

## East Hagbourne Parish Council

### Minutes of the Parish Council meeting duly convened and held virtually using the ZOOM platform on Thursday 20<sup>th</sup> August 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 and District Councillor A-M Simpson.

In attendance: L. Lloyd (Parish Clerk)

Apologies were received from J. Elliott, C. Shaikh, 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 confirmed that she plans to look through the Government White Papers on planning thoroughly in the next few days. She was pleased to note that Neighbourhood Plans are mentioned, but only to a small extent. She suggested that comments via Open Thought would be welcome to expand on this and to allow a greater influence on certain aspects, such as design codes. The public hearing stage of the Local Plan Examinations ended on 5<sup>th</sup> August. The examiner is now doing his review and will, in due course, confirm proposed changes to the plan, known as Main Modifications.

A-M Simpson asked councillors if there was anything significant that she could help EHPC with at present and I. Duff confirmed that the main current ongoing queries were OCC matters.

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

- 7) **ITEMS FOR REPORT**

**a) Planning Applications:**

*I. Duff's internet cut out at this point in proceedings.*

L. Lloyd updated the council on the following:

**P20/S0171/LB 34 Main Road:** The closing date for comments for this appeal was 12<sup>th</sup> August. The Parish Council's objection was submitted in good time. Communication with N. Davies confirmed that he has submitted a detailed response to the planning officer, covering previous applications in 2015 and 2017 as well as the refused application which resulted in the planning breach. He has objected, and recommended that if approved, the boundary treatment should be as per the final amendments and subject to materials approval, as this is what the Conservation Officer had agreed to. The decision is not due until 9<sup>th</sup> September.

**SE20/80 Millennium Wood Paddocks:** The original change of use enforcement case was logged in February, but the assigned case officer has since left. Julie Perrin is the new case officer and she has spoken with the owners, who confirmed that they intend to submit a planning application for both change of use and for the storage buildings that have been erected on site.

D. Button and C. Gover reported that a long wheelbase vehicle caused issues trying to come through the village this week – happily it did not go through the central village when at lower cross but ended up going round through Blewbury and Coscote. It damaged the verge on Main road when accessing the site. There is now a 360° digger on site and councillors are unsure of its purpose although it has presumably been requested to carry out some work for M&M.

Regarding paper copies of planning applications, A-M Simpson confirmed that Adrian Duffield and herself agreed to only provide paperwork for large planning applications as a cost-saving measure, but there is potential on a case-by-case basis to request copies if required. In general, however, online viewings are being encouraged.

*I. Duff's internet issue was resolved, and he re-joined the meeting.*

**P20/S2530/HH 38 Blewbury Road** – Single Storey front and rear extension. I. Duff suggested a response of no objection, the council agreed to this and L. Lloyd will post a response online.

**P20/S2499/HH 4 Bishops Orchard** – Single Storey rear extension. I. Duff suggested a response of no objection, the council agreed to this and L. Lloyd will post a response online.

**Mactaggart & Mickel** – I. Duff had recently been in contact with the planning consultant, Simon Handy, who said that they were still in the process of updating their application. D. Button re-confirmed for I. Duff's benefit that delivery of the digger on site has caused some verge damage.

I. Duff expressed concern over the lack of information from M&M and will follow this up for clarification. He hopes for a fairly rapid response.

**g) East Hagbourne Community Support Group (Coronavirus):** Nothing to report regarding the group itself which has been quiet but is still active. The only verified case of COVID-19 in the village was a resident of New Road who contracted it in hospital in March. Thankfully the victim survived although the recovery took some time.

**h) Didcot Garden Town:** Nothing specific noted on this issue.

D. Rickeard asked A-M Simpson for comment on the permitted planning changes that are being proposed as they are quite a concern. A-M Simpson will provide feedback on this when she has any details. A-M Simpson confirmed that the change of use flexibility is also a concern.

**j) District and County Plans:** See 3) above.

**k) Oxfordshire Growth Board:** P. Dixon confirmed that he was unable to attend the recent meeting and had nothing to report.

**l) Neighbourhood Plan:** D. Rickeard confirmed there is nothing to report.

I. Duff asked A-M Simpson whether she had heard anything regarding a unitary council. She confirmed that she is not against the idea in principle as it should improve communication between existing district and county departments. However, there are several options for a unitary council some of which she felt would not be advantageous for us, and could result in a loss of local contact. Again, she will keep us informed when she knows more about this.

**4) Confirmation of the minutes of the Parish Council Meeting held on 16<sup>th</sup> July 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**

**2018-04-10: Traffic signs by War Memorial:** L. Lloyd reported that she had contacted Thames Valley Police again to double check whether any details could be found with the information we have been able to provide. It has now been suggested that we contact the non-emergency 101 number who may be able to provide further details, as they have additional searching capabilities. If 101 are unable to help, this matter will have to close.

**2019-04-03: Main Road 20mph speed limit:** L. Lloyd reported that she has received a response from L. Turner, confirming that he has contacted colleagues in the Transport Development Control team to find out what is going on with the MacTaggart and Mickel application so he can use this information to help with the 20mph speed limit plan. I. Duff confirmed that his conversation with MP D. Johnston had gone well and his resulting message to L. Turner regarding the 20mph speed limit may have helped to progress this.

**2019-04-04 Village Gateways:** No update.

**2019-12-01 Village Footpath Maintenance:** ON HOLD – D. Rickeard suggested that this item be removed until it is more practical to organize a working group.

## 6) ITEMS FOR DISCUSSION/DECISION

- a) **Future Community Projects:** D. Rickeard confirmed that the aim should now be to discuss and reduce the number of proposals before it is presented formally to the village residents. The document is available on the website for comments from residents already.  
I. Duff confirmed that it would be beneficial to hold a separate online meeting to discuss this in around two week's time after councillors have had input to the current draft.
- b) **Financial Regulations - to approve an update to EHPC Financial Regulations:** D. Button circulated the amended NALC model prior to the meeting. I. Duff thanked D. Button for his efforts with the interpretation and adaption of the NALC model for EHPC. D. Button confirmed that the regulations are lengthy, but the operating procedures are in reality very similar to our current regulations. The adoption of the NALC model regulations would give the auditors confidence in our financial operations.  
D. Rickeard queried 1.14.2 concerning Grants which currently suggests a £1000 threshold before a full council decision is required. It was agreed that this was not appropriate as EHPC is a small council and that the text should be changed to 'any commitment' as is the current practice.  
15.4 – The council agreed that this should read 'annually'.  
*A-M Simpson left the meeting at this point (8.30pm)*  
I. Duff proposed that the Financial Regulations should be agreed with the minor modifications just suggested. D. Button seconded the decision and the council approved the regulations.
- c) **Annual Parish Meeting 2020:** I. Duff opened a discussion on whether an Annual Parish Meeting is viable this year. D. Rickeard confirmed his view that with guidelines for gathering sizes being reduced a face-to-face meeting is looking very unlikely this calendar year. I. Duff agreed with this viewpoint, and the council agreed that L. Lloyd would include an item in the September Parish magazine confirming that there would be no meeting this year but the Parish Council hope that it will be possible to hold one next year. D. Rickeard proposed that this should also be an opportunity to promote the Community Projects Consultation.
- d) **Future Council Meetings – discussion on when to move to face to face meetings:** I. Duff confirmed that the NALC guidance is clear that face-to-face meetings should not be taking place at the moment. It was noted that it would be nice to meet in person, and that the likelihood of significant public participation is very slim in the Parish, but not impossible. I. Duff recommended that the September meeting should take place via Zoom and that the council should follow guidance from NALC and monitor what is happening at the District level to inform decisions for future meetings. The council agreed to this proposal.
- e) **Collapsing Bridge on footpath 197/15 (Fieldside to Blewbury Road):** L. Lloyd confirmed that she has been emailing A. McEwan-James and he has confirmed that the bridge should be replaced by next Friday (28<sup>th</sup> August). D. Button asked if L. Lloyd could also chase the dangerous trees query with A. McEwan-James when she emails him next week.
- f) **Potential application for a Definitive Map Modification Order (DMMO) concerning the footpath alongside the village hall:** L. Lloyd confirmed that there is a reasonable amount of work to do in terms of getting a number of witnesses together to confirm continued historical usage for the path as part of the application – it was agreed by the council that this should be pursued by L. Lloyd with the assistance of councillors where necessary.

## 7) ITEMS FOR REPORT

- b) **East Hagbourne Sport and Recreation Committee:** D. Rickeard reported on the re-opening plans for the Pavilion which will be for regular users only, not ad-hoc bookings such as parties. There is a concern over procedures should a user test positive for COVID, and the booking forms are being adapted to ensure that groups pass on any information to EHS&RC should this situation arise.  
RoSPA have now completed their inspection of the playground and they flagged only minor issues for ongoing monitoring. The edging of the soft-pour safety flooring has gaps around it that should be monitored and refilled with soil.
- c) **Cemetery Committee:** D. Button confirmed that a Cemetery Committee meeting took place in the cemetery on 3<sup>rd</sup> August, with appropriate social distancing for the 5 attendees. It was agreed at the meeting that fees will remain the same until review in July 2021. D. Button and L. Lloyd are considering future financial

management and mapping out future plots. There was an issue with a recent interment which resulted in the coffin not fitting into the hole mid-interment, as graves are dug in a tapered shape and it was lowered in the wrong way round due to the orientation of the memorial stones. The issue was quickly resolved with the funeral director who has made a note of the situation for future interments.

At the meeting, a grave with new décor was discussed as it stands out from the rest of the plots. L. Lloyd is writing to the owners and the cemetery regulations are being amended to ask that all grave décor should be subject to approval.

The cemetery layby has been included on the maintenance list and OCC has confirmed that it should be complete before the end of September. D. Button proposed that proper signage be agreed and installed to clarify usage of the layby space by cemetery users only.

I. Duff asked for an update on a potentially dangerous Lime Tree in the Churchyard, which has been brought to the Parish Council's attention by the Church. In the past, contributions towards maintenance have been made although the Parish Council is not responsible for the churchyard. L. Lloyd confirmed that she has asked for clarification as to whether the church would like to ask for a grant to help with the costs to ensure the correct financial procedure is followed but has not received a response.

- d) **Employment Committee:** D. Button confirmed that the clerk's Annual Review meeting has been proposed for next week.
- e) **Butts Piece Allotments:** P. Dixon confirmed that Arbocare have suggested 30<sup>th</sup> September to clear the allotment debris, although he is trying to get an earlier date.
- f) **Community Speedwatch:** Nothing to report for speedwatch. D. Button confirmed that there were a number of incidents concerning speeding tractors during harvest time. The driver has thankfully been identified and approached by the local farmers to ensure that there is no further issue in the village.
- i) **Flood Group:** Nothing to report. Farmer Gale is still to harvest his barley field and it would be a good time to remind him that the fallen tree branches are still in the stream.

## 8) Correspondence:

Coscote Cottages: L. Lloyd reported that following a resident query on how to deal with the collapsing verge, she contacted L. Turner to see if he could advise. The resident had been recommended to contact the council to check what the most appropriate works would be. L. Turner has passed this query to M. Bostock (Principal Officer Highways and Drainage for South Oxon) who will hopefully respond with information to pass to the resident.

Produce Show: I. Duff confirmed that there had been a query regarding insurance cover for the event in the village car park. L. Lloyd checked details with the insurers and the response has been forwarded to the show organisers.

**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
D. Rickeard	Expenses - laminator and laminating pockets	102757	£40.31	£8.07	£48.38	16-Jul-20
SODC	Dog Bin Collections April-June 2020	102758	£538.20	£107.64	£645.84	20-Jul-20
L. Lloyd	Expenses - printer cartridge	102759	£21.74	£4.35	£26.09	20-Jul-20
Grundon Waste Management	Cemetery Bins June	DD	£41.77	£8.35	£50.12	20-Jul-20
L. Lloyd	July Salary	102760	£558.54	£0.00	£558.54	31-Jul-20
EDGE IT	Cemetery Database - Annual Fee (Yr 3)	102761	£205.00	£41.00	£246.00	1-Aug-20
BGG Garden and Tree Care	Cut back Ash Tree in cemetery 14/07/2020	102762	£150.00	£30.00	£180.00	1-Aug-20
Dark White Digital	August web hosting	102763	£30.00	£0.00	£30.00	1-Aug-20
Scoop Dotty Dog Ltd	July Dog Bin Emptying	102764	£120.60	£0.00	£120.60	4-Aug-20
Playsafety Limited	RoSPA inspection 06/08/2020	102765	£79.00	£15.80	£94.80	17-Aug-20
Iain Duff	Zoom monthly fee x 3 (15/06-14/07, 15/07-14/08)	102766	£35.97	£7.20	£43.17	18-Aug-20
b) Receipts since last meeting						
From	Item	Amount	Date			
Co-Op Funeral Care	C A Waldock EROB and interment F172	£600.00	17/07/2020			
Tonks Funeral Brothers	C Hutchings EROB and interment of ashes CM72	£170.00	12/08/2020			
MJ Didcock	P Walker EROB and burial P Walker F173	£600.00	17/08/2020			
MJ Didcock	J Cooper EROB and burial F174	£600.00	20/08/2020			
c) Accumulated Account Balances (reconciled as of last bank statement through 31/07/2020)						
Barclays Bank Accounts (2)		£56,896.61				
d) The Special Project Balances (as of 20/08/2020) are:						
Planned Development Support Fund		£5,303.15				
Cemetery		£9,712.55				
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	£28,201.56				

**b) Bank Mandate Progress:** D. Button confirmed that all the paperwork is with Barclays for processing.

**10) Items for report and inclusion on the September agenda:**

- Website Accessibility – cost approval for minor amendments
- Dog Bins
- Government White Paper

The meeting closed at 9.22pm. The next Parish Council meeting will be on 17<sup>th</sup> September 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	LL	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