

**East Hagbourne Parish Council  
(EHPC)**

**Minutes of the Parish Council meeting duly convened and held on  
Thursday 20<sup>th</sup> June 2019**

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

Present were Chairman I. Duff, Vice Chairman D. Button, Councillors C. Gover, J. Elliott, P. Dixon and C. Shaikh, and County Councillor S. Clarke. One member of the public was also present.

In attendance: L. Lloyd (Parish Clerk)

Apologies were received from D. Rickeard and A Simpson.

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

**2) PUBLIC FORUM AND QUESTIONS:** R. Ainger reported on the Flood Group. Hacca's Brook is one of only 2 natural water courses that drain the Didcot area. It is therefore critical to the drainage of the flat land south of Didcot. Previous flooding in 2008 and road closure due to flooding in 2016 highlight this. The responsibility for the maintenance falls to immediate neighbours, with the Flood Group clearing once a year to try and maintain flow. R. Ainger requested that the following three points be considered by the council:

- Hacca's Brook drainage should be considered for all planning applications made in East Hagbourne parish, and if any money is made available from development, improvements to drainage should be considered in the spending proposals.
- The volunteer group is not sustainable in the long term, due to changes in residents and commitment. Is it possible to consider paying a contractor to undertake the stream clearance as a formal arrangement?
- It is important that immediate neighbours maintain their boundaries to reduce flood risk. One neighbour in particular is not responding to requests to cut back vegetation. There is an Environment Agency leaflet which clarifies owner responsibility, but would it be possible for the Parish Council to help resolve this situation?

I. Duff responded to R. Ainger, noting that all planning applications do consider drainage. In particular, I. Duff referenced the meeting with MacTaggart and Mickel (M&M), held this morning, regarding the proposed development next to the school. M&M confirmed that as the new site will drain into the current stream system, they are prepared to look at the overall drainage situation in the village and potentially help with improvements if needed. I. Duff suggested that it would be useful for R. Ainger to be introduced to M&M to enable informed discussion. R. Ainger agreed and I. Duff resolved to email the drainage consultant at M&M. Regarding professional work, S. Clarke confirmed that OCC and SODC would not pay for work to be carried out as it is clearly the responsibility of the owners to maintain their boundaries. S. Clarke confirmed that he would speak to the Highways Drainage Officer about the drainage and flood risk. J. Elliott and C. Shaikh confirmed that they have photographs of the 2016 flooding and would send them to S. Clarke to support his email. It was also agreed that L. Lloyd would draft and send a letter on behalf of the Parish Council to no.43 Blewbury Road to highlight the need to clear their stream boundary. L. Lloyd reported that she has a contact in the EA flood team and confirmed with R. Ainger that he was happy for his contact details to be passed on.

- 3) **REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLOR:** S. Clarke did not have anything to report from the County Council, but did confirm that he had followed up on the list of action points sent by L. Lloyd following the Parish Council meeting on 16<sup>th</sup> May. I. Duff thanked him for his assistance.
- 4) **CONFIRMATION OF THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 16<sup>TH</sup> MAY 2019:** The minutes of the meeting of 16<sup>th</sup> May were approved and signed.

#### 5) **ACTIONS FROM PREVIOUS MEETINGS**

**2017-09-04: Progress St Anne's Court Transfer:** L. Lloyd reported that T. Hudson of Didcot Town Council (DTC) has now confirmed that DTC have agreed to accept the offer of the land at St Annes's Court for a consideration of £1. It has also been clarified that full responsibility for the land will pass to DTC once transferred, and that DTC will request an accurate quote for the transfer. It was agreed that L. Lloyd will send an email to ascertain whether any progress has been made with the quote. D. Button noted that if the fees are to be split 50/50 then EHPC should be billed directly for half of the cost for VAT purposes.

**2018-04-10: Traffic signs by War Memorial:** L. Lloyd reported that, following communication with J. Beale, the sign was due to be installed on 14<sup>th</sup> June but there was an issue connecting the 'fingers'. This issue is being resolved and the sign should be in situ soon. It was agreed that L. Lloyd should send another chase email to ensure this is dealt with.

**2019-03-01: Fire Hydrant Clarification:** L. Lloyd reported that she met with D. Rickeard concerning the editing of maps and has now completed a Fire Hydrants map for the village using the data supplied by I. Duff. This was circulated at the meeting and approved by the council. It was agreed that the map should be uploaded to the website. J. Elliott also suggested that it should be included in the Emergency Plan and it was agreed that L. Lloyd will update the Emergency Plan and upload the new version to the website. This action is now resolved.

**2019-03-01: Road Safety and Traffic Calming:** L. Lloyd reported that she has chased J. Beale who is now dealing with the road surface and markings at Lower Cross but has not yet had any feedback. It was agreed that L. Lloyd would send a follow up email. C. Shaikh confirmed that the vegetation has now been cut back outside Grange Farmhouse and the footpath is much more usable but it needs reviewing in line with road visibility requirements. I. Duff confirmed that he has emailed the owner who is confident that he has responded appropriately to each request regarding his hedge. J. Beale at OCC has been asked to review the road visibility issues with the hedge and the council is awaiting a response. After discussion, it was agreed that I. Duff would contact the owner again to see if a meeting with OCC Highways could help clarify the requirements moving forward.

**2019-04-01: Parish Council Email List:** I. Duff reported that he has spoken to A. Stocks and D. Amos who both confirmed that Mailchimp works for the HAMS circulation list. It was agreed that L. Lloyd will meet with D. Amos to discuss.

**2019-04-02: Village Hall Defibrillator:** L. Lloyd confirmed that this is progressing well. A District Councillor Priority Fund application has been submitted and is now in progress. The exact location has been approved by the village hall. I. Duff thanked S. Clarke for his support with this application. The council resolved that L. Lloyd should proceed with ordering the defibrillator and cabinet to the value of £1511.94 from WEL Medical.

**2019-04-03: Main Road 20mph speed limit:** L. Lloyd reported that she has obtained information from both M. Prestwood of OCC (regarding the speed survey quotes) and C. Hulme of Thames Valley Police (TVP) regarding the speed surveys. After lengthy discussion, it was agreed that L. Lloyd should ask M. Prestwood for clarification of exact locations required to provide results which enable a Main Road 20mph speed limit to be imposed from Lower Cross to Manor Farm Lane (the ideal result) with the view to proceeding with the speed surveys in line with the costs of £113.00 per speed survey and £220-£250 per tube survey as soon as the locations are confirmed, due to the need to carry out the surveys prior to the school holidays if possible.

**2019-04-04 Village Gateways:** C. Shaikh reported the following: Following research, the preferred option is a non-wooden gate as the maintenance is significantly lower. The gateway is more effective at reducing driving speed if used in conjunction with additional signage and/or dragons teeth. A company called Glasdon who were also recommended by J. Beale provide costings online and it was agreed that C. Shaikh will send details to J. Beale to see if he can provide an estimate for the OCC fitting costs which are unknown at this stage. J. Elliott noted that the signs would need to be maintained so they were visible at all times, so vegetation would need clearing (at a cost to EHPC). C. Gover queried whether this would be an acceptable use for CIL money. It was agreed that the proposal needs to be considered carefully in terms of cost and expected benefit to the village. There followed a short discussion regarding road repairs in the village. S. Clarke confirmed that the road repair fund had received several proposals for East Hagbourne which resulted in the New Road and Main Road repairs which are taking place at the moment.

At this point, it was agreed to discuss some agenda points out of sequence prior to completing review of the action list, while S. Clarke was still in attendance.

**6.A) Parish Council Car Park Lighting:** To approve the final cost of £2,643.32 (to include shields for angled lighting). The council approved the final cost.

**6.B) Community Speedwatch:** L. Lloyd confirmed that she is trying to arrange a meeting between PCSO S. Harris and potential volunteers as this has been confirmed as the correct course of action by C. Hulme of TVP. L. Lloyd also confirmed that she has received an email from M. Barber confirming that he is looking into improvements to the scheme and possible help with the costs for Parishes. S. Clarke confirmed that he does know M. Barber and can speak with him if clarification is needed in the future.

**6.D) Benches:**

Agreement to proceed with the purchase of two benches from Faraway Furniture, at a cost not exceeding £1800.00, cheque to be written at the meeting. The council resolved to purchase two benches including plaques for a total of £1509.98.

To discuss and approve fittings and installation quote covering both benches of £512.00 from J Capone Property Maintenance. The council approved the fitting costs of £512.00.

Approval of digital mock-up of the bench plaque – a digital mock up was circulated and approved by the council.

An email has been received from the owners of 46 New Road in response to the letter sent following the last Parish Council meeting. It outlined key concerns and was discussed at length. Following discussion including input from S. Clarke, the unanimous decision was to proceed with the location outside 46 New Road. It was agreed that L. Lloyd would send a response confirming this and providing reassurance regarding the points highlighted in the letter.

**6.C) Dog Waste Bins:** C. Gover queried whether S. Clarke was able to offer any assistance with the current situation regarding approval for new Dog Waste Bins. S. Clarke confirmed that it was a District Council matter and he was unfortunately not able to help.

S. Clarke left the meeting at this point and I. Duff resumed business as per the agenda.

**2019-04-05 Pavilion Lease Agreement:** See 6.i)

**2019-05-01 Annual Review of Council Operations Update:** L. Lloyd has updated following the APCM and I. Duff has reviewed. It was agreed that L. Lloyd should circulate, then upload to the website for public reference.

**2019-05-02 Neighbourhood Plan website migration:** C. Gover confirmed that the best way to approach this is being discussed so this is now in progress.

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

**E) Neighbourhood Plan Implementation Strategy:** It was agreed that this should be discussed at the next meeting as D. Rickeard was not present.

**F) Village Tidiness, to include discussion about areas to include on the Deep Clean request:** I. Duff asked for suggestions to include on the Deep Clean request, bearing in mind that only litter picking, sweeping and weed/moss clearing on pavements will be covered. As well as the pavement on Blewbury Road/Lower Cross bend noted at the last meeting, the stretch of road outside the cottages including 61 Blewbury Road, Buckells (12 Main Road) by the raised path and walking past the orchard, and Shoe Lane were noted as areas needing attention. Regarding Buckells and the orchard, it was agreed that letters should be sent to the owners as the paths are difficult to navigate. It was noted that gully emptying has been taking place in the village today on Blewbury Road.

**G) Oxfordshire Playing Fields Association membership renewal:** D. Button revoked his support of the OPFA subscription and the council voted not to renew for 2019/20.

**H) CPRE Membership renewal:** This was discussed and I. Duff recommended not renewing the membership and sending CPRE an email confirming why. D. Button suggested contacting other Parish Councils and sending CPRE an email as a united front with a list of concerns.

The council agreed not to renew the membership and to send a letter to CPRE. It was also agreed that I. Duff would confirm our non-renewal to NPSG, who could pass on this decision to the NP Alliance and encourage further responses.

**I) Pavilion Lease: To reaffirm the lease of the Recreation Ground and Pavilion to East Hagbourne Sport and Recreation Committee for the period up to 25 November 2025.**

It was resolved to sign the lease between East Hagbourne Parish Council and East Hagbourne Sport and Recreation Committee for the Pavilion. Cllrs Gover and Shaikh signed the lease on behalf of the Parish Council. Cllrs Duff, Rickeard, Button and Elliott signed the lease on behalf of East Hagbourne Sport and Recreation Committee.

**J) Please see action point 2019-04-02: Village Hall Defibrillator**

**K) Please see action point 2019-04-03: Main Road 20mph speed limit**

**L) Upper Cross: Update on the incident on 24<sup>th</sup> May:** L. Lloyd reported that following a report from a villager of the collision of a Grundon vehicle with Upper Cross, Grundon were contacted on the day of the incident with photographs of the damage. Our insurers have also been informed. Grundon logged the incident but the driver when interviewed did not recall hitting the monument and the vehicle camera footage does not show any impact. Stonemason R. Noviss has assessed the damage and confirmed that he can repair the

damage but it may be necessary to replace some stones. L. Lloyd confirmed she has lodged a claim with Grundon's insurers this week, and will chase for progress. It was agreed that L. Lloyd should send the villager who reported the incident an update email.

## **7) Items for Report**

**A) Planning Applications:** I. Duff reported that there is only one planning application currently in consultation, P19/1607/LB for Parsonage Farm House on Main Road. It is for repair works following a fire and the plans are currently circulating.

I. Duff reported on a meeting with M&M on 20<sup>th</sup> June between L. Jones of SODC, A. Asprou, A. Smith and R. Sanders from M&M, and Cllrs I, Duff, D. Button, C. Shaikh, C. Gover and P. Dixon.

M&M seemed to accept the comments made on the Parish Council's response to the planning application, and new plans are to be submitted in the next 2 weeks. M&M would like to receive approval for the new plans by the end of August. It was noted that the Construction Management Plan previously submitted was vague and that this needs to be resolved. New house design proposals and car parking were viewed at the meeting and indicate improvements in response to the concerns raised in the planning response. A. Smith confirmed that pump drainage systems are more commonplace than widely believed but it was noted that the drainage impact would be carefully considered.

A visit to the M&M site at Wychwood was discussed, for the Parish Council to see round their showrooms and how the site is managed. I. Duff resolved to contact A. Smith and A. Asprou to arrange a suitable date.

A. Asprou also confirmed at the meeting that SOHA is now being considered for the affordable housing.

**B) East Hagbourne Sport and Recreation Committee (EHS&RC):** D. Button reported that he has now finished the accounts for 2018/19. D. Button confirmed that he and D. Rickeard are now working on a budget to present at the next Parish Council meeting. Bookings are continuing at an acceptable level. D. Button presented a £500.00 cheque to L. Lloyd from EHS&RC in respect of their contribution to the insurance cost.

D. Button was also pleased to report success for Hagbourne United football team, who won the Division 4 title in the North Berks League, the League Cup and the A.G. Kingham Cup – a very successful season.

**C) Cemetery Committee Report:** D. Button confirmed that the new Grundon bin is in place and fits on the existing hard standing.

**D) Employment Committee Report, covering NJC agreement, new Clerk appointment and salary increase as of April 1<sup>st</sup>:** D. Button presented an Employment Committee report covering changes over the last 9 months. Please see Attachment 2 for the full report.

**8) Correspondence:** None.

## 9) Finance Report.

Finance Report: Annual Parish Council Meeting 20th June 2019						
<b>a) Payments since last meeting</b>						
Page	Item	Cheque Num	Amount	VAT	Total	Date
L Lloyd	May Salary	102652	558.54		558.54	31/05/2019
DVTG	Grant (Sec 137)	102653	300.00		300.00	01/06/2019
Dark White Digital	June web hosting	102654	30.00		30.00	01/06/2019
SSE Contracting Ltd	Car Park Lighting upgrade	102656	2643.32		2643.32	01/06/2019
BGG Garden and Tree Care	Village Grass cuts x 2 (May)	102657	540.00	90.00	450.00	11/06/2019
EHS&RC	Hall Hire 16/05/19	102658	25.00		25.00	11/06/2019
SSE Contracting Ltd	VAT (missed off cheque 102656)	102659	528.66	528.66	528.66	11/06/2019
IAC Audit and Consultancy Ltd	Internal Audit Fee	102660	300.00	50.00	300.00	20/06/2019
<b>b) Receipts since last meeting</b>						
From	Item	Amount	Date			
OCC	District Councillor Priority Fund Grant	£2,000.00	30/04/2019			
H Stutley	Allotment Rent 2019/20 Plots 12 and 13	£54.40	02/05/2019			
S Hanley	Allotment Rent 2019/20 - Plot 8 B	£11.75	13/05/2019			
L White	Allotment Rent 2019/20 - Plot 4A	£12.00	28/05/2019			
E T Sheppard	D Napper Memorial	£85.00	28/05/2019			
SSE	Wayleave Payment	£53.31	28/05/2019			
<b>c) Accumulated Account Balances (reconciled as of last bank statement through 29/05/2019)</b>						
Barclays Bank Accounts (2)		£60,520.89				
<b>d) The Special Project Balances (as of 16/05/2019) are:</b>						
Neighbourhood Plan		£2,740.78				
Planned Development Support F		£5,303.15				
Cemetery		£7,197.06				
Community Infrastructure Levy F		£2,090.82	Received 24/10/18 so requires spending by 23/10/23			
Community Infrastructure Levy F		£2,458.47	Received 24/04/19 so requires spending by 23/04/24			

C. Gover queried whether the council gets CIL money for N4B applications.

**9) b) Formal Acceptance of the Internal Audit Report:** The council formally accepted the Internal Audit report. Review of points raised can be found in the May 16<sup>th</sup> minutes and comments have been emailed to the auditors reflecting the council's proposed actions.

**9. c) Formal Acceptance of Annual Accounts:** The Annual Governance Statement for 2018/19 was formally accepted and signed by I. Duff and L. Lloyd. The Accounting Statements for 2018/19 were then formally accepted and signed by I. Duff and L. Lloyd.

L. Lloyd advised that the Notice of Public Rights would be posted on the noticeboard and in the Financial Information folder on easthagbourne.net on 21<sup>st</sup> June, with the 6-week period being 24<sup>th</sup> June – 2<sup>nd</sup> August. The Annual Governance Statement and Accounting Statements would also be posted for viewing on the noticeboard and the website.

## 10) Items for report and inclusion on the 25<sup>th</sup> July agenda:

The council would like the following on the July agenda:

Parish Council Car Park at the Village Hall

The meeting closed at 10.15pm. The next meeting is on the 25<sup>th</sup> July 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	LL	In Progress
2019-03-01	Road Safety and traffic calming	CS	In Progress
2019-04-01	Parish Council Email circulation list	LL	In Progress
2019-04-02	Village Hall Defibrillator	LL	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	In Progress
2019-05-02	Neighbourhood Plan website migration	CG/DR	In Progress
2019-06-01	Flood Group Assistance – neighbour maintenance	LL	In Progress

## **ATTACHMENT 2:**

### **EAST HAGBOURNE PARISH COUNCIL – EMPLOYMENT COMMITTEE**

Report to Parish Council on 9 months to 20 June 2019.

In May 2016 the National Salary Award was announced for the years ended 31 March 2017 and 31 March 2018. Accordingly the Scale LC2, point 26, on which our Clerk is placed, was increased from £23,166pa to £23,398pa and £23,866 on 1 April 2016 and 1 April 2017 and 1 April 2018. Our Clerk is paid at the rate of 10/37ths of the Full Time rate.

In December 2017 the National Salary Award was announced for the years ended 31 March 2019 and 31 March 2020. Further to that a new Pay Spine was announced and LC2, point 26 became SCP 19. The new salary level was £24,799 with effect from 1 April 2019.

Arrears were paid to the Clerk in September 2018.

Allison Leigh gave notice to terminate her employment at the end of October 2018 and it was agreed that she should stay in post until 31 December 2018.

An advert and revised Job Particulars were drawn up and an advert placed with O.A.L.C. and also on the Parish and local village notice boards. Applications were invited by the end of November with the probability of interviews in December and commencement of employment on 1<sup>st</sup> January 2019.

Two candidates were invited for interview but one withdrew at that stage. Accordingly only Mrs Laura Lloyd was interviewed. The Employment Committee were unanimous in approving Mrs Lloyd for the position subject to receiving adequate references.

Good references were duly received and the position of Parish Clerk was offered to, and accepted by, Mrs Lloyd with effect from 1<sup>st</sup> January 2019. She was appointed on a 10 hour per week contract and it was agreed to pay her on the Scale SCP19 of the National Local Government NJC Pay Scales. The appointment was subject to a Review at 6 months. It was also agreed to review the number of hours required to fulfil the position at the 6 month point subject to documentary evidence being produced by the Clerk.

Cllr Jean Elliott & Cllr Derek Button  
20 June 2019