

East Hagbourne Parish Council

**Minutes of the Parish Council meeting duly convened and held
virtually using the ZOOM platform on
Thursday 18th March 2021**

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

Present were Chairman I. Duff, Vice Chairman D. Button, Councillors D. Rickeard, C. Shaikh, C. Gover, J. Elliott and P. Dixon.

In attendance: L. Lloyd (Parish Clerk)

No apologies were received.

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

2) PUBLIC FORUM AND QUESTIONS: NONE

3) Confirmation of the minutes of the Parish Council Meeting held on 18th February 2021: The minutes of the meeting on 18th February were approved and signed on screen.

4) REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS: NONE

5) ACTIONS FROM PREVIOUS MEETINGS:

2019-04-03 Main Road 20mph speed limit: I. Duff reported that he has spoken to MacTaggart and Mickel on this point and will report further on this under 6.a)iii). L. Lloyd had nothing further to report.

2019-04-04 Village Gateways: L. Lloyd reported that she is now awaiting a quote from J. Beale for the two gateways and has confirmed locations and on-site assembly. C. Shaikh reported that she drove through Aston Tirrold and Aston Uphorpe and noted that they have a 30mph limit sign on their gateway so it would be worth addressing this again with J. Beale.

2020-10-01 Definitive Map Modification Order (DMMO) Application: L. Lloyd reported that she has had 26 replies so far and is awaiting a few more from long term path users. Following communication with the Countryside Officer it is not clear whether this is considered enough evidence, so some further clarification will be sought.

2020-11-01 Dangerous Trees on Footpath 197/8: L. Lloyd reported that she has finally had a response from the Arboricultural Team who confirmed there is a visit to the parish planned for next week, with the intention to instruct a contractor to carry out work on the trees following an up-to-date assessment. L. Lloyd has replied asking whether it would be beneficial to meet the officer on site and is awaiting a reply.

6) ITEMS FOR DISCUSSION/DECISION:

a) Planning Applications including:

- i) P20/S4343/FUL Millennium Wood paddocks –** D. Rickeard and D. Button met with the applicants last week to discuss the application. The opinion is that while there is no objection to the dog agility fields, there are concerns over the treatment of the greenway, vehicular access and parking as well as the need for clarification over the right of way. D. Button further noted that both the dog agility field and the adjacent horse field were used for agricultural crops until 2018. D. Button has been trying to re-engage A. McEwan-James of OCC who initiated the change of use application but has not been actively involved recently. L. Lloyd confirmed that she has spoken to the case officer who plans to visit the site tomorrow. He has agreed to provide feedback following his visit and will grant an extension beyond the 24th March consultation deadline if the parish council wish to have more time to respond. P. Dixon noted that vehicles are also using the greenway to access the orchard further along the track. It is unknown what the rights of way for the orchard are but the right of way for vehicular access should be investigated.

It is the responsibility of the owner to prove that they hold the right of way. An SODC councillor representing Didcot has already called in this application should the planning officer be minded to refuse it.

ii) **34 Main Road** - P19/S4558/HH - The appeal is still pending decision.

iii) **P19/S0357/RM site adjacent to the village hall** – I. Duff confirmed he has been communicating with C. Ormond of Mactaggart and Mickel and confirmed that only after the reserved matters have been resolved, will the S38/S278 matters be considered. I. Duff has flagged the gateways and 20mph limit for discussion, along with the parish council being involved in the decision regarding street names. D. Rickeard suggested that it would be a good time to commence an offline discussion for potential street names to propose to the developer. It was agreed that D. Rickeard would circulate an initial email and collate ideas.

The planning officer is working on the reserved matters but has not responded to I. Duff's recent emails so he plans to send a request to district councillors next week to try and prompt a meaningful response.

Should there be any amendments to the housing design, I. Duff has also confirmed with C. Ormond that the parish council would be very interested to be involved with this.

The archaeological report for the site will be available shortly and should prove to be an interesting read. It was stated that the drainage system would be adopted by Thames Water and that they required more work on fencing around the pump. As part of the drainage work, the culvert under the allotment will be cleared.

b) **To approve updating the asset register details for the laptop purchased in October 2020 with a net value of £557.49:** All councillors approved the proposal.

c) **Insurance Renewal for 2021/22 at a cost of £1385.57 in line with the current Hiscox 3-year agreement:** All councillors approved the insurance renewal for 2021/22.

d) **To approve the clerk's SLCC Membership for 2021/22 at a cost of £144.00:** All councillors approved the clerk's membership for 2021/22.

e) **To approve OALC membership renewal for 2021/22 at a cost of £202.20 (£242.64 inc VAT):** All councillors approved the council's membership for 2021/22.

f) **To consider continued membership with Community First Online (CFO) for 2021/22 at a cost of £70.00:** D. Rickeard noted that CFO refers to Community First Oxfordshire (not Online as noted above). CFO provide a very useful link to ACRE (Action with Communities in Rural England) and have been providing valuable information for village and community halls during the Coronavirus pandemic. D. Rickeard proposed that membership should be renewed for 2021/22 and all councillors were in agreement.

g) **Dates and medium for Annual Parish Meeting and Annual Parish Council Meeting (in line with government guidance and current recommendations from OALC):** I. Duff reported that there is ongoing uncertainty over the continuation of virtual meetings beyond 7th May, but also restrictions for physical meetings. I. Duff proposed that the APCM be moved to the 6th May to ensure it is held legally, D. Rickeard supported this and all councillors agreed to this change of date.

The Annual Parish Council meeting is more complicated as it cannot be held physically on the 15th April and the nature of virtual meetings does not lend itself well to a public discussion, nor is it fully inclusive to all residents. It was agreed that the Annual Parish Meeting on 15th April will be cancelled again this year, and an alternative parish meeting may be a viable option later in the year, potentially when the development site next to the village hall has progressed and public interest and engagement could be beneficial.

h) **EHPC response to the Oxfordshire County Council (OCC) consultation on their new transport plan, LTCP:** I. Duff confirmed that the consultation documents are lacking in substance and detail and the proposed response that had been circulated reflects this. It was agreed that L. Lloyd would submit the response next week ahead of the 29th March deadline. If any councillor has further comments on this, they should alert the clerk before Tuesday.

i) **Community Projects including**

i) **Art Benches:** D. Rickeard confirmed that he has not been in contact with Sustrans this month although it is likely they are busy with tree trimming before prevented from doing so because of the nesting season.

ii) **Butts Piece picnic benches –**

Quote for benches from Dave Bartlett £900.00

Quote for installation and materials Jason Capone Taylor £560.00

Location of the benches on Butts Piece to be agreed.

C. Shaikh confirmed that the current quotes are for the purchase and installation of four benches.

In terms of location, D. Rickeard suggested along the allotment fence line, C. Shaikh suggested the north side of Butts Piece along the hedge line and a third suggestion was to site the benches to the East and West of the green area. The rationale behind adding benches was discussed briefly, and it was noted that outdoor facilities are generally popular and picnics are often held there already in the warmer months. When considered alongside the need for a litter bin, the preferred option was to initially install two benches to the West side of the green space near Harwood Road, which offers a good location for a litter bin in the vicinity. It was resolved that the project should proceed with the installation of two benches rather than four, and that C. Shaikh would ask for updated quotes to reflect this change.

- iii) **Approval of expenditure not exceeding £275+VAT to proceed with purchase and installation of a waste bin at Butts Piece:** D. Rickeard reported that there are complications regarding the location of a bin on SODC land as there needs to be an assessment of need prior to any agreement. An option is for the parish council to proceed with placement of a bin on parish council land or land not owned by SODC and to take responsibility for the weekly collections. L. Lloyd confirmed that an option for collection would be to add the bin to the Scoop Dotty Dog weekly collection at a cost of £3.35 per week. Councillors resolved to proceed with the installation of a waste bin to accompany the benches, and it was agreed that C. Shaikh would circulate a map of Butts Piece with suggestions for the location of both the bin and the two picnic benches.

j) **Cemetery Committee**

- i) **Report of Committee:** D. Button reported that he has arranged to have a meeting with the PCC at the cemetery, when COVID restrictions allow, to discuss areas of concern. There were a number of items of expenditure discussed at the Cemetery Committee meeting on 9th March which require approval from the council, these are listed in j.ii). J. Elliott noted that the new parking signage in the layby is quite small and very hard to see when cars are parked there. D. Button confirmed that the signage is on the small side but is more of a moral statement than an attempt at enforcement – however, if the signs have no impact, a larger size could be considered.
- ii) **Approval of items for expenditure on report:** (All costs are to be paid from the Cemetery Fund)
1. **Repair Lych gate paving £188.00 (safety hazard):** All councillors approved the cost.
 2. **Repair vehicular double metal gate – £121.00:** All councillors approved the cost.
 3. **Provide new slabbed base for Waste Skip - £265.00:** All councillors approved the cost.
 4. **Create pathway from Water tap to PCC boundary - £203.00:** All councillors approved the cost.
 5. **To have a digital map of the cemetery produced and linked to the existing cemetery database, costing £650.00 for the initial map creation and IT package plus an annual fee of £80.00:** All councillors approved the cost.

7) **ITEMS FOR REPORT:**

- a) **East Hagbourne Sport and Recreation Committee:** D. Rickeard confirmed that football with spectators is allowed from 12th April so there may be some bookings in April/May although the number of matches may be lower due to some teams not wanting to play. Changing rooms will still be out of use. The grass will need cutting and BGG will be instructed when required. D. Button confirmed that a further £2096 in grant money has been received, making a total £19,907 in grants from SODC. This has led to a very healthy bank balance as the pavilion upkeep costs have been low.
- b) **Employment Committee:** D. Button confirmed that there is one contractual matter under review which will be discussed at the April meeting.
- c) **Butts Piece Allotments:** L. Lloyd confirmed that she is having some issues with obtaining an updated account balance following a water meter reading on 1st March. The plan is to pay the full balance this month and start anew with regular readings ongoing.
- d) **Community Speedwatch:** I. Duff noted receipt of an email from Thames Valley Police today, confirming the plans for restarting Community Speedwatch as Covid restrictions ease. Some enhanced interaction is proposed, and the clerk has forwarded the announcement to R. Bartlett.
- e) **East Hagbourne Community Support Group (Coronavirus):** Nothing to report this month.
- f) **Didcot Garden Town:** P. Dixon confirmed that there is a Parish Council Sounding Board at the end of the month. D. Rickeard reported on a solar panel venture (Solar Streets) which is being promoted across the DGT area.
- g) **Flood Group:** D. Rickeard confirmed that all channels are flowing effectively at the moment.

- h) **Oxfordshire Growth Board:** P. Dixon confirmed that the next meeting is on Monday. He will circulate a report to councillors after the meeting.
- i) **Neighbourhood Plan:** D. Rickeard reported that he and C. Topping are participating in a Zoom meeting with Appleton and Eaton Parish Council tomorrow afternoon to aid in their Neighbourhood Plan process, which is a nice opportunity to share their experience.
- j) **Census 2021:** I. Duff reported that he and L. Lloyd attended an online session offering advice on Census completion, which highlighted the help available and the assistance parish councils can provide in terms of circulating information. D. Rickeard queried whether it was worth including the Census in the newsletter and it was agreed that this would be a worthwhile reminder.

8) Correspondence:

L. Lloyd reported that HUGS have sent an email thanking the parish council for their donation towards the ongoing footpath maintenance in the village.

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
HAGBOURNES AND UPTON GROUP FOR SUSTAINABILITY	DONATION TOWARDS FOOTPATH WORKS (HIGHWAYS ACT 1980 S. 43 AND S.96)	102810	£100.00	£0.00	£100.00	21/02/2021
GRUNDON WASTE MANAGEMENT	CEMETERY BINS JANUARY 2021	DD	£43.81	£8.76	£52.57	22/02/2021
DARK WHITE DIGITAL	MARCH WEB HOSTING	102811	£30.00	£0.00	£30.00	04/03/2021
SCOOP DOTTY DOG LTD	FEB DOG BIN EMPTYING	102812	£160.80	£0.00	£160.80	04/03/2021
J CAPONE PROPERTY MAINTENANCE (CHEQUE TO J TAYLOR)	DOG BIN INSTALLATION	102813	£245.00	£0.00	£245.00	05/03/2021
TETBURY ACCOUNTING LIMITED	PAYROLL ADMINISTRATION 2020-21	102814	£220.00	£44.00	£264.00	18/03/2021
L LLOYD	MARCH 2021 SALARY	102815	£673.24	£0.00	£673.24	31/03/2021

B) RECEIPTS SINCE LAST MEETING

FROM	ITEM	AMOUNT	DATE
REEVES MEMORIALS	SECOND INSCRIPTION FEES FOR KNOX CM45 AND MINNESS B36	£50.00	17/02/2021

C) ACCUMULATED ACCOUNT BALANCES (RECONCILED AS OF LAST BANK STATEMENT THROUGH 28/02/2021)

BARCLAYS BANK ACCOUNTS (2) £56,580.63

D) THE SPECIAL PROJECT BALANCES (AS OF 18/03/2021) ARE:

PLANNED DEVELOPMENT SUPPORT FUND	£5,303.15	
CEMETERY	£10,763.86	
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	
TOTAL	£28,592.87	

The council approved pending payments.

b) Bank Progress: D. Button reported that there has finally been some progress with Barclays, resulting in all four signatories now having online access to the parish council accounts. The next step is for Barclays to confirm that they received the paperwork completed last August to initiate L. Lloyd's online access and can move forward with this. J. Elliott confirmed that L. Dalby was still on the contacts list and has now been removed.

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

- Trees along Millennium Wood FP5
- Internal Audit
- Bank Reconciliations
- Quarterly Budget Monitoring
- ONPA Membership

The meeting closed at 21.50pm. The next Parish Council meeting will be on 22nd April 2021 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
2020-11-01	Dangerous Trees on FP197/8	DB/LL	In progress