

EAST HAGBOURNE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING DULY CONVENED AND HELD VIRTUALLY USING THE ZOOM PLATFORM ON THURSDAY 14TH MAY 2020

1. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN: D. Rickeard nominated Iain Duff to continue as Chairman. J. Elliott seconded this proposal. I. Duff accepted this nomination and was unanimously elected as Chairman of East Hagbourne Parish Council until the Annual Parish Council Meeting (APCM) in May 2021. I. Duff signed the Declaration of Acceptance of Office, which was witnessed by the clerk (via video link). The clerk's signature will be completed after the meeting.

I. Duff nominated Councillor Derek Button for Vice Chairman. D. Rickeard seconded this. D. Button accepted the nomination and was unanimously elected as Vice Chairman of East Hagbourne Parish Council until the APCM in May 2021. D. Button signed the Declaration of Acceptance of Office which was witnessed by the clerk (via video link). The clerk's signature will be completed after the meeting.

2. ATTENDANCE, APOLOGIES AND DECLARATIONS OF PECUNIARY INTEREST: Present were Chairman I. Duff, Vice Chair D. Button and Councillors C. Gover, P. Dixon, J. Elliott, D. Rickeard and C. Shaikh.

Apologies were received from District Councillor A-M Simpson.

In attendance was L. Lloyd (Clerk).

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

3. PUBLIC FORUM AND QUESTIONS: NONE

4. REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS: A-M Simpson provided a report prior to the meeting which has been circulated to the council. Please see attachment 2. I. Duff noted in particular that the first virtual planning meeting for SODC is being held on the 28th May. Proposed modifications to the local plan were briefly discussed, and D. Rickeard confirmed that the inspector will review and present changes they feel should be made in around October. MHCLG are currently consulting on ways to reform the planning system, with the possibility that District Local Plans will become less significant and Neighbourhood plans would have more importance. I. Duff noted his thanks to D. Rickeard and the NPSG for creating the robust plan that we have. I. Duff also noted the consideration toward road closures/reallocation of road estate to improve safety and social distancing for cyclists and pedestrians. D. Rickeard commented in favour of the ministerial announcement of the governments planned investment in potholes as this will help cyclists although D. Button confirmed that the announcement today was relating to major roadworks. I. Duff noted that L. Lloyd has communicated with J. Beale who has confirmed that the village potholes should be fixed within a month of being painted white. D Button queried the figures on the District Council report as it appears that the total awarded of £1.45 million means that there was only £50K available beforehand.

5. CONFIRMATION OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 23RD APRIL 2020: The minutes of the meeting on 23rd April 2020 were approved by Council with one minor amendment suggested by D. Button to add that it was a virtual meeting. I. Duff verbally agreed the minutes. L. Lloyd confirmed that she will post the amended minutes on the website, and the hard copy will be signed at the next physical meeting.

6. PROCEDURAL MATTERS: The council reviewed the Annual Review of Council Operations. There were some changes to the document wording which were noted by L. Lloyd who will update the document.

a) **Review of nominations and terms of reference to committees, working groups and non-Council bodies, including cheque signatories.**

D. Button confirmed that he is happy to continue in the position of Chairman of the Cemetery Committee for 2020/21.

I. Duff commented that at present planning applications are not sending hard copies so there is nothing larger than A4 available for perusal. I Duff will query whether this can be rectified moving forward with A-M Simpson, particularly in relation to the imminent M&M planning application.

East Hagbourne Archive Group was discussed and I. Duff confirmed he would be happy to step down from his role if another councillor was interested in the archives. No takers were noted at the meeting.

It was noted that new volunteers are required to help with EHS&RC in particular for the finances (using Excel) which D. Button would like to step away from.

b) **Review of standing orders and financial regulations.** The standing orders were revised on 14th May 2020 to include a reference to the Government legislation in place during the Coronavirus outbreak. The Financial Regulations are currently being reviewed in line with the new NALC Model (July 2019) and will be circulated in time for approval at the June 2020 meeting.

c) **Review of inventory of land and assets including buildings and office equipment.** A review of assets was carried out in March 2020. St. Anne's Court Playground is in the process of being transferred to Didcot Town Council and will be removed from the register by resolution on completion of the transfer.

d) **Review and confirmation of arrangements for insurance cover in respect of all insured risks.** Insurance cover was renewed on 1st April, following a review of the insurance schedule by D. Button in March 2020.

The Risk Assessment including financial risks was adopted in 2015. It was reviewed and no amendments were made.

e) **Review of the Council's and/or employees' memberships of other bodies.** Memberships were reviewed and no recommendations made.

f) **Other Councillor responsibilities:** No further discussion on this point.

g) **Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.**

2020: 18th June, 16th July, 20th August, 17th Sept, 15th Oct, 19th Nov, 17th Dec

2021: 21st Jan, 11th Feb, 18th Mar, 22nd Apr (village hall), 20th May

The Annual Parish Meeting will be held on 15th April

7. ACTIONS FROM PREVIOUS MEETINGS

2017-09-04 Progress St Anne's Court Transfer: L. Lloyd reported that J. Wheeler has not yet confirmed whether the documents have been signed by Didcot Town Council due to council staff working from home.

2018-04-10: Traffic signs by War Memorial: L. Lloyd confirmed that J. Beale has responded to an email regarding this situation. He feels the issue is resolved but has not confirmed whether S. Clarke has been in touch with him directly to follow this up. D. Button reiterated that S. Clarke's involvement and support required the police report details and we have not seen any evidence of a report since the incident. It was agreed that L. Lloyd will follow this up again with S. Clarke and Thames Valley Police.

2019-04-03: Main Road 20mph speed limit: This is currently on hold as there has been no response from L. Turner following the meeting that took place between him and I. Duff at the school site. It was agreed that this should be chased up by L. Lloyd.

2019-04-04 Village Gateways: Currently on hold.

2019-12-01 Village Footpath Maintenance: Currently on hold.

8. ITEMS FOR DISCUSSION/DECISION

- a) **Village Tidiness including footpaths and gutters:** The footpaths are being well used at the moment. C Shaikh reported that she heard 2/3 motorbikes speeding up footpath 16 at around 5.30pm today which could prove very dangerous for users of the footpath. She will keep an eye on this and make a note of any further incidents.
- b) **Butts Piece – wild area adjacent to footpath no. 4:** L. Lloyd confirmed that she has contacted Biffa and they have confirmed that they will take away bagged waste with the standard Thursday collection. Further clarification is needed regarding the presence of sharps and how these are dealt with by Biffa. I. Duff, D. Rickeard and P. Dixon volunteered to liaise and clear the site in the next week or two.
- c) **Cemetery Tree Cutting:** D. Button confirmed that he has not made progress with J. Drewe since the last meeting however the current bird nesting season will restrict any activity at the moment.
- d) **Dog Bin Emptying Service – proposal to change provider to Scoop Dotty Dog for a 2-year fixed rate to empty the parish dog waste bins at a cost of £3.35/bin:** D. Button commented that the cost of dog bin emptying is significant, and it is important to let the residents know that the Parish Council is striving to improve the situation. I. Duff noted that the cost saving at the moment is not significant compared to the SODC 2020/21 rate but next year it would be more than 50% saving. Cordelia suggested that M&M should add a bin to their area as part of the development. It was agreed that L. Lloyd would follow this up with A-M Simpson and continue to search for other solutions.
- e) **Change of use – Mill Wood Paddocks:** D. Button reported that he has emailed and chased A. McEwan-James but has not had a response. The emails included details on the dangerous trees along footpath 197/8 which have definitely shifted lower in recent months.
- f) **Bench refurbishment phase 2 – Request for approval for expenditure not exceeding £500.00 for further bench refurbishments in the village:** C. Shaikh reported that she needs to access the 2 benches in the playground to assess their refurbishment needs. The bench on Main Road by Shoe Lane entrance could be improved with new stain and general cleaning. D. Rickeard confirmed that he has the padlock keys for the recreation ground playground and it was agreed that C. Shaikh would gain access before next month. The council approved expenditure of up to £500.00. After confirming item 8.g), it is confirmed that this expenditure would come from the newly formed Community Project Reserves Fund.
- g) **Allocation of Reserves for this financial year:** I. Duff discussed an email circulated by D Rickeard regarding allocation of reserves in which it was proposed that the current Neighbourhood Plan fund should be reallocated to a Community Projects Reserves Fund, along with some of the accumulated funds in the current account. There would then be £11,279.89 in the Community Projects Reserves Fund. The council was in agreement with this proposal.
- h) **Bank Mandate changes required to enable online access for the Clerk:** D. Button has been speaking with Barclays and has now established that the initial online access for the clerk does not require a mandate change, and the correct form is in the post. If online payments are required or the clerk is to be added to the cheque signatories then the mandate does need changing. It was agreed that this should be progressed and approved at the next meeting.

- i) **Approval for the monthly subscription cost of £14.39 (inc VAT) for a professional ZOOM account.** The council approved this monthly cost while the Coronavirus situation restricts public meetings.
- j) **Downland Villages Transport Group – Request for council approval for a grant of £350.00 for the year 2020/21.** D. Button proposed that this should be approved, J. Elliott seconded and the council resolved to award the grant of £350.00 in accordance with its powers under **Section 137 (S137)** of the Local Government Act 1972.

9. Items for Report

- a) **Planning Applications:** I. Duff confirmed that the planning consultant for M&M, Simon Handy, had just contacted him to say that it has taken some time to get all the documentation together and that the anticipated submission date for the new planning application has moved to the end of this week. I. Duff confirmed that he will be following this up next week to ensure that EHPC are given the planning application information as early as possible.
D. Rickeard addressed the Great Western Park bus gate planning application which was brought to his attention last night. The existing Bloor Homes will maintain access onto Park Road and the bollards will prevent access for cars onto Park Road from the houses on GWP. The central bollard is hydraulic and one of the side bollards is collapsible to allow emergency vehicle access. OCC have confirmed that they will not enforce a security camera in the location so more physical barriers would be better. It was agreed that L. Lloyd would post the comment online before the deadline tomorrow.
- b) **East Hagbourne Sport and Recreation Committee:** The Pavilion has been closed since the last meeting. D. Button has received a grant for £10,000 to cover loss of income and maintenance costs during the COVID outbreak. He also confirmed that EHS&RC will be delivering a cheque for £500.00 to the clerk for the Pavilion insurance contribution for the year 2020/21.
- c) **Cemetery Committee:** Nothing to report.
- d) **Butts Piece Allotments:** P. Dixon reported that an online meeting has taken place and the beehives were discussed and decided against. There is a pile of tree and bush cuttings left on the allotments from last year and P. Dixon asked for approval to spend Parish Council money on the removal. The council were in agreement with this plan. D. Button confirmed that he will pass on information to P. Dixon regarding contact with Father Jason in July to organize the best-kept allotment competition.
- e) **Employment Committee:** D. Button reported that the Employment Committee met in April and subsequently circulated a report to the council. L. Lloyd received confirmation of the outcome earlier today but has queried the calculations and D. Button will check the figures before a public announcement is made.
- f) **Community Speedwatch:** No update this month.
- g) **East Hagbourne Community Support Group (Coronavirus):** I. Duff reported that the support group continue to help villagers mostly with prescription collections, and are being kept busy with requests.
- h) **Didcot Garden Town:** I. Duff confirmed that C. Topping has completed and submitted the paperwork for his application to join the Didcot Garden Town Advisory Board but has not heard anything back.
- i) **Flood Group –** I. Duff reported that L. Lloyd has contacted G. Gale for an update and he confirmed he will review the situation, although the ground has been too waterlogged to access at appropriate times in recent months.

j) District & County Plans: This new heading includes the SODC emerging local plan and the HIF proposal and any strategic plans for the region. Some aspects of this are addressed in the report from A-M Simpson.

k) Oxfordshire Growth Board: P. Dixon confirmed there is nothing to report at this stage. There is a meeting planned for early June but it is not yet clear whether this will be a virtual meeting or be cancelled.

10. Correspondence: L. Lloyd reported that a resident has recently asked for information on our Transport Policy as they are concerned about the higher speeds noted in the village during lockdown – this was responded to comprehensively with significant input from D. Rickeard, including links to the Neighbourhood Plan and Action Plan on the easthagbourne.net website, which both reference ongoing monitoring and plans for village transport.

11. Finance.

a) Expenditure and receipts since the last meeting and account balances.

a) Payments since last meeting						
Payee	Item	Cheque Number	Amount	VAT	Total	Date
Grundon Waste Management	Cemetery Bins March	DD	42.01	8.40	50.41	24/04/2020
Laura Lloyd	April Salary	102740	558.54		558.54	30/04/2020
Community First Oxfordshire	2020/21 membership	102741	70.00		70.00	30/04/2020
J Capone Property Maintenance (cheque to J Taylor)	Phase 1 bench refurbishment	102742	1,140.00		1,140.00	30/04/2020
Dark White Digital	May web hosting	102743	30.00		30.00	02/05/2020
Castle Water - Allotment Water bill Jan/Feb 2020	Allotment Water bill Jan/Feb 202	102744	2.94	0.58	3.52	03/05/2020
BGG Garden and Tree Care	Village cut 18/04/2020 inc St Annes Court	102745	275.00	55.00	330.00	10/05/2020
b) Receipts since last meeting						
From	Item	Amount	Date			
Mankelow	Allotment Rent 2020/21 Plots 26 & 28A	45.55	01/04/2020			
Low	Allotment Rent 2020/21 Plot 20	23.90	01/04/2020			
Eltham	Allotment Rent 2020/21 Plot 2A	15.00	01/04/2020			
Duff	Allotment Rent 2020/21 Plot 11	26.35	01/04/2020			
Newell	Allotment Rent 2020/21 Plot 10	22.90	01/04/2020			
Wood	Allotment Rent 2020/21 Plot 9	26.05	01/04/2020			
South Oxfordshire District Council	First Half of Precept Payment	15,478.00	01/04/2020			
SSE	Wayleave Payment	53.31	02/04/2020			
Dawson	Allotment Rent 2020/21 Plot 2B	15.45	02/04/2020			
Spiers	Allotment Rent 2020/21 Plot 22A	11.30	02/04/2020			
Knight	Allotment Rent 2020/21 Plot 27	25.20	02/04/2020			
Jones	Allotment Rent 2020/21 Plot 19	28.65	02/04/2020			
Stocks	Allotment Rent 2020/21 Plot 7	28.95	02/04/2020			
Payne	Allotment Rent 2020/21 Plot 24	29.75	02/04/2020			
Hunt	Allotment Rent 2020/21 Plot 21	36.30	02/04/2020			
Stutley	Allotment Rent 2020/21 Plots 12 & 13	54.40	02/04/2020			
Evans	Allotment Rent 2020/21 Plot 14	27.60	02/04/2020			
Witney	Allotment Rent 2020/21 Plot 17A	10.65	03/04/2020			
Hanley	Allotment Rent 2020/21 Plot 8B	14.10	03/04/2020			
Humphrey	Allotment Rent 2020/21 Plot 16	25.05	03/04/2020			
Spurrett	Allotment Rent 2020/21 Plot 25	28.45	03/04/2020			
Humphrey	Allotment Rent 2020/21 Plot 16	29.55	03/04/2020			
Virgo	Allotment Rent 2020/21 Plots 6 & 4B	43.50	03/04/2020			
Wicks	Allotment Rent 2020/21 Plot 22B	12.05	06/04/2020			
Hills	Allotment Rent 2020/21 Plot 29B	15.65	06/04/2020			
Dixon	Allotment Rent 2020/21 Plot 29A	12.80	06/04/2020			
White	Allotment Rent 2020/21 Plot 4A	14.85	08/04/2020			
McDowell (Bishop on bank statement)	Allotment Rent 2020/21 Plot 8A	15.15	09/04/2020			
Walker	Allotment Rent 2020/21 Plot 5	29.55	13/04/2020			
Stoneletters Ltd	Branch memorial	170.00	14/04/2020			
Needle	Allotment Rent 2020/21 Plot 3	29.00	15/04/2020			
Chapple	Allotment Rent 2020/21 Plot 15	21.75	16/04/2020			
Johnson	Allotment Rent 2020/21 Plot 18	27.15	20/04/2020			
Vokins	Allotment Rent 2020/21 Plot 23	31.70	20/04/2020			

c) Accumulated Account Balances (reconciled as of last bank statement through 30/04/2020)					
Barclays Bank Accounts (2)	£62,085.55				
d) The Special Project Balances (as of 14/05/2020) are:					
Neighbourhood Plan		£2,535.78			
Planned Development Support Fund		£5,303.15			
Cemetery		£8,556.81			
Community Infrastructure Levy Fund 2		£1,905.97	Received 24/04/19 so requires spending by 23/04/24		
	Total	<u>£18,301.71</u>			

b) Internal Audit – response to recommendations

The internal audit flagged 4 items the council needed to address in its recommendations, and two have already been completed. The following actions were agreed in response to recommendations:

- i) Financial Regulations are being reviewed against the new NALC model and will be updated and circulated to councillors to allow approval at the June 2020 meeting.
 - ii) It was agreed that budget monitoring would be included on the agenda on a quarterly basis, rather than monitoring being done by the clerk and one councillor as it is currently.
 - iii) It was confirmed that the VAT return for 2019/20 was posted on 14th April so this has been resolved. (see minute 9.b 23rd April 2020)
 - iv) It was confirmed that the Bank Reconciliations for the last quarter were duly signed at the meeting on 23rd April (see minute 9.b 23rd April 2020).
- D. Button is currently working on a suitable method of presentation to facilitate this.

c) Formal Acceptance of Internal Audit: D. Button proposed acceptance, P. Dixon seconded and the council formally accepted the Internal Audit report for 2019/20. The comments noted in 11.b (above) will be emailed to the auditors reflecting the council's proposed actions.

d) Formal Acceptance of Annual Accounts:

i) Annual Governance Statement for 2019/20 The Annual Governance Statement for 2019/20 was formally accepted. In line with social distancing, L. Lloyd provided a wet signature for this document at the meeting which was witnessed online and will deliver the document to I. Duff to complete his wet signature on the same form.

ii) Accounting Statements for 2019/20 The Accounting Statements for 2019/20 were formally accepted. In line with social distancing, L. Lloyd signed this document before the meeting and delivered the document to I. Duff to complete his wet signature which was witnessed on the same form at the meeting.

iii) Confirmation of the period for exercise of public rights: L. Lloyd advised that the Notice of Public Rights would be posted on the noticeboard and in the Financial Information folder on easthagbourne.net on 3rd June, with the 6-week period being 4th June – 15th July. The Annual Governance Statement and Accounting Statements would also be posted for viewing on the noticeboard and the website.

12. Items for report and inclusion on the June agenda.

- Bank Mandate change
- Financial Regulations
- Budget Monitoring Process approval

The meeting closed at 9.45pm. The next Parish Council meeting will be on 18th June 2020 using the ZOOM platform.

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	LL	Follow Up
2019-04-03	Main Road 20mph speed limit	LL	In Progress
2019-04-04	Village Gateways	CS	In Progress
2019-12-01	Village Footpath Maintenance	DR	ON HOLD

ATTACHMENT 2:

TITLE	DISTRICT COUNCILLOR'S REPORT
AUTHOR	CLLR ANNE-MARIE SIMPSON
PARISH	EAST HAGBOURNE PARISH COUNCIL
DATE	12TH MAY 2020

PLANNING COMMITTEES

SODC's first virtual planning meeting is scheduled for 28 May at 4.30pm. Members of the public will be able to watch online via a link on our website.

Anyone wishing to take part will need to submit a written statement by email in advance, which will be shared with all the planning committee members. We are aiming to introduce full public participation in due course, as soon as our IT security issues around public speaking are resolved.

In the next few days, the Parish Council should receive information from SODC on the changes to planning decision making and on the online planning meetings.

LOCAL PLAN

SODC are on track with the Examination process, and officers have had their first monthly progress meeting with MHCLG. Proposed modifications to the emerging Local Plan 2034 are being drafted for submission to the Inspector but it will be up to the Inspector to accept or reject these. It is looking likely that the Examination in Public (EIP) will be held digitally and by telephone conference as early as June.

PLANNING REFORM

MHCLG is consulting on how to reform the current planning system, we suspect in an attempt to remove barriers to development. It is possible that District Local Plans will become less significant as spatial planning is elevated to the regional level (Oxfordshire Growth Board/Oxfordshire 2050 level), and that Neighbourhood Plans will be even more important as a way to identify specific sites for development.

You may be interested in reading Planning for the Future document produced by MHCLG in March of this year

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/872091/Planning_for_the_Future.pdf

It is therefore crucial for SODC Councillors and officers to engage actively and constructively with our regional counterparts and for us to demonstrate leadership in the need for a wholesale reduction in carbon emissions from construction and transport. It is clear that we will not be returning to the way we used to live, work and travel before the coronavirus pandemic and we need to set a positive vision for renewal and future prosperity.

ADAPTING OUR ROADS TO ACCOMMODATE SAFE CYCLING AND WALKING ACROSS THE NATION AUTHORITIES ARE PREPARING FOR THE EASING OF THE LOCKDOWN RESTRICTIONS AND IT HAS BECOME PATENTLY CLEAR THAT OUR NARROW PAVEMENTS AND CAR-ORIENTED ROADS ARE SIMPLY UNSAFE FOR AN INCREASE IN BICYCLE TRAFFIC AND SOCIAL DISTANCING. WE ARE TRYING TO GET WIDER SUPPORT FOR MAKING ROADS MORE PEDESTRIAN AND CYCLIST FRIENDLY, AND THROUGH THE NETWORK OF CYCLING CHAMPIONS ACROSS THE

COUNTY, ARE SUGGESTING THAT OCC TAKES THIS OPPORTUNITY TO CONSIDER ROAD CLOSURES (EVEN IF ONLY ON A TEMPORARY BASIS) OR REALLOCATION OF ROAD “REAL ESTATE” TO PRIORITISE BICYCLES. WE ARE NOT THE ONLY COUNCIL CONSIDERING IT, YOU MAY HAVE SEEN OXFORD CITY COUNCIL ON BBC OXFORD NEWS ON MONDAY EVENING, WHICH YOU CAN READ ABOUT HERE [HTTPS://WWW.OXFORD.GOV.UK/NEWS/ARTICLE/1420/CITY COUNCIL TO EXPLORE ONCE IN A GENERATION IMPROVEMENTS TO CITY CENTRE BEYOND THE CORONAVIRUS PANDEMIC](https://www.oxford.gov.uk/news/article/1420/city-council-to-explore-once-in-a-generation-improvements-to-city-centre-beyond-the-coronavirus-pandemic)

Officers at SODC have suggested that Parish Councils go straight to OCC (Cllr Liam Walker is the Cabinet members responsible for Highways) to propose roads which could be adapted in this way or simply to support the principle of safer active travel.

COUNCIL FINANCES

We were very pleased to hear that SODC had been allocated an additional £1.4m in funding from the latest round of support from central Government. This brings the total awarded so far to £1.45m. While this is very welcome, our officers have calculated that a full year’s losses under the current circumstances would amount to £4m, which is a combination of the additional costs incurred plus the loss of income from services. The Government has committed to recompensing Councils for the additional expenditure but has not been clear on how it will fill the gap in lost income (if at all). We can only wait to hear more on this from MHCLG, but in the meantime our finance team is providing regular feedback to them on how much the crisis is costing and how it is being spent.

The higher allocation in this latest tranche of funding emphasises the important role being played by District Councils in the current emergency; we are certainly very proud of the way SODC staff have stepped up to the challenge and have responded to the new demands being placed on them.