

EAST HAGBOURNE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING DULY CONVENED AND HELD ON THURSDAY 12TH AUGUST 2021

1. ATTENDANCE, APOLOGIES AND DECLARATIONS OF PECUNIARY INTEREST:

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

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

In attendance was L. Lloyd (Clerk) and two members of the public.

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

2. PUBLIC FORUM AND QUESTIONS: R. Bartlett addressed the council to confirm that he has re-joined the fire service and is now able to undertake home risk assessments for local residents. He asked if it might be possible for the Parish Council to publicize this. It was agreed that item 6 g), in which he had an interest, could be moved forward in the agenda.

The second member of public (MOP) present raised concerns about the youth issues at the recreation ground. He has approached them about smashing up the signs and is under the impression that it is certainly a minority of the group (primarily girls) who are responsible for the anti-social behaviour, with the age range c. 13-17 years old. R. Bartlett confirmed that he has also witnessed the issues and reiterated that the group is taking advantage of the relative seclusion away from Didcot where the police patrol more regularly. I. Duff confirmed that L. Lloyd has been communicating with the PSCO team asking for advice which has already resulted in Police signage being installed, a site visit and speaking with neighbours. D. Rickeard confirmed that the HUFC group who train on Thursdays all leave after the practice. MOP suggested locking the gates and having a notice stating opening times for the recreation ground may deter the gatherings, but D. Button pointed out that this would not be enforceable without a bylaw. It was noted that the PCSO team rarely work past 5pm and R. Bartlett reported that calls to 101 or email to the police will ensure that Thames Valley Police take notice. It was acknowledged that there are very few options for youths at the moment and this is an issue that occurs in many local parks.

MOP also asked about owl boxes as he would be interested in having one and has not received a reply to his enquiry email. C. Gover provided the correct details for Lu's Owls.

3. CONFIRMATION OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 15TH JULY 2021:

The minutes of the meeting on 15th July 2021 were approved by Council and signed by I. Duff.

4. REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS: NONE, although I. Duff did reference the recent circulation from J. Murphy which included an offer to work on 5-6 specific items alongside any general requests. I. Duff asked councillors to consider what items should be prioritised for attention. D. Rickeard noted that the potholes have been filled in and the gutters have been cleaned recently. D. Button suggested that a diary of correspondence on these matters could be kept by the clerk to record requests and actual works carried out. This could be used as an easy reference for future OCC queries. I. Duff will circulate a list of requests that he had sent earlier to J. Murphy.

5. ACTIONS FROM PREVIOUS MEETINGS:

2019-04-03 Main Road 20mph speed limit: L. Lloyd confirmed that the potential OCC initiative for 20mph should include Harwood Road and Wilcher Close, which are not included in the current proposal based on the speed surveys undertaken in 2019. D. Rickeard commented that New Road and Blewbury Road should be considered separately if a 20mph initiative is progressed as they are significant roads which would not be able to have a 20mph limit. R. Bartlett confirmed that it would take several years of consistent speedwatch results to consider New Road or Blewbury Road for a lower speed limit with the current system.

2019-04-04 Village Gateways: C. Shaikh reported that the gateway installation was completed on 9th August. When the signs were installed, 3 bolts were missing which are now on order to enable the signs to be fully secured to the gates by OCC.

2020-10-01 Definitive Map Modification Order (DMMO) Application: L. Lloyd confirmed there has been no update since the last meeting. I. Duff noted that the other unadopted footpath in the village, from Blewbury Road to Fieldside, would need to go through the DMMO process to be a registered footpath and avoid adjacent owners trying to claim the land. MOP2 confirmed that there are rights of access to the cottages along the path.

2020-11-01 Dangerous Trees on Footpath 197/8: L. Lloyd reported that despite chasing again, there has been no confirmation of a date for works to take place.

2021-07-01 Sustrans Art Benches: D. Rickeard reported that J. Capone completed the final bench earlier this week and noted that the council should be receiving an invoice from Sustrans for the restoration works in due course.

6. ITEMS FOR DISCUSSION/DECISION:

It was agreed that item 6.g) would be discussed first due to the presence of R. Bartlett.

- g) To consider and approve the request from R. Bartlett of Community Speedwatch for the Parish Council to purchase a Thames Valley Police recommended speed gun at a cost of no more than £250.00 for use within the parish:** R. Bartlett addressed the council and confirmed that it is evident that between 5am-Midnight cars are definitely driving over the speed limit along New Road. The speedwatch group will be speed monitoring rather than prosecuting, although the records will be passed to the Police. The proposed speed gun for purchase records the speed more accurately than the previous SID monitor and operates from a longer distance which is better to catch the motorists. There is now a 45-minute training session required for a speedwatch volunteer. R. Bartlett confirmed that he plans to present a report to council with details of speeds and vehicle types to support potential new speed limiting devices. The council approved the purchase of the speed gun at a cost of no more than £250.00.

a) Planning Applications including:

- i) 34 Main Road appeal:** I. Duff confirmed that there has still been no decision on the appeal, although the new owners do not have an issue if the appeal is refused as they do not want to keep the gates.
- ii) Site adjacent to the village hall:** I. Duff confirmed that Deanfield have now completed the purchase of the land from MacTaggart and Mickel and are responsible for the new fencing that has been installed. Deanfield hope to commence work as soon as possible once the planning application is approved. S. Handy will be working with Deanfield and will remain a point of contact for the council.

P21/S3292/HH Buckells, 12 Main Road – I. Duff confirmed that this application is not due a response until early September. Pre-application advice has been given and I. Duff will speak with adjacent neighbours before drafting a response.

- b) Oxfordshire Plan 2050 consultation:** I. Duff confirmed that the consultation is open until 8th October and reminded councillors of the session being run jointly by ONPA and CPRE on 19th August. C. Shaikh volunteered to attend as an observer and provide feedback to help with the council's response. It was agreed that the council then needs to review the full document and draft an informed response. I. Duff reported that he has also asked for advice from SODC and OCC.
- c) Community Projects:** I. Duff confirmed that there was nothing specific to raise this month, but noted that the community projects framework needs discussion and would form the basis of a parish meeting later in the year. Timing is important for the meeting to ensure good attendance. D. Rickeard proposed that the community projects documentation should be reviewed and updated and offered to make the amendments before circulating to councillors for comment.
- d) Potential creation of a garden in Roger Phipps' memory on Butts Piece:** I. Duff reported on a query as to whether Roger Phipps' established garden (in Wilcher Close) could be relocated to Butts Piece. It is evident that this is not really a practical option for a number of reasons, largely that Hagbourne Parochial Charities own the land, and it is a public open space which is not suited to having a permanent memorial garden. The land alongside Hakka's Brook has also been mentioned and it has already been confirmed that this land is privately owned. There are a number of potential suggestions for a memorial which will likely be presented to the council at a later stage.
- e) Pavilion Foul Drainage Issues including:**
- i) Update on progress with Thames Water licence:** L. Lloyd confirmed that the S106 Thames Water consent letter was received earlier today which means the drainage works can now move forward.
- ii) Review of quotes for the drainage re-routing:**

Contractor A: £8,200

Contractor B: £6,500

Four prospective drainage companies were approached in June to provide quotes, of which two companies declined to quote for the work. D. Button and D. Rickeard both spoke in favour of contractor A who has provided a very detailed specification. Although the quote is higher it is evident that all costs have been considered and clearly outlined, including traffic management which will be important as the work may take around 2 weeks to complete. It was agreed that due to the nature of the work, professionalism and compliance with all authorities' requirements is of utmost importance.

L. Lloyd confirmed receipt of a courtesy letter from Hine solicitors on behalf of the owners of 87 New Road, giving notice that they are planning some internal building work which will require the Pavilion foul drainage to be cut off from 27th September for a minimum of 2 weeks.

D. Rickeard proposed that the council resolve to accept the quote from Contractor A. This was seconded by P. Dixon.

The council resolved to accept the quote of £8,200 from Contractor A (Express Drainage Solutions) to undertake the drainage re-routing works at the Pavilion and to request that they confirm a date to start the work as soon as is reasonably practicable. It was further agreed that the costs for this drainage re-routing would be paid for from the general reserves.

Two additional points which should be explicitly noted were highlighted by D. Rickeard and will be included in the acceptance of the quote.

- f) **Upkeep of Village Footpaths and Pavements:** D. Rickeard confirmed that the brambles along the footpath from New Road to Blewbury Road are still making the path unusable. It was agreed that L. Lloyd will email the owner of Grange Farmhouse again copying in M. Bell from OCC. D. Rickeard also confirmed that the Blewbury Road verges are not causing visibility issues at this stage but will need a bi-annual cut at some point soon, along with the triangle at Butts Piece. He suggested that BGG may need to complete the cut but this would leave residents with a lot of cuttings to clear away. D. Rickeard noted that the state of the pavements in general is not good and this was added to I. Duff's list for J. Murphy.
- h) **Quotation from BGG to maintain the trees along FP5:** D. Rickeard reported that a site visit has been arranged for Friday 13th August.

7. ITEMS FOR REPORT:

- a) **East Hagbourne Sport and Recreation Committee:** D. Rickeard and D. Button have initially reviewed the trees along the boundary to the rear of 77 New Road following a query from the property owner earlier today. It was agreed that a proper review with BGG would enable some thinning to be completed at the expense of EHS&RC under general maintenance.
- b) **Cemetery Committee:** D. Button confirmed that a recent exhumation request has re-opened the historical query regarding the consecration of the cemetery ground. L. Lloyd is researching this. D. Button will be meeting BGG to facilitate an assessment and quote for works required on ash and other trees in the cemetery.
- b) **Employment Committee:** D. Button reported that although a report hasn't yet been produced, no issues were raised at the clerk's annual review.
- c) **Butts Piece Allotments:** P. Dixon reported that the allotment judging has taken place. Further attempts by P. Dixon and L. Lloyd to contact P. Trout of SOHA about the fence have not been successful.
- d) **Community Speedwatch:** C. Gover confirmed that she will complete the training course and encouraged others to do so.
- e) **East Hagbourne Community Support Group (Coronavirus):** Nothing to report.
- f) **Didcot Garden Town:** Nothing to report.
- g) **Flood Group:** I. Duff and D. Rickeard observed that the streams seem to be running almost dry at the moment.
- h) **Oxfordshire Growth Board:** Nothing to report.
- i) **Neighbourhood Plan:** Nothing to report. D. Rickeard asked that C. Topping, chairman of the Neighbourhood Plan Steering Group, be included in circulations relating to the OX2050 Plan.

8. Correspondence:

L. Lloyd reported the following issues have been raised by the general public this month:

Great Mead gatherings as noted in 7.a) – Facebook posts and an email received on 4th August.

I. Duff reported that he has received a request to hold the Produce Show in the village car park on Sunday 12th September. Councillors agreed that the show went well last year and it was a good use of the car park. It was noted that the Fleur should be notified as it often advises customers to use the car park.

9. Finance.

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

Payee	Item	Cheque No/ Online Payment	Amount	VAT	Total	Date
a) Payments since last meeting:	NB: Payments pending are shown in yellow and are not included in the account balance shown in c)					
I. Duff	Zoom monthly subscription x 2 (15/04-14/05, 15/05-14/06)	Online Payment DB/JE	£23.98	£4.80	£28.78	19/07/2021
Pear Technology	Inv 130857 Digital Cemetery Map and HeritEDGE Setup	Online Payment DB/JE	£650.00	£130.00	£780.00	19/07/2021
Dark White Digital	INV000692 July web hosting	Online Payment DB/JE	£30.00	£0.00	£30.00	19/07/2021
D Bartlett Building Services	INV 34 - 2 picnic benches	Online Payment DB/JE	£360.00	£72.00	£432.00	19/07/2021
Clean Slate	S137 Donation	Online Payment DB/JE	£100.00	£0.00	£100.00	19/07/2021
Terry Taylor	June Invoice for cemetery works	Online Payment DB/JE	£656.00	£0.00	£656.00	19/07/2021
L. Lloyd	Expenses 8 May - 15 July	Online Payment DB/JE	£44.58	£7.73	£52.31	19/07/2021
EHS&RC	Meeting Room Hire 24/06/2021	Online Payment DB/JE	£22.50	£0.00	£22.50	19/07/2021
Hagbourne Charities	Butts Piece Rental (July payment)	Online Payment DB/JE	£346.84	£0.00	£346.84	19/07/2021
Grundon Waste Management	Cemetery Bins - June	Online Payment DB/JE	£26.67	£5.33	£32.00	20/07/2021
L. Lloyd	July Salary	Online Payment DB/JE	£673.24	£0.00	£673.24	28/07/2021
Glasdon	Village gateways x 2		£1,753.76	£350.75	£2,104.51	
EDGE IT	Annual Fee – Cemetery Database		£212.00	£42.40	£254.40	
Dark White Digital	Web hosting - August		£30.00	£0.00	£30.00	
EHS&RC	Meeting Room Hire 15/07/2021		£22.50	£0.00	£22.50	
Pet Waste Solutions	Dog Bin Emptying - July		£318.29	£63.66	£381.95	
BGG Garden and Tree Care	July village and cemetery cuts 01/07 and 23/07		£275.00	£55.00	£330.00	
L. Lloyd	August Salary		£673.24	£0.00	£673.24	
b) Receipts since last meeting						
From	Item	Amount	Date			
R Barker	EROB and interment - Edmondson CM075	£176.00	22/07/2021			
M J Didcock	2nd interment - Allin CM047	£86.00	26/07/2021			
		£262.00				
c) Accumulated Account Balances (reconciled as of last bank statement through 11/08/2021)						

Barclays Community Account		£10,089.40				
Barclays Business Savings Account		£50,113.96				
Total		£60,203.36				
d) The Special Project Balances (as of 12/08/2021) are:						
Planned Development Support Fund		£5,303.15				
Cemetery		£9,807.78				
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				
	Total CIL money	£3,423.70				
Community Projects Reserve Fund		£8,915.67				
	Total	£27,450.30				

D. Riccard commented that Edge IT is not an easily identifiable payment (it is for the Cemetery Database) and payees should be clearly recognisable to members of public so a little more detail is needed to ensure this is possible. This was duly noted and an amendment was made in the report above.

- b) Review and approval of payments:** The Council reviewed the pending payments and approved those without prior minuted/regular payment approval.
- c) Bank Progress:** D. Button confirmed that the forms had been recently posted back to Barclays and L. Lloyd should receive correspondence from them soon.
- d) Internal Audit Report – Response to Recommendations:**
D. Button confirmed his and other councillor’s concerns about the internal auditor’s observation on the adoption of NALC Standing Orders. Councillors supported L. Lloyd’s proposed responses to the recommendations (see attachment 2), but it was agreed that D. Button would draft a response to be sent to the internal auditor regarding the NALC Model adoption as the council do not agree with this.

10. Items for report and inclusion on the September agenda:

Nothing noted

The meeting closed at 10.00pm. The next Parish Council meeting will be on 9th September 2021 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	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: INTERNAL AUDIT OBSERVATIONS WITH CLERK COMMENTS

East Hagbourne Parish Council
Financial Year 2020-21



Year End Internal Audit Observations

Visit date: 25 April 2021

Box B This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	The Council does not use the NALC Model Standing Orders	<i>The Council is using a modified version of the NALC Model Financial Regulations. This may create additional challenges in maintaining and updating the regulations with future changes.</i>	The Council should consider adopting the NALC Model Standing Orders	Medium	The observation does not match the audit conclusion here. Regarding the standing orders these were carefully adapted in line with the 2018 NALC model to meet the needs of our small parish, rather than adopting the NALC model. The possibility of adopting the NALC model will be discussed.
2	The Clerk is not CiLCA qualified	<i>It is understood that the Clerk is currently studying for CiLCA.</i>	Council to note.	Medium	I am not currently studying for CiLCA, I am doing the ILCA course at the moment. This was confirmed by email in the first set of questions from Andrew.
3	Bank signatories are in not accordance with Financial Regulations	<i>We understand that the Council has not been able to obtain a bank mandate so we are unable to confirm that bank signatories are in accordance with the Council's Financial Regulations.</i>	The Council must, as a priority, review its bank signatories to ensure that they are in accordance with financial regulations and Council approvals.	High	A Bank Mandate has been requested but has not been sent to the council. We appreciate this is a priority and are actively pursuing receipt of a mandate for our records. We provided minute references confirming the addition of the most recent signatory on the mandate for the internal audit review in lieu of the mandate itself. Bank signatories are also re-confirmed as part of the annual review process to ensure councillors are happy to continue with the responsibility.
4	Payments made by Direct Debit and Standing Orders have not been subject to review and approval by Council as set out in Financial Regulations	<i>We understand that the three Direct Debits set up and for emptying bins, water and Public works loans have not been reviewed by Council. The Clerk has confirmed that the Direct Debits and regular payments will be included in the review process leading up to the Annual Parish Council Meeting to comply with (Regulation) 6.7</i>	The Council must ensure that payments under Direct Debit and Standing Order are subject to review and approval as set out in Financial Regulations.	High	All DDs and regular payments have been approved at council meetings, and our previous financial regulations did not require such a check to be in place. Following adoption of the new financial regulations in August 2020, a DD and regular payments spreadsheet was created (circulated to councillors for comment and recorded in the minutes of 17th September 2020 9.a) to ensure that we would meet 6.7 in the new regs when the annual review is completed. As such, we have met the requirements and this observation is not required.

Box D The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	Budget was not approved prior to setting the precept	<i>We note the minutes of Full Council meeting on 16 January do not record approval of the 2020/21 budget.</i>	The Council must ensure that the Precept set is based on a specific budget requirement evidenced by a budget approved prior to setting the precept.	High	Noted. For future budget and precept approval this will be listed as two separate agenda points and budget approval will be formally minuted prior to the setting of the precept.
2	The Council has not formally minuted consideration of the points raised by the External Auditor in their report.	<i>We note that the minutes of the Full Council for 15 October 2020 record the External Auditors Report as being received with no comments. This appears as a note under Bank Mandate Progress rather than a specific item.</i>	The Council MUST ensure that it formally minutes consideration of reports of the External Auditor.	High	Noted. The External Audit Report was received on 13th October 2020 (after the agenda for the October meeting had been issued) and contained no comments for consideration. This will be listed as a separate agenda item in the future.