

East Hagbourne Parish Council

Minutes of the Parish Council meeting duly convened and held virtually using the ZOOM platform on Thursday 21st January 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, P. Dixon and District Councillor A-M Simpson.

In attendance: L. Lloyd (Parish Clerk)

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

2) PUBLIC FORUM AND QUESTIONS: NONE

3) REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS:

A-M Simpson commented on her report circulated to councillors earlier today (please see attachment 2). Although the Local Plan 2035 has now been made, she has not heard any further news on the Sandringham Road appeal. The OX50 and Oxfordshire Open Thought projects are progressing. SODC are in the very early stages of working on the next local plan, which could be a joint local plan with Vale of White Horse District Council.

Government consultation on housing delivery and public service infrastructure – Details of this consultation were included in the district council communication earlier today. It includes proposals for new permitted development rights and has a very short consultation period ending on 28th January, which is an issue given its importance. A-M Simpson confirmed that SODC is preparing a robust response which will be available on the website after the closing date. I. Duff noted his concern over the potential to override the protection of conservation areas and allow permitted development within them. D. Rickeard noted concern over the increased flexibility for change of use within the proposal which could put amenities at risk.

I. Duff asked whether any further details are available regarding the S106 suspension for new applications and A-M Simpson agreed to investigate.

P19/S0357/RM - I. Duff asked whether DES10 policy of the new Local Plan would apply to the site adjacent to the village hall as it has not been granted planning permission yet. A-M Simpson agreed to send details of how the new policies will be applied to current applications to I. Duff. A-M Simpson also agreed to follow up on the status of the planning application following I. Duff's attempts to contact P. Silverwood for an update without success.

4) Confirmation of the minutes of the Parish Council Meeting held on 17th December 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: L. Lloyd confirmed she has emailed L. Turner to try and establish what the next steps are to progress this. The last email in August 2020 did not receive a response. It was agreed that it is important to establish whether there is a set timeframe when the speed survey results are considered valid to progress a 20mph speed limit application as this has not been discussed previously.

2019-04-04 Village Gateways: C. Shaikh confirmed that the outstanding issue remains the receipt of an accurate quote from Oxfordshire County Council (OCC) for installation of the agreed two signs. Frustration with the lack of progress with OCC was noted, and I. Duff also expressed concern again over lack of communication from the absent county councillor.

2020-10-01 Definitive Map Modification Order (DMMO) Application: L. Lloyd confirmed that she has prepared the documents to send to Countryside Access and the volunteers and will action before the next meeting.

2020-11-01 Dangerous Trees on Footpath 197/8: L. Lloyd confirmed that she has sent an email to A. McEwan-James and L. Rowland of OCC, cc'ing S. Clarke, I. Duff and D. Button, but has received no reply. The email has been forwarded to A. Lederer in the Trees Dept and L. Lloyd

agreed to forward the details to V. Buckley in Area Operations who was involved at an earlier stage in the ongoing discussions.

6) ITEMS FOR DISCUSSION/DECISION:

a) **Planning Applications including updates on Millennium Woods change of use and 34 Main Road appeal:**

P20/S4343/FUL Millennium Wood paddocks has now been assigned this new application reference and is awaiting a case officer before being uploaded onto the site.

L. Lloyd confirmed she has not heard anything further regarding the 34 Main Road appeal.

P20/S4808/LB Lower Cross Cottages – I. Duff proposed that the response to this application should be No Objection. It was agreed that this could be submitted, with the circulated comments, as no councillors raised an objection to this.

P19/S0357/RM site adjacent to the village hall - I. Duff confirmed that he has been in contact with M&M, Deanfield Homes and S. Handy recently, as well as P. Silverwood with particular reference to the drainage survey findings. Currently the issues appear to be ownership of the small strip of land along Main Road and the drainage.

P20/S4487/FUL 56 Blewbury Road – I. Duff noted that the discharge of conditions for this application approval includes plant screening which is good for the view from the south.

b) **Dog Bins**

i) **To approve the new bin location in Wilcher Close:** There were no public concerns raised over the proposed location following the advertisement in the December newsletter. The council approved the location for the new bin. D. Rickeard asked A-M Simpson for clarification over the signage in Mowbray Fields and whether any specific legislation or declaration has to be in place for these to be effective. A-M Simpson agreed to investigate.

ii) **To approve the total cost of £245.00 for the installation of the large replacement bin at location 2 and relocation of the smaller bin at Wilcher Close:** The council approved the expenditure. J. Elliott commented that the existing bin at location 2 is used for general waste as well as dog waste which is not helping the overflow issues. D. Rickeard suggested that the Parish Council should consider signage and a statement in the newsletter regarding Dog Waste to confirm the Parish Council's position and expectations. It was agreed that David would draft this and send to L. Lloyd. C. Shaikh suggested that the statement should include the health risks of dog waste.

iii) **To note the slightly increased cost of £191.94 (including VAT) for the new dog bin at location 2:** The council noted the cost increase.

c) **Grass Cutting contract renewal:** L. Lloyd confirmed that approaches made to alternative contractors have not yielded responses with comparative quotes and suggested that it would be prudent to renew the contract with BGG. D. Rickeard suggested that the hedge cutting costs for FP18 and FP6 should be on an ad-hoc basis only, and a 3-year contract would be preferable. The council resolved to continue with BGG for a 3-year period, and tweak the contract wording regarding hedge trimming accordingly.

d) **Footpath 18 (Blewbury Road to Great Mead) as a potential HUGS project:** D. Rickeard reported that he is in discussion with the Hagbournes & Upton Group for Sustainability (HUGS) regarding the upkeep of the path. He has suggested that reinstating the footpath alongside the field may require cutting back by a contractor if volunteers are unable to complete the work themselves. This will require supervision to ensure it is done sympathetically. This should be a relatively minor one-off cost rather than a regular undertaking. With the current COVID restrictions volunteer work may be more difficult to progress so some work may need to wait until September. He has a meeting with HUGS tomorrow and will be able to report further then.

e) **County and District Councillor Grants:** L. Lloyd reported that the EHPC application for a District Councillor Grant to fund the Art Benches project should have been signed off today, although confirmation of this is still pending.

f) **Community Projects including Art Benches:** D. Rickeard reported that he has spoken with Sustrans and proposed a start date of 1st April to tie in with the new financial year. Both West Hagbourne and Upton are also planning to complete the restorations within their parishes. Sustrans are happy to coordinate the project and D. Rickeard has put them in direct contact with J. Capone to arrange risk assessments and move forward with the project.

- g) **To note the S137 donation of £111.48 made towards the installation costs for the Davies benches at the Pavilion:** The council noted the final cost of £111.48 which was donated to the Davies family in accordance with its powers under Section 137 (S137) of the Local Government Act 1972. The figure is lower than the initial approval for expenditure of up to £300.00 (minute ref 6.d 13022020).
- h) **Citizens Advice Bureau – to consider making a donation of up to £200.00:** C. Shaikh proposed, J. Elliott seconded and the council resolved to make a donation of £200.00 to Citizens Advice in accordance with its powers under Section 137 (S137) of the Local Government Act 1972.
- i) **West Hagbourne Parish Council's request for an upgrade to the route between East and West Hagbourne (including FP197/10 in EH Parish):** I. Duff queried what the actual proposal is regarding this path. L. Lloyd confirmed that WHPC have contacted SODC and OCC and are currently awaiting a response from OCC on the matter, but there is currently no proposal, rather a request for improvements to be made to the path. As it stands L. Lloyd has confirmed to the WHPC Clerk that EHPC needs further information before offering support. It was agreed that L. Lloyd will contact WHPC to confirm that, following discussion at this Parish Council meeting, it is not a priority as there are other paths more in need of improvement in the Parish. However, we would be interested to hear OCC's response.

A-M Simpson reported that she had received a response to D. Rickeard's query regarding legislation required for dog waste signage to be effective. The SODC Envirocrime team confirmed that dog waste is treated the same as littering and on the spot fines are applicable.

A-M Simpson left the meeting at 9.00pm.

7) ITEMS FOR REPORT:

- a) **East Hagbourne Sport and Recreation Committee:** D. Rickeard confirmed that the safety inspections are still continuing throughout lockdown. D. Button confirmed receipt of the £1334 grant just before Christmas. One football match took place prior to the new lockdown, the recreation ground is being well used, and the recent rains have made areas of the recreation ground, particularly those close to the slide, very waterlogged.
- b) **Cemetery Committee:** D. Button reported that the Cemetery Committee met on 19th January and agreed to increase the fees by 3% from April 1st. There are some improvements required in the cemetery including a satisfactory base for the Grundon bin and improving the path to the old cemetery from the Lychgate. Consideration is being given as to whether the Cemetery committee should pay for a full Arborial review of the trees using existing reserves, to allow an informed discussion with PCC regarding responsibility and liability (which lies with PCC). A report will be circulated prior to the February Parish Council meeting for discussion.
- c) **Employment Committee:** I. Duff confirmed that the contractual changes letter has now been received by L. Lloyd.
- d) **Butts Piece Allotments:** P. Dixon confirmed he has chased SOHA regarding the fence but has not had a response. Arbocare are due to return for additional trimming but have not arranged to do so yet.
- e) **Community Speedwatch:** Nothing to report.
- f) **East Hagbourne Community Support Group (Coronavirus):** I. Duff reported that the group has become more active again since the recent lockdown restrictions have been introduced. D. Button suggested that local support options should be better promoted in these times following a request for help on the village FB group. It was agreed that L. Lloyd will produce an information poster to put on the noticeboard, on the website and on FB.
- g) **Didcot Garden Town:** Nothing to report.
- h) **Flood Group:** D. Rickeard confirmed that there have been preventative measures taken by residents which are working to keep the stream flowing effectively near Blewbury Road.
- i) **District and County Plans:** Please see item 3.
- j) **Oxfordshire Growth Board:** P. Dixon confirmed that there is a meeting scheduled next week which he plans to attend.
- k) **Neighbourhood Plan:** D. Rickeard confirmed that the Neighbourhood Plan review is in progress and there are no policies which conflict with the new Local Plan so no amendments are required. It was noted that having a councillor involved with the Didcot Garden Town sounding board is important to ensure that the green buffer remains a concern. The Neighbourhood Plan is still not on the SODC website, but when it is uploaded a notification will be sent to all interested parties.

- 8) **Correspondence:** L. Lloyd reported on communication from a Coscote Cottages resident regarding the bank erosion. OCC have quoted £7.5k for kerbing and steps but have no funds so suggested that the resident should ask local councillors and the Parish council to contribute. It was agreed that it is not a Parish Council responsibility but it would be good to support the residents. J. Elliott suggested that as it is an accessibility issue it could be referred to SODC and it was agreed that L. Lloyd would email A-M Simpson about this possibility.

SODC's Climate Emergency Advisory Committee (CEAC) – L. Lloyd noted that SODC had sent an email with a 1-year CEAC update, referencing the Corporate Plan and Councillor Community Grants which have been spent on wildlife, biodiversity, LED lighting improvements and encouraging residents to be active outside.

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
PWLB	Loan repayment	DD	£3,424.76	£0.00	£3,424.76	01/12/2020
PWLB	Loan repayment	DD	£2,461.17	£0.00	£2,461.17	07/12/2020
Lisa Davies	Section 137 contribution to bench installation costs	102793	£111.48	£0.00	£111.48	22/12/2020
Grundon Waste Management	Cemetery bins November	DD	£41.77	£8.35	£50.12	23/11/2020
Castle Water	Allotment water monthly charge	DD	£3.33	£0.67	£4.00	29/12/2020
Scoop Dotty Dog Ltd	December bin emptying (x5)	102794	£201.00	£0.00	£201.00	29/12/2020
Dark White Digital	Jan 2021 web hosting	102795	£30.00	£0.00	£30.00	21/01/2021
HMRC	Employers NI Contribution	102796	£402.93	£0.00	£402.93	21/01/2021
Roadware	Rufus Dog bin 90l	102797	£159.95	£31.99	£191.94	21/01/2021
BGG Garden and Tree Care	Ash Tree removal (cemetery)	102798	£450.00	£90.00	£540.00	21/01/2021
I. Duff	Zoom subs (4 months - 15/09/2020 - 14/01/2021)	102799	£47.96	£9.60	£57.56	21/01/2021
L. Lloyd expenses	Cemetery signage, stationery and stamps	102800	£249.26	£46.49	£295.75	21/01/2021
L. Lloyd	January 2021 salary	102801	£673.24	£0.00	£673.24	31/01/2021

b) Receipts since last meeting

From	Item	Amount	Date
Barclays	Interest	£0.05	07/12/2020
MJ Didcock	EROB and ashes interments for J and I Noble CM74	£510.00	23/12/2020

c) **Accumulated Account Balances (reconciled as of last bank statement through 31/12/2020)**

Barclays Bank Accounts (2) £60,157.19

d) **The Special Project Balances (as of 21/01/2021) are:**

Planned Development Support Fund	£5,303.15	
Cemetery	£10,419.74	
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	£28,248.75	

- b) **Quarterly Budget Monitoring** – The Q3 budget monitoring was circulated prior to the meeting. No budget issues were raised. It was noted that the St Anne’s Court legal fees are still outstanding as we have not received an invoice from Didcot Town Council. L. Lloyd confirmed she has been chasing this and will continue to do so.
- c) **Bank Reconciliation approval for September, October and December 2020**
Please note that this should state October, November and December. P. Dixon confirmed that he has reviewed the relevant documents and signed the bank reconciliations accordingly.
- d) **Bank Progress:** D. Button confirmed that he has resorted to sending an electronic communication via the EHS&RC online banking facility detailing the issues with the EHPC bank account, and hopes to receive a response to this attempt.

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

Cemetery Matters
Employment Committee Report

The meeting closed at 10.00pm. The next Parish Council meeting will be on 18th February 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

ATTACHMENT 2:

TITLE	DISTRICT COUNCILLOR'S REPORT
AUTHOR	CLLR ANNE-MARIE SIMPSON
PARISH	EAST HAGBOURNE PARISH COUNCIL
DATE	21 JANUARY 2021

Happy New Year!

I hope you had good break at Christmas and New Year despite the current challenges. No doubt most of us are rather glad to see the back of 2020 and let's enter into 2021 full of hope, solidarity and new beginnings. I would like to thank those of you on the Parish Council and within the local community who have provided support, advice and often just a friendly chat to those who have felt more vulnerable over the past year. The community support and spirit shown across the District has been remarkable and gives us great confidence when planning future projects and programmes designed to sustain the well-being, prosperity and social cohesion of our towns and villages.

Local Plan 2035

here is the link to the Local Plan 2035 on the SODC website <https://www.southoxon.gov.uk/wp-content/uploads/sites/2/2020/12/SODC-LP2035-Non-Track-Change-Version-November-2020.pdf>
Now that the controversial South Oxfordshire Local Plan 2035 has been adopted by Full Council it carries full weight in the Planning Policy framework and provides protection against unwanted speculative development. Some improvements were made to the Plan during the Inspection phase, including some on community involvement in master-planning, the introduction of the new DES10 zero-carbon housing policy (where there was no such policy at all before) – Page 207 of the report - and the prioritisation of cycling and walking. However, the Inspector did not remove any of the strategic sites, nor reduce the housing delivery requirement, so we do expect major new applications to be progressed in the coming months for sites such as Chalgrove Airfield, Culham, Grenoble Road and Berinsfield. Each application will still have to satisfy normal planning conditions, but once a site is allocated in a Local Plan there is an assumption that planning permission will be granted. Strategic Planning activity never stops, however, and we are already engaged in discussions across Oxfordshire and the broader Ox-Cam Arc initiative to create a longer-term strategic vision for the region, including employment opportunities (particularly in the area of green technology and innovation), digital infrastructure, environmental enhancements and community strengthening. And we are also investigating the feasibility of a joint Local Plan with the Vale of the White Horse, since we share so many interests and issues (e.g. the development of the Didcot Garden Town).

Covid-19 Vaccination Programme

Although the nationwide programme is underway, it will still take several months for the whole population to be vaccinated, The key messages to all local residents are as follows:

- The vaccination programme is being phased in across the county following the national guidance on prioritising patients. Some people have already been vaccinated and others are waiting to be invited.
- Please do not contact your GP or another NHS service to seek a vaccine – GP practices are still open for providing care to patients and their phones could become swamped, so please wait until the NHS contacts you.
- When the NHS does contact you, please be ready and attend your booked appointments.
- Please continue to follow all the public health guidance to control the spread of the virus, protect the NHS and save lives.

Our SODC Communications Team remains an active part of this system-wide communication approach.

Rising Covid-19 rates in South Oxfordshire

To underline the importance of the vaccination programme and the need to follow public health guidance.

Oxfordshire County Council has an [interactive dashboard](#) showing the latest covid-19 figures for the county and [south](#) and graphs showing the steep rise in cases, largely down to the new more transmissible strain of the virus (see below).

We're amplifying the government's 'stay at home' message through our usual channels and sharing their more recent messaging around this being a different, more transmissible virus.

Support for residents

SODC's Community Hub continues to be available to help people access support and essentials during the lockdown if they have nobody else to turn to. With the shielding programme restarting. The message is if anybody thinks they'll be in need of support they should not wait until they've run out of supplies before getting in touch. Anyone who needs support can fill in an online form at: southoxon.gov.uk/communityhub or email communitysupport@southandvale.gov.uk or call 01235 422600.

The Community Hub is not the only support SODC provides residents – Housing Needs have also seen an increase in people needing their support during the pandemic if they're at risk of being made homeless or sleeping rough – for more details visit southoxon.gov.uk/housing.

SODC are also making sure everyone is aware that support is available to residents who are experiencing financial difficulties – to find out more please visit southoxon.gov.uk/benefits.

Winter Support Grant Scheme

SODC have launched a new grant scheme to help residents affected by the pandemic to buy food and keep their homes warm this winter. Citizens Advice South and Vale will be distributing the funding to those in need. The advice centre can support people with supermarket vouchers for food and fuel vouchers to top up prepayment meters or paying a heating bill. This will be alongside their usual package of advice and support around budget management, debt and benefit advice and any other assistance the resident may need signposting towards. If a resident has received a food voucher from a previous scheme they can still apply for a Winter Support Grant.

Business support

The picture of what grants are available is becoming quite complicated, as there are different schemes available for different types of businesses relating to the various levels of restrictions that were in place at different times. SODC is still waiting for government to confirm and provide guidance on the funding available for businesses affected by the recent Tier 4 restrictions and the current national lockdown.

Businesses can currently apply for the following grants:

Christmas Support Payment for Wet-Led Pubs – this is a one-off grant which provides £1,000 to pubs which receive less than 50 per cent of their income from food sales. Applications for this grant close on 31 January 2021. This grant is in addition to other grants which are available.

Local Restrictions Support Grant (Closed – Local Restrictions) – this grant is available for those required to close while we were under Tier 2 restrictions for the period 2 to 25 December.

Local Restrictions Support Grant (Closed – National Lockdown) – for businesses required to close during the national lockdown from 5 November to 2 December.

For more details about these grants, businesses should visit www.svbs.co.uk – where all the most up-to-date information can be found.

Civil Parking Enforcement

The Council approved a recommendation at a special meeting on 22nd December to move ahead with taking responsibility for managing on-street civil parking enforcement in collaboration with Oxfordshire

County Council. We now expect this to move forward without delay and for powers to be transferred during 2021. This will work alongside our existing off-street parking enforcement powers.

Vaccine Fraud Alert

Throughout the pandemic, there have been a lot of scams circulating from people seeking to defraud worried and vulnerable residents. We are now also seeing a growing number of reports about scams related to the vaccine roll-out.

Scams include members of the public receiving text messages claiming to be from the NHS, offering them the opportunity to sign up for the vaccine. The texts ask the recipient to click on a link which takes them to an online form where they are prompted to input personal and financial details. In some cases, the online form looks very similar to the official NHS website.

Please help us get this message out to residents:

How to protect yourself

In the UK, Covid-19 vaccines will only be available via the NHS. You will be contacted by the NHS, your employer, a GP surgery or a pharmacy local to you, when you're able to receive it.

At no point will anyone be asked to pay for the vaccine.

- The NHS will never ask you for your bank account or card details.
- The NHS will never ask you for your PIN or banking password.
- The NHS will never arrive unannounced at your home to administer the vaccine.
- The NHS will never ask you to prove your identity by sending copies of personal documents such as your passport, driving licence, bills or pay slips.

What to do if you are targeted:

- If someone receives a call, they believe to be fraudulent, they should hang up.
- If an email looks suspicious, do not click on any of the links - forward it to report@phishing.gov.uk.
- Suspicious text messages should be forwarded to the number 7726 which is free of charge.
- Anyone who believes they are a victim of a fraud, should report it immediately via actionfraud.police.uk or by calling 0300 123 2040.