

## East Hagbourne Parish Council

### **Minutes of the Parish Council meeting duly convened and held virtually using the ZOOM platform on Thursday 18<sup>th</sup> June 2020**

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

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

In attendance: L. Lloyd (Parish Clerk)

Apologies were received from Oxfordshire County Councillor S Clarke and District Councillor 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). She highlighted the following from the report: Oxfordshire 2050 plan and recommended having a look at the website which allows input from all on how they see the future of Oxfordshire.

Also highlighted was the fact that minor planning applications that the parish council opposes will not automatically be subject to a planning committee meeting. It is therefore vital to engage district councillors as early as possible in any contentious planning applications. Communication between different departments (SODC, the Parish Council and the Planning Department) should prove to be beneficial as departments can learn from each other.

#### **4) Confirmation of the minutes of the Annual Parish Council Meeting held on 14<sup>th</sup> May 2020: P. Dixon pointed out an amendment required for 9.h) Sounding Board should be amended to Advisory Board. The minutes of the meeting on 14<sup>th</sup> May were approved by Council with the minor amendment, and I. Duff verbally agreed the minutes. L. Lloyd confirmed that she will 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 original documents that were signed and delivered to Didcot Town Council at the end of April were confirmed as received but unfortunately were then misplaced. J. Wheeler apologised for this error and has delivered a second set of documents with the DTC stamp on for signature.

**2018-04-10: Traffic signs by War Memorial:** L. Lloyd reported that she has now made enquiries with Thames Valley Police directly, as well as two local PCSO's. At present, we are missing some basic information required to allow TVP to find details of the accident (the car registration number and police report number have been requested in order to assist with the enquiry, neither of which are known to the parish council at this stage).

**2019-04-03: Main Road 20mph speed limit:** L. Lloyd reported that she has followed this up with L. Turner but has not received a response.

**2019-04-04 Village Gateways:** C. Shaikh commented on the possibility of installing two of the proposed village gateways prior to the M&M development so they could potentially follow suit in terms of style. She indicated frustration with the lack of response from OCC in order to make further progress. A-M Simpson requested that she could follow this up with S. Clarke and OCC on behalf of the Parish Council and asked C. Shaikh to forward the communications to her. I. Duff thanked A-M Simpson for her help with this.

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

It was agreed that agenda items would be dealt with out of order to prioritise items of interest to A-M Simpson.

**6) b) Dog Bin Emptying Service:** No progress to report at the moment, but L. Lloyd will confirm whether there are any charges or a notice period that would be applied should we cancel the SODC contract. A-M Simpson confirmed that she supports the Parish Council's decision whether they stay with SODC or choose to leave. C. Gover spoke in favour of changing to Scoop Dotty Dog and D. Button seconded the proposal. It was agreed that L. Lloyd would confirm details with Scoop Dotty Dog to move forward with this.

**c) Change of use – Mill Wood Paddocks:** D. Button confirmed that he would clarify with A. McEwan-James whether he has got SODC to request a planning application for a retrospective change of use for the dog agility fields. D. Rickeard queried whether the Parish Council could also alert the planning department to the change of use as it may not be high priority for OCC. I. Duff agreed and proposed that L. Lloyd should make contact with the SODC planning department regarding change of use. D. Button was concerned that it is a relatively minor issue that is likely to be set aside at the moment, so A-M Simpson suggested that she be copied into the correspondence on this. Councillors agreed with this proposal.

**7. a) Planning Applications:**

I. Duff reported on the following planning applications of interest in the Parish:

P20/S0171/LB 34 Main Road – There has been no progress with the appeal that is currently being pursued in relation to the gates installed without planning permission. A-M Simpson agreed to follow this up and find out what is likely to happen.

P20/S1685/FUL Green Acre, Great Mead – Following the N4B permission for a barn conversion last year, the applicant has now submitted planning to demolish the existing barn and build a new property. D. Rickeard highlighted a number of concerns the Parish Council has about this application, in particular that an N4B application approval should not lead to a more lenient review of a subsequent full planning application on the site. L. Lloyd confirmed that she would send A-M Simpson the link to the Parish Council's submitted response in line with the new planning procedures.

P19/S0357/RM MacTaggart & Mickel – The re-issue of the reserved matters plan has now been submitted and the Parish Council is currently working on their response. C. Shaikh queried whether recent communications have focused enough on the aesthetic as well as drainage and practical aspects of the application. She noted that the view from Coscote looks like a very unattractive modern row of housing, and that the need to blend in with existing village aesthetic is really important. D. Rickeard agreed in principle with this observation and it was noted that this should be expanded on in the planning response. I. Duff asked for suggested wording from C. Shaikh and D. Rickeard to finalise and expand the comments.

**h) Didcot Garden Town:** A-M Simpson has not heard of any progress with this.

**j) District and County Plans:** I. Duff asked A-M Simpson for comment on the HIF plans for which a screening option has recently been submitted. She had no further information on this but, with respect to the SODC local plan, the district council had submitted several modifications of a minor nature. They were also trying to get accurate information on the Housing Land Supply and hope to have this by 26<sup>th</sup> July. I. Duff commented on the past Taylor Wimpey speculative development proposal relating to GWP

and said that we hoped there would be no encouragement to them in the finally accepted local plan. In particular, we felt that any reference to a possible spine road off Parks Road should be removed.

**k) Oxfordshire Growth Board:** P. Dixon attended the online meeting and reported that not a great deal is happening at present. The key items of note were:

- Sue Cooper (Leader SODC) stood down from chairing the OGB having finished her allotted one year in the post. She was replaced by Emily Smith, Leader VWHDC.
- The Oxford-Cambridge ARC is controlled by a large committee that is seen as unwieldy. An executive committee is to be formed and the OGB is sending three members. After a lengthy discussion about whether there is a need for political balance it was decided that they will be: the current OGB chair, the Leader of the Transport Authority and a third is to be decided, but for now the Leader of Cherwell DC. Susan Brown of Oxford City Council will deputise.

A-M Simpson reported that there seems to be a lot of pressure to produce a white paper in the Autumn in relation to the Oxford-Cambridge Arc and possible expressway.

A-M Simpson left the meeting at 20.30pm.

## 6) ITEMS FOR DISCUSSION/DECISION

**a) Dangerous tree on footpath 197/8 between The Croft and Bakers Lane:** D. Button updated the council that following a report on FixMyStreet and a further two updates from villagers to said report, A. McEwan-James has today confirmed that the job is with a different department and his contact is on holiday until next week. This will be followed up again next week to ensure action is taken.

**d) Butts Piece – Wild area adjacent to footpath No. 4:** I. Duff reported that following placement of a notice on the tent in this location, no communication or evidence of an inhabitant has occurred. It was determined that there were no sharps present, so Cllrs I. Duff and P. Dixon cleared the tent and other items from the site on 15<sup>th</sup> June. The resultant bags of rubbish were removed prior to the planned Thursday collection. D. Rickeard noted that it may well have been dealt with by the dog bin team if they were in the area.

**f) Future Community Projects:** D. Rickeard reported on an email circulated to councillors prior to the meeting, and thanked councillors for their additional thoughts. Many of the potential projects are environmental, along with picnic bench and other minor proposals. He believes the next step should be to expand on the suggestions and prioritise them in terms of achievability and cost. The M&M application indicates the anticipated square meterage of market housing that determines the amount of CIL monies. I. Duff commented that it may be a one-time opportunity to consider a larger project relating to the pavilion, village hall or overhead wiring that could significantly help the village in the future. The newly established Community Projects Reserve Fund is intended to support smaller ongoing projects. D. Rickeard noted that one thing the parish is lacking is space, and queried whether additional land could be a potential investment. C. Shaikh spoke in support of the proposal for the extension of the footpath on Main Road to the old railway line, which is already on the list of options. D. Rickeard proposed that he would lead a team to complete a costings and timescales table for the proposals. P. Dixon, C. Shaikh, J. Elliott and I. Duff confirmed they would be happy to assist with this.

**g) Bank Mandate Change:** D. Button confirmed that he has received the forms from Barclays Bank. One form includes a declaration and requires signatures from two existing cheque signatories. L. Lloyd also has a form to complete. EHPC considered that it was in the Council's best interests to permit the Clerk to be authorised to give instructions to Barclays Bank PLC to obtain account information and to make funds transfers between bank accounts in the Council's name. The authority excludes making third party payments and borrowing instructions. The council approved completing the forms.

**h) Financial Regulations – to approve an update to EHPC Financial Regulations:** D. Button reported that he has sent a draft of the proposed financial regulations for councillors to review. He

confirmed that he will send explanatory comments in line with his suggested amendments so that a final decision can be made at the July meeting.

**i) Quarterly Budget Monitoring:** D. Button confirmed that he has produced a simplified budget spreadsheet for the council to review expenditure on a quarterly basis. The first presentation of this will be at the July meeting.

## 7) ITEMS FOR REPORT

**b) East Hagbourne Sport and Recreation Committee:** D. Rickeard reported that the committee have considered the procedures that would need to be put in place to reopen the pavilion although they anticipate that this will not be before September 1<sup>st</sup>, depending of course on Government guidance.

**c) Cemetery Committee:** Nothing to report.

**d) Employment Committee:** D. Button reported that the Employment Committee will be reviewing hours again next week and will circulate their findings to the council. The NJC have not yet finalised the pay review for this year.

**e) Butts Piece Allotments:** P. Dixon confirmed that he will be obtaining a quote for clearance of the pile of cuttings and hopes to present this for approval at the July meeting.

**f) Community Speedwatch:** Nothing to report.

**g) East Hagbourne Community Support Group (Coronavirus):** I. Duff reported that the community group are still actively assisting a number of villagers, but the urgent requests have reduced as contacts are made and repeat help is being given.

**i) Flood Group:** I. Duff confirmed that it is looking likely that M&M will be conducting a drainage survey through the village to check that the channels are able to cope with the additional flow from the new development, which would be a benefit for the village as a whole.

**l) Bench Refurbishment Progress:** C. Shaikh has not had a quote from J. Capone although he has earmarked 14<sup>th</sup> September to begin work. C. Shaikh will contact him so that the council can approve his quote prior to work commencing.

**8) Correspondence:** None

**9) Finance.**

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

a) Payments since last meeting						
Payee	Item	Cheque Number	Amount	VAT	Total	Date
Downland Villages Transport Group	Grant for 2020/21 (Sec 137)	102746	500.00	0.00	500.00	14/05/2020
Iain Duff	Zoom monthly fee x 2 (15/04-14/05 and 15/05-14/06)	102747	23.98	4.80	28.78	17/05/2020
Grundon Waste Management	Cemetery Bins April	DD	41.70	8.34	50.04	26/05/2020
L Lloyd	May Salary	102748	558.54	0.00	558.54	31/05/2020
Castle Water	Allotment Water bill Mar - 28 Aug 2020	102749	12.54	2.51	15.05	06/06/2020
Dark White Digital	June web hosting	102750	30.00	0.00	30.00	12/06/2020
b) Receipts since last meeting						
From	Item	Amount	Date			
R. Elliott	Allotment Rent plot 17B 2020/21	£14.35	11/05/2020			
EHS&RC	Pavilion Insurance contribution 2020/21	£500.00	15/05/2020			
Didcot Town Council	Land Transfer fee for St Annes Court	£1.00	22/05/2020			
HMRC	VAT refund 01/04/2019-31/03/2020	£2,126.71	26/05/2020			
Co-Op Funeral Services	J J Cox interment CM55	£85.00	03/06/2020			
c) Accumulated Account Balances (reconciled as of last bank statement through 31/05/2020)						
Barclays Bank Accounts (2)		£63,780.20				
d) The Special Project Balances (as of 18/06/2020) are:						
Neighbourhood Plan		£0.00	Moved to Community Projects Reserve Fund			
Planned Development Support Fund		£5,303.15				
Cemetery		£8,512.59				
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	£27,001.60				

#### 10) Items for report and inclusion on the July agenda:

- Website Accessibility Compliance
- Allotment Quote Approval
- Financial Regulations Approval
- Quarterly Budget Monitoring

The meeting closed at 9.13pm. The next Parish Council meeting will be on 16<sup>th</sup> July 2020 using the ZOOM platform.

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

**ATTACHMENT 1: ACTION LIST**

<b>Action No</b>	<b>What</b>	<b>Who</b>	<b>Status</b>
2017-09-04	Progress St Anne's Court Transfer	LL	In Progress
2018-04-10	Traffic signs by War Memorial	SC	Follow Up
2019-04-03	Main Road 20mph speed limit	LL	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>18 JUNE 2020</b>

### OPEN THOUGHT

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

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

### PLANNING COMMITTEES

SODC's second planning committee took place Wednesday last week, 10 June, at 6pm and the agenda and link to view it are on the website <http://democratic.southoxon.gov.uk/ieListDocuments.aspx?MIId=2673&x=1>. For virtual planning meetings, anyone wishing to take part will need to submit a written statement by email in advance, which will be shared with all the planning committee members. We are aiming to introduce full online public participation as soon as possible.

Applications to Planning Committee

All planning applications, Other, Minor, Major fall under existing delegated powers to Head of Planning, however the scheme of delegation was temporarily amended in May in response to the challenges posed by the COVID-19 emergency. All group leaders were consulted. The changes are as follows:

If the Parish/town council objects to a 'minor' application, a planning officer will contact them to explain the likely recommendation and seek to resolve their planning concerns, but can determine the application, unless ward member calls it in, in which case it will go before Head of Planning + Chair+ Vice Chair+ Ward member to resolve, and they will decide if it should go to planning committee or not for a decision.

If parish/town council objects to a Major application it will go planning committee for a decision if the recommendation is for approval.

'Other' applications (householder) eg extensions - unchanged - do not go to planning committee if the parish/town council objects, unless the ward member calls it in, or the planning officers decides it should go to committee.

The statutory time limits remain unchanged as 13 weeks for major development and 8 weeks for all other types of development (unless the application is subject to an Environmental Impact Assessment, in which case a 16 week limit applies).

The public consultation period for an Application is 21 days (from the date the letter/notice is posted), and if there is a significant change to the Application following amended plans, a further public consultation period, usually 14 days, is undertaken. The Application can be called in to a Planning Committee by a district councillor with planning reasons up to 28 days from registration.

Please make sure that you contact a ward councillor (me or Jane Murphy) as early as possible to flag up any planning application where you think you may want the ward councillor to call it in within the 28 days.

### LOCAL PLAN

The Inspector's Matters and Questions and outline Programme for the Hearing Sessions are now available on the website.

Proposed modifications to the emerging Local Plan 2034 are being drafted for submission to the Inspector but it will be up to the Inspector to accept or reject these. It has now been confirmed that the Examination in Public (EIP) will be held virtually, in July and August, commencing at 10.00 on Tuesday 14<sup>th</sup> July. Some local groups have written to express concerns that this will restrict public participation. The Baldons Parish Council and Culham Parish Council both wrote to the Programmes Officer about this and received

responses from the Inspector. This correspondence has been uploaded onto the website and can be read using this link <http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/local-plan-2034/local-plan-2034-examinatio>

Those who made representations on the plan when it was being submitted in early 2019 are eligible to actually participate but other members of the public will be able to watch proceedings online. The organisation of the EiP is not within the control of SODC.

## **ADAPTING OUR ROADS TO ACCOMMODATE SAFE CYCLING AND WALKING**

This week is National Bike Week, to find out more follow this link <https://www.cyclinguk.org/>

An open letter was sent last week to Cllr Constance at Oxfordshire County Council regarding Oxfordshire's first tranche of emergency active travel measures. I have attached the letter to my email and the contents read:

*We are the cycling champions for the City of Oxford, Vale of White Horse, South Oxfordshire and West Oxfordshire. While we welcome Oxfordshire's moves towards responding to the Covid 19 crisis and the reduced use of public transport and the need for people to give each other space, we are writing to urge the County to take more ambitious and effective measures and to do so quickly.*

*We wrote to you on 6 May calling for urgency and a month later, and following the announcement of 5 June, we are repeating our call.*

*The Department for Transport will provide funding only if it makes a material change to the amount of space available to people walking and on bicycles. The measures announced so far amount mostly to the maintenance of existing cycle lanes, including vegetation clearance and line repainting, and to some creation of modal filters on some side streets mostly in the city.*

*This is not in the spirit of the DfT instructions and nor will it create the space we need for people using active travel as the schools return and shops reopen.*

*Other parts of the country have already put in place pop-up lanes to make space for people on bikes and foot.*

*We need urgency before motor traffic builds to previous levels. We are offering to work with the County to create immediate and ambitious measures in our districts.*

*Yours sincerely*

*Cllr Louise Upton, Walking & Cycling Champion, Oxford City Council*

*Cllr Dan Levy, Walking & Cycling Champion, WODC*

*Cllr Eric de la Harpe, Walking & Cycling Champion, VOWH*

*Cllr Sam Casey-Rerhaye, Walking & Cycling Champion, SODC*

There is a website called [www.widenmypath.com](http://www.widenmypath.com) where you can submit a suggestion for improvements to be made to an existing pavement or cycle path. Apparently, it is monitored by OCC, so worth using!

## **SUPPORT FOR LOCAL BUSINESSES**



The South and Vale Business Support Service has received a huge increase in visits to its website, particularly since it is responsible for administering the business support schemes announced by the Government.

Since 3<sup>rd</sup> June, they are processing applications for the new discretionary grants fund, which has had a great response. As there isn't a great deal of money available, we're also letting businesses know what other support is available. The deadline for applications is noon on Wednesday 17 June.

Further information is available at <https://www.svbs.co.uk>

It is also worth noting that the SVBS website has an online database listing all businesses which are open and trading in the area, so it is worth checking this to add your own business or to check who is currently open for business locally.

### **CAR PARKING CHARGES RE-INTRODUCED**

With the gradual re-opening of shops and other facilities, car-parking charges have been reintroduced from 8<sup>th</sup> June in SODC-owned car parks. This will go some way to restore some of the Council's lost income, and will also free up spaces for shoppers, who are still discouraged from using public transport. NHS staff and care workers who display a national COVID-19 pass can continue to park for free. To claim a pass they need to contact their employer who will issue a permit to park in council car parks.

To avoid having to touch the payment screen make sure you download the Connect Cashless app – [connectcashlessparking.com](https://connectcashlessparking.com) and pay online instead (if you have a smart phone).

### **COUNCIL OFFICES**

You might have seen a news article recently on whether or not plans for new council offices have changed following the Covid-19 pandemic.

Like organisations and businesses around the world, SODC has an opportunity to make positive changes to the way it works and delivers services, and for many weeks it has been looking at the impact this could have on future plans.

SODC services and projects are under constant review and the council has been in discussion with its partners working on the new headquarters to see how they could take into account the positive moves to successful home working as part of their response to addressing the current situation into plans for new offices.

SODC hopes to make an announcement about its plans soon.

### **INFORMATION FOR PARISH CLERKS**

Visit website link on Town and Parish Council consultation on planning applications for South:

<http://www.southoxon.gov.uk/services-and-advice/local-democracy/town-and-parish-councils/information-parish-clerks>