

## EAST HAGBOURNE PARISH COUNCIL

### MINUTES OF THE ANNUAL PARISH COUNCIL MEETING DULY CONVENED AND HELD ON THURSDAY 12<sup>TH</sup> MAY 2022

#### 1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN:

P. Dixon nominated Iain Duff to continue as Chairman. J. Elliott seconded this proposal. I. Duff accepted this nomination and was unanimously elected as Chairman of East Hagbourne Parish Council until the Annual Parish Council Meeting (APCM) in May 2023. I. Duff signed the Declaration of Acceptance of Office which was witnessed by the clerk.

D. Rickeard nominated Derek Button for Vice Chairman. C. Shaikh seconded this proposal. D. Button accepted the nomination and was unanimously elected as Vice Chairman of East Hagbourne Parish Council until the APCM in May 2023. D. Button signed the Declaration of Acceptance of Office which was witnessed by the clerk.

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

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

Apologies were received from Cllr C Gover and District Councillor A-M Simpson  
In attendance were L. Lloyd (Clerk) and one member of the public.  
I. Duff indicated there is 1 vacancy for a parish councillor.

#### 3. PUBLIC FORUM AND QUESTIONS:

Mr T. Lightfoot had come to speak with reference to his planning application P22/S1539/HH which seeks permission to build a garage/office in the rear garden of 22 The Croft with access via Main Road. Cllr I. Duff declared an interest as an adjacent neighbour and left the room for the discussion, with Cllr D. Button taking the role of Chair for the public session.

Mr Lightfoot amplified his family's local connections and their collective sensitivity towards the Conservation Area. The proposed building would be used purely for garaging and a garden store with office space above. Recently cleared scrub and bushes would be replaced with better hedging and trees. When questioned about the ROW he confirmed that construction traffic would not use it but it was his intention on completion to use the Main Road access more regularly. He also confirmed that he had considered a site nearer his own house, as applied for by earlier owners, but was settled on the proposed plan as making better use of the site and access.

#### 4. REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS: None

#### 5. CONFIRMATION OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 21<sup>ST</sup> APRIL 2022: The minutes of the meeting on 21<sup>st</sup> April 2022 were approved by Council and signed by I. Duff.

#### 6. PROCEDURAL MATTERS: The council reviewed the Annual Review of Council Operations which was circulated ahead of the meeting. The final copy will be available on the website following agreed amendments.

##### a) **Review of nominations and terms of reference to committees, working groups and non-Council bodies, including cheque signatories:**

The rotating Chairman position for the Cemetery Committee should fall to West Hagbourne in 2022/3.

D. Button reported that he had asked M. Butler if he would like to Chair for the coming year and he declined the position. D. Button confirmed he is happy to continue in the position of Chairman of the Cemetery Committee for 2022/23.

The Parish Council switched to Unity Trust Bank in January 2022. J. Elliott expressed a wish to only authorise payments if others are not able to do so. C. Shaikh volunteered to replace J. Elliott as a signatory, and it was agreed that L. Lloyd should begin the signatory change process.

##### b) **Review of standing orders and financial regulations:** I. Duff confirmed that NALC have just updated the Model Standing Orders on their website (dated April 2022). The Parish Council's existing standing orders are currently being reviewed in line with these. The 2019 NALC Model Financial Regulations were adopted in August 2020, no amendments were required.

##### c) **Review of inventory of land and assets including buildings and office equipment:** A review of assets was carried out in March 2022. Items added to the asset register during the year have been minuted accordingly. It was agreed that seating and picnic benches should be listed separately on the annual

checklist. It was further agreed that research to verify ownership and responsibility for all benches in the Parish would take place and the council will document this information.

- d) **Review and confirmation of arrangements for insurance cover in respect of all insured risks:** Insurance cover was renewed on 1<sup>st</sup> April, following a review of the insurance schedule in March 2022.

The Risk Assessment including financial risks was adopted in 2015 and revised in May 2021. A review in May 2022 resulted in no changes to the current risk assessment.

- e) **Review of the Council's and/or employees' memberships of other bodies:** Memberships were reviewed and no additions or changes were proposed.

- f) **Other Councillor responsibilities:** None noted

- g) **Setting the dates, times and place of ordinary meetings of the full Council for the year ahead:**

2022: June 23, July 21, September 8, October 13, November 10, December 8

2023: January 12, February 9, March 9, April 20, May 11

The Annual Parish Meeting will take place on March 30

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

All meetings to commence at 19:30.

## 7. ACTIONS FROM PREVIOUS MEETINGS:

**2019-04-03 Main Road 20mph speed limit:** I. Duff confirmed that the meeting on 28<sup>th</sup> April had decided to support the 20mph application in spite of two objections, both non-local. He had spoken to Jon Beale of OCC who said that the application was now being sent out to contractors but he had no date for the installation. I. Duff confirmed he would phone Jon Beale soon for an update.

**2022-04-01 Slurry Seal Footway repairs:** D. Button confirmed he drove through Grove to view an example of extensive slurry seal repairs ahead of the potential works in East Hagbourne. Kynaston Road in Didcot has also had slurry seal repairs carried out. It was agreed that OCC should proceed with the slurry seal repairs proposed in East Hagbourne, and I. Duff said that he would confirm this, via Jane Murphy, with D. Depp of OCC. I. Duff anticipated that works may be carried out this summer.

## 8. ITEMS FOR DISCUSSION/DECISION:

- a) **Deanfield development site adjacent to the village hall:** Works on the gas pipes at the front of the development site are being carried out at the moment which should take around 7 days. The Discharge of conditions is still pending. There have been several concerns already raised regarding the traffic restrictions in place and subsequent parking/queuing issues for parents while the work is carried out. It was confirmed that a direct contact between the school and Deanfield should be established as soon as possible ahead of the main construction. C. Shaikh volunteered to set up a spreadsheet to log complaints relating to the development as a record, and it was agreed that this would be a useful tool moving forward.
- b) **Annual membership renewal 2022-23 for Oxfordshire Neighbourhood Plan Alliance (ONPA) at a cost of £50.00:** D. Rickeard confirmed that ONPA have provided useful information and guidance and proposed that membership should be renewed for the coming year. All councillors agreed to the renewal.
- c) **Pavilion Car Park Repairs**
- i) **Review of quotes obtained:** D Rickeard confirmed that three contractors have been approached to advise and quote for the potential surface repairs to the Pavilion car park. All have suggested a porous asphalt surface with varying degrees of ground preparation. The quotes indicate that this project would need to go to formal tender. P. Dixon suggested that it would be advisable to speak to a qualified civil engineer to assess the car park and propose a suitable solution and has drafted a letter to send to local companies. After some discussion on the matter, councillors agreed to this suggestion and it was agreed that L. Lloyd will send the letter.
- ii) **Planning permission requirement:** This was not discussed as it is too early in the proceedings.
- d) **Proposals to update the rules of operation for EHSRC:**
- i) **Amendments to the Constitution:** D. Rickeard confirmed that there are a number of proposals to amend the constitution. It was agreed that a table of changes should be circulated to councillors for review ahead of the next meeting. D. Rickeard confirmed that the land was gifted to the Parish Council in 1939 as a public recreation ground. D. Button expressed an interest in viewing the deeds and D. Rickeard agreed to circulate these after the meeting.
- ii) **Procedures for use of the Recreation Ground:** D. Rickeard confirmed that he has circulated a draft of amended procedures, in light of the antisocial behaviour last summer. It was agreed that the changes would be reviewed ahead of the next meeting.

**9. ITEMS FOR REPORT:**

- a) **Planning Applications:** I. Duff confirmed that there are 4 planning applications currently under discussion and responses for these will be drafted following discussion with neighbours.
- b) **East Hagbourne Sport and Recreation Committee:** D. Button confirmed that end of year accounts will be presented next month due to computer issues, but reported that the bank balance increased by c. £15,000 during 2020-21 and c. £7,300 during 2021-22. There are many bookings for parties following the removal of Covid restrictions.
- c) **Cemetery Committee:** D. Button reported that a Memorial Inspection was carried out on 10<sup>th</sup> May and there are several memorials which need urgent attention. L. Lloyd is identifying which of those have current owner contact details so action can be taken. Grass cutting has started and this will be closely monitored following the issues last year.
- d) **Employment Committee:** D. Button confirmed that he has still not received the NJC Salary Scales and noted that he will complete the re-declaration of compliance for The Pensions Regulator (a 3-yearly legal requirement for employers).
- e) **Butts Piece Allotments:** P. Dixon confirmed that the allotments are at 100% occupancy.
- f) **Community Speedwatch:** Nothing to report.
- g) **East Hagbourne Community Support Group (Coronavirus):** I. Duff confirmed there had been one request for assistance circulated in the last month.
- h) **Didcot Garden Town:** Following some concern that a Parish Council Sounding Board meeting may have been missed, P. Dixon confirmed that the last Parish Council Sounding Board was the one he attended in September 2021. This raised further concerns that the sounding board is not being consulted as frequently as hoped. I. Duff suggested that it would be good to ask for support from District Councillors concerning the lack of meetings and councillors agreed.
- i) **Flood Group:** Nothing to report.
- j) **Future Oxfordshire Partnership:** P. Dixon confirmed the next meeting is in June.
- k) **Neighbourhood Plan:** D. Rickeard confirmed that progress is being made with the draft Design Code. P. Dixon has joined the NPSG. Investigation into potential additional green spaces is being carried out including speaking to SOHA. C. Shaikh queried whether there had been any further communications regarding the area behind Kingsholm Close. There have not, but it was noted that there has been substantial bush trimming alongside the Haccas Brook causeway.
- l) **Downland Villages Transport Group (DVTG):** D. Rickeard confirmed that the bus service has resumed and will be monitored moving forward.
- m) **North Wessex Downs AONB:** I. Duff confirmed that C. Topping has recently contacted the director, Henry Oliver, to suggest that the Hagbournes and Upton have a strong case to be within the AONB. Depending on the response, further options could include lobbying with the help of D. Johnston MP.

**10. Correspondence:**

SODC's Litter Bug Detectives Trail – It was agreed that L. Lloyd would discuss with HUGS to see if there is a suitable, safe route to propose ahead of the 29th May submission deadline.

The Oxfordshire Treescapes Project – D. Rickeard spoke about a recent communication which was circulated to councillors ahead of the meeting. They are now working on a rewilding strategy involving setting up Nature Recovery Plans with local parishes and suggested that it could be worth enquiring in conjunction with HUGS whether they could review EH Parish. This was agreed and D Rickeard agreed to make the initial contact.

Home Start Southern Oxfordshire have sent a letter requesting a donation from the Parish Council. It was agreed that L. Lloyd will circulate to councillors ahead of the next meeting for consideration.

**11. 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	INV000920 April web hosting	O/P Auth: D Rickeard / C Gover	£30.00	£0.00	£30.00	03/05/2022
EHS&RC	INV 20220304 March 10 meeting	O/P Auth: D Rickeard / C Gover	£25.00	£0.00	£25.00	03/05/2022

Laura Lloyd	Expenses March 2022 (Defibrillator Pads x2)	O/P Auth: D Rickeard / C Gover	£71.42	£14.29	£85.71	03/05/2022
Laura Lloyd	Salary April 2022	O/P Auth: D Rickeard / C Gover	£685.02	£0.00	£685.02	03/05/2022
Dark White Digital	INV000947 May web Hosting		£30.00	£0.00	£30.00	
BGG Garden and Tree Care Ltd	INV 063.22 Parish and Cemetery cuts 30/04		£275.00	£55.00	£330.00	
Laura Lloyd	Expenses May 2022 (Printer cartridges, A4 paper and McAfee Antivirus)		£55.26	£11.06	£66.32	
Laura Lloyd	May Salary		£685.02	£0.00	£685.02	

**b) Receipts since last meeting**

From	Item	Amount	Date
Plots 12 and 13	Allotment Rent 2022-23	£54.40	21/04/2022
MJ Didcock	Strange burial E143	£88.00	21/04/2022
Plots 1 and 16	Allotment Rent 2022-23	£54.60	22/02/2022
Plot 15	Allotment Rent 2022-23	£21.75	25/04/2022
SODC	CIL Money - Instalment 3 for P19/S1268/FUL	£3,035.45	27/04/2022
Plot	Allotment Rent 2022-23	£29.75	28/04/2022
SSE	Wayleave Cheque	£52.96	29/04/2022
Plot 23	Allotment Rent 2022-23	£31.70	29/04/2022
Plot 20	Allotment Rent 2022-23	£23.90	29/04/2022
Plot 2B	Allotment Rent 2022-23	£15.45	29/04/2022
Cooperative Funeral Services	Saunders burial C66	£176.00	29/04/2022
Plot 10	Allotment Rent 2022-23	£22.90	29/04/2022
Plot 8A	Allotment Rent 2022-23	£15.15	11/05/2022

£3,622.01

**c) Accumulated Account Balances (reconciled as of last bank statement through 11/05/2022)**

Unity Trust Bank - T1 current account	£42,490.80
Unity Trust Bank - Instant access account	£18,513.45
Total	<u>£61,004.25</u>

**d) The Special Project Balances (as of 11/05/2022) are:**

Planned Development Support Fund	£5,303.15
Cemetery	£11,320.34
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
Received 27/04/2022 so requires spending by 29/04/27	£3,035.45
Total CIL money	£9,767.05
Community Projects Reserve Fund	<u>£4,943.91</u>
Total	<u>£31,334.45</u>

**e) General Reserve (as of 11/05/2022)**

£29,669.80

- b) **Approval of payments:** The Council reviewed the pending payments and approved those without prior minuted/regular payment approval.
- c) **Review of Direct Debits and regular payments:** The DDs and regular payments were reviewed and EHS&RC were added as a regular payment for meeting room hire. In addition, the variable direct debits were re-approved and signed as a record by D. Button and D. Rickeard.
- d) **Internal Audit progress:** L. Lloyd confirmed that IAC have requested some additional documentation for review. This is being collated and will be sent early next week.

**12. Items for report and inclusion on the June agenda:**

- Pavilion constitution
- OCC EV Charging
- Village Welcome Packs

The meeting closed at 9.28pm. The next meeting will be held on 23<sup>rd</sup> June 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
2022-04-01	Slurry Seal Footway repairs	ID/OCC	Under discussion