

**East Hagbourne Parish Council
(EHPC)**

**Minutes of the Parish Council meeting duly convened and held on
Thursday 25th July 2019**

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

Present were Chairman I. Duff, Vice Chairman D. Button, Councillors D. Rickeard, C. Gover, P. Dixon and C. Shaikh, County Councillor S. Clarke and District Councillor A-M Simpson.

In attendance: L. Lloyd (Parish Clerk)

Apologies were received from J. Elliott.

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

2) PUBLIC FORUM AND QUESTIONS: NONE

3) REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLOR:

S. Clarke reported that he was pleased to see that road repairs are being carried out in the village and on Blewbury Road. He noted that the roads have been marked up for new line painting so this should be happening soon. S. Clarke also confirmed that Oxfordshire has been chosen as a test county for integration of Health and Social care. D. Rickeard reported that an incident of fly tipping on Moor Lane some weeks ago was reported but has not yet been cleared up yet.

I. Duff commented on The Croft/Shoe Lane junction as it is currently unclear whether SODC or OCC would be responsible for new signage. S. Clarke confirmed he would investigate this as OCC are responsible for footpaths, and SODC are responsible for road signs.

A-M Simpson provided a report which was circulated prior to the meeting (see attachment 2) and confirmed the following points:

- The options for the Local Plan are currently too vague and the plan needs to make them clearer before a decision can be made. While EHPC and DTC went for option 1, others chose option 4. I. Duff queried the wavering decision as speculative developers have already started coming forward. A-M Simpson confirmed that the District Council is keen to avoid speculative development. It was noted that fighting appeals is a significant money drain which would be best avoided.
- The Oxford-Cambridge expressway was unanimously voted against. The District Council felt that the proposal has been poorly presented and would have a major impact on the local area. D. Button mentioned that the only benefit was for improvements to the A34. A-M Simpson agreed that this is a key area of concern. The £200 million infrastructure fund will hopefully be retained.
- It is expected that actions noted in the report will come back to full council in September.

4) CONFIRMATION OF THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 20TH JUNE 2019: The minutes of the meeting of 20th June 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 currently investigating an agreement with OCC Solicitors which would provide good legal costs. This was discussed at a management meeting on 18th July so a decision on this is imminent. S. Clarke confirmed that he is still waiting for a Grant form to be completed by DTC concerning the St Annes Court transfer and he will follow this up.

2018-04-10: Traffic signs by War Memorial: L. Lloyd reported that J. Beale confirmed there are new parts on order from the manufacturer, and he is chasing for a new installation date.

2019-03-01: Road Safety and Traffic Calming: C. Shaikh reported that she had circulated photographs of an accident that occurred last week on Blewbury Road, taking the total number of accidents to 4 since March 2018. S. Clarke confirmed that speed cameras are a Thames Valley Police concern. Painted road markings have little impact unless accompanied by engineering solutions. Vehicle activated speed signs may be an option and S. Clarke agreed to investigate how to action.

I. Duff reported that the Grange Farmhouse hedge has been cut back further since the last Parish Council meeting. A meeting has been arranged with J. Beale on 16th August at Lower Cross corner.

2019-04-01: Parish Council Email List: I. Duff confirmed that the initial email sent via Mailchimp to encourage subscribers was only sent to the councillors as a test and would now be used to build a contact list via Facebook, the website and the Parish Magazine.

2019-04-02: Village Hall Defibrillator: L. Lloyd reported that the anticipated delivery date for the defibrillator is mid-August, due to the cabinet being out of stock. A-M Simpson asked whether there would be any Defibrillator training and it was confirmed that the intention was to arrange further sessions in conjunction with the installation of the new defibrillator.

2019-04-03: Main Road 20mph speed limit: I. Duff confirmed that it had not been possible to arrange the speed surveys before the school holidays. S. Clarke confirmed that securing dates for speed surveys can be a slow process and it was agreed that this should now proceed after the school holidays.

2019-04-04 Village Gateways: C. Shaikh reported that she had sent details to J. Beale as agreed at the last meeting but had received no response. S. Clarke confirmed that he would email J. Beale to help progress this.

2019-04-05 Pavilion Lease Agreement: D. Rickeard thanked all parties involved for signing the lease. D. Rickeard reported that he sent an email to the Grants Team in early July requesting the written permission of SODC to record the lease on the Land Registry document. At present, there has been no response, and it is expected that this may take some time to progress.

2019-05-01 Annual Review of Council Operations Update: L. Lloyd confirmed that the document is now available online since no comments were received following circulation to all councillors.

2019-05-02 Neighbourhood Plan website migration: D. Rickeard reported that he has been working on a document covering the requirements for the migration and it has been sent to C. Gover for approval. The plan will be circulated once approved.

2019-06-01 Flood Group Assistance- neighbour maintenance: I. Duff reported that L. Lloyd had sent a letter by email to the owners of 43 Blewbury Road as discussed at the June meeting but has not received any response. D. Rickeard confirmed that as of today no work

has been carried out. It was resolved that I. Duff will visit the owners to discuss the situation this weekend. S. Clarke confirmed that OCC would send a letter if no progress is made. C. Shaikh queried the tree that is blocking the waterway as it has not yet been dealt with. D. Rickeard confirmed that SODC were contacted and they sent a letter to the wrong resident. D. Rickeard had a fortuitous meeting with the correct riparian owner, who agreed to remove the tree once the field has been harvested.

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 and A-M Simpson were still in attendance.

6) ITEMS FOR DISCUSSION/DECISION

6.c) Community Speedwatch: I. Duff reported that he and a resident had met with PCSO Tyler Lewis to discuss setting up a speedwatch in East Hagbourne. The meeting was very productive. An information document has been circulated to all councillors. The speedwatch equipment is currently with Dorchester but EHPC are next in line and could have it in September, for around a month. It was agreed that New Road and Blewbury Road would be the most beneficial areas to monitor. More volunteers are needed and it was agreed that the council would help by advertising on Facebook, the website and in the Parish Magazine.

A Police Indemnity Agreement must be signed. I. Duff asked the council present for approval to sign the indemnity agreement, which was given unanimously. I. Duff resolved to report back to the resident before proceeding.

6.i) Shoe Lane/The Croft junction – issues regarding parking and road surface repairs during construction work: I. Duff reported that construction work at no. 12 The Croft has led to a restructured entrance, and seems to be encouraging parking in front of the Shoe Lane footpath entrance. S. Clarke resolved to investigate this.

6.e) Neighbourhood Plan Implementation Strategy: D. Rickeard confirmed that a number of the Local Plan policies had specific wording which needed to be retained in order to support the Neighbourhood Plan, in particular relating to village character. D. Rickeard confirmed he would forward the information to A-M Simpson for clarification.

It was also discussed that the Neighbourhood Plan should be taken into account for Pre-application advice requests. I. Duff confirmed there have not been any in the parish since the plan was made.

7.a) Planning Applications: I. Duff confirmed that the revised plans for MacTaggart and Mickel have now been submitted. The documentation addresses the concerns the Parish Council had with the initial reserved matters planning application. The claim regarding drainage is that the completed site will not drain any higher volume into the watercourse than the existing field. D. Button commented that hosepipe usage would increase the surface water drainage so this statement is inaccurate. M&M are awaiting information from OCC regarding road safety and the Construction Management Plan. S. Clarke resolved to chase OCC for the required details.

I. Duff also briefly discussed the following current planning applications:

P19/S2028/O 26 New Road. I Duff confirmed that an objection would be submitted as the application is only for outline planning for two properties and does not provide enough details to make an informed decision.

P19/S1268/FUL 56 Blewbury Road have submitted amended plans for the proposed 2 dwellings and paperwork is now in circulation. It was noted that the boundaries marked on the SODC map are out of date, which resulted in some immediate neighbours not being duly informed of the initial planning application.

P19/S1940/HH 34 Main Road have applied for retrospective planning permission for a large summerhouse at the bottom of their garden. There is concern from neighbours about the size and proximity to the boundary.

6.d) Dog Waste Bins: L. Lloyd reported that there had been no progress with the Dog Bins, although the waste team have confirmed that they will include East Hagbourne in their first list of villages to ascertain current locations and further requirement. L. Lloyd also confirmed that a company called Scoop Dotty Dog are now advertising bin emptying services and at least one local council has an agreed contract with them despite the higher costs, due to collection issues. It was noted that EHPC are still keen to add two extra bins to the village as the paths are very well used by dog walkers. A-M Simpson confirmed she would look into this.

6.f) Village Tidiness: I. Duff thanked A-M Simpson for the District Council's efforts with the Deep Clean, noting significant improvements in some areas of the village. Some areas were covered better than others, with Blewbury Road and New Road not seeing any improvement but this was likely due to time constraints. I. Duff confirmed that he had spoken with the owners of Buckells and Kingsholm regarding overhanging planting and both have responded positively and cut or tied back as requested.

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

6.a) Parish Council Car Park Lighting: D. Button reported that a date is still pending for the installation. It was agreed that L. Lloyd will continue to chase SSE for a confirmed date in the school holidays.

6.b) Parish Council Car Park usage and management: D. Button proposed that the usage and management of the car park should be reviewed. The Fleur de Lys and Church (wedding ceremonies) use the car park but do not have to make any payment to the council to do so. In particular the Fleur Fest is held in the pub car park and the village car park is the designated parking, and the upcoming Bike Night is also taking over the car park for the evening. Time Limits, No Overnight Parking and reconsidering the layout of the bays were all mentioned, and it was agreed that D. Button would collate councillor opinions before the next meeting.

It has been noted that a significant number of school staff (c. 20-25 cars) are using the car park instead of spaces available in the school. C Shaikh confirmed that this has previously been due to the inconvenient access via the school gate. D. Rickeard suggested that with the change of Head Teacher, now would be a good time to speak with the school about potential parking solutions.

6.g) Main Road 20mph Speed Limit: See comment under actions from previous meetings

6.h) Upper Cross: Update on the incident on 24th May: L. Lloyd reported that following viewing of additional video footage, Grundon have now accepted liability and confirmed that EHPC may appoint R. Noviss to carry out the necessary repair works. This will be carried out in early August, and the invoice will be paid by Grundon.

6.j) Planning Training on 17th September: Following a brief discussion, P. Dixon and D. Button agreed to attend the Planning Training session on offer from SODC.

6.k) Oxfordshire Association for the Blind – Discussion regarding an appeal for funding: I. Duff reported that the council has received a request for funding. The council agreed that they would not donate on this occasion.

7) Items for Report

a) Planning Applications: Please also see comments made earlier in the meeting. I. Duff questioned whether councillors wished to meet to discuss the new M&M plans. Councillors resolved to read through the newly submitted paperwork and review. I. Duff confirmed he would arrange a meeting at the Milton Under Wychwood site in August.

P19/S1268/FUL 56 Blewbury Road - It was agreed that C. Shaikh would visit the neighbouring properties and ensure that they are all aware of the amended plans.

P19/S1940/HH 34 Main Road – I. Duff resolved to look at the construction and draft a response. A retrospective planning application is at best a poor option, and the conservation team should review this and action appropriately.

b) East Hagbourne Sport and Recreation Committee (EHS&RC): D. Button reported that he will circulate the final accounts for EHS&RC after the meeting.

c) Cemetery Committee Report: D. Button reported the following:

D. Button and L. Lloyd have completed a full inspection of the Memorials in the cemetery, with 2 unsafe headstones, 2 unsecured stones and the addition of kerbstones which do not conform to regulations. It was confirmed that L. Lloyd is contacting the known owners of the graves to request that these issues are resolved.

BGG grass cutting has been sporadic and the cemetery grass had been partly mown by an unknown person prior to the 16th July. It was confirmed that L. Lloyd chased BGG again and the grass was cut on 20th July.

The government has introduced the Childrens Funeral Fund for England which came into effect on 23rd July, but full regulations have not yet been published. This will alter the way the Parish Council collects income for children's funeral costs in the future.

The old bins have been well hidden behind the bushes following continued use after the Grundon bin was installed. It was confirmed that L. Lloyd was arranging for these to be collected by SODC.

d) Employment Committee Report:

D. Button confirmed that a report had been circulated regarding the formal 6 month review meeting, held on 17th July between the Employment Committee and L. Lloyd. Key points of the report are noted below.

i) Clerk 6 month review: The Employment Committee proposed that the Clerk position should be made permanent. The council agreed to L. Lloyd continuing as Clerk in a permanent position.

ii) Cemetery Database Hours: D. Button asked that the council should consider paying the hours spent on the Cemetery Digitisation separately as it falls outside of normal job requirements. This would be at an estimated cost of c. £600. West Hagbourne PC would also be consulted. This extra payment, if agreed, would be set against the Cemetery Management Fund rather than the funds of EHPC.

iii) Clerk Hours: On request, L. Lloyd has been keeping a record of hours worked and this currently averages 12 hours per week rather than the 10 contracted hours. It was agreed that this should be monitored for a further three months to give a better indication of ongoing hours worked, to be reviewed again in October.

e) Allotment Report: D. Button reported that there was one outstanding enquiry for an allotment plot, with 2 full size and 1 half plot available for the current year. It was confirmed that the Allotment Group will be meeting in the next fortnight and may need to contact some lax plot holders regarding upkeep. D. Button will also be speaking with Father Jason who will judge the best plot.

8) Correspondence: L. Lloyd reported that a Lake Road resident had telephoned on two occasions regarding the navigation of village footpaths. The areas of concern have been improved by residents since the calls.

9) Finance Report.

a) Payments since last meeting						
Payee	Item	Cheque Num	Amount	VAT	Total	Date
Public Works Loan Board	Loan Repayment	DD	3424.76	0.00	3424.76	3-Jun-19
Public Works Loan Board	Loan Repayment	DD	2461.17	0.00	2461.17	7-Jun-19
L Lloyd	June Salary	102661	558.54	0.00	558.54	20-Jun-19
Faraway Furniture 2018 Ltd	2 benches	102663	1,258.32	251.66	1,509.98	20-Jun-19
Grundon Waste Management	Cemetery Bin	DD	4.80	0.96	5.76	20-Jun-19
Hagbourne Parochial Church Council	Butts Piece Rental Payment	102664	333.06	0.00	333.06	1-Jul-19
BGG Garden and Tree Care	village cut 10/06/2019	102665	255.00	51.00	306.00	1-Jul-19
Dark White Digital	July web hosting	102666	30.00	0.00	30.00	1-Jul-19
J Capone Property Maintenance	installation of 2 benches	102667	512.00	0.00	512.00	11-Jul-19
Castle Water	June Allotment Water	102668	3.13	0.63	3.76	15-Jul-19
WEL Medical Limited	defibrillator and cabinet	102669	1,250.00	250.00	1,500.00	15-Jul-19
b) Receipts since last meeting						
From	Item	Amount	Date			
Barclays	Interest 4 Mar - 2 Jun	1.05	03/06/2019			
EHS&RC	Insurance contribution for 2019/20	500.00	20/06/2019			
S Pickering	Allotment Rent 2019/20 - Plot 22B	9.00	25/06/2019			
OCC Cllr Priority Fund	Grant Money - Defibrillator	1,575.00	27/06/2019			
Abingdon Stone and Marble	I. W. Noyce Memorial	85.00	02/07/2019			
Reeves Memorials	Scowen and Pickford	170.00	11/07/2019			
c) Accumulated Account Balances (reconciled as of last bank statement through 28/06/2019)						
Barclays Bank Accounts (2)		£50,278.75				
d) The Special Project Balances (as of 25/07/2019) are:						
Neighbourhood Plan		£2,740.78				
Planned Development Support Fund		£5,303.15				
Cemetery		£7,447.26				
Community Infrastructure Levy Fund 1	£2,090.82			Received 24/10/18 so requires spending by 23/10/23		
Community Infrastructure Levy Fund 2	£2,458.47			Received 24/04/19 so requires spending by 23/04/24		
	£4,549.29					
Expenditure - Village Car Park Lights	2643.32	£1,905.97		New balance of CIL funds		
		<u>£17,397.16</u>				

C. Shaikh reported an incident of littering in relation to the bench installation at Butts Piece. A rubbish bin should be situated in close proximity to the new bench. It was agreed that L. Lloyd would contact SODC to request this.

10) Items for report and inclusion on the 12th September agenda:

The council would like the following on the September agenda:

Parish Council Car Park at the Village Hall
 Bench Refurbishment Plan
 Web Image Folders – Cost
 Cemetery Database Hours

The meeting closed at 9.50pm. The next meeting is on the 12th September at the Pavilion.

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	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	DR	In Progress

ATTACHMENT 2:

Title	District Councillor's Report
Authors	Cllr Anne-Marie Simpson
Meeting	East Hagbourne Parish Council
Date	25 th July 2019

It has been a busy month for South Oxfordshire District Councillors as the new cabinet and new councillors have settled in.

Emerging Local Plan 2034

As I am sure you are aware, councillors have agreed to take a little more time to consider options for the district's Local Plan following a vote at a full council meeting last week. Councillors want to find effective and suitable ways to ensure the plan takes into consideration feedback from local residents, who have raised concerns about the emerging plan's approach to providing land for housing in the district.

South Oxfordshire District Council has also formally declared a Climate Emergency since the Local Plan was submitted in March, so at the council meeting in Crowmarsh on 18 July, councillors also expressed their wish to use the Local Plan process to help address the issue.

Cllr Sue Cooper, Leader of South Oxfordshire District Council, said: "We're all very keen to make sure that we have a Local Plan that protects the best interests of South Oxfordshire and our residents. It's sensible to take time to make sure we investigate fully of the implications desired changes might have, particularly if they have an impact on quality of life in the district."

Following the councillors' vote, council officers will be working with partners and the government to discuss issues related to the Local Plan including implementing Oxfordshire County Council's successful Housing Infrastructure Funding bid.

Councillors approved a recommendation from the council's Cabinet and agreed to:

(1) express its determination to maintain its housing land supply and avoid speculative development;

(2) express its continued support for the Housing and Infrastructure Fund (HIF) funding and infrastructure projects that could be delivered by it;

(3) ask officers to explore with Oxfordshire County Council, Homes England and the Ministry of Housing, Communities and Local Government options for protecting the HIF funding whilst enabling the council to address concerns about the current emerging Local Plan 2034 including (but not limited to) climate change issues, Oxford City's unmet housing need, and to report back to Cabinet and Council;

(4) recognising that the Climate Change Emergency is all too real and is recognised to be of key and statutory importance under the Climate Change Act 2008 and the associated objective of "zero carbon by 2050", express its wish to do all that it can to respond through the Local Plan process;

(5) agree that as soon as practicable, alongside satisfactory progress being made on resolving issues in the emerging Local Plan, work on a subsequent Local Plan shall commence, strengthening climate change considerations.

Oxford-Cambridge Expressway

South Oxfordshire District Council resolved at the full council meeting to oppose the building of the proposed Oxford to Cambridge Expressway and to support rail and other public transport connections instead. This decision came a day after Vale of White Horse District Council agreed to do the same.

The council resolved to:

- *Oppose the Expressway project in all forms, including expansion of existing (or new) roads in the district to form part of it.*
- *Support fully-electrified East-West Rail, including freight capacity and connections, and better public transport and active travel connections.*
- *Update all council documents to reflect this new position on the Expressway and related Arc development proposals.*
- *Continue to support partnership working, especially with regard to landscape-scale conservation and nature recovery networks.*

Cllr Sue Cooper, leader of South Oxfordshire District Council, said: “This new expressway would have significant adverse impacts on Oxfordshire: it will bring more traffic create a major source of air and noise pollution, destroy farmland and habitats and increase CO₂ emissions, all of which are incompatible with the recent Climate Emergency declared by this council in April. It will bring more traffic onto the county’s existing roads. Any road upgrades necessary to support the East-West rail route should connect to that route and be proportionate to the primacy of rail freight.”

Other motions passed at full council meeting

Three other motions were passed:

1. To authorise the leader of the council to write to the Secretary of State for Transport to request the acceleration of the delivery of rail projects of importance to South Oxfordshire.
2. To ask officers to prepare a report for cabinet on ways to use council powers and resources to deliver more high-quality, environmentally sustainable and genuinely affordable housing.
3. To call on the Oxfordshire Pension Fund to divest from fossil fuels.

To read the full details of the motions please follow this link:

<http://democratic.southoxon.gov.uk/mgAi.aspx?ID=10214>

Other news and information

Waste Recycling

A group of councillors spent a day visiting the Biffa Materials Recovery Facility in Edmonton on 11 July which was very interesting and eye-opening with regard to how labour intensive it is despite the mechanised solutions.

There are many ways that residents can improve the quality of the recycling waste in their green bins but the message was clear from that day: NO NAPPIES.

Black plastic is not recyclable either.

SODC website has guidance on what you can recycle and what you cannot,

<http://www.southoxon.gov.uk/services-and-advice/recycling-rubbish-and-waste/recycling/what-can-i-recycle>

Don't forget if you suffer from a missed bin collection you can report it to Biffa the same day.

Link can be found here, <http://www.southoxon.gov.uk/services-and-advice/recycling-rubbish-and-waste/your-recycling-and-waste-collections/missed-collecti>

CCTV in towns

Councillors have also visited the SODC CCTV Control room, based at Thames Valley Police Station in Abingdon.

SODC has 57 cameras and Vale of the White Horse District Council has 29, all functioning and recording around the clock. They are in towns, Didcot, Wallingford, Henley-on-Thames and Thame for SODC and Abingdon and Wantage for VOWH.

Recordings are kept for 31 days before being destroyed unless a request is made and approved, to download a recording.

Any member of the public can make a request to view recordings provided it is with regard to themselves or their property. To make a request use the following link,

<http://www.southoxon.gov.uk/services-and-advice/community-advice-and-support/safer-communities/cctv>

Didcot A Power Station update

The initial phase of a planned demolition of Didcot A Power Station is scheduled to take place on Sunday 18 August 2019. The demolition will take place in two stages, with this initial activity taking down the three remaining cooling towers, before a subsequent demolition of the chimney, which is expected to happen in early Autumn.

RWE has stated in their communication that there will be no road closures. The demolition will be filmed by the contractor and the footage will be made publicly available after the demolition has taken place.