

# **East Hagbourne Annual Parish Council Meeting 6<sup>th</sup> May 2021**

## **Review of Council Operations**

**Under Standing Orders (and as a legal responsibility) the Council is required to carry out the following reviews at each Annual PC Meeting.**

- (a) Review of nominations and terms of reference to committees, working groups and non-Council bodies, including cheque signatories and delegated authorities.
- (b) Review of standing orders and financial regulations and confirmation of Internal Auditor
- (c) Review of inventory of land and assets including buildings and office equipment.
- (d) Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- (e) Review of the Council's and/or employees' memberships of other bodies.
- (f) Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

Nominations to Committees, Working Groups and outside bodies remain in force until the next Annual Parish Council Meeting.

### **1. Committees**

#### **– Employment Committee**

- Members: Cllr D Button (Convenor) and Cllr Jean Elliott
- The Committee is constituted as an Advisory Committee
- TOR: to review the contractual arrangements for council employees and in particular the Clerk for the coming year and make recommendations for any changes needed, taking account of NALC recommendations where appropriate.

#### **– Cemetery Committee**

- Members: Cllr Derek Button & Cllr Jean Elliott
- For West Hagbourne the member is Cllr Michael Butler
- The constitution of this body has been updated and it is now constituted as a full Committee of the Parish Council.
- TOR: The Committee will consist of two Councillors from EHPC and one from WHPC. The Chair of the Committee will rotate with 2 years for EH, 1 for WH. The Clerk of EHPC will act as administrator and have direct responsibility for the bookings and maintenance of the Cemetery. Up to two lay members from each Parish may also be recruited to the Committee but would have no vote.
- Cllr. Derek Button will chair the committee for the coming year.

### **2. Working and Affiliated Groups**

#### **– Flood Group**

- Coordinator: Mr Robert Ainger.
- Members: Local residents in Tadley and other areas who live close to the stream.
- TOR: To carry out routine inspections and minor maintenance of the stream channels from the end of Fieldside as far as FP16, in accordance with Environment Agency guidelines. To engage with EHPC, OCC and SODC as needed to support these activities. To keep records of meetings, discussions and activities.

#### **– Planning Application Advisory Group**

- Members: Cllr Iain Duff (convenor) and other councillors as needed.
- TOR: To consider planning applications, where needed, and make recommendations to the Clerk on how the Council should respond, taking into account comments from other councillors, via email and/or the circulated paper documents

– **Neighbourhood Plan Steering Group (NPSG)**

- Members: Mr Crispin Topping (Chairman), Cllr David Rickeard plus members of the public. Current members are Mr Bill Barksfield, Mrs Sally Barksfield, and Mr Marcus Wood.
- TOR: To monitor the application of the Plan in the planning process and perform any reviews required to keep it current and effective. To advise on implementation of the Plan projects as required by the Parish Council. To participate in the discussions of the Oxfordshire Neighbourhood Plans Association (ONPA) and report on these discussions.
- As a Working Group of the Parish Council, the NPSG is empowered to make recommendations to the Parish Council for actions and expenditure, but these must be approved by the full Council before being implemented.

*NOTE: A 12-month review of the Plan was performed in April 2020, reviewed with SODC and approved by the Parish Council. The Plan has also been reviewed against the new SODC Local Plan 2035 and found to be consistent.*

– **East Hagbourne Archive Group**

- Chairman, Ms Allison Huckle. Parish Council Representatives: Cllrs Iain Duff, David Rickeard
- TOR: To care for and preserve the village's archives, to make the archive available for the benefit of the community and to extend the archive into the future. To keep records of meetings and discussions.
- This group is currently dormant, although archive material is still being collected.

### **3. Review of Delegated Authorities**

– **Response to Planning Applications:**

- Clerk, in consultation with the Planning Application Advisory Group.

– **Financial arrangements:**

- See Financial Regulations

– **Didcot Area Development:**

- Decisions on responses to SODC/OCC should normally be agreed in full Council. In the event of an urgent response being needed, submissions delegated to the Clerk in consultation with the Chairman and input from other councillors and NSPG as time allows.

### **4. Outside Bodies supporting EHPC**

– **East Hagbourne Sport & Recreation Committee**

- EHSRC is legally separate from the Parish Council and has been appointed by the Parish Council to carry out day-to-day management of the Pavilion and Recreation Ground.
- TOR are as described in the EHSRC Constitution. EHSRC and EHPC work co-operatively to ensure that the facility is used for the general benefit of the communities of East Hagbourne and the surrounding district.
- The Committee is made up of five officers, who may then co-opt additional members.
- The constitution requires that the Parish Council representative be appointed at the Annual PC Meeting and that the other four officers (who are proposed by EHSRC and need not be Parish Councillors) be affirmed.
- For the year 2021-22, the officers will be Mr Derek Button (Treasurer), Mr John Symonds (HUFC), Mr Iain Duff (Parish Council representative), Mrs Jean Elliott and Mr David Rickeard (Chairman).

– **Web site management**

- Cllr Cordelia Gover will continue to oversee the maintenance and posting of new material on the web site supported by consultant Mr Dave Woods.

- **Hagbournes and Upton Group for Sustainability (HUGS)**
  - o HUGS was formally inaugurated in February 2021. Its objectives are to help increase biodiversity, support local nature and encourage more sustainable lifestyles in the three villages of East Hagbourne, West Hagbourne and Upton under the leadership of Caroline Hunt,
  - o HUGS continues and expands on the past work of Hagbourne Environment Group, including improvement and maintenance of the wild area of Butts Piece to make it attractive for wildlife and people.
  - o Much work is carried out by working parties of local residents, but the group will obtain grant funding for larger projects.
  - o Where financial support is needed for projects within the parish, this must be endorsed in full Council.

*Note: Cllr D Rickeard is a member of the HUGS Committee and will provide liaison with the Council.*

## 5. Nominations to Non-Council bodies

- **Parish Charities \***
  - Cllr I Duff and Mrs J Y Rickeard are nominated to serve as Trustees of the Parish Charities
- **Village Hall \***
  - Cllr D Rickeard is nominated to serve as a Committee Member and Trustee of the Village Hall.
- **Allotments Management Committee**
  - Cllr P Dixon is appointed to the Allotments Committee, to maintain a liaison between that group and the Council, and to support the Clerk who is responsible for administrative tasks and collection of allotment rent.
- **Downland Villages Transport Group (DVTG)**
  - Mrs Mary Harrison is nominated as the East Hagbourne Public Transport representative to liaise with OCC on public bus services in the parish.
  - Mrs Harrison also represents East Hagbourne on DVTG, which provides liaison with Thames Travel and commissions the weekly market bus to Wallingford.

*NOTE: Cllr David Rickeard has been co-opted to the Group in an individual capacity and currently serves as Chair.*

\* NOTE: In accordance with the law governing charities, those nominated to serve as trustees do so in an individual capacity, and their duty is to further the best interests of that charity.

## 6. Cheque signatories

- o Councillors David Rickeard, Jean Elliott, Derek Button and Cordelia Gover

## Review and adoption of new standing orders and Financial Regulations etc

- Standing Orders: adopted at meeting of 22 March 2012. A revision was agreed on 26 July 2016 to reflect new requirements to allow recording of meetings and to clarify publicity requirements for Committees. Amendment agreed 4 May 2017 to require minutes to be kept by Advisory Groups. Amendment agreed 1 November 2018 Updated to reflect 2018 NALC Model. Paragraph 1(t) added, 1(v) amended. Minor changes to Sections 2, 3. Updates to 4(ii), 6(v) and to Section 7. New Section 8 added on management of information. Changes to make the document gender neutral. Amendment agreed 14 May 2020 Updated to include a note confirming The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 are in

place due to the Coronavirus outbreak. The specific Coronavirus regulations end on 7<sup>th</sup> May 2021.

- Financial Regulations: The 2019 NALC Model Financial Regulations were adopted on 20 August 2020.
- The new Code of Conduct was adopted at a special meeting on 20th June 2012
- The Council's Public Information Guide was approved on 4th October 2012
- The Council's Health & Safety Policy was approved in October 2015
- The Council's Expenses Policy was approved in October 2013
- An update to the Council's Mission statement was approved at the meeting of 12th May 2016.
- The Parish Council's risk assessment including financial risks was adopted on 8th October 2015. A revision was adopted on 6<sup>th</sup> May 2021
- East Hagbourne Emergency Plan Issue 3 was approved in May 2018
- Internal Auditor: IAC Audit and Consultancy Ltd were appointed as internal auditor for the year 2020/21. This will be reviewed again ahead of the 2021/22 internal audit.
- The NALC model policies for GDPR were adopted at the Council meeting of 25 April 2019

## **7. Review of inventory of land and assets including buildings and office equipment**

- Hopfields (11.25a)
- Recreation Ground (4.27a)
- Village Car Park (0.75a) inc fencing, lights and bollards
- Sports Pavilion
- Bus Shelter
- Play Areas Equipment and Fencing
- Cemetery (75%)
- Cemetery Lych Gate (75%)
- Seats
- Litter and Dog Bins
- Pavilion Car Park
- Other Equipment – Measuring Wheel and Flood Fork
- 2 Defibrillators and 2 Outdoor Cabinets
- Office Equipment: Parish Council Computer and Software, Laminator
- Upper Cross
- Lower Cross
- Coscote Cross
- War Memorial

*NOTE: The Guardians of the defibrillators are currently noted as the Clerk (Laura Lloyd) and Cllr Iain Duff. The defibrillators and cabinets are checked fortnightly to ensure they are in working order and a record of the expiry dates of pads and batteries is maintained by the clerk.*

## **8. Review and confirmation of arrangements for insurance cover in respect of all insured risks.**

- A review of the Council's insurance arrangements was carried out in 2016 and the range of cover was found to be acceptable.

- The Council's insurance includes the East Hagbourne Pavilion. In accordance with the lease agreement, EHSRC will make a contribution towards the insurance costs, which is set at £500 for the year 2021-22.
- A review of the Schedule was completed to ensure that it is correct and clear in the light of the Parish boundary change of 2015. A further review was performed at the renewal in 2017. A further review of the insurance and financial risks was performed in March 2019 and the cover was found to be acceptable. A review of insurance and financial risks was completed in March 2020 in line with renewing the insurance policy through Came & Co. A review of insurance and financial risks was completed in March 2021 ahead of renewing the insurance through Came & Co.

## **9. Review of the Council's and/or employees' memberships of other bodies.**

- Oxfordshire Association of Local Councils (OALC)
- Community First Oxfordshire (CFO)
- Public Sector Mapping Agreement (No annual fee)
- Oxfordshire Neighbourhood Plan Alliance (ONPA)
- Clerk's membership of SLCC (Society of Local Council Clerks)

## **10. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.**

2021: June 24, July 15, August 12, September 9, October 14, November 11, December 9

2022: January 13, February 10, March 10, April 21, May 12

The Annual Parish Meeting will take place on March 31

All meetings will be held at the Pavilion, Great Mead, East Hagbourne

All meetings will commence at 19:30