

**East Hagbourne Parish Council
(EHPC)**

**Minutes of the Parish Council meeting duly convened and held on
Thursday 28th March 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 (present from item 6.E to 7.C) and C. Shaikh. One member of the public was also present.

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: R. Crane clarified his intentions for Greenacres, Great Mead. R. Crane has submitted two N4B applications for the site and confirmed that he plans to live in the main barn with the second acting as an annexe for family as required. One of the barns was second-hand when installed on site and there is evidence on the barn that it was called Speedbank Gym. R. Crane plans to retain this detailing. There are some outstanding queries regarding parking and minor issues so work is anticipated to start in 2-3 months. It was noted that Way and Wood have also submitted planning applications for Great Mead and R. Crane confirmed that they will review access to the properties together.

3) REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLOR:

There was not a report from S. Clarke.

I. Duff noted receipt of the 2018-2019 District Councillor's report from J. Murphy (please see Attachment 2).

4) CONFIRMATION OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 14TH FEBRUARY 2019: THE MINUTES OF THE MEETING OF 14TH FEBRUARY WERE APPROVED AND SIGNED.

5) ACTIONS FROM PREVIOUS MEETINGS

2017-09-04: Progress St Anne's Court Transfer: L. Lloyd reported that she has received an advisory document from OALC relating to the disposal of land. Following on from this, the Clerk for DTC has been requested to obtain an accurate quote for legal fees from Slade Son & Taylor.

2018-04-10: Traffic signs by War Memorial: I. Duff reported that he has chased this again but there is still no progress. J. Elliott reported that there was some SSE activity at the site today but it is unclear what was being undertaken.

2019-03-01: Fire Hydrant Clarification: I. Duff reported that investigation into suitable map updating for the Fire Hydrant locations is still ongoing. C. Gover suggested that once the maps were complete, it could be useful to add them to the village notice board.

2019-03-01: Road Safety and Traffic Calming: C. Shaikh reported on the 19th February meeting with OCC's Mandy Bell (Pavements) and Mark Francis (Highways):

Regarding the road junction at the Lower Cross, the signage was considered to be good, however the white lines are very poor and the anti-slip surface has worn away. M. Francis confirmed that the white lines would be repainted this year. Regarding the overhanging hedge at Grange Farmhouse, M. Francis confirmed that it definitely impedes vision around the bend. The pavement could be widened by clearing the mud and debris and a skip could be located in the bus stop. C Shaikh proposed that a meeting with the owner of Grange Farmhouse to discuss the outcome of the meeting should be the next step. In terms of road safety, a mobile speed indicator device was suggested to monitor speeds in various parts of the village. C. Shaikh agreed to look into costs for this.

A village gateway as a means of controlling speed was also discussed. M. Francis felt that a gateway with all signage on making a clear statement that you are entering a community would have an impact on drivers as they enter the village. It would be advisable to look into District Grants/funding to help with the cost of this if it is considered a viable option.

2019-03-01: Village Tidiness: The estimates for pavement repairs from Sean Rooney of OCC are still outstanding. L. Lloyd will chase again and copy in Cllr. S Clarke. I. Duff reported on behalf of D. Rickeard that the Hagbourne Environmental Group has been reactivated and C. Napper (with help from 2 residents) has recently cleared a quantity of ivy from the lower trunks of affected trees near Butts Piece.

2019-03-01 GDPR Policies: L. Lloyd confirmed that she is looking through the NALC GDPR information and will amend their model policies for EHPC ready for council approval at the next Parish Council meeting.

6) ITEMS FOR DISCUSSION/DECISION

A) Internal Audit: D. Button confirmed he has received an engagement letter from IAC and the council acknowledged that IAC have been appointed as EHPC's internal auditors, with a provisional handover date of 24th April for the relevant paperwork. D. Button and L. Lloyd will complete the end of year paperwork on receipt of the final bank statement.

B) Insurance Renewal: It was noted that insurance is due for renewal on 1st April. A cheque was signed at the meeting for the renewal fee of £1312.42. D. Button reported that L. Lloyd has asked the insurance company for a clear break down of costs regarding the Pavilion so the EHS&RC contribution can be determined.

C) Parish Council Car Park Electricity Usage: D. Button reported that following his meeting with SSE on 7th March, a quote is being prepared for Dusk-Dawn LED lighting. It was noted that the lighting report from the M&M development suggested that the existing lighting in the car park was in need of improvement. The quote will include slight repositioning of poles to allow the proposed additional parking spaces alongside the M&M housing development to be lit adequately. Lighting glare was discussed – lighting can be tilted downwards and have a skirt on to prevent glare into neighbouring properties. The Dusk-Dawn option can also have additional controls to allow change in light intensity throughout the night. D. Button confirmed he will continue discussions once the quote is received.

D) Community Speedwatch: No further progress has been made on this since the last meeting. L. Lloyd reported that she has contacted the Appleford clerk again as a Community Speedwatch sign was spotted in the village, but is awaiting a reply as to whether they have moved forward. It was agreed that L. Lloyd will make further enquiries as to how to proceed with this.

D. Rickeard joined the meeting at this point.

E) Dog Waste Bins: C. Gover reported that, since the last meeting, SOHA have given their approval for a Dog Waste bin on their land on the corner of Wilcher Close. Linda Benton has also been consulted on the location and she is happy with the proposed position as it is not too close to the Poet's Trail sign. The Bakers Lane location hit a stumbling block as residents were not keen on the location near their gardens resulting in potential smells in summer. C. Gover proposed that Main Road could be a suitable alternative with a green version of the bin so it is not an eyesore. It is not possible to attach to a telegraph pole however there is a redundant pole between 14/16 Main road. Councillors approved the Wilcher Close position for C. Gover to order one new bin, and resolved that 14/16 Main Road should be further investigated for the second location.

F) Benches: C. Shaikh reported on the progress with benches. The New Road position has been given approval by M. Francis from OCC subject to certain conditions, one of which is resident approval. The resident has objected to the position as they wish to have the option to turn the frontage into a driveway for an additional house on their plot. Cllr. S. Clarke has recommended contacting M. Francis to clarify whether resident approval is a requirement or a recommendation, as OCC own the piece of land, not the resident. D. Button suggested garnering support for the location at the Annual Parish Meeting. It was noted that if OCC were to sell the land to the resident in the future then the bench would be removed. Placing a bench on the recreation field was also discussed and considered an appropriate location. The proposed bench location near Butts Piece does not appear to have a registered owner so there should be no issue with this location. Bishops Orchard also remains on the list of locations of interest. The council resolved that C. Shaikh should contact the Councillor Priority Fund to confirm the bench locations have been agreed to enable the release of the £2,000 grant.

G) Neighbourhood Plan: The referendum had strong turnout of 41.3%, considerably higher than the national average, and 96.5% of voters voted in favour of the plan. The plan should be formally "made" on 11th April.

H) Local Elections – including procedures for candidates in the Local Elections on 2nd May: All councillors confirmed that they plan to stand for re-election. L. Lloyd reported that there has been no activity from villagers following the article on the website and Facebook. The window for nomination papers to be delivered closes on 3rd April at 4pm. If more than 8 candidates are nominated on the Statement of Persons Nominated (posted on the 4th April) then a Parish Election will be held on 2nd May.

7) Items for Report

A) Planning Applications: D. Rickeard reported on the planning committee meeting held earlier this evening relating to P18/S4288/FUL. The Parish Council objected to this application and D. Rickeard spoke at the meeting on behalf of the Parish Council. It was approved with a 3:1 majority. However, there was much discussion over the slight relocation of the barn and several conditions were discussed before granting approval, including not using the adjoining paddock as a garden, and the protection of the existing tall hedges.

I. Duff reported that L. Lloyd has submitted the Parish Council's comments for the P19/S0357/RM Mactaggart and Mickel development on 26th March due to being granted an extension to the consultation deadline. Comments were also emailed to Joan Desmond with a request that they should also apply to the DIS planning application.

I. Duff confirmed that he plans to send the text of the submitted comments to A. Smith at Mactaggart and Mickel, and his OCC contact stating that the Parish Council are happy to discuss any of the issues raised.

I. Duff reported that he has been in touch with A. Smith of M&M regarding the minutes of the meeting on 21st February and confirmed that A. Smith will send these to Joan Desmond once fully approved.

I. Duff also spoke to A. Smith about the choice of housing association. However A. Asprou is the correct contact for this query and she is currently on annual leave. C. Shaikh noted that it is important to discuss the past record of any proposed housing association fully as duty of care has been highlighted as an issue for previous developments. It is SODC policy not to have all affordable housing in one location in a development, while being careful not to scatter the allocation throughout the site. The M&M proposal seems to be a good compromise on this. I. Duff confirmed that A. Smith clarified that no housing association can be appointed until reserved matters are agreed.

R. Crane (member of public) asked for clarification regarding the mounds of soil on the land next to Park Road. D Button confirmed that excess soil from the GWP development has been sited there as the intention is to raise the ground level by 1m for drainage purposes. The land has been allocated for allotments, a car park, and trees are being planted to obscure the view of the estate. Bloor residents were sold their properties on the understanding that the hill view would remain so this has caused some upset. The footpath is currently closed and will be reopened but no date has been indicated at this time. The area of land is GWP Area X.

B) East Hagbourne Sport and Recreation Committee (EHS&RC): D. Button reported that proper figures will be presented at the Parish Council meeting on 25th April. He reported that due to some confusion over meter readings the gas bill is currently around £300.00 in credit.

I. Duff queried whether a presentation on EHS&RC would be appropriate for the Annual Parish Meeting on 11th April. D Button agreed but clarified that it would be general information as the year end finances are unlikely to have been finalized in time. It was noted that EHS & RC are seeking additional volunteers to help with the management of the Pavilion.

C) Cemetery Committee Report: D. Button confirmed that there was a Cemetery Committee Meeting on 18th March and reported the following:

Queries have arisen over the sizing for the plots and memorials as these are not clear in the existing cemetery regulations. It was noted that D. Button and L. Lloyd plan to review the sizing and regulations to clarify these details.

Concerns over the management of the cemetery – it is not a managed cemetery and therefore the responsibility for the upkeep of graves and memorials lies with the owners' family. Cemetery regulations should state this clearly and should be sent to all new grave owners.

A memorial inspection will be carried out by D. Button and L. Lloyd to assess any risks or actions required for existing memorials.

The query into whether or not the cemetery land is consecrated has been resolved. The Bishop of Reading visited the cemetery when it opened and blessed the land but it is not consecrated.

Cllr. V. Brownsword of WHPC is officially retiring from WHPC and a successor for her place on the Cemetery Committee will be confirmed following the elections.

D. Rickeard left the meeting at this point.

8) Correspondence: L.Lloyd reported that she had circulated the latest Press Release email regarding Didcot Garden Town, which indicated the intention to set up three sounding boards, including a parish council board comprising parishes within the garden town area of influence. I. Duff suggested that the Neighbourhood Plan committee would likely continue once the plan is adopted, and suggested that they may wish to be involved with Didcot Garden Town in some way. The council agreed that L. Lloyd should respond to this email confirming EHPC's interest in being part of the sounding board.

C. Gover reported that she had submitted a Fix My Street report regarding branches that are along the North Croft footpath, by the bridge. The Fix My Street recommendation was for her to speak to the landowner about this. The council agreed that C. Gover would approach

the landowner to see if they are aware of the situation and discuss a solution. Paul Dixon reported that he has now been confirmed as a Fix My Street Super User which means he can contact contractors to fix potholes etc.

L. Lloyd noted that although the council has a default position to accept CIL monies, it should be formally minuted that this was agreed for the period ending 31st March 2019. The council confirmed their acceptance of this agreement.

9) Finance Report

Finance Report: Annual Parish Council Meeting 28th March 2019						
a) Payments since last meeting						
Payee	Item	Cheque Number	Amount	VAT	Total	Date
Dark White Digital	Website hosting	102618	30.00	0.00	30.00	01/02/2019
SODC	Dog Waste Bin Emptying	102619	130.96	26.19	157.15	01/02/2019
L. Lloyd	Expenses	102620	19.80	2.44	22.24	05/02/2019
A. Leigh	Travel and expenses	102621	27.00	0.00	27.00	05/02/2019
Hagbourne Village Hall	Meeting room hire November 2018-January 2019	102622	43.50	0.00	43.50	05/02/2019
Castle Water	Allotment Water 02/11/18-31/12/18	102623	14.92	2.98	17.90	05/02/2019
E.H.S & R.C.	Meeting room hire 03/01/2019	102624	25.00	0.00	25.00	05/02/2019
A. Leigh	February Salary	102625	163.60	0.00	163.60	28/02/2019
L.Lloyd	February Salary	102626	587.12	0.00	587.12	28/02/2019
OALC	Annual Subscription 2019-2020	102627	187.44	37.49	224.93	14/02/2019
Castle Water	Allotment Water	102628	89.78	17.96	107.74	14/02/2019
Crispin Topping	Advertising Costs for EHNP	102629	493.00	98.60	591.60	14/02/2019
Dark White Digital	January and March web hosting payments (Jan cheque refused at bank)	102630	60.00		60.00	05/03/2019
David Rickeard	EHNP expenses	102631	54.72	5.20	59.92	08/03/2019
Castle Water	Allotment Water 1-28 Feb	102632	17.75	3.55	21.30	13/03/2019
Tetbury Accounting Limited	Payroll system administration 2018-2019	102633	215.00	43.00	258.00	27/03/2019
E.H.S & R.C.	Meeting room hire 14/02/2019	102634	25.00	0.00	25.00	27/03/2019
b) Receipts since last meeting						
From	Item	Amount	Date			
Abingdon Stone and Marble	Harper Memorial fee	£85.00	14/02/2019			
Reeves Memorials	cheque covering Alfred, Ellen and Daisy Sheard (Keefe lot CM65), John Walker, Frederick Robinson, Sheila Anne Panter and Ronald William Spurrett Memorial fees	£300.00	27/02/2019			
Mrs M Noyce	EROB and Interment fee	£340.00	11/03/2019			
c) Accumulated Account Balances (reconciled as of last bank statement through 28/02/2019)						
Barclays Bank Accounts (2)		£43,264.42				
d) The Special Project Balances (as of 14/02/2019) are:						
Neighbourhood Plan		£2,795.50				
Planned Development Support Fund		£5,303.15				
Cemetery		£7,266.04				
Community Infrastructure Levy Fund		£2,090.82				

C. Gover queried the Allotment water cost and asked why this could not be supplied by water butts. D. Button confirmed there are two troughs available for filling watering cans and buckets for the allotment holders as water butts are not a practical solution due to the collection methods required. The allotment rent includes the water usage and is a necessary utility for working the allotments. Meter readings have been an issue due to access and visibility but a proper meter reading will confirm whether or not the bills have been accurate.

Annual Parish Meeting Discussion

In preparation for the Annual Parish Meeting on the 11th April I. Duff asked for suggestions from the councillors to encourage attendance. It was noted that serving wine at the APM is allowed although the cost element of this would need to be considered carefully.

I. Duff noted that CIL monies should be mentioned to encourage public participation and generate some ideas for spending the money that will come from the M&M development. It was noted that we will not have an exact figure but should be able to confirm that a significant amount of money will be available for improvements to the parish.

The Neighbourhood Plan is a key part of the CIL monies outcome, and it was agreed that a presentation on what happens next should be included on the agenda.

The councillors discussed village tidiness and how this should be addressed as it is a key area of involvement for volunteers. I. Duff confirmed that he would include it in his Chairman's speech to encourage participation on this matter. C. Shaikh reported that she has written a project brief for the restoration of existing benches and will need volunteers to help with this. She requested that it be included in the May Parish Newsletter and this was agreed. Hagbourne Environment Group have already been approached as possible volunteers. It was agreed that this should be discussed in the context of village tidiness at the meeting.

There was some discussion as to whether Mactaggart and Mickel should be included as a separate agenda point to encourage attendance. It was agreed that it would definitely be addressed however no final decision regarding the agenda was made on this point.

Councillors addressed the issue of how to promote the APM this year. It was agreed that posts will be on the village Facebook page and the village website. C. Shaikh raised the point that having some details on what the APM is would be useful, and proposed an FAQ format. It was also proposed and agreed that there should be a Parish Clerk persona for posts on Facebook and that L. Lloyd should set this up for future posts.

C. Gover suggested that it might be useful to have a 'chance to chat' after the meeting as there are many villagers who don't know who the councillors are and it would be nice to encourage approachability.

It was resolved that all points noted above would be considered for the APM agenda, with the final decision resting with I. Duff.

10) Items for report and inclusion on the 25th April agenda:

The council would like the following on the April agenda:

Matters raised at the Annual Parish Meeting on 11th April
CIL Monies spending policy

The meeting closed at 9.55pm. The next meeting is on the 25th April at the Pavilion.

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

ATTACHMENT 1: ACTION LIST

Action No	What	Who	Status
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	Accidents and traffic calming	CS	In Progress
2019-03-01	Village Tidiness	DR	In Progress

ATTACHMENT 2:

District Councillors' Report 2018 / 2019

Dealing with Issues - We have continued to actively support our Parish Councils and residents with questions and issues concerning development ranging from questions about fences and hedges up to issues around new major developments. We continue to see developers submitting speculative applications which are not in accordance with Neighbourhood Plan aspirations but at Appeal, we are having greater success due to the adoption of NDPs as we have maintained Year Land Supply above 5 Years. Additionally, the Growth Board Agreement means we now only need to maintain a 3 Year supply for the time being, although this should be treated with caution as we need to maintain performance above target for when this concession expires.

We continue to work with our MP John Howell in trying to improve control of development. John has been the driving force behind the Neighbourhood Planning Law which is now in place and he is driving a Private Members Bill through Parliament which will seek to limit Developers' right to appeal where a Neighbourhood Plan is in place.

We are delivering affordable housing at a rate well above our target. As at December 2018 we had achieved 263 against the cumulative target of 188 and the Annual Target of 250. Indications are that by the end of the (council) year we will have delivered at least 300 affordable homes.

Didcot Garden Town is a major part of our plan for development in the District, offering a significant number of jobs and home. Work on this project continues with various funding opportunities being announced.

Our plans to 'refresh' Berinsfield continue to progress and will bring significant benefits to this community and the wider district.

An example of where development can bring benefits is the Market Place Mews development in Henley which brought us £300,000 for the small ransom strip on the edge of the site.

Work on the new Local Plan continues having been paused and revisited following important legal advice and will shortly be submitted for examination by the Planning Inspector. Whilst additional development is never welcome in the majority of our communities, the growing population, and the need for housing mean that unpopular decisions must be taken. Whilst there are various calculations used which suggest a lower level of housing will be needed, we have taken the best possible expert advice in determining the location and scale of development in respect of housing need, environmental impact, pollution mitigation, infrastructure and future employment requirements.

Through our support for the Growth Deal, we are also supporting a bid for the Housing Infrastructure Fund (HIF) which will help provide the much needed improvements to our infrastructure.

Customer satisfaction - The council carries out a survey of residents every few years to learn about peoples' satisfaction with local area and the services we provide. The latest survey took place in January and February 2018. According to the survey, 77 per cent of residents were satisfied with the council's work. While the same amount felt the quality of services provided by the council was good but the number of residents who agreed the council was providing value for money has dropped by five per cent, in line with the national trend. However, 63-per cent were satisfied – this is higher than the national average, which has ranged from 47 to 56 per cent over the last five years, according to the Local Government Association.

The survey also found rated most important by residents were community safety, waste and recycling, street cleaning, environmental protection and sport and leisure – and three-quarters or more of people were satisfied with the way these services were delivered.

Business Support And Development – We have set up the South and Vale Business awards to celebrate our fantastic business community with the Award Ceremony to be held at the fantastic Williams F1 Facility at Grove, near Wantage. Another initiative is the Pop-Up Business School to help future entrepreneurs get started (each a week long). The next one in Berinsfield starts on the 29th April. Although a joint OCC, SODC & BT initiative, the Better Broadband project continues to generate benefits for our communities with the 600th cabinet going live on the 15th March at Sydenham/Emmington near Chinnor.

Community Safety - Our Community Safety Team work closely with the CS Partnership strengthening the County's contributions; for example on how to identify cases of Female Genital Mutilation and on how to spot examples of modern slavery. We continue to grow the Safer Places initiative across the District and the "Ask For Angela" Scheme continues to grow in the District's pubs.

Waste And Recycling - We have again performed well in these areas being ranked 1st Place on the County and 2nd place nationally.

Our level of complaints in respect of bins and waste collection is the lowest in the top 50 performers, running at less than half the average rate per 100,000. This is a good performance given that we make over 1,000,000 collections per annum.

Performance has also been greatly improved by the introduction of the new fleet of vehicles by Biffa ahead of schedule due to reliability issues.

Finances - South Oxfordshire remains a financially sound Council. Despite increasing financial restrictions, we have been able to maintain our full range of services with a minimal £5.00 increase in our part of the council tax. We are conscious that pressures will increase as the Central Government Support Grant is now zero and we still do not have agreement on Business Rates Retention or New Homes Bonus (the grant given for houses that have been completed.) Our sound and prudent approach to money has enabled us to maintain our Capital & Revenue Grants scheme.

Community and Grants - This scheme has continued to provide much-needed funding for facilities in our communities. For example, a community pub is due to be renovated and brought back into use thanks to a £50,000 grant from South Oxfordshire District Council.

Other projects include a new outdoor gym in Warborough, improvements to the village shop in Little Milton and a new roof for the village hall in Sonning Common.

Goring Village Hall will get new lighting, sound equipment and curtains to improve its stage, and Woodcote Village Hall will benefit from electrical and lighting improvements and a new projector.

Woodcote Parish Council is also receiving money to help install a pathway from its new zebra crossing, across the recreation ground to the school.

Over the course of the current financial year, the council has awarded more than £820,000 to community projects across the district.

At last summer's Oxfordshire Charity and Volunteer Awards, the South Stoke Community Village Shop won the best group in South Oxfordshire, an award which

was sponsored by the district council. This was in recognition of the hard work by the volunteers to create this community hub in a rural part of South Oxfordshire. This has obviously been appreciated by local people judging by its success.

So Community Lottery Draw – Over £28,000 has been raised by our local lottery which has been given to 67 good causes locally. Remember that we make no money from this; after costs all of the money is distributed to local good causes.

Leisure and well-being – Use of our leisure facilities continues to increase with over 750,000 visits to SODC Leisure facilities in the period April – December 2018.

Go Active Gold continues to grow, as does it's off-shoot Go Active Juniors, helping people at both ends of their lives who might not otherwise do so, to get involved in sporting activities. The Go Active Gold team aim to encourage people aged 60 and over living in rural areas to live more active lifestyles. Go Active Juniors is for anyone up to 18 years old. The project aims to increase participation in sport and physical activity by getting young people active in our area. The team offer a range of support including helping to find new coaches to deliver sports sessions, assist clubs to set-up new activity sessions and help clubs with equipment.

Food Standards – We continue to maintain the high standard of service by our Team in this important area. A number of businesses were subject to enforcement notices and we have successfully prosecuted a number for serious breaches of the regulation.

This is just a short summary of some of the things that the Council has done. If you are interested in a more in-depth report of the metrics of how we perform as a Council, these can be found in the monthly reports on our web site at:

<http://www.southoxon.gov.uk/about-us/how-we-work/policy-and-performance/performance-reports/performance-reports-201819>

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