have not yet completed the first village cut and the village is looking a little scruffy as a result. It was agreed that L. Lloyd would contact them to arrange a cut as soon as possible. C. Gover proposed that the Litter Blitz should be used as an opportunity to encourage villagers to take pride in their village and property – the intention is to take a (consented) photograph of the Litter Blitz team on Saturday 27<sup>th</sup> April to use in a follow up article. It was agreed that this would be a nice promotion for volunteers and village tidiness in general.

**I) GDPR Policies** – The council resolved to approve the adoption of NALC model policies, following clarification on website usage for the Privacy Policy. It was agreed that these would be added to the website.

## **7) Items for Report**

**A) Planning Applications:** I. Duff reported that three planning applications have been received since the last meeting, for minor property alterations as follows:  
P19/S1061/LB Lower Cross Cottage, 2 Main Road, East Hagbourne – Single storey side extension  
P19/S1209/HH 35 New Road, East Hagbourne – Single storey rear extension  
P19/S1215/HH 59 New Road, East Hagbourne – Small porch to the front of bungalow  
He is hoping to speak with the applicants/neighbours over the next few days.

**B) East Hagbourne Sport and Recreation Committee (EHS&RC):** D. Button reported the following: Insurance contribution amount is still outstanding due to further questions awaiting reply from the Insurer; he hopes to finalise the 2018/2019 accounts in time to report at the APCM next month; a copy of the Employers Liability Insurance should be displayed at The Pavilion as the Clerk's public place of work – it was agreed that L. Lloyd will arrange this. D. Rickeard reported that an issue regarding location of the signed Pavilion lease agreement has arisen. The signed version needs firstly to be located, then land registry needs updating to reflect the lease. L. Lloyd to locate the lease in the first instance.

**C) Cemetery Committee Report:** D. Button reported that there has been a request for a Sunday interment which is outside of standard hours noted in the regulations and subject to approval from the Clerk. D. Button confirmed that approval has been given to go ahead in this instance.

**8) Correspondence:** L. Lloyd reported that there has been a complaint regarding parking along Great Mead when home football matches are taking place. This has been noted and it has been requested that parking be monitored more closely to minimize impact on Great Mead. The match on 24/04/19 was well managed in this respect.

## 9) Finance Report.

Finance Report: Annual Parish Council Meeting 28th March 2019						
<b>a) Payments since last meeting</b>						
Payee	Item	Cheque Number	Amount	VAT	Total	Date
A Leigh	Handover hours	10636	62.00	0.00	62.00	31/03/2019
L. Lloyd	March Salary	10637	537.52	0.00	537.52	31/03/2019
L. Lloyd	Feb/Mar Expenses	10639	124.70	6.09	130.79	31/03/2019
Came & Company	Insurance Renewal 2019/20	102640	1312.42	0.00	1312.42	01/04/2019
SLCC	2019/20 Membership L Lloyd	102641	122.00	0.00	122.00	01/04/2019
Dark White Digital	Web site Hosting April 2019	102642	30.00	0.00	30.00	01/04/2019
OALC	Training - Roles and Responsibilities (C. Shaikh 06.07.19)	102643	100.00	20.00	120.00	05/04/2019
SODC	Dog Bin Emptying 01/01/2019 - 31/03/2019	102644	130.96	26.19	157.15	05/04/2019
Hagbourne Parochial Church Council	Cemetery water bill contribution 21/06/2017-26/03/2019	102645	75.70	0.00	75.70	10/04/2019
CFO (Community First Oxfordshire)	2019/20 membership	102646	70.00	0.00	70.00	10/04/2019
<b>b) Receipts since last meeting</b>						
From	Item	Amount	Date			
M J Didcock	Interment Fee for I. G Joyce	£85.00	01/04/2019			
I. Duff	Allotment Rent 2019/20 - Plot 11	26.35	01/04/2019			
C. Eltham	Allotment Rent 2019/20 - Plot 2A	15.00	01/04/2019			
AE & VC Stocks	Allotment Rent 2019/20 - Plot 7	28.95	02/04/2019			
RC & JE Knight	Allotment Rent 2019/20 - Plot 27	25.20	02/04/2019			
J&D Wood	Allotment Rent 2019/20 - Plot 9	26.05	02/04/2019			
Christian Virgo	Allotment Rent 2019/20 - Plot 6	29.10	02/04/2019			
R & JM Elliott	Allotment Rent 2019/20 - Plot 17B	14.35	03/04/2019			
South Oxfordshire	1st installation of Precept	15,478.00	03/04/2019			
RL & MJ Dawson	Allotment Rent 2019/20 - Plot 2B	15.45	03/04/2019			
Kieron Humphrey	Allotment Rent 2019/20 - Plots 1 and 16	54.60	03/04/2019			
L Chapple	Allotment Rent 2019/20 - Plot 15	21.75	03/04/2019			
F. Walker	Allotment Rent 2019/20 - Plot 5	29.55	03/04/2019			
Dr K Broom (Spiers)	Allotment Rent 2019/20 - Plot 22A	11.30	03/04/2019			
Mrs C & Dr M Jones	Allotment Rent 2019/20 - Plot 19	28.65	03/04/2019			
J. McDowell	Allotment Rent 2019/20 - Plot 8A	15.15	04/04/2019			
R. Low	Allotment Rent 2019/20 - Plot 20	23.90	04/04/2019			
Highworth Memorials	Phyllis Mary Brook second inscription for plot 820	25.00	04/04/2019			
Christine Hills	Allotment Rent 2019/20 - Plot 29B	15.65	05/04/2019			
D & CM Button	Allotment Rent 2019/20 - Plot 4B	14.40	10/04/2019			
Mr B M Voikins	Allotment Rent 2019/20 - Plot 23	31.70	10/04/2019			
<b>c) Accumulated Account Balances (reconciled as of last bank statement through 05/04/2019)</b>						
Barclays Bank Accounts (2)		£55,794.72				
<b>d) The Special Project Balances (as of 25/04/2019) are:</b>						
Neighbourhood Plan		£2,740.78				
Planned Development Support Fund		£5,303.15				
Cemetery		£6,772.06				
Community Infrastructure Levy Fund		£2,090.82	Received 24/10/18 so requires spending by 23/10/23			
Community Infrastructure Levy Fund		£2,458.47	Received 24/04/19 so requires spending by 23/04/24			

I. Duff queried the payment for Cemetery water to Hagbourne Parochial Church Charity (HPCC). D. Button clarified that the the Parish owned new cemetery actually receives water which was paid for by HPCC on the meter serving the old cemetery. This is a payment that EHPC makes to cover this.

L Lloyd reported that CIL monies had been received on 24<sup>th</sup> April for the period 1<sup>st</sup> October 2018 – 31<sup>st</sup> March 2019 with a value of £2,458.47. These have been recorded separately on the finance report with the receipt date to allow the council to monitor the CIL funds effectively.

**10) Items for report and inclusion on the 16<sup>th</sup> May agenda:**

The council would like the following on the May agenda:

Downland Villages Transport Group - Grant Money request

The meeting closed at 9.50pm. The next meeting (the annual meeting of the Parish Council) is on the 16<sup>th</sup> May at the Pavilion.

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

## 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