

**East Hagbourne Parish Council
(EHPC)**

**Minutes of the Parish Council meeting duly convened and held on
Thursday 13th February 2020**

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

Present were Chairman I. Duff, C. Gover, P. Dixon and C. Shaikh.

In attendance: L. Lloyd (Parish Clerk)

Apologies were received from Cllr D. Rickeard, Cllr J. Elliott, Cllr D. Button, Oxfordshire County Councillor S Clarke, 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: A report and a copy of a letter to Robert Jenrick was provided by A-M Simpson, please see attachments 2 and 3.

4) CONFIRMATION OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16TH JANUARY 2020: The minutes of the meeting of 16th January were approved and signed.

5) ACTIONS FROM PREVIOUS MEETINGS

2017-09-04: Progress St Anne's Court Transfer: L. Lloyd confirmed that she has seen a transfer document but there is still an outstanding query regarding the limited title transfer that is being clarified by J. Wheeler.

2018-04-10: Traffic signs by War Memorial: L. Lloyd reported that she has chased S. Clarke for feedback but not received any response. It was agreed that L. Lloyd should make contact with S. Clarke again to establish whether any progress has been made.

2019-04-03: Main Road 20mph speed limit: I. Duff confirmed that he has not received a response to his initial email to L. Turner after their positive meeting in January. It was agreed that this should be chased to see if any progress has been made.

2019-04-04 Village Gateways: C. Shaikh reported that she has emailed J. Beale again and copied in L. Turner, confirming that the Parish Council's assumption regarding the cost of installation for 2 signs rather than 3 would be 2/3 of the original quote. A follow up email was responded to with an out of office from J. Beale who is dealing with a high level of issues and may take longer to respond than usual. C. Shaikh also confirmed that she has recently had an email from S. Clarke, confirming that he has not made any progress with J. Beale regarding the outstanding font query. It was agreed that C. Shaikh should continue to chase for a decision.

2019-09-01 Defibrillator Training Sessions: L. Lloyd confirmed there has been no further interest from the last Parish Magazine article, so this will be revisited later this year.

2019-10-01 The Croft – Line Painting on Speed Humps: Please see 6.e)

2019-12-01 Village Hall Footpath Maintenance: L. Lloyd confirmed that she had included a request for volunteers in the February Parish Newsletter but has not received any offers yet – however the proposal is for late Spring so there is still time to find a task force. I. Duff confirmed

that councillors should now approach potential locals to see if they could spare some time to help.

6) ITEMS FOR DISCUSSION/DECISION

- a) **Village Tidiness including footpaths and gutters** – I. Duff reported on an email circulated by D. Button, in which A. McEwan-James clarified that the footpath alongside the village hall is not recorded as a public highway or public right of way. This was followed by an email with details of how the parish council can apply to claim the route as a legally recorded public right of way. I. Duff suggested that he and L. Lloyd should read through the guidance notes and make contact to start the process, and this course of action was agreed.

A. McEwan-James also confirmed that the layby and verge outside 112 New Road is recorded as public highway up to the boundary wall of 112. I. Duff confirmed that S. Passey was intending to double check his deeds to clarify this.

I. Duff confirmed that the Great British Spring Clean was taking place in March/April again, and L. Lloyd has spoken with S. James confirming that she is happy to be involved in the organization of the East Hagbourne litter blitz, with administrative support from L. Lloyd. The agreed date is Saturday 21st March, and it was agreed that L. Lloyd would include details in the next Parish Newsletter and contact the school with details to circulate.

C. Gover reported that she recently reported a fallen tree on the path between East and West Hagbourne that had been swiftly removed. She confirmed with P. Dixon that he is happy to be cc'd in any FixMyStreet reports for information purposes. I. Duff mentioned that the low hanging tree near Shovel Spring bench is at a level which is causing walkers and cyclists problems, but this is not within East Hagbourne parish. It was agreed that L. Lloyd would contact the West Hagbourne Parish Clerk with this information.

- b) **Allotment Committee – Discussion regarding possible siting of Beehives in the allotments** – Postponed as D. Button was not present. P. Dixon noted that there has not been any further soil disturbance on his allotment plot following the concerns raised over a possible collapsed culvert. This will continue to be monitored. Oxfordshire County Council are not concerned but did clarify that should any remedial work be required we should contact the landowner (HPC). MacTaggart and Mickel are planning to undertake further surveys concerning the village drainage system and I. Duff suggested that R. Ainger of the Flood Group could be put in contact with M&M to help with their investigation. P. Dixon also confirmed that he will be taking on D. Button's responsibilities as the Parish Council representative on the Allotment Committee for the coming year.

- c) **Formal resolution to sign the transfer documents and hand over St Anne's Court Land to Didcot Town Council.** Postponed, see action above.

- d) **Celebration Bench installation – Discussion regarding the Parish Council's proposal to pay for the installation cost up to £300.00.** I. Duff initiated a conversation regarding the proposal to pay for the installation of a Celebration bench for Trevor Davies of Hagbourne United Football Club, for which permission has been sought and approved. The Davies family has made a long-standing commitment to football in Hagbourne and the Parish Council, after much discussion, agreed that it would be an appropriate gesture in recognition of this dedication. It was agreed that the Parish Council would make an exception to the Memorial Policy and pay for the installation of the bench only, up to the value of £300.00 but in reality, the costs are likely to be significantly less than this. It was further clarified that all responsibility for maintenance and future costs relating the bench and its upkeep would fall to the Davies family, as per the Memorial Policy. L. Lloyd confirmed that the most recent indication from the family was that they were planning to install the bench in April. It was agreed that L. Lloyd could now confirm the Parish Council's intention to contribute the cost of the bench installation, using a local contractor.

- e) **Line Painting on The Croft** – I. Duff reported on an email circulated by D. Button prior to the meeting, which confirmed that as a private road, the liability for repair must fall to the freeholders adjoining the road. D. Button was not in favour of the Parish Council paying for the line painting, as he raised concerns about how the cost would be justified. I. Duff and the councillors present felt that as the road is widely used as a designated footpath a contribution towards this should not be a problem as it would be in accordance for the council's powers under *Section 137 (S137)* of the Local Government Act 1972. It was agreed that L. Lloyd would draft a letter to the residents, outlining the investigation into costs that the Parish

Council has made and proposing a contribution of £10.00 per residence. A test line will be painted on 16th March to check appearance and drying time, and allow effective planning for all 7 humps to be painted with advance notice to be given to residents with no vehicle access during this time. P. Dixon raised the query as to who would be instructing the contractor, and it was suggested that a resident should be appointed to do this, with the Parish Council making a contribution to their invoice.

- f) **Didcot Garden Town Advisory Board** – I. Duff reported that DGT are now looking for 1-2 representatives for the Parish Council Sounding Board. There will also be a Parish Council representative on the DGT Advisory Board, and Parish Councils are invited to nominate a potential candidate for this position. I. Duff confirmed that Crispin Topping has indicated he would like to be involved in the sounding board, and P. Dixon confirmed that he would be the second contact. No councillors were forthcoming for the DGT Advisory Board so I. Duff asked L. Lloyd to clarify whether we were able to put C. Topping forward for the position.
- g) **Community First Oxfordshire – to approve 2020/21 membership fee of £70.00** – I. Duff indicated that CFO have sent their membership renewal form, and asked the councillors present if they felt the council should renew membership for 2020/21. I. Duff confirmed that they have been of use to East Hagbourne in the past regarding the Neighbourhood Plan, but it is unclear what benefits the parish is currently getting. It was proposed that this should be clarified, and the decision postponed until the March meeting.
- h) **Paint colour selection for bench refurbishment, and approval of £15.00 cost for paint test pots** – C. Shaikh presented the councillors with painted samples to determine whether a mid-green with hammered finish, or dark green smooth finish was the preferred choice for the bench painting which is starting this month. The councillors present agreed to the mid-green. The £15.00 cost for the tester paints was also approved.

7) Items for Report

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

P20/S0084/FUL MacTaggart and Mickel – I Duff has spoken with A. Smith but he is no longer the M&M planning consultant, having taken a role in Cambridge working directly for M&M. A. Asprou from M&M is still coordinating the proposal, but a new planning consultant will be submitting the updated RM plans with the new housing mix. M&M plan to oppose the suggestion to reduce the hardstanding on site. P. Silverwood has confirmed that the access amendments are within the site itself, and do not include an access point into the car park. The next step for the Parish Council will be to review the new planning application when it is submitted.

P19/S4558/HH 34 Main Road – The consultation period has now ended and no comments from the Conservation officer have been uploaded. It was agreed that L. Lloyd would follow this up with R. Workman who had previously confirmed that he would be posting an objection to the style of gates proposed.

b) East Hagbourne Sport and Recreation Committee (EHS&RC): I. Duff reported that some remedial work to the pavilion car park surface has been undertaken this week.

c) Cemetery Committee Report: No update this month.

d) Community Speedwatch: No update this month.

e) Neighbourhood Plan: I. Duff noted that the Neighbourhood Plan Steering Group believe the new SODC proposal to remove grants for neighbourhood plans and only offer support moving forward was acceptable and the priority for SODC in the face of government funding reductions should be to preserve the expertise that Ricardo Rios and his team bring to the table. The ONPA has requested information from parishes with existing Neighbourhood Plans as to how the planning office are communicating and working with the Neighbourhood Plan since it was made. L. Lloyd is extracting this information from recent planning applications.

f) Flood Group: I. Duff reported that a potential house sale on Blewbury Road has fallen through recently due to the buyers investigating the flood maps which are not accurate and vary

considerably from the Parish plan. It was recommended that the sellers of the house have their own survey done, as this proved useful for a property on Fieldside across the road. C. Brown from Oxfordshire County Council is contacting the Environment Agency to enquire how they could make their information more accurate.

g) SODC Local Plan: I. Duff reported that Oxfordshire County Council had a meeting on 11th February and voted to accept the running of the Local Plan if asked to do so. Although this was a possibility mentioned in a letter from the Secretary of State for Housing, Communities, and Local Government, Robert Jenrick, this has not been actioned yet.

h) Oxfordshire Growth Board: P. Dixon reported on the meeting which started, as usual, with questions from the floor. The main points were, firstly, about the possible transfer of planning powers from SODC to OCC (rebuffed by the Chair because it is not the concern of OGB), and secondly the Oxford to Cambridge Expressway (O2C). The Chair noted that there has been no news on this since mid-2019 and the current position is unknown. Two agenda items were discussed at some length, the Oxfordshire Rail Corridor being first with the main point that, in order to reduce road traffic into Didcot, the OGB is in favour of re-opening the station at Grove. The second main point concerned the Digital Infrastructure Strategy, with the recommendation that councils adopt the Strategy through their own decision-making processes.

8) Correspondence: I. Duff reported that the OCC Mineral and Waste Site Drafts Plan Consultation had been circulated to the council and queried whether East Hagbourne Parish Council wished to submit a comment. I. Duff confirmed that D. Rickeard had provided some initial thoughts on the plan. No other councillors felt strongly about submitting a response so it was decided that D. Rickeard could make a submission prior to the 3rd March deadline if he wished to do so.

I. Duff confirmed receipt of an email from Hagbourne Pre-School asking for permission to use cones to block the access gates and prevent people parking in front of the gates while Pre-school is in session. Councillors could not see any reason why this should cause a problem and approved the request providing the cost of the cones is paid by the Pre-school. C. Gover queried whether KEEP CLEAR could be painted in front of the gates when the car park is repainted.

C. Gover reported that a Coscote resident had been in contact with her and she has provided details for the Rural Gigabyte Voucher Scheme. The Paynes at Hagbourne Mill have previously been in touch about broadband and she advised them of the scheme but has not heard of any progress from them. C. Gover agreed to forward her communication to L. Lloyd who knows the residents.

C. Shaikh confirmed that Aston Tirrold Parish Council have been in touch with her regarding Village Gateways and she has replied, advising that they need to speak to J. Beale.

9) Finance Report.

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

Finance Report: Annual Parish Council Meeting 13th February 2020						
a) Payments since last meeting						
Payee	Item	Cheque Num	Amount	VAT	Total	Date
EHSRC	Pavilion hire 14/11 and 12/12	102708	£50.00		£50.00	16-Jan-20
BGG	Tree cutting on New Road and Great Mea	102709	£725.00	£145.00	£870.00	16-Jan-20
BGG	June 2018 invoice for rec ground cuts	102710	£160.00	£32.00	£192.00	16-Jan-20
Oxfordshire South and Vale CAB	Section 137 donation	102711	£200.00		£200.00	20-Jan-20
Grundon Waste Services	Cemetery Bins December 2019	00	£55.95	£11.19	£67.14	24-Jan-20
Edge IT Systems	Setup cost 2018	102712	£72.00	£14.40	£86.40	27-Jan-20
Laura Lloyd	January 2020 Salary	102713	£558.54		£558.54	31-Jan-20
SODC	Dog Bin Emptying (2 invoices, July - Sept 2019 and Oct-Dec 2019)	102714	£276.28	£55.26	£331.54	1-Feb-20
Dark White Digital	Feb 2020 web hosting	102715	£30.00		£30.00	1-Feb-20
EHSRC	Pavilion hire 16/01/2020	102716	£25.00		£25.00	10-Feb-20
Laura Lloyd	Expenses Dec - Feb	102717	£67.96	£9.20	£77.16	12-Feb-20
b) Receipts since last meeting						
From	Item	Amount	Date			
Co-Op Funeral Care	Wickens EROB and 2xInterments CM68	510.00	24/01/2020			
Co-Op Funeral Care	Broadhurst EROB Reserved plot CM69	170.00	24/01/2020			
Co-Op Funeral Care	Chambers interment CM43	85.00	30/01/2020			
Co-Op Funeral Care	Freemantle EROB and 2 x interments	510.00	30/01/2020			
c) Accumulated Account Balances (reconciled as of last bank statement through 28/01/2020)						
Barclays Bank Accounts (2)		£52,607.19				
d) The Special Project Balances (as of 13/02/2020) are:						
Neighbourhood Plan		£2,535.78				
Planned Development Support Fund		£5,303.15				
Cemetery		£8,917.52				
Community Infrastructure Levy Fund 2		£1,905.97	Received 24/04/19 so requires spending by 23/04/24			
	Total	£18,662.42				

b) Bank Reconciliations September – December 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 26th March agenda:

The council would like the following on the March agenda:

The Croft Line Painting
St Annes Court
Community First Oxfordshire membership

The meeting closed at 9.15pm. The next meeting is on the 26th March at Hagbourne Village Hall.

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
2019-04-03	Main Road 20mph speed limit	LL	In Progress
2019-04-04	Village Gateways	CS	In Progress
2019-09-01	Defibrillator Training Sessions	LL	In Progress
2019-10-01	The Croft – Line Painting on Speed Humps	CS/LL	In Progress
2019-12-01	Village Footpath Maintenance	DR	In Progress

ATTACHMENT 2: DISTRICT COUNCILLOR'S REPORT

Title	District Councillors' Report
Author	Cllr Anne-Marie Simpson
Parish	East Hagbourne
Date	9 February 2020

Local Plan

Sue Cooper, Leader of the Council, responded to the Secretary of State on 17 January and, together with Cllr Robin Bennett, Cabinet member for Development and Regeneration, attended a constructive meeting with MHCLG officials at the end of January.

Several Parish Councils and other local interest groups have subsequently written to Mr Jenrick in support of SODC, as have other Councils who are equally concerned about the Government potentially removing a local authority's planning powers. At this stage, we await a formal response, so there is no concrete progress to report.

With permission, I am also sharing a letter to Mr Jenrick from Independent SODC Councillor, Elizabeth Gillespie, expressing her own personal view on the threat to local democracy. This is a view I agree with.

You may also be interested in this extract from last week's Sunday Telegraph:

"Planning

Minister threatens to remove councils' planning powers

Councils have criticised rising housing targets, which are accompanied by threats from Housing Secretary Robert Jenrick to remove their power over planning decisions. South Oxfordshire Council has been threatened with a Government intervention and other worried local leaders have requested an emergency meeting with Mr Jenrick. The Independent Group of Councillors has warned that councils are facing a "new pressure" to build since the election after being set "unrealistic" targets by the Government for 300,000 new homes a year. Sevenoaks DC - where 93% of the land is designated green belt - has asked to meet with Mr Jenrick after its local plan was rejected despite committing to a 300% increase in housing.

The Sunday Telegraph, Page: 3

And this radio interview from Leader of the Council in Kent, listen from 1:33 -

<https://www.bbc.co.uk/sounds/play/p080j4k5>

Oxfordshire County Council are discussing the following motion at their meeting at County Hall, New Road Oxford, at 10.30 on 11 February:

In the event of the receipt of an invitation by the Secretary of State to prepare or revise the South Oxfordshire Local Plan pursuant to powers under section 27A of, and paragraph 7B of Schedule A1 to, the Planning and Compulsory Purchase Act 2004, Council is RECOMMENDED to accept such an invitation subject to satisfactory assurances being received in relation to recovery of its costs.

Residents can make their own views known either by sending them to the Council in advance or by asking to speak at the meeting.

Council Budget

At the next **Full Council meeting on 13 February** we hope to approve the SODC budget for 2020/21. This has been a very thorough and challenging process, going through all departments and areas of discretionary expenditure to identify cost savings, while also seeking ways to increase revenue through fees and charges (many of which have not increased in some time). While we cannot balance the budget in a single year, we believe we have taken significant steps towards reducing our reliance on transfers from the Council's usable reserves, as well as giving ourselves some room to invest in new initiatives, particularly around affordable housing and the

climate emergency. Longer term, we await news from the Government on the proposed replacement for the New Homes Bonus and so are unable to be certain about future cuts or investments.

CEAC

SODC's Climate Emergency Advisory Committee (CEAC) met on 28 January to discuss how the council could introduce new schemes to help to tackle climate change. The committee has recommended a one-year programme of priorities, to be approved by Council, to help start achieving their aims of becoming a carbon neutral council by 2025 and a carbon neutral district by 2030. CEAC members went through the programme on how the council might begin to embed sustainability in policies and start some feasibility studies around energy savings in council buildings and leisure centres, including identifying opportunities to introduce solar energy and heat pumps.

The report also looked at how the council could develop a sustainable travel plan for officers and councillors, an action plan to reduce single use plastic and help to promote healthier lifestyle choices with encouragement to walking and cycling to reduce vehicle emissions.

The committee heard from four residents at the beginning of the meeting who expressed their views on housing and car emissions, holistic farming and tree planting, cycle networks and provision for motorcycles. During the meeting, the committee agreed to look at ways on how they can work collaboratively with other partners, such as local parish councils and community groups, to help achieve shared aims.

Residents, parish councillors and community groups are welcome to attend the next meeting on 18 March, at Milton Park, Meeting Room 1.

New Crowmarsh building - exhibition and feedback day

On **Thursday 13 February** we will be revealing the design concept for the look and feel of our new building at a special exhibition and feedback day. Members of the public are invited to come along to Milton Park, Meeting Room 1, any time between 7am and 7pm to see the designs for themselves and to make any comments.

As the Cabinet member with responsibility for this project, Cllr Andrea Powell, together with the SODC project team and architects and project managers, Ridge, will be on hand to answer any questions. We will also be announcing the shortlist of names for the new building following a competition run for staff and councillors – 107 suggestions were received in total!

Waste Enforcement Efforts

You may have seen recent publicity about fly-tippers being prosecuted by SODC. Now we are launching a new campaign to highlight the anti-social blight of littering. A waste enforcement team will be attending a number of local events (including Didcot Cornerstone on 21 Feb) to explain the laws around littering and fly-tipping, and to answer questions.

Anti-Idling

The anti-idling campaign is continuing throughout the next few months, with posters distributed widely, adverts placed on petrol pumps and flyers included with Council Tax bills. This is a major initiative to address the problems we have with Air Quality in many of our towns, including Henley, Watlington and Wallingford.

Water consultation

The Environment Agency has launched a consultation on the challenges we face to protect and improve our waters and find a better balance in meeting the needs of people and nature.

Responses to the [Challenges and Choices consultation](#) will help shape the future approach to managing the water environment and will be used to update river basin management plans in 2021. This consultation runs until 24 April.

The consultation seeks views on: the challenges that threaten the water environment; how we can work together to manage our waters; and who should pay.

SODC's Insight and Policy team are collating a response on behalf of the two councils – but other authorities and members of the public are also encouraged to respond.

Minerals and Waste Local Plan site allocations consultation

Site allocations

This runs until 4th March if you wish to respond.

Changes to how SODC will support Neighbourhood Development Plans

At its meeting on 30 January, the Cabinet considered and approved a proposal to change the way the Council supports Neighbourhood Development Plan teams, following changes in the way that central government grants operate. From 1 April 2020, the Council will continue to be responsible for any Referendums or Inspections that are required by law, and will provide a wide range of advice at all stages of the process (including reviews), but will no longer provide grant support.

The background to this decision is that the funding provided by central Government to the district council has changed in the following ways:

- It has reduced by £10,000 per plan.
- In most cases the council only becomes eligible to receive grant funding if a plan successfully reaches the referendum stage rather than at different stages throughout the process.
- Revised arrangements limit the number of claims that can be made in a neighbourhood area when progressing a neighbourhood plan review. Only one claim may be submitted per neighbourhood area in a five-year period.

Historically, we have been one of a very limited number of councils that have passed on part of the grant funding we receive from central Government to cover our costs in supporting neighbourhood planning directly to neighbourhood planning groups.

At the same time, the grant support from the government directly to neighbourhood planning groups has increased over the years - it includes up to £17,000 financial support, additional financial support up to £10,000 on a pilot scheme for those seeking to promote affordable housing, and technical support.

Officers will continue to help Neighbourhood Planning groups to identify and apply for alternative grant funding and will offer expert advice and technical support.

ATTACHMENT 3: ELIZABETH GILLESPIE LETTER TO ROBERT JENRICK

Wickets,
Marsh Baldon,
Oxford OX44 9LL

29th January 2020

SOUTH OXFORDSHIRE LOCAL PLAN 2034

Dear Minister,

I am writing to ask how you can reconcile your actions with democracy in trying to force through the 2034 Plan?

I am an SODC Independent Conservative Councillor on South Oxfordshire Council. At the May elections, in common with many other candidates, I canvassed for and was elected on the basis of my committal to the withdrawal of the 2034 Plan. The vote resulted in the Conservative Group being reduced from 33 to a mere 9, and the Liberal Democrats together with the Greens becoming the ruling majority.

SODC has a valid and tested Plan to 2027 in place, confirmed to be “not out of date”, with a 9.8 year land supply. Therefore, there is no gap to be filled and no urgency for a new Plan to be adopted.

You are preventing a democratically elected Council from pursuing the development of a new Plan, which is more sympathetic to South Oxfordshire by, on the one hand, preventing them from discussing it and, on the other, by forcing through a democratically rejected Plan.

I would courteously ask, once again, how you can equate your actions with democracy?

Kind Regards,
Elizabeth Gillespie