

**East Hagbourne Parish Council
(EHPC)**

**Minutes of the Parish Council meeting duly convened and held on
Thursday 10th October 2019**

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

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

In attendance: L. Lloyd (Parish Clerk)

Apologies were received from District Councillors A-M Simpson and J. Murphy.

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

2) PUBLIC FORUM AND QUESTIONS: NONE

3) REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS:

S. Clarke reported the following:

- He has chased up the fingerpost sign at Lower Cross, which I. Duff confirmed is now in situ. It was noted that the quality is not as good as the original, with printed lettering instead of embossed. See 2018-04-10 for further discussion.
- He has chased for further information on the 20mph speed limit, but has not had a direct response. See 2019-04-03 for further details.
- OCC have been very busy lobbying for SODC to keep the Local Plan.
- OCC has new powers relating to roadworks. Anyone who wishes to carry out roadworks has to apply for a permit, which has a daily charge.
- The Blue Badge scheme that is managed by OCC would be extended to cover hidden handicaps.
- OCC is working towards being carbon neutral, in response to the Climate Emergency.
- Oxford City Council and OCC are currently working on a traffic reduction initiative whereby businesses will be charged £400-600 per year for each parking space their staff use. This will pay for a new bus service. This proposal only impacts businesses in the 'Eastern Arc', within the ring road but not the city centre itself. J. Elliott queried whether this included the hospitals, and S. Clarke confirmed that they were included but he would not be supporting anything that reduced the number of patient parking spaces, as they are desperately needed and many patients are simply not able to use an alternative bus service instead of on site parking. J. Elliott noted that as a hospital volunteer, you are currently able to collect a free parking permit while on site – if this is to change it will have a negative impact on the number of volunteers.

S. Clarke confirmed the proposal is up for consultation, but that Oxford City Council are keen for it to be approved.

4) CONFIRMATION OF THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 12TH SEPTEMBER 2019: The minutes of the meeting of 12th September were approved and signed.

5) ACTIONS FROM PREVIOUS MEETINGS

2017-09-04: Progress St Anne's Court Transfer: Discussed as 6.i) below:

6.i) To approve Legal costs for the transfer of St Anne's Court land including:

- i) **Legal costs and land registry documentation at c.£550.00 (subject to final Land Registry fees) – East Hagbourne Parish Council would pay 50% of these costs.** D. Button disapproved of the need for EHPC to pay towards the land transfer as the Parish Council is already out of pocket due to paying for the upkeep of the land. I Duff proposed that the outlined fees should be approved – all councillors agreed to move forward with this.
- ii) **To agree to being invoiced by Didcot Town Council for East Hagbourne's contribution to the cost.**

It was noted that as the legal fees have been arranged by DTC it will be necessary for EHPC to make a payment contribution to DTC rather than receiving a separate invoice from the solicitor. No concerns were voiced so this was also approved.

2018-04-10: Traffic signs by War Memorial: This is now in place, however C. Gover and C. Shaikh in particular are disappointed that it has not been replaced like-for-like with a cast iron embossed sign. D. Button noted that as this should have been paid for by the insurance company of the motorist who knocked it down, cost should not be a concern. There was further discussion regarding the historical context and whether the sign falls within the conservation area. It was agreed that this should be followed up with an email querying why this has not been done. S. Clarke queried who holds the details of the insurance claim (it was confirmed that this would be with OCC) and agreed to contact J. Beale to discuss.

2019-03-01: Road Safety and Traffic Calming: It was agreed that this action point has been superseded by others on the action list.

2019-04-01: Parish Council Email List: L. Lloyd confirmed that there has still been very little interest in the email circulation list. It is in the current Parish Magazine, on the website and has been advertised on Facebook. I. Duff resolved to update the resident interested in the email circulation.

2019-04-03: Main Road 20mph speed limit: L. Lloyd confirmed that she is now awaiting a date for the two surveys requested to take place on Main Road at Parsonage Close and between the school and Manor Lane. M. Prestwood is arranging the surveys and the results will be discussed with J. Beale. S. Clarke confirmed that he would be happy to pay for these using his Councillor Priority Fund and asked L. Lloyd to complete and return the relevant form together with the email specifying costs. I. Duff thanked S. Clarke for this offer.

2019-04-04 Village Gateways: I. Duff reported that MacTaggart and Mickel have now included a village gateway in their amended plans, following a conversation about the Parish Council's consideration of gateways for the village. C. Shaikh confirmed that there was still the question of whether there would be a footpath to the railway bridge (ideally on the Manor Farm side of the road) and this would make any form of gateway impractical on that side of the road. I. Duff noted that it would be necessary to liaise with MacTaggart and Mickel regarding whether the signage would be 20mph or 30mph following the speed survey results, and whether an additional 30mph sign would be required by the railway bridge. D. Button noted the response from OCC on the latest plan states that there is no clear ownership of the strip of land between Main Road and the development which may cause issues.

C. Shaikh reported that she had received confirmation from J. Beale regarding sign fonts – there are specific requirements for village entrance signs, and different specifications for twinning signs, such as the Didcot Town Council one. S. Clarke confirmed he was not aware

of this and asked for the relevant information to be forwarded to him. There have been no further costings sent through since the last meeting.

2019-04-05 Pavilion Lease Agreement: D. Rickeard reported that there has been no further progress since last month.

2019-05-02 Neighbourhood Plan website migration: D. Rickeard confirmed that the migration has now been completed and the Neighbourhood Plan is now on the easthagbourne.net website. D. Rickeard also confirmed that he has contacted SODC to change the links on their website and this is in hand.

2019-06-01 Flood Group Assistance- neighbour maintenance: No further update regarding 43 Blewbury Road at this stage. D. Rickeard reported that the road drain outside 36 Blewbury Road had flooded in the heavy rains and was potentially blocked. When the resident reported it, OCC confirmed there was nothing they could do about it. D. Rickeard will follow this up with S. Clarke as it is an OCC matter. C. Shaikh also reported that the road outside 61 Blewbury Road has flooded due to volume of water, but subsided reasonably quickly.

2019-09-01 Defibrillator Training: L. Lloyd confirmed that she has provisionally booked the village hall on 25 October, 8 November and 22 November for defibrillator training. As it stands there has only been one taker. L. Lloyd suggested that it might be better to cancel the 25th October and arrange another training session in November, so they could be advertised in the Parish Magazine. I. Duff confirmed that the 8th November was a suitable date for the Cotswold Archaeology presentation and thanked L. Lloyd for provisionally booking it as there are very few evenings clear in November for the presentation.

2019-09-02 Parish Council Car Park Extension: I Duff confirmed that Andrew Smith is re-wording the offer letter and will re-send it for approval as soon as possible.

6) ITEMS FOR DISCUSSION/DECISION

a) Parish Council Car Park including:

- i) **To agree a plan moving forward, following the circulation of a proposal by D Button, J Elliott and D Rickeard prior to the meeting:** I. Duff invited the councillors to discuss the circulated proposal. D. Rickeard commented on the proposal, and highlighted the issue of enforcement, in particular with the use of disabled parking bays. Some simple signs in the disabled bays themselves would be a cost-effective attempt to dissuade unauthorized usage. D. Rickeard also noted that 3 allocated disabled bays will still be adequate when the 20 new parking spaces are added, but noted that should any building work or similar be undertaken at the village hall which results in skips being placed in the disabled bay(s), alternative bays would need to be found for disabled parking as a temporary measure. There is significant cost involved in applying for the appropriate powers of enforcement, so any signage and guidelines can only encourage appropriate behaviour. There was a query as to the official name of the car park and I. Duff confirmed it is currently called the East Hagbourne Parish Council Centenary Car Park. After some discussion about the wordiness of this, it was agreed that this should be retained on any new signage.

D. Rickeard proposed that three actions should be taken:

- To agree a set of rules for the car park for approval at the next meeting
- To agree wording for the new sign at the entrance to the car park
- To purchase three Disabled Parking bay signs at a cost of c.£30.00

All three actions were approved.

D. Button proposed asking the school to utilize their own parking spaces, and also to park considerately in the spaces to the rear of the car park.
C. Shaikh questioned whether Anti-Social behavior could be included on the sign instead of just within the agreed car park rules. It was agreed that the rules should be added to the documentation on the website for reference once they are finalised.

- ii) **To consider contracting OPC Drain Services to clear the drains, potentially during October Half Term:** Following the recent heavy rains it is evident that the drainage in the car park would benefit from some maintenance. L. Lloyd has contacted OPC Drainage Services who carried out the work in 2012 who have quoted £255.00 (+VAT) for the onsite work and £125.00 per tonne for silt disposal. As this is routine maintenance the council approved this cost and asked L. Lloyd to arrange for the work to be carried out during half term as proposed.

b) Community Speedwatch: I. Duff reported that there has been some further progress with the Speedwatch group. R. Bartlett held a meeting for volunteers on 3rd October. D. Rickeard confirmed that some additional volunteers had attended the meeting and that R. Bartlett is arranging an equipment training session later this month.

d) Village Tidiness including the need to trim back the trees on New Road: D. Rickeard reported that the trees along New Road are now obscuring the VAS and encroaching on the footpath. These need attention and it was agreed that D. Rickeard would obtain a quote for approval at the next meeting. D. Rickeard also noted that there are trees along Great Mead that would benefit from cutting back, and a second quote for this work should be requested at the same time.

g) Bench refurbishment – Discussion and decision regarding the following costings (full details circulated to councillors prior to the meeting):

Bench 1	£185	
Bench 4	£165	
Bench 13	£205	
Bench 14	£185	
Bench 18	£195	
Bench 20	£185	Bench 20 plaque at no additional cost

I. Duff spoke in favour of carrying out the bench refurbishment work, and proposed that some of the remaining CIL money should be used to pay for it. All councillors approved the proposal for 6 benches at a total cost of £1120.00.

D. Rickeard noted that he has carried out some minor maintenance on bench no, 14 to secure a bar with vandal proof bolts. It was agreed that the paint type and colour should be considered carefully.

c) Dog Waste Bins: L. Lloyd reported that there has been no progress this month. A-M Simpson did make enquiries into the situation however the Waste Team still need to make their assessment of the overall situation and review individual parishes before making any decision.

f) SODC Local Plan: I. Duff reported the following:

N. Wright spoke on behalf of East Hagbourne at the Scrutiny Meeting on 1st October, where the decision regarding whether to continue with the Local Plan was split 3-5 with A-M Simpson voting against and no recommendation was put forward to the Cabinet.

I. Duff spoke at the Cabinet meeting on 3rd October, along with seven other speakers. There was no discussion of or reference to the Scrutiny meeting, and Leigh Rawlins (Cabinet member for planning) presented a pre-written detailed motion that was briefly discussed and passed, which called for the plan be withdrawn.

Prior to the Council meeting due to take place this evening, the Secretary of State issued a holding direction to SODC preventing any further action in relation to the plan, while he considers use of his intervention powers. This led to nearly 40 registered speakers being turned away from the meeting at Crowmarsh Gifford as the council made the decision not to discuss the plan at all at the meeting.

h) Oxfordshire Neighbourhood Plans Alliance: To formally approve the annual subscription fee of £50.00. I. Duff proposed that this be approved for payment. All councillors were in agreement and L. Lloyd will contact C.Topping to obtain the relevant details to make the payment.

j) Missing signage at Butts Piece: D. Rickeard reported a missing sign on Butts Piece, and confirmed he has received a quote for c.£70.00 plus fixings to replace, and a postage cost of £14.50. D. Button queried the fixings as the jubilee clip style allows the sign to be twisted round on the post and it was agreed that self tapping screws would provide a little more stability. The sign replacement was approved and it was agreed that D. Rickeard will liaise with L. Lloyd to ensure that contact details on the new sign, and amendments to other signage where relevant, are correct. J. Elliott queried a padlocked gate at Millennium Wood and following some discussion it was concluded that the gate was no longer locked, but J. Elliott will double check next time she visits.

7) Items for Report

a) Planning Applications: I. Duff reported briefly on planning application updates the last Parish Council meeting:

P19/S2550/HH 3 Kingsholme Close – Approval granted for rear extension

P19/S2777/FUL Ridgewood, Great Mead – Council posted a response with a suggestion that any change of use should be subject to full planning consent. An amendment has been submitted which moves the barn closer to the main house following a suggestion from the planning officer.

P19/S0357/RM MacTaggart and Mickel.- no further comments have been submitted following the 2nd amendment to the plans. They have been assigned a new planning officer, Penny Silverwood, following the departure of Lloyd Jones. OCC have now queried a number of things that could have been resolved earlier in the planning process.

b) East Hagbourne Sport and Recreation Committee (EHS&RC): D. Rickeard reported that all the minor points raised on the RoSPA Playground Inspection report have now been addressed, including grass re-seeding where needed.

c) Cemetery Committee Report: D. Button confirmed there have been two reported instances of disruption to graves in the cemetery. One concerns scratching to lettering on a memorial stone, and the other involved scattering of pots and removal of several flower bouquets from a grave. Unfortunately, as the cemetery is not managed (as stipulated in the regulations) there is little the council can do except monitor the situation. The next Cemetery Committee Meeting is next month.

d) Parish Council Car Park Lighting: D. Button confirmed that the fitting of the shields will hopefully be completed during half term week. I. Duff confirmed that there have been no complaints from the residents of Harwood Road.

e) Neighbourhood Plan: D Rickeard confirmed that a new version of the made plan is needed on the SODC website, but this is out of our hands and will be updated by SODC. A letter from John Howell MP was circulated by SODC on 3rd October confirming the Neighbourhood Plans will continue to hold weight for planning applications regardless of the outcome of the Emerging Local Plan.

f) Oxfordshire Growth Board (OGB) Meeting: P. Dixon had circulated a report prior to the meeting. There was some discussion regarding the role of the OGB. There are two figures of £200 million – one linked to the HIF and the other with the OGB. This has also been reported in the OALC newsletter.

8) Correspondence: I. Duff reported that a resident confirmed there has been a second tripping incident concerning one of the speed humps on the Private Road section of The Croft. This is also a public footpath so there remains some uncertainty over who is responsible for re-painting the white lines to improve visibility, as it is the pedestrians using it as a footpath who are at risk. Previous investigations into costs from an OCC approved contractor have provided figures of around £650.00 to carry out the work. There is the question of who should pay for the work, as the maintenance responsibility for a Private Road should fall jointly to all residents, whereas footpaths should be maintained by OCC. D. Button was opposed to EHPC paying for the work. I. Duff proposed that as the work needs to be carried out, further investigation into alternative solutions should be sought by EHPC in the first instance. It was agreed that C. Shaikh will ask J Capone Property Maintenance for a quote to re-paint the lines using durable road paint, and that L. Lloyd would speak to a resident on The Croft who may have contacts who could assist with this.

9) Finance Report.

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

a) Payments since last meeting						
Payee	Item	Cheque Num	Amount	VAT	Total	Date
Derek Button	Expenses (Allotment grass cutting and mileage for Milton under Wychwood visit)	102684	36.59	1.30	36.59	12/09/2019
Grundon Waste Management	August Cemetery Bin	DD	67.14	11.19	67.14	23/09/2019
L. Lloyd	September Salary	102685	558.54	0	558.54	30/09/2019
Moore	External Audit fee 2018/19	102686	240	40	240	30/09/2019
Dark White Digital	October web hosting, image folders (£26.84) and Neighbourhood Plan Migration costs (£205)	102687	261.84	0	261.84	05/10/2019
b) Receipts since last meeting						
From	Item	Amount	Date			
Barclays	Interest 3 Jun - 1 Sep	1.05	02/09/2019			
Set in Stone	Pierpoint Memorial CM67	85.00	03/09/2019			
SODC	Second Installment of Precept 2019/20	15,478.00	06/09/2019			
P Spurrett	Allotment rent 2019/20 Plot 25	14.00	11/09/2019			
P Dixon	CHQ for allotment rent 2019/20 Plot 29A	6.00	12/09/2019			
R Johnson	Allotment rent 2019/20 Plot 18	13.50	17/09/2019			
Gale Partnership	Hopfields Rent	£1,465.00	30/09/2019			
c) Accumulated Account Balances (reconciled as of last bank statement through 27/09/2019)						
Barclays Bank Accounts (2)		£62,547.50				
d) The Special Project Balances (as of 10/10/2019) are:						
Neighbourhood Plan		£2,740.78				
Planned Development Support Fund		£5,303.15				
Cemetery		£8,100.29				
Community Infrastructure Levy Fund 2		£1,905.97	Received 24/04/19 so requires spending by 23/04/24			
	Total	£18,050.19				

b) External Audit update: L. Lloyd reported that Moore have returned the External Audit report and certificate. The only issue raised was the cemetery funds which were noted at the

Internal Audit stage. The External Audit Report and Certificate and Notice Of Conclusion of Audit were posted online and on the village noticeboard on the 30th September.

c) Bank reconciliations April-August 2019: Chairman's signature.

L. Lloyd presented the bank reconciliations for April – August to I. Duff who approved and signed.

10) Items for report and inclusion on the 14th November agenda:

The council would like the following on the November agenda:

Employment Committee Report

The meeting closed at 9.20pm. The next meeting is on the 14th November 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	SC	Follow up
2019-03-01	Road Safety and traffic calming	CS	Complete
2019-04-01	Parish Council Email circulation list	LL/ID	In Progress
2019-04-03	Main Road 20mph speed limit	LL	Awaiting date
2019-04-04	Village Gateways	CS	In Progress
2019-04-05	Pavilion Lease Agreement	DR	In Progress
2019-05-02	Neighbourhood Plan website migration	DR/CG	Complete
2019-06-01	Flood Group Assistance – neighbour maintenance	LL/DR/ID	Ongoing
2019-09-01	Defibrillator Training Sessions	LL	In Progress
2019-09-02	Parish Council Car Park Extension	ID/LL	In Progress
2019-10-01	The Croft – Line Painting on Speed Humps	CS/LL	In Progress