

## East Hagbourne Parish Council

### **Minutes of the Parish Council meeting duly convened and held virtually using the ZOOM platform on Thursday 23<sup>rd</sup> April 2020**

#### **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, C. Shaikh and J. Elliott, and District Councillor A-M Simpson.

In attendance: L. Lloyd (Parish Clerk)

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

#### **2) PUBLIC FORUM AND QUESTIONS. NONE**

#### **3) REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS**

A-M Simpson reported the following:

A letter was sent to Robert Jenrick on Monday with cross party support calling for determination dates to be lifted regarding the 5-year plan for housing supply.

SODC have not begun virtual planning meetings as they are concerned that there may be issues as they can be quite contentious and may be difficult to hold online. SODC do not wish planning applications to be put through without the relevant site visits. If any planning applications do come in that require site visits, the Parish Council should contact planning to discuss, copying in A-M Simpson.

The volunteer groups in the district are working well, and I. Duff confirmed that the East Hagbourne Corona Community Support Group (EHCSG) are also providing assistance to a number of residents and working well as a team. The SODC funding has been mentioned to the support group but they haven't expressed a particular need for the money.

There has been no progress with the situation regarding dog bins – many staff have been reassigned and this has slowed the responses in general. L Lloyd asked A-M Simpson whether she knows of any Parishes using alternative services as SODC have sent a letter detailing the April increase to £3.00 per bin, up to £6.00 in 2021. It was agreed that A-M Simpson will look into this.

D. Rickeard noted that the Didcot infrastructure has been discussed in recent emails and queried whether A-M. Simpson has any information on this. She confirmed that the Ox-Cam expressway discussion has gone quiet in this area and that SODC are still keen to keep the HIF funding which has been in discussion since last year.

It was agreed that agenda items that were of interest to A-M. Simpson would be dealt with out of sequence to allow her input early in the meeting.

**7. a) Planning Applications:** I. Duff commented on the 34 Main Road planning application, which has now gone to appeal and the Parish Council are waiting to hear from planning for a further opportunity to comment. L. Lloyd is keeping an eye on how this progresses.

MacTaggart & Mickel hope to submit their reserved matters plans this week. Some residents of Lake Road and Harwood Road are concerned about the standing water that has been on site for a significant period of time, and I. Duff confirmed that he has passed on the photographs and comments to the planning team and M&M.

**6. i) Neighbourhood Plan - 12-month review:** I. Duff confirmed that the Neighbourhood Plan 12-month review is an excellent document and recommended that A-M. Simpson reads through it. D. Rickeard confirmed that it is predominantly a monitoring exercise to establish how well the

neighbourhood plan is being used. It has been sent to SODC for comment who confirmed that they would not make any amends as it is a Parish Council document, but that they would like a copy of it for their records. D. Rickeard asked for confirmation from the council that the document would be accepted and added to the website. The council accepted the Neighbourhood Plan 12 Month Review and agreed that it should be added to the website. A-M. Simpson asked for confirmation that the communication between SODC and the Neighbourhood Plan Steering Group has been adequate and D. Rickeard confirmed that the interaction with Ricardo Rios was working well and the planning team are taking the plan into consideration for all applications. The revised plan is with the SODC team (amends are minor, only bringing statements up to date, and no policies have been amended).

**7. e) East Hagbourne Community Support Group (Coronavirus):** I. Duff confirmed EHCSG has 40+ volunteers working well together. He mentioned the COVID fund but asked what we should use the money for. A-M. Simpson confirmed that the money is for emergency use for the support of residents if required and any unspent funds would be returned to the District Councillors fund for alternative use later in the year. She still has some funds available should the group feel it is necessary to take advantage of this offer.

**7. f) Didcot Garden Town:** A-M Simpson confirmed that she is still keen to make progress with this but her recent reassignment due to the COVID emergency has meant this has taken a back seat for now.

The council took a brief recess at 8.00pm to show appreciation for the NHS.

A-M Simpson left the meeting at 8.00pm.

The meeting resumed at 8.05pm

**4) Confirmation of the minutes of the Parish Council Meeting held on 13<sup>th</sup> February 2020, and the informal virtual meeting held on 26<sup>th</sup> March 2020.** The minutes of the meetings on 13<sup>th</sup> February and 26<sup>th</sup> March were approved by Council, and I. Duff verbally agreed the minutes for both meetings. L. Lloyd confirmed that she will post the minutes on the website, and the hard copies will be signed at the next physical meeting.

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

**2017-09-04 Progress St Anne's Court Transfer:** L. Lloyd confirmed that the TR1 transfer documents have now been signed and sent to Didcot Town Council so we await confirmation of the transfer.

**2018-04-10: Traffic signs by War Memorial:** No update at this time.

**2019-04-03: Main Road 20mph speed limit:** No progress has been made on this recently. As an aside relating to Main Road, I. Duff confirmed that the Shoe Lane post reported on Fix My Street last year has been secured by workmen this week. It is thinner towards the base than the original post as they couldn't source a replacement post and had to cut the rotten section out.

D. Button also noted that white lines have circled a number of road repairs required in the village but the New Road line painting and cemetery layby have still not been done. It was agreed that L. Lloyd will chase this to establish what is scheduled, if anything.

**2019-04-04 Village Gateways:** C. Shaikh confirmed that she has received an email from J. Beale confirming that the sign installation costs would not be 2/3 of the original quote to install 2 instead of 3. Also, as the design proposal has changed, J. Beale now has an issue with the curved lettering at the top of the sign. It has been confirmed that when a new quote is provided, it will include construction of the flat pack gates and removal of the old gates. C. Shaikh suggested that we could just wait until M&M install their sign first and see how they get on with the process as it is proving very difficult.

**2019-10-01 The Croft – Line Painting on Speed Humps:** L. Lloyd reported that following advice from OALC after the last Parish Council meeting, the Parish Council have not actioned the proposed letter to residents and will not be contributing to any line painting costs as this must remain the responsibility of the residents. This matter is now closed.

**2019-12-01 Village Footpath Maintenance:** D. Rickeard confirmed that this is on hold as a working party is not going to be achievable with the current restrictions. J. Elliott noted that the footpaths are being well used at the moment.

## 6) ITEMS FOR DISCUSSION/DECISION

- a) **Parish Council meetings during the Coronavirus emergency:** I. Duff confirmed that this is the first official virtual meeting following the new government guidance and the plan is to continue with meetings as scheduled, and to decide the dates of meetings going forward as usual at the May meeting. D. Rickeard questioned whether we could hold the APCM and L. Lloyd and I. Duff confirmed that this can proceed as normal.
- b) **Postponement of Annual Parish Meeting:** I. Duff confirmed that we are no longer able to hold an Annual Parish Meeting, and the requirement to hold this within the normal timeframe has been lifted. This particular meeting cannot be held online and the council felt that it might be of benefit to the Parish to hold it later this year as we may have further information regarding M&M to discuss by that time.
- c) **Village Tidiness including footpaths and gutters:** The Litter Blitz held in mid-March was a great success, but the amount of dog poo seems to have increased in volume due to the higher number of walkers using the village for their daily dog walks.
- d) **Discussion regarding possible siting of Beehives in the allotments:** D. Button confirmed that the Allotment Committee had approached him, and wanted to discuss a management plan for the siting of bees in the allotments. P. Dixon will need to follow this up with the committee.
- e) **Cemetery Tree Cutting:** D. Button confirmed that, as it is now the close season, nothing can proceed. It is still sensible to discuss a plan for the Autumn and the Parish Council need to be in agreement that the trees are dangerous. The trees are the responsibility of the Parochial Church Council who didn't have any money when this was last investigated. D. Button will contact J. Drewe to move this forward. C. Shaikh reported that the pathway through the churchyard is a footpath, not a bridleway and she stopped some cyclists recently – but the church only has a no cycling sign at one end of the churchyard. C. Shaikh will contact J. Drewe to see if this can be rectified.
- f) **Community First Oxfordshire - to discuss and approve 2020/21 membership fee of £70.00:** I. Duff asked D. Rickeard for his view and D. Rickeard recommended that the Parish Council should renew the membership. The council agreed to renew the membership at a cost of £70.00.
- g) **Dog Bin post update:** C. Gover confirmed that she had not discovered who was responsible for moving and fixing the dog bin post and asked that the minutes record a thank you to the unknown person who has reinstated the dog waste bin on the pathway between Fieldside and Lower Cross.
- h) **Change of use – Millenium Wood Paddocks:** D. Rickeard asked for an update.  
D. Button confirmed that A. McEwan-James (A. M-J), OCC Footpath Officer, had confirmed that users of the dog agility facility should not be driving their cars on the tarmac footpath. A. M-J also confirmed that he was querying whether the Powells, as owners of the Paddocks, had

access rights over the non-tarmacked part of the path and so whether they had any rights to confer onto users of the dog facility. A. M-J has already required the Powells to erect signs warning that cars must not drive on the tarmac surface and has also required the Powells to confirm legally that they have a right of access themselves by the end of January. A. M-J had also confirmed that, in his opinion, planning permission was required for the change of use from Arable to dog agility and that he would take up the matter of consent directly with S.O.D.C. D. Button said that he would chase up A. M-J about this. D. Rickeard also suggested that EHPC could make A-M. Simpson aware of this situation and D. Button agreed to let A. M-J know about this and if it were thought to be helpful. D. Button also agreed to chase A. M-J about the dangerous tree issue on The Croft footpath (197/8).

- i) **Neighbourhood Plan - 12-month review:** See comments noted earlier in the meeting.
- j) **Bench refurbishment - proposal to increase the agreed payment to J Capone Property Maintenance by £30.00 to cover the increased price of paint due to problems with supply during the COVID-19 outbreak:** I Duff reported that the bench refurbishment has been going well and the benches that have been repainted are looking very good. The council approved increasing the cost by £30.00.

## 7) ITEMS FOR REPORT

- a) **Planning Applications:** See comments noted earlier in the meeting.
- b) **East Hagbourne Sport and Recreation Committee:** D. Rickeard reported that the Pavilion and Playground are closed but the recreation ground is still accessible for walking. The monthly inspections are still being undertaken and the next one is due next week.  
D. Button confirmed that the finances are strong and there are no liabilities. D. Button is applying for a grant to cover the ongoing costs which will build up due to lack of revenue and will update the council on progress.
- c) **Cemetery Committee:** D. Button confirmed that the last committee meeting was not held but that an emergency meeting can be held if anything arises that needs attention.
- d) **Community Speedwatch:** D. Button confirmed that the speeds along New Road seem to have increased due to reduced traffic. Community Speedwatch is on hold at present.
- e) **East Hagbourne Community Support Group (Coronavirus):** In addition to comments noted earlier in the meeting, D. Button confirmed that as the Parish Council don't have online banking facilities, we are unable to help with payments but this has not been an issue so far.
- f) **Didcot Garden Town:** See comment noted earlier in the meeting. C. Topping had volunteered to submit the documentation for his candidature as the Parish Council representative on the Advisory Committee.
- g) **Flood Group:** D. Rickeard confirmed that the tree along the footpath from 43 Blewbury Road has not yet been dealt with by Mr Gale. It was agreed that this would be followed up after the meeting. The Parish Council would like to thank Hedges for their swift clearance of the tree on footpath 16.
- h) **SODC Local Plan:** D. Rickeard reported that the Parish Council should be alert around October when the examination of the plan should finish, and at that time they should consider how the amendments affect the Neighbourhood Plan. I. Duff spoke in favour of the proposed new roads around Didcot. D.

Button raised his concerns about the new infrastructure being attractive to the Ox-Cam expressway and also queried the new location of the river crossing. D. Rickeard and J. Elliott also commented in favour of the new road proposals. I Duff asked whether the Parish Council wish to make any comment on the proposal and confirmed that he would write a draft response to circulate to councillors, after submitting his own response online.

i) **Oxfordshire Growth Board:** Nothing to report.

8) **Correspondence:** None

9) **Finance.**

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

a) Payments since last meeting						
Payee	Item	Cheque Number	Amount	VAT	Total	Date
Grundon Waste Management	Cemetery Bins February	DD	£50.40	£8.40	£50.40	24-Feb-20
Grundon Waste Management	Cemetery Bins March	DD	£49.67	£8.28	£49.67	25-Mar-20
Came and Company	Insurance Renewal 2020/21	102733	1346.67	0	1346.67	1-Apr-20
SLCC	Clerk membership 2020/21	102734	126	0	126	1-Apr-20
OALC	Membership 2020/21	102735	198.2	39.64	237.84	1-Apr-20
HMRC	Employers NI Contribution	102736	41.91	0	41.91	14-Apr-20
Dark White Digital	April web hosting	102737	30	0	30	15-Apr-20
Tetbury Accounting Limited	Payroll administration 2019/20	102738	220	44	264	23-Apr-20
IAC Audit and Consultancy Ltd	Internal Audit fee 2019/20	102739	250	50	300	23-Apr-20
b) Receipts since last meeting						
From	Item	Amount	Date			
Barclays Bank	Interest on Business Premium Account	0.74	02/03/2020			
A Mankelov	CHQ - Allotment Rent Plots 26 & 28A	45.55	01/04/2020			
R Low	CHQ - Allotment Rent Plot 20	23.90	01/04/2020			
C Eltham	CHQ - Allotment Rent Plot 2A	15.00	01/04/2020			
I Duff	CHQ - Allotment Rent Plot 11	26.35	01/04/2020			
SSE	CHQ - Wayleave Payment	53.31	02/04/2020			
R Dawson	CHQ - Allotment Rent 2020/21 Plot 2B	15.45	02/04/2020			
F Walker	CHQ - Allotment Rent 2020/21 Plot 5	29.55	13/04/2020			
c) Accumulated Account Balances (reconciled as of last bank statement through 31/03/2020)						
Barclays Bank Accounts (2)		£47,997.52				
d) The Special Project Balances (as of 13/02/2020) are:						
Neighbourhood Plan		£2,535.78				
Planned Development Support Fund		£5,303.15				
Cemetery		£8,428.82				
Community Infrastructure Levy Fund 2		£1,905.97	Received 24/04/19 so requires spending by 23/04/24			
	Total	£18,173.72				

b) **Internal Audit update:** D. Button confirmed that the Internal Audit process has been completed with minimal recommendations and thanked L. Lloyd for her efforts with the preparation of the documentation for virtual audit. The recommendations will be discussed in full at the May meeting.

**Bank Reconciliations:** I. Duff queried the presentation of the bank reconciliations for clarity, then verbally approved and signed copies of the bank reconciliations for January, February and March 2020 and will return to L. Lloyd for her files.

**Reserves:** D. Button asked councillors for suggestions on what our reserves should be for, as we currently have almost a full years precept in the unspecified reserve funds. D. Rickeard confirmed that the Neighbourhood Plan review has been considering future projects too. It was suggested that this should be considered and discussed fully at the May meeting. I Duff confirmed he has been considering what the future pending CIL money from the M&M development could be spent on, as well as the reserves.

D. Button queried whether the NP funds were still required as a specific reserve at this stage.

L. Lloyd confirmed that she submitted the VAT return to the value of £2,126.71 for 2019-20 on 14<sup>th</sup> April.

**10) Items for report and inclusion on the May agenda**

Allocation of Reserves Discussion

Formal Approval of Internal Audit

Bank Mandate Resolution – Laura Lloyd needs to be named in the resolution.

Butts Piece – Wild area adjacent to footpath 4

Phase 2 of Bench restoration – Wooden Benches

The meeting closed at 9.20pm. The next Parish Council meeting will be the Annual Parish Council Meeting on 14<sup>th</sup> May 2020 using the ZOOM platform.

**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	Follow Up
2019-04-03	Main Road 20mph speed limit	LL	In Progress
2019-04-04	Village Gateways	CS	In Progress
2019-10-01	The Croft – Line Painting on Speed Humps	CS/LL	Complete
2019-12-01	Village Footpath Maintenance	DR	In Progress