

**East Hagbourne Parish Council**

**Minutes of the Parish Council meeting duly convened and held  
virtually using the ZOOM platform on  
Thursday 16<sup>th</sup> July 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.

In attendance: L. Lloyd (Parish Clerk)

Apologies were received from Oxfordshire County Councillor S Clarke and District Councillors A-M Simpson and J Murphy.

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 circulated a report prior to the meeting (please see attachment 2). I. Duff highlighted the Local Plan Examination Hearings which are taking place at the moment, and the consultation on the South Oxfordshire Corporate Plan.

- 4) Confirmation of the minutes of the Annual Parish Council Meeting held on 18<sup>th</sup> June 2020:** It was noted that because they were circulated later than usual D. Rickeard has not been able to review them yet. In light of this, the minutes of the meeting on 18<sup>th</sup> June were approved and I. Duff verbally agreed the minutes, subject to D. Rickeard's confirmation after the meeting. L. Lloyd confirmed that she will then post the minutes on the website, and the hard copy 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 transfer of St Anne's Court playground was completed on 30<sup>th</sup> June 2020. No further action is required as the EHPC signage has been removed from the site by Didcot Town Council.

**2018-04-10: Traffic signs by War Memorial:** L. Lloyd reported there has been no further progress at this stage.

**2019-04-03: Main Road 20mph speed limit:** I. Duff reported that he will be speaking with David Johnston MP on Monday 20<sup>th</sup> July and the 20mph issue will be raised then.

**2019-04-04 Village Gateways:** C. Shaikh reported that she emailed J. Beale approximately 3 weeks ago requesting a definitive costing for the installation of two signs instead of three. She has not heard back apart from an automated email. She has also contacted A. Barmer who has been working on the sign design to let him know the situation.

**2019-12-01 Village Footpath Maintenance:** ON HOLD

## 6) ITEMS FOR DISCUSSION/DECISION

- a) **Dangerous tree on footpath 197/8 between The Croft and Bakers Lane:** I. Duff reported that the tree has been removed following a direct enquiry with BGG, who had already surveyed the trees in 2019 on behalf of OCC although no action was taken. BGG reported the tree as dangerous and OCC agreed to be invoiced for the work. D. Button is now chasing for further assessment of the other trees along the footpath. A. McEwan-James has escalated the enquiry and D. Button is expecting a response by 21<sup>st</sup> July.
- b) **Change of use – Mill Wood Paddocks:** L. Lloyd submitted a Change of Use email to the SODC planning team on 13<sup>th</sup> July and is awaiting a response. D Button queried whether the enquiry was submitted directly via the planning portal. L. Lloyd confirmed she has sent it to the planning department after asking A-M Simpson for advice on how to proceed. D. Button reported that most users are now parking down the road instead of using the footpath as an access route.
- c) **Approval for purchase of a new Texet A3 laminator and laminating pockets at a total cost of £48.38:** D. Rickeard confirmed that the old laminator no longer works so a replacement laminator has been purchased for Parish Council use. The council approved this expenditure.
- d) **Asset Register amends:**
- i) **To approve the removal of St Anne’s Court playground from the asset register:** The council approved the removal of St Anne’s Court from the asset register following the legal transfer of the land.
- ii) **To add the newly purchased laminator to the asset register with cost noted as £40.49:** The council approved the addition of the laminator to the asset register with a value of £40.49.
- f) **Future Community Projects –** D. Rickeard confirmed that after considerable input from councillors, the current Community Projects document is taking shape but is still a work in progress. He and I. Duff had prepared a preamble to the document to explain its origins and purpose. This will be incorporated into the document before wider circulation.
- C. Shaikh reported that she has researched costs of picnic benches for the playground and D. Rickeard confirmed that he will keep the document updated with additional information.
- I. Duff mentioned that the new picnic tables in the Fleur Pub are very robust and locally made so this could be a potential supplier. D. Rickeard confirmed that the council is very much still at the planning stage at the moment, and it is important over the next few months to prioritise and cost the potential projects so the correct decisions are made regarding expenditure. J. Elliott reinforced this, noting that it is important not to spend too much money on smaller projects and not leaving enough for a more significant project. D. Button noted that it would be important to present all the information and costs to residents at the Annual Parish Meeting that will hopefully take place later in the year. D. Rickeard suggested that we could make the existing document available online and ask for feedback from the public. The council agreed to this proposal. He also suggested that he could head up working on costings and preferred projects to present to the residents. It is also important to confirm what is not possible at this time, without dismissing it entirely.
- g) **Bank Mandate Change –** D. Button commented that this is ticking along and paperwork now needs sending back to Barclays.
- h) **Financial Regulations – to approve update to EHPC Financial Regulations –** D. Button requested that this item be deferred to the next Parish Council meeting due to time constraints to work through it properly.
- i) **Butts Piece Allotments – To approve the quote of £350.00 for clearance of the debris pile near the eastern access gate, and £250.00 to trim the mixed hedgerow and clear associated trimmings:** D. Button confirmed that there has been a discussion regarding the height of the hedges along the south side and mentioned that the residents should be informed of the hedge trimming plans, and also those in Wilcher Close to ensure access to the allotments is good on the day. The council approved the debris clearance at £350.00 and the hedge trimming at £250.00 with the expectation that the allotment holders will be able to manage future trimmings and clear the site.
- j) **Website Accessibility Action Plan - to include approval of £140.00 expenditure for a full accessibility audit of the website:** I. Duff asked for confirmation that everyone was happy with proceeding with the additional money on a full audit. D. Rickeard spoke in support of this, and all councillors approved the expenditure.
- k) **Approval to set up a Direct Debit agreement with Castle Water payments for the allotment water supply:** The council approved the proposal to set up a Direct Debit with Castle Water.
- l) **Bench Refurbishment Progress – to approve spending up to an additional £200.00 on bench refurbishment following receipt of an itemised quote:** C Shaikh confirmed that the full quote from J. Capone exceeded the original £500.00 approved in May. The work would not commence until September.

The Council approved this additional expenditure that will also come from the Community Projects Reserve Fund.

- m) **Great Mead playground re-opening procedures:** D. Rickeard confirmed that the playground is now open following a full risk assessment and preparation of signage. The next step is to complete the same procedures for the Pavilion with the view to opening it at the beginning of September. D. Rickeard also confirmed that D. Button has been clearing litter from the Pavilion and recreation area to ensure that cans are not sliced when the grass is cut as this could be very dangerous. D. Rickeard has reported antisocial behaviour to 101 and the police have confirmed they will include the recreation ground in their patrols to discourage this.

## 7) ITEMS FOR REPORT

### a) Planning Applications:

**P19/S4558/HH** I. Duff commented on the appeal for 34 Main Road. L. Lloyd has spoken with the planning officer, N. Davies who confirmed that the best approach is to use the original objection and reconfirm the parish council's concerns.

**P19/S0357/RM** There is no significant news on the M&M planning application – progress has been delayed because of some further minor changes to the plans by M&M and the involvement of the case officer in the ongoing examination of the local plan. When the RM plan is approved, the next step will be the discharge of conditions.

**P20/S1685/FUL** The Great Mead planning application has been withdrawn.

- b) **East Hagbourne Sport and Recreation Committee:** Nothing further to report than D. Rickeard's earlier comments noted in 6m.
- c) **Cemetery Committee:** D. Button confirmed that the ash tree next to the East gate has suffered some broken branches and as a result L. Lloyd called BGG to assess on an emergency basis. It was agreed that the tree needed immediate attention. The tree has been made safe following a quote provided on site for £150.00. As there is a possibility that it has ash die-back, its condition will be further assessed, and this may result in further action later this year. D. Button also reported that one plot has been recently decorated in a manner which is not compliant with the cemetery regulations. L. Lloyd is writing the owner a letter to address this. D. Button hoped to hold a committee meeting on site in the near future.
- d) **Employment Committee:** D. Button and J. Elliott have met to re-discuss the clerk's hours, and have circulated a proposal to the councillors. Providing all councillors are in agreement, the proposal will be discussed with L. Lloyd at her Annual Review which should take place in the next month.
- e) **Butts Piece Allotments:** P. Dixon reported that the allotments are being judged by Father Jason this week.
- f) **Community Speedwatch:** Nothing to report
- g) **East Hagbourne Community Support Group (Coronavirus):** Nothing to report
- h) **Didcot Garden Town:** I. Duff confirmed that the Didcot Garden Town Advisory board have now appointed their Parish Council representative from Sutton Courtenay Parish. The appointment is for one year.
- i) **Flood Group:** Nothing to report.
- j) **District and County Plans:** I. Duff confirmed that the Local Plan is currently going through examination hearings. The HIF Plan for the new roads has a funding agreement with Homes for England and is going ahead.
- k) **Oxfordshire Growth Board:** P. Dixon confirmed that the next meeting is being held at the end of July, so there is nothing to report.
- l) **Neighbourhood Plan:** D. Rickeard confirmed that the NP 12-month review process is complete, and no further reviews are required until the 5-year review.
- m) **Dog Bin Emptying Service:** L. Lloyd confirmed that the SODC contract has now ceased. Scoop Dotty Dog completed their first emptying service on 13<sup>th</sup> July and added their contact stickers to the parish bins. They also confirmed they are happy to empty additional bins so subject to approved locations, the parish council could now increase the number of bins in the village as proposed last year.

- 8) **Correspondence:** Following an email request to hold the Produce Show in the Parish Council car park at the village hall, this has been approved providing there are some parking spaces left for village use, and the organisers confirm their plans with the pub.

I. Duff confirmed he would like suggestions for discussion with David Johnston and hopes that Didcot Garden Town, Green Gaps and the 20mph speed limit may be of interest due to living in the area. D. Rickeard asked that I. Duff mentions concern over Boris Johnson's comments on 'breaking the planning system', as houses need to be built where they are of benefit to the community rather than profitable for the developers.

**9) Finance:**

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

a) Payments since last meeting						
Payee	Item	Cheque Number	Amount	VAT	Total	Date
PWLB	Public Works Loan repayment	DD	3,424.76	0.00	3,424.76	01/06/2020
PWLB	Public Works Loan repayment	DD	2461.17	0.00	2461.17	01/06/2020
BGG Garden and Tree Care	village cut 16/05 inc cemetery	102751	255.00	51.00	306.00	20/06/2020
Grundon Waste Management	Cemetery Bins May	DD	45.75	9.15	54.90	24/06/2020
L. Lloyd	Salary - June	102752	550.20	8.34	558.54	30/06/2020
Dark White Digital	July web hosting	102753	30.00	0.00	30.00	01/07/2020
BGG Garden and Tree Care Ltd	village cut 19/06 inc cemetery	102754	255.00	51.00	306.00	01/07/2020
OALC	I. Duff Experienced Councillor Online Training 09/09	102755	35.00	7.00	42.00	06/07/2020
Hagbourne Parochial Charities	Butts Piece Lease (half rent owed for 2020/21)	102756	341.82	0.00	341.82	06/07/2020
b) Receipts since last meeting						
From	Item	Amount	Date			
Barclays Bank	Interest on Business Savings Account	£0.57	08/06/2020			
c) Accumulated Account Balances (reconciled as of last bank statement through 30/06/2020)						
Barclays Bank Accounts (2)		£56,255.58				
d) The Special Project Balances (as of 16/07/2020) are:						
Planned Development Support Fund		£5,303.15				
Cemetery		£8,183.08				
Community Infrastructure Levy Fund 2		£1,905.97	Received 24/04/19 so requires spending by 23/04/24			
Community Projects Reserve Fund		£11,279.89				
	Total	£26,672.09				

- f) Bank Reconciliations** – Approval for April, May and June 2020: I. Duff approved and signed the bank reconciliations for April, May and June.
- g) Budget Monitoring – Quarterly Review:** Councillors reviewed the quarterly budget and L. Lloyd's comments on variances. These were all accepted, and D. Button noted that he had analysed the breakdown of the budget carefully to help the process. I. Duff asked whether the percentage variance could be added to the sheet and it was agreed that L. Lloyd will add this for the next review. D. Button confirmed that the financial regulations will dictate what level of variance requires discussion.
- h) Confirmation of Internal Audit reposting due to Internal Auditor error** – L. Lloyd confirmed that IAC Audit have sent an amended Internal Audit Report due to a minor error on their part, recording an additional audit date which was not required on the form. The external auditor has received the amended version and confirmed receipt. It does not impact the public rights or our accounts in any way. The 6-week Public Rights period finished on 15<sup>th</sup> July.

**6) Items for report and inclusion on the August agenda:**

Future Council meetings – discussion on moving to face-to-face meetings  
Annual Parish Meeting

The meeting closed at 9.10pm. The next Parish Council meeting will be on 20<sup>th</sup> August 2020 using the ZOOM platform.

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

**ATTACHMENT 1: ACTION LIST**

<b>Action No</b>	<b>What</b>	<b>Who</b>	<b>Status</b>
2018-04-10	Traffic signs by War Memorial	SC	Follow Up
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
2019-12-01	Village Footpath Maintenance	DR	ON HOLD

## ATTACHMENT 2:

<b>TITLE</b>	<b>DISTRICT COUNCILLOR'S REPORT</b>
<b>AUTHOR</b>	<b>CLLR ANNE-MARIE SIMPSON</b>
<b>PARISH</b>	<b>EAST HAGBOURNE DISTRICT COUNCIL PARISH COUNCIL</b>
<b>DATE</b>	<b>13 JULY 2020</b>

### PLANNING COMMITTEES

There has, understandably, been concern from parish and town councils over the temporary changes in planning delegation and the delay in introducing public speaking to virtual planning committees. To clarify the steps taken, today, I sent a letter to the Henley Standard in response to an article appearing on p 23 of their 3<sup>rd</sup> July edition titled, "Council accused of 'power grab' over planning decisions"; my response is encompassed in my statement on council meetings which can be viewed on the Council website at

<http://www.southoxon.gov.uk/news/2020/2020-07/council-meetings-statement>

### SOUTH OXFORDSHIRE LOCAL PLAN EXAMINATION HEARINGS

The EiP is due to start on Tuesday 14<sup>th</sup> July at 10 am, so there has been a huge amount of activity taking place in preparation. As you know, back in March, the Secretary of State, Robert Jenrick, instructed the Council to take the plan through examination and to adopt it by the end of December. We therefore have a rather bizarre situation where the Council's Planning team is following those instructions and will be defending the eLP2034 (submitted in March 2019 by the previous administration), while those who opposed the plan in the run up to the local elections in May 2019 - and who registered to speak at the Inspection during the Reg 19 consultation - are preparing statements in an attempt to make significant improvements to the plan. These representations are being made by councillors in their capacity as ward representatives, and address issues such as the overall numbers in the plan, housing density, removal of sites from the Green Belt, provision of affordable housing and, crucially, the impact of the plan on the climate and the environment.

The EiP will last over a 4-week period and will be streamed live on the Council's special YouTube channel. A link to the YouTube channel can be found on the council's Local Plan examination webpage at

[www.southoxon.gov.uk/examination](http://www.southoxon.gov.uk/examination)

### CONSULTATION ON SOUTH OXFORDSHIRE CORPORATE PLAN, 2020-2024

Every four years the Council develops a new strategic plan that provides the framework for all of its programmes and operations. As a new administration, this gives us the opportunity to convert our manifesto pledges and our political priorities into programmes of action, as well as to recognise the many partnerships and collaborations which are necessary to deliver services (current and future) to our residents. For example, we cannot deliver sustainable transport infrastructure on our own, nor can we help our local high streets and businesses to recover from the shock of COVID-19 without working collaboratively with agencies like OxLEP (Local Economic Partnership) and within the OxCam Arc grouping.

The new Corporate Plan is now in draft form and will be going out for public consultation in mid-July. We will be seeking feedback on the six Themes which we have identified as our priorities for the next 4 years, including addressing the climate emergency and protecting our natural environment, while also supporting community recovery and resilience. Further details on the consultation process will be published after the Full Council meeting on 16<sup>th</sup> July, and I would encourage you to participate!

### RIVER THAMES CHAMPION – NEW APPOINTMENT

SODC has appointed Woodcote and Rotherfield ward Councillor Jo Robb to the newly created role of Thames Champion.

The River Thames is an important ecological corridor and a haven for wildlife. It attracts thousands of visitors to South Oxfordshire each year, playing a significant role in the local economy, particularly for the market towns of Henley and Wallingford. It also plays a key part in attracting people to come and live in the district by providing a great location to spend time with family and friends, something that has become even more important during the coronavirus pandemic. Forty miles of the Thames flows through our District. The Thames will network with river users, councillors and neighbouring councils to improve access to, and protect and enhance the biodiversity and cleanliness of, the river.

## **OXFORDSHIRE 2050 CHAMPION**

Feed into the Oxfordshire 2050 consultation; how do you see Oxfordshire's future for living and working, connectivity and Climate Change? Contribute your ideas!

<https://www.oxfordshireopenthought.org/>