

EAST HAGBOURNE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING DULY CONVENED AND HELD VIRTUALLY USING THE ZOOM PLATFORM ON THURSDAY 6TH MAY 2021

1. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN: D. Rickeard nominated Iain Duff to continue as Chairman. J. Elliott seconded this proposal. I. Duff accepted this nomination and was unanimously elected as Chairman of East Hagbourne Parish Council until the Annual Parish Council Meeting (APCM) in May 2022. I. Duff signed the Declaration of Acceptance of Office, which was witnessed by the clerk (via video link). The clerk's signature will be completed after the meeting.

D. Rickeard nominated Derek Button for Vice Chairman. P. Dixon seconded this. D. Button accepted the nomination and was unanimously elected as Vice Chairman of East Hagbourne Parish Council until the APCM in May 2022. D. Button signed the Declaration of Acceptance of Office which was witnessed by the clerk (via video link). The clerk's signature will be completed after the meeting.

2. ATTENDANCE, APOLOGIES AND DECLARATIONS OF PECUNIARY INTEREST: Present were Chairman I. Duff, Vice Chair D. Button and Councillors C. Gover, P. Dixon, J. Elliott, D. Rickeard and C. Shaikh.

No apologies were received.

In attendance was L. Lloyd (Clerk).

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

3. PUBLIC FORUM AND QUESTIONS: NONE

4. REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS: NONE

5. CONFIRMATION OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 22ND APRIL 2021: The minutes of the meeting on 22nd April 2021 were approved by Council and signed by I. Duff on screen.

6. PROCEDURAL MATTERS: The council reviewed the Annual Review of Council Operations. Some amendments were made. Following approval, the final copy will be available on the website.

a) Review of nominations and terms of reference to committees, working groups and non-Council bodies, including cheque signatories.

The rotating Chairman position for the Cemetery Committee falls to West Hagbourne in 2021/2. D. Button reported that he had asked M. Butler if he would like to Chair for the coming year and he declined the position. D. Button confirmed he is happy to continue in the position of Chairman of the Cemetery Committee for 2021/22.

D. Rickeard noted that the EHSRC contribution towards the parish council's insurance premium has now been officially recorded on the Annual Checklist.

All four signatories on the bank mandate will continue with this responsibility for 2021/22. A hard copy of the existing bank mandate is still pending following several requests.

b) Review of standing orders and financial regulations. The standing orders were revised on 14th May 2020 to include a reference to the Government legislation in place during the Coronavirus outbreak. It was noted that this legislation ends on 7th May 2021. The Financial Regulations in line with the NALC 2019 model were adopted on 20th August 2020.

c) Review of inventory of land and assets including buildings and office equipment. A review of assets was carried out in March 2021. St. Anne's Court Playground has been removed from the

register following the land transfer. D. Button proposed that the war memorial should be added to the asset register and the council approved this addition.

- d) Review and confirmation of arrangements for insurance cover in respect of all insured risks.**
Insurance cover was renewed on 1st April, following a review of the insurance schedule by D. Button and L. Lloyd in March 2021.
The Risk Assessment including financial risks was adopted in 2015. It was reviewed and some amendments were made in line with the new financial regulations. The council approved the new version of the Risk Assessment and it was signed accordingly.
- e) Review of the Council's and/or employees' memberships of other bodies.** Memberships were reviewed and no additions or changes were proposed.
- f) Other Councillor responsibilities:** Nothing noted
- g) Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.**
2021: June 24, July 15, August 12, September 9, October 14, November 11, December 9
2022: January 13, February 10, March 10, April 21, May 12
The Annual Parish Meeting will take place on March 31
All meetings will be held at the Pavilion, Great Mead, East Hagbourne
All meetings to commence at 19:30.

7. ACTIONS FROM PREVIOUS MEETINGS:

2019-04-03 Main Road 20mph speed limit: Nothing to report.

2019-04-04 Village Gateways: C. Shaikh reported that she has been speaking with Sign of the Times and has confirmed a lead time of 7 weeks from order placement.

2020-10-01 Definitive Map Modification Order (DMMO) Application: Nothing to report.

2020-11-01 Dangerous Trees on Footpath 197/8: L. Lloyd confirmed there has been no communication from the team. Another resident has been in touch about one of the trees overhanging their garden and L. Lloyd confirmed she has explained the situation to them and will continue to push for action from OCC.

8. ITEMS FOR DISCUSSION/DECISION:

a) Planning Applications including:

i) **34 Main Road appeal:** Nothing to report

ii) **P19/S0357/RM Site adjacent to the village hall** – I. Duff reported that a virtual meeting between MacTaggart and Mickel (M&M), P. Silverwood (planning officer) and D. Bell (drainage) has resulted in a requirement for M&M to submit a Schedule 73 application to finalize the drainage issue. This will go through the usual planning consultation process.

P. Dixon reported that approximately 50 tons of debris have been removed from the culvert under the allotments. This work has been paid for by Deanfield Homes. They believe, however, that the culvert maintenance will be SODC's responsibility although this is pending clarification. It has been confirmed that a good amount of the heavy groundworks could be completed during the summer holidays if the Schedule 73 application and subsequent RM application are passed by mid-June.

P21/S1248/HH 3 Kingsholm Close – I. Duff confirmed that following discussion with the applicants and neighbours, no concerns have been raised. D. Rickeard confirmed that other properties in the close will need to upgrade their windows in the future and this could serve as an example. The council agreed to respond with no objections.

P21/S1391/FUL Coscote Farm – I. Duff confirmed the recent receipt of an application for a new open sided portal framed agricultural building, following the prior determination that P21/S0184/AG required a full application. It was confirmed that this application will be reviewed after the meeting.

b) To ratify all decisions made at the parish council meeting held on 22 April 2021:

L. Lloyd reported that there had been considerable discussion with differing interpretations from NALC and local council associations surrounding whether or not the national mourning period for HRH Prince Philip counted as clear days and whether agendas could be sent out/meetings held during this

time. As a result, some councils cancelled meetings, and others continued as normal. As the agenda for 22nd April was posted during the period in question, ratification of decisions made at the meeting was advised to avoid questioning their validity. The council resolved to ratify all decisions made at the meeting held on 22nd April 2021.

- c) **Section 101 Delegation of Powers:** There was some debate about the necessity of the delegation of powers, which would only be required if the Coronavirus situation changes and leaves the parish council in a position where no physical or virtual meeting can be held legally. A vote was taken and the council resolved to adopt the delegation document.
- d) **Community Projects - Decision on location of picnic benches and waste bin at Butt's Piece:** C. Shaikh reported on a meeting at Butts Piece to confirm the location of the benches. It was agreed that the benches would both be installed next to the ditch in the south-west corner of the green. The benches will be installed on 3rd June, and it was agreed that the waste bin should also be ordered now so that it could be installed at the same time. The council agreed that the bin would be dark green.
- e) **Village hall footpath - to discuss and agree to minor path repairs using scalplings at a cost not exceeding £50.00:** D. Rickeard confirmed that there is an area towards the school end of the footpath which is dipped and forms puddles in wet weather. This would benefit from some simple treatment with scalplings which can be done over half term. The council approved the expenditure.
- f) **Village Gateways: Approval for expenditure not exceeding £6,000 for the purchase and installation of two village gateways, including costings listed below:**
 - 2 x Glasdon gates £1753.76 (+VAT)**
 - 2 signs from 'Sign of the Times' (including delivery and VAT) £2124.00 (+VAT)**
 - Andy Barmer - Design of sign £50.00**
 - OCC installation £713.67 (+VAT)**Following a brief discussion, the council resolved to approve all costs. It was further resolved that the project would be funded by the Community Project Reserves Fund.
- g) **Pavilion Foul Drainage Issues:** L. Lloyd confirmed that, following advice from the insurer's legal advice line, a second letter was sent to Hine Solicitors on 30th April with supporting documentation to clarify the parish council's position. It has also been clarified by the claims department that the parish council is not covered for legal expenses in the current circumstances. However, on receipt of a reply to the second letter, the situation would be reassessed as cover is provided in the event of nuisance, physical damage or material loss to property. D. Rickeard and D. Button expressed concern with the lack of a solicitor to respond on the behalf of the parish council. D. Button proposed that Slade Legal should be approached to ascertain whether they would be available to act immediately should the response to our second letter demand immediate action. The council agreed that L. Lloyd would contact them to discuss their availability.

9. ITEMS FOR REPORT

- a) **East Hagbourne Sport and Recreation Committee:** D Rickeard reported that from 17th May some users will be able to return – table tennis, yoga, pilates, and the art group have shown initial interest. The changing rooms will remain closed until 21st June. The football pitch is being well used by Didcot Casuals as well as HUFC, who have confirmed an interest in continuing to use the pitch next season. A meeting between EHSRC, HUFC, and Didcot Casuals has been arranged to discuss this.

An incident occurred at a recent football match involving a clash of heads. An ambulance was called but the injured party did not end up going to hospital. D. Rickeard confirmed that a review of procedures had taken place and as a result, some additional keys are being cut for the double gates (one of which would be given to the clerk) to enable emergency access to the field.
- b) **Cemetery Committee:** D. Button reported that the hard standing for the Grundon Bin was nearing completion as was the area around the standpipe. The east gate is also being worked on. In his spare time Terry Taylor is working on the realignment of the Lych Gate and much progress has been made thus far this year.
- c) **Employment Committee:** D. Button reported that the employment meeting will likely take place after 17th May when the next set of Covid restrictions are relaxed, thus avoiding the pressures of the unpredictable weather. The subject matter of the meeting is too important to "Zoom" and should be in a face-to-face situation. The participants of the meeting also were suffering from current work pressures making time commitments difficult in the immediate period.

- d) **Butts Piece Allotments:** P. Dixon confirmed there was nothing to report in addition to the drainage progress noted under item 8.a)ii)
- e) **Community Speedwatch:** I. Duff confirmed that he has spoken with R. Bartlett since the last meeting. The details for the potential purchase of a speed gun are still pending. R. Bartlett has emailed the community speedwatch volunteers with a proposal to restart after 17th May, and has requested a loan of equipment from Thames Valley Police.
- f) **East Hagbourne Community Support Group (Coronavirus):** Nothing to report.
- g) **Didcot Garden Town:** P. Dixon confirmed that the next Parish Council sounding board is some months away so there is nothing to report at this stage.
- h) **Flood Group:** I. Duff clarified that R. Ainger had confirmed that he was happy with the prepared response questionnaire from CPRE Oxfordshire on Sewage, Flooding and Water. It was agreed that the questionnaire would be submitted on behalf of the parish council.
- i) **Oxfordshire Growth Board:** P. Dixon confirmed the next meeting is taking place on 8th June.
- j) **Neighbourhood Plan:** Nothing to report.

10. Correspondence: L. Lloyd confirmed that Sara James has agreed to co-ordinate a litter pick as part of the Great British Spring Clean this year on 12th June. It was agreed that L. Lloyd will liaise with SODC and Sara James to assist with this. This is good timing as the NGS Open Gardens is taking place in the village on 13th June.

I. Duff reported that the owners of the area of land to the south of Kingsholm Close have been in touch to initiate a discussion about future use of the land. They are asking for a suggestion from a village community perspective. Discussions are continuing to clarify what might be possible.

L. Lloyd reported that a resident has raised a query about the bus shelter near Lower Cross, which is looking a little worse for wear. The resident suggested that a treatment similar to the shelter in West Hagbourne which is being used as a book swap could be considered, although there are concerns about the proximity to the busy road. D. Rickeard confirmed that the shelter previously had a bench and lockable doors but these were removed some time ago to prevent misuse. It was agreed that this could be considered as a potential project in the future.

11. Finance.

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

a) Payments since last meeting: **NB: Payments pending are shown in yellow and are not included in the account balance shown in c)**

Payee	Item	Cheque Number	Amount	VAT	Total	Date
Grundon Waste Management	Cemetery Bins – March	DD	£43.81	£8.76	£52.57	23/04/2021
ONPA	Annual Membership 2021/22	Online Payment - DB / DR	£50.00	£0.00	£50.00	Pending
Dark White Digital	Website hosting May 2021	Online Payment - DB / DR	£30.00	£0.00	£30.00	Pending
Scoop Dotty Dog	Dog waste bins April 2021 (4 collections)	Online Payment - DB / DR	£174.20	£0.00	£174.20	Pending
Laura Lloyd	May Salary	Online Payment - DB / DR	£673.24	£0.00	£673.24	Pending

b) Receipts since last meeting

From	Item	Amount	Date
Allotment Holder	Allotment Rent Plot 9	£26.05	26/04/2021
EHSRC	Contribution towards 2021/22 insurance premium	£500.00	27/04/2021
Set in Stone	Second Inscription Bailey A14	£52.00	30/04/2021

SODC	CIL Payment for 56 Blewbury Road (P19/S1268/FUL)	£1,517.73	30/04/2021
Allotment Holder	Allotment Rent Plot 15	£22.00	04/05/2021
		<u>£2,117.78</u>	

c) Accumulated Account Balances (reconciled as of last bank statement through 30/04/2021)

Barclays Community Account	£21,580.70
Barclays Business Savings Account	£50,113.12
Total	<u>£71,693.82</u>

d) The Special Project Balances (as of 22/04/2021) are:

Planned Development Support Fund	£5,303.15
Cemetery	£10,957.48
Community Infrastructure Levy Fund	Received 24/04/19 so requires spending by 23/04/24
	£1,905.97
	Received 30/04/21 so requires spending by 29/04/26
	£1,517.73
	Total CIL money
	£3,423.70
Community Projects Reserve Fund	<u>£10,619.89</u>
Total	<u>£30,304.22</u>

- b) Approval of payments** – Pending payments were all approved by the council. D. Button confirmed that the pending payments from the last meeting were made online with two councillors authorising the payments.
- c) Review of Direct Debits and regular payments:** The DDs and regular payments were reviewed and no changes were noted. In addition, the variable direct debits were re-approved and will be signed as a record by D. Button and C. Gover.
- d) Internal Audit – response to recommendations**
- D. Button noted receipt of the signed Annual Internal Audit Report.
- The accompanying observations flagged 5 items the council needed to address.
- The first observation concerns the Standing Orders and Financial Regulations not being the NALC model versions, stating that this could make it more difficult to make future updates complying with legal obligations.
- D. Button and D. Rickeard both commented that the NALC models should not need to be adopted in full for smaller councils as they are unnecessarily complicated.
- D. Button proposed that he would like to speak with the internal auditor about the observation, also noting that the internal auditor should communicate with both clerk and council when sending their report, rather than just the clerk. This approach was approved by the council. As such, the response to recommendations will be deferred to the next meeting once the situation has been clarified.
- e) Formal Acceptance of Internal Audit:** Following a brief discussion and checking of the AGAR guidance notes, it was noted that it is not necessary to formally accept the internal audit prior to completing the Annual Governance Statement and Accounting Statements.
- f) Formal Acceptance of Annual Accounts:**
- i) Annual Governance Statement for 2020/21** The Annual Governance Statement for 2020/21 was formally accepted. In line with social distancing, I. Duff provided a wet signature for this document at

the meeting which was witnessed online and will deliver the document to L. Lloyd to complete her wet signature on the same form.

ii) Accounting Statements for 2020/21 The Accounting Statements for 2020/21 were formally accepted. In line with social distancing, L. Lloyd signed this document ahead of the meeting and delivered the document to I. Duff to complete his wet signature which was witnessed on the same form at the meeting.

iii) Confirmation of the period for exercise of public rights: 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 2nd June, with the 6-week period being 3rd June – 14th July. The Annual Governance Statement and Accounting Statements would also be posted for viewing on the noticeboard and the website. The documents will also be sent to the External Auditor for review.

12. Items for report and inclusion on the June agenda.

Internal Audit Report – response to recommendations

The meeting closed at 9.36pm. The next Parish Council meeting will be on 24th June 2021 at the Pavilion, Great Mead, East Hagbourne.

Signed.....Dated.....

ATTACHMENT 1: ACTION LIST

Action No	What	Who	Status
2019-04-03	Main Road 20mph speed limit	LL	Follow Up
2019-04-04	Village Gateways	CS/A-M S	A-M S Follow Up
2020-10-01	Definitive Map Modification Order (DMMO) Application	LL	In progress
2020-11-01	Dangerous Trees on FP197/8	DB/LL	In progress
2021-05-01	Pavilion Foul Drainage	LL	In progress