

**East Hagbourne Parish Council  
(EHPC)**

**Minutes of the Parish Council meeting duly convened and held on  
Thursday 14<sup>th</sup> November 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.

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 COUNCILLOR:** A report was provided by A-M Simpson, please see Attachment 2. C. Gover noted that she publishes items of interest that are circulated by SODC, so the free parking in council car parks has been added to the website.

**4) CONFIRMATION OF THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 10<sup>TH</sup> OCTOBER 2019:** The minutes of the meeting of 10<sup>th</sup> October were approved and signed.

**5) ACTIONS FROM PREVIOUS MEETINGS**

**2017-09-04: Progress St Anne's Court Transfer:** L. Lloyd reported that J. Wheeler (Didcot Town Clerk) is on annual leave until 15<sup>th</sup> November. The solicitors were instructed to draw up the paperwork on 23<sup>rd</sup> October, and it is anticipated that it may arrive before she returns to the office. It was agreed that L. Lloyd will follow this up with the hope that it can now be resolved.

**2018-04-10: Traffic signs by War Memorial:** I. Duff confirmed that the sign does fall within the conservation area. C. Gover reported that she has the details of the sign maker who made the fingerpost sign for Manor Farm Lane, and confirmed that she will pass these details on to L. Lloyd to follow up with S. Clarke.

**2019-04-01: Parish Council Email Circulation List:** I. Duff reported that he has spoken with the resident who initially requested the email circulation, and discovered that they had not yet signed up as it was not displayed prominently on the website. I. Duff suggested that the email circulation should be used to send the updates that are published on the website and Facebook, as the user groups are quite separate. It was agreed that C. Gover will re-post the email circulation article on the website and L. Lloyd will include this in the December issue of the Parish Newsletter.

**2019-04-03: Main Road 20mph speed limit:** I. Duff reported that the 2 requested radar surveys are currently in situ outside the school and between Kingsholme and Lower Cross as the Parsonage Close location was deemed unsuitable. D. Rickeard queried whether the locations were fit for purpose in the council's proposal for a 20mph speed limit and L. Lloyd confirmed that this had been clarified with Mark Prestwood at OCC.

**2019-04-04 Village Gateways:** There was a lengthy discussion regarding three quotes for signage which had been circulated prior to the meeting by C Shaikh:

1. Kingdom Signs – 3 signs in powder coated aluminium, £1381.00 + VAT
2. Sign of The Times – 3 signs in solid PU with relief lettering, £2893.00 + VAT

3. Leander Signs – 3 cast iron signs, £2452.00 + VAT

C. Shaikh confirmed that all councils have different rules for their signage, and usually waive these if challenged with sensible alternative proposals.

There is still the question of who will pay for the gateways, as MacTaggart and Mickel are planning to include one for the new development. It was agreed that it would only be possible to proceed with two signs at this stage due to the uncertain size and exact location of the one near the McTaggart and Mickel site.

D. Rickeard noted his concern over the durability of the signs, and how they are affixed to the gateway. The council agreed that Leander Signs would be the preferred supplier in terms of aesthetics and longevity. The gateways were also discussed, and there is still some indecision over whether they should also have speed limit signs on them. It was agreed that C. Shaikh will obtain a specification for the sign to circulate for approval, then send to Oxfordshire County Council (OCC) confirming our intention. I. Duff confirmed that he will speak to A. Smith at MacTaggart and Mickel to further discuss their plans.

**2019-04-05 Pavilion Lease Agreement:** D. Rickeard reported that, as we are unable to provide the original signed lease, SODC's legal team advised that as the current lease runs for less than 7 years, Land Registry will not want to record it. EHSRC therefore consider that they have done due diligence and provided the discussion with SODC is documented and filed, no further action is needed.

**2019-06-01 Flood Group Assistance- neighbour maintenance:** D. Rickeard updated the council following communications with R. Ainger, who is being pro-active in his monitoring. The clearance by no. 43 Blewbury Road has been successful, and the water levels are much improved therefore it is suggested that stream maintenance can be deferred until February. The upper channel is flowing well, but the lower channel is overgrown. It did not seem vital to clear this and the costs for doing so and for keeping it clear would be very high. I. Duff thanked R. Ainger for his continued efforts with the Flood Group.

D. Rickeard briefly mentioned the fallen tree that the farmer had agreed to remove after the harvest. It is not clear whether this has been done - a brief visit to the site will confirm this. The Blewbury Road resident who was concerned about blocked drains has not provided further information so this item can be considered closed for now.

**2019-09-01 Defibrillator Training Sessions:** L. Lloyd reported that due to a lack of interest the defibrillator training session due to be held on 22<sup>nd</sup> November has been cancelled. It was agreed that the merits of these sessions should be outlined in more detail to garner interest in the New Year.

**2019-09-02 Parish Council Car Park Extension:** I. Duff confirmed that he is still awaiting the reworded offer letter and will re-send for approval as soon as possible.

**2019-10-01 The Croft – Line Painting on Speed Humps:** C Shaikh reported that she has a quote from J Capone Property Maintenance for £310.00 to carry out the line painting on The Croft. The available date for works to be carried out if approved would be the 16<sup>th</sup> March. A query regarding how the lines would be painted to allow drying time will be referred back to J Capone. I. Duff raised concern over the trees along the bowling green footpath, which were reported and chased several times earlier this year. It was agreed that L. Lloyd would contact A. McEwan-James (Footpaths) again to reiterate the action required as the trees are dangerous, and to discuss liability for the speed humps.

## 6) ITEMS FOR DISCUSSION/DECISION

### a) Parish Council Car Park including:

ii) **Approval of the Guidelines for Car Park Usage:** I. Duff opened discussion regarding a document with proposed guidelines which had been circulated prior to the meeting by D. Rickeard. After some discussion, it was agreed that the guidelines are well thought out, although

there is uncertainty over how realistic it is for village organisations to liaise over the car park usage. D Rickeard suggested that I. Duff should make any minor amends and recirculate after the meeting.

**i) Approval of wording for the new sign at the car park entrance:** I. Duff referred to the mock up sign that D. Rickeard had circulated. He commented that directing people to the guidelines on the website on the sign itself would work well. I. Duff would still like to retain the Centenary Car Park name and it was agreed that he will make amends and recirculate to the council.

**b) Community Speedwatch – To approve purchase of custom printed Hi-visibility jackets at a cost of no more than £100.00:** I. Duff confirmed that R. Bartlett and L.Lloyd have researched the cost of custom hi visibility jackets and proposed that the council approve the purchase of these, with a maximum spend of £100.00. There was some discussion regarding the exact customisation and whether it could be worded to allow use for alternative ventures. It was resolved that L. Lloyd will email R. Bartlett to confirm that approval has been granted and to discuss the wording. It was agreed that the final decision on the wording should be R. Bartlett's as Speedwatch Co-ordinator.

**c) Village Tidiness including:**

**i) Update on tree trimming on New Road and Great Mead:** D. Rickeard reported that a quote for £725.00 has been provided by BGG Garden and Tree Care to carry out the necessary trimming and residue clearance on New Road and Great Mead. D. Rickeard noted that the trees along Great Mead could be considered to be EHSRC responsibility.

I. Duff proposed that this work should be carried out and the council approved the cost.

**ii) Footpath concerns, in particular between Lower Cross and Upper Cross on Main Road, and Kingsholme Close:** L. Lloyd confirmed that she had received a call from a wheelchair user who expressed concern over the lack of dropped kerbs at Kingsholme Close. It was agreed that this should be brought up with Mark Francis at OCC. The pavement between Upper and Lower Cross along Main Road was also flagged as in need of repair. I. Duff noted that a quote for liquid fill repairs was never received from S. Rooney after the walkabout in February this year, and it was agreed that L. Lloyd will ask Mark Francis for information. J. Elliott also raised concerns over the pavement on Blewbury Road, outside no.6 in particular.

D. Button queried the use of the footpath alongside Millenium Wood, as it is being used by vehicles to access dog agility classes and is a muddy mess as a result. It was agreed that D. Button would provide L. Lloyd with details of this to include in her email to A. McEwan-James.

**d) Main Road 20mph speed limit:** Update noted under action 2019-04-03

**e) SODC £320,000 funding – application deadline 2<sup>nd</sup> December:** I. Duff noted that the parish council has received an email outlining the funding opportunity. After a brief discussion it was decided that EHPC has no requirements at this stage. As the funding is available for community projects the details should be passed to anyone who may wish to apply.

**f) Royal British Legion – To approve making a donation of up to £100.00:** I. Duff asked for views on the donation amount for RBL this year. Last year's donation was £100.00 and the council resolved to make a donation of £100.00 again this year, in accordance with its powers under **Section 137** (S137) of the Local Government Act 1972.

## **7) Items for Report**

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

MacTaggart and Mickel – There has been a 3<sup>rd</sup> case officer, Penny Silverwood, assigned to this application, who now wants to make changes including less car parking on the site and altering the footpath layout to give easier access to the Parish Council car park. This would be a serious issue. I. Duff has volunteered to join a meeting with planning and McTaggart & Mickel but noted

that building work will probably not start until at least Summer 2020. It was agreed that I. Duff will write to P. Silverwood directly to note the need for continued communication with EHPC. P19/S3429/HH 37 Blewbury Road – This application is for an attached single storey annexe, and received positive feedback at pre-application stage. There is a new frontage as part of the design and I. Duff will speak with neighbours to discuss. The plans are in circulation with a response deadline of 28<sup>th</sup> November.

C. Shaikh reported that the target decision date for the Sandringham Road development has been pushed back to 10<sup>th</sup> January.

D. Button raised concerns over 34 Main Road, who have removed their hedge and wish to replace it with a wrought iron fence. It was agreed that I. Duff will speak with the owners, and L. Lloyd will contact SODC.

**b) East Hagbourne Sport and Recreation Committee (EHS&RC):** Nothing to report.

**c) Cemetery Committee Report:** D. Button reported that the next cemetery meeting is on Monday 18<sup>th</sup> November and the main decision to be made is whether to have imperial, metric or both measurements in the regulations.

**d) Employment Committee:** L. Lloyd left the room to allow confidential discussion. It was agreed that D. Button and J. Elliott would arrange a meeting with L. Lloyd to confirm the outcome of the discussion.

**e) Parish Council Car Park Lighting:** L. Lloyd confirmed that she has not seen evidence of the shields that were due to be fitted over half term. It was agreed that this should be followed up again by L. Lloyd.

**f) Neighbourhood Plan:** I. Duff thanked D. Rickeard and C. Topping for their efforts in completing the very detailed National Evaluation of Neighbourhood Planning surveys in the short timeframe provided to do so.

**g) SODC Local Plan:** I. Duff reported that the SODC is currently still in purdah and there will be no decisions on the emerging local plan until at least after the election on 12 December. Since the recommendation by the SODC Cabinet to withdraw the plan, landowners in East Hagbourne have had letters from developers concerning building houses on their land and SODC have lost an appeal at Shiplake partly because they do not have a new local plan.

**h) Bench Refurbishment:** C. Shaikh reported that J. Capone has booked from 24<sup>th</sup> February to work on the benches. D. Rickeard queried the colour choice as both black and green have been considered. The council agreed that green is a more village appropriate colour.

**i) OPD Drain Services:** L. Lloyd confirmed that OPD Drain Services carried out the drain clearance on 4<sup>th</sup> November, at a cost of £155.00+ VAT as there was no charge for silt dumping. D. Button reported that the drains along New Road have metal gullies which are blocked with mud and leaves and becoming ineffective. He resolved to clear these when on future walks.

**j) Missing Signage on Butts Piece:** D. Rickeard reported that the replacement sign is now on order. On receipt of the sign, installation of this and the smaller signs updating the clerk's contact details will be carried out.

**8) Correspondence:** I. Duff reported that J. Drewe of Coscote has completed a Notice of Landowner Deposit, which defines areas of land that have public access but belong to a landowner (eg. grass verges next to footpaths). It is a formal approach to ensuring it remains private land without permissive rights, and is reconfirmed every 5-6 years.

D. Button reported that the Allotment Committee have been approached by a third party who wishes to site Beehives in the allotments. To do this they would need to gain access and have the padlock code. I. Duff and J. Elliott expressed concerns over the practicality of this, and also the potential health and safety risk. It was agreed that this should be discussed in more detail at the next meeting.

## 9) Finance Report.

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

Payee	Item	Cheque Number	Amount	VAT	Total	Date
Castle Water	Allotment Water Aug and Sept	102688	92.43	18.48	110.91	10-Oct-19
Oxfordshire Neighbourhood Plans Alliance - Annual Subs	August Cemetery Bin Collections	102689	50	0	50	15-Oct-19
Artisan Litho Ltd, T/A Kingdom Signs	New sign for Butts Piece	102690	88.44	17.68	106.12	22-Oct-19
Grundon Waste Management	September bins collections	DD	40.1	8.02	48.12	21-Oct-19
L Lloyd	October salary (inc 13 hours cemetery database work)	102691	725.26	0	725.26	31-Oct-19
EHSRC	Pavilion hire 12/09 and 10/10	102692	50	0	50	26-Oct-19
Dark White Digital	November web hosting	102693	30	0	30	1-Nov-19
OPC Drain Services	EHPC Car Park Drain clearance	102694	155	31	186	12-Nov-19
<b>b) Receipts since last meeting</b>						
From	Item	Amount	Date			
M J Didcock	Violet Jackson Full Burial and EROB fees. Plot F170	300.00	15/10/2019			
HMRC	VAT Refund 1 Sept 2018 - 31 Mar 2019	877.28	23/10/2019			
<b>c) Accumulated Account Balances (reconciled as of last bank statement through 27/10/2019)</b>						
Barclays Bank Accounts (2)		£62,372.53				
<b>d) The Special Project Balances (as of 14/11/2019) are:</b>						
Neighbourhood Plan		£2,535.78				
Planned Development Support Fund		£5,303.15				
Cemetery		£8,193.47				
Community Infrastructure Levy Fund 2		£1,905.97	Received 24/04/19 so requires spending by 23/04/24			
	Total	<u>£17,938.37</u>				

D. Button expressed the need for resolving the issue that statements are still not being received at the end of each month as requested earlier this year. He resolved to also look into the viewing only option for online banking.

### 10) Items for report and inclusion on the 12<sup>th</sup> December agenda:

The council would like the following on the December agenda:

Allotment Committee Report – Bee Hives  
 Precept  
 Employment Committee Report  
 CIL Report  
 The Croft line painting

The meeting closed at 9.50pm. The next meeting is on the 12<sup>th</sup> December 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/ID	In Progress
2019-04-03	Main Road 20mph speed limit	LL	In Progress
2019-04-04	Village Gateways	CS	In Progress
2019-04-05	Pavilion Lease Agreement	DR	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

## ATTACHMENT 2: DISTRICT COUNCILLOR'S REPORT

<b>Title</b>	District Councillor's Report
<b>Author</b>	Cllr Anne-Marie Simpson
<b>Meeting</b>	East Hagbourne Parish Council
<b>Date</b>	14 <sup>th</sup> November 2019

### General Election Restrictions

As you know, there will be a General Election on 12<sup>th</sup> December, which means that until then, the District Council is in a period of so-called "purdah", during which it cannot be seen to be taking any action, or making any statements, which could be interpreted as offering support for one political party or another. Normal day-to-day activities of the Council continue, of course, but council staff (officers) must not do anything that could be seen as trying to influence the way residents vote.

As elected Councillors, we are also covered by the purdah rules, which means that this month's report cannot include anything of a "political" nature. We are allowed to use our other communication channels (e.g. Twitter or Facebook) to express our views as individuals, but we may not imply that we are speaking on behalf of the District Council. After the election, we'll be able to write with more information about the local plan and other recently agreed initiatives in these pages.

### Free Parking in the lead-up to Christmas

Drivers in South Oxfordshire can benefit from free parking in district council car parks on certain days in December. This annual free parking tradition is designed to encourage people to shop locally for their Christmas presents. The free parking days allocated to each area are agreed with the individual town councils depending on which day would best suit local traders.

Free Christmas parking days also means people don't have to pay to park if they wish to catch up with friends and family in the pubs, cafés and restaurants during the festive period.

**Drivers will be able to park without paying for a ticket in local car parks on the following days next month:**

- Wallingford -Thursdays (5, 12,19 December)
- Didcot – Mondays (9, 16, 23 December)
- Goring – Saturdays (7, 14, 21 December)
- Henley – Tuesdays (3, 10, 17 December)

In Vale of White Horse:

- Abingdon – Saturdays (7, 14, 21 December)
- Faringdon – Saturdays (7, 14, 21 December)
- Wantage – Saturdays (7, 14, 21 December)

On the above days there's no need to display a ticket.

Parking is also free on a Sunday in many of the council-owned town centre car parks in South and Vale - please check the tariff boards in car parks for further details.

### Capital Grants

South Oxfordshire District Council has £320,000 of funding available for local groups, including town and parish councils, undertaking building work and other community and energy saving projects in the coming year. The council's capital grants scheme opened in at the end of October. Local organisations in South Oxfordshire have until midday on **2 December 2019** to apply to the council for money towards improving, creating or replacing community facilities. Grants range from £1,000, which could cover the replacement of a village noticeboard, to £75,000 towards a project like a new recreation ground, but the improvements must benefit local residents. The maximum we are able to

fund is 50 per cent of the total project cost. Groups are encouraged to refer to the guidance notes available on the council's website before making an application. For more information and advice please visit the council's website [www.southoxon.gov.uk/grants](http://www.southoxon.gov.uk/grants), email the grants team at [grants@southandvale.gov.uk](mailto:grants@southandvale.gov.uk) or give them a call on 01235 422405.

### **Safe Places**

Even more locations across South and Vale are now signed up as 'Safe Places', these are venues where people can go and receive assistance if they are feeling confused, anxious, abused or harassed while out in the community. A map of showing Safe Places can be viewed here:

<https://www.safeplaces.org.uk/search/>

### **Volunteers needed to help set councillor's allowances**

South Oxfordshire and Vale of White Horse district councils are looking for volunteers to join a joint panel to help set councillors' allowances. The Independent Remuneration Panel for councillors' allowances consists of up to five members of the public who help determine how much money councillors from both councils receive for their time, while also giving value for money. Previous panellists have included members of the police, business community, also a theatre manager, pilot and vet. Successful candidates need to attend two or three meetings before the end of 2019 and would expect to be part of the panel until September 2023, although after the initial review of allowances in 2019, there is very little extra work. The role is voluntary however travelling expenses can be paid. The closing date for applications is 29 November 2019.

Download an application pack [here](#)

For more information, email [paul.bateman@southandvale.gov.uk](mailto:paul.bateman@southandvale.gov.uk) or call 01235 422523.

### **A carbon-zero district?**

The newly formed cross-party Climate Emergency Advisory Committee has set out an ambitious workplan to achieve a carbon-zero Council by 2025 and a carbon-zero District by 2030. While we all understand that this will be extremely challenging, we believe it is our duty to show leadership by setting such targets and doing all within our power to achieve them. It may seem that this is just 'virtue signalling', but setting these targets is a powerful tool that can be used as a 'golden thread' throughout Council policy and actions, with each and everything we now do checked against these targets.

The first thing we can do is ensure that the new Council offices in Crowmarsh will be constructed using sustainable materials and by installing renewable energy sources to reduce our annual operating costs dramatically. Importantly, we will also be saving a huge amount each year by not paying rent for the current offices in Milton Park and the utility bills there. We are now moving into the design phase for the new building, after the Full Council meeting gave a majority backing to properly finance a truly sustainable new building, five years after the old one burnt down.

### **'Don't Disappear' – Raise awareness of relationship abuse**

Yesterday, the Office of the Police and Crime Commissioner (OPCC) launched a video 'Don't Disappear' to raise awareness of relationship abuse. This is following our 'Know this isn't Love' coercive control campaign from earlier in the year. It will be launched under the branding of Victims First. Victims First supports victims and witnesses of crime across the Thames Valley and is managed by the OPCC.

['Don't Disappear'](#) tells the story of Jamie and Emma; from the seemingly loving early stages of their relationship, to the development of coercive and controlling behaviours such as jealousy and possessiveness, control, love bombing and isolation. We hope the video will help people who may be in controlling relationships to identify with it and potentially seek help. Please share on social media if you use it.

The video can be found at <https://youtu.be/d6rt8w5HBWw>

Anyone who is concerned they may be experiencing this can contact Victims First for support on 0300 1234 148 You can find further information about coercive control at [www.victims-first.org.uk/what-we-do/campaigns/](http://www.victims-first.org.uk/what-we-do/campaigns/)

