

**East Hagbourne Parish Council  
(EHPC)**

**Minutes of the Parish Council meeting duly convened and held on  
Thursday 1<sup>st</sup> November 2018**

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

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

In attendance: A. Leigh

Apologies were received from County Councillor S. Clarke and Councillor C. Shaikh

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.

J. Murphy was in attendance. She reported that the District Council rates are likely to go up by £5 as there is a large deficit to fill over 5 years.

She reported that the Local Plan is due to be submitted in December and inspected in March.

Garden Town is quiet at the moment.

Building work on South Oxfordshire District Council's (SODC's) offices in Crowmarsh are taking place and should take 2-3 years to complete.

**4) Confirmation of the minutes of the Parish Council Meetings held on the 6<sup>th</sup> September 2018 and the 4<sup>th</sup> October 2018:** The minutes of the meetings of 6<sup>th</sup> September 2018 and 4<sup>th</sup> October 2018 were approved and signed.

**5) Actions from previous meetings**

**2017-03-01: Repairs to Upper Cross:** A. Leigh reported that she had e-mailed R. Noviss, but has had no communication back. Last time that he checked, I. Duff still saw some small cracks. A. Leigh will ring R. Noviss and I. Duff will continue to monitor Upper Cross.

**2017-08-01: Action repairs in Great Mead Playground:** D. Rickeard reported that Steve Aplin has ordered the centre spindle needed for the roundabout and it should be ready by mid-November.

**2017-09-0-4: The Future of St Anne's Court:** The council will 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 heard back from the South and Central Ambulance service and 2 training sessions have been arranged: one for Monday, 3<sup>rd</sup> December 2018 and the other for 11<sup>th</sup> January 2018. These will both be at 7:30pm in the Pavilion. A. Leigh will do a poster to put on the noticeboard and C. Gover will

put this information on the website. A. Leigh will put the information in the December and January newsletters.

**2018-07-09: Fixing of 30mph sign:** AL reported that she has e-mailed S. Clarke on this with no reply.

**2018-04-10: Traffic signs by War Memorial:** I. Duff reported he has been in touch with Jon Beale about this. It was also noted that A. Leigh has reported the accident by Grange Farm to Mark Francis of Oxfordshire County Council (OCC) who has referred it to the local highway inspector.

**2018-04-10: Identify need for benches:** This was an item raised by C. Shaikh at the last meeting and will be revisited at the next meeting when C. Shaikh is in attendance.

**2018-04-10: Removal/reduction of Grainger fence:** It was noted that discussions are taking place indicating Grainger may give the go ahead to have a fence similar to the other sides of the field so that the view would not be obstructed. I. Duff is waiting for the go ahead and has people in place to remove the boarding from the fence. J. Murphy indicated there might be some monies that could assist with the cost of this.

## 6) Items for discussion/decision

### A) Planning Applications

**i. Mactaggart and Mickel Update:** I. Duff reported that 2 meetings had been held with Mactaggart and Mickel. I. Duff will be meeting with Joan Desmond of SODC on the 6<sup>th</sup> November along with D. Button and D. Rickeard to discuss this development.

**Other developments:** I. Duff referenced that comments on the Area X development are due on the 9<sup>th</sup> November. J. Murphy will be looking into this development as well. It was referenced that it is an important space in the area.

**B) Neighbourhood Plan (NP):** D. Rickeard reported that the NP has been submitted. SODC required some additional consultation before continuing to the second formal consultation which will start on the 16<sup>th</sup> November. The aim is still to have a referendum on 14<sup>th</sup> March 2019.

Mactaggart and Mickel would be pleased if the timing was such that their plans were accepted after the NP is adopted so the council can receive increased CIL monies.

D. Rickeard noted that SODC will be receiving quotes for an examiner next week. Once received, a confirmation will need to be had as to whether or not their proposal is acceptable. It was agreed that this does not need a formal resolution, but that an e-mail from the clerk to approve it will be acceptable.

**i. Venue for forthcoming referendum:** A discussion was had about the location of the referendum. The chairman of the Village Hall, Richard Elliott, is concerned about the disruption to the pre-school at the Village Hall for this and suggested that perhaps the Neighbourhood Plan referendum could take place at the same time as the other elections or in another location. R. Rios and EHPC would like to keep the referendum date as 14/3/19, but the council discussed the possibility of holding the referendum in the Pavilion. A. Leigh to check with the elections' team as to this possibility. The date to respond to them is 2/11/18. It was noted if the referendum location were in the Pavilion that good publicity would need to take place.

**C) Grants from District and County Councillors:** J. Murphy asked if there is anything for which the council would like to apply for a grant. C. Gover thought perhaps a replacement for the sign by the church asking cyclists to dismount might be a possibility.

It was noted that the council has not had a response from S. Clarke regarding the potential grant for the stream maintenance. D. Rickeard noted that in not hearing from him, the council can assume that OCC cannot assist with this.

**D) Be Free Young Carers Donation:** The council agreed to donate £100 to Be Free Young Carers.

**E) Oxfordshire South and Vale Citizens Advice Donation:** The council agreed to donate £100 to Oxfordshire South and Vale Citizens Advice.

**F) Adoption of Standing Orders:** The council resolved to adopt the standing orders I. Duff sent to A. Leigh and D. Rickeard on 27/10/18. A. Leigh will post these on the website.

**G) Survey on Housing Allocation Policy – comments due by 26/11/18:** The council agreed not to respond to this. Individuals can respond to this if they like.

## 7. Items for Report

**A) General Data Protection Regulation (GDPR):** A. Leigh reported she had been on a training course. The council needs to have a General Privacy Notice as well as a Staff Privacy Notice. A. Leigh has nearly completed these and will circulate to the council. She noted that it would also be best practice to have a Data Protection Policy and will work on this. She noted that it had been recommended councillors have council specific e-mail addresses.

**B) Village tidiness:** D. Rickeard circulated a document identifying several items. Councillors are asked to make comments on this document and circulate to the other members. D. Rickeard and D. Button will take the input and condense into a further document that will include recommendations for action by the Parish Council.

**C) East Hagbourne Sport and Recreation Committee (EHS&RC):** D. Button reported he will be releasing his duties of finances of EHS&RC and that Christina Sweeney is happy to take over.

**D) Cemetery Committee Report:** D. Button reported that there is a meeting on the 12th November. The council agreed to proceed with the input of data into the Epitaph system. D. Button asked that the hiring of a private waste management company for the Cemetery bins be put on the December agenda for resolution to proceed.

**E) Stream maintenance:** It was noted that Robert Ainger is looking into less expensive options to assist with the sedges by Hacca's Brook. The volunteer flood group is meeting by Blewbury Road Bridge on 10/11/18.

**F) Footpaths:** I. Duff reported he has received an e-mail from the footpaths officer.

Regarding footpath 197/15: The officer agreed that the fencing is likely encroaching on the public footpath. He will contact the resident responsible for the fencing and take appropriate action.

Regarding footpath 197/8 (Law Path) he noted OCC's responsibility is limited to naturally occurring vegetation growing from the surface of the highway and affecting public access. In terms of vegetation overhanging into gardens, residents are entitled to clear these, but must not dump arisings on the public footpath. I. Duff will let the residents know.

Regarding the memorial signpost, OCC has no objection to the sign being installed as long as it doesn't restrict public access along the footpath. The installation is the responsibility of the person making the request and must be done by a competent, insured person. Should it

fall into disrepair and pose a public risk, OCC reserves the right to remove it. I. Duff has written to the person making the request, but has not had a response.

**G) CIL monies:** It was noted that CIL monies have been received by EHPC and a reserve should be created for these in the 2019/2020 budget.

**H) Parish Charities:** I. Duff noted that the Parish Charities had its AGM. It can spend up to £1000 per year and the EHPC rent is a large part of its income. They support Citizen's Advice and help children in local schools needing financial assistance to support their school activities. Fr. Jason is the Chair.

**I/J) Oxford to Cambridge Expressway/Parish and Town Liaison Event:** P. Dixon attended an OCC Parish and Town Liaison event and circulated a document about what was discussed, part of which was the Oxford to Cambridge Expressway on which they did not have much to report.

He reported that OCC has introduced a Target Operation Model (TOM), an internal re-organisation hopefully resulting in a streamlined structure

A round table discussion was held. Some of the discussions held were around emergency planning. It was discussed that J. Elliott will check to ensure D. Rickeard is no longer listed as Chair in the Emergency Planning document.

**8) Correspondence:** A. Leigh referenced an e-mail on South and Vale's Renewable Energy Workshop suggesting its important for Neighbourhood Plans. The Chairman of the Neighbourhood Plan Committee, which C. Topping will attend.

A. Leigh referenced an e-mail about a CPRE event on the Joint Statutory Spatial Plan being held on 19<sup>th</sup> November 2018.

A. Leigh referenced an e-mail sent by OCC which will be holding Oxfordshire Emergency Group events which J. Elliott will attend

The council referenced the e-mail from a resident in Garsington requesting signing an online petition, but the council agreed not to proceed.

P. Dixon will attend OCC's Oxfordshire Parish Engagement Event on the Oxford to Cambridge Expressway on 29/11/18 and report back.

P. Dixon to take over role as Fix My Street Superuser and will inform the appropriate contact at OCC.

D. Button reported he had received an e-mail from A. Leigh stating that she will be resigning from EHPC as she has accepted a position closer to home. He reported that an advertisement for the position has been placed on the OALC website. He asked if C. Gover would post on the website and if A. Leigh would reach out to other clerks. D. Button will send a flyer to C. Gover and A. Leigh for this purpose. The deadline for applications for the position of Clerk, EHPC is 30<sup>th</sup> November 2018.

## 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 | October salary | 102578            | 661.12        | 0          | 661.12       | 31/10/18    |

|  |  |        |        |       |        |          |
|--|--|--------|--------|-------|--------|----------|
| Allison Leigh                              | November salary  | 102579 | 534.52 | 0     | 534.52 | 30/11/18 |
| David Rickeard                             | Posting of Neighbourhood Plan documents                | 102583 | 5.31   | 0     | 5.31   | 1/11/18  |
| David Rickeard                             | Expenses for Neighbourhood Plan                        | 102584 | 27.31  | 1.86  | 29.17  | 1/11/18  |
| Dark White Digital                         | Website homepage news update                           | 102585 | 35.00  | 0     | 35.00  | 1/11/18  |
| SODC                                       | Dog bin emptying 1/7/18 – 30/9/18                      | 102586 | 130.96 | 26.19 | 157.15 | 1/11/18  |
| Groundwork                                 | Repayment of unspent grant monies – Neighbourhood Plan | 102587 | 348.05 | 0     | 348.05 | 1/11/18  |
| Allison Leigh                              | Mileage and expenses                                   | 102588 | 17.43  | 0     | 17.43  | 1/11/18  |
| Edge IT Systems Ltd                        | Epitaph Cemetery Database annual fees                  | 102589 | 220.00 | 44.00 | 264.00 | 1/11/18  |
| EHS&RC                                     | EHPC meeting 6/9/18                                    | 102591 | 25.00  | 0     | 25.00  | 1/11/18  |
| EHS&RC                                     | EHPC meeting 26/7/18                                   | 102592 | 25.00  | 0     | 25.00  | 1/11/18  |
| Dark White Digital                         | Web hosting  | 102593 | 30.00  | 0     | 30.00  | 1/11/18  |
| Be Free Young Carers                       | Donation   | 102594 | 100.00 | 0     | 100.00 | 1/11/18  |
| Oxfordshire South and Vale Citizens Advice | Donation   | 102595 | 100.00 | 0     | 100.00 | 1/11/18  |

***Receipts since last meeting***

| <b><u>From</u></b> | <b><u>What</u></b>        | <b><u>Amount</u></b> | <b><u>Date</u></b> |
|--------------------|---------------------------|----------------------|--------------------|
| HMRC               | VAT from 1/4/17 – 31/8/18 | 3829.54              | 4/10/18            |
| SODC               | CIL monies share          | 2090.82              | 24/10/18           |

**1) Accumulated Account Balances (reconciled as of last bank statement through 30/9/18)**

Barclays Banks accounts (2) £ 52,606.28

**2) The Special Project balances are:-**

Neighbourhood Plan £ 3,348.38

Planned Development Support Fund £ 5,303.15

**10) Items for report and inclusion on the 6<sup>th</sup> December agenda:**

The council would like to thank Mike Mullins for his work with the lights on path to the Pavilion that give a much improved and safer passage to the Pavilion.

The council would like the following on the December agenda:

- Budget 2019/2020 and precept
- Bus service
- Resolution on waste solution at the Cemetery

The meeting closed at 10:05pm. The next meeting is on the 6<sup>th</sup> December at 7:30pm in the Pavilion.

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

## ATTACHMENT 1 ACTION LIST

| <b>Action No</b> | <b>What</b>                             | <b>Who</b> | <b>Status</b> |
|------------------|---|------------|---------------|
| 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       | Progress St Anne's Court Transfer       | AL         | In Progress   |
| 2018-01-01       | Arrange defibrillator training          | AL         | Done          |
| 2018-07-09       | Fixing of 30mph sign                    | AL         | In Progress   |
| 2018-04-10       | Traffic signs by War Memorial           | ID         | In Progress   |
| 2018-04-10       | Identify need for benches               | CS         | In Progress   |
| 2018-04-10       | Removal/reduction of Grainger fence     | ID         | In Progress   |