

## EAST HAGBOURNE PARISH COUNCIL

### MINUTES OF THE ANNUAL PARISH COUNCIL MEETING DULY CONVENED AND HELD ON THURSDAY 13<sup>TH</sup> JANUARY 2022

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

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

Apologies were received from D. Rickeard, C. Shaikh and J. Murphy.

In attendance was L. Lloyd (Clerk) and one member of public.

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

2. **PUBLIC FORUM AND QUESTIONS:** I. Duff thanked the owner of Grange Farmhouse on behalf of the council for getting the overgrown hedgerow and trees along the New Road/Blewbury Road bend substantially cut back. Several villagers had expressed their satisfaction with these works commenting on improved safety at the junction. I. Duff also noted that he has been speaking with J. Murphy about the detailed Oxfordshire County Council (OCC) Highway Extents map which is now available as a public document. He confirmed he would circulate the link to councillors after the meeting as it should prove to be a useful document.

#### 3. CONFIRMATION OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9<sup>TH</sup> DECEMBER 2021:

The minutes of the meeting on 9<sup>th</sup> December 2021 were approved by Council and signed by I. Duff.

#### 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 been liaising with J. Beale and can confirm that OCC are covering the cost of the 20mph consultation for East Hagbourne. The OCC Legal Orders Team are preparing the documentation for a four-week public consultation. If there are any objections to the proposal, this will go to a delegated decision on 24<sup>th</sup> March, with the signage being installed shortly after if the decision is in favour of the new limit.

**2020-11-01 Dangerous Trees on Footpath 197/8:** D. Button reported that the Parish Council's concerns have finally been actioned and three trees were removed on the 10<sup>th</sup> January, with one substantial tree left standing. The remaining tree will need attention in the future but immediate concerns have been addressed.

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

- a) **Deanfield development site adjacent to the village hall:** I. Duff reported that the Deanfield meeting with Penny Silverwood went ahead and there are now dates for all three relevant plans to be determined by the end of February. Further applications are required to cover minor amendments proposed by Deanfield, and for the details of the 278 application relating to site access and other OCC requirements. It is hoped that works will commence in March/April. Deanfield are keen to follow the Parish Council's advice on when and how the public should be engaged in relation to the plans. This should happen between approval of the plans and the start of building works. I. Duff asked for opinions as to how to proceed with arranging this meeting, D. Button suggested that an independent chair of the meeting could be beneficial to both the Parish Council and Deanfield – possibly J. Murphy or David Johnston MP. D. Button queried the protection of slow worms and other reptiles as the black boundary fence is looking the worse for wear. I. Duff confirmed that he will mention this when he next speaks to Deanfield in case some action is required to reinstate it. I. Duff agreed to ask J. Murphy to possibly chair the meeting and councillors were asked to consider options and confer by email.
- b) **Annual Parish Meeting plans:** I. Duff confirmed that the Annual Parish Meeting that will be an in person meeting is currently scheduled for 31<sup>st</sup> March. This may be problematic because of the pandemic. I. Duff suggested that this item should be added to the February agenda and that councillors should consider topics for discussion and whether to go ahead with the current date or delay until April or May.
- c) **Moving the March Parish Council meeting date:** I. Duff confirmed that there is no longer a need to move the meeting.
- d) **SODC's Deep Cleanse – taking place from 17-19 January:** J. Elliott noted that there have been some works taking place along Wilcher Close and Lake Road earlier this week and the results are looking good. L. Lloyd asked councillors to suggest priority areas to send to SODC ahead of the deep cleanse. I. Duff noted that clearing vegetation from footpaths should be a priority, and J. Elliott noted that the gutters should also be included in any cleaning. D. Button noted that the culvert under Rymans Crescent is blocked and needs rodding out. L. Lloyd confirmed that if SODC are unable to clear the culvert, it could be added to FixMyStreet for OCC to action.

- e) **Oxfordshire South and Vale Citizens Advice – approval of a donation up to £200.00:** I. Duff asked councillors for their views following circulation of a donation request detailing how East Hagbourne parish has benefitted in the last year. Last year's donation was £200.00 and the council resolved to make a donation of £200.00 again this year, in accordance with its powers under Section 137 (S137) of the Local Government Act 1972.
- f) **Appointment of IAC Audit & Consultancy Ltd as Internal Auditor for the 2021-22 financial year at a cost of £285.00:** D. Button and L. Lloyd advised that continuing with IAC Audit for the 2021-22 audit process was favourable as L. Lloyd is already familiar with their offsite audit process. The council agreed with this appointment. The first batch of documentation should be sent by the end of January and L. Lloyd will prepare these to transfer as per the audit requirements.

## 7. ITEMS FOR REPORT:

- a) **Planning Applications:** I. Duff confirmed that there are a number of planning applications currently in circulation, the majority of which do not seem to pose any concerns for the parish council or neighbouring properties. A document was circulated to councillors prior to the meeting covering these current applications. P21/S5108/HH Lower Cross Farmhouse are planning a garage conversion which has resulted in a neighbour objection due to potential overlooking, so this will inform the council's response.  
P21/S5250/HH 22 The Croft have submitted plans for proposed ground floor and first floor extensions. A neighbour has approached the council asking if there is any way to view paper copies of the plans as the online version is not easy to see. L. Lloyd confirmed that she is planning to enlarge and print the relevant elevation detail for the neighbour in this instance as they have not received any details in the post.  
P21/S5375/LB 19 Main Road has only just been received, I. Duff confirmed that he plans to speak to the applicants and neighbours this weekend.  
I. Duff noted his concern about the notifications from SODC not reaching consultees on the planning applications due to Royal Mail issues. This issue has been raised with SODC and A-M Simpson.
- b) **East Hagbourne Sport and Recreation Committee: D. Button read the following maintenance update from D. Rickeard:** A number of annual maintenance tasks fall due at this time of year. By the time of the meeting, the Fire Alarm, Fire Extinguisher and gas boiler checks should have been completed (or at least scheduled). This year, in addition, repairs have been carried out to two window shutters that had become jammed and work is in progress on the ventilation units in the roof. Both these units need repair and we are currently weighing the merits of refurbishing or replacing the units. Either approach will be costly (over £2000). All of the above work will be funded through EHSRC budget as per our lease contract.  
In the playground, all the actions from the RoSPA report have been completed. The infilling with soil around the soft pour seems to have eventually been effective and hopefully grass will grow to bind it together.  
Looking further ahead, the car park surface has not met our expectations and, while not urgent, some significant work will be needed to provide a more durable surface. The exact approach is not clear, so we will be looking for specialist advice to prepare a proposal for action in the next couple of years. We expect this to be costly, and that EHPC financial support will be needed.  
D. Button confirmed that the hiring payments are fully up to date with just the EHPC payment outstanding which is due for approval at this meeting. There are now two yoga groups and two and a half football teams using the pavilion and recreation ground regularly.
- c) **Cemetery Committee:** D. Button confirmed that a meeting between I. Duff and Father Jason has confirmed that the tree pruning and crown raising in the cemetery can go ahead without the involvement of the Diocese. L. Lloyd has been in touch with BGG to confirm this and is waiting for a response.
- d) **Employment Committee:** Nothing to report.
- e) **Butts Piece Allotments:** Nothing to report.
- f) **Community Speedwatch:** Nothing to report.
- g) **East Hagbourne Community Support Group (Coronavirus):** Nothing to report.
- h) **Didcot Garden Town:** P. Dixon reported that the LCWIP report will be available in February.
- i) **Flood Group:** Nothing to report.
- j) **Future Oxfordshire Partnership:** P. Dixon reported that there is a meeting coming up in the next week.
- k) **Neighbourhood Plan:** Nothing to report.
- l) **Downland Villages Transport Group (DVTG):** D. Rickeard confirmed ahead of the meeting that the committee will meet in February to discuss restarting the community bus. It is anticipated that this will be delayed until later in the year.
- m) **Definitive Map Modification Order (village hall footpath):** L. Lloyd confirmed that the East Hagbourne Footpath No. 30 Modification Order 2021 was made on 13<sup>th</sup> December and is on display on the noticeboard (valid period is 16<sup>th</sup> December – 10<sup>th</sup> February inclusive) to allow the public to view and make objections to the

order if they wish to do so. The Order does not come into effect until it is confirmed following the public consultation period.

## 8. Correspondence:

L. Lloyd reported the following correspondence items this month:

A resident parent has very kindly offered to lay a new appropriate gravel surface to the VH footpath, as the current wet weather has highlighted that a reasonable length of the footpath becomes very muddy due to heavy use by school foot traffic. D. Rickeard made improvements to dipped areas that were forming puddles late last year but it was agreed that additional surface improvements could be made, with volunteer assistance.

Penny Kisby of Tudor House has confirmed that she is ceasing her efforts with the planting at the New Road and Main Road village entrance signs. The Parish Council would like to extend their thanks to Penny for her efforts to maintain these since they were planted in 2009. I. Duff asked whether councillors had any views on what to do to continue this in the future. D. Button suggested that perhaps the Gardening Club might be interested in taking over this as an ongoing concern.

Local Transport & Connectivity Plan – I. Duff confirmed that the public consultation on the LTCP and supporting strategies for freight, innovation and active travel, runs from 5<sup>th</sup> January 2022 until the 16<sup>th</sup> March 2022. There are a number of webinars coming up to help people respond to the consultation including ones for Town and Parish Councils on 24<sup>th</sup> Jan and 1<sup>st</sup> Feb. It is a large document and I. Duff encouraged councillors to consider attending the seminars.

AONB – I. Duff reported that following confirmation from Natural England that there is no review of the North Wessex AONB planned, L. Lloyd received an email from the North Wessex Downs AONB concerning their Annual Review for 2020/21 which may offer an opportunity to start a discussion about this AONB and its boundary. I. Duff confirmed that he is planning to speak with David Johnston MP who has taken an active interest.

OALC have sent their list of upcoming training opportunities – this has been circulated to councillors.

## 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	Cheque No/Online Payment	Amount	VAT	Total	Date
EHS&RC	Meeting Room hire 14th October INV211004	O/P Auth: D. Button/D. Rickeard	£25.00	£0.00	£25.00	13/12/2021
EHS&RC	Meeting Room hire 11th November INV211004	O/P Auth: D. Button/D. Rickeard	£25.00	£0.00	£25.00	12/12/2021
Cllr D. Rickeard	Expenses - footpath repairs and land registry documents	O/P Auth: D. Button/D. Rickeard	£77.63	£4.12	£81.75	14/12/2021
Hagbourne Parochial Charities	Parish Magazine donation (Local Government Act 1972 s142)	O/P Auth: D. Button/D. Rickeard	£100.00	£0.00	£100.00	15/12/2021
Grundon Waste Management	Cemetery Bin - November	DD	£43.67	£8.73	£52.40	20/12/2021
L. Lloyd	December Salary	O/P Auth: D. Button/D. Rickeard	£673.24	£0.00	£673.24	21/12/2021
Hagbourne Parochial Charities	2nd rental installment for Butts Piece lease	O/P Auth: D. Button/D. Rickeard	£346.85	£0.00	£346.85	21/12/2021
Dark White Digital	December (INV000817) and January (INV000843) web hosting		£60.00	£0.00	£60.00	
EHS&RC	Meeting room hire 9th December INV211204		£25.00	£0.00	£25.00	
BGG Garden and Tree Care	Grass Cutting - Parish and Cemetery 04/11/2021 (INV 1036.21)		£275.00	£55.00	£330.00	
BGG Garden and Tree Care	Greemere Track tree works (INV 1038.21)		£2,100.00	£420.00	£2,520.00	
Hagbourne Village Hall	Car Park Electricity (INV 1605) 22/10/2020 - 17/11/2021		£159.49	£0.00	£159.49	

Laura Lloyd	January salary and expenses (printer ink, paper and stamps)		£701.10	£4.55	£705.65	
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b) Receipts since last meeting			
From	Item	Amount	Date
		£0.00	

c) Accumulated Account Balances (reconciled as of last bank statement through 12/01/2022)		
Barclays Community Account		£53,156.75
Unity Trust Bank - current account		£0.00
<b>Total</b>		<b>£53,156.75</b>

d) The Special Project Balances (as of 12/01/2022) are:		
Planned Development Support Fund		£5,303.15
Cemetery		£11,100.51
Community Infrastructure Levy Fund	Received 24/04/19 so requires spending by 23/04/24	£1,905.97
	Received 30/04/21 so requires spending by 29/04/26	£1,517.73
	Received 27/10/21 so requires spending by 26/10/26	£3,307.90
	Total CIL money	£6,731.60
Community Projects Reserve Fund		£4,943.91
	<b>Total</b>	<b>£28,079.17</b>
<b>e) General Reserve (as of 12/01/2022)</b>		<b>£25,077.58</b>

- b) **Review and approval of payments:** The Council reviewed the pending payments and approved those without prior minuted/regular payment approval.
- c) **Bank Reconciliations for October, November and December 2021:** P. Dixon confirmed he has reviewed and approved the bank reconciliations for Q3 as all is in order.
- d) **Q3 Budget Review:** The council reviewed the expenditure against the 2021/22 budget and no questions were raised. Please see attachment 2 for the full report.
- e) **Bank Progress:** L. Lloyd reported that the Barclays current account balance transferred to Unity Trust Bank today and the Barclays account is no longer active online. The Unity account shows the three Direct Debit payees and the correct account balance as per the Finance Report. Three councillors have already gained access to the account, however due to postal delays L. Lloyd and D. Button are still awaiting their login details.

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

Annual Parish Meeting plans

The meeting closed at 8.45pm. The next Parish Council meeting will be on 10<sup>th</sup> February 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
2020-11-01	Dangerous Trees on FP197/8	JM	Complete

## ATTACHMENT 2: Q3 BUDGET MONITORING REPORT

Income	2020/21	Budget	9 Months to 31 December			
	Actual	2021/22	Budget	Actual	Variance	% Variance
Precept	30956	30956	30956	30956	0	0%
Lease Income	1465	1465	1465	1465	0	0%
Wayleaves	53	56	56	55	1	-2%
Allotments	826	760	760	781	21	3%
Cemetery Contribution	634	640	480	476	4	-1%
Interest	1	4	3	3	0	11%
Pavilion insurance recovery	500	500	500	500	0	0%
Standing Order PCC Gen	4	0	0	0	0	0%
<b>Total</b>	<b>34439</b>	<b>34381</b>	<b>34220</b>	<b>34236</b>	<b>16</b>	<b>0%</b>
<b>Expenditure-Revenue items</b>						
Clerk Remun.	-9300	-8350	6263	6059	203	-3%
Payroll Management Costs	-440	-235	0	0	0	0%
Office Expenses & Clerks Travel	-653	-250	188	85	103	-55%
Subscriptions	-394	-500	500	466	34	-7%
Website	-602	-605	450	240	210	-47%
Training Courses	-134	-600	450	0	450	-100%
Meeting Room Hire	-117	-520	390	205	185	-47%
Insurance	-1347	-1375	1375	1386	11	1%
Audit Costs-External	-200	-400	400	200	200	-50%
Audit Costs-Internal	-250	-300	300	285	15	-5%
Legal Expenses	-175	0	0	0	0	0%
PC Election Costs	0	0	0	0	0	0%
Car Park Repairs	0	0	0	0	0	0%
Car Park Electricity	-154	-175	175	0	175	-100%
Play Equipment Inspection	-79	-80	80	79	1	-1%
Pav Repair and Maintenance	0	0	0	0	0	0%
Pavilion Sundries	0	0	0	0	0	0%
Grass Cutting and Plants	-2010	-3260	2445	881	1564	-64%
Bench Refurbishment	0	0	0	0	0	0%
Defibrillator Costs	-62	-235	0	0	0	0%
Dog Bin Emptying	-2262	-2300	1725	810	915	-53%
Dog Bin Costs	0	0	0	347	347	N/A
Butts Piece Lease	-684	-725	363	694	331	91%
Signage	0	0	0	0	0	0%
Allotments	-340	-260	195	146	49	-25%
Loan Interest	-1123	-900	900	873	27	-3%
War memorial repair	0	0	0	0	0	0%
<b>Total</b>	<b>-20325</b>	<b>-21070</b>	<b>16198</b>	<b>12755</b>	<b>3442</b>	<b>-21%</b>

<b>Non regular Revenue items</b>						
Incomings-Village Grants	650	0	0	0	0	0%
Incomings - Legal	1	0	0	0	0	0%
	<u>651</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
<b>Outgoings</b>						
Contingency/Uninsured Costs	0	-1000	750	0	750	-100%
Donations and Grants	-861	-1000	750	300	450	-60%
Pavilion Drainage Expenditure	0	0	0	10024	10024	N/A
Loan Capital	-10649	-11000	11000	10899	101	-1%
	<u>-11510</u>	<u>-13000</u>	<u>12500</u>	<u>21223</u>	<u>8723</u>	<u>70%</u>
<b>Annual Surplus/(Deficit)-Revenue</b>	<u>3254</u>	<u>311</u>	<u>5523</u>	<u>258</u>	<u>5264</u>	

**NOTES:**

Office Expenses and Clerks Travel: Online banking = reduced stamps and associated stationery. No clerk travel

Website: No additional costs incurred so far this year

Training Courses: No uptake from councillors for OALC training - Clerk ILCA training was paid for in 20/21

Car Park Electricity: Bill not received

Grass Cutting and Plants: Considerably fewer cuts due to staffing issues despite regular chasing

Dog Bin Emptying: Awaiting the Q3 invoice from SODC

Butts Piece Lease: 1 January payment made in December