

East Hagbourne Parish Council

**Minutes of the Parish Council meeting duly convened and held
virtually using the ZOOM platform on
Thursday 15th October 2020**

- 1) ATTENDANCE, APOLOGIES, DECLARATIONS OF PECUNIARY INTEREST AND VACANCIES:** Present were Chairman I. Duff, Vice Chairman D. Button, Councillors D. Rickeard, C. Gover, C. Shaikh, J. Elliott, P. Dixon and District Councillor A-M Simpson.

In attendance: L. Lloyd (Parish Clerk)

No apologies were received.

I. Duff confirmed there is currently one vacancy for a Parish Councillor.

I. Duff acknowledged the recent passing of Trevor Davies of Hagbourne United, and Robin Parsley, Parish Clerk of 25 years and extended the condolences of the Parish Council to both their families. The Council also noted the death of John Townsend last month. After an active spell on the Parish Council, John had for many years been an advisor to the Council, particularly on matters of drainage.

- 2) PUBLIC FORUM AND QUESTIONS: NONE**

- 3) REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS:**

A-M Simpson mentioned key items from her District Councillor's Report including; the latest update on the Local Plan, SODC's corporate plan, a proposal to build the new HQ at the Didcot Gateway site, grants and financial support for businesses closed due to local lockdown and low-income individuals affected by COVID, the Rural Gigabit Voucher Scheme, the OCC Park and Charge project for electric vehicles, council motions passed on 8th October, and the extension of the temporary call-in procedures for Planning applications. Please see Attachment 2 for the full report.

I. Duff noted that the amounts on offer for the Rural Gigabit Voucher scheme seem quite low in comparison to those obtained for Manor Farm Lane including the school. A-M Simpson confirmed that she would investigate the scheme further particularly as C. Gover confirmed that the scheme's website currently indicates that areas within the OX11 postcode are showing as ineligible, despite having low current speeds.

D. Button asked A-M Simpson for clarification on the new office plans as to whether the pub will be removed as part of the development. A-M Simpson indicated that she did not believe this to be the case and confirmed that the detailed plans will clarify queries. The plan is to share the site with VOWH due to its central location in the region. The site will be smaller than the original proposal at Crowmarsh Gifford and will offer more flexibility in terms of homeworking, desk sharing and train/cycling routes for commuting.

It was agreed that some agenda points would be dealt with out of sequence for A-M Simpson's benefit.

- 4) Confirmation of the minutes of the Parish Council Meeting held on 17th September 2020:** The minutes were verbally agreed. L. Lloyd confirmed that she will post the minutes on the website as a DRAFT, and the hard copy will be signed at the next physical meeting.

- 5) ACTIONS FROM PREVIOUS MEETINGS:**

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

2019-04-04 Village Gateways: C. Shaikh confirmed that she has not heard anything and A-M Simpson has also not had a reply from Jason Sherwood (Growth Manager, Planning & Place, Communities) following her contact with him after the last Parish Council meeting.

D. Rickeard requested that the Definitive Map Modification Order (DMMO) Application be added to the action list. A request for path users over the last 20 years has been posted on Facebook and the website. There has been a good response in the first 48 hours.

6) ITEMS FOR DISCUSSION/DECISION

- a) **Response to the Government White Paper "Planning for the Future" (closing date 29th October).** I. Duff confirmed he has circulated the EHPC draft response to district councillors and Aston Tirrold and Aston Upton PC who made contact and were keen to share details prior to submission. A-M. Simpson confirmed that it is possible to send a statement as well as responding to the consultation questions. This will be taken into consideration and allows a less constrained response. It was again agreed that Neighbourhood Plans need to be highlighted in the response. A-M Simpson also suggested the possibility of adding further items to the listed responses for sustainability concerns in the local area. I. Duff confirmed that a second draft will be drawn up and circulated, along with a separate statement, before submission.
- b) **Response to the consultation on Proposed Main Modifications to the Local Plan:** I. Duff confirmed he had circulated a draft response to councillors and suggested that a response could be submitted prior to the 2nd November deadline. It was agreed that the draft was a good summary of the Parish Council's view and that any amendments to this should be agreed by Monday 19th October. L. Lloyd will then submit the response.
- d) **Deep Cleanse – Discussion regarding priority areas for the SODC Deep Cleanse in East Hagbourne (scheduled for 22-26 October) pavements:** I. Duff noted that the Deep Cleanse was successful in some areas last year. C. Shaikh confirmed that sections of Blewbury Road are in definite need of attention. It was agreed that any areas of concern should be emailed to L. Lloyd to compile a priorities list to send to SODC. I. Duff confirmed that he would be meeting with Daniel Depp of the Highways & Drainage Team on Monday 19th October to discuss the pavements situation and this would be a good opportunity to review priorities for the Deep Cleanse. P. Dixon and D. Button expressed interest in joining the walkabout.

7) a) Planning Applications

P19/S0357/RM MacTaggart & Mickel: I. Duff confirmed that he has spoken with the MD about the 5th amendment to the reserved matters which has a consultation deadline of 19th October. There are no significant changes to amendment 4. A draft response has been circulated which requests that the full drainage survey and additional car parking spaces are made conditions of acceptance. D. Rickeard asked whether any information regarding the schedule had come to light during the discussion, but at present these have not been clarified. I. Duff will follow this up with the MD next week and also ask for clarification of any news relating to the possible sale of the site.

P19/S4558/HH 34 Main Road gates appeal – No update.

Millennium Wood Paddock – I. Duff reported that the original application has been withdrawn due to lack of detail, and a new application is pending.

P19/S2502/O Sandringham Road – This has recently gone to appeal, with SODC not looking favourably on the application. I. Duff confirmed that the original statement from EHPC still stands. There was currently no plan for a councillor to attend the appeal which will be online commencing on Tuesday 27th October and may last up to 12 days. It was noted that the Mind the Green Gap and Neighbourhood Plan groups may be interested in attending the appeal. C. Shaikh proposed that she and P. Dixon who attended the initial meeting could prepare a statement for submission and P. Dixon confirmed he would be happy to help. A-M Simpson also offered to send through further details to C. Shaikh. C. Shaikh will speak with N. Wright and C. Topping to confirm their plans of action.

P20/S3622/HH 50 Bishops Orchard – I. Duff noted the application which is for a side and rear extension to a detached house. The council will review this prior to submitting a response.

A-M Simpson left the meeting at this point.

- 6) c) **Future Community Projects - to include discussion with Hagbourne Parochial Charities (HPC) regarding Butts Piece and an update on the request for a bin to be sited near the bench overlooking Butts Piece:** I. Duff reported on the AGM meeting where HPC had favourable views on the Community Project proposals including the picnic tables. The HPC secretary would send information to our clerk summarising this discussion. L. Lloyd reported that some progress has been made to establish that SODC would be able to site a bin but evidence of littering needs to be established. It was agreed that L. Lloyd will follow this up.

D. Rickeard confirmed that another aspect of the Future Community Projects that needs progressing is discussions with representative community bodies including Hagbourne Village Hall, the Community Shop, Parochial Church Charities and the school.

- e) **Approval for the purchase of 2 new sets of defibrillator pads at £32.50 each from WEL Medical:** L. Lloyd confirmed that both sets of pads for the defibrillator at the community shop have an expiry date of December 2020 and need replacing. WEL Medical proved slightly cheaper than other suppliers in the search. It was

noted that this was a mandatory purchase in order to ensure the defibrillators are kept in working order. The council approved the expenditure.

- f) **Laptop – To approve an additional £120.00 spend to enable the purchase of a laptop including touchscreen function at £549.00. Additionally, to approve the purchase of a Microsoft Office lifetime licence at £119.99:** L. Lloyd reported that following further research, an alternative HP laptop with touchscreen has been sourced. The council approved the additional £120.00 expenditure for the laptop. The council also approved the payment of £119.99 for Microsoft Office.
- g) **Approval for the clerk to register for the Introduction to Local Council Administration (ILCA) Level 2 qualification at a cost of £99.00:** D. Button confirmed that the Employment Committee were supportive of the proposal and asked for clarification that it is an online course. L. Lloyd confirmed that the course was advertised as 100% online. D. Rickeard also spoke in support of the training. The council approved the expenditure.
- h) **Grass cutting around the Sustrans route:** I. Duff introduced the topic, noting an email circulation from D. Rickeard regarding possible amendments to the existing contracted grass cutting around the Sustrans route and Butts Piece. D. Rickeard has met with a local volunteer to ascertain whether a more sustainable approach can be achieved and he is also having a separate discussion with HUGS to confirm their views. J. Elliott raised concerns over roping sections off for wildlife as this may cause problems in areas along footpaths where it is necessary to step off the path to allow cyclists to pass. D. Rickeard confirmed that a sensible balance needs to be struck and also that areas left to grow will be suitably labelled as designated wildlife areas. The discussion is ongoing.
- i) **Hagbournes and Upton Group for Sustainability (HUGS) walking route permission:**
D. Button confirmed that there has been a request from HUGS regarding access to the wildflower meadow as part of a walking route through the village which he responded to confirming that it needed to be discussed at the next Cemetery Committee meeting. There are current cemetery opening hours and regulations regarding dogs and children to consider, as well as the need to respect mourners. D. Button noted his surprise that the wildflower meadow has been included as an attraction on a HUGS newsletter today as these concerns have yet to be resolved.
D. Button also noted that it is evident from a recent post on Facebook that cemetery visitors are not clear who is responsible for each section of the cemetery. The standpipe in the old cemetery cannot be repaired so it has been agreed with the PCC that all cemetery users should use the standpipe in the new cemetery. However, this needs to be made clear in the PCC side of the cemetery to avoid confusion.
- j) **Old/new cemetery responsibilities concerning maintenance:** D. Button confirmed that this is ongoing with PCC as tree maintenance has not been discussed yet.
- k) **Discussion and agreement regarding memorial bench(es) for Trevor Davies:**
D. Rickeard recounted that approval for a bench was granted last year when the bench siting was originally discussed (minute 7. b) 16/01/2020 and minute 6.d) 13/02/2020). The original suggestion for a bench location was alongside the ramp heading towards the Pavilion. A recent request to consider an additional bench siting has been submitted by the family.
D. Button confirmed that the football pitch is periodically moved sideways to keep the ground even, so any benches need to be sited away from the pitch itself. D. Button suggested in front of the lobby window may be a suitable second bench location but BGG mowing/strimming constraints need to be taken into consideration. I. Duff proposed that D. Button and D. Rickeard should assess the site and come up with suitable locations.

7) ITEMS FOR REPORT

- b) **East Hagbourne Sport and Recreation Committee:** Nothing to report.
- c) **Cemetery Committee:** D. Button confirmed that the committee meeting next month will review the finances and consider fees, along with other items discussed above. I. Duff asked about the paving slab in the centre of the Lych gate patio following a trip incident. There is a time capsule and access cover underneath it and the ground level seems to have been raised. A temporary slimmer slab has been installed so the trip hazard has been removed, but further work will be needed for a long-term solution.
- d) **Employment Committee:** L. Lloyd clarified that there is an existing standard contract clause regarding qualification-based pay increases which OALC have confirmed.
D. Button confirmed that the follow up letter after L. Lloyd's Annual Review is still pending due to his recent holiday.
- e) **Butts Piece Allotments:** P. Dixon confirmed that Arbocare are returning to complete the hedge trimming in the near future.
- f) **Community Speedwatch:** Nothing to report.

- g) **East Hagbourne Community Support Group (Coronavirus):** Nothing to report.
- h) **Didcot Garden Town:** P. Dixon confirmed his circulation of a report on the meeting held on 22nd September. I. Duff thanked him for the report, councillors had no further comments.
- i) **Flood Group:** Nothing to report.
- j) **District and County Plans:** Nothing to report.
- k) **Oxfordshire Growth Board:** P. Dixon confirmed his circulation of a report on the meeting held on 22nd September. I. Duff thanked him for the report, councillors had no further comments.
- l) **Neighbourhood Plan:** D. Rickeard reported that the final version of the Neighbourhood Plan following the review has not yet been added to the SODC website. He confirmed he has emailed R. Rios to clarify whether the Parish Council needs to do anything else to facilitate this.

8) **Correspondence:** D. Button reported that he met with Luke Rowland, an Arboricultural Officer from OCC this afternoon on site on footpath 197/8. The site visit confirmed that some serious remedial action is required, but as it is a footpath this needs to be authorised by A. McEwan-James. D. Button is hoping for some real progress now the need for remedial action has been confirmed.

L. Lloyd reported that a Harwood Road resident lodged a complaint about the car park hedge overhanging their garden. This has happened previously and while the cut is scheduled for 24th October this year, it was noted that it would be worth speaking with BGG whether the cut could be moved earlier in subsequent years to avoid this issue.

L. Lloyd confirmed that she has spoken with Father Jason to clarify the Church's arrangements for a Remembrance service this year. An outdoor short service of around 15 minutes will be taking place with social distancing and no singing to adhere to COVID regulations. I. Duff confirmed that he plans to lay the Parish Council wreath at this service.

L. Lloyd reported that she has received a request from the Church to contribute towards some maintenance on a mature lime tree in the Churchyard. C. Gover confirmed that the tree in question is heavily leaning towards her property and the plan is to carry out a climbing inspection and remove some ivy and specific branches to minimise the risk. Following research as this is considered a grey area, OALC have advised that the Parish Council is not able to contribute to property or matters relating to the Church.

D. Button also raised the issue of the Parish Council having refurbished a memorial bench in the old part of the cemetery which belongs to the PCC. While this is unlikely to cause the PCC concern, D. Button suggested that they should be informed that this work has already taken place as part of the village bench refurbishment project.

9) Finance.

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

a) Payments since last meeting:

NB: Payments pending approval 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 Bin Emptying – August	DD	£41.90	£8.38	£50.28	21/09/20
Castle Water	Monthly allotment Water payment	DD	£3.33	£0.67	£4.00	28/09/20
J Taylor (J Capone Property Maintenance)	Wooden bench restoration	102771	£660.00	£0.00	£660.00	28/09/20
Dark White Digital	October Web Hosting	102772	£30.00	£0.00	£30.00	08/10/20
Scoop Dotty Dog Ltd	September Dog Bin Emptying (x5)	102773	£201.00	£0.00	£201.00	09/10/20
Dark White Digital	Website Accessibility work	102774	£210.00	£0.00	£210.00	12/10/20
Moore	External Audit 20219-2020	102775	£200.00	£40.00	£240.00	15/10/20
L. Lloyd	October salary (including agreed back pay for 2019-20)	102776	£2,138.12	£0.00	£2,138.12	31/10/20

b) Receipts since last meeting

From	Item	Amount	Date
Barclays	Interest on Business Savings Account	£0.29	07/09/2020

SODC	Second Half of Precept Payment	£15,478.00	11/09/2020
G MacDonald Stone Mason	Hughes Memorial F167	£85.00	14/09/2020
V Strange	Allotment Payment Plot 8B	£7.05	15/09/2020
MJ Didcock Funeral Services	Parsley EROB and Interment x 2	£385.00	09/10/2020

c) Accumulated Account Balances (reconciled as of last bank statement through 30/09/2020)

Barclays Bank Accounts (2) £70,105.16

d) The Special Project Balances (as of 15/10/2020) are:

Planned Development Support Fund	£5,303.15	
Cemetery	£10,018.75	
Community Infrastructure Levy Fund 2	£1,905.97	Received 24/04/19 so requires spending by 23/04/24
Community Projects Reserve Fund	£10,619.89	
	<u>£27,847.76</u>	
Total	<u>£27,847.76</u>	

b) Quarterly Budget Monitoring: L. Lloyd referred to the report circulated prior to the meeting. D. Button asked that the minute reference for the dog bin contractor change be included on the report for clarity.

c) Bank reconciliation approval for July, August and September 2020: L. Lloyd confirmed that the relevant bank reconciliations, cashbook and bank statements were sent to Cllr. P. Dixon who agreed to act as the internal controller for the quarter. P. Dixon confirmed he has reviewed and approved the bank reconciliations and is satisfied that all is in order.

d) Bank Mandate Progress: No update

L. Lloyd noted that she has received the External Auditor Report and Certificate from Moore with no comments. The report and Notice of Conclusion of Audit for 2019/20 have been posted on the website and village noticeboard.

10) Items for report and inclusion on the November agenda.

Dog Bin Provision

The meeting closed at 9.46pm. The next Parish Council meeting will be on 19th November 2020 using the ZOOM platform.

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

ATTACHMENT 2:

TITLE	DISTRICT COUNCILLOR'S REPORT
AUTHOR	CLLR ANNE-MARIE SIMPSON
PARISH	EAST HAGBOURNE PARISH COUNCIL
DATE	15 OCTOBER 2020

Local Plan Latest – Main Modifications out for Consultation

The Plan is now out of our hands and we are in a consultation process on the Main Modifications where the Local Plan Inspector is the decision maker. The Council has submitted quite a large number of modifications, and the consultation runs until 2nd November. All the documents and instructions on how to respond are available at this part of our website <https://www.southoxon.gov.uk/south-oxfordshire-district-council/planning-and-development/local-plan-and-planning-policies/forthcoming-planning-policies/our-forthcoming-local-plan/>. You can respond by email to planning.policy@southoxon.gov.uk or using the online smart survey form. The Inspector will review all submissions and will then write an Inspector's Report; the decision on whether to adopt the Local Plan will come to the Council in December.

SODC's Corporate Plan

At the Full Council meeting on 8th October, SODC's new 4-year corporate plan was approved, which means that we can now start to implement projects within our six new Strategic Themes. The public consultation made it clear that the highest priority for our residents is protecting and restoring our natural world, followed by responding to the climate emergency and supporting community well-being, particularly in a post-Covid world. With this mandate we will now draw up delivery plans to focus on how we can support our local small businesses, build a new generation of council houses, help householders to reduce their carbon emissions, increase biodiversity in the district, connect residents to local green spaces and much more. Residents also wanted to see more openness and accountability from SODC, so we have committed to regular progress reports and to making greater efforts to engage with under-represented communities.

New SODC Offices to be built in Didcot

Previously we reported that we had approved plans to rebuild the SODC Council offices at Crowmarsh, but that was before Covid-19 hit the world and made it clear that working from home was going to become much more part of normal practices. Regular surveys of the Council's staff have shown that they want to retain the flexibility that working from home has enabled, and it's now clear that we don't need to build such a large office for our new HQ. After a review of all our options, the site at Didcot Gateway (opposite the station) was clearly the best option, being located in the middle of a major regeneration project and in a much more sustainable location. Work will now start to design the new building, retaining the objective to make it carbon-neutral and cost-effective, as well as being a welcoming place to visit and work. Most importantly, it will allow us to move out of the very expensive temporary offices in Milton Park, thus saving the residents of South Oxfordshire money in the long run. Work will also start on planning the future of the Crowmarsh site, in close collaboration with the local community.

Update on grants for businesses forced to closed due to local lockdowns

On Monday the government updated the information about how much businesses will be able to claim if they are forced to shut should local lockdown restrictions come into force. Previously they said there would be two levels of grant available after three consecutive weeks of closure, one for those with a rateable value below £51,000 and another for those above £51,000.

They have now confirmed that the grants will be available after just two weeks of closure as follows, subject to eligibility and local restriction criteria:

- For properties with a rateable value of up to £15,000, grants will be £1,334 per month, or £667 per two weeks.
- For properties with a rateable value of between £15,000 and £51,000, grants will be £2,000 per month, or £1000 per two weeks.
- For properties with a rateable value over £51,000, grants will be £3,000 per month, or £1500 per two weeks.

For more details please see our [South](#) Covid grants pages.

Financial support for local businesses and people self-isolating on low incomes

The government's initial business rates grant funding programme has now come to an end. Over the course of the programme, SODC supported nearly 2,000 businesses with over £25.5 million from government funding intended for small business, retail, and hospitality and leisure organisations affected by the pandemic in the district. All outstanding queries have now been resolved and the Revenue and Benefits team is now focusing on a new scheme to provide financial support for those on low incomes told to self-isolate by NHS Track & Trace. This scheme will be open from 12th October and will provide £500 to eligible individuals. Check the SODC website – www.sodc.gov.uk – for more details and for the eligibility criteria.

New Rural Gigabit Voucher Scheme

There is a scheme administered by Oxfordshire County Council which provides funding of up to £7,000 to upgrade rural properties and businesses with superfast fibre optic cable. Domestic applications cannot come from individual households, so groups of neighbours need to team up before applying, anyone can check if they are eligible by entering their postcode at gigabitvoucher.culture.gov.uk. We expect the vouchers to be snapped up quickly, particularly with the trend towards more home-working, so do promote this scheme to villagers and local businesses.

The Park & Charge project – consultation on electric vehicles

We're working with Oxfordshire County Council on a project to install Electric Vehicle charging points in a range of public car parks in 2021. As part of that work, colleagues at the county council have launched a survey gathering data on residents' opinions on electric vehicles.

The results of the survey will inform decisions on public charging infrastructure across the whole county and so we're helping to promote it to our residents. The survey is available [here](#).

Council Motions Passed on 8th October

The Full Council meeting on 8th October had a very long agenda, but we managed to get through it all in about 3 ½ hours! Motions were passed on campaigning for better water quality in the River Thames (and the problem of sewage discharges by Thames Water), support for the Black Lives Matter movement, continued support for Neighbourhood Plans (particularly in the light of proposed changes to the Planning system) and SODC commitment to Cornerstone in Didcot.

Extension of temporary Call-in procedures for Planning Applications

As a result of the backlog of planning applications waiting for consideration by the Planning Committee, Council agreed to extend the temporary scheme of delegation which had previously been agreed in May until the end of July 2021. A few changes were also agreed by Council, to ensure that applications are dealt with within government-set time limits and to protect the right of Ward Councillors to call in applications where the recommendation of the Officer is at odds with the views of the local Parish Council.

For minor applications, an objection from the Parish Council will NOT automatically trigger a call-in to Planning Committee, so it is vital that the Parish Council requests a call-in by their Ward Member. All call-ins must be made in writing and with valid planning objections, and within 28 days of the application being listed on the SODC website.