

## EAST HAGBOURNE PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING DULY CONVENED AND HELD ON THURSDAY 10<sup>TH</sup> FEBRUARY 2022

#### 1. ATTENDANCE, APOLOGIES AND DECLARATIONS OF PECUNIARY INTEREST:

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

Apologies were received from Councillor J. Elliott and District Councillor A-M Simpson.

In attendance was L. Lloyd (Clerk)

I. Duff indicated there is 1 vacancy for a parish councillor.

#### 2. PUBLIC FORUM AND QUESTIONS: None

#### 3. CONFIRMATION OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13<sup>TH</sup> JANUARY 2022:

The minutes of the meeting on 13<sup>th</sup> January 2022 were approved by Council and signed by I. Duff.

#### 4. REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS: I. Duff referred to the report sent by

A-M Simpson before the meeting (see attachment 2 for the full report). The report confirms that SODC have received over £20.6 million in CIL and Section 106 money contributions from local developers in 2020/21 which will be used to improve local infrastructure. I. Duff also noted that SODC have allocated some of these funds for the purchase of housing for social rent and confirmed that he plans to ask A-M Simpson for further details on what is being proposed.

#### 5. ACTIONS FROM PREVIOUS MEETINGS:

**2019-04-03 Main Road 20mph speed limit:** I. Duff reported that the 20mph limit consultation documents should be made public within the next couple of weeks for a 4-week consultation period. D. Button raised the query of moving the 20mph speed limit sign closer to the railway bridge instead of the current location nearer the school, or possibly having a 30mph sign at the bridge to slow traffic ahead of the new reduced limit. This has been discussed previously and while the council still feel quite strongly that moving from 60mph to 20mph is unwise, this approach has been approved by OCC based on their expertise.

D. Rickeard noted that there is a pile of tree trunks left on the Greenmere track following the tree works, he asked for permission to speak to the Powells and/or HUGS about using them for wildlife purposes and the council agreed with the suggestion.

#### 6. ITEMS FOR DISCUSSION/DECISION:

- a) **Deanfield development site adjacent to the village hall:** I. Duff noted that in terms of arranging a public meeting to discuss the Deanfield site plans, the village hall is the most practical solution but is unfortunately fully booked at appropriate times in the near future. The Pavilion is smaller and further from the village hall so is less appealing as a venue. It was agreed that the Church would be a viable option and offers a larger space closer to the Deanfield site. I. Duff also reported that he has spoken about street names with P. Blades and the possibility of having a single name for the site will be put forward for consideration along with some family names of previous landowners. It was noted that the school playing field was part of the overall site when it was purchased but Deanfield are under an obligation to transfer this to OCC. It was agreed that I. Duff would discuss potential dates with Deanfield and the Church.
- b) **Annual Parish Meeting plans:** I. Duff confirmed that the Annual Parish meeting will go ahead as planned on 31<sup>st</sup> March. The venue is currently the Pavilion, but it would be useful to know whether either the Church or the School Hall could work as an alternative venue and allow better social distancing. D. Rickeard noted that the progress with community projects and future plans along with HUGS would be sensible topics for discussion.
- c) **To support further volunteer repair works to the Hagbourne Village Hall footpath at a cost up to £100 for materials:** I. Duff reported that a proposal to make surface repairs to the footpath during half term week has been made. L. Lloyd has confirmed with OCC that they are happy for the repairs to be carried out. The council agreed to the expenditure and D. Rickeard will help co-ordinate the works.
- d) **Consultations:**
  - i) **OCC Local Transport and Connectivity Plan (LTCP5):** I. Duff confirmed that the current consultation documents are not specific enough for the council to make constructive comments on. It was agreed that it would be better to comment on the next round of the consultation which will have a more local focus.
  - ii) **SODC Joint Design Guide:** I. Duff and D. Rickeard suggested that the current consultation does not require a comment from the council at this stage and the council agreed not to respond.

**e) Neighbourhood Plan review:**

- i) To carry out a formal review of the East Hagbourne Neighbourhood Plan and add a Design Code:** D. Rickeard circulated a report ahead of the meeting due to time constraints concerning the application process. Following conversations with R. Rios of OCC, D. Rickeard confirmed that there is a concern over SODC land supply which is very close to the minimum 5-year requirement. East Hagbourne Neighbourhood Plan (EHNP) was adopted in 2019 and benefited from a 2-year period within which developers wanting to build on unallocated sites in our area would fail if SODC could demonstrate 3 years or more supply. This benefit ran out last year making the parish potentially vulnerable again. The EHNP must be reviewed after 5 years (in 2024), but this could be brought forward to 2022. This would reset the 2-year protection of a 3-year supply which would help close the vulnerability gap until protection from the new SODC/VOWH Joint Plan is ready in 2025/26. The simplest way of doing a valid review would be to do a "Focussed or Surgical" review of the EHNP. This could most simply be done by adding a Design Guide or Code to a broadly unchanged Neighbourhood Plan. The council resolved to agree with this proposal.
- ii) To apply to Locality for support in preparing the Design Code:** D. Rickeard confirmed that the application to Locality has already been submitted due to a time limit imposed following C. Topping's submission of the initial Expression of Interest. D. Rickeard advised councillors in his circulated report of the need to make the application ahead of tonight's meeting on the understanding that it could be withdrawn if support was not formally approved. The council approved the decision to apply to Locality for support.
- iii) To approve expenditure up to £500 for other costs including meetings and printing expenses:** D. Rickeard confirmed that there will be a requirement for 3 or more public meetings and printed literature during the process. Councillors approved this expenditure and agreed it should come from the Planned Development Fund.
- f) Great British Spring Clean 25 March – 10 April: Agreement of a suitable date to hold a village litter pick:** L. Lloyd confirmed that Sara James is happy to help with the coordination of the litter pick and has suggested a date of Saturday 26<sup>th</sup> March. C. Gover asked if there was an additional activity that could be combined with the litter pick as there is often not a lot of litter to collect. D. Rickeard confirmed that the school is liaising with HUGS to organise some activities, and it is nice to see the groups working together. Additional activities should be considered in the next few weeks. It was agreed that the litter pick should go ahead on 26<sup>th</sup> March and that L. Lloyd will complete the booking form and risk assessment.
- g) Queens Platinum Jubilee plans:** I. Duff confirmed that he has been approached by several people asking whether the Parish Council has any plans for the Jubilee. L. Lloyd confirmed that the Big Jubilee Lunch would be a potential event to be involved in and the recreation ground/Pavilion could be made available for this. It could be as simple as a village picnic or involve stalls from local groups if there is an interest in taking part. C. Gover noted that if there is any fundraising activity it could be beneficial to have a single beneficiary such as the Church who need money for a new roof. The council agreed to the suggestion of holding a Big Lunch at an appropriate time during the Jubilee weekend. It was agreed that L. Lloyd would investigate other local event timings to try and avoid a clash.
- h) Approval for the clerk to undertake SLCC's Financial Introduction to Local Council Administration (FILCA) qualification at a cost of £120.00 (+VAT):** The council approved the expenditure.

**7. ITEMS FOR REPORT:**

- a) Planning Applications:** I. Duff confirmed that the only current application is P22/S0313/HH for 16 Fieldside who plan to extend their rear dormer and carry out some associated roof works. Neighbours have not raised any concerns and I. Duff proposed that a 'no objection' response be submitted by L. Lloyd. Councillors agreed with this response.
- b) East Hagbourne Sport and Recreation Committee:** D. Rickeard reported on the need for new ventilation units in the Pavilion. There are two units which serve the changing rooms and the kitchen/lobby areas. A service visit on 5<sup>th</sup> January confirmed that all 4 fans in the units need replacing. There are two options: to replace just the fans within the units at a cost of £1750+VAT (spare parts cannot be obtained from the manufacturer and are very hard to come by so this is considered to be a short-term solution), or to replace with Mitsubishi units at a cost of £4,500+VAT. These are readily available, easier to maintain and come with a 5-year parts warranty. The lease agreement states that the tenant is responsible for keeping the pavilion in good repair and safe to use, so EHS&RC have made the decision to replace the units subject to the approval of the Parish Council, the cost to be covered by EHS&RC funds. The council agreed with EHS&RC's decision.
- c) Cemetery Committee:** D. Button reported that the crown lifting to the central tree line has been completed, and there is a significant improvement since there are now no low hanging branches along the first row of graves.
- d) Employment Committee:** D. Button confirmed that there has been no movement on the NJC pay increase for 2021-22 yet.
- e) Butts Piece Allotments:** Nothing to report.

- f) **Community Speedwatch:** I. Duff confirmed that there is nothing to report for the speedwatch group this month. D. Button noted that a Bishops Orchard resident has complained about the frequent presence of police who hide behind a bush with a speed gun on New Road.
- g) **East Hagbourne Community Support Group (Coronavirus):** Nothing to report.
- h) **Didcot Garden Town:** Nothing to report.
- i) **Flood Group:** An article in *Heralding the Past* in yesterday's Didcot Herald recalled a more biodiverse Hagbourne in the late 19<sup>th</sup> century and councillors observed that this has noticeably declined in recent decades. C. Gover confirmed that she conducts quarterly nitrate testing on the stream at Manor Farm and sends the results to Waterblitz and HUGS.
- j) **Future Oxfordshire Partnership:** P. Dixon reported on the meeting on 25<sup>th</sup> January. CPRE spoke in the public session about a proposed 123-hectare solar farm near Cumnor and noted that for SODC's aim to be Carbon Neutral by 2030, 9% of the county could be taken up by solar farms. The proposed land is owned by an Oxford college and is quite biodiverse but grade 4, as opposed to the grade 1-2 arable land in Hagbourne. There was also a presentation from Network Rail on Oxfordshire Connect which provides an integrated strategy for aligning the major rail programmes that are seeking to introduce new services into Oxford. The East West Rail link (between Oxford and Cambridge) won't be electrified, according to current plans.
- k) **Downland Villages Transport Group (DVTG):** D. Rickeard reported that the bus service will commence on the Friday after Easter, and will be assessed based on demand.
- l) **Definitive Map Modification Order (village hall footpath):** L. Lloyd confirmed that no progress has been made this month as the consultation period does not end until 12<sup>th</sup> February.
- m) **North Wessex Downs AONB discussions:** I. Duff confirmed that following receipt of the Annual Review from the North Wessex Downs AONB, L. Lloyd is currently trying to initiate a conversation with them to discuss East Hagbourne. I. Duff zoomed recently with D. Johnston and discussed the AONB and the proximity to Hagbourne Parish. D. Johnston is happy to support the parish in their efforts with this matter.
- n) **Communication with David Johnston MP on housing:** I. Duff reported on an appearance of D. Johnston in the Houses of Parliament discussing the "Role of developers, builders, and management companies in new homes". Issues discussed in his zoom call with D. Johnston included:
  - Speculative housing developers.
  - There is no carbon neutral requirement for the Deanfield Green development.
  - Management committees have proved to be a big issue in some recent developments and D. Johnston is looking into this issue.
- o) **Parish pavements and verges meeting with Jon Beale:** I. Duff confirmed that the OCC Highway Extents map circulated after the February meeting is not as detailed as originally hoped. There are other more detailed maps and I. Duff confirmed he will ask if these can be made available for EH Parish. No progress has been made with S. Rooney relating to pavement repairs, L. Lloyd has requested updated information on this and is waiting for a response. A resident query about pavement parking outside Sundial Cottage on Main Road prompted a meeting between I. Duff and J. Beale earlier this month, to discuss the OCC rules regarding addition of bollards or street furniture to prevent this. It is apparent that the kerb is in need of improvement and a request has been made to Daniel Depp of OCC to reinstate 17m of kerb from the Fleur De Lys heading East along Main Road. D. Rickeard noted that discussions with HUGS regarding grass cutting and biodiversity of the verges need to be initiated as there has been no movement on this yet. HUGS spent time last weekend planting wildflowers in the triangle at Butts Piece.

## 8. Correspondence:

L. Lloyd reported the following correspondence items this month:

Hagbourne PTA have enquired about the possibility of holding a circus event on Tuesday 5<sup>th</sup> July. It was agreed that this will be discussed between EHS&RC and the Parish Council but there are initial concerns over the size of the event with a 600 seat Big Top and parking requirements.

North Moreton have a working group who are involved in FTTP broadband setup. They have queried why houses on Blewbury Road are included on their setup list. L. Lloyd has confirmed that at this stage there is no obvious answer and it is not something the Parish Council is involved in, but it could be that the houses have been added on by Openreach following enquiries from the homeowners.

## 9. Finance:

### a) Expenditure and receipts since the last meeting and account balances:

a) Payments since last meeting:      NB: Payments pending are shown in yellow and are not included in the account balance shown in c)

Payee	Item	Online Payment /Cheque No	Amount	VAT	Total	Date
Dark White Digital	December (INV000817) and January (INV000843) web hosting	O/P D Rickeard/ C Gover	£60.00	£0.00	£60.00	18/01/2022
EHS&RC	Meeting room hire 9th December INV211204	O/P D Rickeard/ C Gover	£25.00	£0.00	£25.00	18/01/2022
BGG Garden and Tree Care	Grass Cutting - Parish and Cemetery 04/11/2021 (INV 1036.21)	O/P D Rickeard/ C Gover	£275.00	£55.00	£330.00	18/01/2022
BGG Garden and Tree Care	Greemere Track tree works (INV 1038.21)	O/P D Rickeard/ C Gover	£2,100.00	£420.00	£2,520.00	18/01/2022
Hagbourne Village Hall	Car Park Electricity (INV 1605) 22/10/2020 - 17/11/2021	O/P D Rickeard/ C Gover	£159.49	£0.00	£159.49	18/01/2022
Grundon Waste Management	INV PSI-0528673 Cemetery bin emptying - December	DD	£43.81	£8.76	£52.57	20/01/2022
Oxfordshire South & Vale Citizens Advice	S137 Donation	O/P D Rickeard/ C Gover	£200.00	£0.00	£200.00	20/01/2022
Laura Lloyd	January salary and expenses (printer ink, paper and stamps)	O/P D Rickeard/ C Gover	£701.10	£4.55	£705.65	28/01/2022
Dark White Digital	INV000869 February web hosting		£30.00	£0.00	£30.00	
EHS&RC	INV 220104 - meeting room hire 13/01		£25.00	£0.00	£25.00	
BGG Garden and Tree Care	INV 1132/22 Car park hedge cutting 04/12 and cemetery hedge cutting 14/01		£400.00	£80.00	£480.00	
BGG Garden and Tree Care	INV 1133/22 - Cemetery tree works 25/01		£650.00	£130.00	£780.00	
SODC	INV 10287225 Dog Bin Emptying 1 Oct - 31 Dec 2021		£1,166.10	£233.22	£1,399.32	
Laura Lloyd	February Salary		£673.24	£0.00	£673.24	

#### b) Receipts since last meeting

From	Item	Amount	Date
Hagbourne PCC	Standing order	£4.00	01/02/2022
MJ Didcock	O'Gorman EROB and Interment F178	£616.00	01/02/2022
MJ Didcock	Coster Interment CM57	£86.00	01/02/2022
MJ Didcock	Coster 2nd inscription CM57	£26.00	01/02/2022
Allotment Payment	Dawson Plot 2A	£2.50	02/02/2022
MJ Didcock	Rogers ashes interment D117	£172.00	04/02/2022

£906.50

#### c) Accumulated Account Balances (reconciled as of last bank statement through 10/02/2022)

Barclays Community Account	NOW CLOSED
Unity Trust Bank - current account	£50,010.54
Total	<u>£50,010.54</u>

#### d) The Special Project Balances (as of 10/02/2022) are:

Planned Development Support Fund	£5,303.15
Cemetery	£11,843.85
Community Infrastructure Levy Fund	£1,905.97
Received 24/04/19 so requires spending by 23/04/24	£1,517.73
Received 30/04/21 so requires spending by 29/04/26	£3,307.90
Received 27/10/21 so requires spending by 26/10/26	£6,731.60
Total CIL money	£6,731.60

Community Projects Reserve Fund		£4,943.91
	Total	£28,822.51
e) General Reserve (as of 10/02/2022)		£21,188.03

b) **Review and approval of payments:** The Council reviewed the pending payments and approved those without prior minuted/regular payment approval.

**10. Items for report and inclusion on the March agenda:**

Annual Parish Meeting

The meeting closed at 9.15pm. The next Parish Council meeting will be on 10<sup>th</sup> March 2022 at the Pavilion, Great Mead, East Hagbourne.

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

**ATTACHMENT 1: ACTION LIST**

Action No	What	Who	Status
2019-04-03	Main Road 20mph speed limit	ID/LL	With OCC
2022-02-01	VH footpath repairs	DR	In progress

**ATTACHMENT 2:**

<b>Title</b>	District Councillor's Report
<b>Author</b>	Cllr Anne-Marie Simpson
<b>Parish</b>	East Hagbourne Parish Council
<b>Date</b>	10 February 2022

**New Climate Action Plan**

South Oxfordshire District Council has adopted a new [Climate Action Plan](#), taking a major step towards cutting its emissions and becoming a carbon neutral organisation.

The plan outlines how the council will become carbon neutral within its own operations by 2025 – this means the carbon produced from the council's buildings and services will be balanced by the amount removed from the atmosphere.

To achieve this target, the plan includes some important changes for how the council delivers its services, the policies it adopts and the projects it supports.

Staff will soon receive training to ensure they are aware of the impacts of carbon emissions and the council will move to a digital by default approach meetings to help cut down on vehicle emissions. The plan also outlines how the council will support local efforts to tackle the climate emergency.

The council's [Climate Action Plan](#), agreed by Cabinet members last week, follows significant work from officers and councillors, and feedback from parish councils, local climate action groups and from the council's Climate and Ecological Emergencies Advisory Committee.

The plan was a specific commitment in [South Oxfordshire's Corporate Plan 2020-24](#). To ensure the council is open about the progress towards its targets, officers will now carry out quarterly reviews and report to the Climate and Ecological Emergency Advisory Committee and South Oxfordshire's Cabinet.

**Infrastructure Funding Statements now available**

SODC has published its Infrastructure Funding Statements for 2020/21 to provide an annual summary on developer contributions. Through Community Infrastructure Levy and Section 106, we were able to secure £20,665,018 from Minutes February 10<sup>th</sup> 2022

local developers, which will go towards local infrastructure to support the growth in our districts.

You can read more information on funds allocated to projects via the SODC website:

<https://www.southoxon.gov.uk/south-oxfordshire-district-council/community-support/infrastructure-to-support-communities/>

As part of the budget-setting process for 2022/23, a prioritised list of projects which will use the SODC portion of these funds has been created; this new approach will ensure that 3<sup>rd</sup> party funds are used wherever possible for major projects, thus reducing the demand on the Council's reserves. The majority of these recommended projects relate to the District's leisure centres, the Riverside pool, campsite and other facilities in Wallingford, environmental and tree planting projects and to the purchase of housing for social rent.

### **2022/23 Budget**

The SODC budget is working its way through the democratic cycle of meetings (Cabinet, Scrutiny and then Full Council) at the moment, so hopefully it will be approved on 17<sup>th</sup> Feb and we can put in place delivery plans for the projects identified for the second full year of our current Corporate Plan (e.g. the roll-out of our Climate Action Plan, which was approved by Cabinet on 3<sup>rd</sup> Feb). These come on top of our statutory obligations, of course. We are pleased to report that, thanks to bringing the Finance function back in-house from Capita, we have much better processes for budget-setting, scrutiny and approval. This has helped us to identify savings in our base budget while not compromising on the services we offer to residents. Although we still only have a one-year financial settlement from the Government, we are still obliged to set a Medium Term Financial Plan (MTFP) which takes us through to 2026/27. Our current projections indicate that we have been successful in closing the gap between revenue and expenditure since being elected in 2019 (one of our Corporate Plan priorities) and that Council reserves are in a much stronger position than the predictions we inherited.

### **Covid-19 Grants available for businesses in South Oxfordshire**

Businesses based in South Oxfordshire in the hospitality, leisure and accommodation sectors are being urged to apply for support from the Omicron Hospitality and Leisure Grant fund. The government has given £1,482,084 to South Oxfordshire to help support local businesses that have been struggling financially due to the recent Covid-19 Omicron variant.

To apply, eligible businesses must have been open and trading from a property where they are responsible for paying business rates on 30 December 2021. The criteria of the grant is set by the government and rules of how the money is distributed cannot be changed by the council. Successful applicants could receive between £2,667 and £6,000 depending on the rateable value of the property.

Business owners can find out the full criteria and complete an online application form via the district councils' South and Vale Business Support website – <https://svbs.co.uk> up until midday on 18 February. Businesses can also stay up to date with all government grants given to the district councils by signing up to the South and Vale Business Support newsletter via their website.

### **Council Tax and Energy Bill Rebate**

You have probably seen the [announcement](#) about the measures the Government is taking to help protect households from rising energy costs. This includes a £200 Energy Bills Rebate and a £150 Council Tax Energy Rebate. Households in England, which are in council tax bands A-D, will receive a £150 rebate. The rebate to bills will be made by local authorities to households from April directly rather than through the Council Tax system. This will not need to be repaid.

On top of this discount, discretionary funding of £144 million will also be provided to support vulnerable people and individuals on low incomes who do not pay Council Tax, or who pay Council Tax for properties in Bands E-H.

### **Community hub team support**

On top of managing the household support fund (as described in last month's report), our Community Hub team remains very busy supporting residents who are self-isolating.

In January the Hub:

- made 502 phone calls to people who've asked for help whilst self-isolating
- contacted 105 residents who've received the £500 test and trace payment to offer them support
- delivered 11 food parcels
- handled 436 enquiries from residents, mostly on financial help.

A letter has gone out to all Council and NHS staff in Oxfordshire to thank them for their tireless efforts to provide services and support communities and the most vulnerable throughout the COVID-19 pandemic.