

**East Hagbourne Parish Council  
(EHPC)**

**Minutes of the Parish Council meeting duly convened and held on  
Thursday 12<sup>th</sup> December 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, and C. Shaikh, County Councillor S. Clarke

In attendance: L. Lloyd (Parish Clerk)

Apologies were received from J. Elliott, and 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 COUNCILLOR: S. Clarke** reported the following:

OCC is still in purdah which restricts what can be discussed.

Road gritting has commenced in line with the colder weather.

OCC is reminding people of the need to order prescriptions in advance of the holidays.

New printer cartridge recycling bins are now available at recycling centres, such as Drayton, in a bid to continue to improve the county's good recycling record.

**4) CONFIRMATION OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 14<sup>TH</sup> NOVEMBER 2019:** The minutes of the meeting of 14<sup>th</sup> November were approved and signed.

It was agreed at this point that agenda items of interest to S. Clarke would be dealt with out of sequence.

**5) ACTIONS FROM PREVIOUS MEETINGS**

**2018-04-10: Traffic signs by War Memorial:** It was confirmed that S. Clarke will follow up with J. Beale regarding the sign quality and clarify whether an insurance claim was made for the replacement.

**2019-04-03: Main Road 20mph speed limit:** I. Duff reported that the extensive speed survey reports had been received this afternoon. The report will be circulated to all councillors, and L. Lloyd has requested guidance on their interpretation from M. Prestwood. The results suggest that the speed towards Lower Cross may be low enough to request a 20mph limit but the location at the school is potentially too high which is a concern. S. Clarke confirmed he will look into this but any decision regarding a 20mph limit would have to be made at Cabinet level.

**2019-04-04 Village Gateways:**

6.e) To approve the cost of £50.00 for Andy Barmer to create a design for the new gateway signage – C. Shaikh asked for approval to move forward with the design, this was approved. C. Shaikh reported that J. Beale is insistent that the correct lettering is used on the sign. S. Clarke agreed to follow this up with J. Beale and will also speak to the cabinet member who deals with road safety to clarify the situation. It was agreed that the logo for the signage should be green and white to match the website. For the sign itself, Welcome to East Hagbourne, on a 1.8m high gate with a speed limit sign affixed below has been approved for the design. C. Shaikh noted that the gates come flat packed so will need assembling.

**2019-10-01 The Croft – Line Painting on Speed Humps:** It is still unclear at this stage whether it is OCC's responsibility or that of the residents of The Croft regarding the line painting. S. Clarke agreed to follow this up with footpaths. L. Lloyd agreed to forward her recent email communication to S. Clarke for reference. Until we have a definitive response from OCC this item cannot be progressed.

**6.b) Village Tidiness including footpaths and gutters:** I. Duff reported that the council have received information from J. Beaumont of OCC Communities, who has advised that due to budget limitations EHPC pavement repairs have been added to the list but the likelihood is that these will not be done this financial year. Repairs on the list include resurfacing the pavement outside the school and Blewbury Road (outside no's 2 - 44), slurry seal along Main Road between Upper and Lower Cross, and the Kingsholme Close dropped kerb request. If the Parish Council wish to undertake works themselves, approximate estimates of £7,500 for the slurry seal repairs, and £3,000 for the dropped kerbs at Kingsholme have been given. S. Clarke agreed to follow up and ask that East Hagbourne be done sooner rather than later on the repairs schedule. L. Lloyd agreed to forward her email conversation for reference.

**7.e) Community Speedwatch:** C. Gover confirmed that the New Road session went well, although volunteers are only allowed to note registration details for cars travelling 36mph+. The speed survey equipment was in East Hagbourne for 1 week but it will hopefully return for a couple more weeks in the New Year. Thames Valley Police have approved locations by the allotments on New Road, midway along New Road, Blewbury Road and near the school.

S. Clarke left the meeting at this point.

**2017-09-04: Progress St Anne's Court Transfer:** L. Lloyd reported that J. Wheeler has sent through the relevant paperwork to complete and return to allow the transfer to proceed. D. Rickeard has completed the majority of the details, however an inventory of the playground equipment is needed before this can happen. I. Duff raised the question of whether EHPC needed to appoint a solicitor and the council agreed that the forms themselves are straightforward so a solicitor is not required as the documents can be signed in line with EHPC standing orders.

**2019-04-01: Parish Council Email Circulation List:** L. Lloyd confirmed the list has not grown significantly but it was agreed that articles posted on Facebook should also be sent to those on the email list.

**2019-09-01 Defibrillator Training Sessions:** L. Lloyd confirmed there was nothing to report, this will be reviewed in the New Year.

**2019-09-02 Parish Council Car Park Extension:** I. Duff reported that L. Lloyd has written and sent a letter of acceptance for the car park extension. A. Smith has confirmed receipt and no further questions have been raised so this action is complete.

## **6) ITEMS FOR DISCUSSION/DECISION**

### **a) Parish Council Car Park including:**

**ii) Approval of the Guidelines for Car Park Usage:** I. Duff confirmed that the wording for the Guidelines now has now been finalised. It was agreed that this should now be added to the website.

**i) Approval of wording for the new sign at the car park entrance:** After brief discussion, it was agreed that I. Duff would recirculate his proposed final wording for the car park sign. It was noted that the sign wording is not urgent as it will not be installed until MacTaggart and Mickel have made progress on the adjacent site.

6.c) See above comments regarding action 2019-10-01.

**6.d) Allotment Committee – Discussion regarding possible siting of Bee Hives in the allotments:** D. Button confirmed no progress has been made since the last meeting and requested that this be revisited in January.

**6.b) Village tidiness including footpaths and gutters:** D. Rickeard reported that the unadopted footpath alongside the village hall was discussed at the Village Hall AGM in late November. There are areas which are prone to puddles, and some of the areas are lacking in scalping making the surface slippy. He asked whether the council thought it worth adopting this footpath. It was agreed that D. Button would include this path in his discussion with the footpath officer when he comes to the village. Councillors agreed at the meeting that the footpath should remain the responsibility of the Parish Council so action can be taken more promptly if issues arise. It was agreed that D. Rickeard would investigate getting some scalplings for fixing the problem areas.

## 7) Items for Report

**a) Planning Applications:** I. Duff reported briefly on planning applications since the last Parish Council meeting:

P19/S4032/HH 112 New Road – Comments are due by tomorrow. The council will be submitting an objection to the proposed new access.

MacTaggart and Mickel – A. Smith has confirmed that they are nearly at the stage of amending the plans again due to the input of P. Silverwood, who has asked again for a different mix of housing. I. Duff proposed that he called P. Silverwood as he has had no response to his email. Councillors strongly agreed with this proposal and D. Rickeard suggested that I. Duff's original email to P. Silverwood should be forwarded to J. Murphy and A-M Simpson for awareness and support with this matter.

34 Main Road – Following conversation with the owners, L. Lloyd contacted the planning department with concerns over their intention to install wrought iron gates within a conservation area and curtilage of a listed building. The result of an exchange of emails was that a conservation officer has contacted the owners directly to advise them that they need planning permission to do anything further, and that they will not be granted driveway access at that location. So far no application has been submitted and no further work has been carried out.

6 Great Mead – This property was brought to the attention of the council by a nearby resident who complained about the noise. L. Lloyd made a new enquiry to the planning department regarding change of use for the property, and provided the website link to help the investigation. The query was passed to the Enforcement team who reported that unless there are multiple complaints over a period of time and from a number of residents, there is no breach. L. Lloyd advised the resident of this and provided the link to the Environmental Protection Team where future complaints could be raised.

P19/S4177/PDH 12A The Croft – The owners have submitted a notification to carry out a single storey extension within permitted planning rights. While the council is not invited to comment on this type of application, I. Duff has spoken with the neighbours and they have no concerns.

**b) East Hagbourne Sport and Recreation Committee (EHS&RC):** D. Rickeard confirmed that he and D. Button would be meeting in January to discuss the finances and consider the committee members ongoing from May 2020. D. Button would like to step down as treasurer and it may be necessary to consider employing someone if volunteers are not forthcoming.

**c) Cemetery Committee Report:** D. Button reported that the cemetery layby hedge has now been trimmed twice by an unknown helper, and the lychgate has been tidied up recently. There has been a further report of a missing item from a grave, and it was decided that a note should be included in the December issue of the Parish Magazine reminding all grave owners and visitors that they should remain vigilant as the cemetery is not managed.

**d) Employment Committee:** D. Button confirmed that the Employment Committee had met with L. Lloyd to discuss the outcome of the council's discussion. It was agreed that no change to the contract hours was necessary at this stage and that L. Lloyd will continue to log hours until March for review in April 2020.

**f) Parish Council Car Park Lighting:** L. Lloyd reported that she has had confirmation from SSE that the shields have been fitted.

**g) Neighbourhood Plan:** D. Rickeard noted that at a meeting on 16 January 2020, the South Oxfordshire and Vale of White Horse Joint Scrutiny Committee will be considering a proposal for a simplified governance structure to form a DGT Advisory Board and three Sounding Boards. The Sounding Boards will consist of a parish council board, a business board and a resident board. Papers for the meeting are likely to be published in the week 6-10 January. I. Duff confirmed that the council would be keen to review the papers in advance of the meeting.

**h) Flood Group:** D. Rickeard reported that he has contacted the farmer regarding the fallen tree in the brook. The farmer confirmed that the recent weather has been a hindrance but he plans to get down the track and clear it as soon as possible.

D Button reported that there is a concern regarding possible flooding at the Butts Piece allotments. A sink hole has been found under a plot and it may be due to a culvert collapse. It was agreed that L. Lloyd would track down the relevant contact in the SODC flooding department and pass the details to D. Button to make initial enquiries.

**i) SODC Local Plan:** Nothing to report.

**j) Missing Signage on Butts Piece:** D. Rickeard confirmed that the new signage and patches are all in situ. I Duff thanked D. Rickeard for his efforts.

**k) Tree trimming on New Road and Great Mead:** D. Rickeard reported that the tree trimming took place earlier today (12/12/19) and the waste has been removed as per the agreement.

#### **8) Correspondence:**

I. Duff reported that a planning application for installation of a BT pole near 1 Bishops Orchard had been submitted with no requirement to consult immediate neighbours or the Parish Council. The owner of 1 Bishops Orchard queried this and has submitted an objection to the BT Pole Objection Team. I. Duff expressed concern that there was no invitation for any consultation and that this is standard practice.

I. Duff reported that Citizens Advice have sent an appeal for donations and he proposed that the council consider donating to the cause. Councillors agreed to discuss at the meeting in January.

D. Button reported that he has received a reminder from The Pensions Regulator and duly completed their registration form and declaration of compliance for the Parish Council for another 3 year period.

L. Lloyd reminded councillors about the OALC training courses that are available next year, recommending that councillors who have not been on a course in the last 4 years should consider the refresher course in line with recommendations from OALC.

I. Duff noted the latest OALC newsletter which appealed for councils who are having issues with Castle Water. D. Button confirmed that past issues have now been resolved.

## 9) Finance Report.

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

| Payee  | Item                                  | Cheque Number     | Amount   | VAT    | Total  | Date      |
|--|---------------------------------------|-------------------|--|--------|--------|-----------|
| BGG Garden and Tree Care   | Sept grass cutting inc St Annes Court | 102695            | 275.00   | 55.00  | 330.00 | 18-Nov-19 |
| Hagbourne Village Hall   | meeting room hire Aug - Oct 2019      | 102696            | 33.00  | 0.00   | 33.00  | 22-Nov-19 |
| L. Lloyd   | November Salary                       | 102697            | 558.54   | 0.00   | 558.54 | 30-Nov-19 |
| BGG Garden and Tree Care   | Jun 2018 invoice                      | 102698            | 510.00   | 102.00 | 612.00 | 25-Nov-19 |
| Grundon Waste Management   | Oct 19 bin charges                    | DD                | 40.40  | 8.08   | 48.48  | 25-Nov-19 |
| Royal British Legion Poppy Appeal  | Donation for 2019                     | 102699            | 100.00   | 0.00   | 100.00 | 30-Nov-19 |
| Dark White Digital   | December web hosting                  | 102700            | 30.00  | 0.00   | 30.00  | 1-Dec-19  |
| <b>b) Receipts since last meeting</b>  |                                       |                   |  |        |        |           |
| <b>From</b>  | <b>Item</b>                           | <b>Amount</b>     | <b>Date</b>  |        |        |           |
| <b>c) Accumulated Account Balances (reconciled as of last bank statement through 29/11/2019)</b> |                                       |                   |  |        |        |           |
| Barclays Bank Accounts (2)   |                                       | £60,444.51        |  |        |        |           |
| <b>d) The Special Project Balances (as of 12/12/2019) are:</b>                                   |                                       |                   |  |        |        |           |
| Neighbourhood Plan   |                                       | £2,535.78         |  |        |        |           |
| Planned Development Support Fund   |                                       | £5,303.15         |  |        |        |           |
| Cemetery   |                                       | £7,642.57         |  |        |        |           |
| Community Infrastructure Levy Fund 2   |                                       | £1,905.97         | Received 24/04/19 so requires spending by 23/04/24 |        |        |           |
|  | <b>Total</b>                          | <b>£17,387.47</b> |  |        |        |           |

I. Duff queried the BGG June 2018 payment and L. Lloyd clarified that they had been in touch to confirm outstanding invoices. There is still one invoice that requires clarification as to whether it is EHSRC responsibility for the recreation ground, or EHPC for the cemetery.

**b) Precept:** D Button circulated a draft budget for 2020/21 for discussion. He requested that councillors consider whether they wish to allocate surplus to a fund. This should be minuted at the April meeting even if the amount is NIL.

D. Rickeard spoke in favour of holding the precept the same as last year, to allow a little leeway regarding clerk hours or other items that may transpire. D. Button spoke in support of this proposal but suggested councillors take the information away to consider. D. Button asked that it be noted that L. Lloyd has completed the budget for the first time this year with only minor input from himself regarding the special funds, and thanked her for a job well done.

**c) CIL Report** – L. Lloyd confirmed that she has written a very simple CIL report to submit by the end of December for the year 2018/19.

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

The council would like the following on the January agenda:

Allotment Committee Report – Bee Hives  
Precept  
Citizens Advice donation

The meeting closed at 9.30pm. The next meeting is on the 16<sup>th</sup> January at the Pavilion.

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

**ATTACHMENT 1: ACTION LIST**

| <b>Action No</b> | <b>What</b>                                    | <b>Who</b> | <b>Status</b>  |
|------------------|--|------------|----------------|
| 2017-09-04       | Progress St Anne's Court Transfer              | LL         | In Progress    |
| 2018-04-10       | Traffic signs by War Memorial                  | SC/LL      | Follow up      |
| 2019-04-01       | Parish Council Email circulation list          | LL         | Ongoing        |
| 2019-04-03       | Main Road 20mph speed limit                    | LL         | In Progress    |
| 2019-04-04       | Village Gateways                               | CS         | In Progress    |
| 2019-06-01       | Flood Group Assistance – neighbour maintenance | LL/DR/ID   | Move to report |
| 2019-09-01       | Defibrillator Training Sessions                | LL         | In Progress    |
| 2019-09-02       | Parish Council Car Park Extension              | ID/LL      | Complete       |
| 2019-10-01       | The Croft – Line Painting on Speed Humps       | CS/LL      | In Progress    |
| 2019-12-01       | Village Hall Footpath maintenance              | DR         | In Progress    |